

BAY COUNTY LIBRARY SYSTEM TORNADO PROCEDURE SAGE BRANCH LIBRARY

It is the policy of the Bay County Library System to notify all staff, volunteers and library users of the status of tornado watches and warnings and to assure that precautions are taken to assure the safety of individuals while on the library premises.

Sage's designated Tornado Shelter is the basement hallway next to the Maintenance Office and the office itself.

All branches are equipped with an emergency radio that they should be monitoring on daily basis. Each branch should designate a department and or staff member to monitor/listen to the emergency radio. **Sage's** weather radios are in Circulation work area on the first floor, and in the Librarian's Office in the basement. As soon as any staff member hears a tornado watch or warning announcement, that staff member should email all BCLS staff to notify them of the alert.

Tornado Watch: is initiated when authorities determine that weather conditions are favorable for the development of a tornado in the local area. When a watch for the area has been issued, staff should announce over the intercom just to alert the public to be aware of the Tornado Watch, especially if they are leaving the building. Preparations should be made for taking action required during a Tornado Warning. If anyone needs to use the elevator, they should be notified to use it before a warning goes into effect. The suggested announcement is:

*Attention, please. The National Weather Service has issued a **Tornado Watch** for our area. Please be alert to unsettled weather conditions if you are leaving the building. If you need to use the elevator to get to the ground floor, please do so at this time. In the event that a Tornado Warning is issued, you will be advised to move to our designated safe area.*

Tornado Warning: is initiated when authorities determine that a funnel cloud has been spotted and or has touched down. In the event of a Tornado Warning for our area library staff are to perform the following:

Staff should announce over the intercom that a tornado warning has been issued and that all persons are encouraged to seek shelter in the designated area. If patrons still want to leave the library premises, they should be warned to seek safety off premises. The suggested announcement is:

*Attention, please. The National Weather Service has issued a **Tornado Warning** for our area. This means that a tornado has been sighted or has touched down. Please move to the **basement** at this time. Please stay in the hall area at the bottom of the stairway. If you need assistance, please see a staff member. If you choose to leave the building, please use caution and seek safety elsewhere.*

The person in charge of the building should walk through the building to insure that all persons in the building are aware of the emergency and know where the designated safe area is located. If time permits, make sure someone takes a weather radio to the designated safe area.

Once in the designated area, all persons should sit on the floor away from exterior windows and doors.

Upon the “all clear” as indicated by weather radio or announcement from local media, another announcement should be made to this effect. People may leave the building or return to other areas of the building if conditions in the building are safe.

The person in charge of the building should assess damage to the branch, internally and externally to determine the next sequence of events.

If the building did sustain damage, evacuate patrons immediately and notify the Maintenance Supervisor and/or maintenance staff. Library staff should remain on site to help with any cleanup/securing the building.

The person in charge of the building will be the one to release staff when appropriate.

If the building did not sustain damage or power outage normal library services can resume.

If there is a loss of power please refer to the “power outage policy”.

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