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Revised

XIII. Unexpected & Weather related closings

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.**

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.

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)

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

- A. Evacuate themselves and patrons to designated safe areas. No library services will be provided during the duration of the warning period.
- B. Library staff will strongly encourage the public to remain at the library and take cover in the designated areas for their safety.
- C. 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.
- D. Once in the designated safety area, staff and patrons will stay in those areas until the Warning expires.