



March 27, 2020

DRAFT SPL Emergency Preparedness Policy

Policy Statement

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, shall participate in the response to public health and safety emergencies, including those due to natural disasters, terrorism or epidemics/pandemics.

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:

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

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Authority to Act

1. In the event of an established public health and safety emergency, the CEO may enact the Emergency Response Plan.
2. The Board may conduct business, at the Call of the Chair or any two members, for emergency related or time sensitive business via telecommunication or off-site meetings. The CEO shall make available options for telecommunication which meets the needs of all board members and which does not put any financial burden on any members.
 - 2.1. Meetings shall be considered Special Meetings and only emergency business shall be conducted via distance.
 - 2.2. At such time as the province enacts temporary measures for conducting open Public Library Board meetings, via teleconferencing, while the meeting is physically closed to public participation, within the Public Libraries Act, Municipal Act, or other provincial emergency legislation; then the Board may continue with Regular Board Meeting Business.
3. The plan, when enacted by the Board, 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 SPL CEO as the SPL Corporate Steering Committee.

SPL Emergency Response Plan

1. The SPL Emergency Response Plan may be part of any SPL emergency internal action plan(s) or be a stand-alone document.
2. The Board shall review and approve a SPL Emergency Response Plan at least once per term.
3. The Emergency Response Plan includes, but is not limited to:
 - 3.1. Communication with the Board, City of Stratford CAO/Council, and Community
 - 3.2. Levels of staffing required and how a lack of staffing will trigger shut down;
 - 3.3. Closure of SPL physical infrastructure;
 - 3.4. Staff training and protection measures;
 - 3.5. Delegation of Authority in the event the CEO becomes sick, incapacitated, or dies;

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- 3.6. Essential Services;
 - 3.7. Business Continuity;
 - 3.8. Re-allocation and/or priority of services;
 - 3.9. Impact of emergency to the community, staff and services;
 - 3.10. Human Resources and re-deployment procedures during an emergency;
 - 3.11. Recovery and mechanism for reopening;
 - 3.12. Developing “terms of reference” of the Corporate Steering Committee above.
4. While the Huron Perth Health Unit 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.
5. SPL, when the Plan is enacted, will:
- 5.1. Identify any “surge activities” that may be created or increased as a result of the emergency;
 - 5.2. Identify any services that may be done from home and/or by external sources (contracted out);
 - 5.3. Sort the services/functions by department/division and/or the business unit into three categories:
 - a) The first category should contain the essential services/functions (Priority A);
 - b) The second category should contain the services/functions (Priority B) that can be suspended for a short period of time (for example, services that can be suspended for one month);
 - c) The third category should contain services/functions that can be suspended for an extended period of time (Priority C). This may require a corporate overview.

Review Cycle

The Emergency Preparedness Policy will be reviewed in the first year of the Board’s cycle, or as required.

