

Library Evacuation and Safety Protocols

Dear Library Patrons,

As part of our commitment to ensuring your safety, we would like to inform you of the evacuation and safety protocols that are in place in case of an emergency.

Emergency Evacuation Plan

1. When the fire alarm sounds, please remain calm and stop all activities.
2. Evacuate the building immediately using the nearest exit.
3. Do not use the elevators.
4. Meet at the designated assembly area located outside the main entrance.
5. Follow instructions from library staff and emergency personnel.

Safety Protocols

- Stay aware of your surroundings and familiarize yourself with exit routes.
- If you notice a potential hazard, report it to library staff immediately.
- In case of a lockdown situation, find a secure location and remain quiet.
- Keep personal belongings organized and accessible for easy evacuation.

Your safety is our top priority. Please take a moment to familiarize yourself with these protocols, and feel free to reach out to library staff with any questions.

Thank you for your cooperation.

Sincerely,

The Library Management Team