

## **Policy: Operational - Safety, Security and Emergencies in the Library**

**Department: Library**

**Effective Date: February 2017**

**Revision Date: November 2023**

**Next Year of Review: 2025**

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The Bruce County 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 and all Library staff.
2. 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.
3. The board ensures that funding, time and resources are dedicated to training the staff in safety, security and emergency procedures.
4. The Library develops safety and security programs in coordination with the County of Bruce that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation of:
  - a) harassment and violence (see relevant County of Bruce policies and procedures) that compromise the safety and health of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals
  - b) safe work practices, including WHMIS, ergonomics, working alone, and indoor air quality
  - c) crime, including theft, vandalism, and drug dealing and/or use
  - d) disasters that threaten collections, furniture and equipment, including fire and flood.
5. Staff members will enforce Bruce County Public Library's Code of Conduct Policy 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 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 in consultation with the Bruce County CAO 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.

**Related Documents:**

Bruce County Public Library Branch Emergency Procedures  
Bruce County Public Library Policy: Code of Conduct  
County of Bruce Policy B02: Adverse Weather Conditions  
County of Bruce Procedure: Incident Investigation and Reporting Procedure  
County of Bruce Procedure I1.2: Reporting Hazardous Conditions Procedure  
County of Bruce Policy I01: Health and Safety Policy  
County of Bruce Policy I02: Workplace Violence Prevention Policy  
County of Bruce Procedure I1.7: Emergency Plans Procedure  
County of Bruce Policy E1: Workplace Harassment  
County of Bruce Policy E22: Emergency Evacuation Assistance  
County of Bruce Policy E24: Mental Health & Safety Policy  
County of Bruce Policy E25: Workplace Health and Wellness  
Occupational Health and Safety Act, R.S.O. 1990, chapter O.1  
Ontario Regulation 165/16 Integrated Accessibility Standards