



## STANDARD OPERATING PROCEDURES

DATE: December 1, 2015  
LEAD DEPARTMENT: Library  
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### Emergency Evacuation

#### PURPOSE

While Library staff must know how to handle any type of emergency, there are specific needs related to an emergency evacuation of the building.

#### SCOPE

This policy applies to all library staff.

#### POLICY

Library staff is responsible for directing customers to exit the Library building in case of a general emergency, such as fire, earthquake or any other threat to the building or the people in it. All staff is trained in evacuation procedures and will assist customers in a quick and efficient exit. The ranking Evacuation Officer has primary responsibility for coordinating the evacuation of the Library.

#### PROCEDURES

In an emergency, the Evacuation Officer will:

- Determine that the building should be evacuated
- Coordinate Library staff to evacuate Library customers
- Assure that all staff leave the building
- Call 911
- Account, against the Evacuation Personnel Roster, for all staff in the designated Assembly Area on the southwest corner of East Main St. and Villa Ave.
- Notify the Town Manager of the emergency evacuation

Library staff will:

- Immediately, upon learning of the evacuation, leave work areas and sweep the area around them, directing customers to the nearest exit
- Assist disabled, elderly, or anyone in need of assistance, to exit the building
- Proceed to the Assembly Area

Evacuation Officer ranking is indicated on the Evacuation Personnel Roster located near the staff bulletin board in the back hallway.