

Hastings Highlands Public Library

Policy Type: **Operational**

Policy Number: **OP-02**

Policy Title: **Safety, Security and Emergencies Library** Policy Approval Date: **May 6, 2014**

Policy Reviewed/Amended: **September 12, 2016** Policy Review Date: **2017**

The Hastings Highlands 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.

1. The board, Chief Executive Officer (CEO), and library employees share the responsibility to ensure a safe and secure place for the public.
2. The board requires individual staff member to take responsibility for his or her own safety, as well as that of the user.
3. All board members, staff and volunteers will take initiative on public safety issues and will work to solve problems and make improvements on an ongoing basis.
4. The board ensures that funding, time and resources are dedicated to training the staff in safety, security and emergency procedures.
5. The CEO develops safety and security programs that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation of:
 - a) harassment and violence (see also relevant HR policies) that compromise the safety and health of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals, and medical emergencies
 - b) crime, including theft, vandalism, and drug dealing and/or use
 - c) disasters that threaten collections, furniture and equipment, including fire and flood

Staff members will enforce the *Library Code of Behaviour* in order to ensure safety and security in the library. See Hastings Highlands Public Library Policy **OP-16 – Code of Behaviour**

6. In accordance to **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.
7. Closing the library may be necessary in emergencies or catastrophes including, but not limited to, extreme weather and 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 or catastrophe.
8. The library cooperates with other agencies responsible for health and safety and local emergency preparedness.

OP-02 Safety, Security and Emergencies in the Library (continued)

Related Documents:

Hastings Highlands Public Library Policy **HR-07 – Human Rights: Discrimination and Workplace Harassment.**

Hastings Highlands Public Library Policy **HR-08 – Prevention of Workplace Violence**

Hastings Highlands Public Library Policy **HR-09 – Health and Safety for Staff**

Hastings Highlands Public Library Policy **OP-15 – Meeting the Requirements of the AODA Regulations**

Hastings Highlands Public Library Policy **OP-16 – Code of Behaviour**

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

Ontario Regulation 191/11 Integrated Accessibilities Standards s. 13
