

Burlington Public Library
22 Sears St., Burlington, MA 01803

SAFETY POLICY

It is the goal of the Burlington Public Library to provide a safe and welcoming environment for all who use this facility. These Safety Policies are designed to assure the comfort and well-being of both the public and the staff, and to protect the Library collection from damage. Policies included in this document include:

- **General Safety Concerns/Staff Safety**
- **Medical Emergencies**
- **Emergency Alarms and Building Evacuation**

Concerns about the safety of children in the Library are addressed in the **Patron Behavior Policy**. **Internet Safety** is addressed in a separate policy as well.

GENERAL SAFETY CONCERNS/STAFF SAFETY

For the safety of the staff and the convenience of the public, there should always be a minimum of two staff members on duty when the building is closed and a minimum of two staff members scheduled on each floor while the building is open to the public.

A portable telephone must be available to the reference staff on the second floor for use when they must be away from the desk. Staff will forward outside calls to that phone when they must leave the reference desk unattended.

In an emergency of any sort the best way for staff to summon help is to pick up a phone and dial 9-911. That will connect the caller directly to the Burlington Police Department.

At closing time the final search of bathrooms and meeting spaces will be done by a pair of staff members.

MEDICAL EMERGENCIES

Library staff members who are not trained or certified to treat injuries or administer first aid will not do so. Cold packs and/or Band-Aids can be provided to adults wishing to treat their own or their child's simple scrapes and bruises.

Staff will call 911 in response to any medical emergency, or to administer treatment for any injury sustained by an unattended child. Staff will report the approximate age of the person, the type of injury, and the location of the injured person within the building. One staff member will meet emergency personnel while one stays with the injured person. Staff will fill out an Incident Report after any such event.

EMERGENCY ALARMS AND BUILDING EVACUATION

When the Library’s fire alarm system sounds, staff members are to instruct all other staff and patrons to leave the building immediately through the nearest door, whether or not that door has an alarm of its own. Patrons and staff will all be instructed to gather on the grassy area between the Library and the police department rather than in the parking lot.

The elevator should never be used when there is any possibility of a real fire emergency.

A staff member should help people in wheelchairs, or those who for any reason are unable to exit via staircases, the nearest stairway between the fire doors. They should be told to wait there for emergency personnel to evacuate them. The Library fire doors will close automatically when the alarm system is activated, and these “safe areas” are designed to keep people safe from fire and smoke for up to one hour.

The two senior staff members on each floor of the building should serve as “sweepers”, making a quick and efficient tour of one side of their floor to determine if restrooms, hallways and meeting rooms are empty.

The sweepers report immediately to the designated “Person in Charge” (usually the senior staff member on duty). The Person in Charge remains at the front entrance of the building in order to tell emergency people whether or not the building has been fully evacuated.

The Board of Trustees reserves the right to amend this policy, and to rule on situations not specifically covered herein. The Board of Trustees and the Library Director shall review this policy as deemed necessary.

BOARD OF TRUSTEES (Safety Policy)

_____	Chairman	_____
_____	Vice-Chairman	_____
_____		_____
_____		_____
_____		_____
_____		_____

Revised: April 10, 2008