POL-ADM.2018.46	Title: *Fire Safety & Emergency Preparedness*
BLUE MOUNTAINS PUBLIC LIBRARY	**Type:** Health & Safety **Authority:** Board **Resolution No:** BMPL 2018-78 on 4-19-18; POL-ADM.2018.46 **Associated Documents:** ● Fire Protection and Prevention Act, SO 1997, c.4 ● TBM Emergency Preparedness Plan ● PLAN.Fire.2018.LES Fire Safety Plan ● PLAN.Fire.2018.LES After Hours Users ● PLAN.Fire.2018.CHD **Original Approval:** 04-19-2018 **Amended On:** 05-16-2019; 04-16-2020; 05-20-2021; 05-19-2022; 09-21-2023 **Reviewed On:** 5-16-2024; 5-15-2025

Legal Framework

The Board is subject to *Fire Protection and Prevention Act, SO 1997, c.4* and all requirements as provided by the Blue Mountains Fire Department. The Associated Documents list above identifies the legislation and external documents which apply to the Board and direct the CEO.

ADM.2018.46.1 Fire Safety Plan Implementation

Beyond any Annual Fire Inspection by qualified inspectors, the CEO shall be responsible for monthly reviews of the building. The CEO shall:

1. Have a Fire Safety Plan for each building which is approved by the Blue Mountains Fire Department.
2. Complete no fewer than two fire drills at each location annually.
3. Review the Fire Safety Plan annually and ensure each staff and relevant volunteer has reviewed the document and can implement the plan as described.

ADM.2018.46.2 Emergency Preparedness

1. An Emergency Evacuation Plan for Staff and BMPL Users shall be developed by the CEO and posted throughout each building.
2. At any given time, any number of people with visible and unknown disabilities could be in the building. The Emergency Evacuation Plan shall take into consideration people who may not be able to evacuate in a quick and safe manner. This plan will include safe rooms where people can wait during a fire evacuation for assistance by first responders or rooms which can be locked down in the event of a violent altercation.
3. Employees will be familiar with the Emergency Evacuation Plan and will practice drills at least three (3) times per year including Tabletop Exercise and Lock Down drills. These drills will include evacuation for medical and safety reasons.
4. If an employee or a user is injured, or someone requests/requires minor First Aid assistance, the employee shall offer the First Aid Kit. If the injured individual requires more assistance, the employee shall, at a minimum, call 911 and remain with the individual until emergency services arrive.
   4.1. First Aid Kits shall be available at both locations based on OHSA requirements, and a non-worker First Aid Kit shall be available for off-site programs and events.

4.2. By law, no employee is required to provide first aid or Automated External Defibrillator (AED) services.

4.3. The AED is provided in both LES and CHD, in a public location. There may be situations when a member of the public chooses to use this equipment while staff support in other ways, such as crowd control or communicating with 911. If an event occurs outside of the building on or adjacent to BMPL grounds, and a member of the public removes the AED to this scene, staff will do a minimum of calling 911 and informing the operator that the BMPL AED has been provided.

ADM.2018.46.3 Duty to Maintain Equipment

1. It is the responsibility of the CEO to ensure Fire Safety Equipment is maintained in accordance with the Fire Safety Plan.
2. It is the responsibility of the JHSC to ensure First Aid materials are made available by the employer for both employees and public access.
3. It is the responsibility of the CEO to provide AED replacement pads on an annual basis or upon use.