

**Mukwonago Community Library
Emergency Preparedness Policy
Approved February 8, 2024 – Last Reviewed February 8, 2024**

The Mukwonago Community Library Board of Trustees (“Library Board”) recognizes that in the event of an emergency, the Library Director and Library staff need to act swiftly and appropriately to ensure the safety of everyone in the facility. This policy provides clear guidance on staff responsibilities and empowers leadership to make decisions.

- I. General Expectations
- II. Chain of Command
 - A. Emergencies With Immediate Danger
 - B. Emergencies Without Immediate Danger
- III. Crisis Communication and Media Requests
- IV. Salvage Priorities

I. General Expectations

In the event of an emergency, it is the primary responsibility of the Library staff on-site to do whatever is necessary to ensure the safety of themselves, Library staff, and Library users.

- A. Prioritize the safety of people first and foremost.
- B. In the event of a Village-wide emergency such as a flood or tornado, Library staff will follow the Emergency Preparedness Action Plan developed jointly by the Village and Town.
- C. Library staff must follow the directions of all emergency personnel such as police officers, paramedics, and/or fire fighters.
- D. The Library Director is responsible for creating and maintaining an Emergency Response Plan that includes procedures for emergency actions.
 - i. Procedures must be easily accessible to Library staff.
 - ii. The Emergency Response Plan and procedures must be routinely reviewed and updated as necessary. Policy changes, facility changes, and staffing changes all require review of emergency procedures.
 - iii. Library staff must be trained on the procedures and informed of any changes in a timely manner.
- E. This policy provides emergency powers to Library staff to close the Library. However, the full Library Board needs to approve prolonged closures or operational hour adjustments in excess of one (1) week.

II. Chain of Command

The Library Board recognizes that the Library facility may need to be evacuated or closed due to an emergency. It is important to have one person responsible for representing the Library, enforcing procedures, and maintaining security in order to avoid confusion.

A. Emergencies With Immediate Danger

These emergencies are ones where people are in immediate danger of physical harm. Some examples include an active shooter, a fire, a tornado, a bomb threat, or a gas leak.

- i. Any Library staff who sees danger should immediately call 911, when appropriate. Then they need to report immediately to the highest-ranking staff member in the Chain of Command who is in the building.
- ii. The Library Director (or, if unavailable, the next person in the Chain of Command) has the authority to evacuate and close the facility.
- iii. The Chain of Command for Emergencies With Immediate Danger is as follows:
 1. Library Director
 2. Associate Director of Circulation & Customer Experience
 3. Associate Director of Collections & Programs
 4. Staff assigned at that time to the Information Desk

B. Emergencies Without Immediate Danger

These emergencies allow for some time to act and no person is in immediate danger. Some examples include a snow day, a power outage, a staff shortage that does not allow the Library to function, or a public health crisis.

- i. The Library Director (or, if unavailable, the next person in the Chain of Command) needs to consult with the Library Board President prior to closing or adjusting the operational hours of the Library.
- ii. Decisions will take into account the actions of the Mukwonago Area School District, the recommendations of the Village, and the recommendations of any local, county, state, or federal agencies.
- iii. The Chain of Command for Emergencies Without Immediate Danger is as follows:
 1. Library Director
 2. Associate Director of Circulation & Customer Experience
 3. Associate Director of Collections & Programs
 4. Business Manager
 5. Adult Services Librarian
 6. Youth Services Librarian

III. Crisis Communication and Media Requests

It is important to identify only one point of contact in an emergency to avoid confusion and to ensure the Library is represented correctly in the media. Priority is given to Library staff who have the training for media representation and whose job descriptions designate them as leadership.

- A. If the emergency was handled by the police department, fire department, or any other emergency agency, crisis communication and media requests should defer to that agency.
- B. The Library Director (or, if unavailable, the next person in the Chain of Command) is responsible for communicating with all Library staff and Village staff.
- C. The Library Director (or, if unavailable, the next person in the Chain of Command) is responsible for communicating with all media.
- D. No individual Library Board members will speak to the media or provide a personal statement. The Library Board will act as one body and may choose to issue formal statements as one.
- E. Crisis communication and media requests not handled by emergency agencies shall be handled by Library staff and shall follow the Chain of Command:
 - 1. Library Director
 - 2. Associate Director of Circulation & Customer Experience
 - 3. Associate Director of Collections & Programs
 - 4. Business Manager
- F. Library staff not identified in this policy are not allowed to share information with the public or media outlets and must defer all questions and media contact to the Library Director or the next person in the Chain of Command.

IV. Salvage Priorities

Human life is the most important consideration in an emergency. If the opportunity arises to protect and/or salvage property without danger, prioritize irreplaceable property first. Priority of protection/salvage is:

- 1. Grutzmacher Collection sensitive items – They are items that are NAGPRA eligible and/or have been repatriated. These items are stored onsite at the Library and are clearly marked.
- 2. Grutzmacher Collection non-sensitive items – The rest of the Grutzmacher Collection including all items and archives. These items are stored on-site at the Library and are clearly marked.
- 3. Historical items – Any historical items currently housed in the History Room such as yearbooks, photographs, and books.

Revision History

- August 12, 2016** Removed Section C to reflect changes in Bridges policy.
- January 5, 2021** Added Section B to clarify procedures.
- February 8, 2024** Changed “Emergency Procedures” into a policy and renamed “Emergency Preparedness Policy”
Added sections II (Chain of Command), III (Crisis Communication and Media Requests), and IV (Salvage Priorities)
Removed procedures
Removed Appendix A (Accident/Incident Report Form) due to redundancy in Public Behavior Policy