

BRIDGMAN PUBLIC LIBRARY
EMERGENCY CLOSINGS

Adverse Weather / Unsafe Conditions

The Library is a public service institution, and every effort should be made to maintain regular hours for the public. However, the Library will be closed when weather conditions deteriorate to the point where emergency situations prevail, vital facilities in the building (e.g. furnace, water, electricity, etc.) fail, and/or a general emergency within the City of Bridgman cause(s) safety issues. The decision to close the library will be based upon:

1. General conditions of roads in Bridgman and Lake Township
2. Availability of staff to open and operate the Library.
(Minimal staffing levels are defined as two persons to run circulation.)
3. Condition of the building's facilities.
4. Requests for closure by local, county or state law enforcement agencies.

In the case of a tornado WATCH, the Library will remain open. If a tornado WARNING is issued, the Library will close until an all-clear is received. Library patrons in the building will be allowed to remain in the library until the all-clear is sounded and will be guided to a safe location within the library (women's bathroom, children's bathroom, children's storage room, after-school storage room, drive-up book room). Unattended minors will be asked to stay in the building until a parent/guardian picks them up or until the all-clear is sounded.

In the case of severe winter weather, the Library will not automatically close or delay opening based on any other institution's actions. The final decision to close for the day will be made by the Library Director (or designee) by 9:00 a.m. Once the decision to close has been made, staff and media will be notified by 9:15 a.m.

The public will be notified of the Library's closing by:

- announcements on local radio and television stations
- posting on website and Facebook
- if possible, a sign will be posted on the front door of the library.

Bridgman Public Library
Revised Emergency Closings
Adopted January 20, 2011
Last reviewed April 10, 2016

POLICY NOTES:

August 20, 2013 – Reviewed

Discussed coordinating library closings with school closing, no changes recommended.

April 10, 2016 – Reviewed with no changes recommended.