

## Fire Safety Plan

### Responsibilities of the Reference 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

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

1. When the Fire Alarm is activated, all Reference staff will immediately leave their desk/office and meet in the area of the Reference Desk. They will immediately select a Fire Monitor. If only one staff member is present, they automatically become the Fire Monitor.
2. The Fire Monitor from Reference will immediately evacuate the **Reference, back computer, horseshoe, Open Reserve and Circulation areas** 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)\_.*
3. The Fire Monitor exits 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.
4. Any Reference 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. 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**.