

Passed _____

Updated __01/2019____

WEYAUWEGA PUBLIC LIBRARY

INCLEMENT WEATHER/EMERGENCY CLOSINGS

The library will be open for scheduled hours when it is safe and reasonable. There are times when common sense should prevail and the staff should use their judgment at those times. Situations, which could arise when it is not safe and reasonable to remain open, are as follows:

1. Snowstorms that make travel unsafe. The safety of the library staff and patrons will be used to determine whether the library will be open. Blowing and drifting snow, excessive cold, and large amounts of forecasted snow are all reasons for staff to be aware of changing conditions. If roads are becoming hazardous, businesses are closing, and storm warnings are issued, staff should consider closing the library. The decision to not open, open late or close early should be determined by staff. In the event of closure, the following should be notified: city hall, a board member and WDUX radio station (call or email).
2. Tornado watches and warnings – During a watch, staff should watch the sky and make patrons aware of the tornado watch. If there is a warning, the city sirens will start, we should also receive a call for either of these events. If a tornado warning for our area has been given, please leave the front door unlocked for anyone who may need shelter and direct all patrons in the building to our lower level. Staff should lock cash drawer and take the key with them. Take laptop & cord, purse, library keys and your cellphone to lower level, shut office door. If you feel there is time, shut down computers and turn off power strip.
3. Fire Alarm -If the building's fire alarms should sound, staff should make sure all persons in the building are evacuated. Staff should call the Fire Department. No one should re-enter the building until the all clear has been given by the fire dept.
4. Evacuation - If evacuation is needed during library open hours, staff is to turn off the main water valve in the lower level furnace room and shut off the main electrical panel. All doors and windows should be secured and locked before staff leaves the building.
5. Bomb Threat - In case of a bomb threat, the building should be evacuated immediately of all persons and staff. Staff should call the Police and Fire Departments. No one should re-enter the building until the all clear is given by police and/or fire departments.
6. Post a notice that library may be closed during inclement weather.