

Fire Safety Plan

Responsibilities of the Circulation Staff:

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

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

1. When the Fire Alarm is activated, all Circulation Staff will immediately leave their desk/office and meet at the Circulation Desk. They will immediately select a Fire Monitor. If only one staff member is present, they automatically become the Fire Monitor. If multiple staff members are present, 2 Fire Monitors will be selected.
2. A Fire Monitor from the Circulation area will immediately announce (on the overhead paging system): *“The fire alarm has been activated and you are required by the University Fire Marshall to leave the Library. Please follow the directions of the Fire Monitor, or evacuate through the nearest Emergency Exit. Please do not use the Elevators_.* The staff person making the announcement will repeat it **every 15 seconds** for approximately 1 minute before exiting the Library and reporting to the area beyond the fire doors at the end of the Todd Hall of Honor atrium, on the side where the restrooms are located. This announcement will be posted (attached) to the paging system microphone (on the Circulation Desk).
3. A second Fire Monitor (if available) will quickly coordinate with the Reference staffer in evacuating the **Reference, back computer, horseshoe, Open Reserve and Circulation areas.**
4. The Fire Monitor(s) exit(s) with the evacuating patrons, meeting beyond the fire doors at the end of the Todd Hall of Honor atrium on the side where the restrooms are located.
5. Any **Circulation** staff members *in the Stacks* when the **Fire Alarm is activated** are automatically Fire Monitors for the Stacks.
6. 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**.

7. 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. If relocation there is not possible, proceed to Whipple Circle, the circular drive on Crittenden Blvd.

***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**.