**EMERGENCY & WEATHER-RELATED CLOSURE POLICY**

The Library is a public service institution, and every effort is made to maintain regular hours of service to the public. The Library will be closed for emergency situations when weather conditions or access to the library is deemed hazardous, when vital equipment in the building fails, or in cases of general emergency.

The decision to close the Library during an emergency or catastrophe will be made by the Library Director or his/her designee and will be based upon:

1. General conditions of roads in Fort Atkinson, IA.

2. Condition of the Library’s parking lots and walkways.

3. Availability to staff to open and operate the Library

4. Condition of the building’s equipment.

5. Requests for closure by local or state agencies.

**GENERAL EMERGENCY CLOSURE GUIDELINES**

If an emergency situation occurs which requires temporary or premature closure of the facility, the Library Director (or designee) is authorized to make the decision to close the library.

Whenever standard Library hours are changed, a notice will be posted on the doors of the library, on KVIK radio station and social media.

**PROCEDEURES FOR OTHER EMERGENCIES:**

**Fire**

Patrons will be required to leave the building should the fire alarms go off or there is a fire in the building that for some reason does not set off the fire alarms. Staff & patrons will remain outside the building until the local Fire Department issues an “all clear” to return.

**Tornado**

In case of a tornado warning staff and all patrons who are able to should go to the designated shelter area (Supply Storage Closet & or basement) until the warning is cleared. Doors to the facility should remain unlocked during a *severe weather warning* to afford accessible shelter to the public in need. Children who do not have their parents with them will be taken to the designated shelter area by library staff.

**Health Emergencies**

Staff members should exercise caution when administering first aid of even minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to what is prudent and reasonable.

The Rescue Squad/Police (911) should be called immediately in the event of any serious problem.

*No medication, including aspirin, should ever be dispensed to the public.*

Staff should notify Library Director of any emergency occurring at the library, as soon as is feasible.

Adopted by the Fort Atkinson Public Library Board of Trustees 4/12/2016

Reviewed/approved 11/3/2020; Reviewed and approved 8/9/2022