FIRE ALARM BOXES

1. The fire alarm is sounded by pulling down hard on the white handle in the red boxes located near all library exits. This breaks a glass rod and the handle stays down. The alarm will ring continuously until turned off at the reset station in the air handling room, first floor, which is entered from outside the building.

2. When the fire alarm sounds, immediately call the Natchitoches Fire Department. Next, call the University Police. Tell the dispatcher that a person from Physical Plant must bring a key.

3. If no one has reported a fire, a search is made to determine if there is a fire in the building. If a fire is discovered, tell the library patrons to leave the building, and then exit the building to wait for the firemen. Report the location of the fire to the firemen.

4. If no fire is reported and/or discovered, the University Police will accompany the person from the Physical Plant to the air handling room and turn off the alarm. The lock on the air handling room door has been changed and can only be opened by a person from the Physical Plant.

5. If the police or the person from the physical plant does not know the procedure to shut off the alarms and reset the box, the procedure is as follows:

   A. Turn off the two switches marked fire alarm in the large panel box of the far right of the red alarm box.

   B. Take the key marked "Corbin B" from the red fire alarm control box in the air handling room to the fire alarm box; which was activated. Open the box, and move the glass rod inside the box to replace the one that was broken. Close the box.

   C. Return to the air handling room, turn on the circuit breakers in the large panel box and reset the red fire alarm, control box. Leave the Corbin B key in the lock of the control box. If the fire alarm is still sounding, another box was activated and repeat the procedure beginning with step #5.

6. If the alarm sounds on a night or weekend, be sure to report the incident to the library director as soon as possible.