

1. If a person is not feeling well or has a minor injury such as a cut or scrape, etc. (s)he should be recommended to go to the doctor . 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 the 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 the Executive Director.

| |
|-------------------|
| MEDICAL EMERGENCY |
|-------------------|

1. NEVER ASSUME AN ALARM IS FALSE
2. Calm visitors down and exit the building with them in a calm and collected manner, taking them out to 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 the Executive Director to be accounted for. DO NOT ENTER THE BUILDING!
6. Notify:
Disaster Response Team Leader: Lana Jobe
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 the Executive Director or the President of the Board

2) If warranted, shut off main electricity, gas and water.

Water Shutoff: Main shutoff is in the basement water containers before shut-off. If outdoor temperature is below freezing, take steps to prevent pipes from freezing by draining the water system.

Electrical: Main shutoff for electrical power is located in the basement

Natural Gas Shutoff: Gas Company- Union Gas Note: Shut off natural gas in the furnace

3) Move important materials (i.e. collections, records/ diskettes) to safe place.

4) Secure non-movable important materials, such as collections date, large artifacts, 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 cell phone to basement

| |
|---------------|
| SEVERE STORMS |
|---------------|

1. Call the Executive Director on emergency phone to report situation
2. Call alarm company- Securtek Alliance to report that power is off and security and fire alarm system is 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 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 the Executive Director or the President of the Board 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 the Executive Director

| |
|----------------------|
| 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 the 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 assembly point 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 the Executive Director.

EVACUATION PROCEDURE

Telephone Index for key Organizations and Personnel

Emergency Phone Location

Regional Police EMERGENCY 911

Non-emergency: Nathan Etherington

Fire Department EMERGENCY 911

Non-emergency: Nathan Etherington

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

Pull Fire Alarm (EMERGENCY ONLY)

Ambulance EMERGENCY 911

Brantford Police: 519-756-0113 or 519-756-7050

Curator: Nathan Etherington (H) 519-442-3777; (C) 226-802-2335

Education Officer: (C) 519-717-6280

Emergency Response Team leader: Nathan Etherington (H) 519-442-3777; (C) 226-802-2335

Utilities: Brantford Hydro: (226) 493-1037 or (226) 493-1045

Dept. of Public Works: City of Brantford: 519 759-1350

Insurance Agent(s): Cowan Insurance: 519-442-6337

Security Company: Damar: 519-753-7710

| |
|----------------------------------|
| EMERGENCY REPORTING CHART |
|----------------------------------|

-Emergency Response Team

Emergency Leader: Nathan Etherington

Takes overall charge of emergency situation.

- Decides if emergency can safely be handled in-house, or if professional response is required.
- Liaises with Fire, Police, and Medical services.
- Summons Emergency team.
- Establishes Emergency Command Post if required.
- Up-dates emergency plan on a yearly basis (or more often, if required).

Assistant Emergency Leader: Sarah Thomas

- Assists Emergency leader in decision making.
- Acts as information officer.
- Orders necessary supplies and services. (e.g. portable toilets, generators.)
- Documents situation and response (relays it to recorder).
- Schedules staff.

Volunteer Coordinator: Jason Davis

- Coordinates scheduling of volunteers
- Organizes refreshments and breaks for recovery team.
- Relays information to the recorder.

Recovery Coordinator: Nathan Etherington

- Often a conservator or museum technician.
- Maintains emergency supply inventory.
- Advises emergency leader on extent of damage, suggested recovery response and priorities of action.
- Establishes recovery area.
- Marshals and directs recovery operations.
- Contacts outside agencies if required. (e.g. Canadian Conservation Institute, commercial disaster recovery firms, etc.)
- Relays information to recorder.

Recorder: Jason Davis

- Receives information from all of the above.
- Records extent of damage, recommended procedures, service and supply requirements, contacts with external agencies, etc.
- Writes report following emergency.

PLANS