



## STAFF REPORT ACTION REQUIRED

### Toronto Public Library Emergency Plan

<b>Date:</b>	September 17, 2007
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### **SUMMARY**

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To seek approval for the Toronto Public Library Emergency Plan. The purpose of this plan is to ensure that Toronto Public Library (TPL) is able to prepare for and respond to emergencies. The scope of the TPL Emergency Plan covers Toronto Public Library preparations and practices for TPL specific plans and TPL participation in City-wide plans.

The TPL Emergency Plan provides a framework for TPL's emergency planning and the basis for on-going activities that ensure the Library's preparedness in the event of an emergency and addresses issues of response and recovery in an emergency.

### **RECOMMENDATIONS**

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**The City Librarian recommends that the Toronto Public Library Board:**

1. Approves the Toronto Public Library Emergency Plan.

### **FINANCIAL IMPACT**

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There are no direct financial implications in 2007 arising as a result of this report. The work of the Emergency Planning Committee is managed within the workload of the existing Library staff. The cost of supplies, data & voice lines for the Control Room, to ensure a state of preparedness, are accommodated within the Library's operating budget.

Costs may arise from activation of the Emergency Plan. However, these are not quantifiable at this time and would be considered extra-ordinary expenditures.

The Director, Finance and Treasurer has reviewed this report and agrees with the financial impact information.

## **DECISION HISTORY**

The Toronto Public Library is responsible for preparing for various types of emergencies that may affect the Library and/or the City of Toronto. The Library has, for example, been affected by labour disruptions, SARS and the August 2004 power blackout. The provincial Emergency Management Act requires municipalities to have an Emergency Management Program consisting of an emergency plan, training and exercises and public education. As part of its Emergency Management Program, the City of Toronto has requested that the Library prepare and practice various plans including, an Emergency Plan and an Incident Management System.

## **ISSUE BACKGROUND**

An emergency may result from an existing danger or it may be a threat of an impending situation abnormally affecting Library property or the health, safety and welfare of the Library users and staff. A major emergency requires a controlled and coordinated response by the Library, often in coordination with the City and other agencies. If the emergency affects more than the Library, the response may be coordinated by the Toronto Emergency Management Program Committee.

## **COMMENTS**

The TPL Emergency Plan facilitates the earliest possible coordinated response to an emergency, an understanding of the personnel and resources available to the Library and recognition that additional expertise and resources can be called upon if required. The Plan outlines how the Library will respond to, recover from, and mitigate the impact of a disaster. The Plan contains sections that describe the authority for emergency response, planning assumptions, the emergency response model, Library essential services, information service goals and emergency preparedness.

### **Authority**

The Toronto Public Library Board approves the TPL Emergency Plan. The TPL Emergency Plan will be activated and terminated by the City Librarian or designate. The City Librarian may seek advice from the Mayor, the City Manager, the Toronto Public Library Board or the Toronto Emergency Operations Centre. Financial authority and control is governed by the Library's Financial Control Policy. During an emergency the City Librarian will consult with the Board chair, as soon as circumstances permit. Depending upon the extent and nature of the emergency, a special Board meeting may be called to seek advice from the Board on the strategic direction of TPL's response to the emergency situation.

The Toronto Emergency Management Program Committee (TEMPC) is responsible for emergency management in the City of Toronto. The Major or designate is the Chair of

TEMPC and may declare that an emergency exists or has been terminated in the municipality. In an emergency, the Mayor may request TPL staff to assist in maintaining essential City services. The Library's contact on TEMPC is the General Manager of Shelter, Support and Housing Administration.

The TPL Emergency Plan has been reviewed by City Legal and by the Manager, Office of Emergency Management.

## **Planning assumptions**

The City Librarian remains in command of the overall operation of the Library in a Library or City emergency. When an emergency is declared, the Incident Management System is put in place and a Control Room will be established and staffed. The Library will participate in the development of plans and procedures, training and exercises in order to achieve and maintain a state of readiness.

## **Emergency response model**

The Incident Management System (IMS) is an emergency response model that provides a way of coordinating the efforts of agencies and resources by using a common organizational structure that can expand or contract based on the scope of response. The IMS is used by agencies across the City. The IMS structure is built around five functions: command, operations, planning, logistics and finance. Command determines the flow or decision-making and communications. In an emergency the City Librarian will appoint the Control Room Manager. The Control Room Manager, together with Operations, Planning, Logistics and Finance leads form the Control Group. The Control Group has the authority and responsibility to activate, coordinate, direct and otherwise bring about the implementation of the TPL Emergency Plan.

## **Library essential services**

The Library's requirements for essential services include maintaining: health and safety, legislative requirements and revenue. There are no legislative requirements to maintain library services as an essential service.

## **Information service goals**

The information service goals outlined in the TPL Emergency Plan reflect the changing needs of the people of Toronto to prepare for, react to, and recover from, an emergency. TPL's information service goals are:

- To support the overall goals of the TPL and City of Toronto Emergency Plans to minimize illness and death, to reduce societal disruption and minimize the impacts of societal disruption;
- To meet the changing information needs of the people of Toronto during a crisis;
- To identify and maintain priority services;
- To coordinate TPL's information services with Access Toronto, school boards and other services.

## **Emergency preparedness**

The TPL Emergency Planning Committee is responsible for ensuring that system wide emergency plans, service continuity plans and related policies and procedures are maintained and are consistent with emergency requirements and relevant legislation. The Committee includes representatives from public service and support departments and reports to the Director, Information Technology & Facilities.

During the course of normal operations the Library will be engaging in preparedness training, and exercise activities to ensure continual readiness. Operations plans will be reviewed and equipment will be checked annually to ensure everything is ready to go, should the need arise. As in the past, the Library will participate in City planned exercises, if appropriate. As well, the Library will conduct its own exercises. The exercise planned for fall 2007 may be postponed due to staffing constraints as a result of the hiring freeze.

## **CONTACT**

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## **SIGNATURE**

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Josephine Bryant  
City Librarian

## **ATTACHMENTS**

Attachment 1: Toronto Public Library Emergency Plan