

HEALTH AND SAFETY

RISK MANAGEMENT POLICY

Issue Date: 11/28/83

Responsibility for administering the Library's insurance program shall rest with the Library Director. Insurance shall be placed on a competitive basis subject to bidding at three year intervals unless special circumstances justify more frequent or less frequent bidding. The Insurance Committee of the Library Board of Trustees shall invite the submission of bids by insurance carriers within the Library's taxing district who represent financially sound insurance companies, have experience with institutional insurance, and maintain a good reputation within the community.

The insurance agent submitting the best and lowest bid for the Library's insurance program will be designated the Library's risk management consultant and place all insurance coverages. The agent will provide risk analysis, periodically review insurance coverage, provide or arrange for appraisals to assist in establishing values, maintain insurance in financially sound companies, assist in reporting claims and adjusting losses, and be available as a consultant on changes in operation and on new construction which may affect insurance coverage.

Insurance on property shall be purchased on a replacement cost basis without depreciation and shall cover perils commonly insured by libraries. Insurance coverage with a deductible of \$500 per loss shall be standard, but is subject to change when the Library's loss record and good business judgment indicate higher deductibles or a self-insurance program can be employed.

Liability insurance shall cover the Library, its Board members and employees as insureds. It shall be written on a comprehensive basis, and limits shall be those set forth in the Indiana Code 34-4-16.5-4 as amended by Acts 1981, P.O. 290. Section 2.

Officer's and Director's Errors and Omissions coverage will be provided for Library Trustees. Coverage will be extended to include employees if possible.

Worker's compensation insurance shall be provided for employees.

Employee dishonesty insurance shall be provided on a blanket basis with a limit per loss of approximately 10 percent of the annual budget.

Other kinds of insurance shall be provided for risks which are common to libraries and which cause serious loss.

The Library Director shall report all serious losses to the insurance carrier and the President of the Library Board of Trustees.

The Library Director and the insurance agent shall report annually in the month of November on the status of the insurance program.

ACCIDENT/EMERGENCY POLICY

Issue Date: 4/14/98

In the event of any type of accident or emergency occurring on Library property, any possible aid will first be administered, and the proper authorities will be alerted as soon as possible. An Injury/Illness Report should be filled out when the situation is stable. (See Appendix.) This enables the Library to keep a record of what happened in case of future need. Employees should not attempt to administer any first aid unless they are qualified to do so.

Below are some guidelines as to what will be done in case of specific emergencies. Not all cases can be anticipated, so in the event of an unforeseen emergency situation, employees are instructed to use their best judgment as to the proper action.

Under no circumstances should employees attempt to force a patron to comply with a safety precaution. A staff member has done his/her duty if a patron has been warned of the danger but refuses to act accordingly.

- **Thunderstorms**

Normal thunderstorms should not warrant any major precautions other than turning computers off and unplugging as many electrical appliances as possible. In the event that power goes off, staff should use flashlights to help patrons find the exits and evacuate the building. They should wait 15 minutes before closing to see if the power comes back on.

- **Earthquake**

In the event of an earthquake, staff and patrons should move quickly and get under doorways (not the doorways at the entrances or exits) or they should get under heavy tables and/or desks. All employees and patrons are to remain inside the building until the employee with the most seniority decides it is safe to leave the premises.

- **Bomb Threat**

In the event of a bomb threat, all patrons and staff should leave the building immediately and move across the street. The police should be notified and no one should re-enter until the all clear is signaled. Bomb threats should be taken seriously.

- **Armed Attacker**

If a person threatens anyone in the Library with a weapon, the first priority is to get as many people to safety as possible. Staff should notify the police as soon as possible. If the motive is robbery, cooperation is the key. The attacker should be given what he wants quickly and quietly. The desire in all cases is to protect lives first and Library property second. Common sense must be used. The proper authorities may be contacted as soon as it is possible. Evacuation routes are on the maps in the Appendix.

- **Life Threatening Emergency**

When a patron or employee is suffering from a life-threatening medical emergency, a staff member can call an emergency medical service over the objection of the person needing medical attention.

FIRE SAFETY AND EVACUATION PROCEDURE

Issue Date: 4/14/98

See the Appendix for the location of the fire extinguishers and exits.

When an employee discovers a fire of any size or an accumulation of smoke in the building, the following instructions apply:

- The employee will locate the nearest fire alarm switch and pull the lever down to notify the Fire Department. (*See note below.)
- Employees from the public service departments should direct all patrons to the nearest safe exit. Other employees are to evacuate the building immediately. The elevator cannot be used. Employees should not take time to turn off equipment, nor should employees or patrons stop to collect personal belongings, including purses or bags. It is important that everyone exit the building as quickly and safely as possible.
- The designated area for safe evacuation is the corner of Main Street and High Street (the northwest corner of the Library property). All employees are to proceed to this location and remain there. The employee with the most seniority will take a head count of employees to ensure all are present. A current employee work schedule could be obtained to account for all personnel. However, exiting the building quickly and safely is the primary consideration.
- No one will be allowed to re-enter the Library until the Fire Department announces it is safe. Employees will not be permitted to leave Library property until the Director or the staff member in charge gives permission.

* Note - Employee training in the use of fire extinguishers is offered annually. In the case of a small fire, such as a fire in a waste can, an employee who is confident of his/her ability to use the extinguisher may choose to put out the fire.

FALSE FIRE ALARM

Issue Date: 4/14/98

In the event that someone has pulled a fire alarm switch, and it is a false alarm:

- 911 should be called to report that the alarm was tripped.
- Central Station should be called to report the false alarm at 1-800-876-5636. (Supervisors have the account number which will be needed to complete this report.)
- The Fire Department will arrive even for false alarms. Staff familiar with the fire protection panel box should acknowledge the alarm and reset the system.
(Sequence: ALARM ACK/AUDIBLE ACK/SECURITY ACK/RESET)

TORNADO PROCEDURE

Issue Date: 2/9/98

Revised: 4/14/98

When severe weather is threatening, an employee will be assigned to listen to WRSW (107.3 F.M.) or the Weather Alert Channel located in the Information Services office area and will report concerns to the supervisor in charge.

When a Tornado Watch is reported in the vicinity by emergency services over the radio or a siren is heard, the following instructions apply:

- The department that first hears the siren will use the telephone system to notify all locations through the intercom (*Page, Both, All*) and will say, "TORNADO". (When there is a practice drill, "TORNADO DRILL" will be announced.)
- When a tornado watch has been issued, each department will gather flashlights, a current list of employees, a current work schedule, and a pencil or pen. First-aid supplies for treating minor injuries are available in the Meeting Room and in the janitor closet.
- Patrons and staff are to move to the restrooms on the lower level. When there is an overflow of people, the west wall of the Meeting Room furthest from the main entrance doors will be used. After all have arrived, a record will be kept of all incidents and a count of the number of people in each emergency location. The names of each person present will also be recorded.
- When the weather is visibly safe and the siren has stopped, 911 will be called to report injuries and/or damage to the property. If the roads are clear and the telephone is not working, an employee may walk to the police station to report damages and/or injuries.
- The names of employees and patrons must be recorded as they leave the Library. Materials may be checked out to patrons as needed.

IMPORTANT:

- If a patron should refuse to follow the tornado procedure, his/her name will be recorded as well as the names of any witnesses, and the details of the incident.
- If there is a handicapped person who cannot be brought down the stairs by an employee and/or a patron, the person will not be left unprotected. He/she should be taken to an enclosed space (i.e. restrooms, Story Room, Tutor Room) for cover, or if not enough time put under a heavy table away from windows and shelves for safety. The name of this person will be recorded and the names of any others who remain with him/her.

ELEVATOR EMERGENCIES

4/14/98

Issue Date:

In the event that someone is stuck in the elevator, these are the steps to be followed:

- If the person in the elevator is able, he/she should be instructed to open the telephone box and push the button to contact Otis Elevator. If the person is not capable, Otis Elevator should be called at 1-800-233-6847 and given Code CFW386691. They will ask for a description of the situation. Service will be available in approximately 50 minutes.
- If the person in the elevator has a medical emergency need, the Fire Department should be called at 372-9501. If there is no answer, the Police Department should then be called at 372-9511.
Note: Otis Elevator must be called whether or not a medical emergency exists.

DRUG FREE WORKPLACE STATEMENT

Issue Date: 2/9/98

Warsaw Community Public Library complies with all federal and state regulations regarding drug use while on the job. The act of taking or being under the influence of non-prescribed drugs, including alcohol, while on the job, is grounds for immediate dismissal. Over the counter medications, when taken as directed, are permissible. Library patrons are also expected to be drug and alcohol free when on Library property.