

**Title 1:  
Chapter 3:**

**Administration  
Supervisor in Charge**

**01-03-01      Philosophy**

The Supervisor in Charge (SIC) acts as building supervisor during their shift or as the Director's designee in the case of unusual situations requiring immediate attention. For all emergencies that are NOT time critical, the SIC will contact the Library Director or designee.

**01-03-02      Level of authority in the course of normal operating conditions**

The SIC acts as building supervisor for their shift and is responsible for opening/closing and securing the library. The SIC is responsible for managing evacuation/shelter procedures for a fire or weather emergency and serves as the contact person for emergency personnel. The SIC has the authority to call 911 when appropriate and may be required to fill out accident or incident reports. As soon as practical, the SIC will notify the Director of any unusual or ongoing situations.

The level of authority for normal operating conditions:

- Adult Services Coordinator
- Support Services Coordinator
- Youth Services Coordinator
- Cataloger
- Reference Associate

**01-03-03      Level of authority in the case of emergency**

In the case of emergency that is not time sensitive, such as a weather closing, the SIC will contact the Director/designee before a decision is made and will coordinate with the Director on the implementation of the decision.

When the Director is unavailable, the following staff will act as designee:

- Adult Services Coordinator
- Support Services Coordinator
- Youth Services Coordinator

In the case of extended absences, the Adult Services Coordinator shall assume the role of Acting Director with authority to sign time sheets, requests for payment of bills, etc.

**P-01-03-01      Procedure**

Whenever the Director is in the building, it is assumed that he/she will take responsibility for all unusual situations.

**Supervisor in Charge – call list. This listing with appropriate phone numbers will be available to staff at all service desks and break room.**

Below is a list of telephone numbers to be used by the Supervisor in Charge in the case of an emergency. You can call the library director or Custodian at any time. If they or someone else on the staff list can't be reached, and the situation cannot wait until one of them is available, call the appropriate service or repair company.

**Staff to call in a building emergency:**

Custodian Home/Cell Phone #

Director's Home/Cell Phone #

Adult Services Coordinator  
Home/Cell Phone #

Support Services Coordinator  
Home/Cell Phone #

Youth Services Coordinator  
Home/Cell Phone #

**Building alarm going off, need to reset or report false alarm. (Alarm Company phone #)**

**Companies to call in an emergency:**

Electrical

Plumbing

HVAC

Roofing

Locksmith

**If the Library Director is not available, the staff positions in the order listed below will act as designee:**

Adult Coordinator

Circulation Coordinator

Youth Coordinator

Revised and Board Approved – 8/11/09