

INCLEMENT WEATHER PROCEDURE AT GOODNOW LIBRARY

Inclement Weather

In case of inclement weather...

This is what Esmé (or other person in charge if she is unavailable) will be doing:

- If the storm is underway, monitor forecast.
- Call Jim Kelly in the Facilities Department (978-360-6131) to discuss, and regarding walkways.
- Depending on the timing of the storm, we may call Dean Romanow of the cleaning company to send in someone to shovel the walkways. (508-479-9988).
- Call Highway Department Snow Room (978-443-2209, ext.1) regarding condition of parking lot.
- Check email for message from Town Manager's Office.
- Make a recommendation about opening or closing the library depending on the timing of the storm and condition of the lot and walkways—taking library hours into consideration.
- Change message on Line 7 for staff to check by 7:30 AM, 8:00 at latest.
- Place Message on Facebook, blog and website (Karen will do this)

This is what you should do:

Check the storm line, Facebook, staff blog or the website for announcements of closing or delayed opening. If there is none, you should come to work as usual. We will also send a group email.