



Policy on Weather / Emergency Closings

Under most circumstances, the library will open and remain open according to its regular schedule. Generally, if a Level 1 (Advisory or yellow) or Level 2 (Watch or orange) travel emergency is declared by Ripley County officials, the library will remain open as scheduled.

The library will close whenever a Level 3 (Warning or red) weather-related travel emergency is declared by Ripley County officials, as emergency vehicles only are allowed on the roads.

At the discretion of the library director, the library may delay opening time, close early, or close the entire day when weather conditions warrant, even if a Level 3 travel emergency has not been declared. While the library seeks to be open and available as much as possible, even when local schools and businesses may be closed, we must also take into consideration the safety of our users and staff.

Library staff members who are unable to report to work as scheduled due to weather conditions should contact the library or the director.

Whenever the library will not open, will delay opening, or will close early due to weather conditions, the director or a designee will contact **WRBI Radio (812-934-5111)** to have them make that announcement on the air and on their web site. If possible, an authorized person will edit the home page of the library's web site as well as the event calendar to also announce the closing. When feasible, a library staff person will contact people who have scheduled the use of a meeting room that day to inform them that the library will be closed. When feasible, a library staff person will hang signs on the outside Walnut Street and Schrader Street doors indicating to the public that the library is closed, or is closing early, that day.

Whenever the library closes early, or all day, fines are suspended for materials which were due that day but could not be returned. All materials due on the day of closing become due on the next full day that the library is open.

In the event of a declared tornado warning, staff should guide library users to safe areas in the library, away from windows.

If evacuation is needed during library open hours, the staff is to alert all people in the building and assist them in exiting safely. When the staff has determined that no visitors are left in the building, the Walnut Street and Schrader Street doors should be locked as staff members exit the building. The director and President of the Library Board should be contacted as soon as possible for further instructions.