

Security and Emergency Policy

Board Motion: 2024-033

Date of Next Review: November 2028

Date: November 27, 2024

Date of original motion: June 2020

Policy type: Operational

Chair's signature: _____

Purpose

The Orangeville Public Library Board is committed to providing a safe and healthy work environment for staff, volunteers, and members of the public who use the library. The board also aims to protect library property.

Policy

1. The board, chief executive officer, and library employees share the responsibility to ensure a safe and secure workplace.
2. The board ensures that funding, time, and resources are dedicated to training the staff in security and emergency procedures.
3. The board requires each individual staff member to take responsibility for his or her own health and safety, as well as that of our patrons.
4. The chief executive officer will ensure adequate safety programs that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation of:
 - a. events that compromise the safety and health of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals (with or without weapons), and medical emergencies (including pandemics)
 - b. criminal acts, including theft, vandalism, and drug dealing and/or use
 - c. disasters that threaten collections, furniture, and equipment, including fire and flood
 - d. times of declared state of emergency by any respective level of government
5. Staff members will enforce the library's Code of Conduct in order to ensure safety and security, and a welcoming environment for all library users.
6. All reports of harassment, threats, violence or vandalism involving a third party will be submitted using the RZone program incident form. The results and consequences of the investigation will be communicated through the process outlined in the RZone program.

7. The chief executive officer has full discretionary powers to remove or ban any individual for any duration from the library if he/she believes that action is suitable given the situation and circumstances. Should these powers be enacted, appeals would be directed to the library board chair and the decision of the board will be final.
8. Closing the library may be necessary in emergencies or catastrophes including, but not limited to, extreme weather, pandemic and power failure. The primary consideration is the safety of all persons in the building and on the property. The chief executive officer in consultation with municipal staff and the board chair will determine when to close the library during an emergency situation.
9. During times of a declared state of emergency, decision making will be reduced/ altered to the board chair and the chief executive officer in consultation with the head of council, chief administrative officer/general manager and municipal staff, as reflected in the procedural by-laws.
10. The library cooperates with other agencies responsible for safety and local emergency preparedness.

Working Alone

Working alone describes a situation where a person is the only worker in the library, or where the worker does not have direct contact with a co-worker.

In addition:

- all staff will be made aware of potential risks and will be trained on procedures when working alone
- staff will not work alone in the library without the prior consent of the chief executive officer or designate
- volunteers will not be permitted alone in the library

If working alone is approved by a supervisor, a Working Alone Plan will be developed for the employee that includes identification of the possible risks that may arise in the course of work being performed, and details of how emergency assistance will be obtained in the event of an injury or incident.

Related documents:

- Code of Conduct and Rzone Policy
- Town of Orangeville, Violence in the Workplace Prevention Policy
- Town of Orangeville, Working Alone Procedure