

Chain of Command

Staff members should follow the proper chain of command when dealing with an emergency.

The Director, or in his/her absence, the Building Supervisor should be made aware of any and all emergency situations and problems. It is the Building Supervisor who will take appropriate action and make decisions in emergency situations. The Building Supervisor will be, in the absence of the Director, the next employee in the Chain of Command.

The chain of command for the Westhampton Free Library is as follows:

Director
Assistant Director
Librarian in Charge
Clerk in Charge

Board of Trustees

Please attempt to reach one of the following board members should you need to close the library as specified in the emergency closing policy. You should try to reach them in the following order:

President
Vice President
Treasurer
Trustee

Adopted by the Board of Trustees: September 12, 2003

Amended: March 2005

Amended: January 2008

Amended: June 2010

Amended: January 2012

Amended: April 2022