

## **2.1 FIRE EVACUATION**

All employees of the North Branford Library Department will be properly trained on and expected to be familiar with the fire evacuation procedures, which spells out actions to be taken in the event of either a planned evacuation drill or a real emergency. Drills will be conducted on a regular basis. Records of all equipment inspection, training, drills and real emergencies are to be kept on permanent file.

When the fire alarms are pulled, our alarm monitoring company will verify emergency and alert fire and police. You do not need to call the fire department.

### **EMERGENCY: 911**

**REMEMBER: The safety of patrons and staff is the most important consideration.**

**EMPLOYEES: It is up to the library staff to ensure patrons are directed out of the building in a safe and efficient manner.**

### **All employees shall:**

1. Know the location of fire extinguishers and fire alarm pull stations.
2. Know the location of exits, including alternative exits and stairwells.
3. Know how to activate the fire alarm.
4. Know the procedures for evacuating the building.

### **FIRE EVACUATION PROCEDURES:**

**IMPORTANT:** Any time you hear the fire alarm assume it is NOT a test. Evacuate immediately and meet at your designated Assembly Area.

1. If you see smoke or a fire, pull the nearest fire alarm. Do not attempt to put out the fire with a fire extinguisher.
2. Immediately begin evacuating the building through the nearest exit.
3. Staff should work together to ensure that all areas of the building that may be occupied are “swept” so that all persons, staff and public, are aware of the emergency, instructed to leave and directed to the nearest exit, and assisted if necessary.
4. Calmly advise members of the public that a fire emergency is at hand, ask them to remain calm and direct them to the nearest exit.
5. Assist those requiring help, such as children, senior citizens and the disabled, including the hard-of-hearing, who might not hear the alarm.
6. When evacuating the building, be sure to check the restrooms on all levels.
7. Never use an elevator during a fire emergency! Smoke could enter the elevator shaft and asphyxiate the occupants. Also, elevators could be “called” to the fire floor by the heat of the fire activating the call button.

8. WALK, DO NOT RUN!
9. If your clothing catches fire, do not run! Stop your travel, drop to the ground or floor, and roll back and forth to smother the flames. STOP, DROP, AND ROLL. Assist others if their clothes are aflame in the same way.
10. Always check doors for heat before opening.
11. If caught in smoke or heat, stay low where the air is cooler and cleaner. Take short breaths (through the nose) until you reach an area of refuge or the exit.
12. Close all doors behind you, especially the door to a burning or smoke-filled room. (This will slow the spread of fire).
13. Go to your predetermined Assembly Area.
14. Once at the Assembly Area, Department Heads (supervisors) should take a head count to make sure everyone is out of the building and accounted for. They will then notify firefighters, police officers, etc.
15. Stay in your Assembly Area until you receive further instructions. In all instances, follow the directions of firefighters and/or the police. Do NOT reenter the building.
16. Contact the Library Director to notify him/her of fire.

#### **Evacuation Assembly Areas**

During an evacuation, assemble in an area away from the building that does not interfere with fire or police personnel or equipment. Do not return to the building until instructed to do so by authorities. Staff and patrons should assemble at the following areas:	
<b>If you are in:</b>	<b>Go to:</b>
Atwater	Gordon S. Miller Farm Museum (Totoket Historical Society barn)
Smith	Garden circle at top of parking lot

#### **EVACUATION DRILLS:**

Fire evacuation drills will be conducted on a regular basis by staff administration in coordination with local fire department personnel. When an alarm is sounded, the fire evacuation plan will be followed to rehearse safe evacuation of all building occupants. All drills will be documented and maintained on permanent file.

The building maintenance staff will conduct scheduled inspection and testing of all fire equipment. All such activity will be documented and maintained on permanent file.

#### **DISABLED PERSONS:**

All disabled persons should be attended to by library staff. Disabled persons should be moved along with the rest of the public to the nearest exit. In multi-story buildings, such as the Atwater Library, disabled persons who are located on the 2nd floor (upper level) should be moved to Stair 2. They should remain there with at least one employee until rescued by firefighting personnel. Disabled persons who are located on the lower level or in the Children's

Department should be moved to Stair 1 (lower level) and press the Rescue Assistance button. They should remain there with at least one employee until rescued by firefighting personnel. Do not attempt to move them down or up the stairs. Our stairwell areas are “safe” zones, protected from heat and smoke. The staff should be aware that one or more persons have remained in the stairwell area with a disabled person so that information can be communicated immediately with firefighters for rescue. The doors to this stairwell must be closed at all times. Chairs on casters may be used to transport any patron physically unable to exit without assistance.

#### **ATWATER LIBRARY:**

Circulation staff is responsible for alerting Administration, Technical Services, and the Children’s Department in case of emergency evacuation.

- Circulation staff is responsible for evacuating patrons on the MAIN LEVEL and UPPER LEVEL
- Children’s staff is responsible for evacuating patrons on the LOWER LEVEL and MAIN LEVEL

#### **MAIN LEVEL:**

- Circulation staff is responsible for alerting those patrons on the main level including the following areas: Community Room, New Books, Periodicals, Large Print, Fiction. Patrons in the Community Room, New Books, Periodicals, Large Print and Fiction areas should leave the building via the main front door. If the main front door is blocked, they should use the emergency exit in the Community Room or the emergency exit in Stair 1 (main level).
- Children’s staff is responsible for alerting those patrons on the main level in the Children’s Fiction area. Patrons in the Children’s Fiction area should leave the building via the emergency exit in Stair 1 (main level). If that is blocked, they should use either the main front door or the emergency exit in the Community Room.
- Disabled patrons should, if possible, use the main front door for evacuation. If that is blocked, they should use the emergency exit in the Community room or the emergency exit in Stair 1 (main level) for evacuation. Chairs on casters may be used to transport any patron physically unable to exit without assistance.

#### **LOWER LEVEL:**

- Children’s staff is responsible for alerting those patrons on the lower level including the following areas: Children’s department and the Technical Services Department. Patrons on the lower floor should leave the building via the emergency exit in Stair 1 (lower level). This exit opens onto the driveway exit for

the parking lot by North Street. If that is blocked, they should use either the main front door or the emergency exit in the Community Room.

- Disabled patrons should, if possible, use the emergency exit in Stair 1 (lower level) for evacuation. Once inside the stairwell, press the Rescue Assistance button where they will be assisted by emergency personnel. This is a fire stairwell and the doors to this stairwell must be closed at all times. Chairs on casters may be used to transport any patron physically unable to exit without assistance

#### **UPPER LEVEL:**

- Circulation staff is responsible for alerting those patrons on the upper level including the following areas: Audiobooks, Movies, Nonfiction, Reading Room, Seminar Room. Patrons on the upper level should leave the building via the emergency exit in Stair 2. If that is blocked, they should use either the main front door or the emergency exit in Stair 1 (main level).
- Disabled patrons should use the emergency exit in Stair 2 for evacuation. This is a fire stairwell where they should remain there with at least one employee until assisted by emergency personnel. The doors to this stairwell must be closed at all times. The staff should be made aware that one or more persons have remained in this stairwell area with a disabled person so that information can be communicated immediately with firefighters for rescue. There is no Rescue Assistance button in Stair 2. Chairs on casters may be used to transport any patron physically unable to exit without assistance.

#### **SMITH LIBRARY:**

Circulation staff is responsible for alerting Children's department in case of emergency evacuation.

- Circulation staff is responsible for evacuating patrons on the MAIN LEVEL
- Children's staff is responsible for evacuating patrons on the LOWER LEVEL

#### **MAIN LEVEL:**

- Circulation staff is responsible for alerting those patrons on the main level including Clara Smith Reading Room, New Books, Fiction, Periodicals, Large Print, Teen, Seminar Room, Audiobooks, Movies, Community Room. Those in the New Books, Fiction, Periodicals, Large Print, Teen, Seminar Room, Audiobooks, Movies, Community Room should leave the building via the main front door. If the main front door is blocked they should use the emergency exit in the Community Room or the emergency exit by the copier. Those in the Clara Smith Reading Room should leave via the emergency exit by the copier. If that door is

blocked they should use the main front door or the emergency exit in the Community Room.

- Disabled patrons should, if possible, use the main front door for evacuation. If that is blocked, they should use the emergency exit in the Community Room or the emergency exit by the copier.

#### LOWER LEVEL:

- Children's staff is responsible for alerting those patrons on the lower level. Those in the Children's Department should leave via one of the 3 emergency exits in the lower level (by the vertical access lift, by the stairwell, by the Beginning Reader books). These exits open onto the front lawn of the building facing Route 17.
- Disabled patrons should, if possible, use the emergency exits on the lower level for evacuation. These exits open onto the front lawn of the building facing Route 17. Disabled patrons on the mezzanine level should use the vertical access lift to reach the lower level and use the emergency exit closest to the vertical access lift. DO NOT USE THE ELEVATOR.

*Approved by the Library Board August 12, 2020*

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