



## **Emergency Closure Policy**

In case of inclement weather or an emergency, the Library Director will decide whether to close the library or delay opening the library. The primary factor of any decision made will be the safety of the staff and the library patrons. However, maximum effort will be made to maintain regular library operating hours.

The Library Director will monitor the following information sources:

1. The Town of Bow Emergency Management Department email notifications.
2. The National Weather Service forecast.
3. WMUR closures, delays, and weather information.

In addition to the above sources of information, the Library Director will contact the Town of Bow Department of Public Works for an assessment of road conditions and the clearing of the library parking lot.

If the decision is made to close the library or to delay opening, the Library Director will notify the following people:

1. The Chair of the Library Board of Trustees
2. All staff scheduled to work during the closing
3. The Town of Bow Emergency Management Department
4. The Town of Bow Department of Public Works
5. The general public, through following sources:
  - a. The WMUR Closures List
  - b. The Library website
  - c. The Library's social media platforms
6. Patrons with passport appointments or room rentals (the Library Director may delegate this messaging to the staff member in charge of those services).

If the Library Director is unavailable, the Library Assistant – Marketing will execute this policy.

Library staff scheduled to work will be paid for their regularly scheduled hours for the day, or portion of the day, that the library closes for inclement weather.

If the library remains open but staff members feel they cannot make it into work or must leave early they can opt to use either annual leave or unpaid leave.