

Emergency Procedures for a Tornado

Revised on: May 6, 2021

Fond du Lac Public Library

Previous version dated: April 1, 2013

A weather radio is kept in the circulation department, at the Reference Desk, and in the McLane kitchen. Circulation staff members are responsible for monitoring and alerting staff throughout the building of approaching severe weather.

THUNDERSTORM WARNING

When a thunderstorm warning is issued for Fond du Lac County, alert the person in charge and each public service desk, including the Idea Studio, Chapter 52, and Express if they are open.

No additional action is required.

TORNADO WATCH

When a tornado watch is issued for Fond du Lac County, alert the person in charge and each public service desk, including the Idea Studio, Chapter 52, and Express if they are open.

No additional action is required.

TORNADO WARNING

When the weather radio alerts us to a tornado warning or the emergency sirens sound...

1. Circ staff should alert the Librarian in charge and staff at the Ref Desk, Help Desk, Children's Desk, Idea Studio, in Tech Services/Admin, Chapter 52 and Express.
 - a. The Librarian in Charge will make the following announcement:
May I have your attention. The National Weather Service has issued a tornado warning for the Fond du Lac Area. This is <not> a drill. Everyone in the library is required to either take shelter in the lower level McLane Room or leave the building. Please take your personal belongings with you and proceed to the basement. Thank you for your cooperation.
 - b. Patrons MUST GO TO THE MCLANE ROOM OR LEAVE THE BUILDING.
 - c. MINORS under 16 visiting the library without an adult, MUST GO TO THE MCLANE ROOM.
 - i. Minors will only be able to leave if an adult comes to get them or the Tornado Warning expires.
 - d. Depending on the danger level, there may not be time for checkouts. Patrons may take their materials to the McLane Room.
2. Circ staff should unlock the McLane room and station a staff member near each stairwell to direct patrons accordingly.

3. Clear the building, don't forget to check the restrooms, avoid taking the elevator unnecessarily, and stay away from windows/glass as much as possible.
 - a. Reference staff will clear the 2nd floor.
 - b. Help Desk, Circ staff, and Children's staff will clear the 1st floor.
 - i. As of 8/2018: It is no longer necessary to lock the north door.
 - c. Children must go to the McLane Room and then contact their parents.
 - d. Idea Studio staff should direct people out the west door and to the McLane Room.
 - e. Chapter 52 staff should direct people to the McLane Room and lock up the store.

Staff, volunteers, and customers may leave through the back entrance to Ch52 and enter the main library through the staff entrance. If time permits, follow the hallway to the McLane Room. (If danger is imminent, the staff stairwell is another safe place to shelter.)
 - f. Express staff and customers should seek shelter in the restrooms.
4. Staff should post signs on both the north and south doors that state:
TORNADO WARNING! Take shelter immediately in lower level McLane room.
5. In the McLane kitchen and storage closet, there are emergency supplies, including:
 - a. Crank operated weather radio
 - b. Battery operated radio
 - c. Flashlight
 - d. Batteries
 - e. Telephone (may be plugged into the wall jack nearest the kitchen)

Note: if the internet is down, the phone will not work.
 - f. First aid kit
 - g. Coloring books, crayons for kids
6. Staff should monitor the weather through the radio.
 - a. Staff should monitor the stairwells and entrances as safety permits. Patrons entering the building must be directed to take shelter or leave the building.
 - b. We cannot force patrons to stay and adults may exit the building at any time. However, they are not allowed to checkout materials, use computers, or wander the building.
7. Everyone should stay in the McLane room until the Tornado Warning has expired and/or danger has passed.
 - a. If the Tornado Warning extends past regular library operating hours, staff should keep the library open and keep patrons and kids safe. (We'll work out staff timesheets after the emergency has passed.)

ANNUAL TORNADO DRILL

The library participates in the National Weather Service annual tornado drill in April. TYPICALLY, we participate in the afternoon drill and not the evening drill.

Morning of the drill **Place signs on the entrances stating that there will be a tornado drill at 1:45pm**

Tornado Watch issued (typically 15 minutes before the Tornado Warning is issued)

Person in charge makes this announcement:

May I have your attention. The library will be participating in the annual National Weather Service Tornado drill at 1:45pm. Everyone will be required to either take shelter in the lower level McLane Meeting Room or leave the building. We anticipate the drill will take approximately 5 minutes.

Tornado Warning **Follow instructions above**