

# Emergency Plan

Fort Frances Public Library Technology Centre

## Emergency risk situations

A number of risk situations that might cause an emergency have been identified. Procedures for dealing with them are described within the Prevention of Workplace Violence Program.

Emergency risk situations include:

- Threatening Behaviour
- Assault
- Robbery
- Presence of a weapon
- Tornado
- Emergency sirens calling for evacuation

## Requesting assistance

### Calling for help

- Staff can discretely call for help using the codename “Anne”
- Staff can also call for help by shouting for assistance and calling another staff member for assistance
- See the attached Emergency Contact List

### Calling for medical assistance

- If requested, staff can call an ambulance for a patron
- Should emergency first aid be needed, one staff member should administer the first aid while another staff member calls 911

## Safe places to escape to inside the library

### Staff Room & Lunch Room

- Telephone access
- Locking doors
- External exit

### CEO's Office & Server Room

- Telephone access
- Locking doors

### Family Washroom

- Locking doors

## Emergencies

### Tornado

- All staff and any members of the public shall proceed to the Staff corridor outside of the Children's Department
- They shall sit on the floor, protecting their head and face with their arms
- B93 shall be turned on in order to receive emergency broadcasts
- Staff will proceed as directed by emergency broadcasts

### Emergency sirens

Emergency sirens are tested by the Town of Fort Frances at 2 PM on the first Wednesday of each month. All other instances of emergency sirens sounding require an evacuation of the Town of Fort Frances.

### Evacuation duties

#### *Supervisor:*

1. Lock all exterior doors
2. Inform staff of an alternative assembly point for building occupants if the front entrance is not appropriate
3. Account for all staff

#### *All Staff:*

1. Shut down computers
2. Advise building occupants of the emergency and to proceed to the front entrance (or alternate location if so directed)
3. Proceed to the front entrance dressed for season
4. Ensure radio is turned on and proceed to emergency receiving station for Zone 4 as directed by B-93 FM

#### *Off-Site Staff:*

1. Staff not occupying the building when the emergency sirens sound should access the nearest radio and proceed as directed

## Disasters

In the event of any kind of disaster which would adversely effect the Library, the CEO will contact all staff using the Staff Contact list found on the Google Drive. The CEO will update staff on whether the Library shall remain open or closed, and if they are needed to report to work.

### Flooding

In the event of flooding within the Library, all staff will be asked to report to work regardless of the day in order to ensure as much can be saved as possible. Staff shall not report to work if flooding has ensured that they cannot safely get to the Library.

Volunteers from the Friends of the Library may also be called to try and assist with relief efforts.

Items located in low storage areas shall also be shifted higher, especially the electronics stored within the Server Room. All computer equipment shall be unplugged and placed on top of the tables. The shredder will also be moved to a higher location.

Books and other materials located on low shelves shall be shifted to higher shelving or carts. Paper files shall be moved from low areas to higher areas in the CEO's Office, the Staff Room, and the Shaw Room Closet.

### Snowstorm & blizzard

In the event of a snowstorm or blizzard that will impact the ability for staff to return home or get to work, staff shall be allowed discretion in regards to their safety. Staff who feel that they either cannot make it into work or should leave work early in order to return home safely may use available sick, lieu or vacation time in order to recover hours.

### Forest fire

The same procedures for evacuation for the emergency siren shall be followed for forest fires.

### Loss of heat & heating system failure

Should the heating system fail, or the temperature inside the Library drop to below 18°C for any reason, the Library shall be closed. It shall not re-open until the system has been repaired and the heat rises to an acceptable level.

The CEO shall work to ensure that the system is repaired as quickly as possible. Any items that may become damaged due to loss of heat may be moved to another location.

### Power Outages

In the event of planned network outages, the Library will remain closed during the outage. The Library's closure will be announced. Signs will be posted in the Library in the period leading up to the outage and notices will be posted to the website and Facebook.

In the event of unplanned outages the Library will close if the outage lasts longer than a half hour. During the outage the front doors will be left open. No items will be checked in or out during the half hour grace period. Staff will notify all users regarding the imminent closure and institute the procedures for unexpected library closures.

### ILS Service Outage

If the ILS goes offline, staff should follow the established JASI Offline Procedures.

## Closing the Library

Should the Library need to close unexpectedly for any reason:

- Signs shall be posted in the Front Lobby
- B93 shall be called and asked to run a closure announcement
- An announcement shall also be posted to the Library's website and social media
- Staff shall be paid out until the end of their shift

## Administration

### Staff with first aid certifications

A list of staff with first aid certifications is posted on the Health and Safety bulletin board in the Staff Room. If no staff with first aid certifications are available, call 911 and request emergency assistance.

### Training

The Emergency Plan and the Fire Safety Plan will be distributed to staff for review annually.

### Reporting

Whenever an emergency situation takes place, staff should notify the CEO and complete an incident report.

# Emergency Contact List

Fort Frances Public Library Technology Centre

|                                      |                     |
|--------------------------------------|---------------------|
| Emergency                            | 911                 |
| Police (non-emergency)               | 1 888-310-1122      |
| Fire Department (non-emergency)      | 807-274-9841        |
| CEO Nadine Cousineau                 | 807-274-9879 x1610  |
| Health & Safety Committee Worker Rep | 807-2274-9879 x1616 |
| Town of Fort Frances HR - Mia Sexton | 807-274-5323 x1220  |
|                                      |                     |