Library Evacuation Plan

**GOAL:** Prompt evacuation of all patrons and staff to walkway at Lot A along East Leland Road.

**PLAN:** Evacuation will be coordinated by Camme Benzler and Elaine Ortiz. Staff members will be assigned responsibility for directing the exit of people from these areas:

**Lower Level:**
- Main floor
- Circulation Area: Broken into two areas

**Upper Level:**
- Media floor
- Classrooms, faculty room, restrooms
- Administration Area

*Community Rooms, Art Gallery, and restrooms on lower floor are the responsibility of Police Services.*

**LOWER LEVEL:**

**CIRCULATION DESK TO REFERENCE DESK**

**Exit route:** Main entrance, Emergency exit at bottom of stairs, or Library receiving door

**Lead:** Senior Library Assistant or Library Assistant on duty

**Backup:** Any available staff member

**Clear:**
- Computer commons area
- L125
- Circulation staff area
- Break room
- Back office and storage areas
LOWERS LEVEL:  
REFERENCE DESK TO REAR OF LIBRARY  
Exit route:  Emergency exit at rear of library  
Lead:  Reference Librarian on duty  
Backup:  Any other Librarian in area or Library Assistant on duty  
Clear:  Copy Room  
Reference area  
Stacks  
Study Rooms (L127, L128, L129, L130)  
Reading areas at rear of library  

UPPER LEVEL:  
MEDIA FLOOR  
Exit route:  Down the stairs to emergency exit at bottom of staircase  
Lead:  Camme Benzler; during Evening shift, Media staff with assistance from Librarian and Police Services  
Backup:  Any available IT/Media staff  
Clear:  Advanced Media room  
Computer area  
Computer Lab (L213, L214)  
IT Offices (L211, L212)  
Professional Reading Room (L215)  

UPPER LEVEL:  
ADMINISTRATION OFFICES  
Exit route:  Emergency exit to the left when leaving Admin area  
Lead:  Camme Benzler  
Backup:  Any available staff person  
Clear:  All administrative offices  
Restrooms
--IMPORTANT --

If someone won’t leave

(after you’ve told them of the impending danger)

and you feel you are in danger

– then you need to leave!