

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Policy Title	Emergency Closure of Facilities		
Approval Date	August 18, 1983	Revision Date	September 19, 2023
Purpose	To provide guidelines for the closure of Spokane County Library District (District) facilities due to emergency conditions		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, Spokane County Library District policies and practices prevail.

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Policy

The District may close some or all facilities when regular operations are disrupted due to events outside of the District's control. Such events include, but are not limited to weather-related emergencies, natural or man-made disasters, long-term loss of electricity or other utility, a declared public health emergency, and/or any other event that inhibits the District's ability to conduct normal operations.

District facilities may be closed under any of the following emergency conditions:

1. When weather and/or air quality conditions make travel to and/or operation of a facility impractical or unsafe. Because weather and other conditions vary within the District, individual facilities may be closed while others remain open.
2. When an emergency has been declared by a government agency and all but essential services have been curtailed, area residents have been asked to restrict their travel, an evacuation order has been issued for the area, and/or government offices and schools in the community have been closed.
3. When an individual building emergency exists, such as loss of electrical power or other utility, heating/air conditioning system failure, or the existence of an unsafe and/or unhealthy working condition.
4. Any other condition or event that may adversely affect the health and safety of District employees, volunteers, and customers.

The Executive Director or designee shall make all closure decisions.

The District will make a good faith effort to implement this policy in a fair and consistent manner.

The Executive Director will establish administrative procedures necessary to implement this policy.