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Maryville Public Library Policy

Section F: MISCELLANEOUS POLICIES & PROCEDURES

Subject 100: Disaster Procedures: Fire

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Disaster Procedures: Fire

HUMAN SAFETY IS THE MOST IMPORTANT THING TO REMEMBER WHENEVER THERE IS A FIRE.

Staff Instructions for Fire on Library Property:

- Get out and direct patrons to get out unless the fire is very small. Make sure there is a free path to the exit. If possible, check restrooms and the elevator. If fire is smoky, get low to the floor while getting out.
- Call 911 immediately as soon as the fire is observed or reported.
- If the fire is very small, take the nearest fire extinguisher to the fire. While approaching the fire, test the extinguisher. Use the PASS procedure with the fire extinguisher: Pull, Aim, Shoot, Sweep.
- Spray the fire until the extinguisher is empty.
- Leave the building at the slightest sign that the fire is getting out of control
For other staff present in the building

- Assist clearing the building through exits away from the scene of the fire.
- Leave the building at the slightest sign that the fire is getting out of control. After the firemen arrive and put out the fire, the Fire Department will notify the staff member in charge (the Library Director or designee in this chain-of-command order: the Assistant Director, or the most senior staff member) when the building can be re-entered. **Do not enter the building until the Fire Department issues the re-entry order. Direct volunteers to avoid entering the building until the Fire Department issues the re-entry order.**

If the Library Director is not present, find and notify him or her. If the Library Director or Assistant Director cannot be reached, find and notify the Library Board President, or any known Library Board Member.

Each staff member present will need to document what he or she remembers of the event. The Library Director or designee is responsible for completing and filing MIRMA forms within 24 hours of the event. If the building cannot be re-entered, then the forms should be completed at City Hall in the Clerk's Office. The staff member most involved in putting out the fire will need to document what he or she remembers of the event and complete MIRMA forms for the Library Director's signature. In the event that the Library Director cannot sign the forms within 24 hours, then his or her designee (Assistant Director, or most senior staff member available) must sign them and get them to the City Clerk's Office.

If fighting the fire has caused water damage to the collection, follow procedures to triage the materials and get the irreplaceable items flash frozen. (See front desk manual.)

If fighting the fire has caused water damage to carpet, furnishings, plaster walls, etc., take measures to get the items removed from the building as quickly as possible to prevent mold growth and its spread.