

## **BAY COUNTY LIBRARY SYSTEM WEATHER EMERGENCY POLICY**

Severe weather may sometimes require a library closure. In the event of closing for severe weather, local television and radio stations will be notified by Library administration so that public announcements can be made as early as possible. Generally, closings will affect all Library facilities equally. The decision to close library facilities is the responsibility of the Library Director, Assistant Director, or designee.

The following media outlets will be notified:

Television:   WNEM TV-5  
                  WEYI TV-25  
                  WJRT TV-12

Radio:           WSGW 100.5 FM    WHNN 96 FM  
                  WCEN 94.5 FM    WIOG 102.5 FM  
                  WGER 106.3 FM   WKQZ 93.3 FM  
                  WYLZ 100.9 FM

A notice will be placed on the library website and Facebook and phone messages will be changed to reflect the closure.

Once contacted by Library administration, it is the responsibility of the Managing Librarian, or person-in-charge of the building, to notify their staff of closing.

For emergency closings during open hours the following procedures apply:

**Tornado** – Library staff will announce when there is either a tornado watch or tornado warning in effect for Bay County. Issuance of a *tornado watch* by the U.S. Weather Service means weather conditions are favorable for the development of a tornado. A *tornado warning* means a funnel or rotation has been spotted in the vicinity and all persons should take cover immediately. During a *tornado warning*, Library staff will gather patrons in the designated tornado shelter in the building. Patrons who do not wish to shelter in the library during the warning may leave immediately. Doors will be locked during the time the warning is in place. When the watch or warning expires, Library staff will advise patrons and resume regular business. Library staff should see also ‘Tornado Procedures’ for individual buildings in the Safety Manual, which is available in both hard copy and on the library Intranet.

**High Wind or Straight Line Wind Warnings** – In the event that the National Weather Service issues high wind or straight line warnings, staff should follow the Tornado Procedures if the National Weather Service issues the warning that high wind speeds may pose a hazard or is life threatening.

**Ice/Snowstorm** – The library will close for snow/ice if the County building closes. If the snow/ice event is on a weekend or after 5:00 p.m., the decision to close rests on the Library Director, Assistant Director, or designee.

**Bookmobile** - The Bookmobile may not operate on days when inclement weather would result in hazardous driving or service conditions. If the bookmobile will not be on the road, a notice will be placed on the library website and Facebook and phone messages will be changed to reflect the closure. An attempt will also be made to contact the affected sites.

In the event of a Severe Weather Warning such as Severe Thunderstorm or Tornado warnings when the Bookmobile is on the road, Bookmobile operations will cease and all patrons must exit the vehicle. The Bookmobile will either return to the Bookmobile storage facility or staff will secure the Bookmobile and seek shelter.

10/26/22 board approved