

## **Emergency Closing Policy**

### **Introduction**

Walter E Olson Memorial Library is a public service organization and will make every reasonable effort to remain open during posted hours. The decision to close the Library under adverse conditions rests with the Director, in consultation with the staff, and in the Director's absence will fall to the Board President. In the event of a closure, the Director or their designee will notify the Library Board President.

Directives issued by the national, state or local governments will be adhered to by the Library. The primary factor of any decision made will be the safety of the staff and patrons. However, maximum effort will be made to maintain regular library operating hours.

### **Health Emergencies**

Please see our Pandemic Policy for information that relates to health emergencies.

### **Inclement Weather**

The Library may close or postpone opening when weather conditions exist making it hazardous for travel. We use the Northland Pines School District weather related closings as a guide to make our decision. Generally, we will follow the lead of the NPSD in the case of precipitation/hazardous travel condition. However, in the case of extreme temperatures, the Library will remain open to serve as a heating/cooling center.

A decision for an additional delay or closing of the Library will be based upon several factors that may include:

- General condition of the roads
- Projected forecast for worsening conditions
- Conditions of the Library's parking lot and walkways
- Availability of staff to open and operate the Library

### **Other Emergencies**

For emergencies other than weather, staff will maintain operations if the safety of the staff and public are not endangered.

### **Communication**

In the event of a closing or delay, the Library will notify the public through a variety of channels. These may include:

- Notices shared to local media for broadcast or posting
- Updates to our website and social media
- When possible, signs posted on the Library's doors.
- We also do our best to contact outside groups who have reserved the meeting rooms, but they are also advised to check the public notifications.

Approved March 20, 2019; amended August 21, 2024