

## SEVERE WEATHER CLOSING POLICY AND PROCEDURES

In accordance with the core values at the Maxwell Public Library, the Severe Weather Closing Policy equally values the safety and lives of the patrons and staff, while recognizing that the effective operation of the Library must be maintained.

Severe weather may result in transportation/safety problems for employees and patrons. If weather warrants closing or limiting the hours of the Library, the decision to close will include both programs and the library building. In the event of severe weather that could affect safety, health, or access to the Library, the Library Director will have the final authority to make the decision to close the Library. If closure is determined, the Library will remain closed until the beginning of the next workday. Employees should contact the Library Director if clarification is needed.

A decision to close the Library may be based on weather information gathered from the State Highway Patrol, local police agencies, official weather reports and forecasts.

Sever Weather may include but is not limited to hazardous road conditions; the presence of ice, snow, or both; level 3 Snow Alert the Library will be closed; Strong wind; severe cold; Large Hail, Watches and, Flooding.

- Level 1. Snow Alert. Roadways are hazardous with blowing and drifting snow. Roads are also icy, drive carefully.
- Level 2. Snow Advisory. Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.
- Level 3. Snow Emergency. All roadways are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. All employees should contact their employers to see if they should report to work. Those traveling on the roadways may subject themselves to arrest.

Wind Chill Factor Chart ACTUAL THERMOMETER READING (F) FAHRENHEIT												
WIND MPH	50	40	30	20	10	0	-10	-20	-30	-40	-50	-60
Calm	50	40	30	20	10	0	-10	-20	-30	-40	-50	-60
5	48	37	27	16	6	-5	-15	-26	-36	-47	-57	-68
10	40	28	16	4	-9	-24	-33	-46	-58	-70	-83	-95
15	36	22	9	-5	-18	-32	-46	-58	-72	-85	-99	-112
20	32	18	4	-10	-25	-39	-55	-67	-82	-98	-110	-124
25	30	16	0	-15	-29	-44	-59	-74	-88	-104	-118	-133
30	28	13	-2	-18	-33	-48	-63	-79	-94	-109	-125	-140
35	27	11	-4	-20	-35	-51	-67	-82	-96	-113	-129	-145
40	26	10	-6	-21	-37	-53	-69	-85	-100	-116	-132	-148
(Wind speeds greater than 40 mph have little additional effect.)	LITTLE DANGER (with proper clothing)					INCREASING DANGER Danger from freezing of exposed flesh				GREAT DANGER		

### Communication

In the event of severe weather, the Library Director or Designee's decision to close the Library will be communicated via post to the Maxwell Public Library website, Facebook page as well as physical signage on both Library entrances.

In the event of an extended closing (more than a 24 hour period), such as property damage, the Library Director or designee will notify the public.

During the months of August-May the Maxwell Public Library will follow the Collins-Maxwell School closings. If school is let out for any weather related issue the Library will also be closed.

Example: If school is let out early for snow or icy conditions the Library will not be open in the afternoon. This assures the safety of all children we don't want them getting home and trying to come to the library where they may be injured along the way.

Adopted \_\_\_\_\_

President \_\_\_\_\_

Secretary \_\_\_\_\_