

Severe Weather and Emergency Policy

Purpose

The Orange City Public Library Severe Weather and Emergency Policy establishes expectations and guidelines to ensure the safety of staff and library users during a weather crisis. It also provides for securing library property.

Policy

The Administrative Librarian is responsible for determining when to close the library or delay its opening. Notifications and cancellations will be posted when possible.

Active Shooter or Bomb Threat

In the event of an active shooter or bomb threat, law enforcement will be contacted. At no point will a library employee put their safety at risk by attempting to search the building. Emergency evacuation procedures will be activated.

Elevator Entrapment

In the event of an elevator entrapment, Otis Elevator Service will be contacted. At no point will a library employee put his or her safety at risk by attempting to free the passengers. Staff will remain in contact with passengers and follow the directions of Otis experts provided staff safety is not compromised.

Fire

The fire alarm system is activated at the first detection of smoke. If circumstances allow, the library staff will clear the building, guiding patrons to the safest emergency exit. At no point will a library employee put his or her safety at risk by trying to search the building or extinguish a fire. Emergency evacuation procedures will be activated.

Hazardous Materials Event

In the event of a hazardous materials event in the community, library staff are to follow instructions of local emergency personnel and shelter in place if directed. Shelter in place protocol is to be enacted.

Medical Emergency

In the event of a medical emergency, library staff will call 911 for emergency services. Staff will clear the area so that first aid can be administered; prioritize the safety of all individuals in the library; and ensure emergency personnel can respond promptly.

Snowstorms

The library will close or delay opening when weather conditions make travel inadvisable. When school closes early due to inclement weather, after-school programming will be cancelled. When school has a late start, morning programming will be cancelled.

Tornados

In the event a tornado warning is issued, or sirens are sounded, staff will inform patrons of the warning and direct them to designated shelter areas. Once informed, patrons are personally responsible for their own safety.

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Date	Action Taken
June 2017	Revised and Approved
May 27, 2025	Revised and Approved
June 23, 2026	Revised and Approved