



VESTAL PUBLIC LIBRARY

320 Vestal Parkway East Vestal, NY 13850 - (607) 754-4243

STANDARD OPERATING PROCEDURE FOR LIBRARY CLOSURES

In the event of an emergency closure of the Vestal Public Library, the Director and support staff will use the following SOP to ensure the proper dissemination of information to the VPL staff and Vestal Community.

CLOSING VARIABLES:

A number of factors should be considered when making the decision to close the library, including but not limited to:

- Can staff safely arrive/depart work?
- Is the building safe to occupy or functioning properly?
- Is the Vestal Central School District Closed?
- Is the VPL parking lot and sidewalks accessible (plowed/shoveled) and safe for patrons?
- Will the situation continue to be bad/poor or will things get worse later?

STANDARD OPERATING PROCEDURE:

1. If forewarned of a pending emergency, the Library Director will remain in contact with the VPL Board President to monitor the situation.
2. Once a decision has been made, the Library Director will contact the VPL Board President (Vice President if President unavailable) to notify that an emergency closure is necessary, understanding that decisions need to be made promptly, but not prematurely.
3. Contact VPL Supervisors and VPL Staff to inform of the closure decision (via email & phone).
4. **Share emergency closure information via the following outlets:**
 - VPL Website (vestalpubliclibrary.org)
 - VPL Social Media (Facebook / Instagram)

OUTLET	CONTACT	PHONE
4CLS	fcls@4cls.org	607-723-8236 x. 301
FOX40 -	fox40news@wicz.com	
Spectrum News (Channel 16)	https://closings.spectrumlocalnews.com/login	HOW TO: https://spectrumlocalnews.com/nys/binghamton/weather/closings
WBNG-TV (Channel 2)	https://www.wbng.com/weather/closings/admin/	(607) 729-8812

5. If possible, place a closed sign on the front doors of the Library.