

RAINY RIVER PUBLIC LIBRARY		
Category: PERSONNEL		Number: PE11
	Topic: Managing Emergencies	Page: 1 of 1
Date: September 27, 2011	Authorized by:	

This policy establishes the library's procedure for dealing with emergencies.

This policy shall guide library staff when dealing with any of the following situations:

- a. A fire in or near the library facility. **Course of action: call 911.** Staff shall evacuate all patrons from the library facility using the evacuation plan attached to this policy. Secure the cashbox and leave the building. Wait for arrival of fire services. When situation is under control, contact library board chair (or designate) and landlord. The library shall remain closed pending direction from the library board.
- b. A flood in or near the library facility. **Course of action: Contact landlord and library board chair.** If the flood poses an immediate danger to staff and patron safety, evacuate all patrons from the library facility using the evacuation plan attached to this policy. Secure the cashbox and leave the building. The library shall remain closed pending direction from the library board.
- c. A medical emergency involving a staff person or patron. **Course of action: call 911.** Ask for medical assistance from any qualified First Aiders who may be present. Remain with the staff person or patron until EMS has arrived and taken over.
- d. Theft. **Course of action: call 911.** Avoid disturbing a potential crime scene. Wait for police to arrive. Contact library board chair (or designate) to report. The library may need to remain closed pending direction from the library board.
- e. Violence or threats of violence directed at library staff or other patrons. **Course of action: call 911.** Look to the safety of both patrons and staff. Evacuate all patrons and staff from the library facility if the situation permits.
- f. Severe weather, including road closures preventing staff from reaching the library facility. **Course of action: Staff shall consult the library board chair (or designate) to determine if the library can open safely.** In the event the library cannot open, a notice to this effect shall be posted electronically. Library staff and board shall re-evaluate the situation daily, if necessary, to determine the date and time of the return to regular service. The CEO shall be given the option to undertake paid-time administrative work that can be reasonably completed off-site.
- g. A power failure. **Course of action: Staff shall evacuate all patrons from the library facility,** using the evacuation plan attached to this policy if necessary. In the event the power failure lasts longer than 30 minutes, staff shall declare the library closed for the day, post signage to that effect and alert the library board chair (or designate). Library staff and board shall re-evaluate the situation daily, if necessary, to determine the date and time of the return to regular service.
- h. Any emergency declared by the Corporation of the Town of Rainy River. **Course of action: The CEO and/or library board chair (or designate) shall communicate with the Town Administration to determine the best course of action.**

In all cases, an emergency situation shall be documented by the CEO (or designate) in writing. This report shall be submitted to the library board at its next regular meeting.