

## **Emergency Closings/Delaved Openings**

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## **Purpose**

The Amery Area Public Library is a public service institution, and every effort is made to maintain regular hours for the public and staff. We recognize, however, that there are times when circumstances mean that we must close our doors to the public. The purpose of this policy is to provide guidance for when and under what circumstances the library will close, and to address who is responsible for making and communicating that decision.

## **Closing of the Library Building**

The primary factor in the decision to close the Amery Area Public Library is our commitment to protecting staff, patrons, and library property. The decision to close or delay opening the library in the event of inclement weather or other emergency will be made by the Library Director or their designee. The library will follow the lead of the Amery School District for weather related closings on days when school is in session.

Factors included in the decision to close due to inclement weather include:

- General road conditions in the Amery Area
- Condition of the Library's parking areas, walkways, and emergency exits
- Availability of sufficient staff to operate the library
- Requests for closure by federal, state, county or local agencies

In the event of other emergencies, such as but not limited to natural disasters, severe weather, utility failures, fires, chemical spills, public health emergencies, and security threats, the library will follow local emergency management guidance.

## **Communication of Library Closure**

If the library will be closed, changes will be made to the library's website and social media sites. The Library Director or their designee will notify the Amery Area Public Library Board of Trustees, the City Administrator, and WPCA radio via email. Every effort will be made to notify all library staff via phone and email.

## **Staffing Expectations**

The Amery Area Public Library is committed to the safety of its staff members. When adverse weather conditions make travel hazardous, yet the library remains open, staff members should use their judgment regarding personal safety and transportation to and from work. Staff members that choose not to travel to work or choose to leave work before their shift is over due to inclement weather should feel comfortable doing so, but will notify the library director or designated person-in-charge. Employees will be paid for their scheduled hours if the library closes due to an emergency.