IMMEDIATE ACTION - Immediately, upon discovering a fire or hearing the Fire Alarm:


2. EVACUATE THE BUILDING
   - Use nearest exit
   - Do not use elevators
   - Avoid central staircase (unless it is the closest exit)
   - Persons with disabilities should be directed to enter a fire escape stairwell and wait for assistance.
   - Meet at Crosby Center or Mulligan Field

STAFF RESPONSIBILITIES DURING EVACUATION
Do what you can to evacuate the building without putting yourself in harm’s way.

Circulation Supervisor or Evening Reference Assistant:
   - Direct someone to call 911
   - You are the main contact for Security and the Fire Dept. Meet Fire Dept. in front of building, identify yourself as authority and provide pertinent information on fire location, possible occupant locations, etc.

Public Services Staff:
   - If necessary, use a bullhorn to direct occupants to evacuate the building using the nearest exit.

DREAM Staff:
   - If necessary, use a bullhorn to direct 2nd floor occupants to evacuate using the nearest exit.

Third Floor Library Staff:
   - If necessary, use a bullhorn to direct 3rd floor occupants to evacuate using the fire escape stairwells on either end of the building. Avoid using the central staircase.

ITS Staff:
   - If necessary, use a bullhorn to direct lower level occupants to evacuate the building using the nearest exit.

OUTSIDE THE BUILDING
   - Foley Center Staff will use a bullhorn to direct people to the designated assembly areas: Exits north & west meet at Crosby Center. Exits south & east meet at Mulligan Field.

   - Monitor building entrances to prevent entry. The first Foley Center staff members to exit the building will monitor the front ramp, the front doors and the back door to prevent anyone from entering (unless it is unsafe to do so or directed otherwise by the authorities).

   - Wait for the "All Clear" signal from Security or the Fire Dept. before re-entering the building.
GENERAL FIRE SAFETY INFORMATION

WHILE EXITING

- Check doors for heat or smoke before opening. Close doors after passing through.
- Do not lock interior doors. Locked doors could preclude return should the fire prevent exit.
- If smoke is encountered, crawl rather than walk. Air is cooler and less toxic nearer the floor.
- If smoke is present in a stairwell, do not enter the stairwell. Choose another route.
- To extinguish burning clothes; stop, drop, and roll. If available, wrap with blanket or coat.
- Persons with disabilities who cannot use stairs should be directed to shelter in place or enter a fire escape stairwell and wait for assistance. Inform the Fire Department and/or Security of the location of this person.
- Do what you can to evacuate the building without putting yourself in harm’s way. Building occupants are required to leave the building when the fire alarm sounds. Persons not following this mandate are in violation of fire code and may be found guilty of a misdemeanor. Most importantly, they may place themselves or others in jeopardy.
- After exiting, move to established meeting areas.

TRAPPED IN WORK AREA

- Seal door/window cracks and ventilation grills with tape (preferably duct tape) or towels and/or clothing (preferably wet) to keep smoke out.
- If there is smoke in the room, open the window to let it out. To signal rescuers, hang a large article of clothing out of a corner of the window. Close the window again and seal cracks. Keep window closed to prevent outside smoke from entering.
- Do not break the window unless the room has been invaded by smoke and you must get air to survive.
- Stay close to the floor for air for cooler, less toxic air.
- Call the emergency phone number (911) to report your fire location.
- If it is necessary to filter smoke, tie a towel or clothing (preferably wet) around the nose and mouth.
- Do not jump from windows or other high locations.