

## Evacuation Policy

The Waupaca Area Public Library will, to the best of its ability, meet all guidelines for public safety as set by the Occupational Safety and Health Administration (OSHA) and the Department of Industry Labor and Human Relations (DILHR).

The Waupaca Area Public Library is equipped with a fire alarm system and sprinkler system. In the event of a fire, the fire alarm system will be activated at the first detection of smoke. The library staff will post signs at appropriate points in the library showing exit routes.

In the event of a fire or other evacuation emergency, the library staff will follow the procedures listed below:

1. Information Staff will make an evacuation announcement (please proceed to the nearest exit).
2. Each employee will be responsible for making a quick check for patrons in the area which s/he is working. S/he will help guide any patrons in this area to the designated exit for that part of the building.
3. Floor supervisors are responsible for alerting other floor supervisors and after making a brief inspection of his/her area, exiting the building and closing all doors.
4. At no point will a library employee put his or her safety at risk trying to search the building or extinguish a fire.
5. Persons who are in charge of the meetings in the lower level meeting room will be responsible for seeing that the meeting attendees exit the building at stairwell # 2 through the City Hall.
6. Persons on the lower level who cannot be evacuated because of physical disability will be escorted to the Northeast stairwell. Staff members who have escorted such people are responsible for alerting emergency personnel.
7. Library staff will meet in the Bank First parking lot after an evacuation to insure that all staff have exited the building.

Approved 2/1994, Revised 10/2003,