



31 Mount St. Mary's Way
Hooksett, NH 03106

www.hooksetlibrary.org

Hooksett Library Emergency Closing Policy

In keeping with the mission of the Library, unscheduled closings due to inclement weather or other public health and safety emergencies will be kept to the minimum number of days consistent with public and staff safety. Emergency closings for reasons other than inclement weather will follow the same policy and procedures.

Possible Scenarios which might cause the library to close:

- No electricity and/or building is unsafe.
- Library is unable to be staffed during open hours by two staff members due to sickness, family emergency, or inability to reach library.
- Parking lot and/or sidewalk has not been cleared of snow or ice before and during scheduled open hours.
- Fire, flooding, or other building disaster
- Robbery or assault
- Mechanical problems causing a lack of serviceable bathrooms for the public and staff.
- If the library heating or cooling systems fail, causing the temperatures in the library to go below 55 or above 90 degrees Fahrenheit, for an extended length of time.

Procedures for closing the library early:

1. Library Director assesses emergency and makes the decision to close the building.
2. Director notifies Board of Trustees.
3. Building is secured and closed sign posted.
4. Radio/TV stations notified.
5. Notice of closing posted on website and social media sites.
6. Phone system programmed with closing announcement.
7. Staff leaves building.
8. Incident report completed within 24 hours of closing if situation other than weather-related.

In case of absence of Director:

1. Assistant Director or staff member with seniority assesses emergency. Assistant Director makes determination to close the library in place of the Director.
2. If Director or Assistant Director cannot be reached, senior staff member will consult with the Board of Trustees, starting with Chairperson.



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Delayed or Non-Opening of Library:

1. The Library Director will gather information such as the decision of the Hooksett School District, weather forecasts, and input from the Public Works Department regarding the safety of Hooksett road conditions.
2. The Library Director will notify the Board of Trustees. In the absence of the Director, the Assistant Director or the next senior staff person in line will consult with the Board of Trustees, starting with Chairperson.

In all instances of closing the library or non-opening the staff will follow the Emergency Closing and Reopening procedures for the library as found in the Library Procedure Manual.

All full-time employees scheduled to work during hours when the library closes unexpectedly shall receive their normal day's pay, whether or not the employee has already reported to work. It is expected that full-time employees in this situation will work from home if at all possible.

All part-time employees scheduled to work during hours when the library closes unexpectedly shall receive pay for the time worked, but in any case, a minimum of two hours pay, if they have already reported for work. If the Library closes prior to the part time employee reporting for work, then they will not be paid.

This policy supersedes the Hooksett Public Library Emergency Closing Policy and Procedures adopted November 13, 2007.

Hooksett Library Emergency Closing Policy, Adopted 06/2011, Updated 01/2016.