



Emergency Closings Policy

Adopted: June 6, 2024

In the event of emergency conditions, the library may close facilities or discontinue services in order to keep staff and users safe. While not an exhaustive list, the following conditions may necessitate emergency closings:

- Hazardous weather conditions
- Utility failures
- Building damage
- Official closing by local authorities
- Severe outbreak of illness

The Director holds the authority to close the library for staff safety at their discretion. SCPL uses the Department of Homeland Security Travel Status as the minimum guideline for weather related closings.

- Yellow – No change in operating hours.
- Orange – Library branches may open two hours late and/or close two hours early.
- Red – All library branches will close.

Decision for Emergency Closing

In most circumstances, the Director is responsible for deciding if library facilities shall be closed due to emergency conditions. If the Director is not available the next in the chain of command on duty (refer to organizational chart) is authorized to make an immediate decision to close. Special and long-term closings may be decided by the Board of Trustees.

Individual Building or Branch Closings

In the event that only one building or branch is closed to the public, staff may be assigned to work in a different building. If an employee wishes to remain home rather than work in a different location, they may use their compensatory, personal, or vacation time.

Notification of Closing

The Director will notify each Department Head of the closing. The Department Heads will then notify their direct reports. The President of the Board will be notified of all library closings. Public media announcements will be made with Giant FM, WTHR, and WISHTV. Notifications may be posted in the library, social media, and the website.



**SHELBY COUNTY
PUBLIC LIBRARY**

WWW.MYSHELBYLIBRARY.ORG

57 W. Broadway St.
Shelbyville, IN 46176

127 E. Main St.
Morristown, IN 46161

Leave with Pay

Unless otherwise indicated by the Director, all staff will be paid for the hours they were scheduled to work on the day of an emergency closing. If a regular business day is shortened due to emergency, only those employees scheduled to work the closed hours will receive credit as part of their regular workday. An employee who schedules leave on the day of an emergency closing must use the leave time as originally scheduled. When the library is open, employees unable or unwilling to travel to work may choose to use their available compensatory, personal, vacation time, or take a day of unpaid leave.