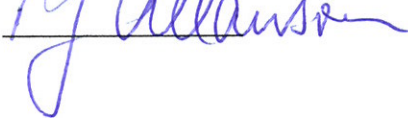


## Grey Highlands Public Library Emergency Plan

Board motion number: #20-03 Date of review: \_\_\_\_\_

Date of original motion: April 17/03 Chairperson's signature: 

### 1.0 PURPOSE

To take precautions to provide a safe environment for staff and patrons and to adequately protect library property.

To have a written plan for all probable emergencies. All staff should be aware and familiar with this plan.

### 2.0 PROCEDURE

#### 2.1 FIRE PROTECTION

Fire Extinguishers in each library branch shall be checked yearly by Georgian Bay Fire and Safety. Records of these inspections are to be made available for inspection by the Grey Highlands Fire Chief.

#### 2.2 FIRE EVACUATION PLAN

Each Branch Librarian will draw up an evacuation plan in consultation with the Fire Chief.

#### 2.3 EMERGENCY LIGHTING

Each Branch should have emergency lighting in case of power failure.

#### 2.4 HAZARDOUS MATERIALS

Each Branch Librarian will list and post all hazardous materials, where they are stored and forward copy of list to Fire Chief.

### 3.0 IN THE EVENT OF A DISASTER

The Branch Librarian and staff shall take charge and implement appropriate procedures.

FIRE- Follow evacuation procedure

TORNADO- Evacuate people to pre-designated areas and have them lie or sit on floor.

#### **4.0 OTHER EMERGENCIES**

##### **4.1 WINTER STORMS**

When winter storms make it hazardous for staff to get to work, the Branch Head will close the Library after consultation with the CEO. The Library may also be closed early if conditions of the day warrant this.

##### **4.2 POWER FAILURE AND/OR NO HEAT**

If there is prolonged power failure the library will close at the discretion of the Branch Librarian. Notice of this closure will be reported to the CEO and to the local radio station.

##### **4.3 FIRST AID**

Each Branch should have at least one staff with a First Aid Certificate. First Aid Kits shall be kept at all branches for minor injuries. Should a patron or staff member suffer an injury while in the Library, staff will follow proper first aid procedures. *Staff should never administer medication including Epi-Pens.* Incident and accident forms should be filled out if necessary and a copy forwarded to the Health and safety Representative.

#### **5.0 RE-ESTABLISHING LIBRARY SERVICE**

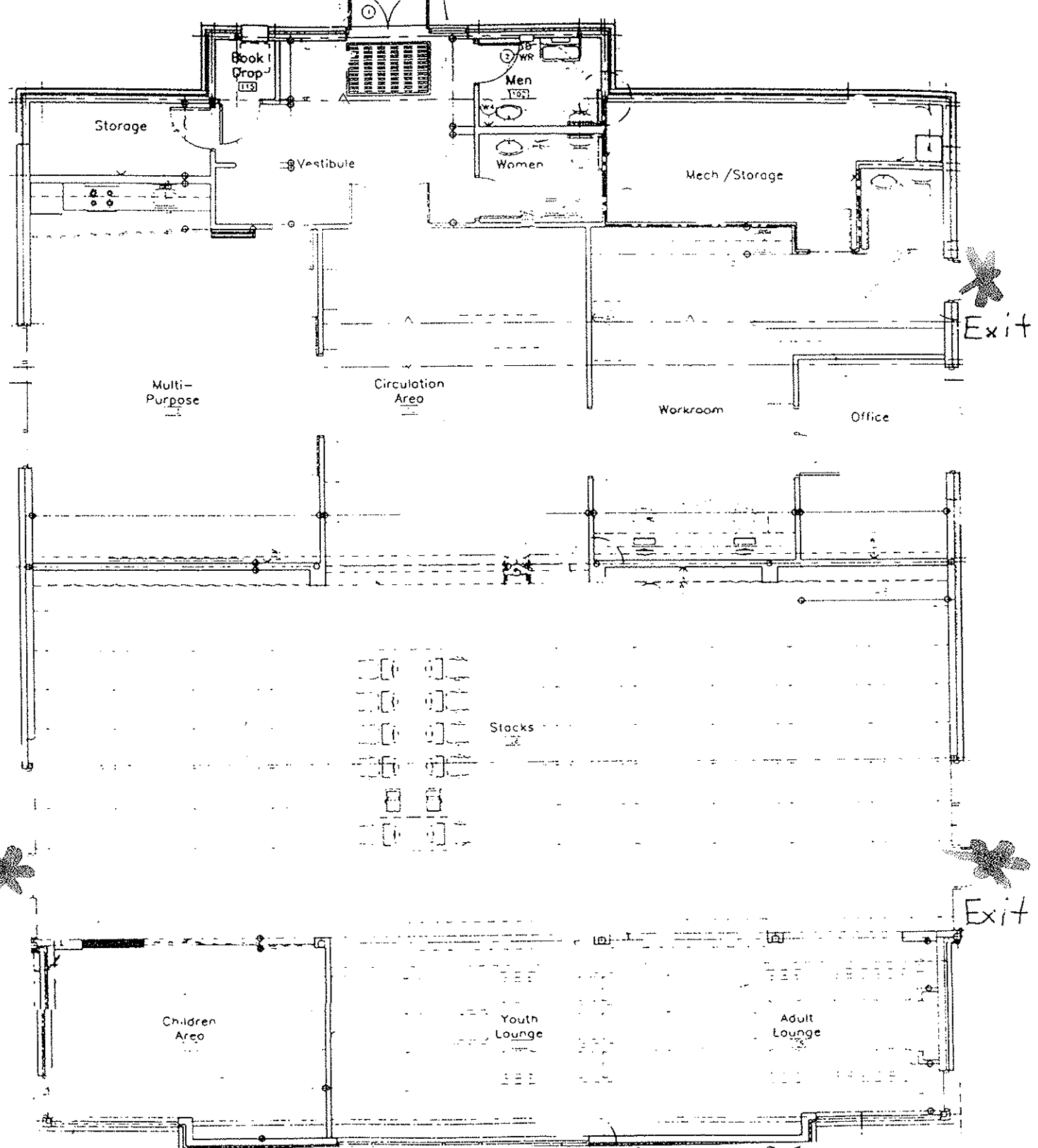
If a disaster interrupts service then the Board will make every attempt to restore services as soon as possible. The following measures will be followed:

- contact insurance company
- establish extent of damage
- set up temporary facility



# FLESHERTON PUBLIC LIBRARY

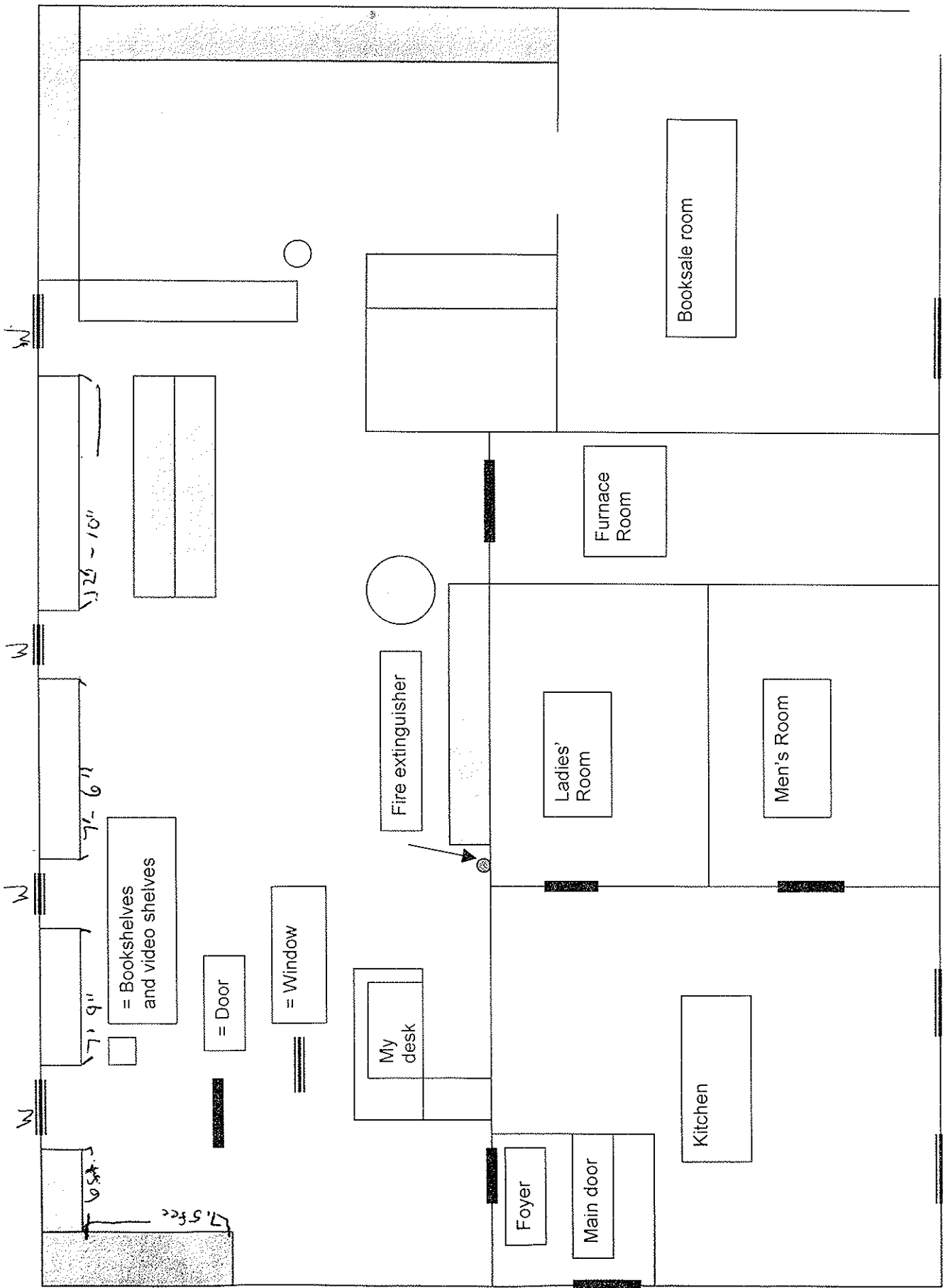
## Evacuation Plan Exit



In case of an emergency, please exit one of the designated doors orderly and quickly.

Meet at the Pavilion beside the Flesherton Arena.

Kimberley library



# **Grey Highlands Public Library**

## **Flesherton Branch**

### **Tornado Emergency Procedures**

1. Check local media – radio or computer for watches/warnings of onset of severe weather. Watch the sky!

2. When a tornado is imminent:

Calmly ask all patrons and staff in the library to proceed quickly and orderly toward the women's washroom in the lobby and to get as close to the floor as possible.

3. Be sure all children comply with the request.

4. *Instruct* patrons to not leave the building but to stay away from windows and doors.

5. Staff will ensure there is a water supply.

## **Tornado Emergency Procedure at Kimberley Branch**

1. Check local media – radio or computer for watches/warnings of onset of severe weather. Watch the sky!
2. If a tornado appears imminent, move all patrons to the women's washroom off the kitchen. This room has no windows and is in the centre of the building. Have everyone get as close to the floor as possible. Ensure all children comply with the request.
3. Instruct patrons not leave the building and to stay away from windows and doors until the storm has passed. Check for downed hydro lines and any other dangers before allowing anyone to leave the building.