

Monroe Township Public Library

Unexpected & Emergency Closing Policy

Purpose

This policy establishes procedures for unexpected and emergency Library closures to ensure staff and patron safety while maintaining clear communication with the community.

Authority to Close

The decision to close the Monroe Township Public Library due to emergencies, hazardous conditions or other safety concerns shall be made by the Library Director. In the Director's absence, the most senior staff member on duty is authorized to make the closure decision based on safety assessments and official guidance from relevant authorities.

A single designated staff member shall be responsible for managing all communications related to the closure, including notifying staff, the public, and Township authorities.

Types of Emergencies

- Severe weather event
- Local or regional declaration of a State of Emergency
- Power or utility failures
- Public health concerns
- Facility emergencies
- Security threats

In the instance of a severe weather event, the decision to close the Library will be based upon:

- Requests for closure by local, county or state law enforcement agencies
- General conditions of roads in Monroe Township and its surrounding area
- Condition of the Library's parking lot, walkways and emergency exits
- Availability of sufficient staff to open and operate the Library

Cancellation of Library Programs & Reservations

- All scheduled library programs will be cancelled in the event of a library building closing.
- All meeting room and study room reservations will be cancelled in the event of a library building closing. Library staff will attempt to notify reservation holders of closing.

Notification Procedures

Library Administration or the designated point person will be responsible for making sure that fire, police and/or rescue units are alerted and for notifying all departments in the building that emergency procedures are to be put into effect and the location of the emergency. The point person will, as soon as possible, notify the Director, Building Maintenance and the appropriate Township Administration Office.

Closure Notifications will be communicated via:

- To the public
 - Library website and social media
 - Automated phone message
 - Signage at Library entrance
- To staff
 - When I Work
 - Remind

Suspicious or Unattended Items

The Library is committed to maintaining a safe environment for all patrons and staff. Any unattended or suspicious package, bag or object should be reported to Library staff.

Staff will take appropriate safety measures, which may include contacting law enforcement and directing patrons away from the area. For safety reasons, unattended or suspicious items should not be touched or moved.

Patrons are expected to follow all instructions provided by Library staff during any safety situation.

Reopening Procedures

The Monroe Township Public Library will reopen when deemed safe by authorities and Library leadership, with updates provided through official channels.