

EMERGENCY/UNPLANNED CLOSINGS

GOV-6.b

Approved: 05/13/2015

Policy Statement

In order to meet the needs of the community, Jensen Memorial Library will make every reasonable effort to remain open as scheduled. This policy addresses events of emergency or inclement weather* wherein closure or an alternate operating schedule is required.

Definition

Emergency/Unplanned Closings include those times for which a closing must take place but has not been previously scheduled. Instances causing an emergency or unplanned closing may include a variety of scenarios or events which may cause concern for personal and public safety including but not limited to: inclement or severe weather, fire, building damage or other issues, public health concern, hazmat incident or accident, or act of terrorism.

Guidelines

While the Library will always keep the safety of staff and customers in mind, it may remain open during community emergency situations or inclement weather*, may close for a specified period of time, or may announce a late opening or early closure where the situation warrants such action.

Regulations

1. When City of Minden Administrative Offices are closed due to weather or other community emergency, the Library will be closed also.
2. All other closures will be determined by the Director or the Director's designee based on factors that may include, but are not limited to:
 - a. Staff safety and the ability for adequate staff to be present for the Library to be open.
 - b. Public safety.
 - c. Building condition during or following an event.
 - d. Advisement from the Minden Police Department, Minden Fire Department, Kearney County Sheriff's office, City of Minden Public Works, or other relevant authorities.
3. Any closures or change of operating hours will be communicated to Staff and Board of Trustees via phone call or text message from the Director or Director's designee.
4. Notification will be communicated to the public via local media outlets as determined by the City of Minden, and postings to the library website and Facebook page.
5. Early closings may be determined if conditions deteriorate during the workday and become cause for safety concerns. When possible, early closings will be announced at least one hour before the closing takes place. Announcements follow the channels defined above.
6. During an emergency or unplanned closing all programs, including storytimes and outreaches, will be cancelled and may or may not be rescheduled.

*The "Kearney County Local Emergency Operations Plan" and the City of Minden Safety

Manual should be referred to regarding further information about City and County responses to local emergencies.