

## **Emergency Closing Policy**

Under most conditions, the Library will open and remain open according to its regular schedule.

The Library will close whenever a Level Three Weather Emergency is declared by government officials in the immediate area and people are ordered to stay off the streets and highways.

The Library will be open from 10:00 – 5:00 when a Level Two Weather Emergency has been declared for the immediate area. If local weather and road conditions improve sufficiently throughout the day, the Director or Staff-Person-in-Charge may elect to remain open until the Library's regular closing time regardless of road levels.

During situations when level warnings have not been issued, but the Library Director feels that the situation warrants, he/she may call the Officers of the Library Board of Trustees to obtain permission to close. If the Director is not available, the Staff-Person-in-Charge may call the Board Officers to obtain permission to close. If two of the Board Officers are not available, other Board Members may be consulted.

If a staff member feels that his/her safety would be jeopardized by driving on hazardous roadways, he/she has the option of taking a sick day, vacation day, or using accumulated compensatory time. Those staff members without sick days, vacation days, or accumulated compensatory time may choose to take the day off without pay.

On rare occasions, it may be necessary to close the Library due to mechanical failures that last for an extended period of time, generally more than two hours. These include, but are not limited to, loss of electricity, loss of heating/air conditioning, or loss of water/sewer facilities.

If the Library has been notified in advance that outside entities need to turn off mechanical systems for upgrading, repair, etc., a sign will be posted for the public and staff will be notified when to report to work. If possible, Board Members will be notified in advance of the closing.

If an emergency situation occurs, the Library Director will make the decision to close the library. If the Director is not available, the Staff-Person-in-Charge will make the decision. Board Members will be notified in a timely manner.

Whenever standard Library hours are changed, the local radio stations, WFOB – 1430 AM and WBVI – 96.7 FM, and Findlay Publishing Company will be notified. If it is appropriate, Toledo television stations WTOL, WTVG, and WNWO will also be notified. A telephone tree will be developed to inform staff members of the change. If the library is closed for the day, a ticket with SEO will be filed so that due dates can be changed. Priority Cargo will also be notified of the library closure. When feasible, a contact person for groups scheduled to use the meeting rooms will also be notified.