

Dorothy Hull Library – Windsor Township

Emergency Closure Policy

Purpose

The purpose of this policy is to provide guidance when the Library is closed or closing earlier than scheduled for inclement weather or other emergency public safety reasons. The Emergency Closure Policy takes into account public safety of both staff and the community.

It is at the discretion of the Library Director if and when the library closes early, postpones its opening, or is closed for a day. Dorothy Hull Library will normally close or delay opening in conjunction with the Windsor Charter Township Office. Situations which may result in closing the library may include, but not be limited to, inclement weather, power outage, unsafe or unhealthy conditions, or lack of available staff.

In the event of a local or national emergency the Director and Board will determine if, when, and the duration of closure.

It is the Library Director's responsibility to ensure all Library staff are familiar with this policy and any procedures developed under this policy. The procedures shall include steps for notifying the public, affected staff, and the Board of the library's closure or delayed opening. The Director shall also ensure that all emergency procedures are continually posted in a visible location near the phone for quick reference in an emergency.

Once a decision has been made to close, the Library Director shall ensure the public are informed through any or all of the following means: the Library Facebook page, the Library website, or by placing a sign on the door.

Version	Adopted	Amended	Update Information
1	07/17/2003		
2, 3, 4		05/19/2016, 06/11/2020, 02/22/2022	
5		06/20/2024	Combine with Emergency Policy. Repeal Emergency Policy.
Procedure			