Shorewood-Troy Public Library

Emergency Closing Procedures

Approved by Board Action 1/13/11; Reviewed 5/20/21

It is the policy of the Shorewood-Troy Public Library to conduct its operation with the highest regard for the health and safety of its employees and the public. In the event of hazardous weather, a power outage, a water outage, or other emergencies which present threats to the safety and health of the library staff and/or patrons, the Director (or next Person in Charge in the absence of the Director) is authorized to close the library.

- A decision to close the library because of the weather may be made due to the following conditions: Local or State Authorities (including local police, state police, or IDOT) have advised that the public stay off the roads.
- Ice, snow, or storms have caused power outages or extremely hazardous road conditions (trees down, power lines down, etc.).
- Flooding in the streets to the extent where it is likely to cause vehicular damage.

A closure may also be made if, in the best judgment of the Director, it is necessary to do so. However, the library staff is mindful that the library is a public space, depended upon by the public. A decision to close for the entire day will be made prior to 7 am.

During a power outage, the library will remain open while waiting for power to be restored as indicated below:

- One hour if daylight is available and power is likely to be restored
- No more than one hour if after dark and lighting is deemed insufficient

In either case of power outage above, the Person-in-Charge may decide to close the library if there are health or safety issues involved after consultation with the Library Director or the Assistant Director.

Signage will be posted at the entrance and notification will be posted to the Library's website, social media pages, and any other necessary communication outlets.

In the event of a water outage, the building will be closed after a half-hour without water, due to sanitary conditions. After the full hour, the building will be closed for the remainder of the day.

If staff has not yet reported to work, they will be notified by an automatic phone tree of the library's closing. All employees affected by the closure will be paid for the hours that they were scheduled to work.