

## **Allegan District Library Emergency Closing Policy**

The purpose of the Emergency Closing Policy is to provide guidance when the Library is closed or closing earlier than scheduled for inclement weather or other emergency public safety reasons. The Emergency Closing Policy takes into account public safety of both staff and the community.

### **Authority**

The Board of Trustees designates the Library Director, or their designee, as the responsible party for assessing the severity of public safety and/or weather conditions. The Director or designee may take into account weather reports, Allegan public safety officials, the Michigan State Police, or other emergency management officials.

### **Criteria**

- The Director, or designee, will consider the safety and well-being of the staff currently at the library, and those scheduled to arrive for their shift with respect to road conditions or other natural phenomena.
- The Director, or designee, will consider the safety and well-being of the patron community already at the library, or attempting to arrive at the library.
- The request to close may be initiated by local law enforcement or emergency management authorities. The request to close by members of these agencies should be considered in the Director, or designee's, decision process.
- Consideration shall be given to the ongoing weather or public safety-related situation, such that the Director, or designee, will weigh a full closure against a delayed opening or an early closing.

### **Procedure**

- The Director, or designee, will provide timely notification and put forth their best effort to obtain at least one acknowledgement from a member of the Board of Trustees for each full closure, late open, or early close.
- The Director, or designee, will contact the media as appropriate, and the city and county public safety or emergency management officials if the situation at-hand merits.
- The Director, or designee, will have a sign placed in a conspicuous place at the entrances indicating that the Library is closed, if possible. The library website and social media accounts will also be updated to indicate the building is closed.

### **Designee**

- Prior to the Library Director initiating extended travel outside of Allegan during regular open hours, they will appoint a designee.

Approved by the Board of Trustees on: January 18, 2010  
Revised and approved on: December 20, 2021

- The designee's appointment will be communicated to the Board of Trustees prior to the Director leaving on extended travel.
- The designee will execute this policy on behalf of the Director.

### **Extended Closures**

- Circumstances causing an extended closure (longer than three days) will be handled at the discretion of the Director in consultation with the Board President.

### **Review**

This Policy will be reviewed every three years by the Facilities Committee.

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