

Emergency Evacuations

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New Area Marshals have been selected and have met and discussed issues regarding emergency procedures. Evacuation Procedures binders will be given to each department. This binder will contain information regarding procedures, supplies, what to do in every situation, maps of fire extinguishers, and a phone number to call. Emergency phones are set-up throughout the library if the black phones go off. Some basic guidelines to follow for an emergency are:

1. During initial sweep of areas, encourage evacuation and help those with special needs. Take note of any situations and call directly to security.
2. If a patron or employee does not want to leave, encourage but do not force him/her to leave. There will be paper at the security desk for comments or concerns.
3. Each person's main concern should be getting themselves out.
4. When employees are evacuating, please gather your belongings and be sure to
 1. Turn off your computer.
 2. Shut your door but do not lock it.
 3. Keep your lights on.

*For long time closures, a phone will be set-up with a message giving the projected opening time, which usually will be longer than expected in order to avoid people waiting outside.

*White boards will be put up with updates regarding the re-opening of the library and the phone number to call for projections will be posted on that board.

*The HBLL Security will try to make more announcements during an evacuation.

*When student and full-time employees are allowed back into the library, they must enter the building through the staff entrance on the west side.

*An announcement will be made inside the library informing employees of entering patrons.

There is a policy regarding **no helium balloons in the library**. In the atrium, the fire alarms are beams and will be set off if anything breaks the beams. The policy was made to avoid unnecessary evacuations

EMERGENCY EXITS AND SECURITY GATES EMERGENCY EXITS

There are two emergency exits at the far north end of the Periodicals Room and one emergency exit on the east side of the room. These exits should be used in case of a fire alarm or when an emergency evacuation is ordered. Users should not access these doors at any other time, doing so will set off the door alarm. This alarm is monitored in the Security Booth and will be handled by Security Officers. Video cameras mounted outside the emergency doors, on the exterior of the building, will photograph the offender should he/she attempt to exit the building through these doors. Once the incident is resolved, Security will reset the alarm system.

SECURITY GATES

The security gates will beep when users attempt to remove sensitized materials from the Periodicals Room, as well as when they attempt to bring non-checked out materials into the room. When the gates go off and the Security Desk is unmanned:

1. **GO** to the gate and **CHECK** to see if the item has been checked out to a Faculty member. If not, inform the user that periodicals do not leave the room.
2. IF you are **UNABLE** to catch the user at the gate, **contact** Security 8 - 1165 immediately and give them as clear a physical description of the offender as you possibly can.