

# **FOX LAKE PUBLIC LIBRARY INCLEMENT WEATHER POLICY**

## **PURPOSE**

At time when the weather becomes hazardous to public safety, the library will take safety precautions to protect the public and library staff.

### **A. Cooling/warming center:**

The library will act as the cooling and warming center for the City of Fox Lake. The Library will remain open during regular business hours to provide relief from the extreme heat or cold.

1. Staff will make every attempt to open the library during extreme weather days. If a staff member cannot make a shift due to weather, the staff member will not receive pay for the hours missed. Staff can make up for lost hours during the same pay period after making arrangements with the Library Director.
2. Services will be limited in extreme cold and snow. Any programs or meetings will be cancelled. Staff will place notice on the website and social media to encourage the public to avoid using the library unless to seek shelter.
3. The public is welcome to eat and drink in the library during extreme heat/cold at tables provided. Food and drink are not allowed at the public computers. Public is expected to be neat while visiting.
4. If the library closes due to weather, all fines will be waived for the day(s) of closure.

### **B. Severe Weather Watches**

1. When the National Weather Service issues a severe weather watch, library staff will inform all patrons in the building. While all are welcome to stay, the staff should encourage patrons to leave the library if conditions are safe to do so.
2. If conditions are unfavorable to leave, unattended minors will be allowed to contact a parent/guardian via library phone.
3. Staff should track progress of the threat with online radar, if possible.

### **C. Severe Weather Warnings**

1. In the event of a thunderstorm or tornado warning issued by the National Weather Service that will affect the City of Fox Lake and/or immediate area, library staff will inform all patrons in the building. Staff should encourage patrons to stay until the threat passes. However, it is the decision of the adult patron to stay or leave the protection of the library building. Unattended minors will be allowed to contact a parent/guardian via library phone.
2. Staff will direct patrons to the designated "safe area." A head count should be taken, by staff, of persons in the "safe area."
3. Door will be left unlocked to allow those seeking shelter access to the building.
4. Staff should bring weather radio, flashlights and personal mobile phone to the designated "safe area."

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5. Staff will announce when the threat is over and headcount taken again to verify everyone is safe and accounted for. Unattended minors should again contact a parent/guardian, if possible.
6. If any major injuries occur, staff will contact emergency service immediately.

Approved: April 7, 2019