

## **East Kingston Public Library Emergency Closing Policy**

In keeping with the mission of the East Kingston Public Library, unscheduled closings due to inclement weather or other public health and safety emergencies will be kept to the minimum number of days consistent with public and staff safety. Emergency closings for reasons other than inclement weather will follow the same policy and procedures.

### **Possible Scenarios That May Cause the Library to Close:**

- No electricity and/or the building is unsafe
- Parking lot and/or sidewalk has not been cleared of snow or ice before and during scheduled open hours
- Fire, flooding or other building disaster
- Robbery or assault
- Mechanical problems causing a lack of serviceable bathrooms for the public and staff
- If the library heating or cooling systems fail, causing the temperatures in the library to go below 55 or above 90 degrees Fahrenheit, for an extended length of time.

### **Procedures for Closing the Library Early:**

- Library Director assesses emergency and makes the decision to close the building
- Director notifies the Board of Trustees Chairperson or member
- Building is secured and "Closed" sign posted
- Notice of Closing posted on website and social media sites.

### **In Case of Absence of Director:**

Assistant Director or staff member with seniority assesses emergency. Assistant Director in consultation with the Board of Trustees Chair or member makes determination to close the library in place of the director.

All full time employees scheduled to work during hours when the library closes unexpectedly shall receive their normal day's pay, whether or not the employee has already reported to work. It is expected that full time employees in this situation will work from home if at all possible.

All part time employees scheduled to work during hours when the library closes unexpectedly shall receive pay for the time worked, but in any case, a minimum of

two hours pay, if they have already reported for work. If the Library closes prior to the part time employee reporting for work, then they will not be paid.

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