

# **Goodnow Library Public Emergency Evacuation Procedure**

## **PURPOSE**

To ensure the safe evacuation of the Goodnow Library in the event of a fire or other emergency.

## **BUILDING PROFILE**

The Goodnow Library has two floors, a main entrance/exit, one elevator and three emergency exits. There is an exterior door leading to the Children's Patio and an exterior door located in the Conference Room, but they should be secondary exits in an emergency.

## **REPORTING A FIRE OR EMERGENCY**

Anyone discovering a fire, smoky condition, or explosion should pull the nearest fire alarm pull station and call 911.

## **FIRE PULL LOCATIONS**

- FIRST FLOOR:
  - Main entrance
  - Community room lobby exit
  - Children's patio door
- SECOND FLOOR:
  - Old octagon/front door
  - Top of stairs to attic (inside Tech Svc)
  - Door to emergency staircase near New octagon

The horn/strobe alarm alerts building occupants of the need for evacuation and sends a signal to Emergency Personnel that there is an alarm condition in the building.

To report any emergency, call 911. State your name, your location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. Make this call from a safe location.

## **EVACUATION PROCEDURE**

There are several scenarios in which the library building must be evacuated:

- The fire alarm sounds (even if you know it is a false alarm).
- A fire is spotted.
- The sprinkler system is activated.
- An explosion or other life-threatening incident occurs.
- A bomb threat or other life-threatening call is received.

1. When the fire alarm sounds, all members of the public and staff must exit the building using the nearest exit. The library elevator must not be used.

2. Staff personal safety should be their first priority but if able, staff should assist library patrons to safely evacuate the building as described below:

### **1st Floor:**

On weekdays and weekends:

**Circulation** staff will evacuate the atrium area, first floor fiction stacks, the Community Room, the dungeon area, the first floor kitchen, and the public bathrooms. **Children's** staff will evacuate the Children's Room, Story & Craft Room, and Children's bathroom. Depending on their location, patrons should be directed to the following exits

Main entrance/exit.

Emergency exit in the Children's Room.

Emergency exit by public bathrooms.

### **2nd Floor:**

On weekdays: **Reference** staff will evacuate the Nonfiction Stacks, Teen Area, and NOW Lab.

**Technical Services, Administration, and Teen** staff will evacuate the Atkinson Wing, staff room and Administrative Corridor.

On weekends: the **On-Desk Reference** staff will evacuate the Nonfiction Stacks, Teen Area, and NOW Lab. **The Off-Desk Reference/Rover** staff will evacuate the Atkinson Wing, staff room and Administrative Corridor. Depending on their location, patrons should be directed to the following exits:

Historical Octagon exit.

Main staircase to the main entrance/exit.

Emergency exit near the New Octagon

3. All evacuees should head to the assembly area in the Salem Five Parking Lot and await further instructions from Police and Fire. On weekdays, the Library Director, or another member of library administration, will be stationed at the assembly area and responsible for communicating with Emergency Personnel. On weekends, the Off-Desk Reference/Rover staff will make their way to the assembly area after clearing their assigned section and will assume responsibility for communicating with Emergency Personnel.

4. If people are reluctant to leave, tell them that they have a legal obligation to evacuate and that they may be putting themselves and others in danger. Staff are not compelled to enforce this.

5. No individual is permitted to re-enter the building until advised it is safe to do so by Emergency Personnel.

## INDIVIDUALS NEEDING ASSISTANCE

The main entrance/exit is the only fully handicapped accessible exit. Patrons and/or staff who are not physically mobile enough to use some of the exits may require staff assistance. This is particularly true for anyone on the second floor. If possible, direct these individuals to the Historical Octagon exit where they may need to wait for emergency personnel to assist them. Upon exiting, staff should call 911 to inform the Fire Department of the location of any individuals unable to exit the building.