

EVACUATION IN CASE OF FIRE

Reading Public Library

WHEN THE FIRE ALARM SOUNDS

The emergency system will automatically announce: “May I have your attention please. May I have your attention please. There is an emergency reported in the building. Please exit the building by the nearest exit or exit stair. “ (or similar)

Assume it is a genuine alarm and evacuate the building according to the following routine.

WHAT TO DO

When the fire alarm sounds, the fire doors at each stairwell and the pocket door across from the magazines will automatically close.

ALL STAFF: COMMUNICATE POLITELY BUT FIRMLY THAT FOR REASONS OF PUBLIC SAFETY WE MUST EVACUATE THE BUILDING COMPLETELY THROUGH THE NEAREST EXIT. Once outside, all proceed to the designated staff meeting place at the corner of Middlesex Avenue and School Street.

RESEARCH & READER SERVICES DESK: Exit Door 2 in Stair 2 or nearest available exit. You are the SINGLE POINT OF CONTACT for responders. Locate emergency personnel as soon as possible and give any status updates as needed. You are the line of communication between other staff and emergency personnel.

BORROWER SERVICES DESK: Exit is the main entrance or the Reading Room exit, Exit Door 4. If those exits are blocked, access Exit Door 1 and assist patrons through the pocket fire door near the magazines. Use the green bar to open this door which will remain open for a brief period before shutting for safety purposes. Proceed to the designated staff meeting place at the corner of Middlesex Avenue and School Street.

CHILDREN’S ROOM DESK: Exit Door 1 in Stair 1 or Exit Door 2 in Stair 2. Proceed to the designated staff meeting place at the corner of Middlesex Avenue and School Street.

GROUND FLOOR DESK: Exit Door 2 in Stair 2 or nearest available exit. Proceed to the designated staff meeting place at the corner of Middlesex Avenue and School Street.

ADMINISTRATIVE STAFF: Exit Door 2 in Stair 2 or Exit Door 1 from Stair 1. Proceed to the designated staff meeting place at the corner of Middlesex Avenue and School Street.

TECHNICAL SERVICES STAFF: Go to the nearest available exit and proceed to the designated staff meeting place at the corner of Middlesex Avenue and School Street.

EMERGENCY DOORS

The following doors are considered emergency exit doors:

- **Exit Door 1** Middlesex Ave./ School St. exit door from Stair 1
- **Exit Door 2** Middlesex Ave. / Deering St. exit door from Stair 2
- **Exit Door 3** Door between Conference and Community Rooms
- **Exit Door 4** Reading Room, near parking lot/main entrance
- **Exit Door 5 Main Entrance**
- **Exit Door 6** Staff Lounge
- **Exit Door 7** Door inside Community Room B (alarmed)

FIRE EXTINGUISHERS

There are fire extinguishers located on each level of the building.

- **Ground Floor:** One near Community Rooms and Conference Room, One near Public Bathrooms, One directly next to the Ground Floor Desk. **[Total of 3]**
- **Main Floor:** One Near Restrooms in Reading Room, One In Teen Room **[Total of 2]**
- **Second Floor:** One Near Children’s Program Room, One Near Administrative Offices **[Total of 2]**

FIRE ALARM CONTROL BOX

There are two fire alarm control boxes. One is located in the main entrance lobby; another is located in the Sprinkler Control Room. Copies of the key to the Sprinkler Control Room are located at Borrower Services Desk, Administrative Offices and Custodians Offices. There is also a communication system at the elevator on each floor that is connected to the Fire Department and a box in the main entrance lobby.