



OPERATING POLICY

EVACUATION

The building should be evacuated and the Fire Department should be called immediately on any sounding of the fire alarm.

1. FIRE DEPARTMENT: 911
2. All persons are to meet in the parking lot west of the library building.

General Instructions

Each Department Head is responsible for evacuating his or her service area.

Check exit doors to determine the situation outside.

In case of emergency, do not take time to gather up personal effects.

Do not leave your area until all members of the public are out of your service area.

Follow the public out and direct them away from the building.

Do not re-enter the building under any circumstances unless by instruction of the Fire or Police Department.

Responsibility for Sounding Fire Alarm

In case of an outbreak of fire which has not set off the automatic fire alarm system, go to a pull station and activate the alarm system and immediately notify the fire department via telephone dialing 911.