MNG-13

INCLEMENT WEATHER AND CLOSING

Policy Statement:

The safety of library patrons and staff is the first priority during severe weather and related conditions. Conditions that may be a threat within the building or for travel may warrant the modification of service schedules or closing the building (see policy MNG7 – Emergencies and Disasters for procedures for specific emergencies)
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Definitions:

Inclement weather may include tornadoes, snow or ice storms, flooding or other severe weather situations that threaten the safety of people in the library or the safety of traveling to and from the library. Safety issues may also occur during power failures.

Regulations:

1. The Director determines when conditions warrant not opening the library at its regularly schedule time or closing the library early. An Assistant Director will make the decision in the absence of the Director.

2. Condition of the roads and the safety of using the building is considered in the decision to close the library. The closing of other local government offices and schools are also considered.

3. As much advance notice as possible will be given in the event of a closing. The Director or appointed representative notifies supervisors and the media. Supervisors notify staff. The Librarian in Charge will use the public address system to notify patrons in the building.

4. The public is notified by announcements on local KMAN (1350 AM) via broadcast or web site, that the library is closed. The Director or appointed representative contacts the radio station and requests that the library closing be aired.

5. Staff will make every attempt to contact parents and guardians to pick up children already in the library when the library is closed. Administration or Public Services staff will stay with children until a parent or guardian picks them up. If a parent or guardian cannot be contacted within 30 minutes, staff will call the police. Two staff members must remain with the child. (see Policy CUS-3, Unattended Children)