

General Safety Tips

- Be aware of who is in the building at all times.
- Create sightlines throughout the building as much as possible.
- Never allow yourself to be “trapped.” Have more than one way to get out from behind the desk or out of your office and the building.
- Never count money out in public
- Lock away your purse/valuables. Never leave them where they can be seen
- Share the library key only as needed and be aware of who has keys
- Establish “code words” that you can use with other staff that let them know you need help.
- Document every incident
 - Sample Incident Report Form: <https://westhurleylibrary.org/CircBlog/Templates/Incident%20Report.pdf>
- Seek training to understand warning signs and potentially problematic behaviors, how to de-escalate situations, and tips for talking with people when they’re agitated
 - VT League of Cities and Towns: <https://www.vlct.org>
 - Howard Center (or similar mental health agency): <https://howardcenter.org/>