

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 706

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FIRE CONTROL

Reviewed 4/1/98

To report a fire during working hours, dial the ALA switchboard operator. To report a fire after working hours, dial 911.

Fire extinguishers are located on each floor near the entrance to the washrooms and in other areas throughout the buildings. Determine where the nearest ones are to the work area and become familiar with the location of the fire exits. -- DO NOT USE THE ELEVATOR -- use the stairways.

For a copy of procedures on fire control, see the Staff Support Services.