

## Fire Safety Plan

### Responsibilities of the Administration and Rare Books & Manuscripts staff:

- RACE:
- R**escue anyone in immediate danger.
  - A**larm everyone – activate a Fire Alarm Pull Box. Call 13 (if time permits).
  - C**onfine fire by closing all doors – especially the door leading to the area of origin.
  - E**vacuate the library

### **Staff should perform the procedures below only if possible, without endangering themselves or others:**

1. When the Fire Alarm is activated, all Administration and Rare Books & Manuscripts staff will immediately leave their desk/office and meet just outside the Director's Office. They will immediately select a Fire Monitor. If only one staff member is present, they automatically become the Fire Monitor. Any staff member not serving as a Fire Monitor will immediately leave the library and go to the designated meeting location, beyond the fire doors at the end of the Todd Hall of Honor atrium on the side where the restrooms are located.
2. The Fire Monitor from Administration/Rare Books & Manuscripts will immediately go into the **History of Medicine area** and announce: "*The fire alarm has been activated and you are required by the University Fire Marshall to leave the Library. Please exit through \_ (Fire Monitor chooses the exit)\_.*"
3. The Administration/Rare Books & Manuscripts Fire Monitor then goes to the **Computer Center** to provide a redundant presence. If no Fire Monitor is there, the Administration Fire Monitor is then responsible for the Computer Center. If a Fire Monitor is already there, the Administration Fire Monitor immediately exits the Library, meeting 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.
4. Any **Administration** staff members **in the Stacks when the Fire Alarm is activated** are automatically Fire Monitors for the Stacks.
5. The Stacks Fire Monitors will immediately evacuate the **stacks** with the announcement: "*The fire alarm has been activated and you are required by the University Fire Marshall to leave the Library. Please exit through \_ (Fire Monitor chooses the exit.)\_.* **Please do not use the elevators.** It may be necessary to make the announcement multiple times. The Fire Monitor(s) will make a quick check to evacuate the **Group Study Rooms**.
6. The Fire Monitor(s) exit(s) with the evacuating patrons, and meets beyond the fire doors at the end of the Todd Hall of Honor atrium on the side where the restrooms are located.

\*Note on the Selection of Fire Monitors

This is not an occasion for discussion – as soon as two staff members meet, one should immediately volunteer to be the Fire Monitor. If only one staff member is in the area, they automatically become the Fire Monitor. If 2 staff members are acting as Fire Monitors, they will quickly coordinate their intent, and go to their respective areas.

\*Fire Monitors should not wait for patrons who refuse to evacuate, or are unable to be evacuated even with assistance. Any patrons refusing to evacuate, or unable to be evacuated even with assistance, must be reported to the **Command Station**.