

The Municipal District of Peace No. 135 Library Board Emergency Procedures Policy

The Library Manager or their designate oversees the library during an emergency, working in concert with any Emergency crew and other relevant authority present.

Library Manager Responsibilities

- Maintain overall responsibility for the Emergency Management Plan
- Ensure the Plan is a component of the Municipal Emergency Plan
- Ensure emergency supplies to support activation of the Plan are maintained
- Ensure that staff receive emergency preparedness education and training
- Ensure that staff alerting procedures are established.
- Maintain an emergency staff phone list both on and off site
- Ensure that parent/guardian notification procedures, where applicable are established
- Inform respective administrators regarding emergency preparedness
- Be prepared to activate the plan

Library Evacuation

For use in a situation where patrons are in danger and must be relocated to a safer location. Examples of situations may include:

- Fire
- Explosion
- Hazardous Materials release
- Any event where there is a risk to life, if the library remains occupied.

Muster Station Location

By the fence facing the south entrance. (order a muster sign)

1. At the sound of the fire alarm, staff and patrons must exit the facility to the muster station. Windows should be closed and doors should be shut but not locked.
2. Patrons in the library shall evacuate using the library evacuation plan.
3. Library staff will take the sign in sheet with them in order to take attendance at the muster station.
4. Once at the muster station, the Library Manager will compare sign in sheet names to those present and advise emergency crew members attending.
5. In cases of the fire alarm going off, act as if there is a real fire taking place somewhere in the building. All persons in the library will evacuate the building, meet at the muster station and not leave the parking lot until all is deemed clear to do so.
6. Public patrons will remain at the muster point until instruction from the fire department.

Library Evacuation:

The Library Manager and library boards are committed to providing a safe facility and workplace. In case of Emergency please follow the following procedures so that we can continue to keep everyone safe.

Potential Emergencies: The following have been identified as potential emergencies:

- Medical
- Fire/Explosion
- Gas releases; Anhydrous Ammonia, Carbon Monoxide & Natural Gas

Emergency Procedures: If one of the above emergencies occur, follow these steps:

- Medical
 - Make area safe for yourself, patrons, patient and responders,
 - Maintain a first aid kit on site.
 - Call 911. Provide number, condition and location of patient.
- Medical First Aid Resources
 - First Aid Kit is in library manager's closet within the library.
 - Automatic External Defibrillators (AED) is located outside the library on the wall by the Women's bathroom.

Fire/Explosion/Gas Release

- Declare the emergency verbally and sound the alarm pull station which is located at the back entrance of the Hall on the wall by the kitchen door.
- Leave area/close doors if possible, and exit building by the closest exit route, ensuring all staff and patrons are exiting with you.
- Proceed to MUSTER point at south entrance by the fence.
- Call 911.
- Take attendance of all employees and patrons.
- Await further instructions from Fire Department, advise of unaccounted for people.

Date Approved: September 26/24

Sandra Willing, Chair: _____

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