**High Prairie Municipal Library**

**Bylaw and Policy Manual**

POLICY C-12

Emergency Preparedness Policy

**DEFINITION**

“Emergency” means an urgent and/or critical situation, temporary in nature, which threatens or cause harm to people, the environment, property of the High Prairie Municipal Library or disrupts critical operations.

**PURPOSE**

The High Prairie Municipal Library is committed to ensuring the health, safety and welfare of person and protection of property should an emergency occur.

Emergency occurrences in the Library must be handled quickly to cause the least damage or disruption to normal Library functioning. These emergencies can cover everything from non-functioning equipment, to power outages, to customer/user conduct.

* 1. **Fire Safety**

A library facility must comply with specific fire codes. A fire code is a basic fire prevention guide.

If fire is observed or suspected, staff is to direct evacuation of the building. Fire extinguishers may be used by persons trained in their use to assist evacuation. Call 911 from outside the building.

Employees who have not been trained on fire extinguisher use should not attempt to put out any fire, but immediately evacuate.

* 1. **Fire Evacuation Plan**

**\*See Schedule C for a current evacuation plan registered with the local Fire Chief**

During evacuation:

REMAIN calm.

FOLLOW procedures established by your library.

DIRECT everyone to use the designated fire exits.

PROCEED quickly and directly to the designated meeting area

 REPORT to the attendance check

RESPOND to small fires with fire extinguishers

PREPARE to receive and direct fire fighters.

CHECK security at all exits.

ALWAYS report the alarm or actual fire to fire fighters and police before you become distracted or preoccupied.

2.1 **Bomb Threats**

 When a bomb threat is received.

* TAKE all threats seriously.
* BE CALM and courteous.
* LISTEN carefully.
* OBTAIN as much information as possible (who, what, where, when, how and why)
* KEEP the caller on the line, if you can, by asking questions, or asking him or her to repeat the information.
* NOTE voice characteristics and any background noises. Also what does the caller appear to know about the library?
* NOTIFY responsible authority by prearranged signal while the caller is online.
* RECORD the information on the incident report form.
* INFORM security, police and fire department.
* DO NOT interrupt the call.

Factors to be considered in determining appropriate levels of response include:

* A judgment of severity of threat
* Any existing labour problems or know disgruntled employees.
* Previous threats received.
* Recent attacks against other facilities in the area.

3.1 **Power Outage**

 Power outage can occur due to many different causes including:

* High winds
* Winter storms
* Floods
* Forest fires.

Common health and safety concerns include:

* Heating/cooling ventilation failure
* Risk of slips and fall injuries
* Patrons trapped in elevators.
* Risk of injuries from collision with furniture and library users.

4.1 **Flooding and Water Damage**

* In case of water damage, notify the Municipality
* If there are electrical appliances or electrical outlets near a leak or standing water, use extreme caution until the power is turned off. If the flood covers a large area, power should be shut off and restored only by an electrician. When there is any possible danger evacuate the area following evacuation procedures.
* If you know the source of the water and are fully confident of your ability to stop it (unclog the drain, turn off the water, etc.) do so cautiously. Do not troubleshoot an uncertain situation.
* Be prepared to use good judgment and emergency supplies to help protect materials in jeopardy. Take only those steps needed to avoid or reduce immediate water damage.

5.1 **Personal Safety – Crime Prevention**

 Physical threats to staff:

* Call the police, or have someone else call the police
* Get a good description of the person
* Try to get the public out of the way
* Try to keep yourself out of the way
* Do not attempt to confront the person
* Follow guidelines and procedures, if possible
* File an incident report
* Know your library. Where are the exits, phones and fire alarms?
* Know your clientele, children, students and adults – who comes in and when? Where do they go?
* Make eye contact with everyone. Greet people as they enter. Anyone entering a library with the intent to do something improper will not want to be singled out.
* If a person makes you uncomfortable – think safety. If you feel a threat, there is a threat. Remember that a threat need only be perceived by you to solicit some response.
* If you think you need to call police – THEN YOU NEED TO CALL POLICE. When safety is a concern – no call is frivolous.

6.**1 Drop Box**

Call police if sharp objects, dead animals, garbage, or any type of liquid or powder that was poured into the drop box is found. Let the Manager know if you find anything in the drop box other than library materials.

7.1 **Hazardous Materials**

All hazardous materials will be listed and posted where they are stored and copy of the list will be kept on the Bulletin Board.

8.1 **Medical**

Staff response to a medical emergency (if a customer or employee is in need of medical attention) is to immediately call 911. Employees who are trained to administer CPR or us the defibrillator (AED) may assist in the situation, if appropriate, until help arrives. Under no circumstances should an untrained employee attempt to offer medical advice, attention or medication.

In extreme situations, staff members certified to do so may offer first aid assistance. In no case shall uncertified staff members offer medical advice, attention, or any medication. They may indicate that water, ice, and bandages are available (first aid kit is in activity room).

For all other emergencies, we follow the Town of High Prairie’s “*Municipal Emergency*

*Response Plan”.*

9.1 **Incident Report**

Staff must file an Incident Report with the Library Manager within 24 hours regarding the incident covered in Policy C-14. If more than one staff member was involved in the incident, they must each file their own Incident Report.

 Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Approval: June 2014

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