

Gravenhurst Public Library

APPENDIX A - Policy FAC-02

Safety, Security and Emergencies in the Library



Procedures for Evacuation, Bomb Threats and Weapons

1. Emergency Evacuation Procedure

- a. Familiarize yourself with all available exits.
- b. In case of a fire or fire alarm, close door to fire area if possible.
- c. Call 911 for emergency assistance.
- d. Exit the building via the safest route and convene with others at designated evacuation site.
- e. Provide assistance to others only if safe to do so.
- f. 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.

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3. Weapon Procedure

If you hear or see use of a weapon, notify the CEO/Chief Librarian and/or the employee health and safety representative 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:

- a. Attempt to gather in a designated lockdown area with others, if safe to do so.
- b. Lock all doors and cover windows.
- c. Turn off lights and silence radios, cell phones, or other electronics.
- d. Stay away from doors and windows.
- e. Call 911 for emergency assistance.