



PROCEDURE

SECTION: 13.4.a

SUBJECT: Emergency Evacuation Plan @
Branch Libraries

(See Library Policy Manual – Emergency Evacuation Plan @ Branch Libraries)

ACTION STEPS:

In the event of a need for the Library facility to be evacuated because of a Fire, Bomb Threat, Natural Disaster or Seismic Event, or other threats to the safety of Library staff and patrons the following procedures are required. If fire extinguishers are needed, they can be located near the circulation desk, mechanical equipment room, and kitchen area.

DO NOT PANIC! CALL 9-911 immediately, then contact Security (if assigned), Library Administration at 804.646.4256 and Cheryl Clarke at 804.393.8703 to report the emergency. Once the circumstances have been verified, an announcement will be made to evacuate the building. If verification is not made within 5 minutes, all occupants and staff must evacuate the building and stand across the street in designated areas on the sidewalk until permission is given by the Building Warden to return to the building. Staff must close their office doors and secure the cash registers before vacating the building.

If there is a Power Failure, visitors must exit the building. Staff shall remain in the Library and consult with supervisor before leaving the building.

Tornados, Hurricanes or Severe Storms – The Library will act as a safe refuge for staff and visitors when severe natural or manmade events occur during normal library operating hours. Library staff and visitors will remain in the building until authorization to leave is issued. For severe natural events, all employees and visitors may be instructed by the Building Warden to enter the office, meeting room or public bathrooms, so not to be in close proximity to the exterior glass windows and doors. **DO NOT EVACUATE THE UNLESS AUTHORIZED.**

Seismic Event (earthquake) – In the event of an earthquake, staff and visitors should drop to the floor; take cover by getting under a sturdy table or other piece of furniture; and hold on until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Stay away from glass, windows, outside doors and walls and anything that could fall, such as light fixtures or furniture. **DO NOT EVACUATE UNLESS AUTHORIZED.**

RESPONSIBILITIES:

BUILDING WARDEN (Library/Community Services Manager) will announce that the library is **CLOSED**, and direct all customers to exit the premises expeditiously and move to a safe area in the parking lot or sidewalk across the street from the building. Also, they will do a complete walk-through and check-in with Alternate Warden to make sure the building has been cleared in all areas. Building Warden will make sure help is provided for visitors needing assistance.

SECURITY, if applicable, will remain stationed at the front entrance to inform the public that the building is closed due to an emergency and allow only emergency personnel to enter. Security will consult with the Building Warden before allowing patrons to re-enter the building.



STAFF will safely evacuate the building as follows:

- ❑ Determine where patrons are located in your immediate work area.
- ❑ Move around throughout the public service areas and announce that the Library is being evacuated due to an emergency.
- ❑ Direct the individuals in your area to the front entrance to exit the building. Staff and patrons should exit the building using the "Emergency Evacuation Route" per branch library. If the emergency situation prevents access to the front entrance, use the nearest emergency exit.
- ❑ If a patron is in a wheel chair or needs assistance, please contact the building warden or security officer immediately,
- ❑ Check all public service areas, restrooms, meeting rooms and staff lounges.
- ❑ If POWER FAILURE, shutdown computer operating systems and disconnect power cords at the wall outlets. Secure cash registers and unplug power cords. Staff should remain in the Library and consult with their supervisor before leaving the building.

PATRONS will safely evacuate the building as follows:

- ❑ Exit the building expeditiously and move to a safe area in the parking lot or sidewalk across the street from the building.
- ❑ Remain outside the building until the building is safe for re-entry. Remain outside for approximately 10 minutes prior to re-entering to allow staff to return to their work areas to reopen to the public.

EMERGENCY COORDINATORS: (revised 04.30.13)

<u>Branch</u>	<u>Warden</u>	<u>Contact #</u>	<u>Alternate</u>	<u>Contact #</u>
Belmont	Barbara Booth	804.646.0527 or 804.646.1867	Tonya Tyler	804.646.1139
Broad Rock	Heather Montgomery	804.646.1867 or 804.646.8696	Irene Bassett	804.646.8488
East End	Adam Zimmerli	804.646.5396 or 804.646.4596	Sarah O'Neill	804.646.4474
Ginter Park	Kerry Phillips	804.646.6292 or 804.646.1236	Nichole Tyson	804.646.1239
Hull Street	Nideria Brown	804.646.0626 or 804.646.8699	Cheryl Jones	804.646.8699
North Avenue	Dianne Wilmore	804.646.0566 or 804.646.6676	Tyshawna Threat	804.646.6675
West End	Lisa Crisman	804.646.0653 or 804.646.1678	Helena Jainchell	804.646.1877
Westover Hills	Tori Nunnally	804.646.0652 or 804.646.8834	Lenora Wesley	804.646.8833

EMERGENCY EVACUATION ROUTES:

(See notes on Building Floor Plan - Emergency Evacuation Signs)

Belmont Library

Instructions for Emergency Evacuations (Follow Arrows)

1. Use Exit A and Exit B to leave the building.
2. Exit A – Main Entrance – Ellwood Ave Doorway
Remain standing across the street on Ellwood Ave sidewalk (South side) until instructed by staff to re-enter the building.
3. Exit B – Library Parking Lot Doorway
Remain standing in the rear of library parking lot until instructed by staff to re-enter the building.

Broad Rock Library

Instructions for Emergency Evacuations (Follow Arrows)

1. Use Exit A and Exit B to leave the building.
2. Exit A – Main Entrance – Old Warwick Road Doorway
Remain standing in the rear of Library parking lot (Lot 2) until instructed by staff to re-enter the building.
3. Exit B – Library Parking Lot Doorway
Remain standing in the rear of library parking lot (Lot 2) until instructed by staff to re-enter the building.

East End Library

Instructions for Emergency Evacuations (Follow Arrows)

1. Use Exit A and Exit B to leave the building
2. Exit A – Main Entrance – 25th Street Doorway
Remain standing across the street on 25th Street sidewalk (East side) until instructed by staff to re-enter the building.
3. Exit B – Library Parking Lot Doorway
Remain standing in the rear of library parking lot until instructed by staff to re-enter the building.

Ginter Park Library

Instructions for Emergency Evacuations (Follow Arrows)

1. Use Exit A and Exit B to leave the building.
2. Exit A – Main Entrance – Westbrook Ave Doorway
Remain standing on Westbrook Ave sidewalk until instructed by staff to re-enter the building.
3. Exit B – Side Entrance Doorway
Remain standing in the rear of library parking lot until instructed by staff to re-enter the building.

Hull Street Library

Instructions for Emergency Evacuations (Follow Arrows)

1. Use Exit A and Exit B to leave the building.
2. Exit A – Main Entrance - Hull Street Doorway
Remain standing across the street on Hull Street sidewalk (North side) until instructed by staff to re-enter the building.
3. Exit B – Library Parking Lot Doorway
Remain standing in the rear of library parking lot (South end) until instructed by staff to re-enter the building.

North Ave Library

Instructions for Emergency Evacuations (Follow Arrows)

1. Use Exit A and Exit B to leave the building
2. Exit A – Main Entrance – North Ave Doorway
Remain standing across the street on North Ave sidewalk (west side) until instructed by staff to re-enter the building.
3. Exit B – Library Parking Lot Doorway
Remain standing in the rear of library parking lot (north end) until instructed by staff to re-enter the building.

West End Library

Instructions for Emergency Evacuations (Follow Arrows)

1. Use Exit A and Exit B to leave the building.
2. Exit A – Main Entrance – Patterson Ave Doorway
Remain standing in the rear of Library parking lot until instructed by staff to re-enter the building.
3. Exit B – Library Parking Lot Doorway
Remain standing in the rear of library parking lot until instructed by staff to re-enter the building.

Westover Hills Library

Instructions for Emergency Evacuations (Follow Arrows)

1. Use Exit A and Exit B to leave the building.
2. Exit A – Main Entrance – Westover Hills Blvd. Doorway
Remain standing in the rear of Library parking lot (Lot 2) until instructed by staff to re-enter the building.
3. Exit B – Library Parking Lot Doorway
Remain standing in the rear of library parking lot (Lot 2) until instructed by staff to re-enter the building.

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