



Prince Albert Evolution of Education Museum Emergency Response Plan

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Purpose:

In an effort to assure the safety of all people in the Evolution of Education Museum, the following **safe work practice plans** have been developed to ensure the orderly evacuation of facilities in response to potential emergencies:

Scope:

All employees of the Evolution of Education Museum, Prince Albert Historical Society Volunteers, and the general public.

Definitions:

Fire Marshall – The Manager/Curator or his/her designate is the person responsible for the whole building in assuring the Evacuation Safety Plan is known to all staff and is followed in event of an alarm or emergency. This person is also responsible for all Fire Wardens.

Fire Wardens – all staff members and volunteers that work in the museum. Fire Wardens are responsible for their work areas/museum visitors.

Responsibility:

1. The Fire Marshall is responsible to make all personnel aware of the Evacuation Safety Plan and what is expected of them during an evacuation. The plan is also to be posted in the work areas.
2. The Fire Marshall is responsible to have a mock exercise/drill (i.e. "fire bag" placed somewhere) at minimum annually. The Coordinator of Health, Safety & Environment and the Fire Department are to be notified of and involved with the drill.
3. The Fire Marshall shall designate an alternate to carry out their duties during their absence in case of an alarm.
4. On activation of an alarm or any other scenario outlined below, the Fire Warden is to oversee the safe evacuation, as indicated in the plan, along with any additional requirements.
5. The Fire Warden is responsible to check the area when safe to do so on their way out of the building to ensure all staff/visitors have evacuated. When possible close doors on the way out, office doors should not be locked. Example:
 - Fire Warden checks the area when visitors are present.

The above example is always if it is safe to do these checks (pending where the fire is), never risk yourself.

6. Once outside, at the muster/meeting point in front of the Prince Albert Tourism Building, the Fire Marshall and/or Warden is responsible to account for all personnel and ensure that all employees/known occupants are accounted for.
7. The Fire Marshall or his/her designate will meet with Fire or Police personnel and provide them with all information available. The Fire Marshall will designate one or more Fire Wardens to watch entrance doors to the facility and prevent anyone from entering the facility before being authorized to do so by police or fire service personnel.

Evacuation Procedure:

1. Any individual noticing a fire must pull the fire alarm.
2. Once the alarm sounds, EVERYONE MUST EVACUATE the facility and the evacuation must continue even if the alarm stops ringing.
3. Employees are to turn off the lights and close the door when they exit. The doors should remain unlocked.
4. Exit the building using the closest exit. When you exit, do not carry coffee or other liquids as these may spill and create a slipping hazard for people as they exit the facility.
5. People with disabilities should be assisted to evacuate.
6. Once outside, all employees and visitors are to assemble at the muster/meeting point in front of the Prince Albert Tourism Building. The Fire Marshall or designate will perform a 'head count' to ensure that all staff/visitors are properly accounted for. Do not leave or go to your vehicle until all staff are accounted for.
7. No one is to re-enter the building until instructed to do so by Fire Services, the Fire Marshall or other authorized personnel even if the alarms are no longer ringing.
8. If you are unsure if there is an emergency situation, do NOT silence the alarm, proceed with the evacuation.
9. During normal weekday business hours contact Historical Society office (306-764-2992), to advise Manager/Curator of situation. On weekends, advise Manager/Curator of situation by calling their cell phones (numbers are on the staff contact sheet).

Medical Emergencies:

Prior to Emergency:

- All employees should know location of:
 - Nearest First Aid Kit
- List of employees trained in First Aid & CPR should be posted if applicable.

General Medical Emergency Procedure:

1. Do not panic; remain calm
2. If no danger, provide first aid (if trained to do so)
 - a. if not trained - contact a trained first aider at Prince Albert Tourism
3. Call 9-1-1
 - a. Keep calm & speak clearly
 - b. Identify type of Emergency
 - c. Identify Location:
 - i. Evolution of Education Museum, 3700 2nd Ave West
4. Have someone meet emergency responders at access door and escort to exact location
5. Complete an incident report and notify your supervisor

NOTE: It can potentially be very dangerous to transport a seriously ill/ injured person in a vehicle by yourself. The individual can easily go into shock or their condition may worsen requiring immediate medical care. If only one person is transporting the individual they will not be able to effectively deal with such an emergency.

For serious illness or injury 911 must be called. Examples include:

- Shortness of breath, chest pains
- Loss of consciousness
- Seizures
- Head or eye injuries
- Broken bones
- Severe cuts & burns, amputations
- Signs & symptoms of shock

If in doubtcall 911

Hazardous Product Leaks/Spills:

1. Any person locating a hazardous product spill/leak will attempt to minimize the spread of the product and identify the product name.
2. The individual will then consult the (Material) Safety Data Sheet (SDS or MSDS) and follow directions provided in that document.
3. If the product is hazardous all staff in that area must be fitted with Personal Protective Equipment (PPE) as required on the safety data sheet or evacuate/isolate those areas until cleanup is completed.
4. Attempts should be made to isolate any hazardous fumes to that area of the facility and ventilate them directly outside by opening the windows and door.
5. If the facility needs to be evacuated the same process as outlined for a fire evacuation is to be followed.
6. A City of Prince Albert Investigation report is to be completed.

Robbery:

What to do DURING a robbery:

- Do not resist. Do exactly as you are told, *no more, no less*.
- Give the robbers all of the cash they want. Do not delay or argue. Do exactly as they say and do not offer anything more. Handle the procedure as calmly as possible as though you are making a transaction with a customer.
 - Do not make sudden movements.
 - If you must reach for something or move in any way, ask the robber(s) for directions and/or tell them what you are doing.
 - Tell the robber(s) of any possible surprises so that they will not be startled. For example, if there is a staff member in the back or a customer approaching.
 - Observe:
 - Time involved
 - Weapons used
 - Accomplices
 - Identifying features, accents, speech peculiarities, clothes
 - Direction of travel when robbers flee
 - In majority of all armed robberies the victim becomes transfixed on the weapon and everything beyond the weapon becomes fuzzy and/or out of focus. However, if we tell people about this there is a chance that they'll recognize what they are doing and look beyond the weapon.

What to do AFTER a robbery:

- Immediately seek medical assistance if necessary
- Contact the Manager/Curator and inform them of the incident
- Contact city police (306-953-4222). Ask all witnesses to remain. Do not let anyone other than emergency personnel in.
- Anyone who dealt with the robbery should begin filling out the Violent Incident Report as soon as possible.
 - Do not compare notes or talk about the details except to Police.
- Do not discuss the robbery with anyone until information has been given to the police
 - Do not call anyone, text, Facebook or Twitter about the robbery
 - Refer any inquiries from outsiders to Police once the robbery has been reported
- Do not touch anything that may have fingerprints or other evidence.
- Manager/Curator to follow up with staff regarding any possible trauma and counseling as outlined in the Violence Policy.

Counseling:

It is normal, after being the victim of a robbery, to feel one or more of these symptoms: fear, nausea, the shakes, anger, excessive perspiration, numbness, rapid breathing, palpitations, and/or depression. If you don't initially decide to speak with a trauma counselor, and any of the above symptoms persist for more than a week, please inform your manager and arrangements will be made to assist you as outlined in the Violence Policy.

Active Threat:

An active threat is where an individual is actively engaged in violence or attempted violence in a confined and populated area, usually involving weapons which could include bear spray, knives, firearms or other similar weapons. If you hear obvious signs of an active threat, do not attempt to investigate.

Evacuation:

- Have an escape path in mind. If bear spray is deployed you will need to evacuate until the area is ventilated.
- If there is an accessible path, attempt to evacuate; Do not investigate the threat
- Find the nearest exit and leave the building
- Help others escape if possible, but evacuate regardless of whether others agree to follow
- Do not attempt to move wounded people
- Warn others and try to prevent them from entering the threatened area
- Call 911 when you are safe

Hide Out:

- If evacuation is not possible, find a place to hide where the active threat is less likely to find you (i.e. an office with a lockable door)
- Lock the door, turn off lights, and stay out of sight
 - If there is a window in the door, hide underneath a desk or out of sight lines from the window
 - Barricade door if possible.
- Silence your cell phone, turn off any sources of noise (radio, office phone, etc.) and remain quiet. If hiding with members of public ensure they do same)
- Contact 911 if you are able to conceal the noise of the phone call
 - If you cannot speak, leave the line open and allow the dispatcher to listen
- If you are in a bathroom – lock the door.
- In the event the intruder gains access to where you are hiding be prepared to defend yourself and fight.

When Law Enforcement Arrives:

- Remain calm and follow the emergency responders' instructions
- Keep your hands visible and avoid quick movements
- Information to provide to law enforcement or 911 operator if known:
 - Location of active threat
 - Number of threatening persons
 - Physical description of threatening persons
 - Number/type of weapons held by threatening persons
 - Number of potential victims in threatened area

When Threat Is Over:

- Police will clear floors and identified safe rooms when ACTIVE THREAT IS OVER AND IT IS SAFE TO LEAVE ANY SAFE ROOMS OR LOCATIONS.
- Do not open door to anyone, wait for police to open door and provide directions.
- Anyone who dealt with the active threat should begin filling out the Violent Incident Report as soon as possible.
- In the event of bear spray deployment or building damage contact Historical Society office (306-764-2992) or the Manager/Curator, they will contact the City to arrange for repairs.
- Manager/Curator to follow up with staff regarding any possible trauma and counseling as outlined in the Violence Policy.

Counseling:

It is normal, after being the victim of an active threat, to feel one or more of these symptoms: fear, nausea, the shakes, anger, excessive perspiration, numbness, rapid breathing, palpitations, and/or depression. If you don't initially decide to speak with a trauma counselor, and any of the above symptoms persist for more than a week, please inform your manager and arrangements will be made to assist you as outlined in the Violence Policy

Bomb Threat:

1. A person receiving a bomb threat by telephone should make an attempt to keep the person on the line as long as possible and obtain as much information as possible, then give the information to the Fire Marshall and/or Fire Warden. Please fill out the Violent Incident Report.
2. Telephone the Prince Albert Police Service at 306-953-4222 and advise the emergency dispatcher about the bomb threat and provide as much detail as you can.

DO NOT USE THE FACILITY FIRE ALARM SYSTEM OR CELL PHONES.

3. Advise all users/visitors in the museum and ensure everyone leaves the building, meeting in front of the Prince Albert Tourism Building.
4. Before evacuating your work area, check the entire area carefully for any strange parcels or packages that do not belong there. If something is found do not touch it. Report its location to your Fire Marshall or designate.
5. Take all small personal belongings with you, such as purses, jackets, etc.
6. Once outside, all employees and visitors are to assemble at the muster/meeting point in front of the Prince Albert Tourism Building. The Fire Marshall or designate will perform a 'head count' to ensure that all staff/visitors are properly accounted for.
7. Do not re-enter the building unless instructed to do so by authorized personnel.
8. During normal weekday business hours contact Historical Society office (306-764-2992), to advise Manager/Curator of situation. On weekends, advise Manager/Curator of situation by calling their cell phones (numbers are on the staff contact sheet).

Power Failure:

(Source: Ontario Recreation Facilities Association – ORFA, Feb 2002)

1. Access flashlight and remain calm.
2. Call SaskPower 24 hour Trouble and Outage @ 310-2220 –request information on the estimated down time.
3. If the Downtime Will Be More Than 5 Minutes:
 - a. Follow the Evacuation Procedure. If possible, ensure patrons are moving towards marked exits. Assist persons with a disability, if able to assist.
 - b. Do not allow anyone, except authorized personnel, into the facility.
4. During normal weekday business hours contact Historical Society office (306-764-2992), to advise Manager/Curator of situation. On weekends, advise Manager/Curator of situation by calling their cell phones (numbers are on the staff contact sheet).