

Chapter 8 Safety

8.1 Safety Rules

The library staff is expected to obey safety rules at all times and to exercise caution in all work activities. Employees must report immediately any unsafe conditions to the Library Director. Failure to comply with any safety policies or procedures may result in corrective action.

Accidents to employees that result in injury on the job must be reported immediately to the Library Director. The Library Director will forward these reports to the City Clerk within 24 hours.

Accidents or injuries to patrons on City property must be reported immediately to the Library Director. Minor injuries may be treated with the first aid kits maintained on each floor of the library. In the case of falls or anything worse than a minor injury, a staff person should call 911. The patron may refuse treatment when the Plattsmouth EMS arrives, but the call still needs to be made. Patron injury reports should be submitted in writing to the Library Director by the staff involved; the Library Director will forward these reports to the City Clerk within 24 hours of the incident.

8.2 Training

The Library Director or designee will train staff to observe safety precautions. The Director or designee will ensure that first aid supplies are maintained and that staff know what to do in cases of fire, disaster, or evacuation.

8.3 Building Maintenance

The Library Director will ensure that the library building and grounds are kept in a well maintained and safe manner. Any broken or worn out equipment or furniture should be brought to the attention of the Director who will have it repaired or replaced as necessary.

8.4 Emergencies and Evacuations

Every employee must know the proper procedures for emergencies and evacuations. During emergencies, employees will direct customers to immediately evacuate the building using the safest route or to take shelter in the library's kitchen or bathrooms.

Library staff is instructed not to discuss the situation with the news media or outside parties. Questions should be addressed to the Library Director or City Administrator.

8.5 Inclement Weather

In the case of inclement weather, the Library Director will exercise discretion in determining the need for closing the library. During severe weather, staff and patrons should be alerted to the possible hazardous conditions caused by tornadoes, lightning, wind, etc. Library staff will monitor local radio and television announcements for severe weather watches and warnings. If the nature of the inclement weather requires that people shelter in place, the safest places in the library are the kitchen, stage, and public restrooms. Patrons should be strongly encouraged to take shelter in the library when appropriate, but they can't be forced to remain.

The library will be open during adverse weather conditions such as snow and ice storms, except in the most extreme weather conditions, as long as library staff are present. All employees are urged to use their discretion in deciding when they can commute safely to work. Employees must contact the library if they cannot safely commute to work.

The news media will be contacted if the library closes due to inclement weather.

8.6 Non-Emergency Closing of the Library

Non-emergency closings of the library will be discussed with the Library Board at a regularly scheduled meeting and with the City Administrator prior to the closing. If the library is to be closed for any reason during regular business hours, the City Clerk's office will be notified. Advance notice of the closing will be made public.

8.7 Security Cameras

Vandalism and theft of personal and public property are real concerns in any community and cameras are an important key to identifying perpetrators and preventing illegal activity. Cameras are also important in securing the safety of citizens.

The library maintains security cameras inside and outside the building. Only authorized library staff are able to view what has been recorded. Law enforcement personnel will be called when illegal activity has been observed. A warrant is required for any other access. No footage will be released to or by anyone other than the authorized persons. The data is kept for 2 weeks unless recordings are made to substantiate illegal activity.

The library will ensure the privacy and confidentiality of all other patron activity.

Approved by the Library Board, 11/7/2012

Reviewed and approved by the Library Board, 9/30/2015, 9/26/2018

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