



MNG-11 Use of Public Address System
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Supersedes: Last Revision 9/24/04
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Policy Statement: In order for the Camden County Library System to respond to the emergency needs of customers and staff, the public address system can be used where applicable.
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Regulations

1. This policy applies to those facilities equipped with public address systems.
2. The public address system will be used for library business and for emergencies involving customers and staff.
3. The in-charge person will determine when a situation warrants use of the Public Address System.

Procedures

1. Designated staff will make announcements in the event of an emergency with approval of in-charge person.
 - 1.1 Emergency paging includes emergency telephone requests; medical emergencies, lost person (missing child or parent), headlights left on, etc.
 - 1.2 An emergency situation is also an event which causes immediate threat to the personal safety of patrons and staff, and which requires the presence of a security guard.
2. Designated staff will make library-closing announcements.

Three announcements will be made in the last 30 minutes before closing.

Announcements will be made for early closing, as in the case of inclement weather.

Date of approval 11/11/2005