# Fire Plan

Date of Last Revision: 1-2025

* Staff members are to dial 911 and notify the Fire Department of an emergency situation at the Library. Be sure to give our street address — 4556 N. Branch Street.
* Exit the building through the nearest fire exit.
* Staff will ensure that all areas of the Library are vacated.
* Check and clear screened-in porch area, restroom, basement room, and main room.
* Members of the staff and the public must leave the building until the Fire Department gives permission to enter the building.

Safety tips:

* Turn off all fans before leaving.
* Close but DO NOT lock doors.
* There is a fire extinguisher near the front door.