

ITEM NUMBER: 7.03
CHAPTER 7: Administrative
Management
CODE: Procedure
COMPUTER ID: AMOM-3

Title: Emergency Governance
Effective Date: 1-84
Authorized By: Library Director
Date of Last Revision: 8-2017

When the Library Director is unavailable, the following procedure will be followed for emergency situations:

Backup for Director

In the director's absence, questions or problems will be brought to:

1st backup	Library Services Manager
2nd backup	Support Services Manager

The person in charge will contact the Board President if necessary.

Library Board Trustees

If necessary and time permits, calls will be made to the Library Board President, Vice-President, members (in that order) if appropriate.

Teams

Each Manager will make emergency decisions for their team and will report to the Library Director in writing as to what occurred and what was done.

Headquarters and Countywide

For some emergency situations, any Manager can make the decision for immediate emergencies and will report to the Library Director in writing as to what occurred and what was done.