

Safety Policy

The goal of the Cuba Circulating Library is to maintain a safe and secure environment for public and staff. This includes protecting the library building, its equipment and collections.

Building Safety

The doors to the public restrooms, the Community Room and the hall leading to the children's room will be kept locked at all times. Patrons wanting to use either restroom must sign out a key at the Circulation Desk. Groups using the Community Room should sign out a key in the Meeting Room Book, and return the key when the meeting is over.

The upstairs back door leading to the children's room is kept locked when there is no program in the children's room. If there the strong possibility of a problem, (ie Order of Protection filed by custodial parent) then the door will be locked when story hour is in session.

Staff will know the location of all 5 fire extinguishers and know how to use them.

Emergencies

Unruly patrons

If patrons become unruly or exhibit behavior that interferes with others' use of the library, staff should ask them to leave. These behaviors might include belligerence, loud talking, verbal or physical fighting. If they continue to intimidate or refuse to leave, 911 should be called immediately. Ideally the staff person in the office would make this call. Staff should complete an incident report detailing the event.

In the event of an attempted robbery, staff would give the perpetrator the cash on hand. Remember 911 is on "speed dial" on the phone at the circulation desk.

Health Emergencies

Staff should exercise caution when administering first aid, using good judgment on when to offer the First Aid Kit kept under the Circulation desk, and when to call for assistance using 911. When in doubt, staff should call 911 immediately.

No medication, even aspirin, should be administered to the public.

Falls/Accidents

To prevent falls, staff should be vigilant in keeping all stairways and pathways clear and free of obstacles. Stairs should be kept clean and dry. The sidewalk should be kept snow and ice free during all hours that the library is open.

If any individual falls on library property, the Incident Report should be completed by the staff person and the individual.

Fire

When the fire alarm goes off, patrons must exit immediately. Staff should wait by exit for the fire company to arrive.

In the event of an outside fire, staff should ascertain whether a fire extinguisher could be used or whether 911 should be called.

Approved by the Cuba Circulating Library Board of Trustees December 10, 2007

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