



Policy Type:	Operational	Policy Number:	OP-24
Policy Title:	Inclement Weather and Unscheduled Closure Policy	Initial Policy Approval Date:	February 2023
		Last Review/Revision Date:	
		Year of Next Review:	2027

Purpose

The purpose of this policy is to outline roles and responsibilities in situations where the Carleton Place Public Library temporarily suspends or curtails operations due to an emergency situation, such as severe weather. The extent of any suspension or curtailment will differ depending on the particular circumstances. The suspension of Library Service may also result from community wide emergencies and recommendations prompted by the Town of Carleton Place Community Emergency Management Committee.

Guidelines

The Library has a responsibility for maintaining services and therefore the application of this policy must consider both the operational obligations and requirements of the Library as well as the safety of Library staff and patrons. The Library will make every effort to maintain services despite inclement weather or other circumstances that could disrupt the normal operations of the Library. The determination to close the Carleton Place Public Library shall be made by the Library CEO or Person in Charge, except where evacuation is essential for staff and public safety or by order of police, fire officials or the Town of Carleton Place Community Control Group. Consultation with the Town of Carleton Place's Facilities Manager and/or the Community Emergency Management Coordinator will be initiated where appropriate.

Conditions Warranting Closure

Non-emergency closing: Failure of heating/cooling equipment during periods of extreme weather, lack of electrical power after dusk, extended lack of electrical power during the daytime, lack of working bathroom facilities, lack of computers available at staff service points for an extended time, or inadequate staffing levels.

Emergency evacuation: Building problems resulting in clear and present danger to employees and/or patrons (e.g. gas leak, noxious/toxic fumes, or fire) or any event such as a criminal investigation, severe accident involving injury, severe building damage.

Non-openings, delayed openings or early closings: Severely inclement weather. In such cases the decision to close will be based upon:

- Present and projected conditions of roads
- Condition of parking lots and walkways
- Availability of staff to open and safely operate the library
- Requests for closure by local or provincial agencies
- Requests by the OPP to stay off roads
- Severe Weather Warning as issued by Environment Canada,
- Closure of schools or municipal facilities



Staffing

If a closure continues beyond one day, the library CEO or designate will be responsible for contacting staff to inform them of when they should expect to come to work. Staff shall be responsible for remotely accessing their email accounts and text messages each day for instructions as to whether the Library is open or closed.

Communications

The library will make a public emergency closure announcement when a decision has been made to close due to inclement weather. In the event of an unscheduled closing due to inclement weather, the following means of communication will be used:

- Staff email
- Signage at library entrances (if staff can safely make it to the library to do so)
- Posting on appropriate library social media
- Website
- Incoming phone message

The Library CEO will follow the directions laid out in the Disaster Preparedness and Business Continuity Plan in the event of a natural disaster such as fire, earthquake, flood, tornado, etc.

Related Documents

Town of Carleton Place Human Resource Policy
Carleton Place Public Library P-02 Emergency Preparedness and Business Continuity Plan
Town of Carleton Place Emergency Management Plan
Employment Standards Act