

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-17
Policy Title: Safety, Security and Emergencies in the Library	Policy Approval Date: 04/12/22
Chairperson: V. Duke	Policy Review Date: 03/26

Intent:

The Muskoka Lakes Public Library Board (herein after referred to as the Board) is committed to providing a safe and secure environment for staff, volunteers and members of the public who use the Muskoka Lakes Public Library (herein after referred to as the Library). The Board also acts to protect and secure Library property.

Regulations:

The Board, Chief Executive Officer (CEO), and Library employees share the responsibility to ensure a safe and secure place for the public.

Procedures:

1. The Board requires individual staff members to take responsibility for his or her own safety, as well as that of the users.
2. All Board members, staff and volunteers take initiative on public safety issues and work to solve problems and make improvements on an ongoing basis.
3. The Board and CEO ensure that funding, time and resources are dedicated to training the staff in safety, security and emergency procedures.
4. The CEO develops safety and security programs that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation of:
 - a) harassment and violence that compromise the safety and health of staff and the public, including, but not limited to, bomb threats, harmful, abusive and dangerous behaviour by individuals, and medical emergencies
 - b) crime, including, but not limited to, theft, vandalism, and drug dealing and/or use
 - c) disasters that threaten collections, furniture and equipment, including, but not limited to, fire and flood
5. Staff members enforce the Library's User Code of Conduct (Policy OP-01), to ensure safety and security in the library.

6. In accordance with Ontario Regulation 191/11 Integrated Accessibility Standards, all emergency procedures, plans or public safety information are 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 determines when to close the Library during an emergency or catastrophe. Procedures are outlined in Policies OP-9 (Inclement Weather), OP-16 (Closures for Emergencies) and OP-15 (Epidemic/Pandemic).

8. The Library cooperates with other agencies responsible for health and safety and local emergency preparedness.

Related Policies:

OP-01 User Code of Conduct

OP-09 Inclement Weather

OP-15 Epidemic/Pandemic

OP-16 Closures for Emergencies

OP-18 Reopening Epidemic/Pandemic

OPHR-06 Workplace Harassment and Discrimination

OPHR-08 – Prevention of Workplace Violence

ACCESS-01– Accessibility Standard for Customer Service

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

Ontario Regulation 165/16 – Integrated Accessibility Standards