

# Metropolitan Library System

## Severe Weather Protocol

Tornadoes are a common occurrence in Oklahoma. They can happen during any month of the year. This makes tornadoes one of the most likely emergency incidents that we could have to face. These procedures are written to ensure understanding of duty assignments under any staffing situation for the location. Be prepared. Make sure everyone knows their assigned role in case of a real emergency.

[Shelter-in-place](#) is the recommendation of Oklahoma City Emergency Management. Shelter-in-place means to take shelter where you are, inside your home, workplace or a nearby building. There are no designated public shelters in Oklahoma City. During a weather emergency, library customers and employees in the building will be directed to designated shelter-in-place areas within the building.

### **Prepare a Tornado Safety Plan**

Develop a good plan tailored to your building using the [Tornado Emergency Plan template](#) in this manual. Identify the best “shelter-in-place” spaces in your building.

Include in your plan provisions for people with disabilities.

Put together an emergency kit that includes a staff roster and ensure staff know where it is kept.

Every location should have an emergency kit including:

- Flashlights and extra batteries
- Battery-operated radio with weather band
- First aid kit
- Bottled water
- Towels and blankets
- Work gloves
- Duct tape
- List of phone numbers of emergency services
- Staff roster (where and when applicable)

### **State of Readiness**

- The National Weather Service issues a Watch to give advance notice that severe weather is possible in the area. This gives us time to make preliminary plans for moving to safety if a Warning is issued.
- If a tornado occurs, visitors will be looking to employees as well as to emergency personnel for guidance on the correct actions to take.
- Library personnel will make themselves aware of customers in the building and be prepared to move quickly to shelter.

### **Increased Readiness**

When a credible, long-term tornado prediction has been issued:

- Begin monitoring local television/radio broadcasts and internet weather sites
- Initiate communication with library staff
- Begin preparations in case evacuation is necessary

- Pre-position resources and equipment in the shelter area
- Keep a current list of staff on duty so everyone can be accounted for

Know What to Listen for:

- Tornado Watch: Tornadoes are possible in your area. Remain alert for approaching storms.
- Tornado Warning: A tornado has been sighted or indicated by weather radar. Warnings indicate imminent danger to life and property to those in the path of the storm.
- Severe Thunderstorm Watch: Tells you when and where severe thunderstorms are likely to occur. Watch the sky and stay tuned to know when warnings are issued.
- Severe Thunderstorm Warning: Issued when severe weather has been reported by spotters or indicated by radar.

If it looks likely that a tornado warning will be issued, the designated in-charge library employee will send a message via the PC reservation system about the proximity of a tornado threat and the need for evacuation if a siren sounds. To send this message, follow the following steps:

1. Go to "View PC Status."
2. Select any PC that has an active reservation.
3. Click the Send Message button.
4. Check the box next to "Send to all active sessions".

Enter the following message: ***Attention. Attention. The National Weather Service has issued a tornado watch for our area. This building is not a public storm shelter. If the sirens sound, all customers will be directed to shelter in place. (Repeat as necessary.)***

5. Hit enter to send.

In Central Oklahoma, an outdoor warning system consists of sirens designed to alert citizens of approaching hazardous conditions. The siren will sound only if a tornado is an imminent threat to your area.

Sirens are reactivated each time the National Weather Service issues a new tornado warning in the county zone, so more than one may be sounded in succession. No "all clear" signal is given when the threat has passed.

### **When a Tornado Threatens**

- Follow the tornado evacuation procedures for your building.
- Lead all staff and customers to the designated safe areas in a calm, orderly and firm manner.
- Everyone should crouch low, head down, protecting the back of the head with the arms.
- If you are out of the building, get into a solid structure and move to a small room on lower levels, an interior hallway, or basement.

### **After the Tornado**

- Keep everyone assembled in an orderly manner, in a safe area away from broken glass, debris and away from any damaged part of the building.
- Ensure nobody is using matches or lighters in case of leaking natural gas.
- While waiting for emergency personnel to arrive, carefully render aid to those who are injured.
- Remain calm and alert and listen for information and instructions from local radio, emergency crews and local officials.

# Tornado Emergency Plan

## Almonte Library

Make sure everyone knows their assigned role in case of a real emergency.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
- In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
- All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.

- **The tornado shelter area for this building is: Programming Room.**
- **The location of the emergency kit in this building is: Service Desk.**

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the in-charge or designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to the Programming room if you choose to stay in the building. A staff member will direct you. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

**Access Specialist II staff will:**

- Lock the money in the safe
- Clear staff workroom/restrooms
- Direct and accompany customers to the shelter area
- One circulation staff should take money to safe room and leave doors closed and locked

**Engagement staff will:**

- Clear customers from public areas and restrooms and direct them to the shelter.
- Take a staff roster to the shelter area for roll-call.
- Take the emergency kit to the shelter.

**Access Specialist I staff will:**

- Assist with clearing customers from public areas and restrooms, directing them to the shelter.
- Check all entries and assist with signage as needed.

**In-charge Employee for the Location will:**

- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation.
- Notify Central Information Services that the library is under tornado evacuation.
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).

# Tornado Emergency Plan

## Bethany Library

Make sure everyone knows their assigned role in case of a real emergency. The City of Bethany has a shelter-in-place guideline and they will sound the siren for threats in the Bethany area.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
  - In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
  - All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- **The tornado shelter area for this building is:** the staff workroom.
  - **The location of the emergency kit in this building is:** the staff workroom.

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the in-charge or designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to the staff area if you choose to stay in the building. A staff member will direct you. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

**Access Specialist II staff will:**

- Lock the money in the safe
- Clear customers from the computer area, the ANF area, meeting room, and restrooms
- Direct and accompany customers to the shelter area

**Engagement staff will:**

- Clear customers from the Children's area, Fiction/Genre area and public table areas
- Direct and accompany customers to the shelter area

**Access Specialist I staff will:**

- Assist with clearing customers from public areas and restrooms depending on where they are at the time
- Direct and accompany customers to the shelter.

**In-charge Employee for the Location will:**

- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation.
- Notify Central Information Services that the library is under tornado evacuation.
- All staff and visitors will remain in the designated shelter until the in-charge library employee has determined that the danger has passed.
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).

# Tornado Emergency Plan

## Belle Isle

On days when severe weather is anticipated, the backroom television should be turned to a station that broadcasts weather news and left on. Two weather monitors will be identified for all operating hours- a staff member in Circulation and a Person In Charge. The PIC will be the Library Manager, Access Manager, Engagement Manager or a Librarian (depending on staffing).

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
- In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
- All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- **The tornado shelter area for this building is: the downstairs restrooms, the stairwell, and the upstairs bathrooms**
- **The location of the emergency kit in this building is: in the downstairs storage room.**

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the in-charge or designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to the downstairs restrooms, stairwell or upstairs restrooms if you choose to stay in the building. A staff member will direct you. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

**Access Specialist II staff will:**

- Lock the money in the safe
- Clear staff workroom/restrooms
- Direct and accompany customers to the shelter area

**Engagement staff will:**

- Clear customers from public areas and restrooms and direct them to the shelter.
- Take a staff roster to the shelter area for roll-call.
- Take the emergency kit to the shelter.

**Access Specialist I staff will:**

- Assist with clearing customers from public areas and restrooms, directing them to the shelter.
- Check all entries and assist with signage as needed.

**In-charge Employee for the Location will:**

- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation.
- Notify Central Information Services that the library is under tornado evacuation.
- All staff and visitors will remain in the designated shelter until the in-charge library employee has determined that the danger has passed.
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).



# Tornado Emergency Plan

## Capitol Hill Library

Make sure everyone knows their assigned role in case of a real emergency. When the sirens sound, the National Weather Service has issued a tornado warning for our area and the tornado emergency plan must go into effect immediately.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
  - In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
  - All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- **The tornado shelter area for this building is: CH BASEMENT (*handicapped accessible shelter area is the staff restroom – at least one staff member must be present*)**
  - **The location of the emergency kit in this building is: STAFF WORKSPACE (SILVER CABINETS, RIGHT HAND SIDE, UNDER SLAT WALL)**

*Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors, or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.*

## Tornado Evacuation Procedures

If it looks likely that a tornado warning will be issued, the designated in-charge library employee will send a message via the PC reservation system about the proximity of a tornado threat and the need for evacuation if a siren sounds. To send this message, follow the following steps:

1. Go to "View PC Status."
2. Select any PC that has an active reservation.
3. Click the Send Message button.
4. Check the box next to "Send to all active sessions".

Enter the following message: *Attention! Attention! The National Weather Service has issued a tornado watch for our area. This building is not a public storm shelter. If the sirens sound, all customers will be directed to shelter in place. (Repeat as necessary.)*

5. Hit enter to send.

**At the sound of a tornado siren, the manager-on-duty or librarian-in-charge will make the following announcement immediately:**

*“Attention! Attention! The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to **the basement** if you choose to stay in the building. A staff member will direct you.” (Repeat as necessary.)*

- If an employee or visitor refuses to go to a ‘safe area’ and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

#### **ASIIIs/ASM**

- Lock the money in the safe
- Clear lobby, children’s area, family restroom, public computers
- Direct and accompany customers to the shelter area

#### **Engagement/ASIs**

- Clear teen, periodicals, fiction, CDs/DVDs, non-fiction, and all study rooms
- Direct and accompany customers to the shelter area
- Take a current staff roster to the shelter area

#### **Off Desk Employees**

- Clear the staff workspace, employee restroom, manager’s office, breakroom, staff hallway
- Check all entry doors and assist with signage as needed
- Direct and accompany customers and staff to the shelter area

#### **Manager-on-Duty or Librarian-in-Charge**

- Secure all entry doors and post the pre-made information sign indicating that the library is under tornado evacuation
- Take the emergency kit to the shelter area

- Take current staff schedule to the shelter area for roll-call
- Notify Central Information Services (CIS) that the library is under tornado evacuation
- Direct and accompany customers and staff to the shelter area
- All staff and visitors will remain in the designated shelter until the in-charge library employee has determined that the danger has passed
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive.

Every location should have an emergency kit including:

- Flashlights and extra batteries
- Battery-operated radio with weather band
- First aid kit
- Bottled water
- Towels and blankets
- Work gloves
- Duct tape
- List of phone numbers of emergency services
- Staff roster (where and when applicable)

# Tornado Emergency Plan

## Choctaw

Make sure everyone knows their assigned role in case of a real emergency. Tornado sirens will sound if a tornado or a storm with a history of producing tornados is likely to impact within the Choctaw city limits.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
  - In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
  - All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- **The tornado shelter areas for this building are the public restrooms with the community room as a secondary shelter only in cases of overcapacity.**
  - **The location of the emergency kit in this building is in a tub with a green lid on the lowest shelf in the area behind Circulation.**

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the in-charge or designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to the public restrooms if you choose to stay in the building. A staff member will direct you. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

**Access Specialist II staff will:**

- Lock the money in the safe
- Clear staff workroom/restrooms
- Direct and accompany customers to the shelter area

**Engagement staff will:**

- Clear customers from public areas and family restroom, clear staff from staff restroom, and direct them to the public restrooms.
- Take a staff roster to the shelter area for roll-call
- Take the emergency kit to the shelter

**Access Specialist I staff will:**

- Assist with clearing customers from public areas and restrooms, directing them to the shelter.
- Check all entries and assist with signage as needed.

**In-charge Employee for the Location will:**

- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation.
- Notify Central Information Services that the library is under tornado evacuation.
- All staff and visitors will remain in the designated shelter until the in-charge library employee has determined that the danger has passed.
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).

# Tornado Emergency Plan

## Del City Library

Make sure everyone knows their assigned role in case of a real emergency. When sirens in Del City sound, the National Weather Service has issued a tornado warning for our area and the tornado emergency plan must go into effect immediately.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
  - In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
  - All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- **The tornado shelter area for this building is: The Community Center men's and women's bathrooms.**
  - **The location of the emergency kit in this building is: below the safe in the staff breakroom.**

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the in-charge or designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to the Community Center restrooms if you choose to stay in the building. A staff member will direct you. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

**Access Specialist II staff will:**

- Lock the money in the safe
- Clear staff workroom/restrooms
- Direct and accompany customers to the Community Center restrooms.

**Engagement staff will:**

- Clear customers from public areas and restrooms and direct them to the Community Center restrooms.
- Take a staff roster to the shelter area for roll-call.
- Take the emergency kit to the shelter.

**Access Specialist I staff will:**

- Assist with clearing customers from public areas and library restrooms, directing them to the Community Center restrooms.
- Check all entries and assist with signage as needed.

**In-charge Employee for the Location will:**

- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation on exterior doors to the Community Center. No staff or customers may remain in the library portion of the Community Center.
- Notify Central Information Services that the library is under tornado evacuation.
- All staff and visitors will remain in the designated shelter until the in-charge library employee has determined that the danger has passed.
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).

# Tornado Emergency Plan

## Downtown Library and Offices

Make sure everyone knows their assigned role in case of a real emergency.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
- In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
- All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- **The tornado shelter area for this building is:** The basement.
- **The locations of the emergency kits in this building are:** hallway behind circulation desk and HUM offices.

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the designated in-charge IT employee or DN public service staff person-in-charge will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to the basement if you choose to stay in the building. A staff member will direct you. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.



All staff must follow the protocol for evacuating their own area.

**Staff at Circulation Desk or Workroom will:**

- Lock the money in the safe
- Clear staff workroom/restrooms
- Direct and accompany customers to the shelter area
- Take the emergency kit to the shelter.
- Post the pre-made information sign indicating that the library is under tornado evacuation.

**1st floor service desk staff will:**

- Clear customers from public areas and restrooms and direct them to the shelter.
- Take a staff roster to the shelter area for roll-call.

**CIS, SCR, and 2<sup>nd</sup> floor service desk staff will:**

- Clear customers from 2<sup>nd</sup> floor public areas and restrooms and direct them to the shelter.
- Communicate w/ Security when floor is clear (use Walkie Talkie at Box)

**Security staff will:**

- Assist in clearing customers from public areas and restrooms.
- Clear 4<sup>th</sup> floor of customers.
- Monitor entries.

**Staff on 3<sup>rd</sup> Floor will:**

- Ensure that their respective offices are cleared.
- Employees whose offices are in the “Horseshoe” will ensure that 3rd floor restrooms and staff lounge are clear before proceeding to the basement. On evenings and weekends, an IT employee will perform this task

**In-charge DN public service employee and/or in-charge IT employee will:**

- Work with Security to secure all entries.
- (DN only): Email all correspondents that DN, IT, and CIS are evacuating, and the phones are being forwarded back to the libraries.
- All staff and visitors will remain in the designated shelter until the in-charge library employee has determined that the danger has passed.
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

**After moving to basement, all staff will:**

- Gather with their departments. Acquire a head-count to ensure all staff are accounted for.

- Assist with monitoring activity in all non-public areas throughout the evacuation.
- Upon direction from the designated in-charge IT employee, assist visitors and staff in returning to appropriate areas.
- Assist public services staff as needed with ensuring the library resumes normal operations.

**After moving to basement, designated in-charge IT employee will:**

- Continue to monitor the weather situation while in the basement.
- If after administrative hours, contact the Deputy Executive Director of Technology or the IT manager, in that order.
- If after administrative hours, check in with in-charge Downtown library staff.
- If possible, send an all-correspondents e-mail from a computer or mobile device stating that the building is implementing the tornado emergency plan.
- Make the decision to end the tornado emergency plan.
- Make an announcement (if possible, using the building-wide PA system): **The storm has moved away from our area. You may return to your regular activities**

If this emergency plan is implemented during normal office hours,

**The Designated Human Resource Employee will:**

- Establish an Emergency Communication Center (ECC) in the basement, designated by an easily-visible flag/sign.
- Collect headcounts from departments and note any missing employees.
- If administrative offices are closed, the designated in-charge IT employee will check in with Downtown supervisor on duty.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).

# Tornado Emergency Plan

## Edmond

Make sure everyone knows their assigned role in case of a real emergency. Sirens will sound when a tornado has been sighted or indicated on radar, or if a tornado is threatening the City of Edmond.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
- In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
- All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.

- **The tornado shelter area for this building is: the Engagement office.**

- **The location of the emergency kit in this building is: the Engagement office.**

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the in-charge or designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to **East staff workroom** if you choose to stay in the building. A staff member will direct you. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

**Access Specialist II staff will:**

- Lock the money in the safe.
- Clear west staff workroom and restroom.
- Clear the lobby, rooms A and B, and the lobby restrooms.
- Direct and accompany customers to the shelter area.

**Youth Engagement staff will:**

- Clear customers from the children's area, family restroom, and room C and direct them to the shelter.
- Take copy of Access and Engagement daily desk schedules for roll-call.

**Adult Engagement staff will:**

- Clear customers from the adult and teen areas, restrooms, room D, and quiet reading room and direct them to the shelter.
- Take out the emergency kit once sheltered in the Engagement office.
  - Take out staff roster located in the emergency kit for roll-call.

**Access Specialist I staff will:**

- Assist with clearing customers from public areas and restrooms, directing them to the shelter.
- Check all entries and assist with signage as needed.

**In-charge Employee for the Location will:**

- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation.
- Notify Central Information Services that the library is under tornado evacuation.
- All staff and visitors will remain in the designated shelter until the in-charge library employee has determined that the danger has passed.
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).

# Tornado Emergency Plan

## Harrah

Make sure everyone knows their assigned role in case of a real emergency.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
- In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
- All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- **The tornado shelter area for this building is the women's restroom.**
- **The location of the emergency kit in this building is above the sink in the workroom (blue duffel bag).**

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the in-charge or designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to women's restroom if you choose to stay in the building. A staff member will direct you. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

**Harrah staff will:**

- Lock the money in the safe
- Clear staff workroom
- Clear customers from public areas and restrooms and direct them to the shelter.
- Direct and accompany customers to the shelter area
- Take the emergency kit to the shelter

**In-charge Employee for the Location will:**

- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation.
- Bring a staff roster to the shelter for roll-call.
- Notify Central Information Services that the library is under tornado evacuation.
- All staff and visitors will remain in the designated shelter until the in-charge library employee has determined that the danger has passed.
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).

# Tornado Emergency Plan

## Jones

Make sure everyone knows their assigned role in case of a real emergency.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
- In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
- All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- **The tornado shelter area for this building is the men's restroom.**
- **The location of the emergency kit in this building is in the workroom storage cabinet (blue duffel bag).**

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the in-charge or designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to men's restroom if you choose to stay in the building. A staff member will direct you. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

**Jones staff will:**

- Lock the money in the safe
- Clear staff workroom
- Clear customers from public areas and restrooms and direct them to the shelter.
- Direct and accompany customers to the shelter area
- Take the emergency kit to the shelter

**In-charge Employee for the Location will:**

- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation.
- Bring a staff roster to the shelter for roll-call.
- Notify Central Information Services that the library is under tornado evacuation.
- All staff and visitors will remain in the designated shelter until the in-charge library employee has determined that the danger has passed.
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).



# Tornado Emergency Plan

## Luther

Make sure everyone knows their assigned role in case of a real emergency.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
- In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
- All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- **In the event of a tornado threat, the management team will make the decision to close the library. The library will not be used as a shelter-in-place location.**
- **In the event of severe weather, Luther High School is offered as a designated local, public shelter. The high school is located at 18001 N. Luther Rd.**
- **The location of the emergency kit in this building is in the metal cabinet in the storage room (blue duffel bag).**

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the in-charge or designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter, and taking shelter in this building is not advised. The library will be closing. Seek shelter immediately. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

**Luther staff will:**

- Lock the money in the safe
- Clear staff workroom/restroom
- Clear customers from public areas and restroom
- Direct customers to the local public shelter (Luther High School)
- Vacate the building, taking the emergency kit to the shelter

**In-charge Employee for the Location will:**

- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation.
- Notify Central Information Services that the library is under tornado evacuation.
- All staff and visitors will remain out of the building until the in-charge library employee has determined that the danger has passed.
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will return to the library and reopen the building to customers. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).

# Tornado Emergency Plan

## Midwest City

Make sure everyone knows their assigned role in case of a real emergency.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
- In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
- All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- **The tornado shelter area for this building is: Staff Locker room, Staff restroom, or the Catering room.**
- **The location of the emergency kit in this building is: the Access Manager's office.**

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the in-charge or designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to the front desk if you choose to stay in the building. A staff member will direct you. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

**Access Specialist II staff will:**

- Lock the money in the safe
- Bring flashlights
- Direct and accompany customers to the shelter area

**Engagement staff will:**

- Clear customers from public areas meeting rooms and restrooms and direct them to the shelter.
- Take a staff roster to the shelter area for roll-call.
- Take the emergency kit to the shelter.

**Access Specialist I staff will:**

- Assist with clearing customers from public areas and restrooms, directing them to the shelter.
- Check all entries and assist with signage as needed.

**In-charge Employee for the Location will:**

- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation.
- Notify Central Information Services that the library is under tornado evacuation.
- All staff and visitors will remain in the designated shelter until the in-charge library employee has determined that the danger has passed.
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).

# Tornado Emergency Plan

## Nicoma Park

Make sure everyone knows their assigned role in case of a real emergency.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
- In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
- All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- **In the event of a tornado threat, the management team will make the decision to close the library. The library will not be used as a shelter-in-place location.**
- **The City of Nicoma Park does not maintain a public tornado shelter.**
- **The location of the emergency kit in this building is in the library supply closet (blue duffel bag).**

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the in-charge or designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter and taking shelter in this building is not advised. The library will be closing. Seek shelter immediately. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

**Nicoma Park staff will:**

- Lock the money in the safe
- Clear staff workroom
- Clear customers from public areas and restrooms
- Direct customers to the local public shelter
- Vacate the building, taking the emergency kit to the shelter
- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation.
- Notify Central Information Services that the library is under tornado evacuation.
- All staff and visitors will remain out of the building until the in-charge library employee has determined that the danger has passed.

**In-charge Employee for the Location will:**

- In-charge employee will monitor local television/radio/weather radio broadcasts from a safe location. When the in-charge library employee determines that the situation is clear, that person will notify staff that they may return to the library and reopen the building to customers. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).

# Tornado Emergency Plan

## Northwest Library

Make sure everyone knows their assigned role in case of a real emergency. A tornado siren indicates that the National Weather Service has issued a tornado warning for our area and the emergency protocol must go into effect immediately.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
- In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
- All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- The tornado shelter area for this building is: **Children's Program Room.**
- The location of the emergency kit in this building is: **Staff Workroom.**

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the in-charge or designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to the Children's Program Room if you choose to stay in the building. A staff member will direct you. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

**Access Specialist II staff will:**

- Lock the money in the safe.
- Clear meeting rooms, public restrooms, Children's and YA areas.
- Direct and accompany customers to the shelter area.

**Engagement staff will:**

- Clear customers from the fiction area, adult lounge, adult patio, and north end of ANF/JNF, public computer area, audio, DVD, and music CD areas.
- Direct and accompany customers to the shelter area.

**Access Specialist I staff will:**

- Assist with clearing customers from public areas and restrooms in the area that you are working at the time of the announcement.
- Direct and accompany customers to the shelter area.

**In-charge Employee for the Location will:**

- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation.
- Notify Central Information Services that the library is under tornado evacuation.
- Take the emergency kit to the shelter.
- Take staff schedules to the shelter area for roll-call.
- When all staff and customers are in shelter, secure shelter by lowering emergency shutter over window and door.
- All staff and visitors will remain in the designated shelter until the in-charge library employee has determined that the danger has passed.
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).



# Tornado Emergency Plan

## Ralph Ellison Library

Make sure everyone knows their assigned role in case of a real emergency. When the sirens sound, the National Weather Service has issued a tornado warning for our area and the tornado emergency plan must go into effect immediately.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
  - In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
  - All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- **The tornado shelter area for this building is: Meeting Room A.**
  - **The location of the emergency kit in this building is: Meeting Room A, bottom cabinet next to the sink.**

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the manager, assistant manager, lead librarian, or a designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to meeting room A if you choose to stay in the building. A staff member will direct you. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

**Access II/AM will:**

- Lock the money in the safe
- Clear lobby, children's area, periodicals, public restrooms
- Direct and accompany customers to the shelter area
- Have emergency kit accessible (stored in shelter area), particularly flashlights, as needed

**Engagement Staff/ASI will:**

- Clear customers from public computers, public tables, teen & study tables on West wall
- Direct and accompany customers to the shelter area
- Take a staff roster to the shelter area for roll-call
- Take the emergency kit to the shelter

**Off Desk Staff will:**

- Clear staff workroom, breakroom, staff restroom and managers office
- Assist with clearing customers from public areas and restrooms, directing them to the shelter
- Check all entries and assist with signage as needed

**Manager on duty will:**

- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation
- Notify IT that the library is under tornado evacuation
- All staff and visitors will remain in the designated shelter until the in-charge library employee has determined that the danger has passed
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive.

# Tornado Emergency Plan

## Service Center

Person in charge: Director of Facilities Maintenance, or  
Director of Outreach, or  
Department Manager

Person in charge will monitor weather broadcasts and, when becoming aware of a severe weather watch or warning or a tornado watch or warning for Oklahoma County, will contact all departments by phone or in person to begin preparation for evacuation if necessary.

Other Department Contacts to Notify:

- |                                     |            |
|-------------------------------------|------------|
| 1. Director of Outreach             | (606-3833) |
| 2. Cataloging Manager               | (606-3552) |
| 3. Technical Processing Manager     | (606-3555) |
| 4. Outreach Supervisor              | (606-3295) |
| 5. Friends (if present on that day) | (236-4734) |

**NOTE: The siren outside the building is not an evacuation siren; evacuation decisions will be by the person in charge and coordinated with department heads. Do not evacuate the building unless directed to do so.**

Assigned Maintenance staff will open the overhead door from the dock to the sorter room to allow the friends access to the shelter area. The overhead door will remain open until the threat of severe weather has passed.

The Tornado Shelter is located at the South side of the building in the Meeting/Conference Room.

Upon notification of a severe weather alert, the Shop person will ensure the meeting room door is open and the safety windows are closed and secured.

Person in charge will notify department heads if:

- a. Evacuation is either eminent, or,
- b. Sirens may sound but no evacuation is necessary

Person in charge will continue to monitor local weather broadcast and update instructions as necessary.

Upon evacuation to the shelter, department heads will ensure all outside doors are locked.

Department heads will clear own areas and report headcount to person in charge.

All staff will remain in the shelter until the official all-clear is called by person in charge.

Staff should pay attention to recommendation regarding conditions before attempting to exit the building if evacuation extends beyond normal building hours.

# Tornado Emergency Plan

## Southern Oaks

Make sure everyone knows their assigned role in case of a real emergency. OKC's outdoor warning sirens sound in and near areas where the NWS has issued a tornado warning. If a siren is heard, staff will immediately evacuate to the shelter and seek further information on the storm.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
- In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
- All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.

- **The tornado shelter area for this building is: the mechanical room.**
- **The location of the emergency kit in this building is: on the table in the north corner of the mechanical room.**

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the in-charge or designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to the staff workroom if you choose to stay in the building. A staff member will direct you. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

**Access Specialist II staff will:**

- Lock the money in the safe
- Clear staff workroom/restrooms
- Direct and accompany customers to the shelter area

**Engagement staff will:**

- Clear customers from public areas and restrooms and direct them to the shelter.
- Take the emergency schedule from the safety clipboard at the service desk to the shelter area for roll-call.

**Access Specialist I staff will:**

- Assist with clearing customers from public areas and restrooms, directing them to the shelter.
- Check all entries and assist with signage as needed.

**In-charge Employee for the Location will:**

- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation. The sign is kept on the safety clipboard at the service desk.
- Notify Central Information Services that the library is under tornado evacuation.
- All staff and visitors will remain in the designated shelter until the in-charge library employee has determined that the danger has passed.
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).

# Tornado Emergency Plan

## The Village Library

Make sure everyone knows their assigned role in case of a real emergency. Sirens in OKC will sound only in and near areas covered by National Weather Service (NWS) tornado warnings. The City of the Village has its own siren alerting everyone to take shelter

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
- In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
- All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.

• **The tornado shelter area for this building is: men's restroom.**

• **The location of the emergency kit in this building is: staff workroom.**

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the in-charge or designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to the men's restroom if you choose to stay in the building. A staff member will direct you. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.

All staff must follow the protocol for evacuating their own area.

**Access Specialist II staff will:**

- Lock the money in the safe
- Clear staff workroom/restrooms
- Direct and accompany customers to the shelter area

**Engagement staff will:**

- Clear customers from public areas and restrooms and direct them to the shelter.
- Take a staff roster to the shelter area for roll-call.
- Take the emergency kit to the shelter.

**Access Specialist I staff will:**

- Assist with clearing customers from public areas and restrooms, directing them to the shelter.
- Check all entries and assist with signage as needed.

**In-charge Employee for the Location will:**

- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation.
- Notify Central Information Services that the library is under tornado evacuation.
- All staff and visitors will remain in the designated shelter until the in-charge library employee has determined that the danger has passed.
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).

# Tornado Emergency Plan

## Warr Acres Library

Make sure everyone knows their assigned role in case of a real emergency.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
- In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
- All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- **The tornado shelter area for this building is: Public Restrooms.**
- **The location of the emergency kit in this building is: West side of workroom, lower left cabinet.**

***Interior hallways, rooms, or corridors which are NOT exposed to the outside through windows, doors or walls of glass make the best options for sheltering-in-place. Stay away from large open areas such as auditoriums or atriums.***

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the manager-on-duty or librarian in-charge will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter. Please move immediately to public restrooms if you choose to stay in the building. A staff member will direct you. (Repeat as necessary.)***

- If an employee or visitor refuses to go to a 'safe area' and insists on leaving the building, permit the person to leave via the nearest exit.
- Employees must follow protocol for their respective departments if leaving early for the day.



All staff must follow the protocol for evacuating their own area.

**Access Specialist II staff will:**

- Lock the money in the safe
- Clear staff workroom, staff restrooms, and staff breakroom.
- Get the emergency kit from the workroom & take shelter.
- Direct and accompany customers to the shelter area

**Engagement staff will:**

- Clear customers from public areas and restrooms, directing them to the shelter area.
- Take a staff roster to the shelter area for roll-call.

**Access Specialist I staff will:**

- Assist with clearing customers from public areas and restrooms, directing them to the shelter area.
- Check all entries and assist with signage as needed.

**In-charge Employee for the Location will:**

- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation.
- Notify Central Information Services that the library is under tornado evacuation.
- All staff and visitors will remain in the designated shelter until the in-charge library employee has determined that the danger has passed.
- While in the shelter, local television/radio/weather radio broadcasts will be monitored. When the in-charge library employee determines that the situation is clear, staff will accompany customers back to the public areas and return to their work locations. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).

# Tornado Emergency Plan

## Wright

Make sure everyone knows their assigned role in case of a real emergency.

- If a tornado occurs, visitors to the library will be looking to employees, as well as emergency personnel, for guidance on the correct actions to take. It is extremely important for library employees to be familiar with tornado procedures for the building.
  - In the event the area surrounding the library is identified as having the possibility of severe weather, the designated library employee(s) will ensure that all library staff are informed of their duties. This designated employee will also monitor weather conditions.
  - All library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- **In the event of a tornado threat, the management team will make the decision to close the library. The library will not be used as a shelter-in-place location.**
  - **The location of the emergency kit in this building is in the library metal supply cabinet**

### **Tornado evacuation procedures:**

At the sound of a tornado siren, the in-charge or designated employee will make the following announcement immediately:

***Attention. Attention. The National Weather Service has issued a tornado warning for our area. This building is not a public storm shelter and taking shelter in this building is not advised. The library will be closing. Seek shelter immediately. (Repeat as necessary.)***

All staff must follow the protocol for evacuating their own area.

### **Wright staff will:**

- Lock the money in the safe
- Clear staff workroom
- Clear customers from public areas and restrooms
- Direct customers to the local public shelter
- Vacate the building, taking the emergency kit to the shelter
- Secure all entries and post the pre-made information sign indicating that the library is under tornado evacuation.
- Bring a staff roster to the alternative shelter for roll-call
- Notify Central Information Services that the library is under tornado evacuation.

- All staff will remain in the alternative shelter until the in-charge library employee has determined that the danger has passed.
- All staff and visitors will remain out of the building until the in-charge library employee has determined that the danger has passed.

**In-charge Employee for the Location will:**

- In-charge employee will monitor local television/radio/weather radio broadcasts from a safe location. When the in-charge library employee determines that the situation is clear, that person will notify staff that they may return to the library and reopen the building to customers. The in-charge employee may refer to the procedure for [Unexpected Closure](#) if needed.

If someone is injured or needs medical assistance, call 911. Do not attempt to move the injured or ill person unless their present position is life-threatening. Remain at the scene or make sure someone can stay with the individual until emergency personnel arrive to provide instructions. For any injuries, follow the steps for [Handling and Reporting, Injuries, Accidents, and Sudden Illnesses](#).