

EMERGENCY SITUATION RESPONSE POLICY

In the event of a fire or other emergency situation within the Library, the staff member on duty will announce the evacuation of all present in the library, activate the fire alarm, and immediately call X2711 (the Supervisor's Office) to report the situation.

In the event of a medical emergency within the Library, a staff member will call 911 for emergency service and notify the Supervisor's Office (X2711) and the Town Clerk (X5160)

When an alarm sounds, indicating an emergency situation within the Municipal Center building, it is not necessary to activate alarms or phone in reports. The Library staff member on duty will announce to patrons the need for immediate evacuation of the building (again, not just the Library), and a staff member will remain until everyone has left the library. For safety purposes, the elevator should not be used for evacuations.

Emergency exits are located on the north and south sides of the Library and are marked with a red EXIT sign. If for any reason the south exit, which leads through the building, is not usable, staff will direct patrons to use the North exit which leads directly to the parking lot outside.

No one is allowed to return to the building until it has been cleared by the Fire Chief or other emergency squad chiefs.

Approved by Library Board of Trustees
April 21, 2015