



NEW ROCHELLE PUBLIC LIBRARY PANIC BUTTON POLICY

The New Rochelle Public Library is committed to maintaining a safe and secure environment for staff and patrons. As part of our emergency response infrastructure, panic buttons are installed in strategic locations throughout the Main Library and Huguenot Children's Library to provide staff with a discreet and immediate method for alerting law enforcement during life-threatening or violent emergencies.

This policy establishes the framework for the responsible and effective use of panic buttons as part of the Library's broader safety protocols. All staff are expected to be familiar with the presence and purpose of these devices and to exercise sound judgment in determining when their activation is warranted. Use of panic buttons is reserved for imminent threats to personal safety that require immediate law enforcement response and would otherwise justify a 911 call.

The Library Director is responsible for overseeing the implementation of this policy, ensuring appropriate staff training, and reviewing all activations to assess use and inform any necessary changes to safety procedures, device placement, or staff support. Accidental or inappropriate activations will be reviewed for follow-up action, which may include retraining or device relocation. The system shall be tested no less than annually; resolution of concerns regarding functionality shall be expedited through appropriate special budgeting and procurement actions.

Library administration will ensure that up-to-date building addresses and relevant emergency contact numbers are clearly posted at service points to assist staff during high-stress incidents.

This policy and the location, use and training on the use of panic buttons shall be evaluated as part of the Workplace Violence Prevention Policy.

Adopted by the New Rochelle Public Library Board of Trustees on November 13, 2025