



### **Inclement Weather / Emergency Closing Procedures**

Unscheduled closings of the library due to severe or inclement weather or other public health and safety emergencies may occur on occasion. The Library Manager, or the person she has designated to make a decision in her absence (the designee) shall make the decision whether to close the library building in case of severe weather or an emergency.

#### **Decision**

- The Library Manager or designee will gather information, such as weather forecasts, public school closures, or other notifications of circumstances affecting public health and safety in the library building and immediate area. Using the best information available, a decision may be made to close the library early or to not open as scheduled.
- If Hadley-Luzerne Central School closes due to weather, the library will also close.
- If Hadley-Luzerne Central School closes early due to weather, the library will also close early.
- If the library will not open for the day or if the opening time is delayed, the Library Manager or designee will make that decision as early as possible and generally no later than 9 a.m.
- Emergencies resulting in early library closure may happen at any time during the day.

#### **Communication**

- In the event of an unscheduled closing or a delayed opening, all staff will be notified by text.
- The Library Manager or designee will email the Board of Trustees, SALS Directors, and Site Contacts to inform them of the unscheduled closing.
- The banner on RFPL's website will be updated and a post will be made on Facebook

#### **Early Closure**

- Immediately upon deciding to close the library early, staff in the building will be notified to begin the closure process.
- Staff scheduled to work later in the day will be notified by their supervisor via telephone, text, or email.

- If possible, printed signs will be posted at the library entrance and the message on the library's phone system will be updated.

### **Programs/Meetings**

- Staff will contact patrons in pre-registered programs if a program is canceled or postponed due to an unscheduled closing.
- If closure disrupts a scheduled meeting from an outside organization, the main contact must be notified of the library closing.

### **Overdue Items**

Items due during an unscheduled library closing will not be subject to overdue fines.

### **Power Outages**

- In the case of a power outage that lasts longer than 30 minutes, the library will prepare to close for the remainder of the day. Staff should direct patrons to gather their belongings and leave the building.
- If the power comes back on while patrons are leaving the building and stays on, the library will re-open. If the power remains out for at least 45 minutes staff will be sent home.

#### **Systems that Operate during a power outage**

- Emergency lighting
- Toilets
- Faucets in staff kitchen and bathrooms

#### **Systems that Do Not operate during a power outage**

- Lights
- Public computers
- Staff computers
- Phones
- Alarm
- Heating/cooling systems

### **Payroll Procedures for Emergency Closures**

Staff will be paid for their regular work shifts during emergency closures.

Adopted 2/18/2025