



Taber Public Library

Emergency Preparedness Plan

Prepared and approved by the Town of Taber Public Library Board: June 9, 2022

Reviewed, updated and amended:

Amended By	Date	Amendment Type
Chris Vowles	June 6, 2022	Replacement/Updates

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Approach and Principles for this Emergency Preparedness Plan

Introduction

Emergencies, disasters, accidents and injuries can and do occur at any time and without warning. Promoting and creating a safe and healthy public facility is important, and will help to ensure the continuity of the services and work of the public library.

Being prepared to handle emergencies, great and small, is an organizational responsibility that ultimately devolves to each library board trustee and employed staff member.

The Town of Taber Library Board believes this emergency plan to be a fundamental part of fulfilling its legal and moral responsibilities as a steward of the public trust...

- Public service responsibility to keep patrons and staff safe
- Safeguarding public assets – facility and its contents, resources
- Essential public service in your community relied upon to always be there

The emergency plans and procedures outlined in this document are intended to prepare for and minimize the effects of emergency events, on the facility itself and more importantly, on the lives of the people involved.

This plan is prepared based on the principle that the protection and safety of persons will be considered and acted upon first and foremost, followed by the protection and safety of property.

Contact Information – Emergency Use Only

NOTE: The following information is subject to the provisions of the Freedom of Information and Privacy Act (FOIP). Personal information included in this table has been provided willingly and with the knowledge of the individuals listed, and the Town of Taber Library Board warrants that this information will only be used for purposes associated with an emergency event at or involving the Taber Public Library.

NAME	PHONE	EMAIL	ADDRESS
Taber Public Library	403-223-4343	help@taberlibrary.ca	5415 - 50 Avenue
Police	911/403-223-8991		5700 – 50 Avenue
Fire	911/403-223-8991		5207 - 49 Avenue
Ambulance	911/403-223-8991		
Gas Company ATCO	403-223-9632		
Power Co. FORTIS	1-855-333-9473		
Water/Sewer EPCOR	403-223-0618		
Library Manager Chris Vowles	(C) 403-308-1589 (H) 403-223-6345	cvowles@taberlibrary.ca	5415 – 50 Avenue
Library Staff Dawn Kondas Jamie Stevens Megan Moline Tara Hall	403-915-7883 403-892-9140 403-849-1812 1-403-632-5414		
Cleaning Staff Marliss Maria Town of Taber TOT Maintenance	403-915-8961 403-223-5500 403-317-4934		
Library Board Chair Eva Zucht	403-634-3291		

Library System (CARLS) Robin Hephher – Director IT Department	403-380-1505 403-380-1524		
Town of Taber	403-223-5500		
Contact Information for Emergency Fire Extinguishers (Tyco Fire Security) Alarm System (Canadian Security Systems) Monitoring Center	403-287-3202 403-330-1724 403-380-3361 1-855-380-3361 1-866-266-1326		

Emergency Equipment and Supplies

The following emergency response equipment and supplies will be kept on hand at the Taber Public Library.

This equipment and these supplies will be physically checked/tested at minimum annually (or at whatever lesser interval or greater frequency you decide upon), and upgraded or refreshed as necessary.

Equipment/Supplies	Location
First Aid Kits	Staff Room (under shelves) west wall
Fire Extinguishers	Outside staff washroom, main entrance outside wall public washrooms (eastside), staff entrance, downstairs outside electrical room, downstairs inside electrical room.
Emergency lighting systems	Throughout building
Sprinkler system controls	None
Exit signs (are lights working)	Yes
Emergency exit doors (alarms working)	Yes
Security alarm system & controls	Staff entrance & East side entrance
First aid room w/cot or bed	No
Blankets/Pillows	No
Stretcher	No
Automated External Defibrillator (AED)	Yes at front entryway
Battle Box (Emergency box)	
Flashlight	Yes
Emergency radio	No
Spare Batteries	Yes
Copy of Contact Information list	Yes
Wrench to turn off gas & water	Yes
Gloves	No
Keys to mechanical rooms, supply room	Yes
Basic Handyman tools	Yes
Exterior muster points, signed	Yes, front entryway & battle box

Risk Assessment

The Taber Public Library has assessed the risks of business interruptions or the incidence of emergency events. The following events have been considered as risks to the facility and/or its operations, and are listed in descending order of priority.

Natural Disasters, Extreme Weather Events

- Fire
- Flood
- Tornado/Wind/Rain/Blizzard/Snow/Storm

Human Events

- Suspicious Package/Book Drop
- Suspicious Persons
- Vandalism
- Perimeter Lockdown
- Active Threat

Power Outage

As well as any other event deemed an emergency by Taber Emergency Services, which include Taber Police Service, Health Services, Fire Department and the RCMP.

Priority Risk #1: Fire

- **DO NOT PANIC**
 - Take charge of yourself first
- Survey the situation and take charge
 - If multiple staff are on hand, the senior staffer is in charge
- Activate the emergency alarm system (If your facility has one)
- If the nature of the emergency requires evacuation, get the people out of the building to safety
 - Get the people to the Muster point, which is the North side of the Evangelical Free Church on 50th Avenue, between 55th and 56th Streets.
- If the nature of the emergency requires that people remain in the building, get them to safe locations inside the building.
 - Safe locations include:
 - Inside a building: an inner room, basement or cellar area
 - Underneath a piece of sturdy furniture such as a desk, workbench or table
- Call 911/First Responders
 - Fire Rescue
 - Police
 - Ambulance, if there are any injuries
 - Be prepared to give the following information
 - Nature of the emergency
 - Exact Address (5415 – 50th Avenue, Taber, Alberta)
 - Telephone number you are calling from
 - Your name
 - Your EXACT location
 - Stay on the line until you are told to hang up, additional information may be required from you
- Account for all patrons/public that were in the building
- Account for all staff member that were in the building
- Call senior management and Library Board Chair
- Cooperate fully with First Responders

Priority Risk #2: Flood

- Follow the directions of any advance warning announcement or message
- Assess immediately local weather circumstances
- If deemed safe under current circumstances and following the counsel emergency service agencies, instruct all persons in the facility to return to their homes
- If deemed unsafe to leave the premises:
 - Direct occupants to relocate to safe locations within the facility
 - Cooperate fully with the instructions of Emergency Service Agencies
 - Implement precautionary measures to maintain the safety of the people and the integrity of the facility, this may include:
 - Shut off water service valve
 - Shut off gas service valve
 - Shut off electrical supply main breaker
 - As appropriate, move, cover or otherwise protect equipment and assets that may be damaged by flood waters
- Once the flood has receded, seek advice and direction from local Emergency Service Agencies

Priority Risk #3: Tornado/Wind/Rain/Blizzard/Snow

- Listen to announcements, watches, warnings and alarms
- KEEP CALM
- Follow an instructions from Emergency Service Agencies precisely
- Move away from exterior walls, windows, large glass areas
- Be prepared to evacuate, but do not leave your safe location until instructed or until the danger has passed
- Safe locations include
 - Inside a building: an inner room, basement or cellar area
 - Underneath a piece of sturdy furniture such as a desk, workbench or table
- Use arms to protect your head and neck
- When immediate danger has passed, assess the need for First Aid to other people
- Do not leave your safe location until you are certain the danger has passed, or until so instructed by Emergency Service Agencies

****If Taber Public Library is closed by the Manager or designate because of inclement weather or environmental risk, no work time would need to be made up by an employee and the board must be notified. If inclement weather prevents employees from getting to work, reasonable allowances will be made and/or staff may use bank or vacation time, based on managers discretion.**

Priority Risk #4: Suspicious Package/Book Drop

- DO NOT TOUCH THE OBJECT
- Check to see if it belongs in the area, and identify the owner
- If you continue to be suspicious, immediately notify the manager, security personnel and/or first responders. Provide them with a detailed description of the item and its exact location.
- Ensure everyone stays well away from the object and the area
- Meet and escort First Responders to the object
- If instructed to do so by First Responders, evacuate the area/building
 - Follow all instruction of First Responders precisely
- Do not allow anyone to re-enter the building until the “all clear” signal is given
-

Priority Risk #5: Suspicious Persons

When an unknown/suspicious person is encountered in the facility, evaluate as to whether they may present a threat to the facility or the people within it.

When an unknown person in the facility is, or has become an obvious threat:

- Notify a co-worker, supervisor and police (safety pendant)
- Avoid provoking the unknown person
- Record a description of the unknown person (in memory or otherwise) and their threatening behaviours.
-

Priority Risk #6: Vandalism

- Record a description of the vandalism that has taken place
- Contact Supervisor and Police
-

Priority Risk #7: Perimeter Lockdown

A perimeter lockdown is a response to a major incident in the immediate area of the library. A perimeter lockdown is declared when the evacuation of the library is neither safe nor advisable, and steps are required to isolate patrons and staff from danger.

- Police/Emergency Services may notify the library of another incident within the town
- The person in charge should use their best judgement in declaring a perimeter lockdown if Police/Emergency services are unable to notify the library
- The person in charge should announce that there is a perimeter lockdown
- Press button on security pendant

- The announcement should advise individuals inside the building of the threat, not to leave the facility, to control movement inside the building and to advise that further updates will be provided
- The person in charge should designate someone to:
 - Physically secure the main entrance doors
 - Check all other emergency exits and windows
- If Taber Police/Emergency Services have not been informed of the situation, the person in charge should call 911 and alert them to the nature of the emergency.
 - Call should include:
 - Nature of Emergency
 - Exact address/location of threat
 - Telephone number you are calling from
 - Your name
 - Your EXACT Location
 - Type/description of threat
 - Any known injuries/casualties
 - Number/description of suspects
 - Stay on the line until you are told to hang up, additional information may be required from you.
- The person in charge should call senior management and Library Board Chair
- Persons in the library should remain in the perimeter lockdown mode until Police/Emergency Services indicate it is safe to come out
- The person in charge will transmit an “all clear” signal through all available forms of communication
- In the case of an emergency exit, the muster point is the North side of the Evangelical Free Church on 50th Avenue between 55th and 56th Streets
- The person in charge should complete an incident report

Priority Risk #8: Active Threat

An active threat is when there is a threat in the building, creating immediate risk to the safety of others within the building. Therefore evacuation is deemed the most appropriate response.

- Police/Emergency Services MAY notify the Library of an active threat
- The person in charge should use their best judgement in declaring an active threat evacuation if Police/Emergency Services are unable to notify the Library
- DO NOT PANIC
- Press button on security pendant

- Exit by the shortest and safest means possible
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Tell others to leave
- Assist others if you can
- Warn others of the threat
- Keep your hands visible and your fingers spread as you exit the building
- The muster point is the North side of the Evangelical Free Church on 50th Avenue between 55th and 56th Streets
- If Taber Police/Emergency Services have not been informed of the situation, call 911 when it is safe to do so
 - Be prepared to give the following information:
 - Nature of the emergency
 - Exact address/location of the threat
 - Telephone number you are calling from
 - Your name
 - Your exact location
 - Type/description of threat
 - Any known injuries/casualties
 - Number/description of suspects
 - Stay on the line until you are told to hang up, additional information may be required from you
- Account for all patrons/public that were in the building
- Account for all staff that were in the building
- Call senior management and Library Board Chair
- Cooperate fully with first responders
- The person in charge should complete an incident report
- DO NOT GO BACK INTO THE BUILDING UNTIL IT HAS BEEN DEEMED SAFE TO DO SO BY TABER POLICE/EMERGENCY SERVICES

Priority Risk #9: Power Failure

- After five minutes
 - Evacuate patrons from the building
 - Close building if power is not restored within the hour

Training

Training of ALL staff will include:

- Familiarization with evacuation plans and procedures for the facility
 - Automatic external defibrillator (AED) training may be beneficial
- Familiarization with First Responder agencies in the community
- Locations of all emergency equipment and training in how to operate/familiarization with all emergency equipment and procedures
 - Fire extinguishers
 - Fire alarm pulls
 - Alarm panel – switches and resets
 - Water service valves, shut-offs
 - Gas service meters, shut-offs
 - First aid kits

Implementation and Maintenance of this Emergency Plan

The Taber Public Library is committed to the principles and practice of good emergency preparedness. The provisions of this Emergency Plan have been approved by the library board on June 9, 2022.

This Emergency Plan will be reviewed and updated on an annual basis in October of each year during Fire Safety month.

The Library Manager is hereby charged with the responsibility of implementing and maintaining the provisions of this Emergency Plan. This responsibility includes the emergency training provisions for staff and library board trustees included in the plan.

A hard copy of this Emergency Plan will be provided to the Library Board Chair, each Library Board Trustee and each library staff member. When revisions to the Emergency Plan take place, copies of the revisions or a new plan will be provided to each specified person. The Library Manager will maintain a log of the number and the holders/locations of the Emergency Plan to ensure that all copies are appropriately updated when necessary.

A hard copy of the Emergency Plan will be kept in a visible and easily accessible location at the circulation desk or in the general office area of the library. Additionally, a hard copy will be kept in the “battle box” or emergency supplies storage area.

