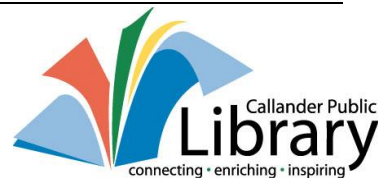

Callander Public Library



Safety, Security and Emergency in the Library

Policy Type:	Operatations	Initial Policy Approval Date:	February 21, 2024
Policy Title:	Safety, Security and Emergencies in the Library	Last Review/Revision Motion:	
Policy Number:	OP-19	Last Review/Revision Date:	
Initial Motion:	2024-02-07	Year of Next Review:	2026

Purpose:

The Callander Public Library Board is committed to providing a safe and secure environment for staff, volunteers and members of the public who use the library. The board also acts to protect and secure library property.

Policy Statement:

1. The board, Chief Executive Officer (CEO) and library staff share the responsibility to ensure a safe and secure place for all.
2. The board requires individual staff members to take responsibility for their own safety, as well as that of the public.
3. All board members, CEO and staff will take initiative on safety issues and will take initiative and contribute to solving problems and prevent hazards on an ongoing basis.
4. The board ensures that funding, time, and resources are dedicated to training staff and volunteers in safety, security and emergency procedures.
5. The CEO develops written safety and security procedures that include implementation plans, enforcement, and reporting for prevention and mitigation of:
 - a) harassment and that compromise the health and safety of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals, and medical emergencies violence (see Municipality of Callander **Workplace Anti-Violence, Harassment, and Sexual Harassment Policy** and Callander Library **Exception Workplace Anti-Violence, Harassment, and Sexual Harassment HR-04**)
 - b) safe work practices, including WHMIS, ergonomics, working alone, and indoor air quality
 - c) crime

- d) disasters that threaten people, collections, furniture, and equipment, including fire and flood
- 6. Staff members will enforce the ***Code of Conduct (Patron) OP-09*** to ensure safety and security in the library.
- 7. In accordance with ***Ontario Regulation 191/11 Integrated Accessibility Standards***, all emergency procedures, plans or public safety information will be made available to the public in an accessible format or with appropriate communication supports, upon request.
- 8. Closing the library may be necessary in emergencies including, but not limited to, extreme weather or power failure. The primary consideration is the safety of all persons in the building and on the property. The CEO or designate will determine when to close the library during an emergency.
- 9. The library cooperates with other agencies responsible for health and safety and local emergency preparedness.

Related Documents:

Callander Public Library Policy ***HR-06 – Hours of Work and Disconnecting from Work (includes Inclement Weather and Unscheduled Library Closing)***

Callander Public Library Policy ***HR-04 – Workplace Anti-Violence Harassment and Sexual Violence Discrimination***

Callander Public Library Policy ***HR-09 – Health and Safety for Staff – not done yet***

Callander Public Library Policy ***OP-15 – Accessibility in the Library***

Callander Public Library Policy ***HR-08 – Accessibility and Staff***

Occupational Health and Safety Act, R.S.O. 1990, chapter O.1

Ontario Regulation 191/11 – Integrated Accessibility Standards