

W.G. Rhea Public Library Inclement Weather/Emergency Policy

General Statement

The W.G. Rhea Public Library will make every reasonable effort to open its facilities to the public as scheduled, consistent with safe access for library staff and the public.

Objectives

1. To provide for the safe operations of the library and the public
2. To establish effective communications to the staff and the public

Definitions

1. Inclement weather includes, but is not limited to, snow, ice, flooding, strong winds
2. Emergencies include fire, gas leaks, natural disasters power failures, and lack of heating/cooling/plumbing.

Policy

When the Paris Special Schools are closed due to hazardous traveling conditions, the library will also be closed. This also includes early closure and delayed opening of the city schools consistent with safe access for the library staff and the public.

During times when schools are not in sessions, the authority to close or alter the operating schedule of the Library will be made by the Library Director. Again, the safety of the staff and the public is the primary concern.

Library patrons already in the facility will be notified immediately when schedule changes are decided. The Library staff will make every reasonable effort notify the general public when the schedule is changed due to inclement weather conditions/emergencies. The automated telephone answering system will be adjusted to indicate the schedule changes.

In the case of emanate danger such as fire, the fire alarm will be activated (if smoke is detected) and the building will be evacuated using the nearest exits. Fire extinguishers may be used only if the situation is in a confined area and can be easily contained. **Call 911** to report the emergency.

In the case of a natural gas leak, when the odor is strong or the sound of escaping natural gas can be heard, the Library building will be evacuated using the nearest exits. Call the gas company at **(731) 642-5635** and to not re-enter the building until the gas company has declared the area secured.

In the case of a natural disaster such as an earthquake, the **Drop, Cover & Hold** safety method will be used. **DROP**- down to the floor. **COVER**- take cover under a sturdy piece of furniture (desks and tables located throughout the library). Move away from bookshelves. Protect head and neck with arms. **HOLD**- onto furniture and be prepared to move with it. Hold that position until the ground stops shaking and it is safe to move. Evacuate the library building, if possible, once it is deemed safe to do so. **Call 911** to report any injuries.

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