

Safety and Security

Safety and security of staff and patrons is important. Therefore, the Library District establishes the following policy:

1. A current Safety and Security Manual will be maintained for staff that will cover such items as fire safety, personal safety, and emergency information. The Labor/Management Committee shall review this manual no less than bi-annually.
2. The Library District shall ensure there is regular training as well as new employee orientation with regards to safety and security.
3. All employees will be provided access to the current exposure control program and lifting guidelines.
4. The Administration will maintain a current chemical inventory. Such inventory will be available to the staff and the public at all times the facilities are occupied.
5. The Administration shall at least annually conduct supervised fire drills and instruct staff in the proper use of fire extinguishers. Building evacuation plans shall be posted in accordance with local code.
6. The Library District shall review all pertinent New York State, Dutchess County, City of Poughkeepsie, and Town of Poughkeepsie emergency management plans for relevancy to operations and safety and security.