Appendix F: Fire Safety

Liaison and Training

The Chair of the Disaster Task Force, or designee, will communicate at least annually with the Director of Saint Michael’s College Safety and Security to ensure coordination of plans and to identify areas of concern. As appropriate, Safety and Security personnel may be included in disaster training sessions conducted for the library staff.

Staff training sessions will be conducted on the following cycle:

- alarms. All staff will be informed about the operation of manual alarms and interpretation of annunciator panels.
- fire extinguisher operation. The Disaster Task Force will periodically arrange for the SMC Safety and Security Department to conduct live, hands-on training sessions for all staff. The session may include use of all the types of extinguishers we use in the building(s).

Fire Suppression and Detectors

Sprinklers exist in the boiler room and as a curtain wall around the two story lobby. The sprinklers only activates if a heat source above 165 degrees develops in these areas.

The rest of the building has smoke or heat detection as appropriate to the area rating and use. These alarms would notify the local main panel. The panel may notify the main switchboard (the communication with the switchboard is not class A). The switchboard would dispatch SMC Security and Fire/Rescue. Colchester would also respond.

Portable Extinguishers

The building uses the following types of fire extinguishers in the specified locations:

See Appendix G: Floor Plans for locations.

| Type   | Water | ABC | CO2 – only near AC unit in Durick 327 |

When the sprinklers/suppression system discharges during working hours, staff will take the following actions:

- Cover book stacks if necessary
- Inform Administrative Assistant (*2621, or call College Switchboard *0)