

EMERGENCY CLOSING POLICY

Adopted: 5/28/2020

Last Revised: 11/14/2024

The Walworth-Seely Public 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.

The purpose of this policy is to establish the types of emergencies which may cause the library to close or suspend services, the power of the Director to close the library due to an imminent or immediate emergency and if the Library's Emergency & Disaster Plan needs to be implemented.

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.

ADMINISTRATION

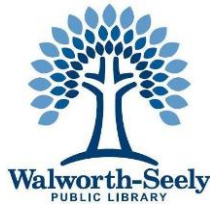
The Director is empowered by the Board of Trustees to address emergency conditions and may close the Walworth-Seely Public Library for up to 72 hours. For closures lasting beyond 72 hours, the Director will consult with the Board President to determine the library's course of action including the implementation of the Library's Emergency & Disaster Plan.

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.

TYPES OF EMERGENCIES

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:

- Severe weather events
- Local or regional declaration of a State of Emergency
- Pests, bugs, or infestation
- Loss of critical utilities
- Gas leak or suspected gas leak



- Water Damage or Flood
- Fire
- Hazardous spill
- Bomb threat
- Active shooter
- Lockdown/Shelter In Place
- Pandemic, serious illness, or public health crisis

Other emergencies may occur that cannot be planned for. The Director will handle such situations in accordance with this policy and the Library's Disaster Response Plan, and will coordinate response efforts with the Town of Walworth in the best interests of the library facility, staff, and community.

COMMUNICATION

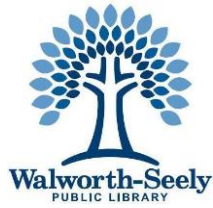
All library closures will be communicated to the public via local news stations and on the library's website, social media accounts, and outgoing voicemail message when possible. The staff will be notified of library closures by the Director or designee of the Director.

PERSONNEL

If the library is closed due to emergency conditions, staff will be paid for shifts/hours scheduled to work. Staff who were scheduled to be absent due to vacation, illness, or other leave will not receive pay for the time the library is closed.

If the closure is expected to last more than 2 weeks, the Library Board may opt to furlough employees whose positions are not conducive to working remotely. Some employees may be given the option to work remotely or choose to be furloughed for the duration of the closure. Staff who choose to work remotely will be paid for their full scheduled hours if they are able to work at least 70% of those hours remotely completing normal job duties and/or additional tasks as assigned by the Library Director. There is no guarantee that the Library Director will be able to assign enough tasks to fill the 70% requirement for every employee who requests to work remotely, depending on their regular job duties. Employees can also opt to be paid for hours worked instead of being furloughed.

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.



ONGOING USE EVALUATION

The Emergency Closing Policy will be evaluated yearly at the Board of Trustees Annual Business Meeting and updated as needed.

Questions or concerns regarding Walworth-Seely Public Library's Emergency Closing Policy should be brought to the Director.

Revised: 12/14/2023

Last Reviewed: 11/14/2024