
UNSCHEDULED CLOSURE POLICY

Board Approved: December 1, 2016

Purpose:

The purpose of this policy is to outline roles and responsibilities in situations where the Library temporarily suspends or curtails operations due to an emergency situation, both in relation to operations within the building (i.e. closing the building) and staff safety reporting to work due to inclement weather or other emergency conditions.

Guidelines:

The determination to close the Library shall be made by the CEO or designate in consultation with the Board Chair except where evacuation is essential for staff and public safety or by order of police or fire officials.

Conditions Warranting Closure:

Non emergency closing: Failure of heating/cooling equipment, electrical power, lack of water, computers available at Service Desk for an extended period of time (2 or more hours) or inadequate staffing levels.

Emergency evacuation: Building problems resulting in clear and present danger to employees and/or patrons (i.e. noxious/toxic fumes, fire) or any event such as a criminal investigation, severe accident involving injury, or severe building damage.

Non-openings, delayed openings, or early closures: The decision to close will be based upon:

- General conditions of roads in consultation with online resources (i.e. MTO website, Township of Southgate Facebook page updates, Road closures, etc.)
- Availability of staff to open and operate the Library.
- Requests for closure by local or provincial agencies.
- Severe weather warning as issued by Environment Canada.

Library staff will attend to the Township of Southgate Personnel Policy and unless the Township Office is closed will not be paid for unscheduled closures. This includes closing early. However if staff are able, they may work from home to regain payable hours as directed by CEO.

If the Library is not to be opened to the public at all, every effort shall be made to make this determination at least two hours before the scheduled opening time and to alert all scheduled staff. The Librarian CEO will make it known to the CAO of the Township of Southgate that there will be an unscheduled closure, and request that said closure is published to the electronic sign at the arena.

In some cases, such as temporary power outages, the Library may be closed temporarily to the public, however staff will be required to stay on site until the situation is resolved or more information is available regarding the timeline of an expected resolution.

Staff Responsibilities:

During periods of poor weather, employees are expected to make every reasonable effort to report for work as scheduled. Inclement weather may cause significant transportation problems.

Employees are expected to give first consideration to their personal safety in evaluating their ability to commute to work. The following protocol shall be observed.

The employee:

1. may decide they need not report to work or leave early at such time that information is broadcast that:
 - a) A public road is closed by the police (due to weather), that the employee requires to get to work.
 - b) A major storm is imminent (i.e. a severe weather warning is issued for Southgate or the employee's place of residence)
2. is expected to contact the CEO as soon as practicable and advise the reason(s) that he/she will not be coming into work or will be leaving work early. Such day, or portion of a day, will be taken without pay unless able to work from home as directed by CEO.

Closure Notification:

In cases where Library closure is determined prior to regular hours of operation, the CEO or designate will directly communicate the closure to Library staff and the Chair of the Library Board via phone or email. The Librarian CEO will also publish via any social media and through the Library and Township of Southgate's website. Signage will also be posted on the door. Staff will inform the visiting public of the closure and ensure that they exit the Library safely and have time to arrange for transportation if necessary. Where possible, efforts will be made to inform any impacted program registrants or volunteers if possible.

In all cases, no overdue charges will be levied for items due on a closed day.

Resources for ascertaining information impacting unscheduled closures:

MTO Winter Road Conditions: <http://www.mto.gov.on.ca/english/traveller/conditions/>

Environment Canada: https://weather.gc.ca/canada_e.html

Radio W.B. Channel 3, 4.

101.7 The One Weather: <http://1017theone.ca/weather/>

Weather Forecasting: <http://www.theweathernetwork.com/ca>