

ITEM NUMBER: 8.22 a-j
CHAPTER 8: Facility and
Equipment
Management
CODE: Procedure
COMPUTER ID: FMBUI-3

Title: Fire Plan
Effective Date: 9-19-84
Authorized By: Library Director
Date of Last Revision: 1/2008

The Marathon County Public Library Fire Plan and Procedures follow.

FIRE ALARM PROCEDURES

- A. When any fire alarm pulls are set off, either accidentally or in response to a fire or suspected fire, they are to be treated as an emergency situation. Even if an employee or a member of the public observes a child setting off a fire alarm, the situation is to be treated as an emergency.
- 1) Staff members are to **dial 911** and notify the Fire Department of an emergency situation at the Library.
 - 2) Staff will insure that all areas of the Library are vacated. Members of the staff and public must leave the building until fire alarms are de-activated and the Fire Department gives permission to enter the building.
 - 3) Fire Department representatives who react to the emergency situation should be informed of an accidental setting off of the fire alarm system, but should also be instructed to check out the building to insure an actual fire is not in progress.
 - 4) The fire alarm system may be shut off by library employees or maintenance employees if an alarm was accidentally set off.
 - 5) In the event of a fire, the fire alarm system should only be shut off by the Fire Department personnel who respond. A set of keys is kept in the electrical room on the alarm system door for the Fire Department to disarm the fire alarm system in the event it needs to be reset.
 - 6) Fire maps are posted throughout the building.
 - 7) Evacuation procedures should be followed by library personnel.
- B. When the fire alarm cover is removed but the alarm is not set off, the following procedures apply.
- 1) Call the Fire Department non-emergency phone number: 261-7900. Inform them that there is no fire or situation requiring the Fire Department to come to the library.
 - 2) Have Maintenance reset the cover.

FIRE PLAN: Lower Floor

Procedures:

- 1) In case of fire **dial 911** and call in the fire. Be sure and give our street address—300 N. First Street.
- 2) Trigger the nearest fire alarm. (See accompanying diagram.)
- 3) Exit the building through the nearest fire exit. (See accompanying diagram.)
NOTE: The elevator will be locked off on the First Floor by the Circulation Desk staff.
- 4) Staff Assignments in Case of Fire:
 - * Administration Staff will check and clear the Admin. Offices and restrooms on lower level.
 - * Support Services Staff will check and clear the Offices and Garage, and Staff Lounge.
 - * Mail Room/Supplies will check and clear their areas.
 - * Maintenance Staff will check and clear the Maintenance Office.
- 5) Safety Tips.
 - * Turn Off All Fans Before Leaving.
 - * Close but DO NOT Lock Doors.
 - * Fire Department policy suggests placing wheelchair patrons in the bathrooms. Staff can handle this as they see fit.
- 6) Fire Extinguishers/Fire Alarms.
 - * There are 12 fire extinguishers and eight fire alarms on the Lower Floor. (See accompanying diagram.)
 - * NOTE: Red dots denote fire extinguishers.
Green dots denote fire alarms.
Red arrows denote exits to be used.

FIRE PLAN: First Floor

Procedures:

- 1) In case of fire **911** and call in the fire. Be sure and give our street address—300 N. First Street.
- 2) Trigger the nearest fire alarm. (See accompanying diagram.)
- 3) Exit the building through the nearest fire exit. (See accompanying diagram.)
NOTE: The elevator will be locked off on the First Floor by the Circulation Desk staff.
- 4) Staff Assignments in Case of Fire:
 - * Circulation Desk Staff will call the Elevator to the First Floor and lock it off. They will also check and clear the Circulation Office and Adult AV Room.
 - * Information Desk Staff will check and clear the Adult Fiction area, the Adult Computer Room, and Adult Bathrooms.
 - * Children's Library Staff will check and clear the Children's Library including Bathrooms.
- 5) Safety Tips.
 - * Turn Off All Fans Before Leaving.
 - * Close but DO NOT Lock Doors.
 - * Fire Department policy suggests placing wheelchair patrons in the bathrooms. Staff can handle this as they see fit.
- 6) Fire Extinguishers/Fire Alarms.
 - * There are eight extinguishers and five fire alarms on the First Floor.
 - * (See accompanying diagram.)

FIRE PLAN: Second Floor

Procedures:

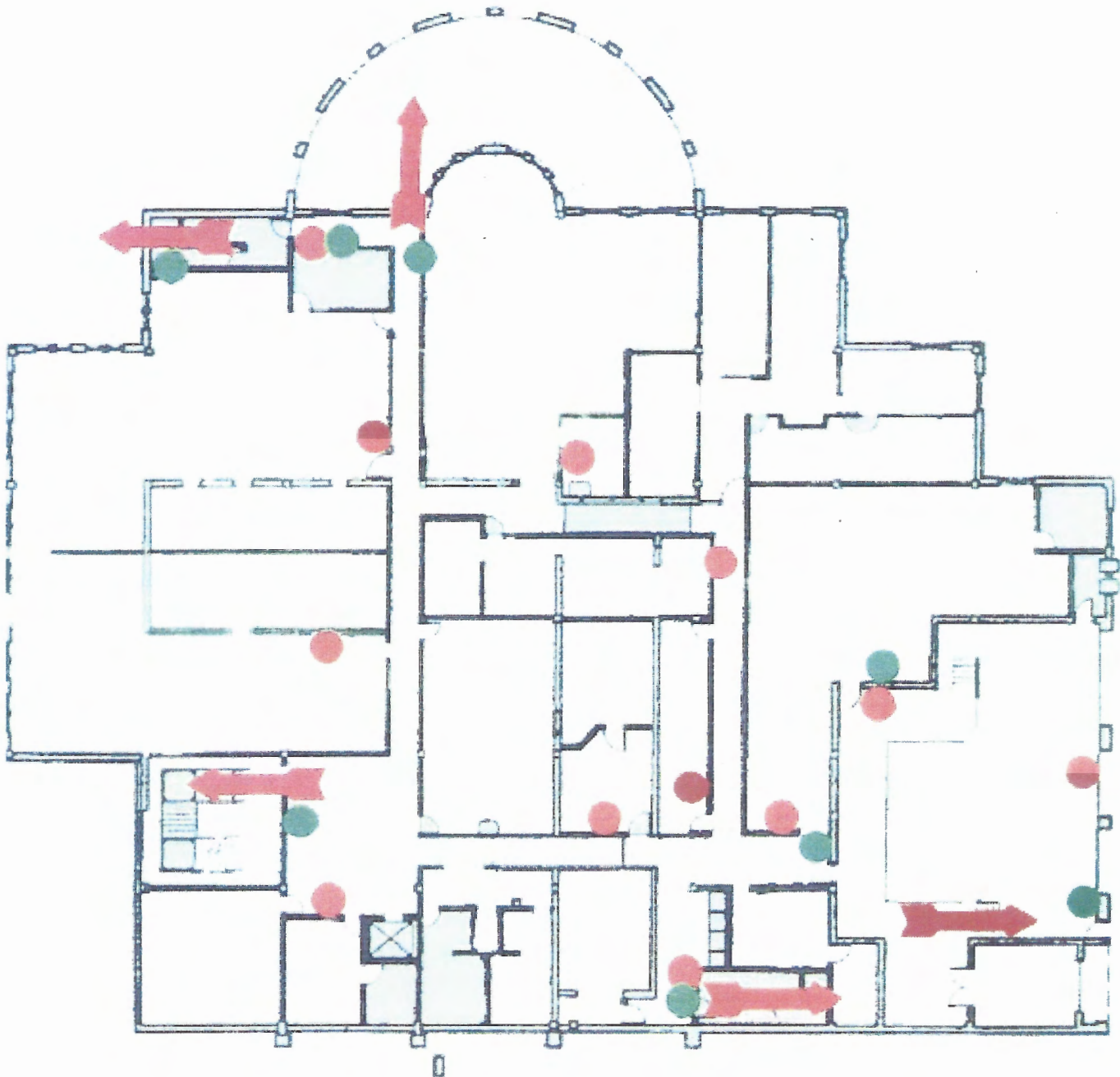
- 1) In case of fire **dial 911** and call in the fire. Be sure and give our street address—
300 N. First Street.
- 2) Trigger the nearest fire alarm. (See accompanying diagram.)
- 3) Exit the building through the nearest fire exit. (See accompanying diagram.)
NOTE: The elevator will be locked off on the 1st Floor by the Circulation Desk staff.
- 4) Staff Assignments in Case of Fire:
 - * Adult Services Staff will check and clear the Second Floor including the bathrooms. (Staff has the option of going to and checking the Top Floor but is not required to do so.)
- 5) Safety Tips.
 - * Turn Off All Fans Before Leaving.
 - * Close but DO NOT Lock Doors
 - * Fire Department policy suggests placing wheelchair patrons in the bathrooms. Staff can handle this as they see fit.
- 6) Fire Extinguishers/Fire Alarms.
 - * There are six extinguishers and three fire alarms on the Second Floor. (See accompanying diagram.)
- 7) Fire Door.
 - * The Fire Door is located in the ceiling by the Grand Staircase. It will activate and drop down when SMOKE IS IN THE ROOM. It takes 5-10 seconds for the door to drop. By the time it activates, ALL staff and patrons should have evacuated the building.

FIRE PLAN: Top Floor

Procedures:

- 1) In case of fire **dial 911** and call in the fire. Be sure and give our street address—300 N. First Street.
- 2) Trigger the nearest fire alarm. (See accompanying diagram.)
- 3) Exit the building through the nearest fire exit. (See accompanying diagram.)
NOTE: The elevator will be locked off on the First Floor by the Circulation Desk staff.
- 4) Staff Assignments in Case of Fire:
 - * Staff in the Wausau Room will direct patrons down the First Street fire exit and check the rest of the floor before leaving.
- 5) Safety Tips.
 - * Turn Off All Fans Before Leaving.
 - * Close but DO NOT Lock Doors.
 - * Fire Department policy suggests placing wheelchair patrons in the bathrooms. Staff can handle this as they see fit.
- 6) Fire Extinguishers/Fire Alarms.
 - * There are four extinguishers and two fire alarms on the Top Floor. (See accompanying diagram.)

Lower Level

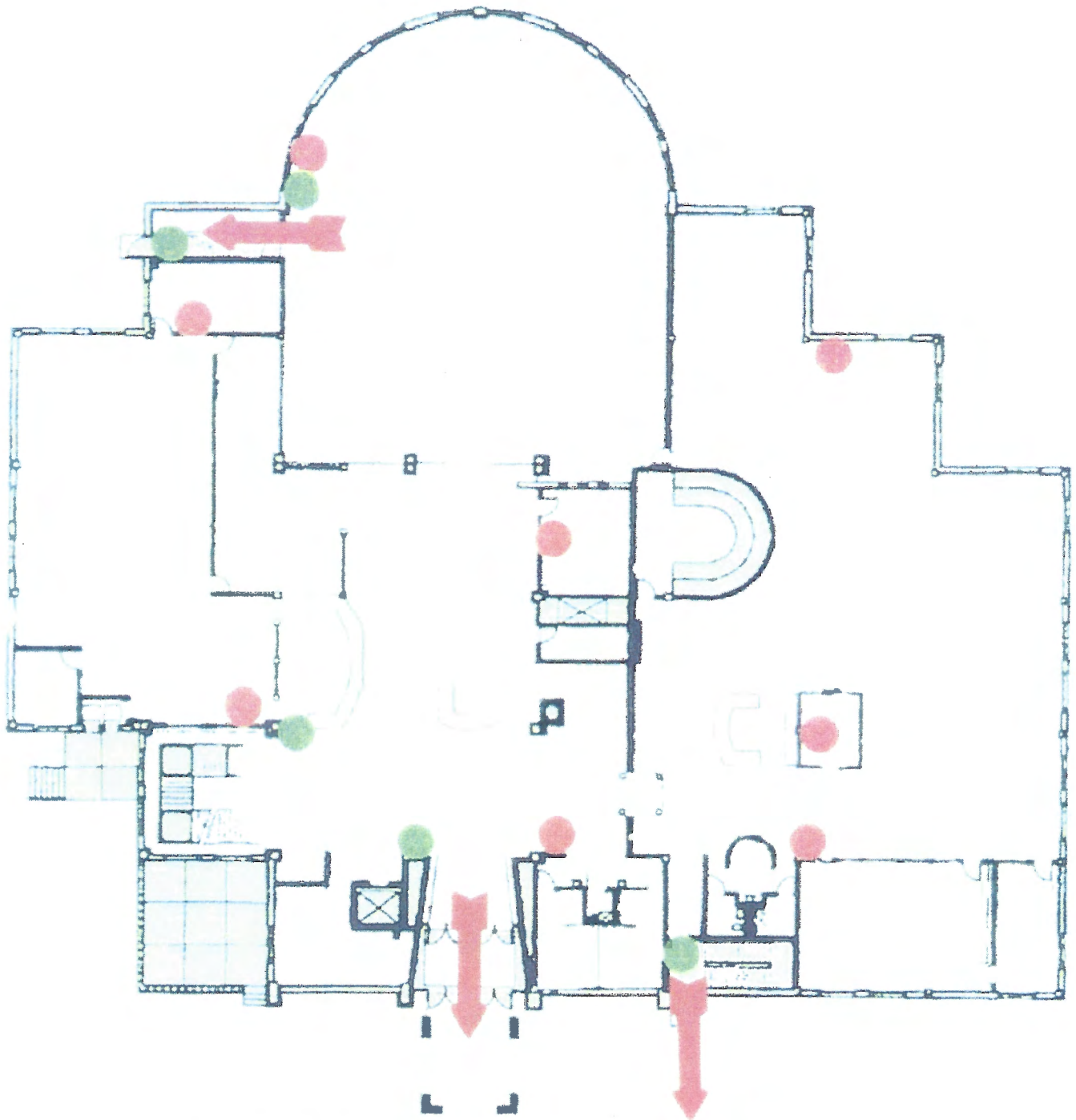


Arrows indicate Points of Exit.

Red Dots indicate Fire Extinguishers.

Green Dots indicate Fire Alarms.

First Floor

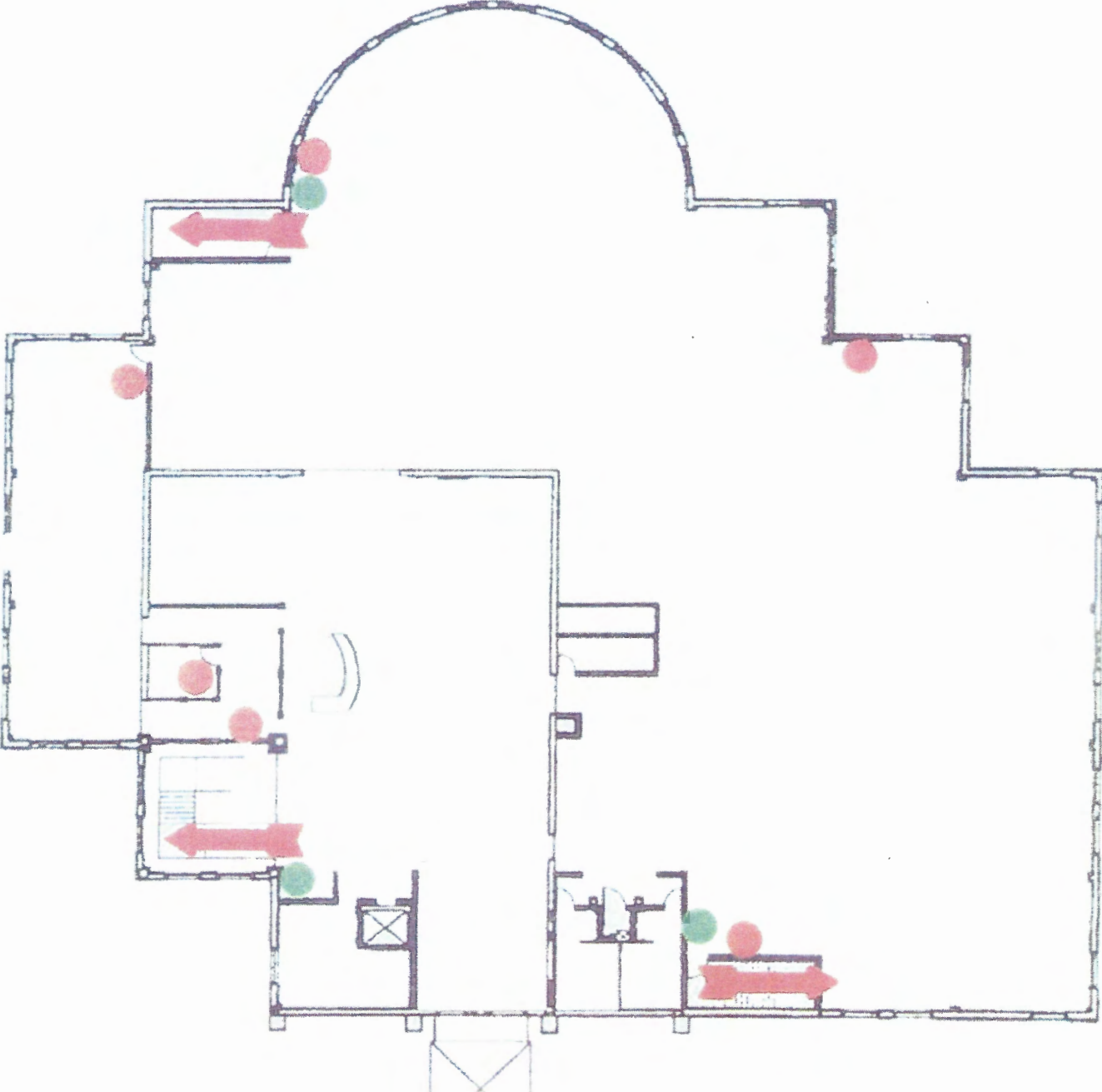


Arrows Indicate Points of Exit.

Red Dots Indicate Fire Extinguishers.

Green Dots Indicate Fire Alarms.

Second Floor

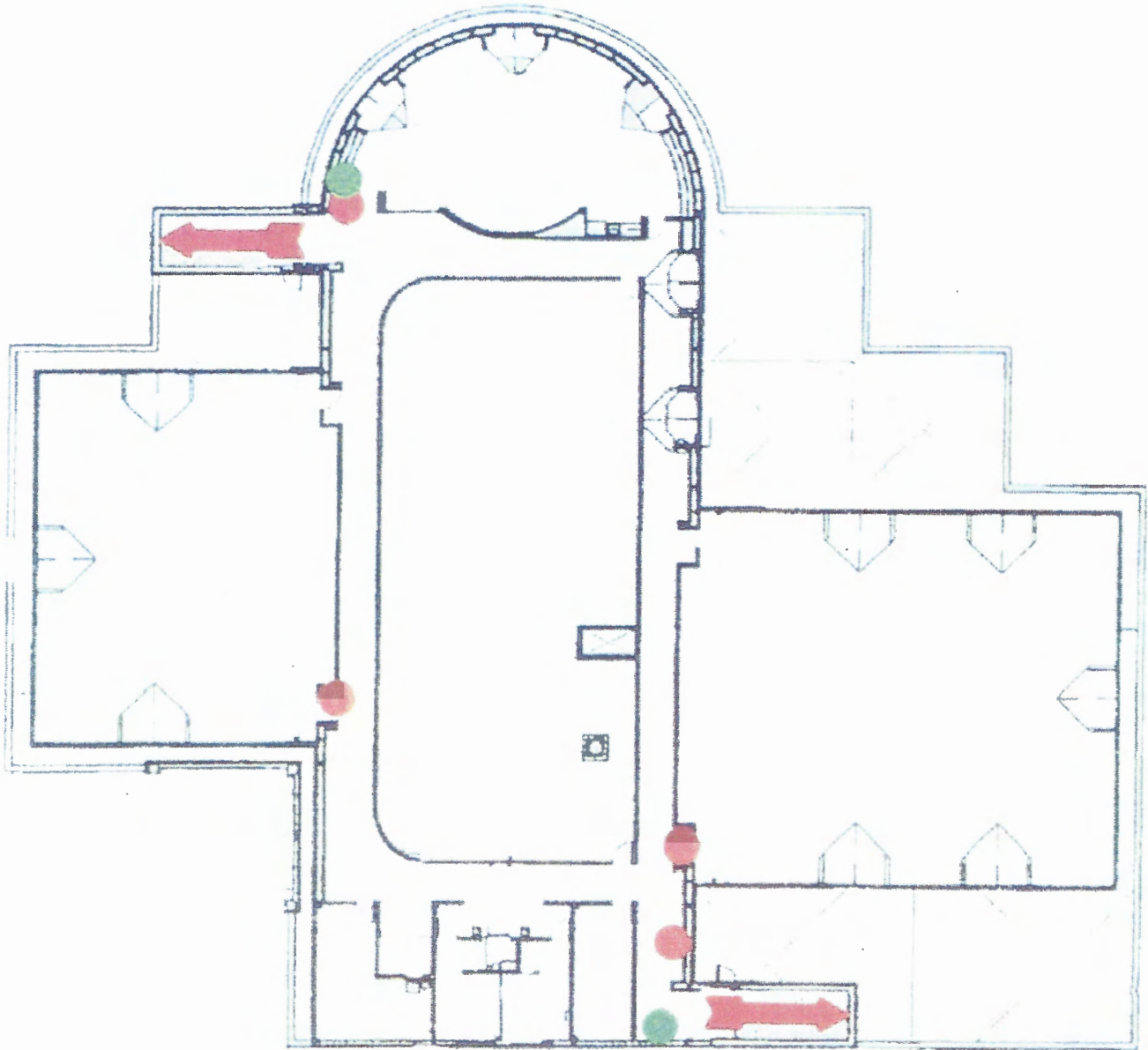


Arrows Indicate Points of Exit.

Red Dots Indicate Fire Extinguishers.

Green Dots Indicate Fire Alarms.

Third Floor



Arrows Indicate Points of Exit.

Red Dots Indicate Fire Extinguishers.

Green Dots Indicate Fire Alarms.