

PER6: Emergencies and Disasters

The Library Director (or designee) may close the Library when, in his or her best judgment, conditions are such that they pose a safety risk or danger to staff and customers. Department/Branch Managers will alert the Library Director (or designee) when conditions warrant closure. Conditions that warrant closure of the Library include those that endanger the health or safety of the staff or public. Staff members who are sent home may be paid for the remainder of their normal work shift, depending on the circumstances and decision of the Library Director. Every effort will be made to handle these issues consistently and fairly.

In the event that inclement weather or other conditions make it unsafe to open the Library, the Director will notify staff that they should not report to work, or that the Library will open on a delayed schedule. Depending on the exact nature of the emergency closure, key staff may be required to report to work. Failure to report to work when directed may result in disciplinary action. The Director may also assign staff to work at different library locations during times when the Library is closed.

Following any emergency, department managers must assess any damage to their areas of operation and submit a report to the Director. The Director will provide a report on the emergency and its handling to the Library Board at its next meeting.

Chattahoochee Valley Libraries Board:
Muscogee County Library Board:

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