



Building Evacuation Policy

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

1. Anyone in the building may activate the fire alarm by using one of the pull stations throughout the building.
2. After pulling the alarm, follow up by calling 911 to report the emergency. Give the location (T.O.H.P. Burnham Library at 30 Martin St. in Essex), the issue, and location within the building.
 - 9-911 from the landline
 - 911 from a mobile phone
3. Evacuate the building using the nearest exit. Do not use the elevator.
4. Check library stacks, children's area, Teen Room, bathroom, and office area to ensure they are empty.
5. Individuals with disabilities may be unable to exit the building without the use of the elevator. Inform the 911 operator of their location within the building.
6. Contain fire by closing doors.
7. Move across the street and be sure patrons stay clear from driveways and parking lots.
8. Police or emergency officials must notify the Director (if not already on site) and Library Trustees of any incident involving emergency personnel in the library.
9. Patrons and staff may re-enter the building after the Fire Department and emergency personnel has determined it is safe to do so.

Originally adopted by the Board of Library Trustees 5/2022

Revised 12/2024