

Tornado Preparedness Procedures for Units in the Main and Undergraduate Library

Preparing Units:

Unit heads are responsible for ensuring that all personnel within their unit are trained about the Library's evacuation procedures and the steps they should take to ensure the safety of their patrons and themselves. The table below lists actions that are the unit head's preparedness responsibilities and a schedule of when they should occur.

Action	Schedule
Review Evacuation Procedures	Annually before start of tornado season (3/1 – 8/1) with all personnel; at start of any new personnel.
Review Safe Spaces Near Unit	Annually before start of tornado season (3/1 – 8/1) with all personnel; at start of any new personnel.
Check Flashlight/Radio Batteries	Monthly.
Designate Unit Responded and Alternate to Monitor Weather Situation as Needed	As Needed

Guidelines on Evaluating Safety of Evacuation Spaces

In addition to reviewing evacuation procedures with unit personnel, Unit Heads should evaluate nearby alternate locations to be used only when necessary. The table below lists designated safe spaces, provides a potential alternate, and lists identifying characteristics of spaces that should be avoided. Unit Heads should clearly communicate the location of safe alternate spaces to their personnel, but clearly articulate that these are only intended as points of rescue for disabled patrons and personnel or when no other alternative exists.

Space	Safe, Only if Necessary, or Avoid?
The Tunnel (between Main Library and UGX)	Safe
Basement - West Stacks	Safe
<i>Enclosed</i> stairwell - West Stacks	Safe
Interior offices or bathrooms not eliminated due to criteria below	Only if Necessary
Areas with windows	Avoid
Corridors with exterior doors	Avoid
Upper Levels – 4 th floor; 10 th Stack Level	Avoid
Any space opposite a doorway	Avoid
Under skylights or large open ceilings	Avoid
Near a swinging door	Avoid
Stairways with windows on the north side of the building.	Avoid