

FIRE EMERGENCY PROCEDURES

- Whoever sees a fire or smells smoke should pull the alarm and proceed to inform the person-in-charge
- Pull fire alarm even for small fires or when the smell of smoke is detected – pull stations are located at all exit doors.
- Begin directing patrons to exit the building immediately
- Person-in-charge should call 911 to give additional information – see flames, smoke etc. If for safety, the call cannot be made in building, do it immediately upon exiting
- To the extent safely possible, all areas of the Library must be searched to ensure public and staff have exited; person in charge may designate others to check different areas and lower level of the building
- Only use elevator to evacuate a handicapped person from lower level. If it is not safe, get the person into “area of refuge” in stairwell of emergency exit in room on the left
- Always close doors after all people have left an area; for safety and as a sign to others that the room has been cleared
- Staff should congregate on the lawn at corner of Maple Ave. and Main St.
- Use judgment when to try putting out small fire (trash can e.g.) with fire extinguisher or other method; but always pull fire alarm first (in this situation, you may wait a bit before calling 911)
- Once safely outside, call Library Director if not present.