

STAFF EMERGENCY PROCEDURES



ANYTOWN MUSEUM

Revised

1. Inform the supervisor on duty. The on-site supervisor will contact police and
at .
2. Contacting the Police is at the discretion of the supervisor, except in the case of a
weapons theft. All such thefts must be reported to the Police immediately
3. Try to keep the vandal/thief in sight until police arrive but do not attempt to restrain
or use force.
4. Report Building damage to at .

THEFT / VANDALISM

1. If a person is not feeling well or has a minor injury such as a cut or a scrape, etc. (s)he should be escorted to . Notify the supervisor on duty.
2. Do not move a seriously injured person unless it is a life threatening situation.
3. If a person is suffering from a major injury such as broken bones, severe bleeding, heart attack, unconsciousness or any injury whereby the person cannot walk, call 911
4. The supervisor on duty is responsible for calling 911.

Emergency telephone procedures:

- a) Give your name, location, and telephone number.
 - b) Give as much information as possible regarding the nature of the injury or illness, e.g. burned, bleeding, broken bones, etc.
 - c) Give the location and any special description of how to get to the victim.
 - d) Do not hang up. Let emergency persons end the conversation. They may have questions to ask you or special information to give you about what you can do until help arrives.
5. The supervisor on duty will arrange for medical help and an ambulance if required. A staff member should be delegated to meet the ambulance and direct the Emergency Medical Assistants to the victim.
 6. Remain with the injured person until medical assistance arrives.
 7. An Accident Report Form must be filled out by the supervisor on duty for each incident and submitted to .

MEDICAL EMERGENCY

- 1) **NEVER ASSUME AN ALARM IS FALSE**
- 2) **Calm visitors down and exit the building with them in calm and collected manner, taking them out the nearest exit, closing doors behind you or instructing the last person out to do so.**
- 3) **If a fire is found by chance, take your group to the nearest possible exit and pull the alarm on the way out.**
- 4) **Follow instructions for “Evacuation Procedures” in next section.**
- 5) **Do not enter the building, even if the alarm bells stop, unless instructed by a supervisor (who will be informed by officials). If you are on a break in the staff room, go to to be accounted for. DO NOT ENTER THE BUILDING!**
- 6) **Notify :**

Disaster Response Team Leader:

Historic Kitchen (if applicable)

The FIRE BLANKET is located . This should be used in case clothing should catch on fire. The person on fire should be wrapped in it and rolled on the ground. The fire blanket can also be used for smothering small fires. If an item catches on fire on a stove or in an oven, leave it there. Inside an oven, close door and observe. On a stove, cover with a lid or tray if possible. Use an extinguisher (ABC) if there is no risk of endangering yourself or others.

SEE MAPS SHEETS OF ZONE, FIRE EXIT, AND EXTINGUISHER LOCATIONS IN THE APPENDICES

FIRE

Warning time will probably be sufficient to make some preparations for the emergency.

- 1) Notify or**
- 2) If warranted, shut off main electricity, gas and water.**
Water Shutoff: Main shutoff is located Note: Fill drinking water containers before shut-off. If outdoor temperature is below freezing, take steps to prevent pipes from freezing by draining water system.
Electrical: main shutoff for electrical power is located in
Natural Gas Shutoff: Gas Company Note: Shut off natural gas in
- 3) Move important materials (i.e. collections records / diskettes) to safe place.**
- 4) Secure non-movable important materials, such as collections date, large artefacts and items from the curator's priority list with heavy plastic sheets securely fastened.**
- 5) Secure loose objects, especially if they are collections items. If time permits, pad and pack fragile items in boxes.**
- 6) Check emergency supplies.**
- 7) Evacuate building to safe place or off site and remain in shelter until informed by authorities that it is safe to leave.**
- 8) Take two-way radio and/or cell phone to basement.**

SEVERE STORMS

- 1) Call _____ on emergency phone to report situation
- 2) Call alarm company _____ to report that power is off and security and fire alarm systems are under reserve power.
- 3) Call fire department _____ to report that power is off and fire alarm system is under reserve power.
- 4) Check neighbouring buildings; if they too are dark, blackout may be neighbourhood-wide or even regional. Listen to radio for instructions. If nearby buildings have power, call electric utility company _____ to report power failure in your building.
- 5) Evacuate non-essential personnel and visitors from building. Make sure that security precautions adequately compensate for the temporary lack of electronic security measures.
- 6) If power is likely to be off overnight, notify _____, or _____ so that arrangements can be made for a security guard.
- 7) If power blackout will be prolonged and outdoor temperature is below freezing, take steps to prevent pipes from freezing. Notify _____
- 8) Live telephone location: _____ Radio locations _____

POWER FAILURE

- 1) **NEVER ASSUME ALARM IS FALSE**
- 2) **Calm visitors down and exit the building with them in a calm and collected manner, taking them out the nearest exit.**
- 3) **Close doors behind you or instruct last person in the group to do so.**
- 4) **Supervisor takes out sign-in and log book.**
- 5) **Take people to assembly point to be accounted for by the supervisor**
- 6) **If you are on a break, go to with the rest of the group to be accounted for.**
- 7) **DO NOT ENTER THE BUILDING, even if the alarm bells stop, unless instructed by a supervisor (who will be informed by officials).**
- 8) **After the head count, the supervisor will notify**

EVACUATION PROCEDURE

Telephone Index for key Organizations and Personnel

Emergency Phone Location

Regional Police **EMERGENCY 911**

Non-emergency

Anticipated response time

Fire Department **EMERGENCY 911**

Non-emergency

Anticipated response time

If telephones are not operational during emergency, alternate mode of communicating with police/fire authorities will be:

Pull Fire Alarm (EMERGENCY ONLY)

Ambulance **EMERGENCY 911**

Anticipated response time

Ontario Provincial Police

Curator

Curatorial Assistant

Emergency Response Team leader

Conservator

Manager of Facility Operations

Director of Culture & Recreation

Utilities

Dept. of Public Works

Insurance Agent(s)

Legal

Security Guards

EMERGENCY REPORTING CHART

Insert plans showing :

- Evacuation routes and exits
- Alarm pull stations
- Utility shut-offs
- Fire extinguisher locations
- Designated emergency assembly area