

DALY CITY PUBLIC LIBRARY

EMERGENCY CLOSURE POLICY

PURPOSE

Library staff will endeavor to keep the library open during minor emergencies such as automated system downtime, breaks in telephone service or minor power outages. However, there may be occasions when library closure and evacuation of the building is recommended. Emergency situations could include police activity, earthquake, lengthy power outages, excessive heat, or power outages at night or dusk.

POLICY

The decision to close the library under adverse conditions rests with the Director or, in the Director's absence, the senior staff member on duty.

Closure Decision Questions

If you answer *yes* to any question, you should begin emergency closure procedures:

- Is it too dark in the library to read, or will it be dark soon?
- Are there fallen objects or obstructions in the library that pose a safety hazard?
- Has the inside temperature reached 87 degrees or higher for a period of two hours even after opening doors and/or windows and deploying electric fans?
- Do employees or public feel endangered remaining in the library?

MINIMUM STAFFING

A minimum of two paid staff on duty is required during all open hours. As soon as staff become aware that minimum staffing will not be met, they are to contact the Library Services Manager or senior library staff person on duty in the City.

Staff on duty at other locations may be reassigned to ensure minimum staffing and avoid emergency closure.

If staff are not available to bring the staffing level to the minimum requirement, the Library will be closed.

PROCEDURES

If a Library is closed due to an emergency, staff shall follow Closure Procedures, as well as:

1. Advise the Director and other open Daly City libraries of the closure and initiate the Peninsula Library System notification tree.

2. Announce closure plans to patrons in the library. Tell them the time that you will close the library, for example, "If the power is not restored by 4:30PM, the library will close and you must exit the building."
3. Post a sign for the front door notifying customers of building closure.

Suggested wording:

The library is closed due to _____. Please use the bookdrop to return materials. We will reopen tomorrow at _____. The _____ libraries are open until _____ today. We appreciate your understanding.

4. Contact staff and volunteers scheduled to work later in the day and tell them not to report to work because the library will be closed.
5. Contact anyone who has reserved the meeting room to notify them of the closure (if closing Serramonte).
6. *If it is not safe to remain the building, skip the above steps, lock up if safe to do so and leave immediately. Contact emergency services and the Director as soon as possible.*

Endorsed by the Library Board of Trustees: 11/19/19