FIRE ALARM
If the alarm goes off but no fire or smoke is reported or can be seen (or the area affected appears contained):
- Call security at x2111
- Make an announcement on the PA system: “Please leave the building immediately using the closest fire exit. Take your backpacks if possible.”
- Staff on duty should remain at the Circulation Desk but be prepared to evacuate.

If an actual fire or smoke of some proportion is reported or seen:
- Call 9-911
- Call Security x2111
- Make an announcement on the PA system: “Please leave the building immediately using the closest fire exit. Take your backpacks if possible.”
- Staff on duty should leave the building after other persons have done so.

The fire alarm panel is located behind the Circulation Desk near the outside drop box bin. The panel lights up to mark where in the library the fire alarm was pulled.

Fire extinguishers can be found next to the fire alarm panel, in tech services near the mailboxes and the loading dock door, next to the fire exit stairwells on each floor, and in the restroom hallways just before the first group room on each floor.

POWER OUTAGE ALARM
- Call Facilities Management (x1146) or Security (x2111) and report the alarm. Staff there will need to come to the library to reset the alarm.
- Library staff may turn off alarm if they wish to stop the blaring noise. Alarm panel is located in the basement behind the double doors leading to the boiler room. Turn off toggle switch beneath the activated light to stop alarm. Facilities Management or Security staff will still need to come to the library to reset the alarm, which is done in the penthouse area above the third floor.

FIRE EXIT STAIRWELL ALARM
- Turn off the alarm at the pillar next to the reserve area behind the Circulation Desk by switching the toggle switch down beneath the activated light.
- If more than one person is on duty, investigate the affected fire exit stairwell door to determine why the door alarm was activated.
- Use the “Library Back Door” key hanging on the bottom left corner of the Key Board behind Circulation to relock the stairwell door, then reset the alarm box at the pillar behind Circulation, OR
- Call Security at x2111 and request that they relock the door and reset the alarm.

TORNADO WARNINGS, BOMB THREATS, OTHER EMERGENCIES
- Call Security at x2111 to report a bomb threat or other emergency. Follow instructions regarding moving to the first floor during severe weather or evacuating the building as directed by Security. Make announcements on the PA to move people downstairs or outside.
- Alert SASC (x1270) and SSS (x1269) and any other staff in the building of circumstances that might require their attention.
Hovde emergency door alarm procedures

An emergency exit alarm system has been installed on the Hovde door leading to the entry way. If someone goes out that door, a very loud, irritating chirping noise will sound. To stop the noise, insert the front door key on the Submaster paddle (4RK) in the box on the upper left of the door on the entryway side and turn it to the right. This turns the alarm off. The door should then be closed, relocked, and the alarm system reactivated by inserting the key in the box and turning it to the left (a couple of green lights will show and then a quick chirp or two to let you know that the system is re-activated).

If someone ever wants to utilize that door (for catering access, for example), we will need to de-activate the alarm first before opening the door. To de-activate, you follow the same procedure as you do to stop the noise when the alarm sounds: you insert the front door key in the box and turn it to the right. The door can then be opened without the alarm sounding.