

**Addendum to  
City of Dyersville Employee Policy Handbook,  
Section 14.1: Inclement Weather**

**Inclement Weather Policy and Emergency Procedures**

**I. Purpose**

The purpose of this policy is to assure that patrons will have safe access to the building and that the library will be adequately staffed during the hours the public expects it to be open.

**II. Building Safety**

The library front walk and emergency exit doors must be kept free of snow and ice to maintain safe access to the library building.

Under bad weather conditions, library circulation desk staff should monitor the condition of the sidewalk and entrance hourly to determine safe access to the building.

The Director or Librarian on Duty will contact the appropriate personnel in the city offices (875-7724) if the sidewalks or doors need more attention than library staff can provide, or if the parking lot needs attention.

**III. Closings & Cancellations**

The library will be closed to the general public by the library director when safe access to the building or the parking lot cannot be maintained, when Dyersville government offices close, when the director closes the library in response to a weather warning, or when emergency services such as Police and Fire Department request closure of the facility. If the library director cannot be reached, the assistant director and / or Library Board President are also authorized to make this decision.

Library programs scheduled to take place during the time of the closure will be canceled in the event of a closing.

In the event of school delay or closing, morning programs for children 5<sup>th</sup> grade and younger will be cancelled. Afternoon and / or evening programs for all ages will be cancelled at the discretion of the librarian responsible.

**IV. Staffing Expectations**

Library employees are expected to report to work at scheduled starting times under inclement weather conditions, such as snow storms, unless they are excused by their supervisor.

The employee will not be paid for the time missed; however, he/she may use floating holiday, accumulated vacation time or comp time, if available to them, in order to receive payment for time missed. They also have the option to make up

the time missed within the work week. Sick leave and unearned vacation time may not be used for this purpose.

## **TORNADO SAFETY PROCEDURES:**

*Please note that the overriding priority is ensuring the safety of patrons and staff. If the urgency of the situation warrants, steps may be eliminated from these procedures.*

### **A. TORNADO**

#### **1. Tornado WATCH:**

Step 1: Notify library users as to areas affected and duration of the watch.

Step 2: Repeat information every 30 minutes or when new information becomes available.

Step 3: Continue to monitor the situation with the Weather radio and the Internet.

#### **2. Tornado WARNING:**

Step 1: Notify library users as to areas affected and the duration of the warning.

Step 2: If the Weather radio and / or emergency system siren indicate that Dyersville is part of the warning, then all ADULT patrons or children accompanied by a parent or guardian must either leave the library **OR** go to the tornado shelter (basement). Children under the age of 16 who are NOT accompanied by a parent/guardian **MUST** proceed to the shelter (basement) with Library staff. Unaccompanied children may **NOT** leave the library in these circumstances.

NOTE: Staff should permit and encourage children to call their parents if and when you proceed to the shelter.

Step 3: Make certain that no one is left in Library.

Step 4: Lock the INSIDE doors and leave outside doors unlocked for people seeking shelter.

Step 5: Put "Weather Alert" signs on the outside doors.

Step 6: Take following items with you to shelter: weather radio, cell phone (if you have one), purse/keys, chairs (if needed), and a flashlight. The weather radio is located in the cabinet near the coat rack. Be sure to take your library keys so that you can access the phone located in the basement computer room.

Step 7: Turn on the Weather radio to find information specific to Dubuque / Delaware County / Dyersville.

If the Weather radio indicates that Dyersville is NOT included in the warning and the tornado siren has NOT gone off staff may use their discretion as to whether patrons (adult and children) may be allowed to remain in the library or whether you will announce that they will have to choose between leaving the library (if an adult or accompanied child) or going to the shelter.

**NOTE: WHEN IN DOUBT IN THESE CIRCUMSTANCES, ERR ON THE SIDE OF CAUTION AND ORDER ALL UNACCOMPANIED CHILDREN TO GO TO**

**THE SHELTER, AND ALL ADULTS TO CHOOSE BETWEEN THE SHELTER AND LEAVING THE LIBRARY.**

If you decide to give patrons the option to stay in the library, walk through the library and provide information to all patrons as to the affected areas and duration of the warning and find out if they will stay. If any child chooses to go to the shelter they **MUST** be accompanied by a library staff person.

Adopted 10/1988, revised 1/2008, 2/2011, 3/2014, 2/2017,  
revised 3/2019