



East Cleveland Public Library Emergency Closing Policy

The East Cleveland Public Library is a public service organization that will make every reasonable effort to remain open during posted hours. Should a particular emergency develop, that would, in the Director's opinion, endanger the safety of patrons or staff, the Director has the authority to close or delay the opening of the library. The ECPL Board President and or Chair of Building and Grounds Committee will be informed of any such closing.

If the Director is unavailable, the decision rests with:

- Deputy Director
- Chief of Facilities

The Library will stay open except in extreme weather or emergency conditions. The following criteria will be used to determine whether the library will close under the mentioned conditions:

- National Weather Service
- Hazardous road conditions as reported by the City of East Cleveland Police Department
- East Cleveland School District and area business closing
- Condition of the parking lot

During inclement weather, the library will remain open unless there is a power outage. If there is a power outage, please follow the procedures below:

1. The circulation person will announce that we are experiencing inclement weather and no power. Staff will strongly recommend to patrons that they not leave the building but instead move to the lower auditorium.
2. If patrons insist on leaving the building, let them go. However, staff will reassure patrons that this building is one of the safest places to be in case of a storm. Management will have flashlights available to staff in their departments.
3. Library employees are expected to go to the lower auditorium area until the "**all clear**" is given. Phones will be for emergency use only.

If power has not been restored after one hour, library security will escort all patrons from the library facility. If the power outage remains and carries over into the final hour of the posted operating hours, the library will close for the day.

When the Library is closed because of inclement weather or emergency conditions, regularly scheduled employees will be paid for their regularly scheduled work hours. Employees who are on paid leave will not be affected. When the Library closes early, regularly scheduled employees, including pages, will be paid for the remainder of their regularly scheduled workday.