



POLICY NO: 300.3

SUBJECT: Emergency Closing

1. In the event that Whitmore Lake Schools are canceled due to snow or ice, The Northfield Township Area Library delay opening or close at the discretion of the director. Notification of school closing will be made on the following radio and television stations: WWJ (950 AM), WAAM (1600 AM), Q95 (95.5 FM), WJR (760 AM), WXYZ-TV (Channel 7), WILX-TV (Channel 10) and WJBK-TV (Fox 2). If the library closes any meetings or programs scheduled for the day will also be canceled.
2. On Saturdays and weekday afternoons and evening, the library may be closed at the discretion of the director because of prevailing weather conditions.
3. In the event of the failure of vital equipment in the building (e.g., furnace malfunction, no water in the building, no electricity, ect.) for more than one hour, the library may be closed at the discretion of the director.
4. Staff scheduled to work will receive their regular pay in the event of an emergency closing.
5. If a tornado watch is issued for the Whitmore Lake area, the library will be closed until an all-clear is signal is received. Patrons in the building at the time of the tornado watch will be given the option to leave the building, or go to the library basement with the staff. Unattended minors will be asked to go to the basement until an all-clear signal is received. No on may remain on the first or second floors of the library in the event of a tornado warning. If all patrons choose to leave the building, the staff my also choose to either leave or remain in the basement. No staff my leave to building if patrons choose to remain in the basement until the all-clear signal is received.