

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: 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.

General 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 Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

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