

Portage Public Library EMERGENCY CLOSURE POLICY

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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 will be closed when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails (e.g., furnace malfunction, no water in the building, no electricity, etc.) or if otherwise deemed necessary to ensure safety of either library staff or the public.

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

- General conditions of roads in the Portage area.
- 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 agencies.

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

Cancellation of Library Programs & Reservations

- Children's and Teen programs will be cancelled if the schools are closed.
- All scheduled library programs will be canceled in the event of a library building closing.
- All meeting room and study room reservations will be cancelled in the event of a library building closing. Library staff will attempt to notify reservation holders of closing.

Staffing Expectations

The Portage Public Library wants its staff members 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 their supervisor.

Full-time staff will be expected to use compensatory time, vacation time, floating holidays, or to make up the hours within the pay period. Part-time staff have the option of making up the lost time if they so wish, with supervisor approval.

Approved by the Portage Public Library Board of Trustees
January 10, 2017