

Nampa Public Library
Emergency Closure
Approved by the Board of Trustees 8.11.2020

The Library may be closed under the following conditions:

Local Emergency Conditions When public safety officials request the closure of non-essential services, be that specifically, i.e. the Library, or generally, i.e. Downtown Nampa. This category includes conditions such as fire, weather, biohazard, civil disturbance, or some other large-scale threat including other seriously unsafe or unhealthy condition that impairs safe and responsible use and operation of library facility.

Library Conditions Internal systems failures such as, power, water, structural or other conditions that create unsafe conditions, for either staff or the public. Identify if the conditions pose an immediate threat, such as a fire which call for an immediate evacuation, or a safety hazard such as lack of power which may allow a delayed closure.

The Director will be notified immediately of all emergency conditions affecting the Library, in person or by phone when not present. The director, or designee in event of the director's unavailability, will make the decision in his/her discretion.

When the Library is closed complete as many of the following steps as are practical:

1. Post a closed sign on all public entries.
2. Post a note indicating the time and reason for closure signed by the senior staff member making the determination for staff arriving the next day.
3. Notify the City Public Information Officer and the media of the closure as appropriate.
4. Assist patrons in contacting parents/guardians for rides if necessary.
5. Post closure on website

Communication Should Library telephones not operate, an alternate communication source will be a personal cell phone.

Evacuation Plan Staff will maintain an emergency evacuation plan and maps that are available or displayed appropriately in the Library. These plans and maps will be reviewed by the City Fire Marshall to ensure all actions are reasonable and appropriate by current safety standards.

Extended Closure The Library Board of Trustees will be consulted and a possible emergency Board meeting or electronic vote will be held within a 72 hour time period to determine closure.

