

# **EMERGENCY and SECURITY POLICIES**

## **BUILDING SECURITY**

The following doors will remain locked at all times: Maple Street entrance door, public restroom doors, Community Room doors, door off downstairs hallway to book sale room and preschool room, book sale room and upstairs back door to preschool story hour room.

## **DISRUPTIVE PATRONS**

Patrons behaving in a manner that disrupts other patrons should be asked to cease disruptive behavior, or asked to leave. If the patron does not comply or if the staff member feels threatened, 911 should be called immediately.

## **FIRE**

All library staff shall know location of fire extinguishers and be shown how to operate them every three years.

If the Simplex Fire Alarm system goes off, staff and all patrons must quickly evacuate the building. All should stay outside until the Cuba Fire Chief gives permission to re-enter the building.

## **HEALTH EMERGENCY**

If a patron or another staff member becomes severely ill, 911 should be called immediately.

## **SNOW STORMS**

Snow shall be cleared immediately from all sidewalks bordering library property.

If the Cuba Rushford School is closed due to inclement weather, all library activities will also be cancelled.

If staff is able to safely get to and from work, the library will be open. If road conditions are very treacherous, the Director shall close the library.

## **THEFT**

If theft of library property occurs, the library staff who witnesses the theft, or the Library Director shall immediately call 911 to report it.