

3.4 Emergency Evacuation

EMERGENCY: 911

REMEMBER: The safety of patrons and staff is the most important consideration.

Adams Library

- Circulation staff is responsible for alerting Reference, Administration, Technical Services, and ILL in case of emergency evacuation.
- Circulation staff is responsible for evacuating patrons on the MAIN LEVEL, and those patrons using the ADAMS BUILDING.
- Reference Staff is responsible for evacuating patrons on the LOWER LEVEL.
- **Main Level**
 - Circulation staff is responsible for alerting those patrons on the main floor including Periodicals and Large Print. Those in the Meeting Room, Children's Room, and Fiction and A-V areas should leave the building via the front door. If the front door is blocked, they should use the emergency door which opens onto the side parking lot. Patrons in the New Book Rotunda, Newspapers and in the Periodicals and Large Print areas should use the emergency door in Periodicals (old Adams front entrance.) If that is blocked, they should use either the main front door or the side emergency door.
 - Disabled patrons should, if possible, use the main front door and ramp for evacuation. If that is blocked, they should use the emergency exit off the meeting room. This is a fire stairwell where they will be assisted by emergency personnel. The doors to this stairwell must be closed at all times. Chairs on casters may be used to transport any patron physically unable to exit without assistance.
- **Lower Level**
 - Reference staff is responsible for alerting those patrons on the lower floor. Those in the study rooms, reference and non-fiction area, should leave by the closest emergency exit. These include the stair and door which opens onto the side parking lot, the staff entrance, beyond Administration, or the door onto the courtyard.
 - Disabled patrons should, if possible, use the staff entrance door and ramp for evacuation. If that is blocked, they should use the emergency stairwell. This is a fire stairwell where they will be assisted by emergency personnel. The doors to this stairwell must be closed at all times. Chairs on casters may be used to transport any patron physically unable to exit without assistance.
 - Administrative staff should leave the building by the staff entrance. If that exit is blocked, they should leave by the Emergency stair or the courtyard door. Custodial

staff should leave the building by the emergency stair. If that exit is blocked, they should use the staff entrance or the courtyard door.

- Staff and patrons should gather at the Boston Road edge of the parking lot. Staff will escort patrons across the street if necessary.
- **Circulation**
 - Call 911
 - Alert Lower Level Staff
 - Evacuate patrons/staff on Main Level
- **Reference**
 - Evacuate patrons/staff on Lower Level

MacKay Branch Library

- The person in charge is responsible for alerting all patrons. They should exit by the door furthest from the fire or emergency situation. If another staff member is available, ask them to check the main floor while the person in charge checks upstairs rooms for patrons or staff.
MacKay staff and patrons should go directly across the street from MacKay's front entrance. Use a telephone in a neighboring house or business to call 911. Call the Main Library when feasible.

Library Security/Locking Up Procedure

- The closing procedure in each department should be followed carefully so that the buildings are secure. Do not open library buildings outside normal working hours except for emergency or extenuating circumstances. In such circumstances take precautions to safeguard yourself (i.e. not going into the building alone), and be sure the building is secure before leaving by trying the locked doors.

Person in Charge of the Library

- When the Director is not on duty, one of the Assistant Directors, or senior Department Heads, will exercise her/his own judgment in dealing with matters of policy or miscellaneous calamities, and report any unusual occurrences to the Director as soon as possible.

NOTE: Major decisions regarding library closings, and other situations that affect the total library should be made in consultation with the Chair of the Board of Library Trustees and the Town Manager.

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