

## Kennebunk Free Library

### Emergency Closing Procedures

**In the event that the Library needs to temporarily close, delay opening, or close early the following procedures will be followed.**

**Inclement Weather:** The Director and Maintenance Manager (or designee) will confer by 6:00 a.m. on days when schools are closed and the driving is poor. On days when the driving conditions become poor after the Library has already opened, the Director will determine if the Library should close early. If the Director is unavailable, the Assistant Director, or Supervisor on duty will make the decision.

The Library will not automatically close when the area schools close for snow. Because the Library opens later in the day than the schools, staff and patrons usually travel roads after the plows and sanding trucks have been out. Staff is expected to make reasonable efforts to get to work in inclement weather.

The snow removal contractor will try to clear and sand the parking lot and walks by 8:30 a.m. and plow again during the day as needed. The Maintenance Manager and other Library staff are responsible for keeping walkways clear and salted after the contractor is finished. All staff is responsible for patron and employee safety. The Maintenance Manager/ Director or Supervisor on duty is responsible for contacting the contractor for additional plowing or sanding. Sanding is done only upon request. Snow shoveling may be done by contractor on Saturdays and Sundays upon request. The Supervisor on duty will approve and call the snow removal contractor for sanding and shoveling.

**Other Emergency Closings:** In the event that conditions threaten the safety of the patrons, staff and volunteers; and/or prevent the usual operation of the Library, the decision to temporarily close, delay opening, or close early shall be made by the Director or the Supervisor on duty.

**Staff Compensation:** If the Library has an emergency closing, staff at work or working later in the day will be compensated for their lost work time. If the Library is open during a day when the weather conditions are poor, any individual employee may make his or her own decision not to come to work, or to leave work early. Any day or partial day taken when the Library remains open may be taken as vacation time, or it may be taken without pay. This policy is offered to allow employees to follow their own judgment in evaluating their travel circumstances.

If the Library closes for inclement weather and an employee has previously submitted a Request for Time Off (vacation), the employee will not be charged for a vacation day.

**Notification:** If the Library delays opening, stays closed, or closes early, a message will be left on the Library's telephone answering machine by 6:30 a.m. and added to the Library's website to alert patrons and staff to the Library's status. Notification to media will be made by the person who makes the decision to close. For more information, please refer to the Emergency Closing Policy.