

## **Severe Weather/Disaster Policy**

The Kling Memorial Library strives to provide regular hours and services to the community, but for the safety of the library staff and library users will observe the following agenda when and if the weather becomes severe. This will include rain/severe weather storms, tornadoes, and snow storms.

1. If the loss of power occurs at night, the library will close, if during the day, we will continue to check out books manually and remain open.
2. If alerted to the possibility of an impending storm with damaging winds, the library staff will determine appropriate action.
3. In the event of a tornado warning, patrons will be advised to remain in the library and then directed to the restrooms, located in the center of the building. Small children will be supervised by the library staff. After the all-clear siren is sounded, the library staff will assess the situation.
4. At the discretion of the library director, the library may open late, close early, or not open at all during inclement winter weather. If possible, these closures will be announced on the local news stations. Hours lost due to inclement weather will be deducted from vacation or personal leave or be unpaid leave for the library director and will be unpaid leave for all other library staff.
5. In the event of a fire, the library will be vacated by staff and patrons at the nearest exit. The staff and patrons will meet on the courthouse lawn to verify everyone has escaped and that no one is injured.

Programs: The library recognizes the importance of maintaining a healthy schedule of programs and events at the library in order to meet the educational and informational goals of the library. If it is deemed safe for the library to remain open, all feasible measures will be taken to provide scheduled programs. If a library program cannot be held due to staff shortages or the cancellation of a performer, a posting will be added to the homepage of the library website, the library's Facebook page, and posted on the door.

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