

exterior walls, hiding under furniture if they cannot get to an interior room. Everyone should protect their heads as much as possible. The open shelves should be avoided.

(2) Snow Storms

- (a) The Library may open late or close early when winter weather conditions present a danger to staff and patrons. The Library will follow the actions of the Village of Culbertson during normal business hours and the Library Director shall be authorized to close the Library during other times.
- (b) Maximum effort will be made to maintain regular Library operating hours. However, if the Library is closed due to bad weather, a notice will be posted on all entrances and an announcement will be recorded on the library's voice mail. The Library Director will notify the Board President of the closing as soon as reasonable.
- (c) Programs for all ages will be cancelled whenever the Culbertson School District calls off school because of inclement weather, whether or not the library closes.

ii) Facility Emergencies

(1) Fire

- (a) At the first indication of smoke or flame, staff should investigate the situation to determine location and extent. If the problem can be easily contained, staff should proceed to do so. If there is any doubt about controlling the fire, staff should immediately call 911 and then evacuate the building.
- (b) Staff should familiarize themselves with alarm locations and with the location and operation of fire extinguishers in the building. Annual review of the process of turning off the fire alarms in case of mistaken warnings will be scheduled.
- (c) Library staff should await emergency personnel at both entrances to notify them of the location of the fire and then gather as a group at the front entrance of Village Hall.

(2) Loss of Utilities

- (a) If electrical power is lost for at least two hours or if the loss makes the temperature or the lighting in the Library difficult for working, the Library may close until the problem is resolved.
- (b) Annual checks of emergency lighting should be done by the Village's Electrical Department.
- (c) If water is shut off to the library all restrooms should be closed immediately.
- (d) If furnace problems in the Library cause the temperature to drop enough to make working in or using the library uncomfortable, the library should close until problem is resolved.