

# XIII.

# UNEXPECTED & WEATHER RELATED CLOSINGS

DATE APPROVED - 9/3/09  
REVIEWED - 9/3/09, 4/8/2019  
REVISED - 9/3/09

A. It is the policy of the Wellman-Scofield Public Library to recognize that, on occasion, inclement weather or other conditions may prevent the library from opening, delay opening or close ahead of schedule. **The primary factor of any decision made will be the safety of staff and library patrons. However, maximum effort will be made to maintain regular library operating hours.**

B. Library patrons already in the facility will be notified immediately when schedule changes are made. Once a decision has been made to close the library, the Director shall notify the necessary media outlets (KCII, website, KCRG and/or phone message) to broadcast the closing to the general public.

C. Other times, the library may need to take safety measures to protect staff and the public. In the event of a Severe weather/Tornado Watch issued by the National Weather Service, library employees will be mindful of the potential for deterioration of weather conditions and be prepared to evacuate themselves and patrons to a safe area of the facility. (Preferably the basement of City Hall)

D. In the event of a Tornado Warning issued by the National Weather Service, library employees will:

1. Evacuate themselves and patrons to designated safe areas. No library services will be provided during the duration of the warning period.
2. Library staff will strongly encourage the public to remain at the library and take cover in the designated areas for their safety.
3. If possible, flash lights and personal cell phones should be taken to the designated safe area. Basement of City Hall is the preferred area, but as a last resort, the Library restroom could be used as there are no windows or outside wall.
4. Once in the designated safety area, staff and patrons will stay in those areas until the Warning expires.