Administrative Rules

Rule 1.0.1   District Safety Rules & Procedures

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DESCHUTES PUBLIC
LIBRARY

Table of Contents

For emergencies – call 911
If emergency vehicle is required – fire, ambulance, police

Administrative Rules

Created: 5-2000

Section I   General Information   **Edited: 5-1-2015**

    1.   Policy Statement   *Approved*

The Occupational Safety and Health Act mandates our common goal of safe and healthful working conditions. The safety and health of our employees continue to be the first consideration in our library operations.

It is the intent of this Library District to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

The safety of employees, volunteers, and library users is very important to me, both from a personal and an institutional perspective. I have a strong commitment to provide the safest working environment possible for each and every employee. *Accidents* cause personal hardship. *Accidents* also interfere with our ability to provide quality library service. *Accident prevention* is essential to Library morale and efficiency, and safety must be of prime concern to each employee.

We expect full implementation of this program by all employees at all levels. Our combined efforts must be directed at preventing loss and maintaining a safe and healthful place in which to work. The accomplishment of our daily tasks is not so urgent that we cannot take the time to perform them safely.

The success of this program is largely dependent on each and every employee. Not only do I ask for your support of the loss control/safety program, I am asking for your active participation. We challenge each and every employee to achieve personal excellence in his or her work and at the same time, implement a "safety attitude" toward every task that he/she performs.

The District is in compliance with Special District's Safety and Health Program. Please review the program details by accessing this link.

Todd Dunkelberg
Library Director

Administrative Rules

Created: 5-2000

Section I   **General Information**   **Edited: 5-1-2015**

    2.   **Safety Committee**   *Approved*

The Safety Committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace.

<u>Procedures</u>

1.   Committee members will meet during work hours.

2.   Each Library will be represented by one member (up to two for the Downtown Bend Library) who may serve up to a four-year term for each rotated assignment. New memberships shall be alternated or staggered throughout the District.

3.   Committee shall develop a written agenda for conducting safety committee meetings. Agenda shall prescribe the order in which committee business will be addressed during the meeting. The agenda will be made available to all members a minimum of five days in advance of the scheduled meeting.

4.   Committee shall hold regular District meetings at least quarterly.

5.   Safety discussion will be ongoing at each Library. Safety discussion will be included in regular staff meetings, but, as needed, may additionally be conducted at other times. Library staff meeting agendas will include the safety topic of discussion.

6.   The Committee will verify that all incidents and recordable injuries/diseases are investigated for surface and root causes. The committee may choose to conduct the investigations itself.

7.   The Committee will oversee monthly building/property inspections.

8.   The Committee will perform other duties as required by OAR <u>437-001-0760</u> through <u>0765</u>.

9.   Written records (minutes) shall be made of each District meeting. The minutes will be reviewed by the Library Director and will be maintained for three years. Copies of the minutes shall be posted on the internal web page for availability to all employees.

10. Library management will respond, in writing, within 24 business hours for urgent needs and 30 days for non-urgent needs, to all Safety Committee recommendations.

The purpose of the safety committee is to increase employee participation in District safety and to provide management with recommendations for improving safety. This Committee is not to be a policy making or disciplinary group. Rather, the Committee will assist the Library District in improving its safety environment, as well as act upon employee safety suggestions and/or concerns.

Administrative Rules

Section I   **General Information**

3.   **Loss Prevention Program**   *Approved*

This program is an integrated system for the prevention or reduction of losses that result from accidents, injuries, fires, and similar unplanned and unwanted occurrences.

The expressed objective is the control of physical conditions and operation practices and the elimination of those factors which are known or predicted to result in losses which involve our employees, volunteers, our property, our service contractors, and the general public.

Procedures

This program is designed to build safety/loss prevention into the District operation through established principles and to ensure compliance with the program through:

1. Proper use of Library's facilities, equipment, personnel, and materials.

2. Improved techniques and operations that are designed to prevent controllable loss.

3. Motivation of all levels of management to encourage the highest level of employee compliance.

4. Motivation of employees to cooperate with and actively promote the essentials contained in the District's program.

The attainment of these objectives is a basic responsibility of all employees. Incidents that can be foreseen or predicted can be prevented through a planned program with support from management and employees.

Sections I and II, 4 – 7 provide more details on specific employee responsibilities.

Administrative Rules

Section I   **General Information**

4. Manager/Supervisor Responsibility

Created: 5-2000
Edited: 5-1-2015

Approved

Manager/Supervisor or persons in charge of work are held to be the agents of the employer in delegation of employee's authorized duties and are at all times responsible for:

<u>Procedures</u>

1. Work under their supervision being executed in a safe manner and in line with the guidelines set forth in employee and general safety rule areas.

2. Safe conduct of employees and volunteers while under their supervision.

3. Safety of employees and volunteers under their supervision.

4. Safety of the public.

5. Orienting new employees to safety procedures and expectations.

Administrative Rules

Section I   General Information

     5.   Employee Responsibility   *Approved*

The active interest and cooperation of each employee are vital to the success of the safety program. Therefore, safety is the responsibility of each individual. Each employee, regardless of his/her position, is expected to comply with District, departmental and divisional safety policy and procedures. Specifically, all employees are to:

Procedures

1. Report all injuries and accidents to a Supervisor immediately. When medical aid is necessary, it must be obtained without delay.

2. Report unsafe acts, conditions, or any other safety concerns to a Supervisor. Use the Risk Identification Form (101) found on the safety site and referenced in Section VII, 27. Appendix C, to report a risk.

3. Be familiar with and follow Library/Department safety rules, procedures, and policies.

4. Participate in the monthly safety review, at your library staff meeting, providing suggestions and recommendations whenever possible.

5. Learn and follow all safety precautions pertaining to the job or assignment. Review and follow General Safety Rules in I. Section 6.

6. Indicate any concern or lack of understanding regarding safety protection or safety procedures and policy to your supervisor or Library safety coordinator.

7. Avoid performing any job assignment or using equipment without proper training or authorization.

8. Operate equipment in the manner in which it was intended. Use the right equipment or tool for the job.

9. Inspect all tools, machinery, vehicles, personal protective devices and all other equipment before use. Make sure all equipment (tools) is in proper working order.

10. Do not use damaged or broken equipment, but report the unsafe item immediately. Do not attempt to repair equipment without authorization.

11. Keep flammables, solvents, and other chemicals in approved safety containers and properly labeled. Container storage is to be in approved cabinets and isolated from the rest of the operation or ignition sources. Incompatible chemicals are to be separated at all times.

12. Use machine guards and maintain them in good condition. Machines without adequate guards or guards in questionable condition must not be used, and are to be reported to a Supervisor.

Administrative Rules

Section I   General Information

6.   General Safety Rules & Appropriate Work Environment   *Approved*

Procedures

A. General Safety Rules

1. Good housekeeping methods are to be observed in all operations.

2. Materials are to be handled and stored so as to avoid injury and to minimize falling, tripping or collision hazards. For proper lifting methods, read and follow guidelines in Section VI, 23. Never attempt to lift or push objects that may be too heavy or awkward for you.

3. Working and storage areas and passageways shall be kept free from obstructions. No loose object shall be placed in any area where its presence will require workers crowding between such objects and moving machinery, or other objects with which contact would be dangerous.

4. Materials that might cause workers to slip/fall shall be removed from floors or other treading surfaces immediately; or suitable means or methods shall be used to control the hazardous condition.

5. Sharp, pointed, or otherwise hazardous projections shall be removed or rendered harmless.

6. Read articles, bulletins, and other information posted on the internal website concerning safety. This will help you do your part in accident prevention.

7. Soft ground, muddy and/or slippery working surfaces should be avoided or eliminated by covering with cinders, gravel, sand or other means.

8. Materials that flow or spill, creating a potential hazard, should have adequate measures to prevent leakage or to provide safe control. Employees working with potentially hazardous material will receive special training and receive inoculations when appropriate.

9. Employees will wear personal protective equipment, such as back braces, gloves, chaps, eye protection, ear protection, proper footwear, etc., when duties require.

10. Learn the location of all fire exits, alarm boxes, and fire extinguishers in your department/Library.

An employee's failure to comply with these responsibilities or the rules and procedures outlined in the District or departmental safety programs can result in disciplinary action. Rule violations, as well as a poor safety attitude, will affect job performance evaluation.

B. Appropriate Work Environment

    1. All Library employees have a right to work in an appropriate environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive. Consistent with library's respect for the rights and dignity of each customer, visitor, employee, and volunteer, harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, or any characteristic protected by law, will not be tolerated.

    2. The Library District has specific expectations and procedures for all employees relating to substance abuse, violence, and weapons in the workplace. A brief outline is provided below for these important safety areas.

    3. Violations in these areas are considered a threat to safety and may subject an employee to disciplinary action, including discharge.

C. Drug Free Workplace—Alcohol and Drugs

    Refer to Section 4.0, M. of the Personnel Rules and Procedures

D. Violence

    1. The Library District will not tolerate violence in any form. Any physical force that violates, damages, or abuses another person or property will result in disciplinary action.

Administrative Rules

Created: 6-1-2002

Section II   Emergency Rules & Procedures   **Edited: 5-1-2015**

7.   General Instructions   *Approved*

Emergency Rules & Procedures

The safety of our staff, customers, volunteers, and visitors is the primary concern when any emergency occurs. Therefore, the rules and procedures included here are general guidelines for employees to know and to follow, but circumstances and rapidly changing scenarios are common during any form of emergency. So, with that in mind, reasonable thoughts for safety are to guide everyone's actions.

<u>Procedures</u>

A. In Case of an Emergency

1.   Respond to the alarm system following local Library procedures.

2.   Keep Calm. Do not shout during any emergency. Panic will injure more persons than the event itself.

3.   If possible, contact your supervisor for instructions before contacting the police. However, if a supervisor is not immediately available, let safety be your guide for appropriate action. Safety is always the first priority.

4.   Be familiar with library "Redbooks" at each library you are assigned to.

5.   Be familiar with the evacuation plan for your location, with the locations of all exits, and with the location of the alarm system control stations and extinguishers.

6.   Follow the directions of the Library evacuation plan. Take control and assume responsibility of your respective area.

7.   Be aware of any disabled or challenged persons within your area.

8.   **Do not** use the phone system—except to sound the alarm or report the incident.

9.   **Do not** use the elevators.

10. The fire alarm systems are monitored by local security companies (who call for emergency response) and, in some cases, by local Fire Departments.

11. Follow the instructions on the Bomb Threat Report, as well as conditions allow, found on the Safety website, the "Redbook," and referenced in Section VII, 27. Appendix C.

B. Emergency Closure/Change in Library Hours

1. The Library Director and Library Manager/Supervisor(s) are responsible for determining whether their respective libraries should open late or close early. The Library Director and all managers/supervisors must be notified of any change in library hours.

2. The decision to change hours or to close the library will be communicated to staff by supervisors, media announcements, and/or Phone Tree. District phone (541-312-1026) messages will be updated for staff/volunteers to call.

3. If the decision is made to close any facility early:

   a. The Library Director and/or Director designees will notify all managers and supervisors to alert affected staff, volunteers, and others of the closure.

   b. As soon as word of the early closure arrives, staff should calmly notify customers of the closure and hang a sign at the entrance to the building explaining the change. The appropriate signage should be used: 'Building closed temporarily due to a weather emergency'; 'Building closed temporarily due to power outage or furnace failure,' etc.

   c. Some customers who are expecting to be picked up may be stranded. In these cases, allow them to make a short telephone call to arrange to be picked up. If any customer is unable to contact his/her ride, try to find an alternative. Staff should not abandon minor customers. *However, in no case should staff transport library customers*.

   d. If the library is going to be closed the following day, a press release should be created and distributed. See Section VII, 28. Appendix D, for the press release format.

4. When Library Management determines a library is to open late, or to be closed due to bad weather or other emergency conditions:

   a. The Phone Tree will be used to notify employees that they are not to report for work.

   b. Management (following press release guidelines) will notify local media. If staff expects that the library might be closed, staff should listen to local radio and television stations for possible library closures, and/or call the District phone (541-312-1026).

   c. Employees responsible for calling others on the Tree must keep in their homes a current list of phone numbers for the staff they need to contact.

   Check Personnel Rules, Section 3.0, Pay Practices and Payroll, T. Pay During Emergency Closure of a Library Facility, for rules about pay when libraries are closed.

C. Emergency Alerts

1. If you hear or are made aware of an emergency, all libraries should promptly turn to an EAS station to determine whether it is only a test or an actual emergency. A list of EAS stations is to be kept on or near the radio. In the case of an emergency, the Phone Tree should be activated.

2. The following Libraries are equipped with a hard wired phone in their NOC rooms in the event that the Cisco units become non-functioning:

   - La Pine
   - Redmond
   - Sisters
   - Sunriver

3. Remember that hearing a siren or tone alert radio does not mean you should evacuate.

4. Use the Phone Tree to share information with other DPL libraries.

5. Tune to your local radio or television station(s) for information. The warning siren could be used as a warning for a variety of emergencies, including fires, floods, chemical spill, etc.

6. Call 911 if you are uncertain whether the emergency has been reported. Otherwise, special rumor control numbers and information will be provided to the public either during the EAS message or with the local media.

Administrative Rules

Section III   Incidents

Created: 4-2-2015
Edited: 5-1-2015

8.   AED: Automated External Defibrillator

Each DPL Library is equipped with an Automated External Defibrillator (AED). All DPL employees are required to receive certification. AED certification is valid for 2 years and DPL will provide recertification courses annually.

An AED is a medical device that analyzes the heart's rhythm. If necessary, it delivers an electrical shock, known as defibrillation, which helps the heart re-establish an effective rhythm. The AED will not administer a shock if it does not register a need.

Each Library is responsible for:

- Basic AED Maintenance, including:
  1. Checking that the battery is operational, monthly
  2. Verifying that products are replaced after use, including:
     a. Electrode pads (these also have expiration dates that must be checked and replaced when needed)
     b. air mask
     c. gloves
     d. razor
     e. scissors
     f. paper towels
- Certification of employees

Procedures:

1. If you think someone is in sudden cardiac arrest (SCA), act quickly and calmly.
2. Ask for another staff person to call 911, additionally they will notify manager/supervisor and assist with the emergency as needed.
3. Bring the AED to the victim's side.
4. If the victim is an infant or child follow special procedures.
   a. PULL up the handle on the SMART Pads Cartridge
   b. PLACE the pads on the patient's bare skin.
   c. FOLLOW audible instructions.
   d. Additionally, follow 911 operator instructions
5. If the victim is an infant or child:
   a. First preform CPR
   b. Follow 911 operator instructions.
6. After Emergency personnel take over, complete necessary forms.

Administrative Rules

Section III   Incidents

   9. Accidents or Illnesses   *Approved*

A medical emergency may be defined as any incident or illness that has caused a physical condition that might be severely injurious or hazardous to the victim. If there is a question as to the severity of a medical condition, err on the part of caution and follow the procedures below.

Procedures

1.   Verbally call from the location of the incident to the nearest person(s) for assistance. Use a calm voice. Do not instill panic.

2.   If possible, notify your supervisor or manager immediately.

3.   When possible, the supervisor or manager will call or direct someone to dial 911 for emergency support.

4.   Supply as much information as possible concerning the victim and his/her injury/illness.

   a.   Give location
   b.   Type of Injury/Illness
   c.   Condition, i.e., conscious, bleeding, breathing (or not)
   d.   Age, gender, obvious physical limitations

5.   DO NOT HANG UP until told to do so

6.   Do not move the victim. If you are the victim and alone, remain as still as possible.

7.   Note: If there is a clear and present danger such as fire, hazardous materials, or other life threatening elements, movement may be necessary.

8.   If you are safe, do not leave the victim before emergency medical personnel arrive. You may be the only source of vital medical and personal information. Continue talking to the victim in a calm voice. Another's presence can be a comforting factor to the victim. Never place your own safety in jeopardy.

9.   After the victim is taken care of by emergency personnel, complete necessary forms.

10. If an employee sustains an occupational injury or illness that may require medical treatment, complete Employee Incident Report (Form 801) found on the Safety website and referenced in Section VII, 27. Appendix C.

Administrative Rules

Section III   Incidents

   10. Bomb Threats   *Approved*

Staff in all library facilities will follow an established response protocol in the event of an actual bomb threat. If the police determine that the bomb threat is serious, emergency evacuation procedures should immediately be followed.

Bomb threats are typically received by telephone. All staff should be familiar with this procedure.

<u>Procedure</u>:

1.   If you receive a bomb threat:

   a.   Remain calm.

   b.   Begin asking the caller the questions from the FBI Bomb Threat Questionnaire located on the Safety website, the "Redbook," and referenced in Section VII, 27. Appendix C.

   c.   Complete the checklist as you talk.

   d.   Keep the person on the phone as long as possible, pretending not to be able to hear the caller and/or stressing the importance of relaying accurate information.

   e.   Copy the exact words of the caller; do not abbreviate or interpret their meaning.

   f.   After the caller has hung up, call 911, and then report the bomb threat immediately to a supervisor.

   2. **Evacuation:** Start an evacuation and then call a manager/supervisor from the Phone Tree, who will forward information to The Library Manager/Supervisor, Library Director, Assistant Director and/or Community Relations.

3.   **Suspicious Articles/Materials:** If you should see or suspect a suspicious article or materials, report this immediately to the appropriate person. Use the Emergency Phone list. In addition:

   a.   **DO NOT TOUCH OR MOVE IT** – Keep people away.

   b.   Do not close the door, turn on the light switch, or disturb anything.

   c.   Personnel from the responding agency will take over command and determine to what extent an evacuation is appropriate, as well as being responsible for defusing the bomb.

Administrative Rules

Created: 6-1-2002

Section III   Incidents   **Edited: 5-1-2015**

11.   Break-Ins, Burglaries, Vandalism   *Approved*

Staff will follow standard procedures when discovering break-ins, burglaries, and/or vandalism of Library or personal property.

Procedure:

The staff member who discovers the break-in, burglary and/or vandalism will:

1.   Not disturb anything at the scene.

2.   Contact a supervisor or manager for appropriate action.

3.   Keep public access doors locked until directed to allow the public in.

4.   If available, the manager/supervisor will notify the police by calling their local non-emergency police number. If manager/supervisor is not available, staff will place call to the police.

5.   Ask whether police will be dispatched and, if so, how long it might take them to arrive.

6.   The Library manager/supervisor (or designee) will call the Library Director or Assistant Director to report the incident.

7.   While waiting for police to arrive, make a list of the missing items, but do not disturb evidence.

8.   Wait for the police to arrive. Ask for the name of the officer responding to the call, and get the incident report number.

9.   Complete an [Incident Report](#) (Form 701) located on the Safety website, the "Redbook," and referenced in Section VII, 27. Appendix C.

10. If damage or loss has occurred, manager/supervisor will contact the Library District's accountant to file an insurance claim.

Administrative Rules

Section III   Incidents

Created: 6-1-2002
Edited: 5-1-2015

12. Civil Disturbance

Approved

Staff will take immediate steps to provide safety of customers and staff in case of civil disturbance, such as a riot or violent demonstration.

Procedures

1. If possible, notify manager/supervisor immediately.

2. Direct someone to call 911 and request police assistance.

3. In case of gunfire, take cover.

4. Lock the doors and secure the building if appropriate.

5. Do not interact or argue with demonstrators.

6. Follow police directions.

7. Notify the local Library Manager/Supervisor, Library Director, Assistant Director, or Community Relations Manager.

8. Complete an Incident Report (Form 701) and Suspect Identification Form (701A) if appropriate. Forms are located on the Safety website, the "Redbook," and referenced in Section VII, 27. Appendix C.

Administrative Rules

Section III   Incidents

13. Code Adam - Missing Child

Code Adam is a coined phrase use to indicate that a child is missing. A Code Adam is an alert to everyone within the building that we are searching for a child that the guardian or care giver cannot find.

During a Code Adam staff will alert everyone in the building that the building is in lock down. Technically the doors are not locked, but we are requesting that no one enter or exit the building until the Code Adam has been cancelled. If a customer refuses to remain in the building, staff will take note of a description to give to authorities if the child is not found.

Procedure:

- When notified that a child is missing, retrieve the "Redbook" to use the Code Adam Checklist as you notify another staff member that we are in a Code Adam.

- Start gathering description information as you walk with the guardian/caregiver to the front doors.

- Announce that, "We are in a Code Adam, the building is in lockdown while we look for _____," provide name, age, and description of the missing child.

- The guardian/caregiver will remain with you at the front doors, looking for the child.

- All other staff and volunteers will be searching for the child.

- If the child is not found within 10 minutes, call 911.

- Follow police instructions when they arrive.

- When the Code Adam is over, either by finding the child, or escalated to the care of the police and their instruction, announce that the Code Adam is over.

  Complete an Incident Report (Form 701), and Suspect Identification Form (701A), if appropriate. Forms are located on the Safety Website, in the "Redbook," and referenced in Section VII, 27. Appendix C.

Administrative Rules

Section III Incidents

    14. Hostage Situation   *Approved*

Take immediate steps to provide safety of visitors, customers, and staff in case of a hostage situation.

<u>Procedures</u>

1. If you are taken hostage:

    a. Attempt to escape without detection, or hide.

    b. If you escape, notify your Manager/Supervisor immediately.

    c. If you are hidden, but have access to a telephone, call 911 immediately.

    d. Remain calm.

    e. In case of gunfire, take cover.

    f. Obey captors.

    g. Attempt conversation with captors to develop rapport, so they are less likely to harm you.

2. If you become aware of a hostage situation:

    a. Remain calm.

    b. Call 911 immediately.

    c. If possible, notify your Manager/Supervisor and other departments by phone.

    d. Keep others away from the area.

    e. In case of gunfire, take cover.

    f. Follow police directions.

Administrative Rules

Section III   Incidents

  15. Security Situations   *Approved*

Staff will report in writing any incident of vandalism, improper behavior, serious disturbance, violation of the library's rules of behavior, or any incident requiring assistance from the police.

Procedures

1. Report the incident on an [Incident Report](#) (Form 701) located on the Safety website, in the "Redbook," and referenced in Section VII, 27. Appendix C, as soon as possible after the incident.

2. Be specific and accurate about the date, time, and location of the incident.

3. Include [Suspect Identification Form](#) (701A), located on the Safety website, in the "Redbook," and referenced in Section VII, 27. Appendix C, if applicable to provide a full physical description of the person or persons involved.

4. Be brief and to the point.

5. Avoid judgmental language, slang, and personal comments.

6. Sign the report.

7. Send the original report to the Library Manager/Supervisor. The Library Manager/Supervisor distributes copies as needed for appropriate next steps.

8. Correctly completed Incident Reports provide written, objective records documenting violations of library behavior. These records may be used to track repeated incidents, to notice violations occurring in various locations, and/or to serve as written records for the police.

Administrative Rules

Section III   Incidents

16.   Unruly Conduct   *Approved*

The library will take reasonable precautions to provide a safe and orderly environment for its customers, visitors, and staff.

<u>Procedures</u>
1.   Refer to <u>Patron Code of Conduct</u>, Administrative Rule 1.4, for general guidelines on the library's rules of behavior.

1.   If a person is disturbing the library environment, follow the steps below:

   a.   If possible, alert another staff member as a witness.

   b.   If the problem is not an immediate emergency, call a manager/supervisor (use <u>Phone Tree</u> if necessary). If it is an emergency (life, safety, or property are in immediate danger), call 911 immediately.

   c.   If the staff cannot handle the situation, call 911.

   d.   If the offender has gone, staff directly involved with the incident will call local Library Manager/Supervisor to provide information about the situation and to determine what further action might be needed, including need to provide an informational report to the police (providing they have not been called).

   e.   Library Manager/Supervisor will notify the Library Director. In case of serious incident(s) after hours or on weekends, the Library Director should be called at home.

   f.   Keep other people away.

   g.   Complete an <u>Incident Report</u> (Form 701) located on the Safety website, in the "Redbook," and referenced in Section VII, 27. Appendix C.

Administrative Rules

Section IV   **Disasters / Accidents / HazMat / Equipment**

Created: 6-1-2002
Edited: 5-1-2015

17. **Fire**

Approved

A. False Fire Alarm

Procedures

1. When staff knows that a fire alarm has been inadvertently triggered, they may cancel the call. Examples of a false alarm being triggered could be burning food, a dirty smoke detector, water flowing in the sprinkler system, or by someone pulling the fire alarm.

2. Confirm that it is a false alarm. If there is any doubt, proceed with the evacuation and wait for the fire department.

B. Fire Alarm or Warning

Evacuate the building immediately when there is a fire or when fire alarms sound. *It is each staff member's responsibility to be familiar with their Library Evacuation Procedures located on Safety website, and referenced in Section V, 2.*

Procedure

1. Remain calm.

2. Immediately evacuate the building when there is a fire or when fire alarms sound. Leave the lights on.

3. There are fire alarms located throughout all libraries. These are activated when smoke is detected by a smoke detector or by a beam detector anywhere in a library building. Alarms are monitored 24 hours each day, and fire trucks are automatically dispatched when the alarms sound. Fire alarms sound throughout the building (unlike elevator alarms, boiler alarms, etc., that are localized). If necessary and if safe, staff can verify that an alarm is a fire alarm by checking to see that the sound is coming from a fire alarm device.

4. Fire extinguishers: Use extinguishers only if fires are small and can be quickly put out (such as a fire in a wastepaper basket).
5. Instructions for use of a fire extinguisher:
Pull the pin, **A**im the extinguisher at the base of the flame, **S**queeze the handles together, and **S**weep using side-to-side motions (PASS).

Be sure that the fire is completely extinguished.

If there is any doubt about your ability to extinguish the fire, do not attempt to do so. Evacuate the building immediately.

6. DO NOT USE ELEVATORS. When possible, two staff members should take anyone on crutches, in a wheelchair, or for any other reason not able to use the stairs to the exit stairwell. If the stairwell is free of smoke, enter the stairwell landing. Make sure that the door is securely closed. Staff should leave the person in the stairwell to secure help. Reassure the person in the wheelchair (or on crutches) that the Fire Department will send fire fighters to assist them, if evacuation is necessary. A staff member is to immediately inform the Fire Department of the location where people are waiting. At no time should an employee place themselves in danger.

7. If there are too many individuals to wait on the landing in the exit stairwell, seek another area of refuge on the floor, such as a room with a door, window and telephone.

8. Use the following fire survival skills to protect yourselves:

   a. Block openings around doors or vents where smoke might enter using towels or clothing. If possible, put a wet cloth over your mouth and nose.

   b. Place a signal in the window--anything that will call attention to your location (e.g., a large sign, or curtains tied in a knot).

   c. If smoke or fire enters the area, call 911 to report your location. Stay low to the floor to breathe the best air.

   d. Do not open or break windows. Often smoke from the outside of the building can enter through open windows. Breaking windows will put you at great risk of smoke entering from the outside, and will hamper rescue efforts below.

   e. Library staff should NOT attempt to carry individuals who cannot walk down the stairs, unless conditions in the stairwell become threatening.

9. Report to the established meeting place. Refer to Library Evacuation Procedures on the Safety website, [Evacuations](#), and linked from Section V, 22.

10. Do not return to the building until instructed to do so by appropriate personnel (usually Fire Department personnel; at some locations, building security staff or supervisors).

11. ***Unless there is immediate danger, one/two staff will remain near the front door to prevent people from entering the building until emergency services arrive.***

12. Report all fires or incidents of arson to the Fire Department and the Library Manager/Supervisor, as well as the Library Director, Assistant Director, or Community Relations Manager, even if the fire is small and has been extinguished. If you suspect that the fire might have been arson (e.g., burning materials through the book drop, etc.), do not disturb the area until Fire Department personnel have investigated.

Administrative Rules

Created: 6-1-2002

Section IV   Disasters / Accidents / HazMat / Equipment   **Edited: 5-1-2015**

18.   Natural Disasters   *Approved*

A. Winter Storms

The Library Manager or Library Director may alter a location's operating hours when impending winter weather poses a hazard to staff, patrons, or library property. See Section II, 7. B. for general instructions.

Winter weather may make travel hazardous or affect working conditions within the library district.

Procedures

1. Potential Dangers - If high winds, snow, or icy conditions are predicted, be alert to potential hazards such as:

    a. snow or ice covered parking lot or sidewalks
    b. broken window or door glass
    c. downed power lines
    d. downed or dangling tree limbs
    e. frozen pipes
    f. flying debris

2. Use common sense and reasonable judgement to monitor the situation.

3. Call the Library Manager/Supervisor and Assistant Director (541-312-1046 or cell 541-948-7658) if the building has been damaged or if there is a hazard on the property.

4. If a staff member or a customer has been injured, see Section III, 9 - Accidents or Illness for details. Refer to Section VII, 27. Appendix C for forms.

B. Other Natural Emergencies (earthquakes, volcanoes, floods, etc.)

Procedures

1. Natural emergencies involving earthquakes, volcanoes, floods, etc. need careful attention. Instead of detailed instructions here, we will follow community emergency plans.

2. Disasters that can be spawned by volcanoes include earthquakes, flash floods, landslides and mudflows, thunderstorms, Tsunamis, ash fall and acid rain. Because volcanic eruptions can cause damage for many miles, it is likely that our communities would be evacuated.

3. Community emergency plans will be followed in the unlikely event of these occurrences.

Administrative Rules

Section IV   Disasters / Accidents / HazMat / Equipment

19.   Automobile Accidents   *Approved*

Library District rules and procedures must be followed whenever a library employee is involved in an automobile accident while on library business.

These rules and procedures apply to all library employees involved in an automobile accident while on library business, whether driving a district or personal vehicle. "Library business" includes those times when an employee is driving during any library-related duty, including conferences and meetings, but does not include driving to and from home or to and from lunch.

<u>Procedures</u>

1. After the accident

    a. Complete an [Automobile Accident Report](#) (Form 601) located on the Safety website and referenced in Section VII, 27. Appendix C, within 12 hours after the accident.

    b. If you are injured in the accident, seek medical treatment.

    c. If you do not seek medical treatment, complete an [Incident Report](#) (Form 701) located on the Safety website and referenced in Section VII, 27. Appendix C.

    d. If the accident involves personal injury or death, or damage is in excess of $1,000 to any vehicle or property involved in the accident:

        i.   Call your immediate supervisor within 24 hours to report the accident.
        ii.   Complete an Oregon DMV Traffic Accident and Insurance Report form.
        iii. Contact The Assistant Director to coordinate obtaining quotes and repair.
        iv.   Contact The Accounting Manager, Human Resources, to process insurance claims.

    e. Photocopy all completed forms for District records.

    f. Send all copies of completed forms to Human Resources within 24 hours after the accident. (Scan copies to Human Resources for timeliness.)

2. Driver's Responsibilities

    a. Always exchange the names of other parties involved in the accident, including driver's license numbers, addresses and telephone numbers. Get insurance carrier names; the Library District is insured through Century Insurance.

b.   Get the names, addresses, and telephone numbers of all witnesses to the accident.

c.   Do not argue or admit fault.

d.   Do not discuss details of the accident with anyone except Library Supervisor, Human Resources, or the insurance adjuster and investigating police officer.

3. Manager/Supervisor's Responsibility

a.   Advise The Library Director and The Assistant Director.

Administrative Rules

Created: 6-1-2002
Section IV   Disasters / Accidents / HazMat / Equipment   **Edited: 3-1-2016**

    20. Hazardous Materials   *Approved*

In case of a chemical or other toxic contamination, immediate action is to be taken. Staff should evacuate visitors and customers in a safe and orderly manner. Only employees who are specially trained and protected are authorized to attend to another person's bodily fluid.

<u>Procedures</u>

1. Do the following if an area of contamination is suspected or confirmed:

    a. Call 911.

    b. Evacuate the area.

    c. Using the Library District <u>Phone Tree</u>, contact a manager/supervisor and the Library Assistant Director; then, tape off the area with warning tape and avoid unwarranted exposure to any dangerous toxicant.

    d. If there are contaminated individuals, they should be identified and isolated. Emergency personnel are to be called.

    e. If needed, the occupants should follow the standard emergency evacuation procedures. If an evacuation is necessary and if it is safe for the employee to do so, employees should assist in keeping customers and visitors out of the way of emergency response personnel.

    f. Re-entry into the contaminated area should occur only after emergency response personnel authorize it.

    g. If bodily fluids are on or around library furniture, floors, etc., tape off area(s), apply emergency clean-up power, and contact facilities personnel or outside contracted services for appropriate removal and clean-up.

Administrative Rules

Section IV   Disasters / Accidents / HazMat / Equipment

21.   Elevator Failure   *Approved*

In case of an elevator failure, reassure those trapped in the elevator and call for help. See Contractor/Vendor list on the Facilities intranet link.

Procedure:

1.   Reassure those trapped inside the elevator that help is on the way and try to remain calm.

2.   Notify Library management or other staff in the building to take appropriate action.

3.   Do not attempt to rescue those trapped between floors by forcing open doors.

4.   Complete an Incident Report (Form 701) located on the Safety website, the "Redbook," and referenced in Section VII, 27. Appendix C.

Administrative Rules

Section V   Evacuation Procedures

22. All Library Locations   *Approved*

Library evacuation procedures provide information to safely evacuate each library, including evacuation responsibilities, meeting locations, as well emergency locations for safety equipment.

Evacuation procedures are located on the Safety website and available from the links below.

Administration Building

Bookmobile

Downtown Bend Building

East Bend Building

La Pine Building

Redmond Building

Sisters Building

Sunriver Building

Administrative Rules

Section VI   Ergonomics

Created: 5-1-2005
Edited: 5-1-2015

23.   Moving Materials   *Approved*

Use proper body mechanics when you are lifting, bending, or pushing. Train yourself to think before you lift and to stretch before you work. If your position requires you to lift, follow the listed guidelines below:

Procedures

1. <u>Plan your lift and test the load</u>. Before you lift, think about the item you are going to move and ask yourself "Can I lift this alone?" "Is it too awkward for one person?" "Is the path clear?" You also need to test the load to see approximately how heavy it is before lifting.

2. <u>Ask for help</u>. If the load is too heavy or too awkward for you to lift, ask for assistance.

3. <u>Get a firm footing</u>. Keep your feet apart, creating a stable base and point your toes out.

4. <u>Bend your knees</u>. Don't bend at the waist. Keep the principles of leverage in mind at all times.

5. <u>Tighten your stomach muscles</u>. Use intra-abdominal pressure to support your spine when you lift offsetting the force of the load. Train your muscles to work together.

6. <u>Lift with your legs</u>. After you have secured a good grip with your hands, let your leg muscles do the work of lifting. Don't rely on weaker back muscles.

7. <u>Keep the load close</u>. Bring the load as close as possible to your body. The closer it is to the spine, the less force it exerts on your back. Keep your weight centered over your feet. Tuck your arms and elbows into your side.

8. <u>Keep your back straight</u>. Whether lifting or putting down a load, don't add the weight of your body to the load caused by bending over. Avoid twisting.

   Also, remember the following safe practices when lifting:

   a. Pivot, don't twist to move objects.
   b. Lift smoothly, don't jerk the object you are lifting.
   c. Push, don't pull heavy objects.
   d. Move, don't over stretch to reach items on your desk or at a table.
   e. Sit and stand with your spine aligned, don't hunch over at your desk or stand in an awkward position.

Administrative Rules

Created: 5-1-2000

Section VI   Ergonomics

Edited: 5-1-2015

24.   Working at a Computer

Approved

The District's intent is to provide reasonable ergonomic equipment and tools to promote healthy working conditions. It is the supervisor's responsibility to monitor working conditions and to recommend changes in equipment and work practices to facilitate a safe work environment. It is the employee's responsibility to use equipment properly, to arrange a workstation in a manner that promotes productivity and physical comfort, and to practice safe work habits. The procedures listed below are to be followed by each employee and the employee is to seek support from his/her supervisor, Facilities, and/or HR with questions about any of the areas.

Procedures

1. Chair: The chair is the foundation for a comfortable workstation. It should be stable, have a seat pan that allows the lower back to contact the backrest, and should be adjusted to ensure proper feet (floor or device) and allow back support.

2. Work Area: The work area should be large enough to accommodate materials that are used often and to permit a full range of motion for tasks...about 16 inches in front or to the side. Overcrowding computer work areas is to be avoided. Overcrowded work areas increase chance of injury incidents.

3. Desk or Work Surface: Area is to be stable with an adjustable keyboard platform when possible. The platform must be wide enough for the keyboard and for a mouse or other pointing device. The height adjustment control should not interfere with the employee's legs.

4. Keyboard: Wrists and forearms should be relatively straight, slightly above the keyboard; hands should be at or just below elbow height. Shoulders should be relaxed, elbows close to body.

5. Mice and other pointing devices: Mouse or pointing device should be at the same height as the keyboard, to either side of it. Arm should be close to body for support. Hand, wrist, and forearm should be reasonably straight and slightly above the mouse. (A palm rest can help support hands and keep wrists straight.)

6. Monitor/Flat-panel Displays: The topmost active line of the monitor screen should be at or slightly below eye level. The topmost active line is the first line that a person typically looks at, not the top line of a document/program. The area of the screen that a person looks at most often should be about 15 degrees below eye level. The distance between a person's eyes and the screen should be about an arm's length (16-29 inches) when the person's neck is straight.

If a person wears bifocals, trifocals, or progressive lenses, the person should try positioning the monitor lower to avoid tilting the head back to reach through the bottom portion of the lens. Adjust brightness and contrast controls to make text characters easy to see. Regular cleanings of the monitor screen are essential to help keep text and images clear. Report any perceptible flickers or waivers to IT by submitting an action request.

7. <u>Laptop Computers</u>: Laptop computers are not designed for prolonged use. The display, keyboard, and pointing device are close together, which can create awkward wrist, arm, shoulder, and neck postures. If a person is using a laptop for prolong periods (more than two hours), the person can consider doing the following to increase productivity and comfort:

    a. Place a standard-size keyboard and mouse into laptop.

    b. Place the keyboard and mouse at a comfortable height on a desk or work surface. (Hands should be at or just below elbow height; wrists, and forearms relatively straight, slightly above the keyboard.)

    c. Place the laptop on a platform or riser so that the display is at a comfortable height (the area of the screen viewed most often should be about 15 degrees below eye level.)

    d. Take frequent physical breaks from activity.

8. <u>Telephones</u>: If telephones are used frequently, they should be within reach to ensure "stretching" does not occur in order to answer or place a call. A headset or speakerphone is a good option if hands are needed for materials handling. Cradling the phone between ear and shoulder should be avoided.

9. <u>Document Holders</u>: A document holder should be stable and adjustable for height and angle of view. Document holder should be placed close to the screen and at the same height and viewing distance to reduce head, neck, or back straining when looking from screen to document. If document is too heavy or won't fit a document holder, it can be propped up at an angle between the keyboard and screen if space is available.

10. <u>Footrests</u>: When sitting in a properly adjusted chair, feet should be flat on the floor. If not, an angled footrest (no more than 30 degrees) can be used. The footrest should not restrict leg movement. The chair base is not to be used as a footrest.

11. <u>Lighting and glare</u>: Glare from windows can be minimized when computers are placed at right angles to windows. In addition, blinds can be considered when glare is impeding comfort and productivity.

Contact the HR manager with any questions concerning ergonomics. It is the employee's responsibility to be proactive in the proper use of equipment and in the consistent practice of safe working habits.

DESCHUTES PUBLIC LIBRARY

Section VII   Forms & Links

Created: 6-1-2002
Edited: 5-1-2015

   25.   Appendix A   *Approved*
          Community Service Emergency Phone Numbers

Facility Vendors

Administrative Rules

Section VII   Forms & Links

      26.   Appendix B   *Approved*
         Library District Phone Tree

Emergency Phone List

Administrative Rules

Section VII   Forms & Links

    27. Appendix C   *Approved*
        Risk Management Forms

These forms are available in each Library/department. Review the purpose for each, know where they are, and complete/process them when needed.

101   Risk Identification Form

    Use this form to identify any risk. A copy is given to the Library Manager/Supervisor and to the Safety Committee representative. Any risk identified as urgent by the Manager/Supervisor will be sent directly to the Library Director for action.

    The Safety Committee Representative will bring a copy of completed forms to each Safety Committee meeting for discussion and/or recommendations.

201   Code Adam Checklist Form

    At initial notice that a child is missing, staff will begin filling in check-list so that an announcement can be made. While point of contact staff is walking guardian to the exit, they will continue asking detailed information while watching for the child.

    Complete form at the conclusion of the Code Adam with results.

301   Bomb Threat

    Employee completes form during bomb threat call or as close after call as possible.

601   Automobile Accident Form

    Use this form when an employee is involved in a vehicular accident while on district business.

701   Incident Report: *Non-injury for Employee, non-employee **or** for Security and/or Property Damage*

    Use this form when an employee reports an incident that does not involve an injury or non-employee reports an incident with or without an injury **or** when there is security breach or property damage caused by anyone or any source.

701A Suspect Identification Form

801 Employee Incident Report – Injury involved (employee sees a doctor or misses 3 days of work.)

State form required when an employee is injured on the job and requires medical treatment and/or loses time from work as a result of the alleged work-related injury. Complete before medical treatment is sought if possible.

If the employee sees a doctor prior to completing the accident report and Form 801, the employee must notify his/her supervisor and complete these forms the next working day or as soon as possible.

If medical attention is not required at the time of the accident but is needed at a later time, the employee is to contact his/her supervisor prior to, or the next possible working day, after obtaining treatment. The 801 is completed at this time.

If the employee must remain at home or is in a medical facility and can communicate with the District by phone, the employee will contact his/her supervisor the following working day (or as soon as possible) to initiate claim processing.

If an employee is unable to communicate with the District, the Human Resources Department, with the help of the employee's supervisor, will complete the Form 801 on the employee's behalf.

Administrative Rules

Section VII   Forms & Links

28. Appendix D   *Approved*
Press Release Guide

Use the following format on Library District stationery when issuing a press release. **Library management must approve the Release before it is distributed.**

FOR IMMEDIATE RELEASE   CONTACT: **Name, phone number**

Library Closure

(current date) Due to unsafe road conditions caused by extreme weather patterns, the _____

Public Library will be closed from _____ to _____. Unless adverse weather conditions

continue, library services will resume at _____ on _____.

# # #

Administrative Rules

Section VII   **Forms & Links**

Created: **6-1-2002**
Edited: **5-1-2015**

29. Appendix E
Safety Checklist, New Employee

Approved

New Employee Safety Checklist

Administrative Rules

Section VII   Forms & Links

30. Appendix F   *Approved*
Library Building Safety Checklist

Building Inspections

Administrative Rules

Created: 6-1-2002

Section IX   Employee Acknowledgement   **Edited: 5-1-2015**

Approved

I have reviewed the District Safety Rules & Procedures posted on the Deschutes Public Library Intranet that outlines the policy, practice, and procedures expected for all employees of the Deschutes Public Library District.

I understand that it is my responsibility to secure information from my supervisor or Human Resources if I have any questions or concerns about any of the information outlined in these Administrative Rules.

I understand that these rules and procedures are continually evaluated and may be amended, modified, or terminated any time and at the sole option of the Library District with or without notice.

_____   _____

Employee Signature   Date

_____

Print Name

Print a copy of this page, sign it, and send it to Human Resources for your personnel file.