



**Allen Parish Libraries**  
*"Bringing the World to You"*

## **Emergency Closings Policy**

Unscheduled closings due to inclement weather or public health and safety emergency will be kept to a minimum of days. Reasons for closure are:

- If the town, parish, or state declares an emergency, the library will close.
- If the roads which must be traveled are closed, and there are no alternate routes, the library will close.
- Insufficient Staff
- Inclement Weather
- Emergency Security—help from local law enforcement will be contacted.

### **Procedures**

#### **Decision**

Before deciding to close, the Library Director will gather information such as the decision of the city, parish, state, weather forecasts, or circumstances affecting public health and safety in the library building and its environs.

The Library Director will consult with a member of the Library Board and an Officer of the Town.

The Library Director will report the closure to the media.

#### **Overdue items**

Items due during any unscheduled library closing will not be subject to fines.

#### **Communication**

In the event of an unscheduled closing due to inclement weather or other emergencies, all possible means of communication will be used, including:

- Staff phone tree
- Radio and television

- Town and Parish Officials
- Signs at Library entrances
- Announcement on the Library phone

**At the discretion of the Director, full-time employees who lost time due to emergency closing will receive a full day's salary if they reported before closure. Part-time employees will be given time to make up schedules. Any full-time employee not reporting or calling the supervisor before closing will be on unauthorized leave.**

Adopted by the Board June 8, 2016  
Revised by the Board June 19, 2022