

NYACK LIBRARY

Incident Reporting Policy

1. The Director shall include a brief incident report summary in the Director's monthly report to the Board.
2. The Director shall inform the Board within 24 hours of any serious incident.
3. The Director, or their designee if they are unavailable, shall personally meet with any staff member who has been subject to verbal or physical abuse within 48 hours of the incident.
4. The Director shall notify the Board President and the Personnel Committee within 24 hours of an incident in which any member of the staff has been subject to physical or verbal abuse, and whenever any incident involving a staff member results in an incident report.
5. Incident reports shall be completed pursuant to the procedure developed by the Director.

Revised and approved July, 2023