



INCLEMENT WEATHER POLICY

I. Purpose of Policy

When the weather becomes hazardous to the health and safety of the public and/or library staff, the library will close or take safety precautions.

II. Library Closures:

While it is desirable that the Library remain open scheduled hours, the library may close when the weather threatens the safety of the public and library staff and would make travel to and from the library unsafe. The decision to close or postpone the opening of the library due to inclement weather is at the discretion of the Library Director or their chosen designate. Staff will alert the public to closures on our website, through social media, and on the incoming phone message.

III. Library Safety Measures Due to Inclement Weather:

A. When the National Weather Service issues a Severe Thunderstorm Warning that includes Waunakee the library will notify patrons of the impending weather. Staff will state that if a Tornado Warning is issued for the area, the library will require patrons to take cover.

B. In the event of a Tornado Warning that includes Waunakee, staff will circulate through the building and request that patrons follow library staff to a safe area on the first floor of the building. Library staff will strongly encourage the public to take cover in the designated areas, but cannot require that patrons remain in the library. Staff and patrons will stay in designated safety areas until the Tornado Warning expires. Weather radio, flashlights, and water are located in the Staff Room's main shelter area. If possible, staff should bring these items, as well as a personal cell phone, to the other designated areas.

C. Designated safety areas for tornado events include:

- Youth Services Storage Area and Staff Restroom
- Restrooms in History Hall
- Rear Emergency Stairwell
- Family Restrooms in the Children's Department

Secondary safety areas include:

- Catering Kitchen and Community Hall storage room
- Staff Entry Hallway
- Mechanical & Utility Room

IV. Staff Compensation Related to Inclement Weather Situations:

If the library closes, or if an employee is unable to reach or remain at the library because of inclement weather, staff may use available vacation leave or personal days in lieu of time missed on that day. Sick time may not be used. Employees may otherwise choose to make up missed hours caused by inclement weather during that week with supervisor approval.

This policy replaces any previous policy regarding inclement weather or emergency closings.

Library Board Approved on January 19, 2024