



Policy Type:	Operational	Policy Number:	OP - 05
Policy Title:	Safety, Security and Emergency	Initial Policy Approval Date:	April 2019
		Review Date:	April 2022
		Date of Next Review:	April 2025

The Lanark 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 members 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 will ensure 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 (reference policies HR-01 Prevention of Workplace Violence and HR-03 Workplace Harassment and Discrimination) 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
6. Staff members will enforce the *Library Code of Behaviour* in order to ensure safety and security in the library. **See Appendix A**

7. 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.
8. 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.
9. The library cooperates with other agencies responsible for health and safety and local emergency preparedness.

Related Documents:

Lanark Highlands Public Library. ***HR-01: Prevention of Workplace Violence***

Lanark Highlands Public Library. ***HR-02: Health and Safety***

Lanark Highlands Public Library. ***HR-03: Workplace Harassment and Discrimination***

Lanark Highlands Public Library. ***OP-04: Code of Conduct (Public)***

Lanark Highlands Public Library. ***OP-06: Accessibility in the Library***

Lanark Highlands Public Library. ***Business Continuity Plan***

Ontario Trespass to Property Act

Appendix A

Library Code of Behaviour

We ask for your cooperation in maintaining a safe and welcoming place for everyone to enjoy. Please follow these rules and the Library staff will make every effort to apply them fairly:

- Speak and work quietly. Use only respectful and acceptable language.
- Ask us for assistance if you find the behaviour of others is disruptive. If we ask you to modify your disruptive behaviour on library premises and you choose not to, you will be required to leave on the basis of the **Ontario Trespass to Property Act**.
- Attend to and supervise children or other individuals in your care.
- Use library materials, computers, equipment and furniture with care and only for their usual purpose.
- Share seating, workstations and tables with others.
- Ask us before you post or distribute materials and before you solicit or engage in commercial activity in the library.
- Enjoy cold food and covered drinks in designated areas of the library.
- If you break any laws we will call the police.
- We welcome your guide and /or service animals in the library.

When a breach of the Rules of Conduct occurs, the Library has discretion in determining whether a person will be excluded, the time period of the exclusion, and will take into consideration the severity of the misconduct, the circumstances surrounding the incident and any mitigating factors.