



POLICY: <b>Emergency Preparedness</b>		POLICY NO: <b>LG 08</b>
POLICY LEVEL: <b>Library Board</b>	LAST REVIEW / REVISION DATE: April 9, 2024	SCHEDULED REVIEW DATE: February 2028

# Emergency Preparedness

The Stratford Public Library, as a key public service to the City of Stratford and the Perth County Information Network, and as a major community hub, will participate in the response to public health and safety emergencies, including those due to natural disasters, terrorism, epidemics/pandemics, or a catastrophic event such as a fire affecting SPL's location and services. The Library CEO is responsible for creating and maintaining Emergency Response Plan(s) and the supporting procedures and protocols.

## 1. Purpose of an Emergency Response Plan

The objective of the Plan is to determine how Stratford Public Library will maintain essential community services/functions during an established public health and safety emergency.

An Emergency Response Plan can:

- Reduce the chance of harm to staff
- Reduce the chance of harm throughout the community
- Provide clear direction to those in times of emergent crisis, and to subordinate staff who may be required to take on the roles if the CEO becomes sick or incapacitated
- Support the provision of services when limitations are in place
- Allow for normal operations to continue, where and when appropriate, when many people may be sick or absent
- Provide direction on considerations prior to making decisions to cancel services, reallocate services or to reinstate services
- Reallocate staff duties and roles to continue serving the community in accordance with the mandate of the SPL

## 2. Authority to Act

In the event of an established public health and safety emergency, the CEO may enact the Emergency Response Plan. In the CEO's absence, the Manager of Technology and Operations has the authority to enact the Emergency Response Plan.

The Plan gives authority for a period up to 45 days, renewable upon board approval, to conduct time-sensitive library business to the SPL Chair, and/or Vice-Chair and the CEO as the SPL Corporate Steering Committee.

## 3. SPL Emergency Response Plan

The SPL Emergency Response Plan may be part of any SPL emergency internal action plan(s) or be a stand-alone document. The Board will review and approve a SPL Emergency Response Plan at least once per term, as part of a post-event review to any enactment of the Emergency Response Plan, or as required.

The Emergency Response Plan includes, but is not limited to:

- Communication with the Board, City of Stratford CAO/Council, Library Staff and volunteers, Library patrons, PCIN Board and Management, and the general community of Stratford



- Levels of staffing required and how a lack of staffing will trigger shut down;
- Closure of SPL physical infrastructure;
- Staff training and protection measures;
- Delegation of Authority in the event the CEO becomes sick, incapacitated, or dies;
- Defining Essential Services;
- Business Continuity;
- Re-allocation and/or prioritization of services;
- Impact of emergency to the community, staff and services;
- Human Resources and re-deployment procedures during an emergency;
- Recovery and mechanism for reopening;
- Developing “terms of reference” of the Corporate Steering Committee above.

While the Huron Perth Public Health or other governing body may provide support and information which may be included in the Plan, this Plan is specific to SPL services and staff, and should not rely directly on the larger municipal, county or Provincial plans.

SPL, when the Plan is enacted, will:

- Identify any “surge activities” that may be created or increased as a result of the emergency;
- Identify any services that may be done from home and/or by external sources (contracted out);
- Sort the services/functions by department/division and/or the business unit into three categories:
  - Priority A: essential services/functions
  - Priority B: services/functions that can be suspended for a short period of time (ie. for one month)
  - Priority C: services/functions that can be suspended for an extended period of time. This may require a corporate overview.

**Related Documents**

- SPL Governance By-Laws LB 02
- Delegation of Authority LB 05

ORIGINAL DATE ADOPTED	March 27, 2020	Review Cycle	4 Years
REVIEW/APPROVAL HISTORY	April 9, 2024		