

# Emergency Closing

## PURPOSE

The library will make every effort to maintain regular library operating hours in accordance with Minimum Standards for New York's Public and Association Libraries. However, at times, the library may have to close, shorten hours, or cancel programs due to emergency conditions. The Red Creek Free Library has adopted this Emergency Closing Policy to ensure a cautionary response to an emergency threatening to impact or immediately impacting the library's facilities, materials, staff, or community members.

## POLICY

### 1.1. Administration

- 1.1.1. The Director is empowered by the Board of Trustees to address emergency conditions and may close the Red Creek Free Library for up to 72 hours. For closures lasting beyond 72 hours, the Director will consult with the Board President to determine the library's course of action including the implementation of the library's Emergency & Disaster Plan.
- 1.1.2. If the Director is not in the building when an emergency or disaster occurs, the staff should immediately contact the appropriate emergency agencies and then contact the Director. If, for any reason, the Director is unable or unavailable, administrative authority shall be passed to the Board President.

### 1.2. Types of Emergencies

- 1.2.1. The decision to close the library will be made with the health and safety of the library staff and community as the top priority. The following emergency situations may call for closure of the library:
  - 1.2.1.1. Severe weather events
  - 1.2.1.2. Local or regional declaration of a State of Emergency
  - 1.2.1.3. Pests, bugs, or infestation
  - 1.2.1.4. Loss of critical utilities
  - 1.2.1.5. Gas leak or suspected gas leak
  - 1.2.1.6. Water Damage or Flood
  - 1.2.1.7. Fire
  - 1.2.1.8. Hazardous spill
  - 1.2.1.9. Bomb threat
  - 1.2.1.10. Active shooter
  - 1.2.1.11. Lockdown/Shelter-In-Place
  - 1.2.1.12. Pandemic, serious illness, or public health crisis

- 1.2.2. When the RCCSD announces school closure due to weather related emergencies prior to the opening of the library for the day, the Red Creek Free Library will be closed as well.

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1.2.3. In the event the school closes for weather related emergencies after the library is open for the day the library will close as well

1.2.4. Other emergencies may occur that cannot be planned for. The Library Director will handle such situations in accordance with this policy and the library's Emergency & Disaster Plan and will coordinate response efforts with the In-House Emergency Team in the best interests of the library facility, staff, and community.

## **1.3. Communication**

1.3.1. All library closures will be communicated to the public via the library's website, social media accounts, and outgoing voicemail message. The staff will be notified of library closures by the Director or designee of the Director.

## **1.4. Personnel**

1.4.1. If the library is closed due to emergency conditions, staff will be paid for shifts/hours scheduled to work for up to two weeks.

1.4.2. If the duration of an emergency library closure is greater than two weeks, an interim work or telecommuting schedule may be developed and job descriptions or duties may be temporarily altered or reassigned based on the needs of the library. A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.

1.4.3. Staff who were scheduled to be absent due to vacation, illness, or other leave will receive their normal vacation or personal time pay for their time requested.

## **1.5. Ongoing Use Evaluation**

1.5.1. The Emergency Closing Policy will be evaluated annually and updated as needed.