



Section of Policy Manual: Facility	Policy No. : FAC-02
Subject: Safety, Security and Emergencies in the Library	Policy Approval Date: Sept. 10, 2026 Date Last Approved: Sept. 14, 2023
Year of next review: September 2027 (Review annually)	Last Review/Revision Date: July 2026

Section 1: Purpose

- 1.1. The Gravenhurst Public Library Board is committed to providing a safe and secure environment for all who use the Library. The Board and the CEO/Chief Librarian work together to protect and secure Library property.

Section 2: Scope

- 2.1. The Board, Library staff, and volunteers take initiative on safety issues and contribute to solving problems and preventing safety hazards on an ongoing basis.

Section 3: Responsibility

- 3.1. The Board, CEO/Chief Librarian, Library staff, and volunteers share the responsibility to ensure a safe and secure place for all.
- 3.2. The Board requires individual staff members to take responsibility for their own safety, as well as that of the public spaces in the Library.
- 3.3. The Board ensures that funding, time, and resources are dedicated to training staff and volunteers in safety, security and emergency procedures.
- 3.4. The CEO/Chief Librarian develops written safety and security procedures that include implementation plans, enforcement, and reporting for prevention and mitigation of:
 - 3.5.1. Harassment, discrimination and violence (see relevant policies – PER-13, PER-14 and PER-17) that compromise the health and safety of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals, and medical emergencies



- 3.5.2. safe work practices, including WHMIS, ergonomics, working alone (see PER-01), and indoor air quality
 - 3.5.3. criminal activity
 - 3.5.4. disasters that threaten collections, furniture, and equipment, including fire and flood.
- 3.6. Staff members will enforce the Patron Code of Conduct (see PAT-03) to ensure safety and security in the Library.
- 3.7. 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.
- 3.8. Closing the Library may be necessary in certain emergencies including, but not limited to, extreme weather or power failure. The primary consideration is the safety of all persons in the building and on the property. The CEO/Chief Librarian or designate will determine when to close the Library during an emergency and ensure appropriate communication is addressed.
- 3.9. The Library cooperates with other agencies responsible for health and safety and local emergency preparedness.

Related Documents:

Gravenhurst Public Library Policy **FAC-02 Appendix A: Emergency Evacuations, Bomb Threats and Weapons**

Gravenhurst Public Library Policy **PAT-03: Patron Code of Conduct**

Gravenhurst Public Library Policy **PER-01 Working Alone**

Gravenhurst Public Library Policy **PER-13: Prevention of Workplace Harassment and Discrimination**

Gravenhurst Public Library Policy **PER-14: Prevention of Workplace Violence**

Gravenhurst Public Library Policy **PER-17 Health and Safety**

Occupational Health and Safety Act, R.S.O. 1990, chapter O.1

Ontario Regulation 165/16 Integrated Accessibility Standards s. 27

Ontario Regulation 297/13 Occupational Health and Safety Awareness and Training