

School of Medicine Library
Fire Alarm Procedures (After-Hours)

IF YOU SUSPECT THERE IS AN ACTUAL FIRE:

1. **Use the nearest Pull-Down Alarm** to notify the Fire Department.
2. **If the fire is large or uncontrollable, leave the Library immediately via the closest (and safest) exit.**
3. If you are not in immediate danger, quickly notify library patrons on the first and second floors that they need to evacuate the building via the closest exit.
4. **Do NOT use the elevators.** Disabled persons should be helped into the nearest stairwell. They should remain there with all fire doors closed until rescue personnel arrive.
5. From a safe area, **call 9-1-1** and give emergency personnel all necessary information:
 - Location of fire (building, room, etc.)
 - Address: USC School of Medicine Library, 6311 Garner's Ferry Rd.
 - Phone Number for front desk: 803-216-3200
 - Telephone number from which you are calling
 - Any other pertinent information
 - Stay near the telephone (if it's in a safe area) in case additional information is needed
6. Notify Head of Access Services or the Assistant Director for Information Services as soon as possible.