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?


☐ Does all staff know what to do in case of a fire, tornado warning, severe thunderstorm, power outage?