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5.17 Fire Policy

Employees of the library are instructed to take immediate action in the event of a fire and to use common sense in all activities and responses.

In the event of a fire, employees should take the following steps:

1. Activate the nearest fire alarm.
2. If time permits dial 911 (9-911).
3. If time permits, notify the Library Director (ext. 5821) and/or the person responsible for the building (dial 0).
4. If time permits, the Library Director shall be responsible for notifying the individual responsible for the building (dial 0).
5. Leave the building by the safest nearest exit and proceed at least 100 feet from the building staying clear of fire hydrants and firefighting vehicles.
6. Help persons requiring assistance out of the building.

Exit routes are posted in each room in the library.

Once safely out of the building, library employees, should do the following:

1. Notify emergency personnel of any persons remaining in the building.
2. Help secure entrances from unauthorized, non-emergency personnel. The fire and police departments will take over when they arrive.
3. Do not return to the building unless emergency personnel have given the all clear.

If a library staff member observes other staff or patrons not taking an alarm or evacuation request seriously, please encourage them to do so. It may save their life and will reduce the risks to responding emergency personnel.

Adopted by the Board of Trustees: August 2011; Reviewed: September 2014, August 2017; Amended: September 2020; Scheduled for Review: August 2023