

# Metropolitan Library System

## Fire Safety Protocol

Fire prevention is the responsibility of all employees of the Metropolitan Library System. Everyone should be acquainted with the locations of emergency exits, fire extinguishers and fire hoses and alarm pull stations within the building. These procedures are written to ensure understanding of duty assignments under any staffing situation for the library. Be prepared. Make sure everyone knows their assigned role in case of a real emergency.

### 1. Prepare Evacuation Plans

- Develop a good plan tailored to your building and conduct frequent drills. Use the Evacuation Procedures template in this manual to develop a plan specific to your location.
- Post easy-to-read signs throughout the building indicating the nearest evacuation routes.
- Designate a safe assembly area outside the building and ensure all staff knows the location.
- Make a plan and have special provision for disabled staff or customers.
- Put together an emergency kit and ensure staff members know where it is kept.

#### **Emergency Kit will include:**

Employee roster and current schedule

Emergency Phone Numbers

First Aid Kit

Flashlight

### 2. State of Readiness

- Ensure all staff members know the locations of emergency exits, fire extinguishers and pull stations throughout the building.
- Define the role of each staff person assigned to ensure evacuation of all areas
- Library personnel will make themselves aware of customers in the building at all times and be prepared to evacuate quickly.
- Conduct monthly inspections of fire extinguishers and emergency exit indicators.
- Conduct regular/frequent drills to ensure all staff know duty assignments and procedures.

# Metropolitan Library System

## Fire Safety Protocol

### 3. Expected Response at the Sound of Alarm

- If flames or smoke are visible, any employee is authorized to activate the nearest fire alarm pull station.
- The fire alarm system should detect most fires through smoke or heat sensors and will automatically activate the fire alarm system and notify the fire department. Even though the fire alarm sounds, call 911 if you see fire or smoke.
- Employees must remain calm and offer assistance to anyone needing help in evacuating the facility. Non-ambulatory persons should be moved to the nearest stairwell or designated safe area to await rescue by the fire department.
- Elevators should not be used.
- Staff person(s) from each area/floor has been designated to ensure that everyone is out and then report to the In-charge library employee as soon as the area has emptied and report the location of anyone left inside awaiting rescue by the fire department. Do not attempt to enter smoke-filled areas to search for customer or employees.
- Everyone will move to the designated assembly area outside the building and await further instructions and information. All will remain outside the building until an all-clear announcement is made by the in-charge library employee.

# Metropolitan Library System

## Building Evacuation Procedures

### Almonte Library

#### Expected Response at Sound of Alarm

##### **Employees in Customer Service Areas:**

- The designated staff member(s) will clear all meeting rooms and public restrooms
- Library employees will evacuate through emergency exits and assist/direct customers to do the same.
- Inform the in-charge library employee if there are employees or customers inside the building who have special needs (location and number if known).
- Move quickly to the designated assembly area, **North parking lot, behind Subway (first building north of the library)** and check in with the supervisor/manager for a headcount.

All staff must follow the protocols for evacuating their own areas:

##### **Circulation Staff and Public Computer Specialist will:**

- Clear the public computer area, the children's area and the area north of the program room.
- Move quickly to the designated assembly area by going around the building east, to the north end of parking lot and check in with the supervisor/manager for a headcount.

##### **Library Aides will:**

- Clear the staff workroom, lounge and the staff and public restrooms and closets, direct and accompany customers exiting the building to the designated assembly area.

##### **Librarians will:**

- Make sure a staff schedule is available to take with them to the designated assembly area, clear the Fiction, ANF, then direct and accompany customers to the designated assembly area.

**Security (if present) will:**

- Security or designated staff will open exit doors
- Remain near emergency exits maintaining order and assisting staff and customers to exit areas.
- Once the building is clear, position outside each building entrance to prevent access by unauthorized personnel and direct unauthorized personnel away from the building. (Authorized personnel include maintenance, fire and police personnel).

**Emergency Communication Area:**

Library Manager or in-charge library employee will evacuate to the designated assembly area with employee roster and current schedule. Supervisors will report headcount to ensure everyone is safely out of the building.

Emergency communications will include:

- Contact Manager of Library Operations, Assistant Manager, Director of Library Operations, Deputy Executive Director of Library Operations or Executive Director, in that order.
- Inform emergency personnel of anyone left inside the building (location and number if known).

All employees will remain in the Emergency Communication Area to await further instructions. The Library Manager or in-charge library employee will make the official all-clear announcement.

# Building Evacuation Procedures (Belle Isle)

## Expected Response at Sound of Alarm

### Employees in Customer Service Areas:

- The designated circulation staff will clear all meeting rooms and public restrooms
- Library employees will evacuate through emergency exits and assist/direct customers to do the same.  
For customers/employees unable to use stairs or other means of evacuation, direct them to emergency stairwells or designated safe area to wait until assistance arrives.
- Inform the in-charge library employee if there are employees or customers inside the building who have special needs (location and number if known).
- Move quickly to the designated assembly area on the **west side by the fence** and check in with the supervisor/manager for a headcount.

### Employees in Office/Workroom Areas:

- The reference staff will clear all work areas, staff lounge and staff restroom.
- All employees in workroom areas will immediately exit the nearest emergency exit at the staff door exit.
- Move quickly to the designated assembly area by the **fence on the west side and check in with the supervisor/manager for a headcount.**

### Security (if present) or Designated Staff:

- Security or designated staff will open exit doors
- Remain near emergency exits maintaining order and assisting staff and customers to exit areas.
- Once the building is clear, position outside each building entrance to prevent access by unauthorized personnel and direct unauthorized personnel away from the building. (Authorized personnel include maintenance, fire and police personnel).

## **Emergency Communication Area:**

Library Manager or in-charge library employee will evacuate to the **designated assembly area on the west side by the fence** with employee roster and current schedule. (Employee rosters are at circulation and reference.) Supervisors will report headcount to ensure everyone is safely out of the building.

Emergency communications will include:

- Contact Manager of Library Operations, Assistant Manager, Director of Library Operations, Deputy Executive Director of Library Operations or Executive Director, in that order.
- Inform emergency personnel of anyone left inside the building (location and number if known).

All employees will remain in the Emergency Communication Area to await further instructions. The Library Manager or in-charge library employee will make the official all-clear announcement.

# Fire Safety Protocol

## 1. Expected Response at the Sound of Alarm

- If flames or smoke are visible, any employee is authorized to activate the nearest fire alarm pull station.
- The fire alarm system should detect most fires through smoke or heat sensors and will automatically activate the fire alarm system and notify the fire department. Even though the fire alarm sounds, call 911 if you see fire or smoke.
- Employees must remain calm and offer assistance to anyone needing help in evacuating the facility. Non-ambulatory persons should be moved to the designated safe area to await rescue by the fire department.
- Elevators should not be used.
- Staff person(s) from each area/floor has been designated to ensure that everyone is out and then report to the In-charge library employee as soon as the area has emptied and report the location of anyone left inside awaiting rescue by the fire department. Do not attempt to enter smoke-filled areas to search for customer or employees.
- Everyone will move to the designated assembly area outside the building and await further instructions and information. All will remain outside the building until an all-clear announcement is made by the in-charge library employee.

# Metropolitan Library System Building Evacuation Procedures (Bethany Library)

## Expected Response at Sound of Alarm

### **Employees in Customer Service Areas:**

- The designated staff member(s) will clear all meeting rooms and public restrooms
- Library employees will evacuate through emergency exits and assist/direct customers to do the same.  
For customers/employees unable to use stairs or other means of evacuation, direct them to emergency stairwells or designated safe area to wait until assistance arrives.
- Inform the in-charge library employee if there are employees or customers inside the building who have special needs (location and number if known).
- Move quickly to the designated assembly area just north across 35<sup>th</sup> street and check in with the manager for a headcount.

### **Employees in Office/Workroom Areas:**

- The designated staff member(s) will clear all offices, staff lounge and restrooms
- All employees in office or workroom areas will immediately exit the nearest emergency exit at: office—Employee entrance on the north side of the library; workroom—Front entrance on the west side of the library.
- Move quickly to the designated assembly area just north across 35<sup>th</sup> street and check in with the manager for a headcount.

### **Security (if present) or Designated Staff:**

- Security or designated staff will open exit doors
- Remain near emergency exits maintaining order and assisting staff and customers to exit areas.
- Once the building is clear, position outside each building entrance to prevent access by unauthorized personnel and direct unauthorized personnel away from the building. (Authorized personnel include maintenance, fire and police personnel).



**Emergency Communication Area:**

Library Manager or in-charge library employee will evacuate to the designated assembly area just north across 35th Street with employee roster and current schedule. Supervisors will report headcount to ensure everyone is safely out of the building.

Emergency communications will include:

- Contact Manager of Library Operations, Assistant Manager, Director of Library Operations, Deputy Executive Director of Library Operations or Executive Director, in that order.
- Inform emergency personnel of anyone left inside the building (location and number if known).

All employees will remain in the Emergency Communication Area to await further instructions. The Library Manager or in-charge library employee will make the official all-clear announcement.

# Metropolitan Library System Building Evacuation Procedures Capitol Hill Library

## Expected Response at Sound of Alarm

### **Employees in Customer Service Areas:**

- The designated staff member(s) will clear all meeting rooms and public restrooms
- Library employees will evacuate through emergency exits and assist/direct customers to do the same.
- For customers/employees unable to use stairs or other means of evacuation, direct them to emergency stairwells or designated safe area to wait until assistance arrives.
- Inform the in-charge library employee if there are employees or customers inside the building who have special needs (location and number if known).
- Move quickly to the designated assembly area by the trash dumpsters in the parking lot east of the library and check in with the supervisor/manager for a headcount.

### **Employees in Office/Workroom Areas:**

- The designated staff member(s) will clear all offices, staff lounge and restrooms. All employees in office/workroom areas will immediately exit the nearest emergency exit.
- Move quickly to the designated assembly area by the trash dumpsters in the parking lot east of the library and check in with the supervisor/manager for a headcount.

### **Security (if present) or Designated Staff:**

- Security or designated staff will open exit doors
- Remain near emergency exits maintaining order and assisting staff and customers to exit areas.
- Once the building is clear, position outside each building entrance to prevent access by unauthorized personnel and direct unauthorized personnel away from the building. (Authorized personnel include maintenance, fire and police personnel).

### **Emergency Communication Area:**

Library Manager or in-charge library employee will evacuate to the designated assembly area by the trash dumpsters in the parking lot east of the library with employee roster and current schedule.

Supervisors will report headcount to ensure everyone is safely out of the building.

**Emergency communications will include:**

- Contact Library Manager, Regional Director, Deputy Executive Director of Library Operations or Executive Director, in that order.
- Inform emergency personnel of anyone left inside the building (location and number if known).

All employees will remain in the Emergency Communication Area to await further instructions. The Library Manager or in-charge library employee will make the official all-clear announcement.

# Metropolitan Library System Building Evacuation Procedures (Choctaw)

## Expected Response at Sound of Alarm

### **Employees in Customer Service Areas:**

- Circulation staff will clear all meeting rooms and public restrooms.
- Library employees will evacuate through emergency exits and assist/direct customers to do the same.
- Inform the in-charge library employee if there are employees or customers inside the building who have special needs (location and number if known).
- Move quickly to the designated assembly area at the base of the flagpole and check in with the supervisor/manager for a headcount.

### **Employees in Office/Workroom Areas:**

- Library aides in the workroom will clear all offices, staff lounge and staff restroom.
- All employees in office/workroom areas will immediately exit the nearest emergency exit at the northeast corner of the building.
- Move quickly to the designated assembly area at the base of the flagpole and check in with the supervisor/manager for a headcount.

### **Designated Staff:**

- Reference staff will open exit doors.
- Remain near emergency exits maintaining order and assisting staff and customers to exit areas.
- Once the building is clear, position outside each building entrance to prevent access by unauthorized personnel and direct unauthorized personnel away from the building. (Authorized personnel include maintenance, fire and police personnel).

## **Emergency Communication Area:**

Library Manager or in-charge library employee will evacuate to the designated assembly area at the base of the flagpole with employee roster and current schedule.

Supervisors will report headcount to ensure everyone is safely out of the building.

Emergency communications will include:

- Contact Manager of Library Operations, Assistant Manager, Director of Library Operations, Deputy Executive Director of Library Operations or Executive Director, in that order.
- Inform emergency personnel of anyone left inside the building (location and number if known).

All employees will remain in the Emergency Communication Area to await further instructions. The Library Manager or in-charge library employee will make the official all-clear announcement.

# Metropolitan Library System

## Building Evacuation Procedures

### Del City Library

#### **Expected Response at Sound of Alarm**

- If flames or smoke are visible, any employee is authorized to activate the nearest fire alarm pull station.
- The fire alarm system should detect most fires through smoke or heat sensors and will automatically activate the fire alarm system and notify the fire department. Even though the fire alarm sounds, call 911 if you see fire or smoke.
- Employees must remain calm and offer assistance to anyone needing help in evacuating the facility.

#### **Employees in Customer Service Areas:**

- The Librarian-in-charge/manager will designate staff member(s) to clear all meeting rooms and public restrooms
- Library employees will evacuate through emergency exits and assist/direct customers to do the same.  
For customers/employees unable to use stairs or other means of evacuation, direct them to emergency stairwells or designated safe area to wait until assistance arrives.
- Inform the in-charge library employee if there are employees or customers inside the building who have special needs (location and number if known).
- Move quickly to the designated assembly area, the south side of the Del City Swimming Pool, and check in with the librarian-in-charge/manager for a headcount.

#### **Employees in Office/Workroom Areas:**

- The designated staff member(s) will clear all offices, staff lounge and restrooms
- All employees in office/workroom areas will immediately exit the nearest emergency exit at the Employee Entrance.
- Move quickly to the designated assembly area, the south side of the Del City Swimming Pool, and check in with the supervisor/manager for a headcount.

**Designated Staff:**

- Designated staff will open exit doors
- Remain near emergency exits maintaining order and assisting staff and customers to exit areas.
- Once the building is clear, position outside each building entrance to prevent access by unauthorized personnel and direct unauthorized personnel away from the building. (Authorized personnel include maintenance, fire and police personnel).

**Emergency Communication Area:**

Library Manager or in-charge library employee will evacuate to the designated assembly area, the south side of the Del City Swimming Pool, with the employee roster and current schedule. Supervisors will report headcount to ensure everyone is safely out of the building.

Emergency communications will include:

- Contact Manager of Library Operations, Director of Library Operations, Deputy Executive Director of Library Operations or Executive Director, in that order.
- Inform emergency personnel of anyone left inside the building (location and number if known).

All employees will remain in the Emergency Communication Area to await further instructions. The Library Manager or in-charge library employee will make the official all-clear announcement.

## **Metropolitan Library System**

### **Emergency Operating Plan – Downtown Library Building Evacuation Procedures**

#### **Expected Response at Sound of Alarm**

- **Security officers will maintain radio contact at all times.**

#### **3<sup>rd</sup> Floor Office Responsibilities:**

- ☐ 3<sup>rd</sup> Floor offices will clear their own areas.
- ☐ Planning will ensure Staff Lounge and restrooms are clear.
  - Employees/customers who are unable to use stairs will move to emergency stairwells and remain there until assistance arrives.
  - Staff will notify security the location of such personnel.
- ☐ During regular daytime hours, HQ Manager/or designated representative will immediately go to the 4<sup>th</sup> Floor and clear the floor. Evenings and Weekends, Security will ensure the 4<sup>th</sup> floor is clear.
  - If DN Consortium is closed, check restrooms, public areas, and unlocked offices, classrooms, and auditorium.
  - If Downtown Consortium staffs are present, coordinate evacuation so there is no duplication of effort.
- ☐ All other staff will move to the designated evacuation point at the plaza area East of the Library next to the Oklahoma Tower.
- ☐ Check in with supervisor/manager for a headcount.

#### **Employees on Customer Services Floors (1<sup>st</sup> and 2<sup>nd</sup> floor) Responsibilities:**

- ☐ Library Employees will evacuate through emergency exits and assist/direct customers to do the same.
- ☐ For customers/employees unable to use stairs, direct them to emergency stairwells and wait in the stairwell until assistance arrives.
  - Inform security if there are customers in stairwell who have special needs (Location and number of customers if known).
- ☐ Move to the designated evacuation point at the plaza area East of the Library next to the Oklahoma Tower.
- ☐ Check in with supervisor/manager for a headcount.

#### **Employees in Basement Offices/Area Responsibilities:**

- ☐ All employees in the basement areas will immediately exit the nearest emergency exit (east stairwell, dock area, or south exit)



- ☐ Move to the designated evacuation point. at the plaza area East of the Library next to the Oklahoma Tower.
- ☐ Check in with supervisor/manager for head/count .

#### **Contract Security Officer Responsibilities:**

- ☐ Contract Security will open the **East** inside doors and turn power off.
- ☐ Immediately go to the 2nd floor and conduct a sweep of all public areas assist staff and customers to emergency exits, make sure the floor is clear. (Check restrooms and hallways)
- ☐ When floor is clear, meet on the 1<sup>st</sup> floor with Library Security Officer and work to clear the remainder of the building, when the building is determined to be clear, immediately move to the **EAST** entrance and remain outside.
- ☐ Prevent access to unauthorized personnel and direct unauthorized personnel away from the building. (Authorized personnel include maintenance, fire personnel, and police-direct other employees to the evacuation area)

#### **Library Security Officer Responsibilities:**

- ☐ Remain on the first floor maintaining order and assisting staff and customers to exit areas.
  - ☐ Officer will open **North** inside entrance doors and turn the power off.
- ☐ Officer will clear the floor and check that all customers and staff have departed.
- ☐ Once building is clear, officer will position himself outside the **NORTH** entrance of building. Officer will designate someone to be positioned at the **South** back dock area and **West** book drop area to prevent access by unauthorized personnel and direct employees to the evacuation point.
- ☐ Prevent access to unauthorized personnel and direct unauthorized personnel away from the building (Authorized personnel include maintenance, fire personnel, and police-direct other employees to the evacuation area)

**Library Security Officers/Contract Security will contact emergency personnel and inform them of the location of personnel unable to use stairs.**

- ☐ **They will assist emergency personnel as necessary or directed. Officers will remain in position until emergency ends or until authorized to resume normal operating conditions.**

### **Emergency Communication Center:**

**Human Resources will establish an Emergency Communication Center (ECC) at the evacuation site. Ad Team members and Manager of Library Operations or Assistant Manager will report to the ECC to receive and relay instructions to employees. The ECC will be designated by an easily visible flag.**

**Managers/Supervisors will report their department's head count at the Emergency Communication Center.**

**When the administrative offices are not open such as evenings and weekends, the Downtown Manager of Library Operations, the assistant manager or the librarian-in-charge will account for the Downtown Library and the on-duty IT person and will establish the Emergency Communication Center. The Downtown staff member in charge should attempt to contact the Manager of Library Operations, the Assistant Manager, Director of Library Operations, Deputy Executive Director of Library Operations or Executive Director, in that order. The IT staff member should attempt to contact the Deputy Executive Director of Technology or the IT Manager, in that order.**

**All employees will report to the evacuation point and await further instructions from management.**

# Fire Response Plan

## Edmond

### Relevant MLS Policy: SH 660 Handling and Reporting Emergencies

This policy ensures that library staff members on duty handle emergencies with primary concern for the safety of library customers and staff and with a minimum amount of disruption or damage to the library's public image.

### Relevant Regulations

- Library employees should be familiar with the general guidelines for handling other types of incidents found in [SH 660.1 Procedures for Reporting and Handling Emergencies](#) as well as any specific procedures established for their work location.
- In all cases of crime, accident or other unusual incident occurring on library property, staff members in charge are instructed to report the circumstances promptly and accurately to the library administration.

### Relevant MLS Procedures: SH 660.1 Procedures for Handling and Reporting Emergencies | Handling and reporting fires.

1. Stay calm.
2. Pull fire alarm if available.
3. Customers and staff in the building should be notified that there is a fire and that everyone should move toward the exits and away from smoke. This should be done in a calm but firm voice.
4. If fire is small, contained and smoke is minimal, volunteer may try fire extinguisher but SAFETY is first priority - at first sign of spread, LEAVE. Clear the building of all persons, closing doors as the building is being evacuated (but do not lock the doors).
5. Exit the building entirely.
6. Staff should gather at a pre-arranged assembly site outside the building and report to supervisor.
7. If the fire department declares that all is clear and that it is safe to go back into the building, the supervisor on duty should decide whether to resume the normal library schedule or to close the library for the day (if less than 30 minutes remain until closing time).

8. As soon as possible, the supervisor on duty should complete and submit MLS Form Report of Unusual Incident as instructed on the form.

## Location of Fire Extinguishers and Alarms

### Fire Extinguishers

1. Lobby
2. Meeting room A
3. Meeting room B
4. Children's areas videos
5. Children's area by "Arthur"
6. Children's area exit
7. Programming room C
8. Back work room
9. Loading dock near exit
10. Adult fiction under windows
11. Teen room
12. Quiet Reading Room
13. Left of adult area restrooms (just around the corner)
14. Outside staff lounge
15. Inside staff lounge near boiler room

### Fire Alarm Pull Stations

1. Lobby
2. Meeting room A
3. Meeting room B
4. Circulation
5. Children's area by "Arthur"
6. Children's area by drinking fountain
7. Programming room C
8. Hall behind Circulation
9. Back work room
10. Sorting room
11. Adult videos
12. Teen corner
13. Teen room
14. Outside meeting room D
15. Inside meeting room D
16. Magazines
17. Quiet reading room
18. Hall to staff lounge
19. Staff lounge

## Edmond Evacuation Procedures

**Procedures for person discovering a fire or receiving report of a fire outside the building or inside in a contained area such as a trash can:**

1. Remain calm.
2. Tell the nearest person to inform the person in charge (manager, assistant manager or librarian in charge)
3. If the fire is small and smoke is minimal, you may try the nearest fire extinguisher, but SAFETY is first priority—at the first sign of spread, LEAVE.
4. If the fire is not in a contained area, **call 911 immediately or pull the closest fire alarm**, whichever is nearest to you.

**Edmond Staff:** Upon hearing announcement to evacuate the building, if smoke is not thick and time allows, check assigned areas (see below) to be sure all persons in the public service

areas have exited. Assemble at the most suitable outside meeting location (see below) and check in with the librarian in charge.

**Manager, Assistant Manager or Librarian in Charge**

- Ensure that **911** has been called
- Using the paging system (x3108, 1), make the following announcement:

“Attention! Attention! Everyone please locate the exit nearest you and leave the building immediately. A fire has been reported in the building. Please remain calm and move to the nearest exit.”  
[Repeat]

- Ensure that staff and customers are evacuating the building at the CLOSEST safe exit!
- Quickly check public areas for sight of smoke or flame
- If you see fire, assist in evacuation of building and then exit yourself

**\*\*\*EXIT THE BUILDING\*\*\***

- Conduct roll call for all staff and report any unaccounted staff members to authorities.
- Assist the fire department officers as needed
- Allow staff and customers inside ONLY after fire department has cleared the building
- Call administration to inform them of fire or false alarm: 606-3729 (Denyvetta Davis) or 606-3725 (Director's office)
- Get instructions from MTC on resetting pull stations, if that was the problem, as determined by the fire department officers (call 3536 for MTC)
- Reset heat and air units by hitting the switch in the white box above the panel in the boiler room

**Outside Meeting Locations\***

First: **Shannon Miller Statue**

Second: **Across Boulevard at the picnic tables**

Third: **Play equipment east of First Christian Church**

\*If first location is upwind of smoke, redirect to second location and so on.

**Circulation staff:**

- Make the announcement if not already done
- Lock the money in a secure location if time allows
- Clear staff circulation area, lobby restrooms, and meeting rooms A & B
- Take a staff roster to the evacuation site for roll call
- Direct/accompany customers to the exit (and evacuation site)
- Exit the nearest safe door and check in with the librarian in charge at the evacuation site

**Library Aides:**

- Assist staff in the area where you are working at the time of the alarm
- Exit the nearest safe door

- Back Room Aides: Evacuate book drop, staff restroom, back work room area, sorting room, and loading dock
- Take a staff roster to the evacuation site for roll call
- Exit the loading dock door
- Direct/accompany customers to the evacuation site

**Librarians working in Children's will:**

- Evacuate program room C, restroom, and Children's area
- Direct/accompany customers to the evacuation site

**Librarians working On Desk will:**

- Evacuate Quiet Reading Room, Room D, Teen Room, and Adult area
- Take a staff roster to the evacuation site for roll call
- Direct/accompany customers to the evacuation site

**Librarians working Off Desk will:**

- Evacuate staff lounge and librarians' office
- Direct/accompany customers to the evacuation site

# Metropolitan Library System

## Building Evacuation Procedures

### Harrah Library

#### Expected Response at Sound of Alarm

##### **Employees in Customer Service Areas:**

- The designated staff member(s) will clear all meeting rooms and public restrooms
- Library employees will evacuate through emergency exits and assist/direct customers to do the same.  
For customers/employees unable to use stairs or other means of evacuation, direct them to emergency stairwells or designated safe area to wait until assistance arrives.
- Inform the in-charge library employee if there are employees or customers inside the building who have special needs (location and number if known).
- Move quickly to the designated assembly area – parking lot - and check in with the supervisor/manager for a headcount.

##### **Employees in Office/Workroom Areas:**

- The designated staff member(s) will clear all offices, staff lounge and restrooms
- All employees in office/workroom areas will immediately exit the nearest emergency exit at front and back door.
- Move quickly to the designated assembly area – parking lot - and check in with the supervisor/manager for a headcount.

##### **Security (if present) or Designated Staff:**

- Security or designated staff will open exit doors
- Remain near emergency exits maintaining order and assisting staff and customers to exit areas.
- Once the building is clear, position outside each building entrance to prevent access by unauthorized personnel and direct unauthorized personnel away from the building. (Authorized personnel include maintenance, fire and police personnel).

**Emergency Communication Area:**

Library Manager or in-charge library employee will evacuate to the designated assembly area with employee roster and current schedule. Supervisors will report headcount to ensure everyone is safely out of the building.

Emergency communications will include:

- Contact Manager of Library Operations, Assistant Manager, Director of Library Operations, Deputy Executive Director of Library Operations or Executive Director, in that order.
- Inform emergency personnel of anyone left inside the building (location and number if known).

All employees will remain in the Emergency Communication Area to await further instructions. The Library Manager or in-charge library employee will make the official all-clear announcement.



# Metropolitan Library System

## Building Evacuation Procedures

### Jones Library

#### Expected Response at Sound of Alarm

##### **Employees in Customer Service Areas:**

- The designated staff member(s) will clear all meeting rooms and public restrooms
- Library employees will evacuate through emergency exits and assist/direct customers to do the same.  
For customers/employees unable to use stairs or other means of evacuation, direct them to emergency stairwells or designated safe area to wait until assistance arrives.
- Inform the in-charge library employee if there are employees or customers inside the building who have special needs (location and number if known).
- Move quickly to the designated assembly area east of the library near the Jones Library sign and check in with the supervisor/manager for a headcount.

##### **Employees in Office/Workroom Areas:**

- The designated staff member(s) will clear all offices, staff lounge and restrooms
- All employees in office/workroom areas will immediately exit the nearest emergency exit at Jones Library.
- Move quickly to the designated assembly area east of the library near the Jones Library sign and check in with the supervisor/manager for a headcount.

##### **Security (if present) or Designated Staff:**

- Security or designated staff will open exit doors
- Remain near emergency exits maintaining order and assisting staff and customers to exit areas.
- Once the building is clear, position outside each building entrance to prevent access by unauthorized personnel and direct unauthorized personnel away from the building. (Authorized personnel include maintenance, fire and police personnel).

### **Emergency Communication Area:**

Library Manager or in-charge library employee will evacuate to the designated assembly area east of the library near the Jones Library sign with employee roster and current schedule. Supervisors will report headcount to ensure everyone is safely out of the building.

Emergency communications will include:

- Contact Manager of Library Operations, Assistant Manager, Director of Library Operations, Deputy Executive Director of Library Operations or Executive Director, in that order.
- Inform emergency personnel of anyone left inside the building (location and number if known).

All employees will remain in the Emergency Communication Area to await further instructions. The Library Manager or in-charge library employee will make the official all-clear announcement.

# Metropolitan Library System

## Building Evacuation Procedures

### Luther Library

#### Expected Response at Sound of Alarm

##### **Employees in Customer Service Areas:**

- The designated staff member(s) will clear all meeting rooms and public restrooms
- Library employees will evacuate through emergency exits and assist/direct customers to do the same.  
For customers/employees unable to use stairs or other means of evacuation, direct them to emergency stairwells or designated safe area to wait until assistance arrives.
- Inform the in-charge library employee if there are employees or customers inside the building who have special needs (location and number if known).
- Move quickly to the designated assembly area – Lamp post across 3<sup>rd</sup> Street - and check in with the supervisor/manager for a headcount.

##### **Employees in Office/Workroom Areas:**

- The designated staff member(s) will clear all offices, staff lounge and restrooms
- All employees in office/workroom areas will immediately exit the nearest emergency exit at back (workroom) door of library.
- Move quickly to the designated assembly area – Lamp post across 3<sup>rd</sup> Street and check in with the supervisor/manager for a headcount.

##### **Security (if present) or Designated Staff:**

- Security or designated staff will open exit doors
- Remain near emergency exits maintaining order and assisting staff and customers to exit areas.
- Once the building is clear, position outside each building entrance to prevent access by unauthorized personnel and direct unauthorized personnel away from the building. (Authorized personnel include maintenance, fire and police personnel).

**Emergency Communication Area:**

Library Manager or in-charge library employee will evacuate to the designated assembly area – Lamp post across 3<sup>rd</sup> Street with employee roster and current schedule. Supervisors will report headcount to ensure everyone is safely out of the building.

Emergency communications will include:

- Contact Manager of Library Operations, Assistant Manager, Director of Library Operations, Deputy Executive Director of Library Operations or Executive Director, in that order.
- Inform emergency personnel of anyone left inside the building (location and number if known).

All employees will remain in the Emergency Communication Area to await further instructions. The Library Manager or in-charge library employee will make the official all-clear announcement.

# Fire Evacuation Procedures

## Midwest City

### Fire Emergency Plan

***If flames or smoke are visible, pull the nearest fire alarm! Any employee is authorized to pull the alarm and to call 9-1-1. Then notify the Librarian-in-charge.***

⇒ Remain calm!

⇒ Evacuate the building giving firm directions to use the nearest exit. DO NOT enter smoke-filled areas to look for customers or staff. Direct everyone to the SE corner of the parking lot near the post office. (See responsibilities below.)

⇒ Security personnel or librarian-in-charge will remain at the outside of the building entrances until the fire department arrives to ensure that no one reenters.

⇒ Staff will meet at the east end of the parking lot near the U.S. Post Office.

### STAFF AREA OF RESPONSIBILITIES

#### ❖ CIRCULATION

- ✓ Immediate customers.
- ✓ Paperback area.
- ✓ Magazine area.
- ✓ Self check-out machine.
- ✓ Exit out the nearest door.

#### ❖ Library Aide

- ✓ Clear the meeting rooms.
- ✓ Clear the bathrooms.
- ✓ Clear the lobby.
- ✓ Exit out the nearest door.

#### ❖ PC Computer Specialist

- ✓ Immediate customers.
- ✓ Computer Area.
- ✓ Young Adult Area.

❖ **Librarian 1**

- ✓ Adult Fiction and Adult Non-fiction.
- ✓ Literacy Link.
- ✓ Quiet Reading Room.
- ✓ Family Place.

❖ **Librarian 2**

- ✓ DVDs
- ✓ JFiction
- ✓ Tween
- ✓ Children's



**Quick Action Plan**

- 1. Call 911.**
- 2. Pull the fire alarm.**
- 3. Evacuate the building.**

# Metropolitan Library System Building Evacuation Procedures Nicoma Park

## Expected Response at Sound of Alarm

### **Employees in Customer Service Areas:**

- The designated staff member(s) will clear all meeting rooms and public restrooms
- Library employees will evacuate through emergency exits and assist/direct customers to do the same.  
For customers/employees unable to use stairs or other means of evacuation, direct them to emergency stairwells or designated safe area to wait until assistance arrives.
- Inform the in-charge library employee if there are employees or customers inside the building who have special needs (location and number if known).
- Move quickly to the designated assembly area front parking lot and check in with the supervisor/manager for a headcount.

### **Employees in Office/Workroom Areas:**

- The designated staff member(s) will clear all offices, staff lounge and restrooms
- All employees in office/workroom areas will immediately exit the nearest emergency exit at South Door.
- Move quickly to the designated assembly area front parking lot and check in with the supervisor/manager for a headcount.

### **Security (if present) or Designated Staff:**

- Security or designated staff will open exit doors
- Remain near emergency exits maintaining order and assisting staff and customers to exit areas.
- Once the building is clear, position outside each building entrance to prevent access by unauthorized personnel and direct unauthorized personnel away from the building. (Authorized personnel include maintenance, fire and police personnel).

**Emergency Communication Area:**

Library Manager or in-charge library employee will evacuate to the designated assembly area front parking lot with employee roster and current schedule. Supervisors will report headcount to ensure everyone is safely out of the building.

Emergency communications will include:

- Contact Manager of Library Operations, Assistant Manager, Director of Library Operations, Deputy Executive Director of Library Operations or Executive Director, in that order.
- Inform emergency personnel of anyone left inside the building (location and number if known).

All employees will remain in the Emergency Communication Area to await further instructions. The Library Manager or in-charge library employee will make the official all-clear announcement.



# Northwest Library Fire Procedures

## **MLS policy:**

### **Handling and reporting fires.**

1. Stay calm.
  2. Pull fire alarm if available.
  3. Customers and staff in the building should be notified that there is a fire and that everyone should move toward the exits and away from smoke. This should be done in a calm but firm voice. If there is an elevator in the building, all persons should be notified not to use it, but to use the stairs.
  4. If fire is small, contained and smoke is minimal, volunteer may try fire extinguisher but SAFETY is first priority - at first sign of spread, LEAVE. Clear the building of all persons, closing doors as the building is being evacuated (but do not lock the doors).
  5. Exit the building entirely.
  6. Staff should gather at a pre-arranged assembly site outside the building and report to supervisor.
  7. If the fire department declares that all is clear and that it is safe to go back into the building, the supervisor on duty should decide whether to resume the normal library schedule or to close the library for the day (if less than 30 minutes remain until closing time).
  8. As soon as possible, the supervisor on duty should complete and submit MLS Form Report of Unusual Incident as instructed on the form.
- 

## **NW procedures:**

### **Locations of Fire Extinguishers in the NW Library:**

- Outside of door to staff workroom from children's area
- Outside of door to program room from children's area
- Outside of door to program room from teen area
- West wall near lounge chairs
- North wall near reading area
- Outside of door to meeting room from adult fiction area
- Meeting room B near sink area
- Staff lounge outside of door to locker area
- Mechanical closet across from Explore room (not accessible to NW staff with only general access)
- Mechanical closet in program room (not accessible to NW staff with only general access)
- Fire Riser room (not accessible to NW staff with only general access)
- Electrical closet (not accessible to NW staff with only general access)

### **Location of Fire Alarm Pull Stations in the NW Library:**

- Front door exit
- Lounge door exit
- Staff door exit

### **Procedures for person discovering a fire outside the building or inside in a contained area such as a trash can:**

1. Remain calm.
2. Tell the nearest person to inform the person in charge (manager, assistant manager or librarian in charge--)

3. If the fire is small and smoke is minimal, you may try the nearest fire extinguisher, but SAFETY is first priority—at the first sign of spread, Leave.
4. If the fire is not in a contained area, call 911 immediately or pull the closest fire alarm, whichever is nearest to you.

**Procedures:**

Manager, Assistant Manager, or Librarian in Charge:

- 1) Call 911
- 2) Evacuate the building.
- 3) Using the paging system (Dial 3116, when the phone stops ringing enter 09#) give directions to customers in an authoritative voice:  
"Attention! Attention!  
Everyone! Please locate the exit nearest you and leave the building immediately.  
A fire has been reported in the building.  
Please remain calm and move to the nearest exit.  
The children's patio is not an exit"
- 4) Repeat message.
- 5) Take a copy of the monthly schedules, exit the building, and move to the far east end of the parking lot.
- 6) Check in all staff, and report any unaccounted for staff members to authorities.

All Northwest Staff:

Upon hearing announcement to evacuate the building, if smoke is not thick and time allows, check assigned areas (see below) to be sure all persons in the public service areas have exited. Assemble at the far east end of the parking lot and check in with the person in charge.

Circulation Desk

- 1) Lock money from cash drawer in secure location if time allows, clear the reserve and express checkout area.
- 2) Clear meeting rooms, public restrooms.

Exit the building through the front door if not blocked

Reference Desk

- 1) Walk through the building toward the fiction areas, clearing customers from the building, clear the lounge and adult patio, and north end of ANF/JNF area
- 2) Walk through the building clearing the children's area, children's patio, program room, teen area and south end of ANF/JNF area

Reference staff exits the building together through the adult patio or front door – whichever is closest at the time and not blocked

Public Computer Specialist

- 1) Clear the public computer, audio, DVD, and music CD areas.

Exit the building through the front door if not blocked

Backroom staff (circ, reference)

- 1) Clear the backroom areas

Exit the building through the staff entrance if not blocked

Library Aides

- 1) Assist staff in the area where you are working at the time of the alarm.

Exit the building through the closest exit that is not blocked

# Metropolitan Library System

## Building Evacuation Procedures

### Ralph Ellison Library

#### Expected Response at Sound of Alarm

##### **Employees in Customer Service Areas:**

- The manager/LIC will clear all meeting rooms and public restrooms
- Library employees will evacuate through emergency exits and assist/direct customers to do the same.
- Inform the Manager or in-charge library employee if there are employees or customers inside the building who have special needs (location and number if known).
- Move quickly to the designated assembly area at the southwest corner of the parking lot and check in with the supervisor/manager for a headcount.

##### **Employees in Office/Workroom Areas:**

- The designated staff member(s) will clear all offices, staff lounge and restrooms
- All employees in office/workroom areas will immediately exit the nearest emergency exit at the staff entrance.
- Move quickly to the designated assembly area at the southwest corner of the parking lot and check in with the supervisor/manager for a headcount.

##### **Security (if present) or Designated Staff:**

- Security or designated staff will open exit doors
- Remain near emergency exits maintaining order and assisting staff and customers to exit areas.
- Once the building is clear, position outside each building entrance to prevent access by unauthorized personnel and direct unauthorized personnel away from the building. (Authorized personnel include maintenance, fire and police personnel).

## **Emergency Communication Area:**

Library Manager or in-charge library employee will evacuate to the designated assembly area at the southwest corner of the parking lot with employee roster and current schedule. Supervisors will report headcount to ensure everyone is safely out of the building.

Emergency communications will include:

- Contact Manager of Library Operations, Director of Library Operations, Deputy Executive Director of Library Operations or Executive Director, in that order.
- Inform emergency personnel of anyone left inside the building (location and number if known).

All employees will remain in the Emergency Communication Area to await further instructions. The Library Manager or in-charge library employee will make the official all-clear announcement.

# Metropolitan Library System Building Evacuation Procedures (Service Center)

Person In Charge: Manager of Facilities, or,  
Maintenance Shop Tech, or,  
Maintenance Administrative Assistant

(contact list with phone numbers included at end of document)

## Expected Response at Sound of Alarm

### **Employees in Service Center building:**

- The designated staff member(s) will clear all meeting rooms, staff lounge, and restrooms.
- Department heads will clear their own areas and report head count to person in charge.
- Inform the in-charge building employee if there are employees or visitors inside the building who have special needs (location and number if known).
- Library employees will evacuate through emergency exits and assist/direct any others in the building to do the same.
- Move quickly to the designated assembly area which is the grassy knoll outside the fence, on the north side of the building, west of the fenced in staff parking lot.

### **Security (if present) or Designated Staff:**

- Security or designated staff will open exit doors.
- Remain near emergency exits maintaining order and assisting staff and customers to exit areas.
- Once the building is clear, position staff outside each building entrance to prevent access by unauthorized personnel and direct unauthorized personnel away from the building. (Authorized personnel include maintenance, fire and police personnel).

**Emergency Communication Area:**

In-charge employee will evacuate to the designated assembly area which is the grassy knoll outside the fence, on the north side of the building, west of the fenced in staff parking lot. Supervisors or designated staff will report head count to ensure everyone is safely out of the building.

Emergency communications will include:

- Contact Deputy Executive Director, Materials & Outreach, or Executive Director, in that order.
- Inform emergency personnel of anyone left inside the building (location and number if known).

All employees will remain in the Emergency Communication Area to await further instructions. The in-charge library employee will make the official all-clear announcement.

## CONTACT PHONE NUMBERS

### Department Contacts to Be Notified:

#### Cataloging:

1. Pauline Rodriguez-Atkins, Cataloging Manager, x. 3552
2. Heidi Johnson, Technical Processing Manager, x. 3555
3. Mary Long, Senior Cataloger, x. 3547
4. Cataloging Dept., x. 3546
5. Interlibrary Loan Dept., x. 3829

#### Maintenance:

1. Assistant Manager of Facilities, x. 830-8095
2. Maintenance Shop Tech, x. 3537
3. Maintenance Administrative Assistant, x. 3536

#### Technical Processing:

1. Heidi Johnson, Technical Processing Manager, x. 3555
2. Pauline Rodriguez-Atkins, Cataloging Manager, x. 3552
3. Kristin Hill, Senior Data Entry Tech, x. 3554
4. Technical Processing Dept., x. 1613

#### BC/BM

1. Kim Rickey, x. 3295
2. Steve Jenkins, x. 3296

#### Friends (if present on that day)

236-4734

# Metropolitan Library System

## Building Evacuation Procedures

### Southern Oaks Library

#### Expected Response at Sound of Alarm

##### **Employees in Customer Service Areas:**

- The designated staff member(s) will clear all meeting rooms and public restrooms
- Library employees will evacuate through emergency exits and assist/direct customers to do the same.  
For customers/employees unable to use stairs or other means of evacuation, direct them to emergency stairwells or designated safe area to wait until assistance arrives.
- Inform the in-charge library employee if there are employees or customers inside the building who have special needs (location and number if known).
- Move quickly to the designated assembly area: east end of the parking lot island by the light pole and check in with the supervisor/manager for a headcount.

##### **Employees in Office/Workroom Areas:**

- The designated staff member(s) will clear all offices, staff lounge and restrooms
- All employees in office/workroom areas will immediately exit the nearest emergency exit at the Employee entrance
- Move quickly to the designated assembly area: east end of the parking lot island by the light pole and check in with the supervisor/manager for a headcount.

##### **Security (if present) or Designated Staff:**

- Security or designated staff will open exit doors
- Remain near emergency exits maintaining order and assisting staff and customers to exit areas.
- Once the building is clear, position outside each building entrance to prevent access by unauthorized personnel and direct unauthorized personnel away from the building. (Authorized personnel include maintenance, fire and police personnel).



**Emergency Communication Area:**

Library Manager or in-charge library employee will evacuate to the designated assembly area: with employee roster and current schedule. Supervisors will report headcount to ensure everyone is safely out of the building.

Emergency communications will include:

- Contact Manager of Library Operations, Assistant Manager, Director of Library Operations, Deputy Executive Director of Library Operations or Executive Director, in that order.
- Inform emergency personnel of anyone left inside the building (location and number if known).

All employees will remain in the Emergency Communication Area to await further instructions. The Library Manager or in-charge library employee will make the official all-clear announcement.

# Areas of Responsibility

(Updated January 2015)

**In case there is a need for Evacuation of building:**

**Reference:** North end and central areas of building, including

Children's Area, including Child Bathroom

Children's Reading Room

Computer Alcove

North Staff Office

YA/SF/Reference area

New Book/Video/Reserve/Audio Area

**Circulation:** South end of building, including

Magazine Area

ANF (Adult Non-Fiction)

Adult Fiction

2 Southeast Staff Offices

**Pages:** West areas of library including

Workroom/Lounge

Public Restrooms

Meeting Rooms

**Assigned Meeting Place:** Across library parking at the **Red** and Yellow Slide on the Playground. If we need to relocate from the premises we will go to The Village City Municipal Building at 2304 Manchester.

# Metropolitan Library System

## Building Evacuation Procedures

### Warr Acres Library

#### Expected Response at Sound of Alarm

##### **Employees in Customer Service Areas:**

- Staff member(s) will clear all meeting rooms and public restrooms.
- Library employees will evacuate through emergency exits and assist/direct customers to do the same. The emergency exits are: the lobby, staff entrance, and the exit door in children's area.  
For customers/employees unable to use stairs or other means of evacuation, direct them to emergency stairwells or designated safe area to wait until assistance arrives.
- Inform the in-charge library employee if there are employees or customers inside the building who have special needs (location and number if known).
- Move quickly to the designated assembly area, Family Dollar parking lot, and check in with the supervisor/manager for a headcount.

##### **Employees in Office/Workroom Areas:**

- Staff member(s) will clear all offices, staff lounge and restrooms.
- All employees in office/workroom areas will immediately evacuate through the emergency exist. The emergency exits are: the lobby, staff entrance, and the exit door in children's area.
- Move quickly to the designated assembly area, Family Dollar parking lot, and check in with the supervisor/manager for a headcount.

##### **Emergency Communication Area:**

Library Manager or in-charge library employee will evacuate to the designated assembly area, Family Dollar parking lot, with employee roster and current schedule.

Emergency communications will include:

- Contact Manager of Library Operations (3521), Director of Library Operations (3729), Deputy Executive Director of Library Operations (3819) or Executive Director (3725), in that order. Dial 606 with extensions if outside the building.
- Inform emergency personnel of anyone left inside the building (location and number if known).

All employees will remain in the Emergency Communication Area to await further instructions. The Library Manager or in-charge library employee will make the official all-clear announcement.

Location of fire extinguishers:

- Staff lounge
- Northeast corner of workroom
- Storage/janitors room
- Lobby, to right of meeting room door
- Meeting room, by west entrance
- South wall near magazine area
- Book drop room

Location of fire alarm pull stations:

- Office entrance
- Staff entrance
- Meeting room, by north door/book drop

In case of fire or other emergency (alarm does not sound):

- A librarian should announce the emergency over the public address system. Sample statement: "Attention, please. We are experiencing a problem that requires everyone to leave the building immediately. Exit through the main entrance, through the south exit in the children's area, or through the northwest exit near the computers. Gather in the Family Dollar parking lot. (Repeat as necessary)"
- A circulation clerk should dial 911 to report the fire or other emergency and pull the nearest fire alarm.

# Metropolitan Library System Building Evacuation Procedures Wright

## Expected Response at Sound of Alarm

### **Employees in Customer Service Areas:**

- The designated staff member(s) will clear all meeting rooms and public restrooms
- Library employees will evacuate through emergency exits and assist/direct customers to do the same.  
For customers/employees unable to use stairs or other means of evacuation, direct them to emergency stairwells or designated safe area to wait until assistance arrives.
- Inform the in-charge library employee if there are employees or customers inside the building who have special needs (location and number if known).
- Move quickly to the designated assembly area parking lot and check in with the supervisor/manager for a headcount.

### **Employees in Office/Workroom Areas:**

- The designated staff member(s) will clear all offices, staff lounge and restrooms
- All employees in office/workroom areas will immediately exit the nearest emergency exit at back door.
- Move quickly to the designated assembly area parking lot and check in with the supervisor/manager for a headcount.

### **Security (if present) or Designated Staff:**

- Security or designated staff will open exit doors
- Remain near emergency exits maintaining order and assisting staff and customers to exit areas.
- Once the building is clear, position outside each building entrance to prevent access by unauthorized personnel and direct unauthorized personnel away from the building. (Authorized personnel include maintenance, fire and police personnel).

**Emergency Communication Area:**

Library Manager or in-charge library employee will evacuate to the designated assembly area parking lot with employee roster and current schedule. Supervisors will report headcount to ensure everyone is safely out of the building.

Emergency communications will include:

- Contact Manager of Library Operations, Assistant Manager, Director of Library Operations, Deputy Executive Director of Library Operations or Executive Director, in that order.
- Inform emergency personnel of anyone left inside the building (location and number if known).

All employees will remain in the Emergency Communication Area to await further instructions. The Library Manager or in-charge library employee will make the official all-clear announcement.