

General Emergency and Security Policies

Emergency procedures have been developed to help staff deal with a fire, tornado, bomb threat, illness or accident, and physical violence. In addition, an emergency procedures manual has been written with detailed procedures for each library building. All staff members are required to familiarize themselves with this manual. (See emergency procedures manual.)

- In the event of fire, tornado, bomb threat or other life threatening situations, staff will direct customers to appropriate areas for safety.
- Staff must call fire department immediately in the event of a fire.
- If physical violence, threats of physical violence, armed behavior, sexual misconduct, bomb threat or willful damage to another's property or to library property, etc. occurs, library staff are required to report to the police immediately and then to appropriate building security and to one of the library directors and the CEO.
- If staff perceive an emergency concerning an illness or accident in or around their library building, they are required to contact emergency responders and report to one of the library directors and the CEO.

Ozone Alert

- When an Ozone Alert Day is announced by the Oklahoma Department of Environmental Quality, the staff will receive e-mail to inform them of the alert. Meetings that involve extensive staff travel will be cancelled or postponed. Staff are encouraged to use buses or to car pool on Ozone Alert Days.

Security Cameras

- The library strives to maintain a safe and secure environment for all staff and customers. In pursuit of this objective, selected areas of the library premises are equipped with video cameras that are recording at all times. Signage will be posted disclosing this activity. The library's video security system shall be used only for the protection and safety of customers, employees, assets, property, and for assisting law enforcement.
- Reasonable efforts shall be made to safeguard the privacy of customers and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms, employee break rooms or changing rooms. The video security cameras will be positioned to record only those areas specified by the CEO, and will complement other measures to maintain a safe and secure environment in compliance with library policies.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws. Video records may be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations. Archived digital video images will be treated the same as customer records and released only following procedures outlined in the library's confidentiality policy. The requirement of a court order may, however, be waived by the CEO or authorized employees when appropriate.
- Only the CEO or employees designated by the CEO are authorized to operate the video security system. Access to video records shall be limited to authorized employees, who shall only access such records during the course of their regular duties. Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the CEO or other authorized employee.
- Images from the library video security system are stored digitally on hardware situated in the library and retained up to a minimum of 28 days. Any records produced by the video security system shall be kept in a secure manner, and managed appropriately by the library to protect legal obligations and evidentiary values. Video records of incidents can be retained and reviewed as long as considered necessary by the CEO.