



RICHMOND PUBLIC LIBRARY

Title: Emergency Evacuation Plan at
Main Library Policy

Policy Number: 13.03

Revised Date: 07/23/2025

Purpose

To provide instructions to be used during emergency evacuations for the protection and safety of all patrons and City employees in the Richmond Public Main Library.

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

Organization

The emergency evacuation organization is comprised of the security officer, building warden, department warden, and alternate department warden, where needed.

- a) A Building Warden will be designated for the entire building.
- b) A Department Warden and the Alternate will be designated for each department in the building.
- c) A Security Officer 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 department wardens in evacuation procedures, use of firefighting equipment, and procedures for evacuating handicapped patrons.
- c) Select from personnel in each department to serve as department wardens and alternates.

Responsibilities During an Emergency

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

1. Building Warden – will notify the Department Wardens starting with the warden nearest to the source of danger. The Building Warden will be positioned at the circulation lobby area to take reports from Department Wardens confirming that their departments have been evacuated and coordinate with Fire officials as to the areas of emergency, fire, or otherwise. 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. Department Warden/Alternate Warden – has absolute authority over all personnel assigned to his/her department and will supervise the evacuation of their individual departments with particular emphasis on assistance to handicapped persons. When the alarm is sounded, the department warden will oversee the orderly evacuation of all patrons and personnel in their area. The department wardens will check restrooms, meeting rooms, and the storage rooms in their immediate areas.

All Department Wardens/Alternate Wardens will meet with the Building Warden in the main lobby before leaving the building to give a verbal confirmation that everyone has been evacuated in their department. 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.

3. Security Officer – will be positioned at the main entrance on the portico 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. For example, the light on the Fire Alarm Panel behind the Circulation Desk will indicate the general area where the faulty smoke detector is located. The control switch panel box for the Fire Alarm System is located in the mechanical equipment room in the basement, or the first door on the left in the corridor leading from the Auditorium to the Special Collection Room.
4. In the lobby area and/or by the elevator on each floor, there shall be posted a map of the floor plan with emergency exits on each level. A list of the Building Warden, Department Wardens, and Alternate Department Wardens, along with telephone numbers, will be posted at the information desk.

EMERGENCY COORDINATORS:

<u>Department</u>	<u>Warden</u>	<u>Contact #</u>	<u>Alternate</u>	<u>Contact #</u>
Administration	Gianna Pack	804-646-2547		
TV Lounge	David Kilmon	804-646-4151		
General Collections	Patrick DeRoche	804-646-3440	Lisa Taylor	804-646-1510
Law Library	Charlie Schmidt	804-646-6500		
Computer Lab	Nan Agaram	804-646-3415	Susan Revere	804-646-5511
Children's	Otis Pryor	804-646-4768	Beth Morris	804-646-5177
Circulation	Sheila Tyler	804-646-6686	Cynthia Jones	804-646-4867
Technical Service Mezz Stacks – 1972 Wing	Erin Brallier	804-646-7658 804-646-4807	Anthony Hermene	804-646-6743
Special Collection Room Auditorium	Security Security	804-646-357-0417		
Channel 98 Studio	Nan Agaram	804-646-3415	Joe Taylor	804-646-0227
Basement Stacks – 1972 Wing	Charlie Schmidt	804-646-6500/3425	Chloe McCormick	804-646-0117
DPW Maintenance	Facilities Maint.	804-646-5990	Ron Middleton	804-363-9099
Security	Guard	804-357-0417 (C)	Desk phone	804-646-3410

Approved: September 2006
Revised: July 2007
Revised: January 2008
Revised: February 2012
Reviewed: September 2018
Revised: November 2019
Revised: September 2022
Revised: July 23, 2025