



Weather/Emergency Policy

The Orange City Public Library will open its facilities to the public as scheduled, consistent with safe access for staff and the public as a fulfillment of its mission.

Policy

During emergencies, the safety of staff and patrons is the primary concern. Minimizing damage to property is secondary and is predicated on the safety of responders. The Administrative Librarian is responsible for determining when to close or delay the opening of the library. Notifications and cancellations will be posted where possible.

Snowstorms

The library will close or delay opening when weather conditions make it difficult for travel. 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.

Tornadoes

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

Fire Emergency

The fire alarm system is activated at the first detection of smoke. In the event of a fire or other evacuation emergency, 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 procedures will be activated.

Active Shooter

In the event of an active shooter situation law enforcement will be contacted and emergency procedures will be activated as the situation allows.