

## EMERGENCY EVACUATION PLAN – STOUGHTON PUBLIC LIBRARY

### EMERGENCY: FIRE

Whenever fire or smoke is discovered inside or in the immediate vicinity of the building, pull the fire alarm and clear the building at once. Fire alarms are found at the following locations:

- a. Adult Service hallway before the water fountain.
  - b. Adult Service at end of hallway by Exit door.
  - c. Adult Service by the exit door on Main Street wall.
  - d. Adult Services next to the elevator.
  - e. Mezzanine between Exit doors and the start of Magazines.
  - f. Main floor on pillar across from elevator.
  - g. Main Floor wall left of parking lot Exit.
  - h. Children's Room by Exit door on Main Street wall.
2. Circulation staff will call 911 and remain at Circ until other staff report that everyone is out of the building. *See Evacuation Procedure.*
  3. Other staff members will help to insure an orderly departure.
  4. In the case of a containable fire, such as trash burning in a wastebasket, ignited food in the microwave, etc., the staff member who discovers it should attempt to put it out using a fire extinguisher.
    - a. In the Mechanical Room
    - b. In the Basement Kitchen
    - c. In the Basement between coat rack and family restroom.
    - d. On the Mezzanine between Exit doors and start of magazines.
    - e. On the Mezzanine through Exit doors of left wall.
    - f. Adult Services at end of the hallway.
    - g. In the Lobby to left of the statue.
  5. In the case of a false alarm, the Library Director, or staff member in charge will do the following:
    - a. Disable the alarm by pushing the "silence" button on left wall of Parking lot entrance.
    - b. Call 911 to report a false alarm.
    - c. Circ staff will assign a staff member to make a precautionary sweep of the library before allowing people to re-enter.

**If possible, determine which fire alarm box has been tampered with and who may have set it off.**

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### **EMERGENCY: EVACUATION PROCEDURE**

As the fire alarm sounds, clear patrons from the building IMMEDIATELY!

This includes restrooms, meeting rooms, and any other areas where the public and staff may be.

#### **Adult Service**

Staff will clear the 2<sup>nd</sup> floor and Mezzanine telling patrons to use whichever door is closest to them. They may need to be directed to the alley exit or the Main St. exit if the fire is located on the stairway.

DO NOT USE THE ELEVATOR. If people with disabilities are unable to navigate the stairs, call 911 and inform the dispatcher of the situation. [A staff member should stay with the patron until help arrives.] The staff member may leave after a final sweep of the floors making sure all patrons have left.

#### **Children's Room**

Staff will sweep the Children's Department including the back area, looking under tables, on shelves, or anywhere that a frightened child might hide. Patrons will be directed to the closest exit most convenient, including the alley exit, Main St. exit or the Fourth St. exit. Once staff is certain no patrons remain in the area, clear the entire lower level (basement) directing patrons out of the building.

- a. Unassigned staff (not at a service desk) will report to the Circ desk for directions to assist in evacuation.
- b. In the absence of Children's staff, Circ Staff will assign another staff member if available (not a student page) to clear the Children's area and lower level (meeting room, staff room, kitchen and both restrooms.)
- c. All patrons will be told to meet at the southeast corner of parking lot so that emergency personnel will be unhindered in the access to the building. Staff will meet there as well and remain until given the all clear from the fire department.
- d. Circ Desk staff will remain in the building until reports are received from each area (Children's and lower level, Adult and Mezzanine). They will check Tech Services area, main floor restrooms, back offices and then meet the others in the southeast corner of the parking lot.

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- e. When emergency personnel have declared it safe to go back into the building, staff should return to their prior work areas and resume work. The staff member in charge will go to the Mechanical Room and reset the fire alarm.

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## **TORNADO WATCHES AND WARNINGS**

**TORNADO WATCH** is an alerting message given by the Weather Bureau when conditions are favorable for the development of severe thunderstorms the potential of tornadoes. At this time, a Circ staff member will place a “Tornado Watch” sign at the front entrance or may request another staff member to do so. Circulation will inform Children’s and AD services desks that a watch is in effect.

**TORNADO WARNING** is issued when a tornado has been sighted or detected on radar. At this time, a city siren will sound and the weather alert radio in Pat’s office will alert Circ staff.

### *PROCEDURE DURING A WARNING*

1. CIRC STAFF will alert Adult Service Staff to give an “ALL CALL” announcement:
  - “Attention Library Patrons! A tornado warning has been issued for the Stoughton area. At this time, you are directed to go to the meeting room in the basement. Library Personnel will assist you if needed. Adults may leave the building, but children under the age of 14 without a parent or guardian are encouraged to stay in the building. Again, a tornado warning has been issued for the Stoughton area, and all patrons are directed to go to the basement meeting room at this time.”
  - During the “All CALL” the CIRC desk staff member will change the sign at the door to read TORNADO WARNING-PLEASE GO DIRECTLY TO THE BASEMENT and then go to the basement to open the doors to the meeting room, turn on the lights and be certain the door leading to the meeting room is open and secured in the open position.
2. ADULT SERVICE STAFF will make a sweep of the Adult Department and Mezzanine to direct patrons downstairs. Once cleared, staff will notify CIRC that the area is clear.
3. CHILDREN’S STAFF, if they are in the building, regardless if they are on desk at the time or not, will sweep the Children’s Department to calmly direct children and the adults they are with to go to the basement. If Children are under the age of 14, but not with an adult, they will be highly encouraged to go to the basement. Adults with their children may make the decision to leave the building if they wish. Once all patrons are out of the department, the staff member will close all back doors and notify CIRC that the area is empty.

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4. In the absence of any Children's Staff, Adult Service personnel will make the sweep in Children's Department. Doors in the back entrance leading to Shelves Area, Tech Services and the library proper will be closed.
5. After taking care of the basement doors and lights, CIRC STAFF will remain at the service desk until all patrons who decide to leave have checked out. Adult and Children's personnel will notify CIRC when their departments are cleared and go to the basement.
6. When the last patron is checked out, Circ staff will "lock" computers and turn off lights at the Service Desk. (The front doors will NOT be locked.) They will proceed to the stairway to listen for citizens seeking shelter and direct them to the basement. Patrons coming in may return books to the slot but no other service will be permitted, including copying, checking out, paying fines etc. The public phone may be used.
7. The break room phone may be used by the public. The break room radio should be monitored for the "all clear" signal or further weather developments.
8. The Staff member who stays in the stairway should be able to hear the weather radio or the siren giving the "All Clear." At this time she will notify other Staff to announce to the public, and she will proceed to the Circ desk.
9. Staff will then announce that the warning is over and patrons may return to the library proper. As soon as possible, they will return to their work areas.