

## **Whipple Free Library Emergency Closing Policy**

In keeping with the mission of service to the community, unscheduled closings due to inclement weather, or other public health and safety emergencies, will be kept to the minimum number of days consistent with public and staff safety.

### **Purpose of Policy**

The Whipple Free Library is always concerned for the safety of its patrons and employees. During extreme weather conditions and/or community emergencies, the Director or designee may close the library at their discretion.

### **Policy**

Inclement weather and other emergency situations will follow the same policy and procedure.

- The Library Director assesses the emergency and makes the decision to close the building.
- The Director notifies the Chairperson of the Board of Trustees and if the Chairperson cannot be reached, another trustee will be notified.
- The building is secured, and a closed sign posted.
- All scheduled staff are notified.
- Notice of closing is posted on websites and social media sites. TV stations are notified.
- If the Director is unavailable, the Assistant Director or staff member with seniority assesses the emergency. The Assistant Director may make a determination to close the library in place of the Director. If the Director or Assistant Director cannot be reached, the present staff will consult with the Board of Trustees, starting with the Chairperson to determine if closing is appropriate.
- If the emergency closing is other than weather-related, an Incident Report will be completed within 24 hours of closing by the Director and submitted to the Board of Trustees.