

## Emergency Preparedness Policy

---

<i>Topic</i>	Health and Safety
<i>Authority</i>	Board
<i>Related Documents</i>	<a href="#">Alberta Occupational Health and Safety Code, Part 7</a>

---

Wood Buffalo Regional Library (WBRL) prepares for various potential and specific emergencies.

All employees are required to complete approved training as decided by WBRL and the Joint Health and Safety Committee.

These procedures comply with Occupational Health and Safety Legislation and include the following:

- Identification of various potential and specific emergencies (e.g. fire, flood, tornado, violence, etc.).
- Procedures for dealing with identified emergencies.
- Emergency responsibilities and training requirements.
- Location and use of emergency facilities and Muster Points.
- Emergency locators (e.g. exit doors, first aid kits/AEDs, flashlights, fire extinguishers).
- Alarm and emergency communication requirements.

Department Managers are responsible for implementing and monitoring this policy in their departments.

### **History**

*Created: June 17, 2020.*

*Revised: April 19, 2022.*