

Standard Operating Procedure *for* Fire Emergency Procedures

1. In the event of a fire, the person who detects the fire will:
 - a. Alert all personnel in the vicinity of the fire by shouting “**Fire, fire, fire!**” in **(location)**, and ask for assistance to call the fire department and to pass the word throughout the building.
 - b. Activate the nearest fire bell.
 - c. Notify the following personnel.
Director/Deputy Director, the Circulation Desk, Reference Desk and Administrative Support Staff.

2. Assigned personnel will take the following actions:

Fire Location: 1st Floor

1. Report the fire by calling 911. Specify public library building, type of fire and proceed outside the building by the open area. Direct fire personnel to the scene of the fire.
2. Turn off the main distribution panel.
3. If it is safe, attempt to extinguish the fire using the appropriate fire equipment pending arrival of the fire department personnel.
4. Direct patrons and unassigned personnel in the immediate vicinity of the fire to vacate the building.

Fire Location: 2nd floor to 3rd floor

1. Report the fire by calling (911). Specify public library building, type of fire and proceed outside the building by stairway (do not use the elevator) in the event of a fire. Direct fire department personnel to the scene of the fire.
2. Turn off the main distribution panel.
3. If it is safe, attempt to extinguish the fire using the appropriate fire equipment pending arrival of the fire department personnel.
4. If time permits, close all doors and windows in the immediate area to confine the fire and to prevent drafts.