

Safety, Security, and Emergencies

Policy Number: **HR-13**

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The Port Colborne 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 staff, and volunteers share the responsibility to ensure a safe and secure place for all.
2. The board requires individual staff members to take responsibility for their own health and safety, as well as that of the public.
3. All board members, library staff, and volunteers will take initiative on health and safety issues, and **contribute to solving problems and prevent hazards on an ongoing basis.**
4. The Board will ensure that funding, time, and resources are dedicated to training staff, Board members, and volunteers in safety, security, and emergency procedures.
5. The CEO will develop safety and security programs that include procedures, implementation plans, enforcement, and reporting for:
 - a) 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
 - b) safe work practices, including WHMIS, ergonomics, working alone, and indoor air quality
 - c) crime
 - d) disasters that threaten library collections, furniture and equipment, including fire and flood
6. Library staff will enforce policy OP-03: Code of Conduct (Public) to ensure safety and security in the library.

7. 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.
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 the **Library Services Manager** in consultation with the CEO, will determine when to close the library during an emergency or catastrophe.
9. The library cooperates with **the City of Port Colborne** and other agencies responsible for health and safety and local emergency preparedness.

Related Documents:

- **City of Port Colborne. Inclement Weather, Hazardous Event (CAP-61)**
- **City of Port Colborne. Emergency Plan.**

Appendix A: Evacuation, Bomb Threat, Weapons

1. Emergency Evacuation Procedure

1. Familiarize yourself with all available exits.
2. In case of a fire or fire alarm, close door to fire area if possible.
3. Call 911 for emergency assistance.
4. Exit the building via the safest route and convene with others at designated evacuation site (corner of King and Elgin Street)
5. Provide assistance to others only if safe to do so.
6. Complete an incident report when safe to do so.

2. Bomb Threat Procedure

Any bomb threat is to be treated as real and is to be addressed as a serious threat to the safety and security of all in the building.

If you receive a call or notification regarding a bomb threat, keep the caller on the phone for as long as possible and WRITE DOWN as much of the following information as you can obtain:

- Time the bomb is set to go off
- Location of the bomb in the building
- Reason the bomb was set
- Type of bomb, what it looks like, etc
- Any other information that might prove useful to authorities in locating the bomb or identifying the caller: background noises, speech patterns, unusual phrases, etc

If the bomb threat is immediate:

1. Evacuate the building immediately and convene with others at the designated evacuation site
2. Once outside and away from immediate danger, call 911 for emergency assistance.
3. Complete an incident report when safe to do so.

3. Weapon Procedure

If you hear or see use of a weapon, notify the CEO or supervisor to determine if staff and public should evacuate or lockdown in place.

Call 911 or push a panic button (if available) for emergency assistance.

In the event of evacuation, follow the Emergency Evacuation Procedure.

In the event of lockdown in place:

1. Attempt to gather in a designated lockdown area with others, if safe to do so (repair room, computer room, basement kitchen)
2. Lock all doors and cover windows.
3. Turn off lights and silence radios, cell phones, or other electronics.
4. Stay away from doors and windows.
5. Call 911 for emergency assistance.
6. Request identification and/or documentation from an official to confirm their identity before opening doors or windows.
7. Complete incident report when safe to do so.
8. Participate in debriefing and seek personal support as needed.