

EMERGENCY EVACUATION PROCEDURES

1. Please do not block pull-box signaling station (fire alarms) for any length of time.
2. Any person discovering fire or smoke or any other emergency situation requiring evacuation will immediately transmit an alarm by using the nearest pull-box signaling station, located at specific exterior doors, if safe to do so.
3. At the sounding of an alarm, **all** building occupants will leave the building immediately. **Close** but do not lock office doors.
4. Use the nearest safe exit to evacuate the building. (See attached floor plan)
5. Supervisors will assure their assigned staff evacuate building.
6. After exiting the building employees will report to supervisor at designated meeting area (directly next to the FLLS/SCRLC sign by the road.) Urge others to move away from the building.
7. Fire extinguishers and/or other fire-fighting equipment will not be used by employees.
8. **No rescue attempts** (building re-entries) will be made by employees. Fire Department will perform necessary rescue operation.
9. Any employee who is aware of anyone with physical disabilities that is unable to leave the building will notify the Fire Department. The Fire Department will assume responsibility for that individual.
10. **Stay well clear of the building.**
11. All employees will remain at the designated area until directed by person in charge to go elsewhere or the all-clear signal is given by the Fire Department as “All Clear.”
12. Person in charge will identify themselves to the firemen and take responsibility for communication and decision making with the Fire Department.
13. Person in charge will ensure that no one attempts to re-enter the building until the Fire Department has given the “All Clear” signal.

Persons in charge:

- Executive Director or Business Manager
- Librarians in seniority order
- Other department heads in seniority order