

# **Rockport Public Library**

## **Public Emergency Evacuation Procedure**

### PURPOSE

To ensure the safe evacuation of public meeting rooms in the event of a fire or other emergency.

### PROCEDURE

1. Anyone may activate the fire alarm by using the pull stations located throughout the building.
2. After pulling the alarm, follow up by calling 8-911 to report the emergency. Give the location—Rockport Public Library—and the nature of the problem and the location within the building.
3. Evacuate the building using the nearest exit. Do not use elevator.
4. Contain the fire by closing area doors.
5. Use the Congregational Church as a general meeting spot.
6. Handicapped people may be unable to exit the building without the use of the elevator. Call 8-911 to inform the Fire Department of their location within the building.
7. Police must notify the Library director or a Library Trustee of any incident involving emergency personnel within the Library after having evacuated the building.
8. People may re-enter the building after the Fire Department has determined that it is safe to do so.

Procedure adopted on: February 25, 2015

Procedure last reviewed and amended on: April 27, 2017