

## **Red Feather Mountain Library District Emergency Closing Policy**

*Reviewed and revised March 28, 2018 by the Red Feather Mountain Library District Board of Trustees*

*Reviewed (without modification) by the Red Feather Mountain Library Board of Trustees, May 27, 2015*

### **Red Feather Mountain Library District Emergency Closing Policy**

The Red Feather Lakes Community Library is a public service entity; therefore, patrons expect the library to be open even in severe weather or when building functions are impaired.

The Library may close (or postpone opening) when weather conditions exist making it highly improbable or dangerous for travel. The primary factor of any decision made will be the safety of the staff, volunteers and library patrons; however, maximum effort will be made to maintain regular library operating hours.

The decision to close or postpone opening the Library is at the discretion of the Library Director (or the staff person designated to be in charge when the Director is not available). The Library Board President will be contacted and advised of the situation (or other Board Member if the Library Board President is unavailable or otherwise cannot be reached). In deteriorating weather conditions or other issues concerning the potential safe use of the facility or potential hazardous travel conditions, volunteers and/or non-essential staff may be sent home if deemed prudent by the Library Director.

Every effort will be made to have public announcements of the unscheduled closure on the Library's website, telephone answering message, or by any other sources that may be available to the Library Director. If possible, a note will be posted on the library door describing the situation and stating when the Library is expected to reopen.

In the event of an emergency or other unscheduled closure on days that children's programs are normally scheduled, every effort will be made to inform the school, bus transportation and parents regarding library closure in reducing or eliminating unnecessary and potentially hazardous travel. This may be done by phone, email or social media -- e.g. NextDoor.

This is intended as 'best effort' with available library resources.

In case of any emergency (e.g. power outage), closing is also at the discretion of the Library Director with the same notification process as described above. Severe summer storms may entail closure or reduced use of the facility by the public and staff until conditions have sufficiently moderated. Indoor safety during a lightning storm is governed by the National Weather Service guidelines, found at <http://www.lightningsafety.noaa.gov/indoors.htm> and will be applied as appropriate by the staff member currently in charge.

Permanent full-time staff and scheduled part-time employees will be compensated as if there were no loss of service.

Procedures for this policy are available as *Emergency Closing Procedures* and *NWS Lightning Safety, 2012*.

*Reviewed and revised March 28, 2018 by the Red Feather Mountain Library District Board of Trustees.*

*Reviewed and approved (without modification) May 27, 2015.*

*Revised February 23, 2011.*

*Originally approved by the Red Feather Mountain Library District Board of Trustees on March 28, 2007*