

Mount Morris Library

121 Main Street

Mount Morris, New York 14510

Emergency Closing Policy

Purpose

The Mount Morris Library has adopted this Emergency Closing Policy to ensure a cautionary response to an emergency threatening to impact or immediately impacting the library's facilities, materials, staff, or community members.

The primary goals of the Mount Morris Library's Emergency Closing Policy are to establish:

- The types of emergencies which may cause the Library to close or suspend services
- The power of the Director to close the Library due to an imminent or immediate emergency
- If the Library's Emergency & Disaster Plan needs to be implemented

Administration

The Director is empowered by the Board of Trustees to address emergency conditions and may close the Mount Morris Library for up to 72 hours. For closures lasting beyond 72 hours, the Director will consult with the Board President to determine the Library's course of action including the implementation of the Library's Emergency & Disaster Plan.

If the Director is not in the building when an emergency or disaster occurs, the staff should immediately contact the appropriate emergency agencies and then contact the Director. If, for any reason, the Director is unable or unavailable, administrative authority shall be passed to the Library Board President..

Types of Emergencies

The decision to close the Library will be made with the health and safety of the Library staff and community as the top priority. The following emergency situations may call for closure of the Library:

- Severe weather events
- Local or regional declaration of a State of Emergency
- Pests, bugs, or infestation
- Loss of critical utilities