

HR 194 Closing the Library in the Event of Extreme Weather

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Procedure

1. Request permission from the CEO or designate to close (613-476-5962 or 613-827-2251)
2. Post a sign on the door indicating closing and reason.
3. The CEO or designate will notify local radio stations and post to social media sites.
4. At earliest opportunity, send a brief memo to CEO documenting length of time closed, reasons, and procedures you followed.