



Library Standard Operating Procedures

Approved by the Library Board: December 1, 2015

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

The Town Librarian will respond in writing within ten working days. If the individual is not 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.

PROCEDURE

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