

## **Gilford Public Library**

### **Emergencies**

In the event of an emergency, the library may need to make immediate modifications to policies and procedures to protect the safety of the public. The Director is responsible for closing the library due to unhealthy and/or unsafe conditions and other emergencies. If the Director is unavailable, the Assistant Director will make the decision to close. When the decision to close is made, the Director will contact a Library Board Trustee, notify WMUR and post the closing on the website and other social media.

It is the primary responsibility of the library staff present to do whatever is necessary to ensure the safety of the library patrons and the remainder of the staff. The secondary responsibility of the library staff is to minimize the damaging effects of the emergency to library property after determining that it poses no threat to anyone's personal safety. Staff will follow internal guidelines and procedures.