

# **INCLEMENT WEATHER POLICY ELKADER PUBLIC LIBRARY**

## Severe Weather:

The safety of our patrons and staff is always a top priority. When making a decision to close the library due to inclement weather, road conditions, area closings, weather reports, weather and travel advisories, and staff availability will be considered. The Library Director will make the decision on closings. In the event that the Library Director cannot be reached, senior staff on duty at the time will make the decision, and notify the director as soon as possible. When possible a sign will be posted on the library building. Other public notifications may be made via local media, the library website, or social media sites. No fines will be charged when the library is closed due to weather.

## Tornado:

A tornado WATCH is declared when conditions are favorable for tornadoes but none have been sighted. In case of a tornado watch, weather will be monitored at the front desk. Children & adults will be asked to seek safer shelter and will be allowed to call for a ride if necessary. Weather conditions will be considered before a child is asked to leave the building.

A tornado WARNING is declared when a tornado has been sighted in the area. The city's tornado sirens will be activated and will sound a steady siren blast. In the case of a tornado warning, staff will tell patrons what the siren means, and will assist all patrons to seek more secure shelter. Staff will take flashlight(s) and backpack with emergency supplies.

The designated shelter for the Elkader Public Library is the basement. For those unable to manage the stairway to the basement, the designated shelter areas are the restroom nearest to the interior door, the office closet, or the hallway between the office and the Price Room. Everyone will remain in these areas until the danger has passed. Staff will assess the situation, account for all staff and patrons, provide first aid to the injured (using universal precautions), and summon emergency assistance if required.

Review: February 20, 2010

Adopted: March 10, 2010

Revised and adopted: Sept. 9, 2014

Revised and adopted: Dec. 12, 2017

Reviewed/adopted: June 9, 2020