

Oregon Public Library Adverse Weather Policy

I. Purpose

The purpose of this policy is to assure that patrons will have safe access to the building and that the library will be adequately staffed during the hours the public expects it to be open.

II. Building Safety

The library parking lot, front walk, and emergency exit doors must be kept free of snow and ice to maintain safe access to the library building.

- Under bad weather conditions, library Circulation Desk staff should monitor the condition of the lot, sidewalk and entrances hourly to determine safe access to the building.
- The Director, Supervisor or staff member in charge at the Information Desk, will contact Public Works Director Mark Below (220-7821) or Gary Disch (219-4822) if the sidewalks or doors need attention, or if the parking lot needs attention.

III. Closings & Cancellations

- The library will be closed to the general public by the library director when safe access to the building or the parking lot cannot be maintained, when Village government offices close or when the director closes the library in response to a weather warning.
- Library programs will be canceled in the event of a closing or in the event the Public Works Department is unable to clear the lot.
- Children's programs will be cancelled if the schools are closed.

IV. Staffing Expectations

- Library employees are expected to report to work at scheduled starting times under bad weather conditions, such as snow storms, unless they are excused by the library director.
- The employee will not be paid for the time missed; however, he/she may use floating holiday, accumulated vacation time or comp time, if available to them, in order to receive payment for time missed. They also have the option to make up the time missed within the work week. Sick leave and unearned vacation time may not be used for this purpose.
- In the event the library closes early:
 1. Those individuals who did not report to work or left before the decision to close was made will use their vacation, comp time, if available to them, or floating holiday for their uncompleted shift.

Approved by the Oregon Public Library Board of Trustees February 18, 2009
Amended April 8, 2009

EMERGENCY PROCEDURES:

A. TORNADO

1. Tornado WATCH:

- Notify library users as to areas affected and duration of the watch.
- Repeat information every 30 minutes, or when new information becomes available.
- Remind users that the library has limited shelter space available.
- Other local shelters include the Village Hall basement (8:00 AM-5:00PM), and Netherwood Knoll Elementary (School District entrance-across from the pool 9:00AM-5:00PM).
- Continue to monitor the situation with the Weather radio and the internet (Channel 3000).

2. Tornado WARNING:

[Note: As of spring 2008 the Dane County outdoor emergency system horns will **only be triggered in the communities that are actually included in the tornado warning area**. If the horns go off in Oregon it's because Oregon is included in the warning and **we must evacuate the library and/or take patrons to the library tornado shelter (men's bathroom).**]

- Notify library users as to areas affected and the duration of the warning.
- If the Weather radio, emergency system horns and/or Channel 3000 indicate that **the entire County is part of the warning, or if they specify our area of the County as being part of the warning, then all ADULT patrons or children accompanied by a parent or guardian** must either leave the library **OR** go to the tornado shelter (men's bathroom). **Children under the age of 16 who are NOT accompanied by a parent/guardian MUST** proceed to the shelter (men's bathroom) with Library staff. Children may **NOT** leave the library in these circumstances.
- Do permit and encourage children to call their parents from the men's bathroom if and when you proceed to the shelter.
- If appropriate, inform users of the location of other nearby shelters at the Village Hall basement (8:00Am-5:00PM), and Netherwood Knoll Elementary (School District entrance-across from the pool-9:00AM-5:00PM).
- Make certain that no one is left in Library.
- Lock the **INSIDE doors and leave outside doors unlocked for people seeking shelter.**
- Put "Weather Alert" signs on the outside doors.

- Take following items with you to restroom: weather radio, phone, purse/keys, a couple of chairs, and a flashlight. The weather radio is in the tornado bin.

Turn on the Weatheradio to find information specific to Dane County. Instructions for the portable handheld radio are at the bottom of this document.

If the Weatheradio and/or Channel 3000 indicate that **our area of the County is NOT included in the warning and the tornado siren has NOT gone off:**

- You may use your discretion as to whether patrons (adult and children) may be allowed to remain in the library or whether you will announce that they will have to choose between leaving the library (if an adult or accompanied child) or going to the shelter (men's bathroom). NOTE: WHEN IN DOUBT IN THESE CIRCUMSTANCES, ERR ON THE SIDE OF CAUTION AND ORDER ALL UNACCOMPANIED CHILDREN TO GO TO THE SHELTER, AND ALL ADULTS TO CHOOSE BETWEEN THE SHELTER AND LEAVING THE LIBRARY.
- If you decide to give patrons the option to stay in the library, walk through the library and provide information to all patrons as to the affected areas and duration of the warning and find out if they will stay. If any child chooses to go to the men's bathroom they **MUST** be accompanied by a library staff person.

3. Portable Handheld Weatheradio Instructions:

- On/Off button is at the top
- The unit is programmed to receive alerts from Madison (reprogramming will be necessary when batteries are replaced)
- Press 'WX' to turn on/off the broadcast
- Press to adjust the volume
- Turn the unit off when the alert is over.

B. HEALTH EMERGENCIES

1. Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member.
2. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.
 - Defibrillator training needs to be kept current for all staff.

3. The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem.
4. No medication, including aspirin, should ever be dispensed at the public.

C. FIRE

1. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.
2. Fire Department staff will provide training and orient all staff with the type, location and application of the fire extinguisher(s) in the building. Supervisors will review and orient all new staff members and volunteers yearly.
3. In the event of a fire, the fire alarm system will be activated at the first detection of smoke. In the event of a fire or other evacuation emergency, the library staff will follow the procedures listed below:
 1. Circulation Staff will make an evacuation announcement (please proceed to the nearest exit).
 2. Each employee will be responsible for making a quick check for patrons in the area which s/he is working. S/he will help guide any patrons in this area to the designated exit for that part of the building.
 3. Floor supervisors are responsible for alerting other supervisors and after making a brief inspection of his/her area, exiting the building and closing all doors.
 4. At no point will a library employee put his or her safety at risk trying to search the building or extinguishing a fire.
 5. Persons who are in charge of the meetings in the Sue Ames Room will be responsible for seeing that the meeting attendees exit the building.
 6. Library staff will meet in the Senior Citizen's parking lot after an evacuation to insure that all staff has exited the building.