

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 707

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EMERGENCY OFFICE CLOSINGS

Revised and
Updated 8/06

The person in charge of the headquarters staff makes the final decision regarding any ALA office closings which may result from inclement weather, transportation strikes, national emergencies, etc.

Announcements of all-day closings will be made over AM and FM radio stations and some television stations as follows: WGN Radio 720 AM, WBBM Radio 780 AM, CBS Ch. 2, NBC Ch. 5, ABC Ch. 7, WGN Ch. 9, Fox 32 and CLTV cable.

Employees may also obtain all-day closings information by calling 847.238-1234 and entering ALA's telephone number 800.545.2433 followed by the pound (#) sign. A status report will be given as to which schools and companies are closed. You may also go to www.EmergencyClosings.com for closing information.