

PHOEBE APPERSON HEARST LIBRARY

LEAD, SOUTH DAKOTA



BOARD OF TRUSTEES SEVERE WEATHER POLICY

PURPOSE

To allow staff clear direction in closure of the library due to severe weather

SOURCE

Hearst Library Board of Trustees and Hearst Library Director

POLICY

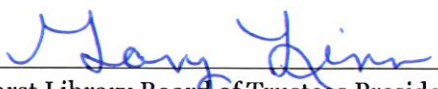
The Hearst Library will close due to severe weather when Lead City Hall is closed and/or a travel advisory is issued for the City of Lead by the Lead Police Department

PROCEDURE

If closure of the library is determined necessary

1. Inform the Board of Trustees President or, if unavailable, another Trustee
 2. Inform Lead City Hall at 584-1401
 3. Inform the Lead Chief of Police at 584-1615
 - a. Ask that the closure be announced via the Code Red Community Notification System
 4. Inform all Hearst Library staff (see attached contact sheet)
 5. Contact the local radio station KDSJ at 578-1826 and request an announcement that states "The Hearst Library IN LEAD will be closed due to severe weather (date/time)"
 6. If severe weather occurs during library open hours
 - a. determination of conditions for closure will include staff safety in traveling home regardless of an official travel advisory being issued
 - b. all above contacts will be made prior to closure
- ❖ If a persistent storm requires the library to be closed more than one day these steps must be followed each closure day

Approved by:



Hearst Library Board of Trustees President

8-2-18

Date



Hearst Library Director

Review Date: June 21, 2018