

UNSCHEDULED CLOSINGS POLICY

If a power outage occurs or weather conditions warrant it, the library staff may need to execute an unscheduled closing. If an unscheduled closing does occur, staff should follow the Unscheduled Closing Procedures in the Operations Manual.

Employees scheduled to work when the library is closed due to an unscheduled closing will be paid for those hours.

Snow storms

If a snow storm occurs the Library Director will contact the Village's Department of Public Works and/or the Village Police Department to request a recommendation regarding weather and road conditions. The Library Director may also consult the Library Board President and/or the Library's Department heads before deciding whether to close the Library. Closing the Library due to weather conditions will be at the Director's discretion. If the Library Director is unavailable the decision to close will be made by the librarian-in-charge based on established policy (*see Chain of Command policy*) after talking with the Library Board President or another Library Trustee. The decision to close the library prior to the 9:30 a.m. opening will be made by 8:30 a.m. The decision to close the library after it is open will be made as conditions develop.

Tornado

The Village horn/whistle will blow to warn of weather emergency. Staff will lock the doors from the lobby to the library and turn off the lights. Staff members should escort everyone to designated areas away from windows. Staff and patrons should remain in the building until notification is given by the Village Police or Fire Departments that it is safe to leave.

Power Outage

In daylight hours, if the power remains out for at least a half an hour, the director or librarian-in-charge may decide to close the library to the public. Once the decision has been made to close, the library staff will begin closing procedures. Staff will remain on duty and be assigned appropriate tasks but the Director or librarian-in-charge may choose to send staff home due to environmental conditions in the building. If the power outage takes place after dark, staff shall close the library immediately. If the outage is due to a storm, staff and public should be gathered to a secure location in the building until it is safe to leave.

If a situation arises where the Police and/or Fire Departments feel that the Library needs to be closed due to concern for public safety or the safety of Library staff the Library will comply immediately.

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