**Emergency Policy**

Closing of the New Hartford Public Library (Library) may be required by natural, mechanical or other emergencies. In any emergency, the overriding concern is for the safety of library patrons and the staff of the Library.

I. **Emergency Closing**
   a. The responsibility for closing the library building shall rest with the Library Director.  In the Director's absence, the Senior Clerk or senior staff member shall have that responsibility.
   b. When an emergency occurs during library hours, all users must vacate the building immediately.
   c. Local radio stations must be notified as soon as practicable.
   d. If the emergency occurs prior to the day's opening, the staff shall be notified not to report to work.

II. **Health and Accident Emergencies**
   a. For any assistance that requires more than the use of a first aid kit, the Library staff shall notify the New Hartford Fire Department.
   b. The staff shall not attempt to move an injured person.
   c. The staff shall fill out an incident report and submit it to the Library Director as soon as possible.  The Director shall notify the Board of Trustees and the Library's insurance agent concerning any injury on the premises of the Library.

III. **Fire Emergency**
   a. In case of fire emergency, the staff shall always call the New Hartford Dispatcher and report any fire.
   b. The staff must make sure that all patrons and staff have left the building.
   c. After leaving the building, the staff shall notify the Library Director and the Board President.

IV. **Emergency Closing for Snow or other weather conditions**
The Director or the senior staff member shall contact the Board President, or Vice-President or one Board Member if the library should be closed due to inclement weather. If no Board member can be contacted, the Director or senior staff member shall be responsible for making the decision to close the Library.


Adopted: September 9, 1993
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