

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-09
Policy Title: Inclement Weather	Policy Approval Date: 10/13/20
Chairperson: V. Duke	Policy Review Date: 11/24

Intent:

The Muskoka Lakes Public Library Board (herein after referred to as the Board) endeavours to ensure that Muskoka Lakes Public Library (hereinafter referred to as the Library) staff members are aware of their responsibilities and the implications when inclement weather occurs, especially if it results in the closure of any or all of the Library facilities.

Regulations:

Inclement Weather is defined as weather which is severe, squally, turbulent or stormy. It can include tornadoes, hurricanes, hail, blizzards, ice storms, heavy rain, thunderstorms, and high velocity winds. Safe passage to and from work and working itself can be severely compromised during or following inclement weather, especially if accompanied by a power failure.

A Safe Location is defined as an area within a facility where staff members are to congregate in the event of an impending severe weather event such as a tornado. In Port Carling the safe location is the Heritage Room. In Bala the safe location is the washroom area.

Procedures:

The CEO or designate is to maintain an awareness of and be prepared to act on the possibility of severe weather conditions which may arise unexpectedly or as forecast by weather authorities.

Employees are responsible to gather information about Inclement Weather through their library email accounts, Environment Canada Alerts (website/radio/media), and to contact the CEO (or designate) if they are concerned.

A. Inclement Weather Before the Library Opens

1. The CEO (or designate) will monitor and evaluate Environment Canada Information, road closures, school bus cancellations, school closures, and Township of Muskoka Lakes information.

2. If the CEO (or designate) determines the weather to be sufficiently inclement to prevent the opening of the Library, the CEO (or designate) will inform staff about the closure as soon as possible.

3. Notification of the closure will be posted on the Library's website, on social media and at the Library facilities, if possible.



B. Emergency Closing Due to Inclement Weather

1. If the weather appears to be deteriorating during the day, the CEO (or designate) will closely monitor reports from local news updates, any Environment Canada weather statements, watches or warnings advising of severe storms and will keep in close contact with staff at both branches. It is possible that one branch may remain open while the other is closed due to localized severe weather or power outages impacting a certain location.
2. Staff will be trained on the location of flashlights, the emergency phone numbers and the back-up telephone as well as the facility's safe location.
3. The decision of the CEO or (designate) to close will be communicated to the affected branch, posted on the website, social media and at the Library facility to be closed, if possible. The CEO (or designate) will endeavour to contact staff and volunteers scheduled to arrive later in the day, along with those registered in programmes scheduled for after the closure.
4. If the weather or warnings suddenly appear dangerous, the staff will take the users within the Library with them to the Safe Location.

Related Documents:

MLPL OP-16 Closure for Emergencies

MLPL OPHR-12 Closure and Inclement Weather Remuneration