



# Unexpected Closure Policy

Approved by: ECRL Management  
Date approved: March 11, 2024  
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## Purpose

The purpose of this policy is to outline when Eastern Counties Regional Library (ECRL) temporarily closes or limits operations due to an unexpected or emergency situations, such as severe weather.

## Conditions Warranting Closure

**Non-emergency closing:** Failure of heating/cooling equipment, loss of electrical power, lack of water, computers unavailable at Service Desk for an extended period (2 or more hours), strong odours, and inadequate staffing levels.

**Emergency evacuation:** Building problems resulting in clear and present danger to employees and/or patrons (i.e. noxious/toxic fumes, fire) or any event such as a criminal investigation, severe accident involving injury, or severe building damage.

**Non-openings, delayed openings, or early closures:** The decision to close will be based upon:

- General conditions of roads in consultation with online resources (i.e. 511 Nova Scotia website, 98.9 XFM and 101.5 The Hawk Road Reports, NS Department of Transportation social media, RCMP social media)
- Availability of staff to open and operate the Library
- Closure of schools, municipal facilities, and local businesses
- Condition of parking lots and walkways
- Advisories issued by local or provincial agencies
- Severe Weather Warning, as issued by Environment Canada, with consideration as to whether conditions are expected to improve or deteriorate.

## Decision-making

Due to varying conditions and staffing throughout the ECRL's large service region, not all facilities may close at the same time or together. Decisions to close service locations are the responsibility of the ECRL management team. Decisions to close locations are taken very

seriously with the full understanding of the importance of public library service to community well-being.

## **Communication of Closures**

If an ECRL location is not to be opened, every effort shall be made to make this determination no later than one hour before the scheduled opening time. If new or changing information results in a decision to close after one hour prior to opening, including throughout the library's operational hours, efforts will be made to communicate closures in a timely manner.

## **Resources for ascertaining information impacting unscheduled closures:**

**511 Nova Scotia:** <https://511.novascotia.ca/>

**Environment Canada Alerts:** [https://weather.gc.ca/mainmenu/alert\\_menu\\_e.html](https://weather.gc.ca/mainmenu/alert_menu_e.html)

**Social Media:** @NS\_PublicWorks

@RCMPNS

@1015\_The\_Hawk

@989XFM

@ECCCWeatherNS

## **Questions?**

If you have any questions or concerns about this policy, please contact [admin@ecrl.ca](mailto:admin@ecrl.ca).