



Town of Whitby Policy

Policy Title:	Security Policy
Policy Number:	CA 260
Reference:	Council Resolution #129-19
Date Approved:	April 15, 2019
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Approval:	Council
Point of Contact:	Manager of Facilities - Operations

Policy Statement

The Town of Whitby values and depends on its personnel and assets, and is committed to providing a safe and secure work environment for all employees, council, visitors, customers, consultants, contractors and tenants in the event of a security or emergency situation at a Town facilities. The Town shall develop, implement and ensure ongoing review of procedures and facility measures to ensure the safety of all.

Purpose

This policy will authorize the Town to establish appropriate and reasonable measures to minimize or eliminate the risk of injuries, theft or damage and to provide a safe and secure environment for employees, council, visitors, customers, consultants, contractors and tenants; and to protect information and property through a variety of measures which may include but is not limited to: Emergency Procedures and Training, Video Surveillance, Electronic Access Control, Key Control, Security Alarm Systems and the use of Security Guards.

Scope

This policy applies to all Town of Whitby building occupants including employees, council, visitors, customers, consultants, contractors and tenants and applies to all Town facilities, including office space leased for the use by Town employees. The definitions in this policy apply to all procedures arising out of the policy.

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1 Definitions

- 1.1 Building Occupants** means any individual within a Town Facility during a security or emergency situation, including all employees, members of Council, members of committees, visitors, customers, consultants, contractors and tenants.
- 1.2 Emergency Responses and Procedures** mean list of predetermined actions to follow should a serious security or emergency situation event occur. The scope of actions to be taken would depend on the particular event. The Town recognizes four security and emergency responses – Building Evacuation, Shelter in Place, Hold and Secure, and Lockdown.
- 1.3 Electronic Access Control** means a system that manages and controls who or what is allowed entrance into an area or Town Facility.
- 1.4 Key Control** means a system for keeping track of which keys are carried by employees.
- 1.5 Security Alarm System** means a system designed to detect unauthorized entry into a building or other area.
- 1.6 Security Guards** mean a person(s) whose job is to guard a place or people.
- 1.7 Security or Emergency Situation** means any unforeseen situation affecting a Town facility that presents danger to or threatens the health and safety of the building occupants or may cause physical or environmental damage in one or more Town facilities.
- 1.8 Town** means the Town of Whitby.
- 1.9 Town Facility** means any building that is owned, leased and/or occupied by the Town, including but not limited to Town Hall, community centres, arenas, marina, operations centre and depots. Town Facility also includes the Whitby Public Library and its branches and the Station Gallery.
- 1.10 Video Surveillance** means a system of monitoring activity in an area or building using a system of cameras and recording equipment to capture and review images.

2 Responsibilities

- 2.1** CAO, Commissioner, Director, Manager to:
- Support this policy and act in a manner that promotes the safety of employees, council, customers, visitors, consultants, contractors and tenants.
 - Ensure that they and their employees know of and comply with this policy and the procedures related to the policy.

2.2 Supervisor to:

- Ensure employees in their respective area know of and comply with this policy.
- Regularly review and train employees on the security and emergency procedures.
- Conduct annual drills.
- Report any potential security risks to Facilities staff.

2.3 All Employees to:

- Follow security and emergency procedures.
- Report any potential security risks to your Supervisor.
- Report any lost keys or electronic access control cards to Facilities staff.

2.4 Facilities Staff to:

- Develop and implement procedures security and emergency response for each facility.
- Review and update Facility Procedures annually or as required.
- Ensure all individuals with a role or responsibility in responding to a security or emergency situation are provided training.

3 General

3.1 The Town shall take predetermined actions that must be followed should a Security or Emergency Situation occur to eliminate or reduce an immediate threat to life, public health or safety. The scope of actions to be taken would depend on the particular event. The Town recognizes four emergency responses: Building Evacuation, Shelter in Place, Hold and Secure, and Lockdown.

- Building Evacuation – a response to an immediate or imminent threat or hazard inside a Town Facility wherein Building Occupants would be required to exit the facility to a safe location.
- Shelter in Place – a response to an immediate or impending external threat to a Town Facility or to Building Occupants (e.g., environmental spill or accident) whereby the exterior doors of a Town Facility are closed and exit from the Town Facility is strongly discouraged.
- Hold and Secure – a response to an immediate or imminent external threat to Building Occupants (e.g., dangerous person in the area) whereby the exterior doors of a Town Facility are locked to prohibit

access to the Town Facility, and exit from the Town Facility is not permitted until notice is given that the immediate or imminent external threat has cleared.

- Lockdown – a response to an immediate threat inside a Town Facility. All business and daily routines are immediately suspended and Building Occupants are directed to move to safe locations.

This Policy is hereby approved by Council Resolution #129-19 on this 15th day of April, 2019.