

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: 04/14/26
Chairperson: V. Duke	Policy Review Date: 04/30

### 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 Library complies with the Occupational Health and Safety Act and Ontario's integrated Accessibility Standards.

### Guiding Principles:

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

1. The Board requires individual staff members to take responsibility for their own safety, as well as that of the users.
2. Board members, staff and volunteers are expected to take initiative, work to solve problems and make improvements on public safety issues on an ongoing basis.
3. The Board and CEO ensure that funding, time and resources are dedicated to training the staff and volunteers in safety, security and emergency procedures.
4. The CEO develops written 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) criminal activity, 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
  - d) unsafe work practices, including WHMIS, ergonomics, working alone, and indoor air quality
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 (Emergency Closures/Inclement Weather) and OP-15 (Public Health Emergency).
8. The Library cooperates with other agencies responsible for health and safety and local emergency preparedness.

**Related Documents:**

ACCESS-01 Accessibility in the Library  
OP-01 User Code of Conduct  
OP-09 Emergency Closures/Inclement Weather  
OP-15 Public Health Emergency  
OP-18 Reopening Epidemic/Pandemic  
OPHR-02 Human Resource Management  
OPHR-06 Workplace Harassment and Discrimination  
OPHR-07 Working Alone  
OPHR-08 – Prevention of Workplace Violence  
Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1  
Ontario Regulation 191/11 – Integrated Accessibility Standards

