



## **Fayetteville Free Library Emergency Closing Policy**

### **Overview**

It is the policy of the Fayetteville Free Library (FFL) to ensure the safety of all of its patrons and library staff. It may become necessary to close the library, shorten hours, and/or cancel programs when emergency conditions pose a safety hazard to the public and staff, or prevent basic library functions.

### **Policy**

The decision to close the library or cancel scheduled programs is based upon the following:

1. Building conditions and/or equipment failures have created an unsafe environment (i.e. unsafe parking lot, power outage, failure of the heating system)
2. General health or safety conditions or emergency circumstances out of the library's control
3. Severe weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulation or blizzard conditions.
  - a. If the Fayetteville-Manlius school district is closed due to inclement weather that causes poor travel conditions, the library will be closed.
  - b. If the Fayetteville-Manlius school district has a delayed opening due to unsafe travel conditions, the library will delay opening by the same amount of time. (i.e., if the school has a two hour delay, the library will also delay opening by two hours).
  - c. If the Fayetteville-Manlius school district closes early or cancels afterschool activities due to unsafe travel conditions, the library will also close early. The exact timing of the library's closure will be determined by the library's Executive Director.
  - d. The Executive Director will also evaluate potential closings or delays independently from the school district if necessary for staff and patron safety.

### **Procedure**

In the event of an unexpected closing or shortened hours, the Executive Director will ensure that staff are notified by using the Remind app. Closures or delays are announced on local news channels, the library phone message, and library website and social media outlets.