

## LIBRARY EMERGENCIES

### TFML Policy No. 8

The Thomas Ford Memorial Library Staff will respond in an appropriate and considerate manner to provide assistance in the event of emergency.

#### 8.1 Insurance

The Library will maintain liability insurance appropriate to address claims arising from accident and/or injury of patrons or staff.

#### 8.2 Accidents

Response will be varied depending on the severity of injury.

##### 8.21 Minor Injury

First Aid will be provided only by trained persons; therefore, in the event or occurrence of any injury for which rendering first aid may be appropriate, outside assistance may be called. First aid kits are kept in Adult Services and Youth Services offices and are available as needed

##### 8.212 Minor Injuries to persons under the age of 18

Family of children under the age of 18 who are injured will be contacted as follows:

- The parent/guardian will be called to 1) explain injury or illness, 2) report what actions have been taken by the trained staff member, and 3) ask the parent or guardian what further action the Library should take including whether the minor should be held for pick-up or if they will provide consent to release the minor.
- A follow-up letter reporting the incident will be mailed to the parent/guardian by the Library Director. If the Library was unable to reach the parent/guardian this letter will note that an unsuccessful attempt was made to contact the parent/guardian. If consent was given to release the minor, mention will be made that this was done at the direction of the parent/guardian. A copy of the letter will be included for return to the Library with a space for signature to acknowledge receipt.

##### 8.213 Minor Injuries to patrons 18 years of age and older

Patrons 18 years of age or older will be asked if they want the Library to call 911, contact a family member, and/or receive first aid. If a call to 911 and/or first aid is refused, the injured adult will be asked to sign a release form stating that he/she voluntarily refused to allow the Library to take those actions.

##### 8.214 Accident Reports

**An Accident Report will be prepared and given to the Library Director for the Library's records. A copy of this form is appended to this policy.**

### 8.22 Major Injury

Emergency number 911 will be called immediately and the responding Paramedics will be directed through the main library entrance to the location of the injured individual(s). Family(s) will be contacted when possible. An Accident Report will be prepared and given to the Library Director.

### 8.3 Medical Emergency

Emergency number 911 will be called immediately and responding Paramedics will be directed as described in paragraph 8.22. A member of the library staff will stay with the victim until help arrives. If the victim is wearing a "Medic Alert" tag this will be pointed out to the responding Paramedics. Family will be notified as appropriate.

### 8.4 Fire Emergency

Procedures for responding to fire emergencies are described in detail in the Library Disaster Plan Guidelines. All persons in the Library should be removed from the building in as orderly a manner as possible using the nearest exit.

### 8.5 Biohazard Safety

The Library will provide in-service training for Staff regarding biohazard exposure. Annual training/review session will be held for Staff in cooperation with the Village's paramedics/medical emergency staff. Appropriate protective equipment will be provided by the Library for assisting injured person(s) and for handling contaminated materials.

8.51 Protective equipment is located in Adult Services and Youth Services offices. This includes rubber gloves, soap, an antiseptic and closable plastic bags.

8.52 Guidelines for safe handling of injured persons and body fluids (especially blood) include the following.

8.521 Put on rubber gloves before applying Band Aids, bandages or when cleaning up after accidents.

8.522 Put on rubber gloves before handling bags used to contain contaminated materials.

8.523 Dispose of gloves in an appropriate disposable plastic bag and wash hands immediately after exposure to body fluids.

8.524 After exposure to blood or other body fluids notify the staff member in charge for referral to a medical facility.

8.525 A report of biohazard materials exposure will be prepared and given to the Library Director.

Attachment: Accident/Incident Report Form

Adopted: March 20, 1997

Reviewed: October 22, 2002

Reviewed and Revised: September 27, 2005