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| Policy Name: | **Safety, Security, and Emergencies** |
| Policy Type: | **Operational** |
| Policy Number: | **OP-02** |
| Original Adoption Date: | **September 2025** |
| Current Approval: | **September 2025** |
| Review: | **September 2026** |
| Motion: | **2025:66** |

**Safety, Security, and Emergencies**

1. **Purpose:**

The Library strives to be a safe space for staff and the public through careful creation of policies and procedures.

2. **Policy:**

The Orillia Public Library Board is committed to the ongoing work to create 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.

3. **Responsibilities**

a. The Board, Chief Executive Officer (CEO), Library staff, and volunteers share the responsibility to ensure a safe and secure place all.
b. The Board requires individual staff members to take responsibility for their own safety. Members of the public are also required to take responsibility for their own safety.
c. All Board members, staff, and volunteers will take initiative on safety issues and will take initiative and contribute to solving problems and prevent hazards on an ongoing basis.
d. The Board ensures that funding, time, and resources are dedicated to training staff and volunteers in safety, security and emergency procedures.

e. The CEO develops written safety and security procedures that include implementation plans, enforcement, and reporting for prevention and mitigation of:
   i. harassment and violence that compromise the health and safety of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals, and medical emergencies
   ii. safe work practices, including Workplace Hazardous Material Information System (WHMIS), ergonomics, working alone, and indoor air quality
   iii. crime and cybersecurity
   iv. disasters that threaten collections, furniture, and equipment, including fire and flood

f. Staff members will enforce the Public Code of Conduct (OP-03) to ensure safety and security in the Library.

**4. Procedure**

a. 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.

b. Closing the Library may be necessary in emergencies including, but not limited to, acts of violence, extreme weather, or 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 and communicate the closure to the Board Chair.

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

**Related Documents:**

- ***Accessibility for Ontarians with Disabilities Act,*** *2005*
- City of Orillia Accessibility Plan
- HR-07 Appendix A: Workplace Emergency Response Information Plan
- HR-07 Appendix C: Identification of Potential Barriers
- ***Occupational Health and Safety Act****, R.S.O, 1990*
- ***Ontario Building Code***
- ***Ontario Human Rights Code*** *R.S.O 1990*
- Orillia Public Library: Accessibility in the Library (HR-15)
- Orillia Public Library: Internet Services and Technology (OP-07)
- Orillia Public Library: Letter of Suspension
- Orillia Public Library: Letter of Trespass
- Orillia Public Library: Prevention of Workplace Harassment and Discrimination (HR-07)
- Orillia Public Library Procedure: Emergency Response Bomb Threat
- Orillia Public Library Procedure: Emergency Response Fire Alarm
- Orillia Public Library Procedure: Emergency Response Hold and Secure
- Orillia Public Library Procedure: Emergency Response Lockdown
- Orillia Public Library Procedure: Emergency Response Shelter in Place
- Orillia Public Library Procedure: Fire Safety Plan
- Orillia Public Library Procedure: Forced Door Lock

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- Orillia Public Library Procedure: Location of Extinguishers and Alarm Pull Stations
- Orillia Public Library Procedure: Medical Emergency Response
- Orillia Public Library Procedure: Missing Child
- Orillia Public Library Procedure: Power Failure
- Orillia Public Library Procedure: Radio Codes
- ***Workplace Safety and Insurance Act,*** *1997.*