



Name: Emergency Closing/Evacuation Policy

Approved: November 25, 2019, by Franklin Public Library Board of Trustees; revised October 25, 2021; revised May 26, 2026

Policy:

The Franklin Public Library (FPL) Board of Trustees recognizes the importance of FPL as a hub in the community and as a cooling/warming site during extreme temperature events. The Library strives to keep the facility open to the public during inclement weather and may stay open when Franklin Public Schools cancels classes/activities and/or the City of Franklin cancels non-essential services.

The Library Board also recognizes there are times when the closure of the Library is necessary for staff and patron safety. All decisions regarding Library closure due to adverse weather or other emergencies are at the discretion of the Library Director or his/her designee, who will inform the Library Board President.

Some of the factors include, but are not limited to:

- The general condition of roads in the area
- The condition of the Library's parking lot, walkways, and emergency exits
- The weather forecast indicates continued deterioration of conditions
- The availability of sufficient staff to open and operate the Library
- Requests for closure by city, county or state law enforcement agencies
- Utility outages and projected recovery periods
- Equipment failure which may result in the endangerment of staff and patron safety in the building
- Temperatures in the building below 60 degrees Fahrenheit or higher than 80 degrees Fahrenheit

In the event of a Library Emergency Closure, the Library Director shall decide in his/her discretion if employees will receive pay if they are not required to perform work.

Whenever possible, Library staff shall follow the Emergency Closing/Evacuation Procedure attached to this policy.