



## Emergency Closing Policy

Adopted: March 16, 2020

Revised: 1/18/2024

The decision to close the library during an emergency will be made by the Library Director or the Director's designated representative. The Library Director shall close the Prescott Public Library whenever, in their judgement, existing emergency conditions pose a significant health or safety hazard to the public and/or library staff. In addition, if emergency conditions make regular operation of the library and its services impossible, the library will close or remain closed.

If the library will be closed, an announcement will be made on the Library's website and social media outlets as soon as possible. Signs of the closing will also be posted on the parking lot and Borner Street doors.

As described in the Library's emergency closing procedure, the Library Director (or designee) will notify all library staff of the closing. Staff members scheduled to work may call the Director, check their library email, Facebook page or website for verification of the closing.

If there is a question of closing the library in the evening, the staff person in charge will contact the Library Director for a decision. If the Director cannot be reached, the staff person in charge will make the decision and notify the Director.

If impacted by an emergency closing, full-time salaried staff, full-time hourly staff and part-time hourly staff working 20 hours per week or more must make up missed work time within the same pay period. Full-time salaried, full-time hourly staff and part-time hourly staff working 20 hours per week or more may also substitute accrued vacation, sick (if ill or injured) or floating holiday or request leave without pay if other leave accrual balances have been exhausted. In the event of a major disaster, pandemic or any mitigating circumstance, the Library Board or Library Director may take the initiative to suspend this provision.