

# STOUGHTON PUBLIC LIBRARY Emergency Closing Policy

Approved by Library Board 06-19-24



## I. Purpose

Although the Stoughton Public Library will make every effort to remain open as scheduled, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, declared state of emergency, utility disruptions, natural disasters, public health emergencies, and terrorist actions. In all cases, the safety of employees and the public will be the primary consideration. The following procedures will set forth employer and employee obligations regarding reporting to work and use of leave and pay issues when circumstances impact the Library's ability to be open for business.

## II. Guidelines

A. The Mayor, or Council President or Council Vice-President in the Mayor's absence, has the authority to close City departments because of the circumstances listed above or any other circumstance that arises.

B. During City business hours, the Library will follow the City's decision.

C. In the event the Library, which is open after 4:30 p.m. and on weekends, experiences an emergency, the Library Director shall determine whether the Library should close prior to the scheduled closing time; and if so, inform the Library Board President, the Mayor, the Chief of Police, and post a notice at the Library's entrance, on social media and the library's website.

D. If the Library is open, employees are expected to report to work on time as scheduled. Employees who are late or choose not to report to work will be expected to use vacation time or compensatory time as approved by the Library director.

E. If the Library must close and employees are sent home, or if the Library does not open in the morning as scheduled because of any of the reasons above, all employees who are scheduled to work shall be compensated for their regularly scheduled hours.

F. If the Library must, because of a City declared emergency, be closed for an extended period of time, employment and payment of employees will be determined at that time on an ad hoc basis as defined by the Stoughton Area Emergency Management Plan. Section V DIRECTION AND CONTROL, General, #5:

During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the IC (Incident Command). Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.

G. If a tornado warning occurs before closing time and extends past closing time, the Library should remain open as a shelter until the warning is over.

Adopted by Library Board August 15, 2012

Revised: April 19, 2017

Revised: March 21, 2018

Revised: June 19, 2024