

INCIDENT/ACCIDENT POLICY AND PROCEDURES

I. Policy. To maintain the Library premises and follow procedures to promote safe access to the Library's facilities and resources.

II. Procedures.

- 1. Report.** Staff who witness any incident, regardless of severity, that causes or evidences a disruption of the safe access to the Library's facilities to any person shall prepare a Peabody Institute Library Incident Report on Standard Form ("Library Incident Report") (Attachment A). The Incident Report will detail the specifics of the event, identify witnesses to the event, and describe the response of Staff on duty when the event occurred. If injured party ("Claimant") wishes to make a claim to the City for damages, Staff will provide the standard City of Peabody Incident Report (Attachment B). Staff may not fill out the standard City of Peabody Incident Report for the Claimant. It is the Claimant's duty to complete the standard City of Peabody Incident Report and submit it to the Office of the City Clerk. Staff will provide Director with his/her original Library Incident Report (complete with names and phone numbers) for the Director's review.

- 2. Review.** Director will review all Library Incident Reports and speak directly with Staff that witnessed the incident. If necessary, City Treasurer's Office will be notified and provided with a copy of Library Incident Report. Director will take appropriate steps to follow up with patron and make changes if necessary to prevent similar occurrence. Director will review Staff response to determine need for Staff training, support and/or recognition.

As approved by the Board of Library Trustees the 12th day of January, 2004.

Peabody Institute Library
82 Main Street
Peabody, Massachusetts 01960
Education • Information • Recreation
978-531-0100

INCIDENT REPORT

Date of Incident: _____ Time of Incident: _____

Names/Addresses/Phone Numbers of Persons

Involved: _____

Circumstances: _____

Injury/Damage? Yes or No
(circle one)

Please

Describe: _____

Action

Taken: _____

Police Notified? Yes or No
(circle one)

Comments: _____

Staff Member Reporting Incident: _____

Date of Report: _____ Time of Report: _____