

# EMERGENCY CLOSURE POLICY

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LP7 | REVISION 1 | REVISED 07/17/2023

## I. Purpose

- A. This document sets out the protocol that will be used in the event of an emergency closure.

## II. Library Closure

- A. The Lodi Public Library may temporarily close because of an emergency which includes, but is not limited to, the following:
  - 1. Severe weather, declared state of emergency by any governmental body or unit, utility disruptions, mechanical failure or dangerous conditions in the building, natural disasters, pandemic/epidemic/other health emergencies
  - 2. The City of Lodi offices close because of an emergency
  - 3. The School District of Lodi closes because of an emergency
- B. The Library Director shall have the discretion to determine if the Library will temporarily close, reduce its operating hours, or limit services. In making this decision, the Library Director will consider if there are sufficient staff members available to maintain basic service levels. If the Director is unavailable, the senior staff member may decide to close after consulting with the Library Board President.
- C. While closed, the Library will keep the book drop open unless staff is unable to access it or it is deemed safer to close it.
- D. In the event of emergency closure, employees shall be compensated in accordance with the City of Lodi Employee Handbook policies.
- E. Library programs and special events may be canceled because of reduced hours, limited staff, health concerns, or closure.

## III. Communication

- A. As soon as practical, the Library Director or designated staff will post notice of closure, reduced hours, or event cancellation on its website, social media, and the front of the building unless circumstances prevent such communication.
- B. Library staff will use the emergency contact list to reach staff and volunteers to inform them of any closure or reduced hours.
- C. The Library Director will also notify SCLS (South Central Library System) of all closures or reduced hours.
- D. In the event of emergency closure or reduced hours, library staff will attempt to contact all parties with room or equipment reservations unless circumstances prevent such communication.

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## **IV. Revision History**

- A. Policy approved April 20, 2021 (Revision 0)
- B. Policy revised July 17, 2023 (Revision 1)