

FIRE ALARM PROCEDURES

1. Noun
2. Noun
3. Adjective
4. Adjective
5. Adverb
6. Noun - Plural
7. Verb
8. Noun
9. Verb - Past Participle
10. Noun
11. Verb
12. Noun
13. Noun

FIRE ALARM PROCEDURES

Who does what?

_____Noun_____, get the _____Noun_____, copy of work schedule, and alarm manual. If an there is an _____Adjective_____ fire, sweep through staff areas and _____Adjective_____ building _____Adverb_____. Meet at playground, call 911. In case of a false alarm, make phone calls to notify _____Noun - Plural_____; 911 - fire department and Simplex. Proceed to playground and give all clear to Adult Services, who will _____Verb_____ the alarm. Check work schedule make sure _____Noun_____ is accounted for.

All departments will _____Verb - Past Participle_____ laminated fire directions and flow charts and meet at the playground.

Youth Services, clear _____Noun_____ room and children's restrooms, take all unattended children to the playground and stay with them.

Adult Services, clear adult and YA areas, meeting rooms and lobby restrooms. If a false alarm, _____Verb_____ broken rod and reset lobby panel.

Tech. Services, clear staff areas.

Pages, help Youth Services evacuate children and remain with them.

Volunteers, vacate the building.

Any verification of false alarm needs to be reported to Circ. _____Noun_____ immediately. Nobody goes into the _____Noun_____ until the all clear has been given.

