

POLICY REVIEW: EMERGENCY CLOSINGS

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POWER FAILURE

The person-in-charge of the building is directed to close the Library to the public in the event of a power failure 1/2 hour after the lights have gone out or sooner if the emergency lights fail or the level of natural light in the building is unsafe.

Depending upon the time of day, staff should remain in the building until power is restored or until it is obvious that power will not be restored in a reasonable amount of time. The person-in-charge of the building is responsible for contacting Commonwealth Edison to determine the extent of the outage and the outlook for restoring power.

SEVERE WEATHER

In cases of severe weather, the safety of the staff getting to and home from work is of great importance. The person-in-charge of the building is responsible for evaluating weather conditions and deciding when to close the Library.

A decision to close the Library before the workday begins should be made by the Director or designee. Staff should be notified as outlined in the Emergency Procedures Manual.

Any time the Library is closed, the Board President or designee should be notified.

If the Library is closed for unusual circumstances such as a snowstorm or power failure, salaried employees will receive compensation for the time they would normally have been scheduled to work. (NOTE: Employees will not receive compensation for emergency closings if the closings occur on their normally scheduled day off, during vacation or illness.) Hourly employees who are working at the time of an emergency closing will be paid for a maximum of four hours of downtime or until the end of their shifts, whichever comes first.