

Brainerd Memorial Library – Emergency Evacuation Plan

NOTE: This plan was devised in consultation with and approved by the Town Fire Marshal.

The Library shall be evacuated when the following conditions exist:

- ❑ The Fire Alarm system is activated, *or*
- ❑ A bomb or disease threat is received, *or*
- ❑ The Director, Custodian, or In-Charge staff member orders evacuation.

During evacuation staff shall:

- ❑ If possible, use the telephone system's paging function to direct patrons appropriately with the following message:
 - ***Your attention. The Library must be vacated. Please make your way as quickly as possible to the nearest exit and proceed to the parking area. I repeat, please make your way as quickly as possible to the nearest exit and proceed to the parking area.***
- ❑ Close internal doors and windows in their work areas.
- ❑ Check for individuals who may not be immediately visible (e.g. kitchen, bathrooms, Friends Room, Community Room).
- ❑ Direct patrons out the nearest exit and to the parking lot (which is designated as the central meeting area).
- ❑ Confer with director, custodian, or in-charge staff member regarding the status of the evacuation.
- ❑ Stay on site—requesting same of volunteers—to be available for answering questions that may be asked by arriving emergency services
- ❑ Use best judgment in the case of inclement weather. Those who must stay may be able to seek shelter in open cars, in the Old Schoolhouse Meeting Place (if open), or in the vestibule of the Library entrance (if deemed safe enough).
- ❑ Be notified by emergency services personnel when reoccupation of the Library is safe.

NOTE: Should the alarm system be activated and evacuation not be necessary, use the paging function to appropriately direct patrons with one of the following messages:

Preceding a scheduled test of the system:

- ***Your attention, please. We will be conducting a test of the alarm system momentarily. It will not be necessary for you to evacuate the building. I repeat, it will not be necessary for you to evacuate the building.***

For a repeated malfunction:

- ***Your attention, please. We apologize for an apparent alarm system malfunction. Patrons need not leave the building at this time. I repeat, patrons need not leave the building at this time.***

Staff Training:

- ❑ Fire drills will be conducted by the fire marshal twice yearly (one daytime drill and one evening drill).
- ❑ Review of the Emergency Evacuation Plan will be conducted after each fire drill.
- ❑ A fire extinguisher demonstration will be conducted after fire drills if deemed appropriate by the fire marshal and staff.

Fire Extinguishers:

- ❑ All fire extinguishers in the Library are appropriate to use in the event of any type of fire, be it trash, wood, or paper; liquid or grease; or electrical.
- ❑ Fire extinguishers are positioned within the building as follows:
 - At main circ. mounted on the new nonfiction book shelf panel
 - In main stack area on the wall near the public stairway entrance
 - In the children's collections area on the wall near the Emergency Exit (Southwest)
 - In the attic storage area on the East wall to the left as one comes through the door
 - In technical services mounted just outside the kitchen door
 - In the emergency exit corridor off the community room (South) on the wall near the door
- ❑ Staff should not feel obliged to handle a fire using the extinguisher and should use their best judgment in this respect, keeping their personal safety in mind.

Fire Alarm System:

- ❑ Refer to the separate document titled **Brainerd Memorial Library - Alarm System Specifications and Operation** for information on the automatic fire alarm control system that is maintained and monitored by ADT.
- ❑ Should staff detect fire before the alarm system activates, the building should be evacuated and an exiting staff member should pull one of the alarms positioned near each emergency exit, as follows:
 - At the old front entrance door
 - In the vestibule of the public entrance
 - At the emergency exit at the bottom of the stairway leading into the children's collections
 - At the emergency exit in the children's area (Southwest)
 - At the emergency (also an after-hours public entrance and exit) exit off the community room (South exit off corridor)
- ❑ If a fire is fully involved, the priority should be the immediate evacuation of the building. Staff in their respective areas should quickly direct patrons and themselves out of the nearest exit.

In the event of a bomb or disease threat:

Phoned:

- Answer the phone following the protocols supplied on the card by the phone.
- Immediately after hanging up the phone, call 911 to report the threat.
- Notify the director or senior person in charge.
- Pull fire alarm
- Using pager, announce that it is necessary for patrons and staff to leave the building and to move to the far end of the parking lot.

Mailed threat, or unidentified suspicious package left on premises:

- Do not open any unidentified packages
- Handle the envelope and contents of a mailed threat as little as possible
- Call 911 and notify Director as indicated in the protocols on the **bomb & disease threat** card at the circ desk and staff phones

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