

DOOR COUNTY LIBRARY

Policies & Procedures

Subject : SEVERE WEATHER POLICY
Effective Date : December 17, 2018
Source/Date : LIBRARY BOARD / 12-17-2018

In the event of a severe weather warning, library staff at all branches will put into effect measures to help ensure the safety of the public at their locations.

General Guidelines

Inform the public of the warning and advise them to follow staff to the building location designated as a safe place/shelter area. Typical shelter areas include one or more of the following features:

- Lower level
- Windowless
- Supported by stabilizing structural details such as plumbing

Multilevel buildings require a staff member to sweep all occupied areas to inform persons of the severe weather warning.

Adults may elect to exit a building during a severe weather warning. Unaccompanied children under the age of 16 may not make this choice and need to follow staff instructions; however, there will be no effort to restrain those who are determined to leave.

Use stairways, not elevators, to access shelter areas.

Entrance doors must be left unlocked to allow others to find a safe place if needed.

Staff will carry informational devices making it possible to keep track of the warning, and to know when the all clear is given.

Further Sources of Information

The County of Door's Emergency Action & Evacuation Plan (Resolution 2013-70) contains valuable information about multiple emergency situations, including weather emergencies.

Branch libraries are also encouraged to follow guidelines from their specific municipalities regarding public safety during a severe weather warning.