



## Town of Collins Public Library Emergency Closing Codes and Procedures - Public

Emergency or weather related closings:

- Not related to school closing
- Talk to library caretaker about conditions
- If it is nice in Collins and the Director is stuck in a driving ban, we can only open if staff can get in
- Text/Call President of the Board to let her know about closing
- Update intranet calendar remotely and enter all pertinent information. (Need card & Pin numbers to log in)
- Email Network with the following info:
  - Library Name:
  - Date and time of closing:
  - Reason for closing:
  - Expected duration of closing (if known):
  - Status of Electrical power and network connection:
    - If unable to access via intranet, Call Technology Help Desk (Network), or leave voicemail
- In addition to leaving voice mail, if library is closed for serious or extreme reason contact **Central Library Security**
- Update Social Media (Facebook, Google Business), LED Sign, etc.
- Call Town Clerk's office to let them know so Town doesn't have to plow
- Director or a designee will call all affected staff to let them know of the closing.

**Same notification procedures need to be done when facility is reopened.**

Also Notify:

**Radio:**

**AM** **WBEN News Radio 930 AM**

**FM** **WBFO 88.7 FM Telephone**

WKSE 98.5 FM (Kiss), WTSS 102.5 FM (Star), WLKK 107.7 FM

Same parent Co. as WBEN – do not need to duplicate

**TV:** WGRZ-TV 2

WIVB-TV 4

WKBW-TV 7

If there is disruption in network/telecommunications or phone or fax service call It Help desk.

*Adopted by the Board of Trustees 12/7/2017. Amended 12/6/2018, 12/12/2019, 12/3/2020. For approval at 12/2021 meeting.*