

Standard Operating Procedure

for

Water Outages

If there is a non-scheduled water outage any time during the day, a call should be made to the Guam Waterworks inquiring on the status of the water situation.

If the outage will be longer than two hours, library services will continue until the two hours is up, and then, a call is once again made to Guam Waterworks regarding the status. Depending on the length of time that water will be out, library services may close but only until water is restored depending on time of day or closing time whichever comes first. If water outage is during or around the evening hours (6:00 p.m.), for safety and health reasons, the Library will close.

As soon as water is out, restrooms will be locked and a sign should be posted.

Patrons should be made aware of the situation, i.e. water outage, duration of outage, and when the library may close, verbally and by putting up signs. If the decision to close the Library has been made, patrons should be informed and escorted out. Staff is responsible for putting up signs and securing the Library.

For scheduled power and water outages, signs should be posted and the same procedures as a non-scheduled outage will be followed until power and/or water is restored.

Library employees will await further instruction from their immediate Supervisor before being released.