

# Tornado Evacuation Procedures

These procedures are written to ensure understanding of duty assignments under any staffing situation for the library. Be prepared. 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 monitor local broadcasts and/or the weather radio until the possibility expires.
- Library personnel will make themselves aware of customers in the building and be prepared to move quickly to the designated shelter.
- The primary tornado shelter area for this building is: \_\_\_\_\_.  
***Identify interior hallways, rooms or corridors which are NOT exposed to the outside through windows, doors or walls of glass. Stay away from large open areas such as auditoriums or atrium areas.***

## Tornado readiness procedures:

- As directed in the MLS Emergency Operating Plan (page 2&3), when a credible long-term tornado prediction has been issued, the designated employee will tune to a local broadcast station (either television or radio) and begin monitoring the weather radio.
- The designated in-charge library employee will alert all staff to begin readiness procedures for their area in case of evacuation.
- Reassure staff and customers that we are monitoring the weather and we will notify them if evacuation to the shelter is necessary.
- Staff will ensure the designated shelter area is open and emergency supplies such as flashlights, first aid kit are available in the area.
- In Oklahoma City, the tornado siren sounds to alert drivers and people outside to tune in to local broadcasts for the storm's location. After each siren that is sounded, the designated in-charge library employee must make an immediate decision on whether to take shelter at that time or not.

- Once a decision is made, the designated in-charge library employee will make one of two announcements:
  - a. Announcement A: “Attention. Attention. The National Weather Service has issued a tornado warning in Oklahoma County. We are currently monitoring the weather situation and will alert you if there is need to take shelter”.
  - b. Announcement B: “Attention. Attention. The National Weather Service has issued a tornado warning in our area. Please move quickly to the (designated shelter). A library staff member will direct you. **Note: If credible information about the weather situation is not immediately available upon the sound of the siren, the decision to evacuate will be made regardless of the location of the tornado.**

### **Tornado evacuation procedures:**

- All staff and visitors in the building at the time of a tornado siren will follow the decision made by the designated in-charge library employee.
  - a. 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.
  - b. The employee must follow protocol for his/her department on leaving early for the day.
- All staff must follow the protocols for evacuating their own area:

***Note: Insert your site-specific assignments here. Use the following as a guideline.***

- **Circulation staff will:**

Lock the money in the safe

Clear staff workroom/restrooms

Take a staff roster to the shelter area for roll-call

Direct/accompany customers to the shelter area

**Information Desk Staff will:**

Clear customers from public areas and restrooms, and direct/accompany them to the shelter

**In-charge Library Employee 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.

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