

Fire Evacuation Procedures

The library requires that all occupants respond to the alarm signal by immediately initiating the evacuation procedures outlined below:

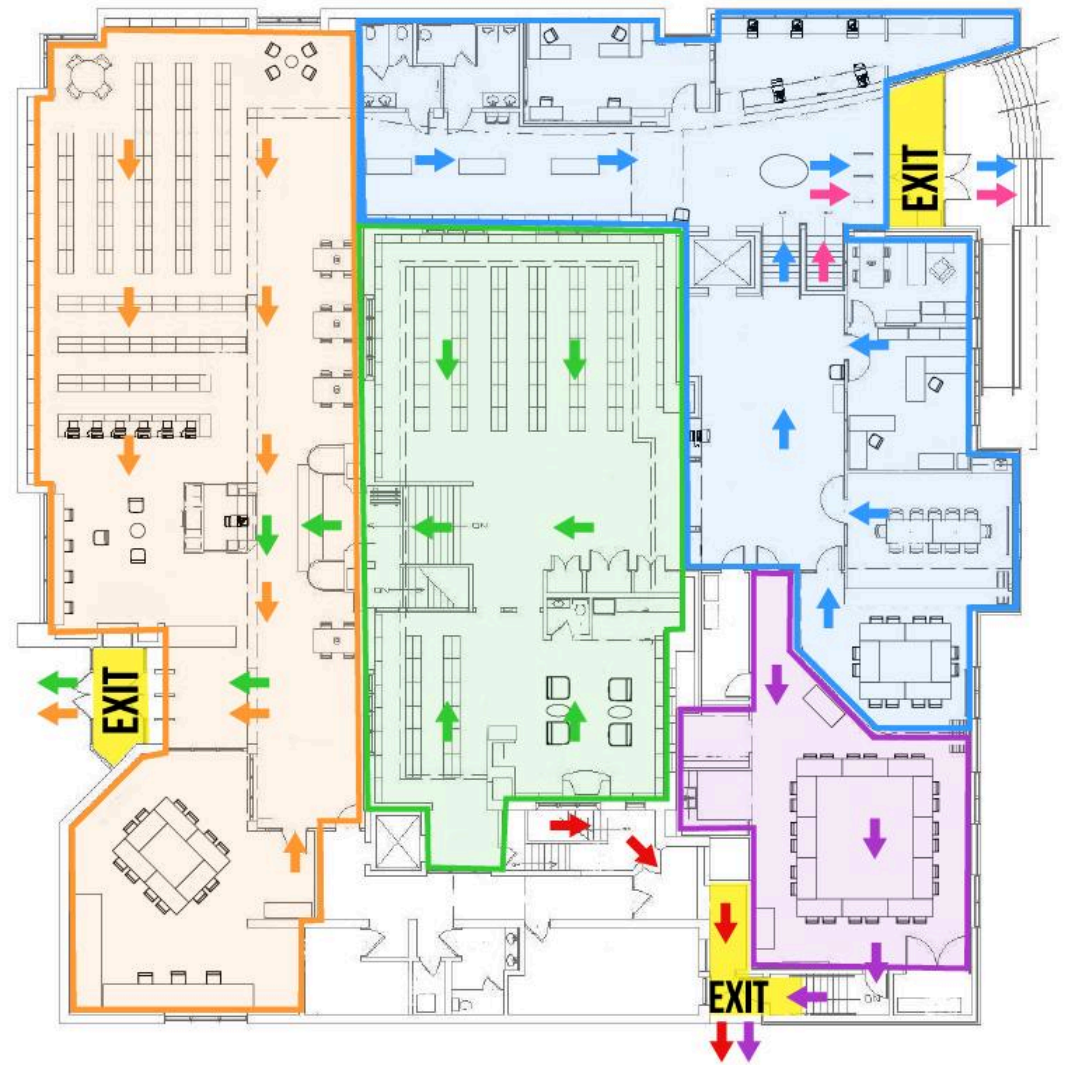
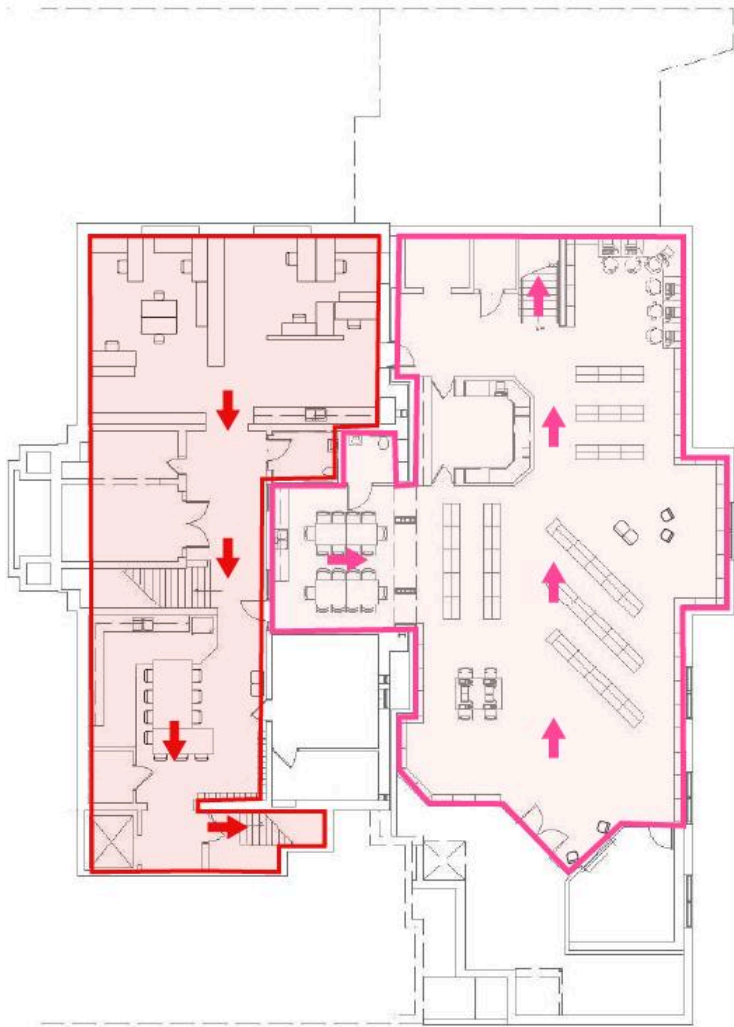
1. In the event of an active fire please pull the fire alarm.
 - a. *Fire pulls will notify our security company and Emergency Services. Calling 911 is not a priority.*
2. Upon hearing or seeing the alarm, occupants will immediately evacuate out of the nearest building exit, as seen on the Fire Evacuation Map.
3. While evacuating, a Zone Point Person (ZPP) will perform a speedy sweep of their designated zone to identify if any customers remain in their area.
4. The ZPP should be the last person to leave the zone, holding the door for others, and closing the door behind them, if possible.
5. Accompany and help customers and/or staff who appear to need direction or assistance.
6. Occupants will then proceed to the designated staging area in the employee parking lot, as seen on Fire Evacuation Map. Remain in this area until the Fire Department arrives.
7. An employee will ensure all staff members are out of the building by doing a roll call using the daily schedule.
8. Each ZPP should report to the staff member in charge. Be sure to tell them if anyone is still in the building or if there was an active fire or emergency in the zone.
9. If anyone is missing, inform the fire department as soon as they arrive.

10. Do not re-enter the building until the Fire Department has announced that it is safe to do so.
11. Occupants will wait until given the "all-clear" by the fire department to re-enter the building.
12. Disable the alarm

False Alarms

- All false alarms should be treated as active fire drills.
- Staff and customers must immediately evacuate following the procedures listed.
- After all staff members and customers have been accounted for in the staging area may the person in charge contact the fire department to inform them of the false alarm and disable the alarm.

Fire Evacuation Map - Zones



Fire Evacuation Map - Staging Area

