

Procedures for ACCIDENT, ILLNESS OR INJURY ON LIBRARY GROUNDS

Procedures

Medical Emergencies

- Call 911 and give the specific location and address. Identify yourself as an employee of the Parma Public Library.
- The individual calling 911 should stay on the line with 911 dispatch until instructed to hang up.
- 1-2 people should stay with the individual. Provide immediate care if appropriate. Clear the area of bystanders.
- Retrieve any emergency medical equipment necessary for the incident; i.e. AED, first aid kit, fire extinguisher, gloves, body fluid kits.
- Don't give out Band-Aids to patrons as this is considered a diagnosis of the person's injuries
- Send one employee to the entrance to help direct emergency personnel to the incident site.
- All other employees need to give the individual privacy and move to their own work areas or to another area away from the location of the incident. Individuals have a right to privacy and emergency personnel need clear access and privacy to perform any medical procedures.

Responsibilities

The highest ranking employee on site at the time of the accident/incident is responsible for the event when it occurs. However, ultimately the accident/incident is the responsibility of the library director. These responsibilities include:

- Ensuring that all accident/incidents are properly reported using the **Accident Report Appendix B**
- If the injured party is able they will be asked to sign the report and will receive a copy.
- Ensuring that all corrective actions are promptly and completely carried out.

- Any incident should be reported to the library director as soon as possible. If this is a work-related injury, the accident/incident must be reported no later than the end of the employee's regular shift (if injury allows.) Employee must also complete the appropriate Worker's compensation forms as soon as possible, normally within 24 hours of the incident.

Accident Report Appendix B