

West Bend Community Memorial Library Tornado Warning Policy

In the event of a Tornado, West Bend Community Library is committed to insuring the safety of staff and patrons by enforcement of customary tornado procedures.

Designated Tornado Shelter: The library's designated tornado shelter is the staff breakroom in the basement.

1. Should a tornado warning occur, the library will immediately suspend normal operations.
2. Staff members are required to seek shelter and assist those who wish to seek shelter in the library.
3. Minors who are not accompanied by a patron, legal guardian, or caregiver age eighteen or older are required to seek shelter in the library.
4. Patrons eighteen and older or minors in the care of an individual eighteen or older may either accompany staff to the designated shelter or leave the building.
5. Although the library is not open for service, the outer main entrance doors will remain unlocked. The door which has steps leading to the shelter will also remain open. Anyone seeking shelter from outside will be able to follow signs posted to direct them to the basement shelter area. The inner doors to the library will be locked as library staff and patrons seek shelter.

Approved by the West Bend Community Memorial Library Board 5/21/2019