

TOWN OF ALFRED -Parsons Memorial Library

Emergency Warming/Cooling Center Plan

COMPANY NAME: TOWN OF ALFRED

I. PURPOSE

During extended periods of severe weather and power outages, Parsons Memorial Library will open extra hours and days to provide the community with support for extreme heat, cold, and loss of electricity.

II. PLAN

A. Initiation of Warming/Cooling Center Plan

- a. Chief Chris Carpenter will initiate the Warming/Cooling Center Plan and will contact the Alfred Town of Selectmen. The Alfred Town of Selectmen will contact the Parsons Memorial Library Director.

B. Hours of Operation

- a. Mondays 10:00 am to 7:00 pm, Tuesday 10:00 am to 4:00 pm, Wednesday 10:00 am to 7:00 pm, Thursday 10:00 am to 4:00 pm, Friday 10:00 am to 4:00 pm, Saturday 10:00 am to 4:00 pm, Sunday 10:00 am to 4:00 pm.

C. Staffing

- a. Parsons Memorial Library will be responsible for maintaining the staffing during operation. Two people will always be present, whereas at least one person will be a paid library staff person and the other being a volunteer when operation hours differ from the regular library schedule.

D. Services provided

- a. The library will resume regular library services which include circulation of materials, public access computers, free Wi-Fi, and access to charging ports. All library policies and behavior expectations will be followed.
- b. The library will not provide overnight accommodations or meals.

E. Public Notification

- a. Once the plan has been initiated or terminated, the public will be notified through:
 - i. Town of Alfred website and app
 - ii. Parsons Memorial Library website, facebook, instagram, and email blast
 - iii. York County Emergency Management Agency website
 - iv. Alfred Fire and Rescue Facebook Page.

F. Termination of Plan

- a. Chief Chris Carpenter will determine when the Warming/Cooling Center Plan will be terminated and will contact the Alfred Town of Selectmen. The Alfred Town of Selectmen will contact the Parsons Memorial Library Director.

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Alfred EMA Director
Christopher R. Carpenter

Alfred Library Director
Roycean Weyand