

Dunlap Public Library District

Safety Policy

Adopted 22 November 2021

Statement of Purpose

The Dunlap Public Library District (the “Library”) will author and regularly review an Emergency Preparedness Plan to provide direction for library staff in dealing with issues they may face, including natural or man-made disasters, illegal or violent patron behavior, etc. This plan will minimize the negative impacts of said crises and help hasten a return to the normal operations of the library.

Training

- The Library will regularly offer First Aid, CPR, and Defibrillator training to staff members
- The Library will have annual Safety Trainings including (but not limited to): Fire/Evacuation Drills, Tornado Drills, Fire Extinguisher use.

Staffing Levels

- The Library will always have two employees present in the building during all hours open to the public.
- One employee may exit the building, yet remain on library grounds, for a period of time not to exceed five (5) minutes, as long as another employee is still present in the building.
- In extreme cases, one employee may be accompanied by a Trustee or trained volunteer over the age of 21. In every case, direct permission must be granted by the Director.

Facilities

- The Library will maintain the appropriate number and size of Fire Extinguishers, as mandated by law.
- The Library will maintain a Defibrillator unit.
- The Library will arrange for annual inspection of the Fire Sprinkler and Fire Alarm systems.