

Topic: Workplace Health & Safety

7.9 Safety, Security and Emergencies Policy & Procedures

Board Motion Number:	22.053
Date of Original Board Motion Number:	November 28, 2017
Date of Current Issue:	April 26, 2022
Date of Next Review:	2022
Attachments:	Appendix A with sample poster, Fire Evacuation Procedure, Bomb Threat Procedure, Active Shooter or Weapon Procedure

Signature of Board Chairperson (and Date):

The North Kawartha Public Library Board (NKPLB) is committed to providing a safe and healthy work environment for staff, volunteers and members of the public who use the library. The NKPLB also acts to protect library property. The NKPLB, CEO/Librarian and library employees share the responsibility to ensure a safe and secure workplace.

1. The ***Ontario Occupational Health and Safety Act and Regulations***, R.S.O. 1990, c.0.1 (OHSa) imposes a legal duty on employers and on supervisors for ensuring the well-being of workers under their supervision, and to take reasonable measures to protect their safety. The NKPLB designates the CEO/Librarian as supervisor, in accordance with ***OHSa***.
2. The NKPLB ensures that funding, time and resources are dedicated to training the staff in safety, security and emergency procedures.
3. The NKPLB requires each individual staff member to take responsibility for his or her own health and safety, as well as that of the user. Each person will take initiative on health and safety issues and will work to solve problems and make improvements on an ongoing basis.
4. The CEO/Librarian and the Technical Services Coordinator develop safety programs that include procedures, implementation plans, enforcement, and reporting for:
 - a) safe work practices, including WHIMIS, ergonomics, harassment, and indoor air quality
 - b) harassment and violence that compromise the safety and health of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals and medical emergencies.
 - c) crime prevention, including theft, vandalism, and drug dealing and/or use

- d) disasters that threaten collections, furniture and equipment, including fire and flood.
- 5. Staff members will enforce the Library Code of Conduct to ensure safety and security in the library.
- 6. In accordance with Ontario Regulation 165/16 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.
- 7. 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 or on the property. The CEO/Librarian will determine when to close the library during an emergency or catastrophe.
- 8. At the Apsley Branch there are two people working. In case of flood or other building related emergencies call the Director of Parks and Rec. In case of fire call 911. In case of volatile situations staff can lock themselves into the staff bathroom with their cell phone. In all cases where you feel physically threatened use the panic button to summon police.

At the Woodview Branch staff work alone. If there is a building emergency such as flood, etc. call the Apsley Branch and speak with the CEO/Librarian. In case of fire call 911. Should you feel physically threatened you can lock yourself into the kitchen area of the Community Centre and take the telephone with you. Use the panic button to summon police. Should you need to close the library notify the Apsley Branch.

In the case of an emergency that threatens bodily harm call 911.

- 9. The library cooperates with other agencies responsible for health and safety and local emergency preparedness. **(see Appendix A for time-sensitive requirements related to health, safety and emergencies)** Appendix A will be activated when mandated by agencies such as the Provincial government, local Public Health Unit or when the Library Board deems it necessary.

Appendix A:

COVID-19 Emergency: Mandatory face masks

The North Kawartha Public Library works with other agencies responsible for health and safety and emergency preparedness. During the COVID-19 pandemic of 2020, the library responded to specific requirements under provincial legislation including regulations as well as to requirements of the local public health unit. As an organization that is permitted to open per *Emergency Management and Civil Protection Act* (EMCPA) Ontario Regulation 263/20 – Stage 2 Closures, our library now has been given a responsibility and additional requirements with respect to implementing mandatory mask use.

1. Under O. Reg 263/20 s.4(2), no member of the public is permitted to enter or remain in the public areas of the Enclosed Public Space (“the library”) unless he or she is wearing a mask (see note 1) in a manner that covers their nose, mouth and chin.
2. The exceptions to this requirement under sub-section (1) are:
 - a) Children under two years of age, or children under the age of five years either chronologically or developmentally who refuse to wear a mask and cannot be persuaded to do so by their caregiver;
 - b) Individuals with medical conditions rendering them unable to safely wear a mask, including breathing difficulties or cognitive difficulties;
 - c) Individuals who are unable to apply or remove a mask without assistance, including those who are accommodated under the *Accessibility for Ontarians with Disabilities Act* (AODA) or who have protections under the *Ontario Human Rights Code*, R.S.O. 1990, c.H.19, as amended;
 - d) An employee working in an area of the library that is not designated for public access or working within or behind a physical barrier (e.g., plexiglass).
3. No person shall be required to provide proof of any of the exemptions set out in sub-section (2).
4. Individuals are permitted to temporarily remove their mask when necessary for the purpose of:
 - a) consuming food or drink
 - b) for any emergency or medical purpose
5. Those individuals removing their masks for extended periods of time and outside of the temporary exemptions outlined in sub-section 4 will receive a verbal reminder from our staff of the requirement to wear a mask as a result of this policy.

6. The library will post the following information at every public entrance using prominent and clearly visible signage:

All persons entering or remaining in these premises must wear a mask that securely covers the nose, mouth, and chin as required by the Medical Officer of Health under the authority of the *Emergency Management and Civil Protection Act* (EMCPA) Ontario Regulation 263/20.

Toutes les personnes qui entrent ou restent dans ces locaux doivent porter un masque qui couvre solidement le nez, la bouche et le menton, comme l'exige la Médecin chef en santé publique en vertu de la *Loi sur la protection civile et la gestion des situations d'urgence* (LPCGSU), Règlement de l'Ontario 263/20.

7. In addition to the face mask requirement, the library will have an alcohol-based hand rub at entrances for the use of all persons entering the establishment.
8. Library staff will be trained in the requirements of this policy, including all aspects of Appendix A.
9. A copy of this entire policy, including Appendix A, will be available, upon request, to the public and to a Public Health Inspector or other person authorized to enforce the provisions of the EMPCA.

Note 1: "Mask" means: a cloth (non-medical) mask, medical mask or other face coverings, (e.g., bandana, a scarf or cloth), for filtering respiratory droplets that securely covers the nose, mouth, and chin and is in contact with the surrounding face without gapping.

Face Covering **REQUIRED** for Indoor Public Spaces



Date of Implementation:
August 1, 2020



**Peterborough
Public Health**

peterboroughpublichealth.ca

All persons entering or remaining in these premises must wear a mask that securely covers the nose, mouth, and chin as required by the Medical Officer of Health under the authority of the Emergency Management and Civil Protection Act (EMCPA)



EMERGENCY EVACUATION PROCEDURES

1. **FAMILIARIZE YOURSELF WITH ALL EXITS.**
2. **UPON HEARING THE FIRE ALARM OR DISCOVERY OF A FIRE PLEASE EVACUATE THE BUILDING.**
3. **IF POSSIBLE CLOSE DOOR TO FIRE AREA.**
4. **CALL THE FIRE DEPARTMENT 911.**
5. **EXIT THE BUILDING THROUGH THE CLOSEST EXIT AND INFORM PEOPLE IN YOUR IMMEDIATE AREA TO EXIT AS WELL.**
6. **IF YOU ENCOUNTER SMOKE USE AN ALTERNATE EXIT.**
7. **DO NOT PANIC, DO NOT RUN!**
8. **UPON EXITING THE BUILDING, REPORT TO THE GAZEBO NEAR THE PARKING LOT.**



EMERGENCY EVACUATION PROCEDURES

- 1. FAMILIARIZE YOURSELF WITH ALL EXITS.**
- 2. UPON HEARING THE FIRE ALARM OR
DISCOVERY OF A FIRE PLEASE EVACUATE THE
BUILDING.**
- 3. IF POSSIBLE CLOSE DOOR TO FIRE AREA.**
- 4. CALL THE FIRE DEPARTMENT 911.**
- 5. EXIT THE BUILDING THROUGH THE CLOSEST
EXIT AND INFORM PEOPLE IN YOUR
IMMEDIATE AREA TO EXIT AS WELL.**
- 6. IF YOU ENCOUNTER SMOKE USE AN
ALTERNATE EXIT.**
- 7. DO NOT PANIC, DO NOT RUN!**
- 8. UPON EXITING THE BUILDING, REPORT TO
THE PICNIC SHELTER BY THE BASEBALL
DIAMOND.**

Bomb Threat Procedure

Most bomb threats are received by phone. We must treat such incidents as if they are real, however unlikely that may be.

If you receive a call regarding a bomb threat keep the caller on the telephone if 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 (building, floor, room)
- Reason the bomb was set
- Kind of bomb, what it looks like, etc.
- Any other information that might prove useful in finding the bomb or identifying the caller: background noises, speech patterns, unusual grammar, etc.

If Threat is Imminent “I have a bomb,” “There is a bomb in the library,” etc.

1. Evacuate the building immediately and go to the muster point: Gazebo at Apsley Branch, Picnic Shelter at Woodview Branch
2. Once you are outside the building call 911. Let the 911 Operator know it is a bomb threat.

If Threat is Deferred “at 7 pm tonight,” “On St. Patrick’s Day,” etc.

1. Call police: 705-742-0401
2. Report the threat. Decision to evacuate may be made by police.

The person who received the call should fill out the bomb threat details form (attached)

Bomb Threat Reporting Form

Date: _____ Time of call: _____

Name of Staff member(s) on phone: _____

Branch: ☐ Main

Exact message received:

Stated time of explosion: _____ Location: _____

Bomb details, appearance, etc.:

Caller's name: _____

Speech characteristics

Voice pitch: ☐ Low ☐ Medium ☐ High

☐ Male ☐ Female ☐ Unknown/indistinguishable

☐ accent (identify origin if possible) _____

☐ used voice changer ☐ other

Unique grammar, phrasing, or characteristics:

Caller's location and/or background sounds:

Actions taken following the call:

Active Shooter or Weapon Procedure

If you hear shots inside or outside the library, or see someone with a gun or weapon, you must quickly evaluate the situation and either:

1. Evacuate
2. Lockdown
3. Fight (as a last resort)

Designated meeting place for active shooter situations is Apsley Branch: Anglican Church north side entrance, Woodview Branch: Woodview Golf Course behind the Club House.

The following steps should occur only if it is safe to do so.

1. Call 911 or push a panic button

Evacuate

1. If you can safely get out of the building, do so. If there are people in your immediate area tell them to leave by the nearest exit. Take the nearest exit and run until you are a safe distance away.
2. Call 911 as soon as it is safe to do so.
3. Make your way to the active shooter meeting place.
4. If police arrive on scene, do not run toward them. Raise your hands and lie on the ground. Police will be in a heightened state as they attempt to control the situation.

Lockdown

If you hear shots that are close by and you are not safe to evacuate, find a place to hide. Take any customers in your immediate area with you. Apsley Branch: Utility Room, Woodview Branch: Utility Room

1. Lock all doors and windows. If a door can't be locked, attempt to quickly block the door with heavy items.
2. Turn off all lights and close the blinds.
3. Stay low and away from windows and doors.
4. Silence radios, cell phones and other electronics.
5. Never open doors or windows unless ordered to do so by emergency responders. Ask for documentation from an official to confirm their identity.

Fight

If you are in the immediate area of the assailant and you cannot get yourself to safety, take aggressive action toward the assailant. If possible, work with others to attack the assailant with a heavy object, use a fire extinguisher to temporarily blind the assailant, or to knock the gun from their hands. Use anything at your disposal to slow down or incapacitate the assailant - including computers, chairs, tables, etc.