

Evacuation for a Fire Procedure

Revised on: April 2019

Fond du Lac Public Library

Previous version dated: April 2007

1. When the fire alarm sounds, treat it as an emergency and **get out** of the building.
 - a. Grab the service desk cell phone if you are able.
 - b. If you see flames or smoke, take patrons and other staff with you out the nearest door. Once you are safe, call 911.
 - c. Be authoritative. Patrons will likely exit the way they came in. That may not be the fastest or safest.
 - d. IF TIME PERMITS (you do not see or smell flames or smoke) clear the floor you are on.
 - i. Lower Level = tech services / idea studio staff
 - ii. 1st floor = Help & Circ desk staff + Children's staff clear their room
 - iii. 2nd floor = reference staff
2. Do **not** use elevators in **any** situation.
 - a. If a handicapped person is unable to use the stairs, take them to one of the two enclosed fire stairs, close the door, and wait for assistance from the fire department.
 - b. If a handicapped person is in *the Seefeld area*, stay with the person by the stairs until someone arrives from the Fire Department. Other staff will alert firefighters to the situation.
3. The designated staff meeting place is by the US Bank dumpsters.
4. The fire alarms will need to be silenced and reset.
 - a. The master fire alarm panel is in the electrical room near the sub-basement and staff elevator. A master key is required. Directions on how to silence and reset the alarms are posted next to the alarm panel.
5. Allow re-entry to the building only when the Fire Department approves.

ADDITIONAL INFORMATION

There are two fire alarm pull boxes in the building. One is located in the Atrium on the east wall. The other alarm is located near the donor plaque by the south entrance.

Chances are that if there is a fire in the building the sensors will detect it and activate the alarm system. If, however, a fire is detected in the building and the alarms have not sounded, a staff person will need to pull one of the alarms located at the Main entrance.