



RICHMOND PUBLIC LIBRARY

Title: Emergency Evacuation Plan at
Branch Libraries Policy

Policy Number: 13.04

Revised Date: 07/23/2025

Purpose

The purpose of this policy is to provide instructions for emergency evacuations for the protection and safety of all Library employees and visitors.

Scope

This plan is designed to handle evacuations of the Richmond Public Library. This plan is subject to change either by written or oral directive through the Building Warden when certain emergency conditions exist. The plan is prepared for emergency evacuation arising from:

- a) Fire
- b) Bomb Threat
- c) Civil Disorders
- d) Storm, Hurricane, Tornado, etc.
- e) Flood
- f) Seismic Event (earthquake)
- g) Power Failure
- h) Other threats to the safety of life and property

In a situation of any severe natural or man-made event (hurricane, tornado, earthquake, etc), Library employees and visitors will remain in the building until authorization to leave is issued. DO NOT EVACUATE UNLESS AUTHORIZED.

Organization

The emergency evacuation organization is comprised of the security officer (if assigned), building warden, and alternate warden, where needed.

- a) A Building Warden will be designated for the entire building.
- b) An Alternate Warden will be designated for the area in the building.
- c) A Security Officer, only if assigned, will be available to assist with the orderly emergency evacuation.

Responsibilities

Building Warden

- a) Formulate and publish a plan for orderly evacuation.
- b) Distribute the plan to all members of the organization and plan classes to ensure a clear understanding of the provisions of the plan by all. Periodic classes should be held to train alternate wardens in evacuation procedures, use of firefighting equipment, and procedures for evacuating handicapped patrons.
- c) Select from personnel at each branch to serve as an alternate.

Responsibilities During an Emergency

In the event of an emergency necessitating the evacuation of the Richmond Public Library:

1. Building Warden - will notify the alternate warden or whoever is nearest to the source of danger. If special assistance is needed to help patrons with physical, visual, hearing, and/or other challenges, the Building Warden will coordinate and direct aid to those individuals.
2. Alternate Warden – will supervise the evacuation of the branch with particular emphasis on assistance to handicapped persons. When the alarm is sounded, the alternate warden will oversee the orderly evacuation of all patrons and personnel in the branch. He/She will check restrooms, meeting rooms, and the storage rooms.

The Alternate Warden will meet with the Building Warden at the front entrance before leaving the building to give a verbal confirmation that everyone has been evacuated from the building. If assistance is needed for evacuating a handicapped patron in a wheelchair or with physical, visual or hearing challenges, please contact the building warden or security officer immediately, if assigned.

3. Security Officer (if assigned to the branch) – will be positioned at the main entrance of the building to prevent patrons from entering the building during the emergency evacuation process. The Security Officer or a designated staff person will stay at the front entrance to ensure that the building remains closed to the public until the Fire Department or other emergency personnel have determined that it is safe for the staff and patrons to return to the building. When the emergency responders arrive, Security will direct the emergency personnel to the Building Warden, who will assist with identifying the source of the emergency.
4. In the public and staff area, there shall be posted a map of the floor plan with emergency exits. A list of the Building Warden and Alternate Warden, along with telephone numbers, will be posted at the information desk.

EMERGENCY COORDINATORS:

<i>EMERGENCY COORDINATORS: (revised 05.02.24)</i>				
Branch	Warden	Contact #	Alternate	Contact #
Belmont	Hayley DeRoche	804.646.0527 or 804.646.1867	Tonya Tyler	804.646.1139
Broad Rock	Heather Montgomery	804.646.1867 or 804.646.8696	Summer Bowling	804.646.8488
East End	Adam Zimmerli	804.646.5396 or 804.646.4596	Darlene Perry	804.646.4474
Ginter Park	Louis Maranski	804.646.6292 or 804.646.1236	Gina Ardiente	804.646.1239
Hull Street	Meldon Jenkins-Jones	804.646.0626 or 804.646.8699	April Freeman	804.646.8699
North Avenue	Craig D. Gill-Walker	804.646.0566 or 804.646.6676	Larry Sarratt	804.646.6675
West End	Lisa Crisman	804.646.0653 or 804.646.1678	Yusuf Brown	804.646.1877
Westover Hills	Danielle Tarullo	804.646.0652 or 804.646.8833	Lenora Wesley	804.646.8833

Approved: September 2006
Revised: July 2007
Revised: January 2008
Revised: January 2012
Reviewed: December 2018
Revised: May 2024
Revised: July 23, 2025