

Ventress Memorial Library Fire, Safety and Evacuation Plan

PURPOSE

To ensure the safety of all people present at the Ventress Memorial Library in case of fire or other emergencies by posting critical information about evacuating the building and other protective measures.

POLICY

The Director or designee, is responsible for all decisions and directions during any emergency prior to the arrival of the Fire or Police Department personnel arrive. The Director or designee will coordinate and communicate with the various departments (Children Services, Teen Services & Adult Services). Fire Drills in conjunction with the Fire Department will be conducted semi-annually. All Library staff will be trained to assist in emergencies.

PROCEDURES:

1. Fire Emergency

When an individual observes fire or smoke anywhere in the building, he/she will verbally initiate evacuation of the building, pull the fire alarm and immediately call 911 from a cell phone outside of the building. Fire alarms are located adjacent to all outside doors. Do NOT attempt to use fire extinguishers without knowledge of operation.

2. Evacuation

- When the fire alarm sounds, all building occupants must exit immediately in a safe and orderly fashion. Outside doors are located at the front and the back of the building in the Children's room and in the Children's Program Room. Staff members will provide assistance where necessary and ensure that no person has been left behind.
- Evacuation diagrams are located in every room adjacent to the door. When leaving the building, help anyone needing assistance. Do NOT lift anyone unless specifically trained to do so.
- Once outside, meet on the grass island across the parking lot from the main entryway. Do NOT drive away as your car may block access to fire trucks or other emergency vehicles.

3. Medical Emergency

Stay with the person requiring help. Immediately seek assistance from another staff member. Staff should dial 911 from the nearest phone, to report any serious emergency. First Aid supplies including gloves are located in first cabinet in the tech services area. A defibrillator is located on the wall in the inner foyer. Do NOT attempt to lift or move a person who has fallen unless specifically trained.

4. Other Disruptive Events

- **Suspicious Behavior**

Immediately report concerns about any person's suspicious, strange, or upsetting behavior to the Director or designee who will implement appropriate action.

- **Dangerous Intruder**

Escape if possible: In case of an armed and/or dangerous intruder, notify a staff person if possible. If there is an escape path, exit when safe to do so and call 911. Leave all personal belongings behind. Help others escape if possible. Follow directions of police when they arrive.

- Shelter in place: If there is a shooting or other extreme violence and safe evacuation is impossible, shelter in place. Find a room to hide in and lock the door, block with furniture and draw shades. Silence cell phones. Hide behind large items such as cabinets or desks. Dial 911 to alert police to the intruder's location. If speaking is impossible, leave the line open for the dispatcher to listen. Be quiet and remain calm.

5. Critique

- Immediately following any evacuation resulting from the fire alarm sounding or an intruder incident, staff members present will note any problems that occurred. The Director or designee will document this discussion and transfer information to the Emergency Evacuation Evaluation Form (EEEEF).
- The Board of Trustees will review the EEEF at the next scheduled meeting and discuss the emergency along with any suggestions that would improve safety.
- After the Board Meeting, the Director will amend this policy if necessary. If there are any changes, the policy will be returned to the Board of Directors for approval before seeking final approval from the Fire Chief and Police Chief.