

Policy Type: **Operational**

Policy Number: **OP - 02**

Policy Title: **Emergency Response**

Policy Approval Date: February 2012

Policy Review Date: March 2026

Purpose

Milton Public Library shall ensure that adequate emergency and security procedures are established and maintained for each facility in its jurisdiction. It shall be guided in this by the applicable legislation and municipal policies. The Milton Public Library shall also be governed by, and responsive to, all applicable provincial and federal legislation, directives, and emergency management protocols, ensuring alignment with all levels of government.

The Board, CEO and library employees share the responsibility to ensure a safe and secure workplace.

Scope

The CEO has the responsibility for recommending policies to the Board and for organizing the initial response to an emergency. In the absence of the CEO, responsibility relies with the next in charge person in the order established in the procedures. In the event of any emergency, the in-charge person shall implement procedures and notify, as soon as possible, their supervisor and the CEO or designate. The CEO or designate will advise the Board Chair or designate.

Library Emergencies:

Emergency procedures are outlined in the Milton Public Library Emergency Procedure Manual. Staff designated to exercise in-charge responsibility shall receive formal training on these procedures and are expected to remain fully knowledgeable and confident in their application. All employees will receive orientation to emergency protocols upon hire, with refresher training provided regularly to ensure familiarity, readiness, and consistent response across all locations.

The Emergency Procedure Manual will be reviewed annually by the CEO or designate, in conjunction with the Town of Milton, and will include procedures, implementation plans and enforcement protocols to respond to such emergencies as, illegal activity, medical emergencies, bomb threats, fire response, power failure, and inclement weather.

Community Emergencies:

In the case of uncommon emergencies involving the Library and beyond, the CEO will be guided by the Emergency Response Plan (By-law No. 136-2006) provided by the Town of Milton. Examples of such emergencies include natural emergencies such as extensive flooding, tornadoes, blizzards, etc. and human-caused emergencies such as transportation accidents involving hazardous materials, aircraft or rail crashes, electrical power blackouts or any other incident accidentally or willfully caused by a person which is likely to endanger property, health, safety, and welfare of the Milton community. In responding to such incidents, the Milton Public Library will comply with all relevant provincial and federal legislation and emergency directives, in addition to municipal requirements.

Incident Reporting:

Following any emergency response, the staff member designated as in-charge shall complete an Incident Report as soon as possible. The report will document the nature of the incident, actions taken, external agencies involved, injuries or damages observed, and any follow-up actions required. Completed reports shall be submitted to the CEO or designate and filed in accordance with established record-keeping procedures. Incident reports will be regularly reviewed to support continuous improvement of emergency procedures and staff training.

Employee & Public Communication:

Milton Public Library will maintain clear, consistent, and timely communication with all employees during emergencies and security incidents. Official communication channels are outlined in the Milton Public Library Emergency Procedure Manual and may include Library e-mail, direct manager contact (phone or text) and other internal messaging systems.

Leadership and management are responsible for ensuring communication reaches all staff, including those on duty and those not scheduled to work, as appropriate to the nature and scope of the emergency. In situations requiring urgent notification, established emergency contact lists will be activated in accordance with the procedures set out in the Emergency Procedures Manual. The CEO or designate, in coordination with the Town of Milton or other levels of government, will determine when broader organizational or public communication is required.

Emergency contact lists and communication protocols will be reviewed and updated annually as part of the overall review of the Emergency Procedure Manual to ensure accuracy, effectiveness, and alignment with municipal, provincial and federal emergency response practices.

Related Documents:

- Emergency Procedures Manual
- Incident Report Portal (SharePoint)
- Town of Milton ***Emergency Response Plan***. By-Law No. 136-2006