

1. To comply with Occupational Health and Safety Act, Regulation and Code of Alberta, the library will ensure that in the event of an emergency, there is an established, appropriate emergency response plan in place for responding to an emergency that may require rescue or evacuation.
2. Each department will have a current, site specific emergency response plan that includes the following:
 - The identification of various potential and specific emergencies (e.g. fire, tornado, flood, violence, etc.)
 - Procedures for dealing with identified emergencies
 - The emergency response training requirements
 - The location and use of emergency facilities
 - The fire protection requirements
 - The alarm and emergency communication requirements
 - The first aid services required
3. Workers who are designated to provide rescue services and supervise evacuation procedures in an emergency will:
 - Be provided with appropriate training and equipment
 - Be involved in emergency planning
 - Conduct, at required intervals, appropriate training exercises that simulate the identified potential emergencies required to ensure that workers are competent to carry out their duties.
4. The Director delegates responsibility to the Executive Assistant to ensure this policy meets legislated requirement.
5. Each Department Manager is responsible for implementing and monitoring this policy in their department.