



Incident Reporting Policy

Created 3/10/2015

Revised 8/22/2017

Any unusual incidents occurring on Library grounds or during a Library sponsored event should be documented by completing the Incident Report form, available on our website.

Examples of incidents to be documented include but are not limited to:

- Injuries to both employees and patrons
- Bomb threats
- Fire or smoke emergencies
- Robbery or other criminal activities
- Theft of library materials
- Unattended children left after library closing
- Any incident which requires a police call
- Violations of the Library's Rules of Conduct Policy
- Violations of the Library's Public Internet Access Policy

When an incident results in injuries, complete the Incident Report Form while the injured party is present, if possible. Have the injured person or their guardian sign the form to verify its accuracy.

If the injury occurs to an employee, the Library's Worker's Compensation Policy should be employed as a guideline for handling the situation.

All Incident Report Forms should be given to the Branch Manager, if the event occurs at a Library branch, and a copy should also go to the Director.