

EMERGENCY CLOSINGS

Communication

In the event of an emergency that requires the closure of Connetquot Public Library, the following communication protocols will be implemented to ensure that staff and patrons are informed promptly and effectively:

1. Primary Communication Channels
 - a. The library website (www.connetquotlibrary.org) will be updated with the emergency closing information.
 - b. Social media platforms (e.g., Facebook) will be utilized to broadcast the closure announcement.
 - c. Automated phone message will be recorded and updated as needed, providing closure details when patrons call.
 - d. Automated phone call will be sent to staff providing closure details. Staff must ensure HR has their latest contact information
2. Signage:
 - a. Visible signage will be placed at the library entrance to inform patrons of the closure if possible.

Delayed Opening & Early Closings

In some situations, it may be necessary to delay opening or close early due to inclement weather or other emergencies. These decisions will be made based on the safety of staff and the patrons. The following procedures will be followed:

1. Announcement and information about a delayed opening or early closings will be communicated as mentioned above.
2. For Early Closings
 - a. Staff will work to ensure that patrons in the building are notified, and services will be discontinued accordingly.
 - b. If due to an emergency requiring evacuation, staff and patrons will follow designated evacuation procedures.

Staff Compensation and Breaks:

1. Paid Time
 - a. Staff scheduled during the closure, delayed opening, or early closing will be paid for their scheduled hours only.
 - b. Staff should report to work accordingly. (i.e. for a 2-hour delay, most staff will report at 11 am; staff with a shift that begins at 7:30 am would report at 9:30 am).
 - c. If a delayed opening is one hour or less than staff's scheduled end time, they are not required to come in and will be paid for the full scheduled time.
 - d. If an early closing is one hour or less than staff's scheduled start time, they are not required to come in and will be paid for the full scheduled time.
2. Breaks:
 - a. Staff members are entitled to regular breaks according to applicable labor laws and library policies.
 - b. In the event of a delayed opening or early closing, staff working 5 or 6 hours will take a 30-minute paid break in the library. (i.e. 11am to 5pm)