

Cuba Circulating Library Emergency Policy

Accidents

A First Aid kit is kept at the Circulation Desk for use by staff or the public.

If a patron or volunteer or is involved in an accident on Library property, staff shall offer to assist in any way, and shall complete the Accident Form. One copy is kept at the library and the other is sent to the agent handling the Library's liability insurance.

If a paid employee is injured, then New York State Workers' Compensation Employer's report of Injury is completed. One copy is kept at the library and the other is sent to the agent handling the Library's Workers' Compensation insurance.

Fire

In the event that a fire is seen outside the building, Library staff is to call 911 immediately.

In the event that a fire is seen inside the building, or the Simplex fire alarm goes off, staff immediately evacuates all patrons and employees from the building. Once the fire department determines the building is safe, the Simplex alarm should be disengaged.

Water Damage

Leaking water should be cleaned immediately by staff present. The leak should be reported to the Director.

Problem Patrons

Staff should not hesitate to call 911 in the event patrons become unruly inside or outside the building.

Doors to the Community Room, Rest Rooms and downstairs children's hallway are kept locked at all times. The door to the backstairs is kept locked when the children's storyroom is not in use.