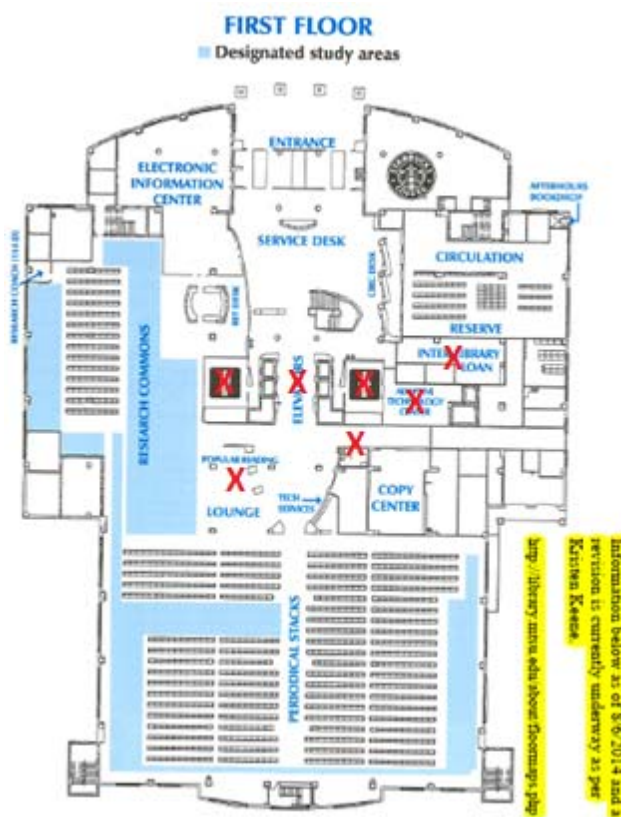


Duties for Emergency Responders – TORNADO

1. When a tornado warning is issued, all staff and users must move to First Floor safe areas. Do not use elevators.
2. Move quickly to the first floor. Responders are to briskly walk through assigned area. Encourage all persons to move to the First Floor and take cover in designated safe areas immediately.
3. If there are patrons or staff that need assistance moving to the safe areas, ask them to make their way to the nearest center stairwell landing.
4. Notify emergency authorities of any persons needing assistance, including a brief description and their specific location.
5. If certified, provide assistance with CPR/EAD as needed.
6. Continue to report further developments to emergency authorities.



“SAFE AREAS”

- **1st Floor Restrooms**
- **Public Elevator Area**

(Patrons should not physically extend past the LTS Desk.)

- **Library Lounge**

(Library Technology Service (LTS) Desk personnel will change the Library Lounge televisions to the local weather channel for public viewing.)

- **Family Restroom/Corridor**
- **Adaptive Technology Center**

(Patrons of center only.)

- **Interlibrary Loan**

Revised 8/11/2014