



Emergency Closing Policy & Procedures

In keeping with our intentions to provide accessible library resources to the Lyme community, unscheduled closings due to inclement weather or other public health and safety emergencies will be kept to the minimum number of days consistent with public and staff safety. Emergency closings for reasons other than inclement weather will follow the policy and procedures as stated here. See the section Delayed or Non-Opening of the Library regarding inclement weather decisions.

Possible Scenarios which might cause the library to close:

- No electricity and/or building is unsafe.
- Library is unable to be staffed during open hours by a staff member due to sickness, family emergency, or inability to reach library.
- Parking lot and/or sidewalk have not been cleared of snow or ice before and during scheduled open hours.
- Fire, flooding, or other building disasters
- Robbery or assault
- Injury to a patron or staff member requiring medical assistance and/or ambulance · Mechanical or plumbing problems causing a lack of serviceable bathrooms for the public and staff.
- If the library heating or cooling systems fail, causing the temperatures in the library to go below 55 or above 90 degrees Fahrenheit, for an extended length of time.

Procedures for closing the library early:

1. Library Director assesses emergencies and makes the decision to close the building.
2. Director notifies Board of Trustees.
3. Building is secured and closed sign posted.
4. Radio/TV stations notified.
5. Notice of closing posted on websites and social media sites.

6. Phone system programmed with closing announcement.
7. Staff leaves building.
8. Incident report completed within 24 hours of closing if situation other than weather-related.

In case of absence of Library Director:

1. Assistant Director or staff member with seniority assesses emergencies. Assistant Director may decide to close the library in place of the Director.
2. If Director or Assistant Director cannot be reached, senior staff members will consult with the Board of Trustees, starting with Chairperson.

Delayed or Non-Opening of Library Due to Inclement Weather:

1. During the school year, the library shall follow suit with the decisions of the SAU about delayed openings and cancellations. When school is not in session, Library Director will gather information from weather forecasts, the Highway Department, and the Emergency Management Director regarding Lyme's road conditions and other circumstances.
2. Library Director will notify the Board of Trustees of a decision to close. In the absence of Director, Assistant Director or the next senior staff person in line will consult with the Board of Trustees, starting with Chairperson.

In all instances of closing the library, delayed opening or non-opening, the staff will follow the Emergency Closing and Reopening procedures for the library as found in the Staff Manual.

During a closure the Library Director will assign remote work to part-time staff as appropriate. Full-time employees in this situation will work from home when possible and feasible. All full-time and part-time employees will receive wages according to their regular weekly schedules for the duration of the closure, not to exceed four weeks (28 calendar days) from the date of closure. At that time the compensation plan will be reevaluated by the Library Director and Trustees.