

Bristol Library  
6750 County Road 32  
Canandaigua, NY 14424  
585-229-5862  
[www.thebristollibrary.com](http://www.thebristollibrary.com)

**External Policy/Emergency Closing  
Policy # EP-17**

**Effective Date: 06/16/2020**

**APPLICATION: Personnel, Trustees, Patrons**

**STATEMENT OF PURPOSE: The Bristol Library has adopted this Emergency Closing Policy to ensure a cautionary response to an emergency threatening to impact or immediately impacting the library's facilities, materials, staff, or community members.**

**POLICY: The primary goals of the Bristol Library's Emergency Closing Policy are to establish:**

- **The types of emergencies which may cause the library to close or suspend services;**
- **The power of the Library Manager to close the library due to an imminent or immediate emergency;**
- **If the library's Emergency & Disaster Plan needs to be implemented.**

**RESPONSIBILIY: The Board of Trustees will be responsible for drafting necessary procedures to ensure the policy is successfully implemented. The Board of Trustees, the Library Manager, and staff are responsible for the implementing emergency closure procedures and community communications.**

**APPROVED: 06/16/2020 by the Bristol Library Board of Trustees**

**REVISED: DD/MM/YYYY by the Bristol Library Board of Trustees**

**REVIEWED BY/ON:**