	APPLIES TO: Staff working within the physical boundaries of Edward G. Miner Library	APPROVED BY: Fire Marshal's Office & Miner Library Fire Safety Committee
	SECTION: SAFETY	DATE: OCTOBER 2010
	Fire Safety & Emergency Evacuation	PAGE: 1 of 4

Background

The Strong Health Mandatory In-Service Education Manual states “Knowing what to do in a fire situation can save lives, control fire spread, and reduce property loss.” Toward that end, staff should remember the acronym “RACE”: Rescue/Relocate, Alarm, Confine, and Evacuate.

It is the responsibility of all staff to minimize the effect to patients and visitors when emergencies occur.

General Procedures

Codes: “Condition 3-0” is a confirmed fire alarm
 “Condition 1-3” is a confirmed fire


Rescue anyone in immediate danger and **relocate** him/her to a safe area. Fire, smoke, and toxic gases develop very fast and can spread quickly if unchecked. Severe smoke and toxic gases form below the heat and initially extend down to approximately waist level. Below this, the air is relatively cool and clean, allowing for escape by staying low and moving quickly toward an exit.

Alarm everyone whenever there is evidence of fire, regardless of size; activate a fire alarm (pull station). This step provides a warning to other building occupants, automatically closes corridor fire doors, and alerts emergency personnel who are trained in dealing with fire situations. A “Condition 3-0,” followed by the numerical grid number (i.e., G-6200) will be paged; Security will contact the Rochester Fire Department. Get to a safe location and telephone University Security (dial x13). When calling, say, “This is (*your name*). There is a (*state nature of problem*) in (*exact location*).” Do not hang up unless told to do so; be prepared to give directions. As soon as Security receives your back-up phone call, a “Condition 1-3” will be paged. Time is important. Waiting for Security or other emergency personnel to respond and confirm a fire will result in a delay in contacting the fire department.

Confine fire by closing, but not locking, all doors immediately upon discovery of fire. Of great importance is the door leading to the room of origin. This door should be closed immediately and kept closed until emergency personnel arrive. All other doors should be kept closed as well. Do not open windows. Do not use elevators.

Evacuate immediately. Never use elevators; use stairs. Relocate and reconvene horizontally beyond the fire doors at the end of the Todd Hall of Honor atrium on the side where the restrooms are located. If relocation there is not possible, meet at Whipple Circle, the circular drive on Crittenden Blvd. Attendance will be taken at the relocation site to determine if any staff are missing. Names of missing staff will be reported to Administration and to the emergency responders at the Command Post. The Command Post location is determined by Security. The Command Post location will be paged on the overhead page system. Re-entry into the Library will not be allowed until authorized by the Rochester Fire Department on scene, or University Security on scene. After Security has issued the “All Clear” library staff will return to the library before patrons are allowed re-entry.


If staff must **evacuate** the library, taking additional measures to check whether other staff and/or patrons are out of the basement- and ground-level stacks by shouting (NOT going up and down each isle) would be beneficial, provided there

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would be no personal safety risk to do so. The location of patrons who were unable to evacuate should be shared with Command Post personnel.


Specific Procedures for Overhead Tones

FIRE CONDITION/ALARM/PAGE	PROCEDURE
<ul style="list-style-type: none"> ■ No alarm, audible emergency overhead page code only. 	<ul style="list-style-type: none"> ■ Remain alert to pages, but follow business as usual (emergency is outside the library zone).
<ul style="list-style-type: none"> ■ Overhead tones ■ Emergency overhead page announces "Condition 3-0" (confirmed fire alarm). 	<ul style="list-style-type: none"> ■ Remain alert to pages, but follow business as usual.
<ul style="list-style-type: none"> ■ Overhead tones ■ Emergency overhead page announces "Condition 3-0" (confirmed fire alarm) and location <u>is</u> within close proximity to Miner's boundaries on either the first or ground levels (for example, 5100, 5300, 6100, 6200 (Miner's History of Medicine), 6300, or 7200 corridors). 	<ul style="list-style-type: none"> ■ Remain alert to pages, but follow business as usual. Exception 1-6200 (Miner's History of Medicine): Evacuate HOM staff/customers to another area of the library.

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Specific Procedures for Overhead Alarms

<ul style="list-style-type: none"> ■ Overhead alarm sounds ■ Emergency overhead page announces “Condition 3-0” (confirmed fire alarm) and location is within close proximity to Miner’s boundaries on either the first or ground levels (for example, 5100, 5300, 6100, 6200 (Miner’s History of Medicine), 6300, or 7200 corridors). 	<ul style="list-style-type: none"> ■ Staff in areas near perimeter doors will close them. ■ Walk through the library to get a sense of where patrons are. Use the overhead page and make the following announcement: “The Fire Marshall recommends that patrons in the stacks move to the first floor” (in case further action is required). ■ Remain alert to pages. ■ If the overhead page announces the location as Miner’s History of Medicine, implement RACE: <ul style="list-style-type: none"> ○ Rescue anyone in immediate danger; ○ Activate fire alarm; ○ Confine fire by closing all doors; ○ Evacuate by using horizontal or vertical route
<ul style="list-style-type: none"> ■ Overhead alarm sounds ■ Emergency overhead page announces “Condition 1-3” (confirmed fire) and location is within close proximity to Miner’s boundaries on either the first or ground levels (for example, 5100, 5300, 6100, 6200 (Miner’s History of Medicine), 6300, or 7200 corridors). 	<ul style="list-style-type: none"> ■ Check the library area(s) adjacent to the area affected by the alarm and post staff to prevent staff and patrons from exiting library into those areas. ■ If the overhead page announces the location as Miner’s History of Medicine, implement RACE: <ul style="list-style-type: none"> ○ Rescue anyone in immediate danger; ○ Activate fire alarm; ○ Confine fire by closing all doors; ○ Evacuate by using horizontal or vertical route.
<ul style="list-style-type: none"> ■ Overhead alarm sounds ■ Emergency overhead page announces Condition 3-0” (confirmed fire alarm) or Condition 1-3” (confirmed fire) and location is inside Miner (for example, 1-6000, 1-6200) 	<ul style="list-style-type: none"> ■ Implement RACE: <ul style="list-style-type: none"> ○ Rescue anyone in immediate danger; ○ Activate fire alarm; ○ Confine fire by closing all doors; ○ Evacuate by using horizontal or vertical route. <p>NOTE: Once the alarm is activated, a “Condition 3-0” followed by the numerical grid number of the library will be paged and the Rochester Fire Department will be contacted. Get to a safe location and call Security (x13). Give your name, state problem, and location. Do not hang up unless told to do so. As soon as phone call to security is received, a “Condition 1-3” will be paged. All staff should congregate beyond the fire doors at the end of the Todd Hall of Honor atrium on the side where the restrooms are located. If relocation there is not possible, proceed to Whipple Circle, the circular drive on Crittenden Blvd.</p>
<ul style="list-style-type: none"> ■ Smoke and/or fire is observed 	<ul style="list-style-type: none"> ■ Rescue anyone in immediate danger; ■ Activate fire alarm; ■ Confine fire by closing all doors; ■ Evacuate by using horizontal or vertical route.

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	NOTE: Once the alarm is activated, a "Condition 3-0" followed by the numerical grid number of the library will be paged and the Rochester Fire Department will be contacted. Get to a safe location and call Security (x13). Give your name, state problem, and location. Do not hang up unless told to do so. As soon as phone call to security is received, a "Condition 1-3" will be paged.
<ul style="list-style-type: none"> ■ "All Clear" page or Security/Rochester Fire Department authorizes re-entry 	<ul style="list-style-type: none"> ■ Staff return to the library. Library patrons allowed re-entry only after staff has returned.

References

Strong Health Mandatory In-Service Education Manual
SMH Policy 2.4 "Fire and Internal Emergency Evacuation"

History

- 10/02 Reviewed and approved by Fire Marshal's Office
- 10/02 Reviewed and approved by Health Science Libraries and Technologies Sr. Leadership Team
- 4/10 Reviewed and approved by Fire Marshall's Office