

**Mary E. Bartlett Memorial Library  
Brentwood, New Hampshire**

**EMERGENCY CLOSURE POLICY**

When severe weather, mechanical failures within the building, or any other emergencies occur, the Director, in conjunction with the Chair/Vice Chair or designated trustee, has the responsibility for deciding whether to close the library. If Town Hall closes for weather related safety reasons, the Library will also close without further deliberation.

In the event of inclement weather, the need to close or delay opening will be based on advice from local emergency officials and the weather forecast. The decision will be made by the Director in consultation with the Chair/Vice Chair or designated trustee. There will be a phone tree for staff and a message will be placed on the home page of the website and on social media.

If the Director or supervisor on duty is unable to contact the Chair/Vice Chair or designated trustee within 1 hour of the advent of an emergency, s/he shall be authorized to determine the closing. Attempts to notify the trustees shall be appropriately documented.

Mechanical problems causing a lack of bathrooms will necessitate a closure without deliberation. Loss of power, when there is no estimate of time for return of power, may also necessitate a closure.

If the library heating or cooling systems fail for an extended length of time, the library may opt to close.

This policy has been established by the Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board.

Adopted by the Board of Trustees 11/19/18