

**Verona Public Library  
Inclement Weather Policy**

**I. Purpose of Policy**

When the weather becomes hazardous to the health and safety of the public and/or library staff, the library will close or take safety precautions.

**II. Library Closures:**

The library may close when the weather threatens the safety of the public and library staff and would make travel to and from the library unsafe. The decision to close or postpone the opening of the library due to inclement weather is at the discretion of the Library Director or his/her chosen substitute. Staff will alert the public to such closures on our website, through social media, and on the incoming phone message.

**III. Library Safety Measures Due to Inclement Weather:**

- A. When the National Weather Service issues a **Severe Thunderstorm Warning** the library will notify patrons of the impending weather.
  - 1. Staff will post Severe Weather signs at the service desks that read: “The National Weather Service has issued a Severe Weather Warning. Take necessary precautions. Dangerous lightning, wind, hail, and possible tornadoes can develop. If a Tornado Warning is issued, the library will require you to take cover or leave the library immediately.”
  - 2. Staff will make the following announcement on the Public Address System: “The National Weather Service has issued a Severe Thunderstorm Warning. Threatening weather conditions may develop. We will monitor the situation and make further announcements if weather conditions worsen.”
  
- B. When the National Weather Service issues a **Tornado Watch** library staff will inform patrons of the possibility of a tornado developing.
  - 1. Staff will post the Severe Weather signs at service desks.
  - 2. Staff will make the following announcement: “The National Weather Service has issued a Tornado Watch. Threatening weather conditions may develop. If a Tornado Warning is issued, the library will require you to take cover or leave the facility immediately.”
  
- C. In the event of a **Tornado Warning**, the following announcement will be made: “The National Weather Service has issued a Tornado Warning. At this time, the library requires you to take cover under the direction of the library staff or leave the facility immediately.”

Library staff will strongly encourage the public to take cover in the designated areas for their safety, but cannot require that they remain in the library. For the safety of staff and the public, public areas of the library must be cleared. Once in the designated safety areas, staff and patrons will stay in those areas until the Tornado Warning expires. Weather radio, flashlights, and water are located in the Storage Room main shelter area. If possible, staff should bring these items to other designated areas and bring a personal mobile phone.

- D. There are reinforced areas of the library specifically designed as tornado shelters. Designated safety areas for Tornado events include:

- Storage Room located in the staff area,
- Community Room Kitchen,
- Community Room table and chair Storage Room
- Family Restroom in the Children's Department.

The Circulation Room and Vestibule Bathrooms are good secondary spaces if all reinforced areas will not accommodate everyone. They are not reinforced, but are windowless interior rooms. As a last resort, the Book Drop Room can be used. It is not an interior room, but it does not have windows.

#### **IV. Staff Compensation Related to Inclement Weather Situations:**

If the library closes, or if an employee is unable to reach or remain at the library because of inclement weather, he/she may utilize available vacation leave, personal days, or comp time in lieu of time missed on that day. Employees may otherwise choose to make up missed hours caused by inclement weather during that week.

This policy replaces any previous policy regarding inclement weather or emergency closings.

Library Board Approved on August 6, 2008  
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