

Rusk County Community Library -- Board Policies

Disasters Policy

Fire

- Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, staff should investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.
- Think about fires before they happen. Staff should be familiar with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. When fire drills are held, library staff should respond as they would in the case of a real fire.