

## GENERAL RULES TO LIVE BY



- Is there always a person in charge at the library? Do all employees/volunteers know this?
- Are all telephones marked with a speed dial to the Police and Fire Department or are the numbers listed close by?  
Is there an emergency phone number list posted?
- Is your building up to code? Does your fire department inspect yearly?
- Do all new staff and volunteers receive training on safety?
- Does your board know, understand and approve all library policies as they pertain to safety. Do all board members have copies of your current policies?
- Do the police know where you are, what your hours are and do they routinely stop by to patrol.
- Does your staff receive regular first aid and CPR training?
- Daily Checklist. Monthly Checklist. Yearly Checklist. Go over them with all staff.
- Does all staff know what to do in case of a fire, tornado warning, severe thunderstorm, power outage?