

# **BAY COUNTY LIBRARY SYSTEM**

## **POWER FAILURE POLICY**

The Bay County Library System is committed to maximizing the number of hours its facilities are open to the public. The days and hours library facilities are open are posted on each of the buildings and on the library's website at [www.baycountylibrary.org](http://www.baycountylibrary.org). Occasionally a circumstance arises, such as a power failure, that renders it necessary to close during times that the library otherwise would be open.

In the event of a power failure, library staff will immediately contact **Stanley Alarm** to notify them of the outage. The person-in-charge is responsible for contacting either **Bay City Power and Light** (in Bay City) or **Consumer's Energy** (in Auburn or Pinconning) in order to get their assessment of the most likely amount of time it will take before power is restored.

If it is dark outside, library staff will advise the public of the power outage and ask them to vacate the building, reminding them that the action taken is in the interest of their safety. The public should also be advised that the library will be unable to conduct business without computer access, the security system, or telephones. Doors will then be locked and signs posted on the doors advising patrons that the library is closed for the remainder of that day due to a power failure. The person-in-charge will contact either the Assistant Director or the Director for authorization before releasing library staff for the day.

If it is still light outside, library staff will wait 30 minutes, then ask the public to vacate the building, reminding them that the action taken is in the interest of their safety. The public should also be advised that the library will be unable to conduct business without computer access, the computer system, or telephones. Doors will then be locked and signs posted on the doors advising patrons that the library is closed due to a power failure until further notice. The person-in-charge will contact either the Assistant Director or the Director for authorization before releasing library staff home for the day.

Depending on circumstances, a decision may be made to close the affected library for the day, while transferring library staff to one or more other library facilities to complete their shift.

In the event that a library facility is closed due to power failure:

- library staff from the affected branch will advise all other branches
- library staff from the affected branch will notify the Technology Supervisor so that a message can be recorded on the phone system
- library staff from the affected branch will notify the Maintenance staff so that HVAC and alarm systems will be reset when power is restored
- library administration will make every effort to notify the public through local radio and television stations