## 2.85 Incident / Accident Report

In the event that a staff person, volunteer, patron or visitor is injured or has an accident while on library property, the following shall occur:

- 1. Staff will attend to the person or persons. Medical attention will be secured as deemed necessary.
- 2. An incident / accident report form will be filled out as soon as possible, and shall remain on file with director for seven (7) years.