

**EDWARD F. OWEN MEMORIAL LIBRARY
EMERGENCY CLOSING POLICY**

Inclement Weather/Emergency Closing

The Edward F. Owen Memorial Library is a public service institution, and every effort is made to maintain regular hours for the public. The Library is, however, concerned about the safety of its employees and patrons. Emergencies or catastrophes, including, but not limited to, extreme weather, utility failure, demonstration, bomb threat, fire, explosion, or terrorism may require closing the Library.

The Library will close when weather conditions deteriorate to the point where traveling is hazardous, when vital equipment in the building fails or when there is a general emergency in the City of Carter Lake. The primary consideration in any emergency or catastrophe is the safety of all persons in the building and on the property.

If the Council Bluffs Public Schools cancel classes for inclement weather conditions the Edward F. Owen Memorial Library will be closed to the public but designated staff will report to work.

The decision to close the Library will be based upon:

1. General conditions of roads in Carter Lake.
2. Condition of the Library's parking lots and walkways.
3. Condition of the building's equipment.
4. Requests for closure by local or state agencies.
5. Availability of staff to open and operate the Library.

Compensation

If the Library is closed due to inclement weather conditions, full time employees regularly scheduled to work will be paid for their scheduled hours by working those hours or by taking vacation time.

Adopted by the Library Board of Trustees
March 2006
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