



PROCEDURE

SECTION: 13.3.a

SUBJECT: Emergency Evacuation Plan @
Main Library

(See Library Policy Manual – Emergency Evacuation Plan @ Main Library)

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 found on Column structure near Information Desk in depts. - General Collection, Periodicals, Children's, Circulation, Special Collections, and other areas in the building such as Administration, Technical Services on mezzanine level and the Auditorium in the basement.

DO NOT PANIC! CALL 9-911 immediately, then contact Security (if assigned), Library Administration at 804.646.4256, 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 in **designated areas** on the corner of **1st Street and Main St.** (see Appendix A) 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. DO NOT USE THE ELEVATORS.**

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. DO NOT USE THE ELEVATORS.**

When the elevators **ARE** operable, persons using wheelchairs and others needing to use the elevators should exit quickly to the main lobby on the 1st floor.

When the elevators **ARE NOT** operable, staff should direct all individuals to use the main stairwell to evacuate the building.

When individuals need assistance, staff should direct them to the waiting areas in front of the elevators on the 1st and 2nd floors where the evacuation chairs are located. Staff trained to operate the evacuation chairs will use the main stairwell to transport individuals to the 1st floor main lobby to exit the building. The evacuation chair on the 1st floor can also be used to assist individuals exiting the building on the mezzanine and basement levels. All Library wardens, security guards, and staff are encouraged to view the 5-minute online demo on how to operate the emergency evacuation chairs. The website address is www.evac-chair.com.

All other emergency situations, Security or the Library Administration will verify the circumstances and initiate the first call to the 911 Operator.

RESPONSIBILITIES:

BUILDING WARDENS (Superintendent of Facilities Maintenance, Director, Deputy Director and/or Library Community Services Manager) will contact DPW Maintenance at 646-5990, Branch Libraries, and the Mayor's Press Secretary Office to report the emergency. Also, they will do a complete walk-through and check-in with Department Wardens (see page 3) in each work area to make sure the building has been cleared. Building Wardens will make sure help is provided for visitors needing assistance.

SECURITY 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 and remain standing on the north side of the sidewalk in the 100 block of East Franklin Street or west side of the sidewalk in the 00 block of North 1st Street until instructed to re-enter the building. **ALL STAFF MUST MEET AT THE DESIGNATED AREA ON 1ST AND MAIN STREET (Appendix A).** No one will be allowed to stand on the front portico.
- ❑ If the emergency situation prevents access to the front entrance, use the nearest emergency exit. DO NOT USE THE ELEVATORS TO EXIT THE BUILDING.
- ❑ If a patron is in a wheel chair or need assistance, staff should direct them to the waiting areas in front of the elevators on the 1st and 2nd floors where the evacuation chairs are located.
- ❑ Check all public service areas, restrooms, meeting rooms, staff lounges, elevators, stacks in the 1972 Wing and Dooley Wing, Special Collection Room, and Auditorium.
- ❑ 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 the supervisor before leaving the building.

PATRONS will safely evacuate the building as follows:

- ❑ Exit the building and remain standing on the North side of the sidewalk in the 100 block of East Franklin Street or West side of the sidewalk in the 00 block of North 1st Street until instructed to re-enter the building. **No one will be allowed to stand on the front portico.**
- ❑ When it is safe to return to the building, the public should remain outside the building for approximately 10 minutes to allow staff to return to their work areas to reopen to the public.



EMERGENCY COORDINATORS:

| <u>Department</u> | <u>Warden</u> | <u>Contact #</u> | <u>Alternate</u> | <u>Contact #</u> |
|---|--|------------------------------|---------------------------------|------------------------------|
| Administration TV Lounge | Gianna Pack Sharon Fuller | 804.646.2547 804-646-2561 | | |
| General Collections | Patrick DeRoche | 804-646-3440 | Simms Toomey | 804-646-1510 |
| Law Library | Meldon Jenkins-Jones | 804.646.6500 | | |
| Computer Lab Staff Lounge – 2 nd fl | Nan Agaram Sharon Fuller | 804-646-3415 804-646-2561 | Delta Macklin | 804.646.2551 |
| Children's | Otis Pryor | 804.646.4768 | Beth Morris | 804.646.5177 |
| Circulation | Sheila Tyler | 804.646.6686 | Cynthia Jones | 804.646.4867 |
| Technical Services Mezz Stacks – 1972 Wing | Jonah Butler Nancy Buck | 804.646.7658 804-646-4807 | Debra Bynum | 804.646.2557 |
| Special Collection Room Auditorium Channel 98 Studio Basement Stacks – 1972 Wing | Security Security Nan Agaram Simms Toomey | 804-646-3415 804-646-1510 | Sharon Fuller Lynn Vandeness | 804-646-2561 804-646-3407 |
| DPW Maintenance | Lawrence Winn | 804.646.5990 | Ron Middleton | 804.363.9099 |
| Security | Guard | 804.357.0417 | | |

EMERGENCY EVACUATION ROUTES

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

FIRST FLOOR - General Collection and Children Dept.

Instructions for Emergency Evacuations (Follow Arrows)

WARNING: DO NOT USE ELEVATOR!!

1. Use main lobby to leave the building through **EXIT A (Main Entrance – Franklin Street Doorway)**

SECOND FLOOR - Periodicals, Automation, City Records, Administration & Other Depts.

Instructions for Emergency Evacuations (Follow Arrows)

WARNING: DO NOT USE ELEVATOR!!

1. Use main stairwell to main lobby to leave the building through **EXIT A (Main Entrance – Franklin Street Doorway)**
OR
2. Use **EXIT C (Rear Stairwell to parking lot)**.

THIRD FLOOR - Mechanical Room

Instructions for Emergency Evacuations (Follow Arrows)

WARNING: DO NOT USE ELEVATOR!!

1. Use main stairwell to main lobby to leave the building through **EXIT A (Main Entrance – Franklin Street Doorway)**

MEZZANINE LEVEL - Technical Services and Stacks

Instructions for Emergency Evacuations (Follow Arrows)

WARNING: DO NOT USE ELEVATOR!!

1. Use corridor leading to garage to leave the building through **EXIT B (Rear Entrance – Parking Lot Doorway)**.

BASEMENT LEVEL - Auditorium, Meeting Rooms and Stacks

Instructions for Emergency Evacuations (Follow Arrows)

WARNING: DO NOT USE ELEVATOR!!

1. Use main stairwell leading to first floor main lobby to leave the building through **EXIT A (Main Entrance – Franklin Street Doorway)**.



SPECIAL COLLECTION ROOM and Stacks

Instructions for Emergency Evacuations (Follow Arrows)

WARNING: DO NOT USE ELEVATOR!!

1. Use **EXIT D (Special Collection Entrance – 1st Street Doorway)** to leave the building.

Approved: September 2006
Revised: July 2007
Revised: January 2008
Reviewed: January 2012
Reviewed: November 2019



Appendix A

Employees Designated Meeting Place – 1st and Main Street.



Employees Designated Meeting Place – 1st and Main Street.