



## Operational Safety Policy, Fall 2018 Draft

### Peter J. Cayan Library, Utica

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The Peter J. Cayan Library at SUNY Polytechnic Institute believes strongly in achieving and maintaining the highest level of

- personal safety of all library patrons
- personal safety of all library staff; and
- quality of service to all patrons given the resources available.

The Peter J. Cayan Library at SUNY Polytechnic Institute recognizes that there is no way to anticipate every emergency scenario; the following is intended to provide a proactive policy to secure and support these goals.

1. A minimum number of two (2) workers must always be present as determined by the Library Director or his/her designee.
2. A worker is defined as any personnel whose office space is in the library and/or any personnel who provide regular library services to patrons. Workers can also be Sodexo employees, graduate assistants, or temp service employees.
3. Undergraduates may only be used for one of the two positions noted above. At no time should undergraduates be the only workers present in the building.
4. If the minimum staffing requirement is not met, the library will close until such time when the required number of workers is available, or a public safety officer can be assigned to the library as a temporary measure.
5. If the library must close, attempts will be made to notify students via the library website, Blackboard email, and Twitter. When feasible, signs will also be placed on the library entrance.
6. In the event of an active shooter emergency, the archive room and basement can be used for shelter. All doors into the library can be locked, and patrons and staff isolated in rooms away from windows with multiple layers of locking doors.