

**UNITED STATES MILITARY ACADEMY
UNITED STATES MILITARY ACADEMY LIBRARY
WEST POINT, NEW YORK 10996**

Code White and Code Red Operations

PURPOSE: This Standard Operating Procedure describes the transition to special library operations under Code White or Code Red situations.

SCOPE: This procedure applies to all employees of the United States Military Academy Library.

DETERMINATION OF CODE STATUS: Code White and Code Red are different operational postures for the U.S. Military Academy (further defined below). The Garrison Commander will announce these postures on Facebook, extension 7000, and by desktop notification.

OPERATIONS POLICY: During the academic term, the USMA Library will maintain all posted hours with minimal staffing in both Code White and Code Red situations to support cadet use of Jefferson Hall Library and Learning Center. Exceptions will be approved by the Dean and/or Superintendent.

When classes are not in session, the USMA Library will maintain all posted hours in Code White situations and close for all Code Red situations.

WEATHER ESSENTIAL EMPLOYEES: USMA Library deems selected personnel as weather essential to provide staffing coverage during Code Red situations that occur when classes are in session. These personnel are selected based on job responsibilities and/or the proximity of their home to West Point. This list is reviewed annually and each employee deemed weather essential is notified in writing by the Librarian of their status. Designation as weather essential does not require an employee to report during all Code Red situations. Specific staffing assignments will be coordinated on a case-by-case basis.

Weather essential positions in the USMA Library include, but are not limited to the Librarian, Associate Director for Access Services, Associate Director for Information Gateway, and the Administrative Services Librarian. Other individuals will be designated on a case by case basis.

CODE WHITE OPERATIONS: When Code White is called by the Garrison Commander, supervisors are directed to apply a liberal leave policy for employees who may wish to take leave to avoid impending weather situations. In these cases, all main library service points (Circulation, Reference, Special Collections and Archives) will remain open and available. Division Heads in each of these areas are responsible for coordinating staffing assignments to maintain all posted hours of service. Exceptions to posted hours of service are approved by the Librarian. No formal notices of the Code White are made via Library communication channels unless an exception is granted to close a specific service point.



CODE RED OPERATIONS: When Code Red is called by the Garrison Commander while classes are in session, all non-weather essential employees are released at the time when the Code Red takes effect and placed on paid administrative leave. Non-weather essential employees scheduled to work during a Code Red situation are not to report to work until the Code Red has ended. The Librarian will coordinate with the Associate Director for Access Services, Associate Director for Information Gateway, and the Administrative Services Librarian to determine a staffing plan and assign work shifts to maintain Circulation and Reference services with a minimum of two staff members onsite. Only weather-essential staff who are assigned a work shift are required to remain on-site. Weather-essential staff are expected to report for any scheduled shifts that occur during the Code Red unless directed otherwise. In the event they are unable to report for duty, they should notify their supervisor. The Special Collections and Archives Reading Room will close during all Code Red situations. The Haig Room will close during all Code Red situations (exceptions will be approved by the Librarian and/or the Dean). Formal notification of the Code Red situation will be made through all standard Library communication channels. Supervisors are responsible for arranging notification to all affected employees as appropriate. Once the Code Red has been lifted, formal notification will be made through all standard Library communication channels.

When Code Red is called by the Garrison Commander when classes are not in session, the USMA Library will close at the time when the Code Red takes effect and place all staff on administrative leave. Formal notification of the Code Red situation will be made through all standard Library communication channels. Exterior doors to Jefferson Hall will be secured and signs affixed to each stating the revised hours of operation.

FACILITY MANAGEMENT: For all Code Red situations, doors to the Class of 1975 Terrace, the Haig Room, and the Haig Piano Alcove will be secured. All light window shades will be lowered fully.

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