

**TOWN OF MCLENNAN LIBRARY BOARD
OCCUPATIONAL HEALTH AND SAFETY POLICY**

EMERGENCY PROCEDURES

The Town of McLennan Library Board, in order to ensure the safety of Library patrons and staff, has initiated the following procedures. The McLennan Municipal Library is included under the Town of McLennan Municipal Disaster Plan.

Emergency Procedures for Supervisory Staff

Upon Discovery of Fire

- Leave fire area immediately.
- Alert occupants.
- Call 9-1-1 from a safe location.
- Evacuate the building via the nearest exit.
- Muster by the Fire Hall and await the Fire Department.

Upon Hearing of a Fire Condition

- Ensure that other occupants have been notified of the emergency conditions.
- Dial 9-1-1.
- If it is safe to do so, supervise the evacuation of all occupants, including those requiring assistance.
- Upon arrival of the Fire Department, inform the fire officer of the conditions in the building.
- Provide access and vital information to the firefighters.

Related Duties

- Keep fire separation doors closed.
- Keep access to exits and **EXITS** inside and outside clear of any obstructions.
- Regularly remove all combustible waste where placed for disposal.
- Maintain the fire protection equipment in good operating condition at all times.
- Practice a fire drill on an annual basis.

Portable Fire Extinguisher Operation

Remember **PASS**

- P** - Pull the safety pin
- A** - Aim the nozzle
- S** - Squeeze the trigger handle
- S** - Sweep from side to side

After use, ensure that the fire extinguisher is properly recharged by a qualified person and that a replacement extinguisher is provided. Place extinguisher in an easily accessible unobstructed area.

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Health Emergency

- Call 911 in the event of a serious problem.
- First Aid Kit is located on top of the filing cabinet in the back office area.
- Call the parent/guardian if it is a minor.
- Do not administer first aid unless qualified to do so (Emergency First Aid Certificate).
- Qualified staff should exercise caution when administering First Aid.
- No medication including aspirin should be administered to the public.

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Reviewed: 2018

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Board Chair: