

**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 inclement 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 or when the director closes the library in response to a weather warning. If the library director cannot be reached, the assistant director and / or Library Board President are also authorized to make this decision.

Library programs and use of library meeting spaces will be canceled in the event of a closing.

In the event of school delay or closing, children's morning programs will be cancelled. Afternoon and / or evening programs 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 unless they are excused by the library director or assistant library director. Unless the library is closed, staff missing scheduled hours are expected to find their own coverage and notify their supervisor.

Library employees will be treated the same as all other city employees regarding pay for time missed. Current practice is that the employee will not be paid for the time missed; however, he/she may use floating holiday, accumulated vacation time or comp time, sick

leave, or casual leave, 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.

EMERGENCY 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 / or the Internet on your phone

2. Tornado WARNING:

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

Step 2: If the Weather radio, your phone with weather notifications, 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 or use your phone to find information specific to Dubuque / Delaware County / Dyersville.

If the Weather radio or other emergency weather sources 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.

B. FIRE:

The library shall be inspected annually for fire safety. All exits from the library should be so marked, and all employees should know the location of and be versed in the use of a fire extinguisher.

In the event of a fire, employees should use their own discretion in the use of the fire extinguisher. If possible, employees are expected to escort all patrons from the library to a safe place. Fire alarms should be pulled and the fire department (911) should be notified as soon as possible.

C. HEALTH EMERGENCIES:

In the event of an accident or injury to a library patron or staff member, the librarian on duty is expected to act in a responsible manner. Depending on the seriousness of the accident or injury, the librarian should call 911, contact the appropriate care center, or contact a family member. If the librarian determines that the situation is beyond his / her ability to handle, s/he is to call 911 and the appropriate service organization (police, ambulance, etc.) for assistance. If the director is not on duty, s/he should be notified as soon as possible as to the situation.

Note: Staff members should exercise caution when administering first aid of even a 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 do what is prudent and reasonable.

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