**Emergency/Non-emergency/Snow Closing Policy**

**Adopted: 1/24/2021**

**Reviewed: 6/24/2021**

**Purpose**

The City of Tipton Municipal Library maintains a regular schedule of hours open to the public. It may become necessary to close the library, shorten hours, or cancel programs when certain conditions pose a safety hazard to the public and staff or prevent basic library functions.

**Policy**

**Emergency Closings**

**Tornado, Fire, Bomb Threat**

Librarians utilize emergency plan, clearing patrons from their designated area through closest exits.

**Non-Emergency Closings**

**Power Outage (lightning or utility pole damage)**

Director clears the building of general public, stating that the library will be closing until electricity is reinstated.

**Snow Closings**

All closings will be at the discretion of the Director.

Mid-day closings will be determined by travel advisories from MO Hwy. Patrol & Moniteau Co. 911.

Closings are announced in as many ways as possible given the circumstances of the emergency and may include: posted on the front door of the library, the library Facebook page, and/or local TV stations.

If the library is to be used and the library is closed due to weather or other emergencies all programs will be cancelled.