



Truro Community Library

Evacuation Procedure



Ground Floor – Library

- ❖ **Do not attempt to use the lift. This will not operate during a fire alarm.**
- ❖ All internal fire doors will close automatically (You will still be able to get out).
- ❖ A fire curtain will have descended automatically adjacent to the exit doors on Union Place and the Café. **Do not be alarmed - this is a precaution**
- ❖ Exits are via the two main entrances in Pydar Street and Union Place, the back door into the Community Garden a member of staff will be assigned to check the garden and show you the escape route via the car park. There is also a fire exit through the Junior Library and out into the car park.
- ❖ The meeting point is in front of the Methodist Church.

First Floor – Truro City Council and Training Room

- ❖ **Do not attempt to use the lift. This will not operate during a fire alarm.**
- ❖ Refuges for those unable to use the stairs, are designated as between the fire doors on the landing (mosaic flooring). Staff will guide customers to these areas and then make the Fire Brigade aware of customers waiting in these areas to be evacuated.
- ❖ A member of staff (library and Truro City Council) will be assigned during the evacuation to check all rooms on this floor and help any staff/customers already on this floor.
- ❖ Exits are available via the main staircase and through the finance office at the end of the corridor and down the fire escape- follow the signs

Second Floor- Link into Learning, Medium and Large community rooms

- ❖ **Do not attempt to use the lift. This will not operate during a fire alarm.**
- ❖ This floor will be evacuated by Adult Education, Library or Truro City Council staff.
- ❖ If Adult Education is closed, a member of staff will be assigned during the evacuation to check all rooms on this floor and help any staff/customers already on this floor.
- ❖ Refuges for those unable to use the stairs, are designated as between the fire doors on the landing (mosaic flooring). Staff will guide customers to these areas and then make the Fire Brigade aware of customers waiting in these areas to be evacuated.
- ❖ Exits are available via the main staircase and also through Adult Education and down the fire escape - follow the signs