



Emergency Response Policy

Introduction:

To protect library users, staff, and the library and its assets, the Newark Public Library, under the care of its Board of Trustees, has established a framework for responding to emergencies and disruptions.

Emergency Contacts:

Police: Dial 911

Fire: Dial 911

Heating/Cooling: Village of Newark

Power Failure: NYSEG

Other Building Emergencies: Village of Newark

Emergency Procedures:

Fire

1. When a fire is detected, a staff member should dial 911.
2. If staff determine a fire can be contained and extinguished, they shall proceed to do so using a fire extinguisher.
3. Evacuate library users and staff from the building.
4. If staff cannot extinguish the fire, the library will close to the public.
5. If the Library Director is absent, staff will call to advise them on the situation.



Power Outage

1. When power to the library is lost, the library will close to the public.
2. During open hours, staff will assist library users with exiting the building.
3. Staff will call NYSEG to report the outage.
5. If the Library Director is absent, staff will call to advise the Director on the situation.

No Water

1. When the library is without water, it will be closed to the public.
2. During open hours, staff will assist library users with exiting the building.
3. Staff will contact the Village of Newark Water Dept.
5. If the Library Director is absent, staff will call to advise the Director on the situation.

No Heat/Cooling

1. The library will be closed to the public when it is without heat in the winter or air conditioning in the summer.
2. During open hours, staff will assist library users with exiting the building.
3. Director will contact The Village of Newark
5. If the Library Director is absent, staff will call to advise the Director on the situation.

Health Emergencies

1. When a library user, user, or staff member(s) is experiencing a health emergency, 911 will be dialed.
2. If a staff member is experiencing an emergency, their emergency contact will be phoned. Emergency contacts are kept internally and updated yearly.



No Phones

1. If the library is without phone service, staff will call service provider NFP

Weather Related Emergencies

1. Should inclement weather threaten the safety of library users and staff, the Library Director will determine whether or not to close the library.
2. If the Library Director is away from the building, staff will call to advise the Director of the situation.

Public Health Emergency

1. In the event of a Public Health Emergency, the Library will seek guidance from Local, County, and State governments and implement all guidelines that pertain to its operation.
2. The Library Director will create separate plans or policies that specify how the Library will operate under the varying circumstances of the Public Health Emergency.

In all cases, when the Library Director is not available, staff will attempt to contact the Assistant Director.

Adopted by the Newark Library Board of Trustees October 10, 2024

Amended & Approved by the Library Board of Trustees: 2/12/2026