

BELL MEMORIAL PUBLIC LIBRARY

SAFETY MANUAL AND PROCEDURES

TELEPHONE NUMBERS FOR EMERGENCIES

**For Fire, Police, Sheriff, Emergency Medical Service dial: 9-1-1
Non-Emergency/Administrative Numbers:**

POLICE – Mentone – 574-353-7255

Kosciusko County Sheriff – 574-267-5667

FIRE DEPT– 574-353-7345

Mentone Town Hall / Water Department – 574-353-7198

Library Director 574-654-3224 or cell # 574-261-0034

Document is mostly in alphabetical order

COMMUNITY DISASTER/EMERGENCY

We are expected to be open and available to everyone during an emergency situation in the community such as a tornado or other natural disaster. If the power is on and the building is still standing, the Library will be available to all.

The Library, if possible, is to provide services over and above what is required in-order-to successfully help the community recover as soon as possible. Internet access, space for residents to meet with insurance representatives, faxing insurance forms, scanning and e-mailing forms, providing charging stations for electronic devices etc. If necessary during local emergencies, the Library can be used as a host site/shelter until appropriate accommodations can be secured.

Following are a few examples:

Libraries Stand Strong in the Eye of the Storm

The Rockaways, in the borough of Queens, was one of the hardest hit areas during Hurricane Sandy. Despite many branches being damaged, the Queens Public Library stepped up services to help its community. A mobile Library was set up with Wi-Fi and computer access, staffed by people trained in social services, disaster relief, healthcare services, job services, and more. The Far Rockaway Library, which wasn't as damaged as other libraries, distributed emergency food, water, and supplies and stayed open seven days a week.

The Queens Library stressed the importance of keeping as many branches open as possible. The libraries were where people could find a safe place with heat, electricity, and water because many homes were still without those services.

Libraries as Evacuee Resource Centers

When people have to flee their homes because they are threatened by disaster, they can feel quite disconnected and stressed. The Library can alleviate some of this stress by being a place where people can connect to services, find distractions, and take steps toward recovery.

When the Fort Collins, Colorado area was threatened by wildfires in the summer of 2012, the Poudre River Public Library District set up a temporary Library at an evacuation center. The library included 300 donated and library-owned books as well as laptops so evacuees could check on the status of their communities, file insurance claims, and communicate with family members. The district's Librarians worked in shifts to provide services, including movies for kids.

Companies to contact in the event of an emergency

Computer Repair	Chester Technologies 555 Eastport Centre Drive P.O. Box 2237 Valparaiso, IN 46384 general phone (219) 464-9999 helpdesk@chesterinc.com
Electric Outage/Emergency	1-800-4NIPSCO (or 1-800-464-7726) 24 hours a day
Electrical – Repair	Pettit Family Electric Company P.O. Box 426 101 W. Jefferson Mentone, IN 46539 (574) 551-3099 x 574 pettitfamilyelectric@comcast.net
ENA (Internet Service Provider)	Education Networks of America 320 N. Meridian St., Suite 118 Indianapolis, IN 46204 Email: info@ena.com Phone: (317) 612-2850 Fax: (317) 612-2899
ENA Continued	For Customer Support, please send an e-mail to support@ena.com or call (888) 612-2880.
Fire Alarm Monitoring	Central Station Cottage Watchman Security System (574)594-2685 acct # 229838
Gas Leak Emergency	NIPSCO – 1-800-634-3524 24 hours a day
Glass Repair	Quality Glass 2275 N. Detroit St. Warsaw, IN 46580 Phone: 574-269-4164 Fax: 574-269-6962 Toll Free: 800-348-7442

HVAC (Furnaces & Air Conditioners)	Quine-Freeman Heating-Cooling-Refrigeration 226 South Cleveland Street Warsaw, Indiana 46580 Phone: (574) 267-3678 Fax: (574) 267-3932
Insurance Agent	The Healy Group John Kersey Risk Management Advisor Office Number (574) 271-6000 Ext. 216 Cell Phone Number (574) 274-5987 Fax Number (574) 243-3214
Landscaping	Wihebrink Landscape 4948 N State Rd 15, Warsaw, IN 46582 Phone:(574) 268-2566
Plumber	N.E.W. Plumbing 574-267-4404
Roof Repair	Morris & Sons Roofing 353-7255
Sprinkler System (Fire)	Shambaugh & Son 7614 Opportunity Drive Fort Wayne, IN 46825 T: 260.487.7777 F: 260.487.7701
Water damage	SERVPRO of Kosciusko and Noble Counties P.O. Box 1687 Warsaw, IN 46581 Phone: (574) 306-4134 Email: servpro10043@gmail.com Fax Number: (574) 306-4135

Circuit Breaker Panel Locations and Description

PANEL A – Located in Server Room – Should be unlocked	
1 blank	2 Office & work room receptacle
3 Main lobby smoke alarm (in duct)	4 blank
5 Main lobby EXIT sign	6 Office & work room heaters
7 Lobby receptacles	8 Janitor & laundry receptacle
9 Corridor (hallway) & restroom receptacles	10 Washing machine receptacle
11 Front entry & restroom lights	12 Offices, laundry & Janitor lights – Brenda’s office, small conference room, Janitor room overhead lights and receptacle
13 Corridor lights – hallway between main library and media.	14 telephone circuit board receptacle–
15 Upstairs storage lights – Mezzanine storage	16 - 20 Large Conf Room & Pre-School rooftop unit
17 Upstairs reading lights – Mezzanine overhead lights.	26 - 30 Outside Sign
19 Vending machine receptacle – location unknown	20
21	22

Image of panel A is on the next page.

PANEL A

120/208 3 Ø

CIRCUIT DIRECTORY

1		2	OFFICE & WORK ROOM RECEPTACLE	
3	MAIN LOBBY SMOKE ALARMS	4		
5	MAIN LOBBY EXIT/EMER	6	OFFICE & WORK ROOM HEATERS	
7	LOBBY RECEPTACLES	8	ELEC, JANITOR & LAUNDRY RECEPTACLES	
9	CORRIDOR & RESTROOM RECEPTACLES	10	WASHING MACHINE RECEPTACLE	
11	FRONT ENTRY & RESTROOM LIGHTS	12	OFFICES, LAUNDRY & JANITOR LIGHTS	
13	CORRIDOR LIGHTS	14	PHONE BOARD RECEPTACLE	
15	UPSTAIRS STORAGE LIGHTS	16		
17	UPSTAIRS READING LIGHTS	18	} DAY CARE ROOM } AMERICAN STANDARD	
19	VENDING MACHINE RECEPTACLE	20		
21	UPSTAIRS RECEPTACLE	22		
23		24		
25		26	outside sign Reep	
27		28	sign	
29		30	sign	
31		32		
33		34		
35		36		
37		38		

Panel B – located in Server Room	
1 Outside West Receptacle	2 Kitchen in Bell-X and range hood
3 Kitchen and class #1 smoke alarms	4 blank
5 Kitchen and class #1 exit/emergency light	6 Senior Center kitchen receptacle
7 Class #1 heaters	8 kitchen lights
9 class #1 west receptacle and restroom	10 kitchen refrigerator
11 class #1 counter receptacle	12 south kitchen receptacle
13 class #1 and restroom lights	14 kitchen island receptacle and disposal
15 , 17, 19 rooftop unit #4	16 Senior kitchen receptacle and garbage disposal
21, 23 Bell-X dishwasher	18 Senior kitchen receptacle and closet light
25 fire strobes & pull station controls (? Entire building?)	20, 22 Senior kitchen range
27 blank	24, 26, 28 Bell-x receptacles
29, 31 Bell-x outlets	
33 bell x lights	

PANEL B
120/208 3 0

CIRCUIT DIRECTORY

1	OUTSIDE WEST RECEPTACLE	2	N.E. KITCHEN & RANGE HOOD
3	KITCHEN & CLASS #1 SMOKE ALARMS	4	
5	KITCHEN & CLASS #1 EXIT/EMERGENCY	6	S.E. KITCHEN RECEPTACLE
7	CLASS #1 HEATERS	8	KITCHEN LIGHTS
9	CLASS #1 WEST RECP & RESTROOMS	10	KITCHEN REFRIGERATOR
11	CLASS #1 COUNTER RECP	12	SOUTH KITCHEN RECP
13	CLASS #1 & RESTROOM LIGHTS	14	KITCHEN ISLAND RECP <i>Disposal</i>
15	ROOF TOP	16	S.W. KITCHEN RECP & GARBAGE DISP
17	UNIT	18	N.W. KITCHEN RECP & CLOSET LIGHT
19	RT-4	20	KITCHEN
21	DISHWASHER	22	RANGE RECP
23	POWER	24	<i>Outlets Big Room</i>
25	FIRE STROBES & PULL STATION CONTROLS	26	<i>Outlets Big Room</i>
27		28	<i>Outlets Big Room</i>
29	<i>Outlets Big Room</i>	30	
31	<i>Outlets Big Room</i>	32	
33	<i>Lights in Storage Room (Big Room)</i>	34	
35		36	
37		38	

Panel C – located in staff area near refrigerator	
1 north outside receptacle	2 overhead lights children's room
3 north library smoke alarms	4 stage lights in children's department
5 north library exit emergency light	6 ?video room lights
7 storage room 141 & 143 lights (Eileen and Deb's offices)	8 stage in children's dept receptacles
9 receptacles in Eileen and Deb's offices	10 children's room receptacles
11 heater in Eileen's office	12 ? Video room receptacles
13 Deb's office heater	14 children's room heaters
15 office & copy room receptacle (?front desk?)	16, 18, 20, 22, 24 computer ceiling receptacles
17 ?file room receptacle	
19 office, file, entry front desk lights	
21 corridor hall lights	
23 SB office heater	
25 blank	26, 28 computer ceiling lights
27, 29 entry and book area lights	30 north roof unit receptacle
31, 33, 35, 37, 39 fiction and non-fiction junction	32, 34, 36 roof top unit north center #3
41 file room refrigerator, circ desk north receptacle	38, 40, 42 roof top unit #4 south center

PANEL C
120/208 3 Ø

CIRCUIT DIRECTORY

1 NORTH OUTSIDE RECEPTACLE	2 FLORESCENT LIGHTS CHILDREN'S ROOM
3 NORTH LIBRARY SMOKE ALARMS	4 STAGE LIGHTS
5 NORTH LIBRARY EXT/EMERGENCY	6 VIDEO ROOM LIGHTS
7 STORAGE ROOM 141 & 143 LIGHTS	8 STAGE RECP
9 STORAGE ROOM 141 & 143 RECP	10 CHILDREN'S LIBRARY RECP
11 STORAGE ROOM 10' HEATER	12 VIDEO ROOM RECP
13 STORAGE ROOM 5' HEATER	14 CHILDREN'S LIBRARY HEATERS
15 OFFICE & COPY ROOM RECP	16 COMPUTER CEILING RECP
17 FILE ROOM RECP	18 COMPUTER CEILING RECP
19 OFFICE, FILE, ENTRY CIRCLE DESK LIGHTS	20 COMPUTER CEILING RECP
21 CORRIDOR HALL LIGHTS	22 COMPUTER CEILING RECP
23 OFFICE ROOM 10' HEATER	24 COMPUTER CEILING RECP
25	26 COMPUTER CEILING LIGHTS
27 LIBRARY ENTRY & BOOK AREA LIGHTS	28 COMPUTER CEILING LIGHTS
29 LIBRARY ENTRY & BOOK AREA LIGHTS	30 NORTH ROOF UNIT RECP
31 FICTION & NON-FICTION JUNCTION	32 RTU #3
33 FICTION & NON-FICTION JUNCTION	34 NORTH CENTER
35 FICTION & NON-FICTION JUNCTION	36 ROOF UNIT
37 FICTION & NON-FICTION JUNCTION	38 RTU #4
39 FICTION & NON-FICTION JUNCTION	40 SOUTH CENTER
41 FILE ROOM, REFRIGERATOR & CIRC. DESK N. RECP	42 ROOF UNIT

114B361HO1

Panel D – Senior Hallway – key is in black box at circulation desk, spare is in SB office top left drawer with green plastic key holder	
1 southwest outside receptacle	2 senior center entry and drinking fountain receptacle
3 south library smoke alarms	4 southeast outside receptacle
5 south library exit/emergency	6 senior center heaters
7 class # 3 receptacle	8 senior center room receptacles
9 class #2 & #2 heaters	10 senior center kitchen receptacle
11 class #3 counter receptacle	12 senior center restroom receptacles
13 class #2 & #3 restroom receptacles	14 senior center kitchen receptacle
15 class#2 receptacle	16 east entry lights
17 class #2 & #3 restroom lights	18 senior center lights, kitchen and restroom & storage
19 class #3 lights	20 senior center room lights
21 class #3 lights	22 south rooftop unit receptacle
23 class #2 lights	24, 26, 28 rooftop unit #2
25 daycare card access?	30, 32 senior center range
27 senior center refrigerator receptacle	

PANEL D
120/208 3

CIRCUIT DIRECTORY

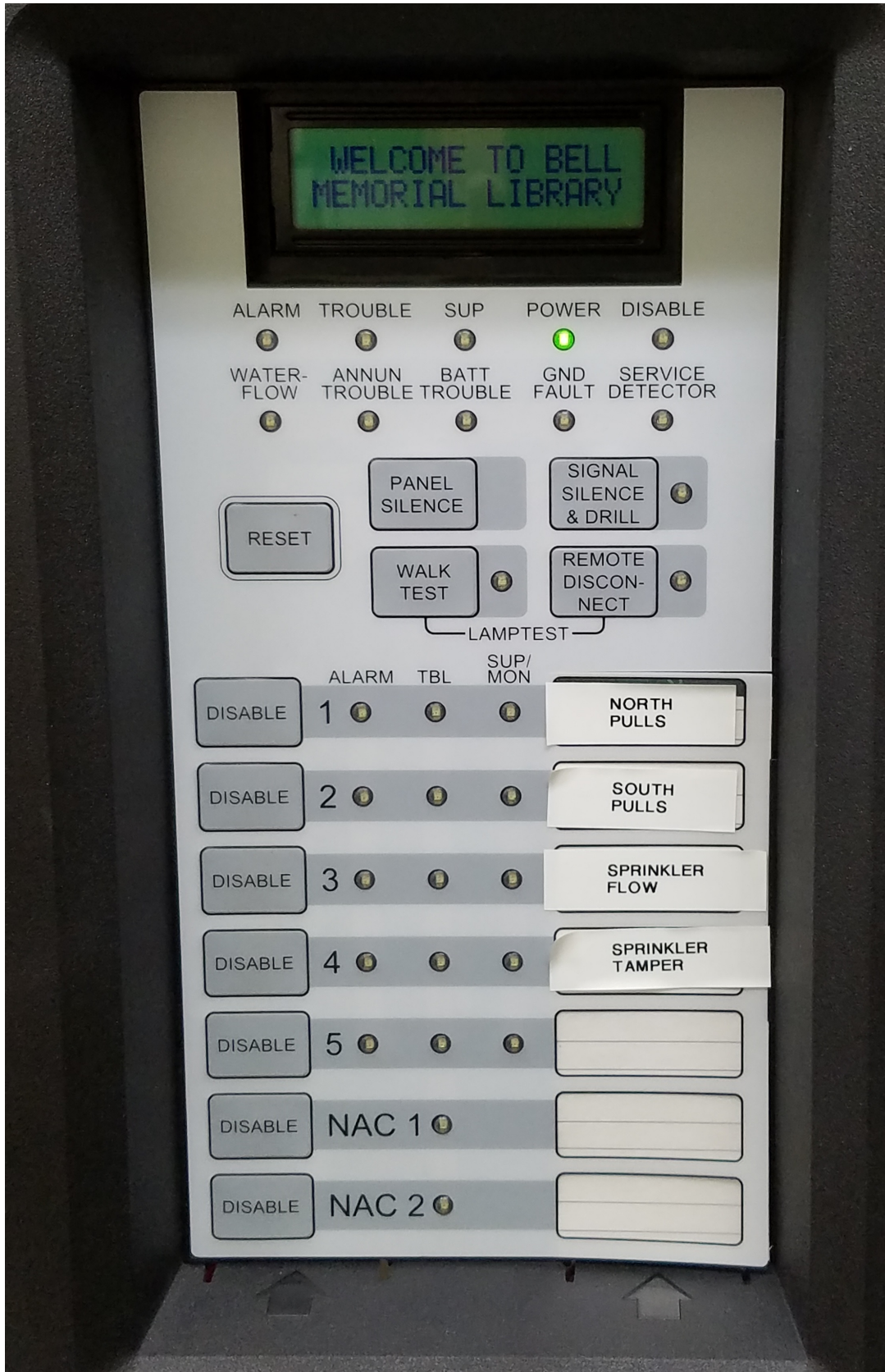
1	SOUTHWEST OUTSIDE RECP	2	EAST ENTRY & DRINKING FOUNTAIN REC
3	SOUTH LIBRARY SMOKE ALARMS	4	SOUTHEAST OUTSIDE RECP
5	SOUTH LIBRARY EXIT/EMERGENCY CLASS #3 RECP	6	SENIOR CENTER ROOM HEATERS
7		8	SENIOR CENTER ROOM RECP
9	CLASS #2 & #3 HEATERS	10	SENIOR CENTER KITCHEN RECP
11	CLASS #3 COUNTER RECP	12	SENIOR CENTER RESTROOM RECP
13	CLASS #2 & #3 RESTROOM RECP	14	SENIOR CENTER KITCHEN RECP
15	CLASS #2 RECP	16	EAST ENTRY LIGHTS
17	CLASS #2 & #3 RESTROOM LIGHTS	18	SENIOR CENTER LIGHTS KITCHEN, REST & STORAGE
19	CLASS #3 LIGHTS	20	SENIOR CENTER ROOM LIGHTS
21	CLASS #3 LIGHTS	22	SOUTH ROOF UNIT RECP
23	CLASS #2 LIGHTS	24	RT-2
25	DAYCARE CARD ACCESS	26	SOUTH ROOF
27	SENIOR CENTER REFRIGERATOR	28	UNIT DISCONNECT
29		30	SENIOR CENTER
31		32	RANGE RECP

Fire alarm panel – located in server room



Fire Alarm Panel exterior.

Fire alarm panel – inside view



See next page for instructions to silence alarm.

Silence Fire Alarm

The fire alarm is activated either automatically or by activation by either of two pull stations located at the main (parking lot) entrance as well as by the Senior Center.

1. Be sure the fire department is called if it is a false alarm (574) 353-7345 as well as the security monitoring company Cottage Watchman

Cottage Watchman – Central Security

800-837-8797

574-594-2685

Account Number: 229838

2. Go to server room. Locate the RED box on the wall and push silence panel.
3. With a small flathead screwdriver locate the pull station that has put the system into alarm mode.
4. With the screwdriver pull the red pull station box away from the wall (tripped).
5. Push and hold the pull while closing.
6. Return to the server room and in the red box, push the reset toward the top.

BMPL STAFF

Name	Address	Telephone	E-Mail
Abalos, Billie	P.O. Box 453 Mentone, IN 46539	574-377-4608 Cell	babalos@bell.lib.in.us
Boggs, Stephen – Director	33767 Early Road New Carlisle, IN 46552	574-654-3224 Home 574-261-0034 Cell	sboggs@bell.lib.in.us sbatncpl@gmail.com
Bowser, Eileen	307 W. Jackson St. P.O. Box 113 Mentone, IN 46539	574-353-7829	ebowser@bell.lib.in.us
Cody, Brenda	522 N. Franklin Street Mentone, IN 46539	574-328-1309	bcody@bell.lib.in.us
Hiers, Deb	502 W. Main St. P O Box 181 Mentone, IN 46539	574-328-0302	dhiers@bell.lib.in.us
Kindig, Sharon	508 N. Franklin St. Mentone, IN 46539	574-551-4139 Cell	skindig@bell.lib.in.us
Navarro, Sierra	516 E 11 th St. Rochester, IN 46975	574-224-3711 Cell	snavarro@bell.lib.in.us
Oswald, Elyza	201 S. Walnut St. Mentone, IN 46539	574-353-7829	eanweiler@bell.lib.in.us
Shultz, Martha	9205 W. 125 N. Etna Green, IN 46524	574-858-2336 Home	
Taelman, Anne	404 E. Sycamore St. Silver Lake, IN 46982	574-328-0609 Cell	ataelman@bell.lib.in.us
Teel, Thomas	11812 W. 600 S. Mentone, IN 46539	574-353-8186 Home 574-328-2513 Cell	tteel@bell.lib.in.us
Whetstone, Cathy	11939 W. 600 S. Mentone, IN 46539	574-353-7296	cwhetstone@bell.lib.in.us

BMPL Trustees

<p>President Roger Moriarty 111 Harvard St., Box 515 Mentone, IN 46539</p>	<p>(574) 353-7938 County Council Term Ends: 12-31-2017 Current term: 4</p>	
<p>Vice-President Dick Webb 308 N. Tucker St., Box 208 Mentone, IN 46539</p>	<p>(574) 353-7273 County Commissioners Term Ends: 12-31-2019 Current term: 3</p>	<p>Dwebby69@yahoo.com</p>
<p>Secretary Honey Kuhn 2878 S. 775 W. Mentone, IN 46539</p>	<p>(574) 353-7746 School Board Term Ends: 12-31-2018 Current term: 4</p>	<p>Lhkuhn1@gmail.com</p>
<p>Treasurer Jill Gross 201 N. Yale St., Box 27 Mentone, IN 46539</p>	<p>(574) 551-1727 School Board Term Ends: 12/31/2018 Current term: 4</p>	<p>Jillgross76@gmail.com</p>
<p>Sandi Schaeffer 1261 S. 900 W. Mentone, IN 46539</p>	<p>(574) 292-0215 County Council Term Ends: 12-31-2019 Current term: 2</p>	<p>jsschaeffer@rtcol.com</p>
<p>Larry Yeiter 7650 W. Snyder Rd. Warsaw, IN 46580</p>	<p>(574) 252-9121 County Commissioners Term Ends: 12-31-2018 Current term: 1</p>	<p>llyeiter7650@comcast.net</p>
<p>Kylene Crabb 2530 S. 900 W. Mentone, IN 46539</p>	<p>(931) 639-7567 Appointing Authority: TVSC Replaced Jack Fisher Appointment Ends 12/31/2018</p>	<p>kylencrabb@gmail.com</p>
<p>Library Administrative Assistant Brenda Cody</p>	<p>(574) 353-7234</p>	<p>Bcody@bell.lib.in.us</p>
<p>Director Stephen Boggs 33767 Early Road New Carlisle, IN 46552</p>	<p>(574) 353-7234 (574) 261-0034 – cell (574) 654-3224 -- home</p>	<p>sboggs@bell.lib.in.us sbatncpl@gmail.com</p>

INTRODUCTION

The Bell Memorial Public Library places great emphasis on the safety and health of all employees, patrons and other visitors. Every effort has been made to provide an environment as free of hazards as possible

Good housekeeping is one way to maintain pleasant and efficient working conditions. The majority of injuries occur as a result of the unsafe activities of employees/visitors. Some of the hazards created by people include materials on floors, loose telephone and electric cords, open drawers and attempts to lift or move heavy objects incorrectly or without help.

It is important that we develop safety awareness and periodically check our work areas for potential hazards and that we correct unsafe work practices. Report any unsafe conditions to your supervisor immediately. In the event you are injured at work you must report the details to your supervisor immediately.

ACCIDENTS AND INJURIES

In the event of an accident or any injury to any staff member or visitor of THE LIBRARY, all participants in the accident and any injured party must submit an "Incident Report," to the Manager on Duty as well as the Director. Form is at end of manual.

AUTOMOBILES

If you are in an automobile accident while on library business, contact the Library Director immediately if you can. The Library carries special insurance for just this type of situation.

BEHAVIOR OF PATRONS

Below is a generalized guideline on Library patron behavior.

1. Persons who visit the Library who disturb or interfere with other Library users or who become disruptive will be required to leave the Library. Generally two verbal warnings with the notice that they will need to leave both the Library and the Library Property. If after two verbal warnings, contact the Manager on Duty. It is then up to that person to ask the disruptive person/s to leave. If they do not, contact local Police for assistance. An Incident Report **MUST** be filed with the Director.

2. People who are disruptive or whose behavior interferes with other Library users could be required to leave the Library. If a child is being unruly and being disruptive, then the parent/guardian or assigned caregiver for the child or children will be required to remove the child or children from the Library.

3. **No child** shall be left alone outside the Library at closing time. The parent/guardian or assigned caregiver is responsible for picking up the child prior to or promptly at Library closing. Children who are still in the library at closing time will be asked for a number where their parents can be reached. If no parent or responsible party can be reached staff are requested to contact the Mentone Police Department.

UNDER NO CIRCUMSTANCES SHOULD STAFF MEMBERS OFFER TO GIVE CHILDREN A RIDE HOME

WHAT YOU SHOULD DO

If you notice an individual in or around the LIBRARY behaving in an unusual, disorderly, intoxicated, or suspicious manner or if you observe someone damaging LIBRARY property.

Contact the Manager on Duty. It is that person's determination as to whether or not to contact law enforcement.

Be prepared to describe the person and location. Follow the advice given by the officer.

Keep a safe distance from the person. Observe the situation if it is safe to do so.

Do not attempt to talk with or remove the individual yourself.

To avoid being in a vulnerable or unsafe position:

Be observant and aware of your surroundings at all times. If you feel uneasy about a strange person or noise. Contact the police department or Emergency # 911

Close your door and lock filing cabinets, desk, etc. when you leave your workspace.

Keep valuables (purse, briefcase, portable computer, radio, cellular phone, etc.) out of sight.

When leaving the building after hours and you notice suspicious behavior contact the police department for an escort.

Behavior – please note

We have placed "No Loitering" signs in the main entrance. Loitering: *The act of remaining in a particular public place for a protracted time without any apparent purpose.*

If people/teens are gathered in the lobby, it is okay as long as they are not disturbing other patrons or making people feel uncomfortable. *SB NOTE: If more than 6 teens are sitting around and just visiting we need kindly ask for them to come into the main Library or Media...more than 6 makes it too crowded for others to enter the building. I do note that we DO have tables/chairs/bench in that area, so we need to not "jump the gun" when handling teens.*

Attached at the end of this document is a good listing of policy/behavior violations and potential consequences.

BLOOD SPILLS/VOMIT ETC.

It is important to remember that any human blood with which you may come in contact could be infected with Hepatitis B (HBV), HIV or other bloodborne pathogens, at times without the knowledge of the victim. It is therefore very important that you protect yourself from any blood that is not your own. OSHA requires that personnel who handle human blood be offered vaccination against HBV, trained under the OSHA standard, and follow the regime specified in the standard. Most spills or splatters will be small, the result of injuries.

PREPARATION

- 1) Put on gloves and lab coat.
- 2) Gather materials:

Freshly prepared 10% bleach solution, Lysol or other germicide
Bio-hazard bag
Paper towels
(Forceps and sharps container if there is broken glass)
(Use eye and face protection if there may be splashing)
(Wear shoe covers if the amount of blood is great)

CLEANING:

- 1) Alert people in the immediate area about the spill.
- 2) Put on protective clothing.
- 3) Gently cover the area with cat litter and allow the litter to soak up the moisture.
- 4). When all of the moisture is controlled with the cat litter use a hand broom and dust pan to clean the area. Be sure after having used the hand broom and dust pan, soak both in a mixture of bleach and water.
- 5) Carefully, without splashing, pour freshly prepared bleach (see above) solution around, let set about 15 minutes.
- 6) Use forceps or tongs to pick up any sharp objects. Never pick up sharps with your hands!
- 7) Dispose of sharps in the same bag as the cat litter.
- 8) Wipe the area with clean towels and air dry.
- 9) Discard all used paper towels and other waste in the bio-hazard bag.
- 10) Remove gloves in a manner that will not contaminate your skin. Dispose of gloves in the bio-hazard bag.

If the spill is in a washroom, the staff member should lock the door and put an "out of order" sign on it. If the spill is in another public area, then the staff member should cordon off the spill area so that it is not disturbed until it is cleaned up and contact a senior staff member.

BOMB THREAT PROCEDURES

Keep the caller on the line as long as possible and record accurately the time of the call and everything said by the caller.

If the location of the bomb or the time of detonation is not given, attempt to obtain this information.

Pay particular attention to the caller's voice and note any accent, impediments or any distinctive background noises.

BURGLARY/ARMED ROBBERY

Try to stay calm.

Don't make any sudden movements to upset the robber.

Do exactly as you are told. DO NOT RESIST!

Tell the robber about anything that might surprise him, such as someone who is expected to arrive soon.

If you have to move or reach, tell the robber what you are going to do and why.

Try to get a good look at the robber so you can describe him later.

Don't be a hero. It's better to lose your money than your life.

Give the robber time to leave. Not the direction of travel when he leaves.

Try to get a description of his vehicle only if you can do so without exposing yourself to harm.

CHEMICALS

Read instructions prior to working with any chemicals (for example, cleaning agents, paint, or solvents). You need to know if there are any hazards associated with their use. If you do not feel confident that you are using a chemical safely, do not use it.

Closings Inclement Weather Procedures Adopted February 3, 2014, updated January 26, 2015.

- a. Guidelines to follow in the event of severe weather and/or building utility issues.
- b. Library closing or opening late or not opening at all will be considered in the event of heavy weather conditions such as: blowing & drifting snow, blizzard conditions, heavy ice and/or sleet, heavy fog, wind chill warnings, travel advisories or warnings by county officials, and any other conditions as determined by the Library Administration. *Please note that the Library does not follow closing or late opening procedures as the school corporation.*
- c. As deemed necessary, the Director will consult with the Library Board President or the next person in line if the President is unavailable, to determine whether or not the Library will be closed due to weather or other issue. This action does not necessarily need to originate with the Library Director. If necessary, the Library Board President may confer with the Director to determine the best course of action with respect to the closure. Action may also begin with another Trustee, but the decision needs to be finalized by the President or the next officer in line.
- d. In the event of a life threatening emergency, the Director or designated alternate is to see that the Library is evacuated and that all staff and patrons are accounted for. The Library Board President or the next officer in line will then be contacted and be given an update.

Example: gas leak.

- e. CLOSED ALL DAY
 - i. Staff members who are scheduled to work will be paid for their regularly scheduled number of hours that they would have worked that day.
- f. PARTIAL DAY CLOSINGS
 - i. Staff who are present at the time the decision is announced to close the Library for the balance of the day will be paid for the hours for which they were scheduled to work. Example: All regular Tuesday morning staff arrived on time. Snow is accumulating so that travel is becoming dangerous, travel warnings have been posted. It is determined to close the Library at noon. Staff who are present and scheduled to work past the announced closing time will be paid their regularly scheduled hours.
 - ii. Staff who are scheduled to work later in the day (such as from 5:00-7:00) will not be paid, though they are welcome to work additional hours at a later time so as to not be shorted their regular pay.
- g. It needs to be stated that the personal safety of the Library's staff is always important. If for whatever reason a staff member feels that conditions (notably winter conditions) are such that their personal safety would be in jeopardy traveling to work, they are able to use whatever earned leave is available so as to not lose any wages.

EARTHQUAKE

If you are inside:

Stay inside. Watch for falling objects.

Crawl under a table or desk and hold on. If not possible, get against an interior wall and protect your head and neck with your arms. Do not go into a doorway.

Stay near the center of the building, away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.

If you are outside:

Stay outside. Move to an open area away from buildings, trees, and power lines.

If forced to stand near a building, watch for falling objects.

If you are in a car:

Stop your vehicle in the nearest open area. Do not stop under bridges, overpasses, or overhead wires.

Stay in the vehicle until the shaking stops.

After an earthquake:

Be prepared for aftershocks.

Do not move seriously injured people unless they are in immediate danger from fire, building collapse, etc.

Open doors carefully. Watch for falling objects.

Do not use matches or lighters.

Replace telephone handsets on cradles to free up phone lines for emergency use.

Discourage the spreading of rumors which can cause confusion and panic.

EVACUATION IN AN EMERGENCY – emergency map is at end of document

In the event of fire, smoke, or another emergency that requires building evacuation, please follow the following instructions:

Before evacuating staff and patrons, be sure that it isn't a false alarm.

For a true fire emergency – 2 COORDINATING STAFF MEMBERS

Step 1	One staff member should make an announcement over the LIBRARY intercom (or set off an alarm), and staff members working in each area will determine that their section is evacuated. Note that the intercom may not work in an emergency.
Step 2	Another staff member should dial 9-1-1
Step 3	Staff will check all offices and bathrooms to determine that all areas are evacuated. NOTE THAT YOU SHOULD NEVER STAY BEHIND TO MAKE SURE THAT THE BUILDING IS EMPTY, THAT IS THE JOB OF THE FIREFIGHTERS.
Step 4	STAFF AND PATRONS SHOULD GATHER ACROSS THE PARKING LOT NEAR THE DUMPSTER (options?)

If it is a false alarm (Pull Station activated by “accident” and you are sure it is a false alarm):

Step 1	<i>Determine if alarm is from a pull station. Director to provide instruction on how to silence the system. Control panel is in the Server Room across from the servers.</i>
Step 2	<i>If fire detection system is in alarm One Staff member should go to the Server Room. Push ACKNOWLEDGE, then SILENCE then RESET. Reset pull station.</i>
Step 3	<i>Another</i> staff member should contact alarm monitoring company and notify them of the false alarm. #

FIRE INFORMATION

The building is equipped with a fire/smoke detection system throughout the building. Pull stations for notifying building occupants of a fire are located at all exits

To activate fire alarm, simply pull down on lever. Small glass bar will break and system will go into alarm.

Be aware of the location of all fire extinguishers and pull stations.

Do not break windows.

Never allow the fire to get between you and the nearest exit.

If there is smoke or fire in an area, close the door(s) to that area and inform another staff member or supervisor and call 911 .

Stay low to the ground to avoid smoke.

If you have visitors, escort them out of the building meet south of the sign in the front yard. If you have visitors, you are responsible for taking the headcount. Therefore, you must be aware of how many there are.

FIRE OR SMOKE

1. Call the emergency phone number 9-1-1. You should remain in communication with the person who answers the emergency number until they tell you to hang up.

2. Fire extinguishers are located in the following areas:

3. Instructions for fire extinguisher

The building is being evacuated (fire alarm is pulled)

The fire department is being called (**dial 911**).

The fire is small, contained and not spreading beyond its starting point.

The exit is clear, there is no imminent peril and you can fight the fire with your back to the exit.

You can stay low and avoid smoke.

The proper extinguisher is immediately at hand.

You have read the instructions and know how to use the extinguisher

IF ANY OF THESE CONDITIONS HAVE NOT BEEN MET, DON'T FIGHT THE FIRE YOURSELF. CALL FOR HELP, PULL THE FIRE ALARM AND LEAVE THE AREA.

Whenever possible, use the "Buddy System" to have someone back you up when using a fire extinguisher. If you have any doubt about your personal safety, or if you can not extinguish a fire, leave immediately and close off the area (close the doors, but DO NOT lock them). Leave the building but contact a firefighter to relay whatever information you have about the fire.

Pull the pin on the fire extinguisher.

Stand several feet from the fire, depress the handle and sweep back and forth towards the fire.

Note:

Do not walk on an area that you have "extinguished" in case the fire reignites or the extinguisher runs out! Remember: you usually can't expect more than 10 full seconds of extinguishing power on a typical unit and this could be significantly less if the extinguisher was not properly maintained or partially discharged.

The metal parts of CO₂ extinguishers tend to get dangerously cold -- practice using one beforehand or have someone show you the proper way to hold one.

Again, proper training is usually required by state or federal [OSHA!](#)

Direct the extinguisher at the base of the flames until the fire is completely out.

Recharge any discharged extinguisher **immediately** after use. If you discharge an extinguisher (even just a tiny bit) or pull the pin for any reason, call your campus or corporate Fire Marshal's office to arrange a replacement.

FIRST AID PROCEDURE WHILE WAITING FOR FIRST AID ATTENDANT OR AMBULANCE

- a) Breathing stopped – if you know how to perform CPR
 - if no neck injury is suspected, tilt the head back to open the airway; if a neck injury is suspected, open the airway by lifting the lower jaw; place the person on his/her back;
 - remove any obstruction from the respiratory tract;
 - pinch the nostrils and blow into the casualty's mouth so that the chest expands.
 - if the chest does not expand, check again whether the respiratory tract is clear, tilt the head a little further back and blow again into the mouth;
 - let the victim exhale and then repeat the operation at 4 to 5 second intervals.
- b) Bleeding
 - apply pressure on the injury using a clean cloth;
 - lay the person down in such a way that the wound is at a higher level than the heart;
 - cover the victim to prevent shock.
- c) Unconsciousness
 - continually ensure that air passages are clear and that the victim is breathing;
 - loosen clothing about the neck, chest and waist
- d) Ingestion of Chemicals
 - determine the exact nature of the ingested substance;
 - check label or Material Safety Data Sheet (MSDS) for treatment;
 - call the Poison Control Centre).
- e) Falls – Since there may be serious unseen injuries, do not move the patient unless there is a life-threatening situation. Keep the patient warm.

- f) Chemical Splashes Over a Large Area of the Body
 - IMMEDIATELY FLUSH WITH COOL WATER FOR AT LEAST 20 MINUTES AND REMOVE CONTAMINATED CLOTHES AS QUICKLY AS POSSIBLE;
 - while removing clothing, avoid further contamination of other parts of the body, especially the face and eyes;
 - never use chemical neutralizing agents, ointments, creams, lotions or salves.
- g) Chemical Splashes Over a Small Area of the Body
 - rinse with cold water for at least 20 minutes, then wash with soap and water;
 - remove jewelry and contaminated clothing to assure the removal of all traces of chemicals.
- h) Accidental Injection and Contaminated Cut
 - wash surface with water;
 - apply pressure using a clean cloth;
 - put affected part on ice;
 - keep body part below level of heart. Inform medical staff which chemicals and/or solvents were injected.
- i) Chemical Splashes into the Eyes
 - if contact lenses are worn, remove them immediately;
 - flush the eye with clean water for at least 20 minutes (use fountain, eyewash station, or tap water). While flushing the eye, keep it open, and roll it constantly to wash the mucous membranes of the eyelids.

MEDICAL EMERGENCIES

Call for Emergency Medical Service if appropriate at 911 and/or a staff member knowledgeable in first aid.

Do not attempt to move an injured person if it can be avoided.

Avoid any uneasy conversation about the incident or about the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your communication to quiet reassurances.

PHYSICALLY CHALLENGED VISITORS TO THE LIBRARY

If library patrons are physically challenged, i.e. wheel chair or other assistance device, be sure that there are capable and competent staff members available at all times to evacuate that person in such an event. If there is an emergency and the library must be evacuated, contact 911 and note that there is a person on the premises who needs assistance in exiting the library.

REPORTING SAFETY HAZARDS AND ISSUES

Report all safety hazards to your supervisor.

Safety hazards/issues include:

- wet floors
- broken glass
- sharp edges on furniture
- any other situation which could be hazardous
- torn carpet

If in doubt, ask your supervisor.

TORNADO

Step 1	Announce over the intercom: "This is a tornado emergency, all staff secure your area.
Step 2	In the event of a tornado or a tornado warning, close all doors to offices/areas with windows and make sure that no patrons are in those areas.
Step 3	<p>Safety areas:</p> <p>Children's department – Public Restrooms</p> <p>Media and large conference room – pre-school toilet rooms?, storage closet between Media and Large Conference Room.</p> <p>Adult Department – Public Restrooms/staff washroom.</p> <p>Senior Center – Senior washrooms.</p>

SEVERE THUNDERSTORM WATCH = Conditions are favorable for the formation of severe storms.

SEVERE THUNDERSTORM WARNING = Severe thunderstorm is moving into the area or close to the area. Large hail and damaging winds are possible.

TORNADO WATCH = Conditions are favorable for tornadoes to form.

TORNADO WARNING = A tornado has actually been sighted. Conditions will include heavy thunderstorms, hail, a dark green or black sky and look for jagged cloud edges hanging down rotating in a counter clockwise directions.

We have a weather radio in the Director's office that will sound for severe watches and warnings. To silence the radio, simply push two times (2 times) on the round button on the right hand side of the top panel.

During a watch you simply need to be aware of what is going on outside. Just ask the patrons when they come in the front door (this is also a good way to greet the patrons!)

If a severe thunderstorm is moving into the area, it might be a good idea to drop the blinds on the windows (generally the windows to the west). If one of the windows becomes broken the blind will help keep glass from flying further into the building.

When a severe thunderstorm is moving in, please recommend to patrons that they stay away from the windows (same for staff). We can only encourage adults to stay away from the windows, but I prefer to be more stern with the kids.

EMERGENCY EQUIPMENT

Be aware where flashlights and first-aid kits are located. Keep your (if you have one) cell phone on your person. Be aware where battery powered radios are located (due to the metal structure

of the building, reception is quite poor in the building).

STAFF

Follow normal hierarchy as for standard decisions. Staff in the Children's and Adult wings should be sure that no patrons are left unattended. (Remember, we can't force adults to move if they do not wish to.)

SAFE PLACES

The point is to put as many walls between yourself and the storm. Best places are public restrooms, staff toilet room. Underneath the circulation desks are also a good places.

AFTER THE STORM HAS PASSED

Staff are required to peruse the building for damage (do not worry about the outside yet.) If windows/doors are broken, contact the Director and relay relevant information. Director will contact the responsible parties for building repair.

FOR EMERGENCY REPAIRS

WATER LEAKS

We occasionally have roof leaks from heavy rain or from inadequate drainage from air conditioning equipment. For this type of leak, notify Director.

All faucets/fountains etc have shut off valves. The key to turn then off is in the key cabinet in the staff work area.

Contact Library Director at 574-654-3224 or cell # 574-261-0034

TURN OFF ELECTRICITY USING BREAKERS IN SERVER ROOM, STAFF WORK AREA AND/OR SENIOR CENTER HALLWAY.

WIRES AND CABLES

Do not run wires and/or cables across a floor area where someone may walk.

If you must run a cable across the floor, use a cable protector which attaches the cable to the floor and eliminates the hazard of tripping.

When using vacuum cleaners, be sure to use orange extension cords. Be sure that plugs are in good shape and that no bare wires are exposed throughout the chord.

LIBRARY Incident Report

All accidents, injuries or incidents on LIBRARY property involving LIBRARY staff, patrons or other people in the library must be reported immediately to the Library Director, Manager On Duty . Failure to make a report, in writing or by phone, in a timely fashion (usually within two hours of the accident or injury) could result in disciplinary action (including dismissal). One circumstance which would preclude reporting within two hours is a medical emergency. If you cannot make a timely report, report it as soon as possible.

Reported by (If not by staff member, put the person reporting the incident here) : _____

Name: _____

Address: _____

Phone: _____

Parties involved:

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

List additional parties on extra page.

Date of incident: _____ Time of incident: _____

Location of incident: _____

Witness/s to incident

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

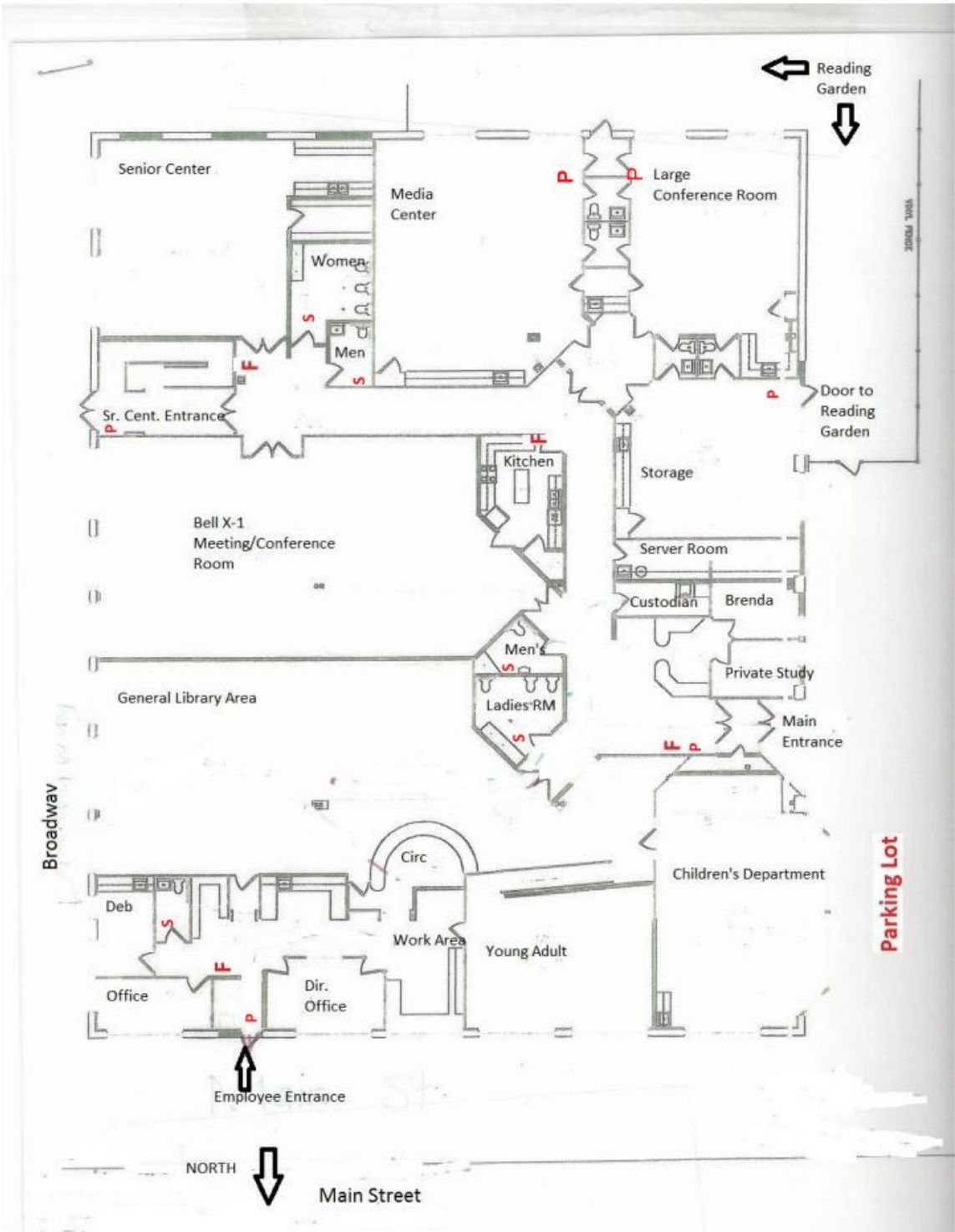
Describe incident in detail (use extra sheet(s) if necessary)

Signature of person making report: _____ Date: _____

Full Name:

Address:

Phone:



RE: PATRON BEHAVIOR – SAMPLE OF BEHAVIOR AND CONSEQUENCES

The Public Library of Cincinnati and Hamilton County is committed to providing a secure and supportive environment for use of its resources and services. To achieve this, the Library has established standards of behavior.

To consistently enforce these standards of behavior, The Public Library of Cincinnati and Hamilton County has established policies outlining specific violations and consequences for inappropriate behavior on Library premises.

The *Standards of Library Behavior* is a three-part policy designed to:

- Protect the rights and safety of Library patrons
- Protect the rights and safety of Library employees
- Protect and preserve the resources, facilities and property of the Library.

Definition & Scope

The *Standards of Library Behavior* applies to all persons using Library facilities, interior and exterior, controlled and operated by The Public Library of Cincinnati and Hamilton County. Such facilities and grounds are hereafter referred to as “premises.” Persons who violate this policy may be asked to leave the premises and may be barred from all Library premises for the periods listed on the charts inside this brochure.

Continued next page...

VIOLATIONS OF THE OHIO REVISED CODE

Violation of any Ohio Revised Codes may be reported to the appropriate law enforcement agency.

Statute of Limitations for violation of any Ohio Revised Code is for a 12-month period from the first offense.

Persons who violate these policies will be asked to leave the premises and will be barred from all Library premises for the periods listed below.

VIOLATION	1st Offense	2nd Offense	3rd Offense
1 Any violation of the Ohio Revised Code.	6 Months	1 Year	3 Years

Statute of Limitations for Library Policy or Behavioral Violations is for a 12-month period from the 1st offense.

LIBRARY POLICY VIOLATIONS

Persons who violate these policies will be asked to leave the premises and will be barred from all Library premises for the periods listed below.

VIOLATION	1st Offense	2nd Offense	3rd Offense	4th Offense
1 Panhandling	Warning	3 Months	6 Months	1 Year
2 Non-compliance of the Library's <i>Internet Use Policy</i> . See http://www.cincinnati.library.org/info/policy.asp	Warning	3 Months	6 Months	1 Year
3 Improper use or destruction of Library resources, including, but not limited to: <ul style="list-style-type: none"> • Bathing, shaving, washing of hair and clothing in Library restrooms • Using Library equipment, furniture, fixtures or buildings inconsistent with their intended use • Any use which is likely to cause personal injury or injury to others 	Warning	3 Months	6 Months	1 Year

BEHAVIORAL VIOLATIONS

Persons who violate these policies will be asked to leave the premises and will be barred from all Library premises for the periods listed below.

VIOLATION	1st Offense	2nd Offense	3rd Offense	4th Offense
1 Conduct that disrupts or interferes with the normal operation of the Library including, but not limited to loud voices, or use of personal electronic equipment (pagers, stereos, televisions, cellular devices, etc.) at a volume that disturbs others.	Warning/ Leave building to correct problem	1 Month	3 Months	6 Months
2 Petitioning and distributing non-Library approved materials on Library premises.	Warning/ Leave building to correct problem	1 Month	3 Months	6 Months
3 Bringing animals inside the Library with the exception of service animals or as allowed at a Library approved event.	Warning/ Leave building to correct problem	1 Month	3 Months	6 Months
4 Consumption of food or drink in the Library except in designated areas.	Warning/ Leave building to correct problem	1 Day	1 Week	2 Weeks
5 Interfering with access, egress or use of Library facilities or resources by placement of objects or by use of wheeled devices including, but not limited to, shopping carts, bicycles, skateboards, roller blades or moving equipment (exceptions include wheelchairs, walkers, strollers with child).	Warning/ Leave building to correct problem	1 Month	3 Months	6 Months
6 Posing a threat to the safety of persons or property through possession of excessive personal items, luggage and bags; the combined volume of all personal luggage and bags is not to exceed 5 cubic feet.	Leave building to correct problem	Leave building to correct problem	Leave building to correct problem	Leave building to correct problem
7 Sleeping in or on Library premises.	Warning/ Leave building to correct problem	1 Day	1 Week	2 Weeks
8 Entering the Library wearing swimsuits, no shoes, or no shirt.	Leave building to correct problem	Leave building to correct problem	Leave building to correct problem	Leave building to correct problem
9 Offensive and pervasive odor; visible presence of pests on person, belongings or Library materials.	Leave building to correct problem	Leave building to correct problem	Leave building to correct problem	Leave building to correct problem

Failure to abide by the Standards of Library Behavior in accordance with the time limitations set forth in this policy may be viewed as criminal trespassing and violators may be prosecuted. Persons convicted of damaging Library property will be held liable for full restitution.