

Gravenhurst Public Library

APPENDIX A - Policy FAC-02

Safety, Security and Emergencies in the Library

Emergency Evacuation, Bomb Threats and Weapons



1. Emergency Evacuation

- 1.1. Familiarize oneself with all available exits.
- 1.2. In case of a fire or fire alarm, close door to fire area if possible.
- 1.3. Call 911 for emergency assistance.
- 1.4. Exit the building via the safest route and convene with others at designated evacuation site.
- 1.5. Provide assistance to others only if safe to do so.
- 1.6. Complete an incident report when safe to do so.

2. Bomb Threat

- 2.1. 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.
- 2.2. If a board member, staff member, or volunteer receives 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 one can obtain:
 - 2.2.1. Time the bomb is set to go off
 - 2.2.2. Location of the bomb in the building
 - 2.2.3. Reason the bomb was set
 - 2.2.4. Type of bomb, what it looks like, etc.
 - 2.2.5. Any other information that might prove useful to authorities in locating the bomb or identifying the caller: background noises, speech patterns, unusual phrases, etc.
 - 2.2.6. Evacuate the building immediately and convene with others at the designated evacuation site (muster point is located at the corner of Sharpe St. W and John St.).
 - 2.2.7. Once outside and away from immediate danger, call 911 for emergency assistance.
 - 2.2.8. Complete an incident report when it's safe to do so.

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3. Weapons

- 3.1. If you hear or see use of a weapon, notify the CEO/Chief Librarian and/or the employee health and safety representative or the next person in charge to determine if staff and public should evacuate or lockdown in place.
- 3.2. Call 911 or push the security pendant for emergency assistance.
- 3.3. In the event of evacuation, follow 1. Emergency Evacuation steps.
- 3.4. In the event of lockdown in place:
 - 3.4.1. Attempt to gather in a designated lockdown area with others, if safe to do so.
 - 3.4.2. Lock all doors and cover windows.
 - 3.4.3. Turn off lights and silence radios, cell phones, or other electronics.
 - 3.4.4. Stay away from doors and windows.
 - 3.4.5. Call 911 for emergency assistance.