Fire Safety Policy

In the case of a fire, the following is the procedure to follow:

Remain calm and act rationally. Think before you act!

- If you see a fire, and you can extinguish it, do it!
- Pull a fire alarm pull box. In public buildings, fire alarm pull boxes are located adjacent to all exit doors. The location of pull boxes follows. Our fire alarm system is monitored by Laser Alarms (665-5358, Code word is Clown).
- Evacuate the building. Announce "There is an emergency in the building and you must evacuate immediately. Code red. Take your belongings." Code red indicates to staff that this is a fire. This may be assigned while the caller is on the phone with the fire department. Staff should fan out across all areas of the library to insure all patrons exit quickly. Remember the basement level, bathrooms and non-public work areas. Use all exits: front and rear, emergency exits from children's room and reference area. Be prepared for patrons who are unwilling to leave. Staff should recognize that the front entrance leads to two stairs, side emergency exit doors lead to grass areas; patrons may need assistance. Emergency exits have alarms, but are not hooked up to the system. Close all doors, but do not lock doors.
- Call the North Babylon Fire Department at 226-1212; report the nature and location of the fire. In the event of a known false alarm, notify the fire department and Laser Alarms right away. The fire department may still be obligated to survey the library.
- Staff will meet in the parking lot or alternatively at the North Babylon High School.
- If not already aware, notify the Library Director, Assistant Director, or Librarian in Charge. Brief the Librarian in Charge outside the building after evacuation.
- Re-entry will not be permitted until the fire department or Librarian in Charge declares the building safe.
- After returning to the building, notify the Library Director.

Simplex Fire Boxes are located in the front vestibule and the basement electrical room. The key is at the reference desk or in the electrical room fire box door. This key will unlock all pull boxes to reset them.

To disarm the system: Reset any open pull boxes. Press silence, acknowledge, reset. Hold each button for 3 seconds. This may be done at the front vestibule or electrical room box.

Fire Emergency   631-226-1212
Fire Dispatch (non-emergency) 631-226-1216
Laser Alarm monitoring   631-665-5358 (Clown)

Approved by the Board of Trustees, September, 1999
Updated and approved by the Board of Trustees, September 18, 2007

Extinguisher Description:

A: Wood, trash or paper
B: Liquids or grease
C: Electrical

A – Silver: Water charged under air pressure, aim the water stream
BC – Red: Carbon Dioxide (not for paper), blows and smothers
ABC – Yellow or Red: Powder for any type of fire

Whenever a fire extinguisher is used, it must be recharged.

Location	Fire Alarm Pull Box	Extinguisher
Front Entrance	X	
Rear Entrance	X	
Staff/Handicapped Entrance	X	
Children's Room Emergency Exit	X	A - Silver
Reference Room Emergency Exit	X	
Photocopy corner		A - Silver
Lower Level Book Lift	X	A – Silver
Upper Level Book Lift		A – Silver
Meeting Room Vestibule	X	
Meeting Room (NW corner)		A – Silver
Basement Storage (lift motor door)		A – Silver
Boiler Room (over work bench)		ABC – Yellow
Electric Room (at door)		BC – CO2
Staff Lounge (above stove)		ABC – Yellow
Children's Room (circulation door)		A – Silver
"A" Magazines		A – Silver
Circulation Office		ABC – Red