

## **Emergency Closing Policy**

Sumner Public Library maintains a regular schedule of hours open to the public. It may become necessary to close the library, shorten hours, or cancel programs when emergency conditions pose a safety hazard to the public and staff or prevent basic library functions. The decision to close the library or cancel scheduled programs is based upon one or more of the following:

### **Adverse Weather / Equipment Failure:**

- Severe weather and road conditions that cause hazardous traveling. For purposes of this policy, severe weather is defined as significant snow or ice accumulation or blizzard conditions.
- Availability of staff to operate the library. Minimal staffing level is defined as one staff member in the building with no scheduled programs.
- Failure of vital building services: extended power failure, condition of the building or its equipment.

### **General health/safety emergency in the community or area surrounding the library.**

The Library will not automatically close or delay opening based on any other institution's actions. The decision to close will be made by the Library Director. If the Library Director is unavailable, the senior librarian on staff will make the decision after conferring with a board member. Once the decision to close or to open late is made, the Director will notify the staff.

Emergency closings are announced in as many ways as possible given the circumstances of the emergency and may include the library website, Facebook, signs on doors, announcement in local media and patron email accounts on record.

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