



## **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 following are among the conditions or events that might require a decision to temporarily close the library, shorten hours, or cancel programs:

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 or cancellation of after-school activities due to inclement weather, the Executive Director and Assistant Director will evaluate possible delayed opening or early closure of the library in communication with Manlius Library.
  - c. 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, delay 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.