

Subject: Emergency Closure Policy

Date Issued: 3/14/2024

Last Revised:

The mission of Clatskanie Library District is to provide the community with a place to expand their knowledge and create community.

Policy Statement

Clatskanie Library District is a public service organization and will make every reasonable effort to remain open during posted hours.

The decision to close the library under adverse conditions rests with the Library Director, and the Director's designee.

Directives issued by the national, state or local governments will be adhered to by the Library.

Severe Weather Closures

In case of severe storms, snow, ice or other hazardous or emergency conditions the Library Director may alter district schedules as are appropriate to the particular emergency. The primary factor in deciding to close for weather will be imminent risk to staff or patrons accessing library property, in particular snow and ice and extreme wind conditions.

In the case of weather-related emergency closure, the library director, or designee, will:

- notify all staff via phone, text, and email
- change the library phone message
- add a closure notice to the library home page banner
- post a notice to the library Facebook page

Electric Outages

In the case of a power outage and no available battery backup, the library will be without its HVAC system, lighting, and video security. Like extreme weather, the lack of these systems constitutes a risk to library staff and patrons, and may constitute grounds for an emergency closure depending on the projected length of the power outage. The Library Director will decide on an emergency closure and follow the notification process outlined above.

An internet outage does not constitute a risk to staff or patrons, although it will significantly reduce available services. The library will remain open during an internet

outage, but will provide service updates to the public when possible. Library staff will use pre established procedures for tracking library materials checkouts during internet outages.

Staff Compensation

The Library may be closed for snow days, weather emergency, or building emergency at the discretion of the Library Director. The Director will immediately notify employees and local media of such closing. Employees scheduled to work on the day of any such emergency shall receive full pay for the number of hours for which they are scheduled. No pay or compensatory time shall be due to employees not scheduled to work on the day of an emergency closing.

Employees unable to get to work due to weather conditions may make up such missed hours or may use vacation or sick leave.