

# Emergency Closures and Public Safety Policy

(Est. 09/15/2020; Revised 03/27/2024, 11/19/2025)

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## **A. Purpose**

To maintain and protect the health and safety of Library patrons and employees.

## **B. Authorization**

1. In case of emergency, the Director and/or in their absence, the Assistant Director, is authorized to determine closure. They shall use their best judgement for the protection of both patrons and employees of the Library.
2. The Director will follow the guidelines, requirements, and mandates set by state and local authorities, including state, county, and city officials, local and state police, the National Weather Service, and the Eastern Idaho Public Health Department.

## **C. Parameters**

1. Reducing hours of operation or cancellation of programs will be based on one or more of the following:
  - a. Natural or man-made disasters, weather advisories, hazardous travel conditions.
  - b. The closure or delay of the Madison School District due to inclement weather.
  - c. Building conditions and/or equipment failures have created an unsafe environment (i.e. power outage, failure of the heating system).
  - d. General health or safety conditions or other emergency circumstances out of the Library's control.
  - e. Or, if otherwise deemed necessary to ensure safety of Library patrons and employees.
2. The Director and/or the Assistant Director shall contact Library Trustees to make them aware of the situation as soon as possible.
3. Notice will be given, where possible, on the Library's website, social media sites, and building doors.
4. No items will be due and no overdue fees will be assessed for emergency closures.

## **D. Employee Compensation**

1. In the event of closure, employees who are scheduled to work that day will be paid for the hours scheduled.
2. Any employee who has previously been approved leave during any type of closure will be required to use that leave.