

GRAND VALLEY PUBLIC LIBRARY POLICY

EMERGENCY PREPAREDNESS PLAN

Date of Review/Approval: February 13, 2013 Motion:

Chairperson's Signature:

1.1 PURPOSE

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. Staff should be acquainted with the following procedures to know how to begin coping without having to panic.

1.2 FIRE PROTECTION

At the first indication of smoke or flame or when the fire alarm is activated evacuate the building following the fire evacuation plan. The Library is monitored by Georgian Bay Fire and Safety. When the alarm goes off the Fire Department is immediately called by Georgian Bay. It is imperative that the building be evacuated regardless of whether the alarm has been set off by error or not. **DO NOT ATTEMPT** to handle fires beyond your capabilities. Leave fire to fire department experts.

Staff should familiarize themselves with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. Practice use of fire extinguishers. Small fires can be put out using portable fire extinguishers. You should be trained in order to be able to use fire extinguishers.

Alarm System to be checked yearly by Georgian Bay Fire and Safety. Monitoring of Fire Alarm System - Cost reflected in budget. Fire Extinguishers to be checked monthly by Health & Safety Inspector and yearly by Georgian Bay Fire and Safety.

The Library is covered under the Municipal Health and Safety Policies and the building is checked regularly for safety issues. Records of these inspections are to be made available for inspection by the Grand Valley Fire Chief or designate.

1.3 FIRE EVACUATION PLAN

The fire evacuation plan is included in the Town of Grand Valley Municipal and Grand Valley Public Library Fire Safety Plan. The plan will be kept on the Health and Safety Bulletin Board and the evacuation plan will be posted.

1.4 HAZARDOUS MATERIALS

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

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1.5 WINTER STORMS

The Library may close (or postpone opening) when weather conditions exist making it highly improbable for travel. The primary factor of any decision made will be the safety of the staff and the library customers. However, maximum effort will be made to maintain regular operating hours.

1.1 TORNADOES

When a tornado has been sighted in the area the library staff will then advise the library's customers of the situation and will instruct them to proceed to the north west corner of the Library. A battery operated radio should accompany the group. Normal routine may resume when the Municipality gives the all-clear sign.

1.7 RE-ESTABLISHING LIBRARY SERVICE

If the disaster interrupts service then the Board will make every attempt to restore services as soon as possible.

- contact insurance company
- establish extent of damage
- set up temporary facility
- re-establish collection (if necessary) following collection development procedures
- may need to re-evaluate Service Plan Budget and inform council of plans.

1.8 HEALTH EMERGENCIES:

All staff is trained in CPR, First Aid and AED (Automatic Electronic Defibrillator). EMS911 should be called immediately.

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IN CASE OF EMERGENCY:

- 1.If serious, call EMS 911.
- 2.If not serious, advise ill or injured party to consult a physician.
- 3.Get the person's name, address, and telephone number.
- 4.Contact family member, etc., for them.
- 5.Document incident in staff incident report file.

1.9 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 caller.

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.

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During a bomb threat evacuation:

- SEARCH your immediate area.
- UNLOCK drawers, cabinets, etc. for the search crew and identify any strange or unfamiliar objects.
- TAKE your personal property with you e.g., briefcase, purse, lunch container.
- FOLLOW standard evacuation procedures.
- DO NOT touch any suspicious object or device. Report only.

Emergency Evacuation Procedures

- REMAIN calm.
- FOLLOW procedures established by the Library.
- DIRECT everyone to use the designated fire exits.
- PREPARE to receive and direct fire fighters.

Bomb Threat Evacuation

- REMAIN calm.
- FOLLOW evacuation procedures established by the Library.
- PROCEED quickly to the designated fire exits.

2.0 DROP BOX

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

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2.1 FLOODING AND WATER DAMAGE:

1. In the case of water damage, notify the Municipality.
2. 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.
3. 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.
4. 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. Suggested activities include covering large objects with plastic sheeting and moving small or light objects out of the emergency area if it can be done safely.

2.2 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.

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- *Physical confrontation is never the answer.*
- *Use/choose your words carefully. Know how to approach problem individuals. Be calm, firm and polite. Be authoritative if it becomes necessary.*

The C.E.O. has the initial responsibility for organizing the library's response to an emergency. In the absence of the C.E.O. responsibility lies with the other personnel on duty in order established by the C.E.O. Inform the Board Chair of the Grand Valley Public Library Board as soon as possible of an incident.