

## **4.6 Emergency Closings**

In the event of hazardous weather, a power outage, a water outage, or other emergencies which present threats to the safety and health of the library staff and/or patrons, the Director (or Person in Charge in the absence of the Director) is authorized to close the library. A decision to close the library because of the weather may be made due to the following conditions:

- Local or State Authorities (including local police, state police, or IDOT) have advised that the public stay off the roads.
- Ice, snow, or storms have caused power outages or extremely hazardous road conditions (trees down, power lines down, etc.).
- Flooding in the streets to the extent where it is likely to cause vehicular damage.

A closure may also be made if, in the best judgment of the Director, it is necessary to do so. However, the library staff is mindful that the library is a public space, depended upon by the public. A decision to close for the entire day will be made prior to 7 am.

In the event of a power or HVAC failure, the decision to close will be made upon the following factors:

- In the Spring/Summer, if the inside temperature reaches 85 degrees, the staff will be retained for ½ hour, and all computer equipment will be shut off to avoid damage due to over-heating. A core staff will be retained for a second half-hour, in case the building is able to be re-opened. After the full hour, the building will be closed for the day. Two staff members will remain at the library with unattended children and until all patrons have left the building. Signage will be posted, and the city and the police will be notified of the closing. Additionally, the library staff will notify local media of the closing. Messages will be posted on the appropriate internet resources as well.
- In the winter, if the inside temperature drops to 60 degrees, the same procedure will be followed.
- In the event of a power outage after sunset, the building will immediately be closed for the day.

In the event of a water outage, the building will be closed after a half-hour without water, due to sanitary conditions. A core staff will remain for another half-hour. After the full hour, the building will be closed for the day.

If staff has not yet reported to work, they will be notified of the library's closing. Any full-time employees who are regularly scheduled to work on that day will be paid for their scheduled hours. Part-time employees who have been scheduled to work on an emergency closure day and are present to work or on their way to work, will be paid the wages they would have been paid if the Library had not been closed. Part-time employees contacted and instructed not to report due to an emergency closing will have the option to make up the hours on a later date. If the hours are not made up, part-time employees will receive no pay for the time in which the library was closed. In the event that the closing lasts for more than one day, a decision regarding compensation shall be made by the Library Board.