

## **DANIEL BOONE REGIONAL LIBRARY**

**SUBJECT: Public Emergencies**

**ADMIN 2-960**

**SECTION: 900 - Security and Emergency Management**

**BOARD**

**Approved: 03/12/2020**

### **POLICY**

In the event of a public emergency such as a serious infectious disease outbreak, natural disaster or other catastrophic situation involving personal and public risk, Daniel Boone Regional Library follows formal established guidelines for service and business continuity. DBRL may temporarily suspend all library services to comply with a recommendation or mandate for closure issued by public health or government officials at the local, county, state, or federal level. DBRL will consult relevant guidelines and follow instructions from federal, state and local government authorities and agencies before implementing the policy.

Measures taken to serve the needs of the community in crisis and to slow the spread of illness may include closing physical facilities, limiting or canceling meetings and public gatherings, requiring quarantines, and/or implementing other social distancing measures. DBRL will strive to ensure that the essential business activities of the library can be maintained for an extended period with limited staff and reduced hours, if needed. At the discretion of the Executive Director in consultation with the Board of Trustees, DBRL may close, reduce operating hours, or temporarily limit services in the event that the number of available and unaffected staff is insufficient to maintain basic library services. The Executive Director in consultation with the Board of Trustees will determine when to resume normal service levels.

This policy pertains to extended library closures or suspension of services. For weather-related or other temporary closures, please refer to Policy 2-950 (Library Closing for Severe Weather and Unusual Circumstances).

Staff compensation will follow the procedures outlined in Policy 2-950. However, depending on the nature and duration of the service suspension, the Executive Director in consultation with the Board of Trustees may make an exception to the standard procedures for staff compensation during a closure.