

## Tornado & Severe Weather Policy

*The Polk City Community Library Board have deemed the following the policy for tornado and severe weather.*

### SEVERE WEATHER-TORNADO WARNING

The Director or the employee-in-charge receiving the severe weather or tornado WARNING shall notify all customers in the library. All activities thus alerted shall make preparations for evacuation to the “Tornado Safety Area” in the woman’s restroom. All activities will be prepared for power outages by having a working flashlight.

The Director or employee-in-charge shall advise all Library visitors of the WARNING and request them to take refuge in the “Tornado Safety Area” located in the woman’s restroom. The Library will be checked to ascertain that all persons remaining in the building have moved to the evacuation area.

Upon the sounding of the WARNING siren or at the direction of the Director or a designated employee-in-charge, all Library employees except the Director and designated assistants shall immediately take refuge in the “Tornado Safety Area”.

The Director or employee-in-charge shall take refuge in the “Tornado Safety Area” where the situation will be monitored. The Director or employee-in-charge will notify persons in the “Tornado Safety Area” when the warning has been cancelled.

### TORNADO WARNING OR SEVERE WEATHER INSTRUCTIONS FOR GROUPS ATTENDING MEETINGS IN THE MEETING ROOM BEFORE 10:00 AM OR AFTER 8:00 PM

In the event of a tornado WARNING all persons attending meetings shall seek refuge in the “Tornado Safety Area” in the woman’s restroom.

Accepted by the Polk City Community Library Board\_\_\_\_\_.

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