

IN THE ADIRONDACKS

Lake Placid Public Library

2471 MAIN STREET
LAKE PLACID, NEW YORK 12946

Building Evacuation Policy

The building should be evacuated whenever remaining in the building becomes dangerous or upon request of government authorities. If an evacuation becomes necessary library personnel will follow these procedures:

1. One person at the front desk to ensure patrons are exiting. All other staff walk through all rooms, including bathrooms, to announce the evacuation and see if anyone needs assistance.
2. When evacuating persons with disabilities, ask how you can help before giving assistance
3. Get the attention of a person with a hearing disability by touch and eye contact. Attempt to explain the situation or write of brief statement to communicate.
4. Do not grasp a visually impaired person's arm. Ask if he/she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
5. Assist adults with children.
6. All employees remain a safe distance away from the building until the authorities arrive. The Director will make one final pass through of the building as long as it seems safe.