

Slinger Community Library

Emergency Closure & Inclement Weather Policy

Closing of Library Building

The Library is a public service institution, and every effort is made to maintain regular hours for the public and staff, safety permitting. The library can be closed by library director, in consultation with the Library Board President, in three situations; when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g., HVAC malfunction, no water in the building, no electricity, etc.) or if otherwise deemed necessary to ensure safety of either library staff or the public, such as a pandemic, epidemic, or outbreak.

Inclement Weather:

In the instance of inclement weather, the decision to close the Library will be based upon:

- General condition of the roads in the Slinger area in consultation with Parks, Public Works, & Forestry Superintendent and Police Chief.
- Condition of the Library's parking lot, walkways, and emergency exits.
- Availability of sufficient staff to open and operate the library.
- Requests for closure by local, county or state law enforcement or public health agencies

In absence of the Director, the Library Board President and member of the Library Leadership Team will make the decision to close the library. The library director must be notified of such action.

Once a decision has been made to close the library, the library director shall notify the following local officials:

Slinger Community Library Board of Trustees
Village of Slinger Administrator
Village of Slinger Clerk

The following online resources will be notified as well:

Slinger Community Library Facebook Page
Library Website www.slingerlibrary.org
Village of Slinger Website <https://www.vi.slinger.wi.gov/>

Cancellation of Library Programs & Reservations

- Storytimes and lapsits will be cancelled if the schools are closed.
- All scheduled library programs will be cancelled in the event of a library building closure.
- All meeting room reservations will be cancelled in the event of a library building closure. Library staff will attempt to notify reservation holders of closing.

Staffing Expectations

The Slinger Community Library wants its staff to feel safe. Staff members seriously concerned for their safety in the event of adverse weather conditions who choose not to travel to work (or chose to leave work before their shift is over) should feel comfortable doing so after notifying the library director or leadership team member.

If a staff member chooses not to work during his or her shift due to inclement weather conditions, the staff member will not receive pay for hours missed. Staff may make up lost time or use vacation/personal time. If an employee wants to make up lost time it will be at the discretion of the library director and circulation librarian.

Tornadoes

When threatening weather conditions exist, staff shall monitor the weather through a reliable website such as TMJ4 at <https://www.tmj4.com/> or the National Weather Service at <https://www.weather.gov/>. If tornado watch (conditions right for a tornado) or a warning (tornado sighted) has been issued, the staff will follow the procedures listed below.

Procedures

When a **Tornado Watch** is issued, the library staff will inform patrons of the possibility of a tornado developing. The following announcement will be made: The National Weather Service has issued a Tornado Watch. Threatening weather conditions may develop. If a Tornado Warning is issued, the library will require you to take cover or leave the facility immediately.

In the event of a **Tornado Warning**, the staff will notify patrons of the impending weather. The following announcement will be made: "The National Weather Service has issued a Tornado Warning. At this time, the library requires you to take cover under the direction of the library staff or leave the facility immediately." Library staff will strongly encourage the public to remain at the library and take cover in the designated areas: library public restrooms(1) and/or DPW breakroom(2) for their safety, but staff cannot require that they remain in the library. For the safety of staff and the public, public areas of the library must be cleared. Once in the designated safety areas, staff and patrons will stay in those areas until the Tornado Warning expires. Emergency weather kit containing a weather radio, flashlights, water, and first aid kits is located in the staff work area. If possible, staff should bring these items to designated areas and bring a personal cell phone.

Power Outages/Vital Equipment/HVAC Failure:

In the instance of Power Outages/Vital Equipment/HVAC Failure,

If there is a power outage or equipment failure, library staff is responsible for ushering any patrons safely out of the building. Without power or vital equipment, patrons can be hurt within the library, so it is vital that no one but library staff remain in the building. If an outage occurs during a storm, patrons are to stay in the main lobby for their safety and not ushered outdoors. Staff will remain in the library building until power or equipment has returned to operating order. After consulting with the Village Engineer and Village Administrator, a decision will be made concerning closing the library. The Library Board President will be notified of the closing and notifications will be posted on the door, library website, and library Facebook page.

Epidemic/Pandemic/Outbreak:

In the instance of an epidemic, pandemic, or outbreak:

The Library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during any public health emergency organizations may be required to take measures to help slow the spread of illness such as closing by order of county, state or federal health or government officials. It is important to ensure that core business activities of the Library can be maintained with limited staff and reduced hours as determined by the Library Director.

Library Closure:

Slinger Community Library may temporarily close or limit services because of a public health emergency such as an epidemic/pandemic/outbreak in the event that any of the following occur:

- A. A mandate, order, or recommendation for closure is issued by Washington/Ozaukee County Health Department, Wisconsin State Department of Health or other local government officials.
- B. At the direction of the Library Board of Trustees.
- C. If multiple Library employees have been diagnosed or show symptoms.
- D. At the discretion of the Library Director, in consultation with the Library Board President

In addition, Slinger Community Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels or to reduce the possible spread of the contagion.

Library Reopening

During a declared public health or safety emergency, a phased reopening of the library building may be required. In the event of such an emergency, other policies may be impacted with respect to hours of operation, availability of equipment, limited computer or room usage, extended loan periods, restricted areas or service to preserve the safety of staff and patrons. Furthermore, any actions taken need to be publicized on the library website, library Facebook page, or signage posted on the outside library doors.

*Fines for materials due on days that the library is closed will be given a grace period and no fines will be assessed.