

Oliver Paipooonge Public Library

Policy Type: Operational	Policy Number: OP-01
Policy Title: : Managing Emergencies	Initial Policy Approval Date: 09/29/2021
	Last Review/Revision Date:
	Year of Next Review: 2026

This policy establishes the Library's procedure for dealing with emergencies.

This policy shall guide employees when dealing with any of the following situations:

1. A fire in or near the Library . **Course of action: call 911.** Employees shall evacuate all patrons from the Library using the evacuation plan attached to this policy. Leave the building and wait for arrival of fire services. When situation is under control, contact Board Chair (or designate) and landlord. The Library shall remain closed pending direction from the Board.
2. A flood in or near the Library. Course of action: **Contact the Municipal Director of Operations.** If the flood poses an immediate danger to employees and patron safety, evacuate all patrons from the Library using the evacuation plan attached to this policy. Leave the building. The Library shall remain closed pending direction from the Board.
3. A medical emergency involving an employee or patron. **Course of action: call 911.** Ask for medical assistance from any qualified First Aiders who may be present. Remain with the employee or patron until EMS has arrived and taken over.
4. Theft. **Course of action: call 911.** Avoid disturbing a potential crime scene. Wait for police to arrive. Contact Board Chair (or designate) to report. The Library may need to remain closed pending direction from the Board.
5. Violence or threats of violence directed at an employee or other patrons. **Course of action: call 911.** Look to the safety of both patrons and employees. Evacuate all patrons and employees from the Library if the situation permits.
6. Severe weather, including unsafe road conditions. **Course of action: the CEO will make the decision to close the Library for the remainder of the day.** A notice to this effect shall be posted electronically, on the phone messaging system and on Facebook. The CEO shall be given the option to undertake paid-time administrative work that can be reasonably completed off-site.
7. A power-failure. Course of action: employees shall evacuate all patrons from the Library, using the evacuation plan attached to this policy if necessary. In the event the power failure lasts longer than 30 minutes, employees shall declare the Library closed for the day, post signage to that effect on the door and alert the CEO who will determine the date and time to safely reopen service.
8. Any emergency declared by the Municipality of Oliver Paipooonge. **Course of action: The CEO and/or Board Chair (or designate) shall communicate with the municipal administration to determine the best course of act.**

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In all cases, an emergency situation shall be documented by the CEO (or designate) and they shall communicate with the municipal administration to determine the best course of action.

In all cases, an emergency situation shall be documented by the CEO in writing as part of the library monthly library report. This report shall be submitted to the Board at its next regular meeting.

The CEO/Chief Librarian will maintain and distribute current contact information to Board members and the designate. The contact list will include employees, Board and municipal management.

The CEO/Chief Librarian shall ensure that Board members and employees are able to communicate remotely.

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EMERGENCY EVACUATION PLAN – ROSSLYN and MURILLO LIBRARY Appendix A

This plan refers to the specific rooms housing the library, the book sale room and any additional rooms used for a library program at the time of emergency. It does not include the remainder of the building. If more than 1 library staff is working during an emergency, the Supervisor takes responsibility for enacting this plan. If only 1 staff person is present, they must take responsibility for enacting this plan.

Our sincerest 'Thanks' to Sean Horan, Fire Chief for his guidance with this plan.

UPON DISCOVERY OF FIRE OR UPON HEARING OF A FIRE CONDITION

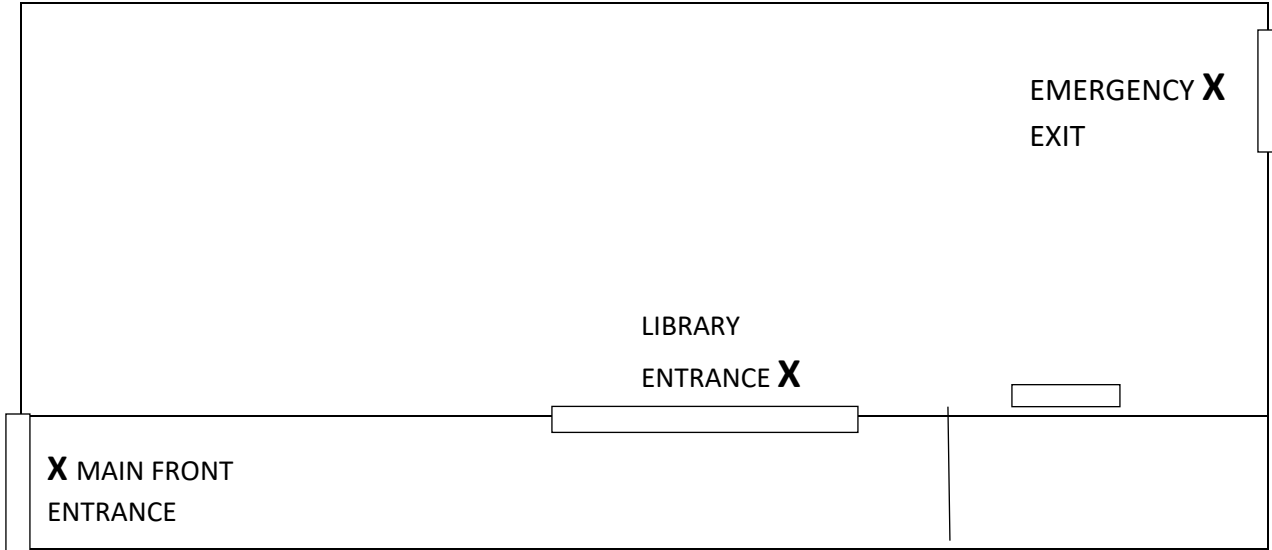
- Sound the Fire Alarm and Call 9-1-1.
- As the fire alarm sounds, clear patrons from the building IMMEDIATELY. This includes any other areas where library patrons may be, such as washrooms.
- Gather all attendance lists and bring them to the Marshalling Point to confirm everybody is accounted for.
- Close interior doors as you leave each area
- Direct patrons to gather at the designated marshalling point so that emergency personnel will be unhindered in the access to the building. Staff will meet there as well and remain until given clearance from the fire department:
 - Murillo marshalling point – stone cairn in parking lot
 - Rosslyn marshalling point – building sign by Rosslyn Road.
- Using attendance lists, confirm everybody is accounted for.
- Upon the arrival of the Fire Department, inform the fire officer of the conditions in the building and co-ordinate the efforts of the supervisory staff with those of the Fire Department.
- Provide access and vital information to the Fire Department as to location of persons including master keys for access.
- In the case of a containable fire, such as trash burning in a wastebasket, ignited food in the microwave, etc. the staff member who discovers it should attempt to put it out using the closest fire extinguisher.
 - **DO NOT PUT YOURSELF AT RISK**

In general:

- Keep the doors closed as much as possible.
- Maintain an attendance list of program participants who are in other rooms.
- Keep access to exits clear of any obstructions at all times.
- Do not permit combustible materials to accumulate in quantities or locations that would constitute a fire hazard.
- Promptly remove all combustible waste from areas where waste is placed for disposal, if applicable.
- Maintain the fire protection equipment in good operating condition at all times.
- In the case of a false alarm, staff will do the following:
 - Confirm that it is a False Alarm
 - Disable to alarm by pushing the silence button
- Call 911 to report a false alarm. If possible, determine which fire alarm box has been tampered with and who may have set it off.

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- Make immediate arrangements to have fire alarm serviced and put back into service.
ROSSLYN LIBRARY ENTRANCE/EXIT



MURILLO LIBRARY ENTRANCE/EXIT

