

STAFF SAFETY AT CLOSING TIME POLICY:

As part of routine, established closing procedures, staff will sweep all areas of the library building for patrons and ensure that only staff remain and are exiting the building after lock-up. Should a minor under the age of 16 be left at closing time, staff should refer to and follow the SAFETY AT CLOSING TIME POLICY.

Upon extinguishing lights at the Main Desk, first floor staff will proceed down the Fine Arts stair [if there is sufficient light or daylight] OR exit via the elevator to the Ground Floor as a group.

All staff will congregate in the Technical Services Area inside the rear Staff Entry, and the Building Supervisor will ensure that:

- The elevator is locked and restrooms are empty and doors open
- No patrons are inside the rear hallway and public entrance area
- All final-shift staff are downstairs and accounted for
- All emergency lanyards are replaced on the Staff Bulletin Board [with one going to the evening Building Custodian Monday through Thursday evenings]
- Library Pages have transportation home
- All staff wait together and then exit together through the Staff Entrance
- The Building Supervisor or designee sets the alarm
- Once outside, the Building Supervisor pulls on all four locked doors to ensure the locks have set
- Staff progress together to parking area
- The Building Supervisor ensures that staff living within walking distance have left the library grounds and are safely onto the roadway sidewalk
- The Building Supervisor ensures that all staff vehicles start, are rolling out, and is last staff vehicle to leave the parking lot
- Shift staff wait to ensure that the Building Supervisor's vehicle starts and is rolling
- If any staff member has to call AAA or vehicle assistance, at least one additional staff stays until the vehicle issue is resolved, or a staff person, contacted family member or friend arrives to stay with the staff member or transport them home

Approved by the Board of Library Trustees 12.5.22