

Wichita Public Library Policy Manual

Emergencies

- EME-001 Disaster and Contingency Plan
- EME-002 Library Service During Emergencies

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EME-001 Disaster and Contingency Plan

The Library shall maintain a disaster and contingency plan to be updated at least annually to include emergency procedures. In case of an emergency, these procedures will be followed to ensure the safety of all customers, staff, and volunteers in Library buildings and to protect the Library's resources. All people in Library buildings during an emergency are expected to follow instructions given by the Director of Libraries, Librarian-in-Charge, and/or emergency personnel.

The Library's disaster preparedness/emergency plan is not an open record due to the provision made by K.S.A. 45-221 (12).

Related Statutes

K.S.A. 45-221 (12)

Date

11/16/2004

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EME-002 Library Service During Emergencies

Tornado Warnings

During a tornado warning, the Library is not open for service, but public buildings are open for shelter. A tornado warning is declared in one or both of the following ways: the sounding of civil preparedness sirens or announcements on the radio. Staff must take shelter in assigned areas and may not remain in work areas. All customers are required to take shelter in assigned areas or leave the building until the National Weather Service has canceled the warning.

Should the tornado warning begin prior to a site's official opening, the facility will be opened as an emergency shelter when staff is in the building. Should the warning extend beyond the regular hours of operation, staff will remain until the warning has expired and the building is secured.

Other Inclement Weather

The Library's data equipment and files are vulnerable to damage from power fluctuations as well as physical damage during severe weather. During intense storms, some services may be unavailable.

Loss of Essential Services

Library facilities may close if one or more essential services (electricity, natural gas, water, etc.) are lost and public safety would be compromised if the facility were to remain in use.

Communication of Unscheduled Closings

KFDI will be the primary media outlet for communication any unscheduled closing with the public and staff.

Date

11/16/2004