POLICY: Emergency Closure of Facilities
APPROVAL DATE: AUGUST 18, 1983
REVISION DATE: SEPTEMBER 19, 2017

Purpose
To provide guidelines for the closure of Spokane County Library District facilities due to emergency conditions.

General Policy
The Spokane County Library District may close some or all facilities when operations are disrupted due to events outside of District 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 health emergency, and/or any other event that inhibits the ability to conduct normal activities.

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

1. When weather 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, 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 staff, volunteers, and the public.

The Executive Director or designee shall make all closure decisions.

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director’s action and/or decision may 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.