

## **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. Essential personnel 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 employees who are regularly scheduled to work on that day will be paid for their scheduled hours.

In some extraordinary situations the Library may be closed for an extended period of time. Non-essential personnel will be paid for their regularly scheduled hours only for the first three days the Library is closed. After 72 hours only essential personnel will be paid.

Essential personnel include the Library Director, Department Heads, and other employees as designated by the Director on the basis of the essential duties of the jobs and the needs of the Library. The particular essential personnel who are activated during a suspension of normal operations will vary depending upon the circumstances and the nature and severity of the event.