

Severe Weather and Emergency Closing Policy

TORNADOES

When the library is open, library staff may receive notice of tornado watches or warnings from the Blissfield Village Office during their business hours and the Blissfield Village Police, when possible, after Village Office hours. Library staff shall also keep track of the weather via the internet or radio. In case of tornado watches, business will proceed as usual. If a tornado warning is issued, the library will be closed until staff receives an *all clear* from the National Weather Service via the internet or radio. Library patrons in the building may remain in the library's shelter areas, which are the kitchen, the employees' bathroom and the table and chair closet off the auditorium, until an *all clear* is sounded. Unattended minors will stay in the building until a guardian picks them up or until the *all clear* is sounded.

ADVERSE WEATHER/EQUIPMENT FAILURE

The library is a public service institution, which makes every effort to maintain regular hours for the public. The library will close only when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.) or when there is a general emergency within the Village of Blissfield. The decision to close or delay opening the library will be based upon:

1. General condition of roads in the library's service area.
2. Condition of the library's parking lot and walkways.
3. Availability of staff to open and operate the library, which would be defined as two employees capable of operating circulation and patron services.
4. Condition of the building's equipment.
5. Requests for closure by local, county or state law enforcement agencies.

The library will not automatically close or delay opening, nor will it automatically remain open, based solely on any other institution's actions, but the library will take into account the decisions of other institutions. The decision to close will be made by the Library Director and a Board member. If a Board member cannot be reached within a half hour, the Library Director can make the decision to close. Once the decision to close or to delay opening is made, the Director will notify the employees scheduled to work that day or shift, the Library Board members, the Blissfield Village Office, and the local radio stations. If the Library Director is unavailable, the senior library staff person scheduled to work will make the decision after conferring with a Board member and then continue the above stated notifications.

COMPENSATION

Employees may be requested to report to work or remain at work even if the library is closed to the general public. If the library remains open to the public during inclement weather, employees are expected to work their regular hours. Staff members are expected to leave home early enough to compensate for poor weather conditions so they may reach work at their scheduled time. When staff fail to report due to bad weather, they will not be paid. Full time employees may use PTO.

If the library is closed due to emergency conditions (weather, equipment failure, etc) employees regularly scheduled to work will be paid for their scheduled hours. Employees who are absent due to previously-scheduled PTO will not be charged PTO for the time the library is closed. Staff not scheduled to work will not be paid when the library is closed due to emergency. A staff member will not be paid for a closing caused by his or her own absence (for example, a closing caused by an employee's failure to show up leaving the library short-staffed).

If the library must be closed in the middle of the day, employees who reported to work will be paid for the remainder of their scheduled shift for that day.

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