

## **Emergency Policy**

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### **Inclement Weather/Emergency Closing**

#### **TOWN OF WEST TISBURY GUIDELINES FOR CLOSING AND OPENING TOWN BUILDINGS DURING ADVERSE WEATHER CONDITIONS**

The decision to close or delay opening Town buildings because of poor road conditions will be made by the Chair of the Board of Selectmen with the Town Administrator during normal business hours Monday – Friday. After 4:30 pm and on weekends the decision will be made by:

LIBRARY: Library Director

HOWES HOUSE: Council on Aging Director

TOWN HALL: Board of Selectmen

In the event the Library Director is not available, the Chairman of the Library Board of Trustees will make the decision. In the event the Council on Aging Director is not available, the Chairman of the Board of Selectmen will make the decision.

Before making the decision to close or open a building:

- 1) Contact the Police Department for a report on the conditions of the Town and State roads.
- 2) Contact the Highway Superintendent to determine the time the Town roads will be plowed and sanded.
- 3) Check the local weather forecast.
- 4) Make sure the parking area will be plowed and the sidewalks will be shoveled and sanded.
- 5) Use common sense!

Notify the Police, local newspapers, MVTN, public radio stations and put on the Town's website if buildings are closed.

### **Public Safety Emergencies**

The Director, in consultation with the Trustees and with appropriate public safety authorities, will establish library procedures to be followed in case of fire, health hazards, bomb threats, and other conditions that may directly affect public safety. The Director will train and drill staff on a regular basis in these procedures including evacuating and securing the premises and summoning help as needed.

*Adopted by vote of the Library Board of Trustees, \_\_\_\_\_*