

Ely Public Library  
Severe Weather Procedure Policy

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**I. STAFF & PATRON NOTIFICATION**

**A. WEATHER RADIO AT CIRCULATION DESK**

**1. Local Weather Radio**

- a. Source - Linn Co. Emergency Management Agency
- b. Announcements - when sirens are blown in the immediate area

**2. Regional Weather Radio**

- a. Announcements - when severe weather watches/warnings are issued.

**II. ALL STAFF RESPONSIBILITY**

**A. IF IMMEDIATE THREAT (BEFORE YOU CAN REACH A SAFE AREA)**

Direct & assist all patrons to seek cover in your immediate area. Patrons are advised for the safety of all that they remain in the building until the threat is past. Children will not be allowed to leave unless accompanied by a parent or guardian.

**B. IF ADVANCE NOTICE IS GIVEN**

1. Make sure that all patrons in your area leave the building or take shelter in a designated safe area of the library (bathrooms).

**C. RETURNING TO WORK**

1. All library personnel should remain in the building & in a safe area until the warning expires.
2. We will recommend that all patrons stay in the library until the severe weather has passed.

Reviewed and revised, 11/10  
Amended 2/6/13