



Bibliothèque publique de
Clarence-Rockland
Public Library

Policy Type:	Operational	Policy Approval: 2014-10-25
Policy Title:	Safety, Security and Emergency in the Library	Policy Revision: 2020-03-10
Policy Number:	OP-02	Policy Review: 2023-03-10

The Clarence-Rockland 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 ensures 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 (see also relevant HR policies) 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;
 - d. accidents that may happen to staff and the public on Library premises.
6. Staff members will enforce the Library Code of Behaviour in order to ensure safety and security in the library. See Appendix A.
7. Staff members will fill out the appropriate form at the time an incident occurs involving the public or a staff member.
8. 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.

9. 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. See Appendix B for pandemic preparedness.

10. The library cooperates with other agencies responsible for health and safety and local emergency preparedness.

Related Documents:

OP-02 Appendix A - Library Code of Behaviour

OP-02 Appendix B – Pandemic Preparedness

Clarence-Rockland Public Library. **HR-07 - Human Rights - Discrimination and Harassment.**

Clarence-Rockland Public Library. **HR-08 - Prevention of Workplace Violence**

Clarence-Rockland Public Library **HR-09 - Health and Safety**

Clarence-Rockland Public Library. **OP-15 - Meeting the Requirements of the AODA Regulations
Occupational Health and Safety Act, R.S.O., 1990, c. O.1, Last amendment: 2007**

Ontario Regulation 191/11 Integrated Accessibilities Standards s. 13

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Appendix A

Library Code of Conduct

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:

These are the shared expectations for a safe and welcoming community space.

- The space you are using is for everyone. Treat staff and other clients with courtesy and respect.
- Use the Library material, space, furniture and equipment with care and only for their intended purpose.
- Disrespectful, abusive and illegal activity will not be tolerated by staff. If you do not comply, you will be asked to leave immediately.
- Children under the age of 10 must be supervised at all times.
- If the behaviour of others is disruptive, please ask staff for assistance.
- Enjoy food and covered drinks responsibly in the Library. Put all waste in the garbage/recycling when done.
- Service animals are welcome in the Library.

Library staff and fellow clients thank you for your understanding and cooperation. Clients failing to observe the Code of Conduct will be asked to vacate the premises and could have their Library privileges suspended. Staff will take into consideration the severity of the misconduct, the circumstances surrounding the incident and any mitigating factors when deciding the length of the suspension. If necessary, staff will involve the police and may do so without prior warning.

Appendix B

Pandemic Preparedness

The Clarence-Rockland Public Library understands that it is the responsibility of all organizations, large and small, to educate themselves about pandemic planning and to partner and collaborate with local health authorities during a pandemic outbreak.

Section 1: Definition

1. A pandemic is a world-wide epidemic which:
 - a. spreads easily & quickly;
 - b. across many regions / countries of the world;
 - c. affects a large percentage of people where it hits;
 - d. often the effects are more severe than usual (makes people more severely ill, more deaths);
 - e. many people will miss work (perhaps as many as 1/3);
 - f. there will be a large demand for medical services;
 - g. there may be shortages of supplies, services – for individuals and businesses;
 - h. many businesses may close or provide only essential services; and
 - i. Public Health may restrict or cancel public gatherings.

Section 2: Guidelines

1. In the event of a pandemic, public library services may need to be curtailed for a variety of reasons:
 - a. government and/or City health authorities issue pandemic procedures and recommend closing public facilities;
 - b. insufficient staffing due to illness; and
 - c. Library employees are required to assist elsewhere in the City or region.
2. Social distancing and telecommuting, where, possible, will be implemented.
3. The public and employees may be refused entry to the Library if they are ill.
4. Heightened janitorial and public hand sanitization procedures will be enforced during a serious flu or pandemic outbreak. Masks and gloves will be provided to the employees, if necessary.
5. All operating and communication decisions involving pandemic control will be the responsibility of the CEO or her designate.

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