

## 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

**LOWER 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**

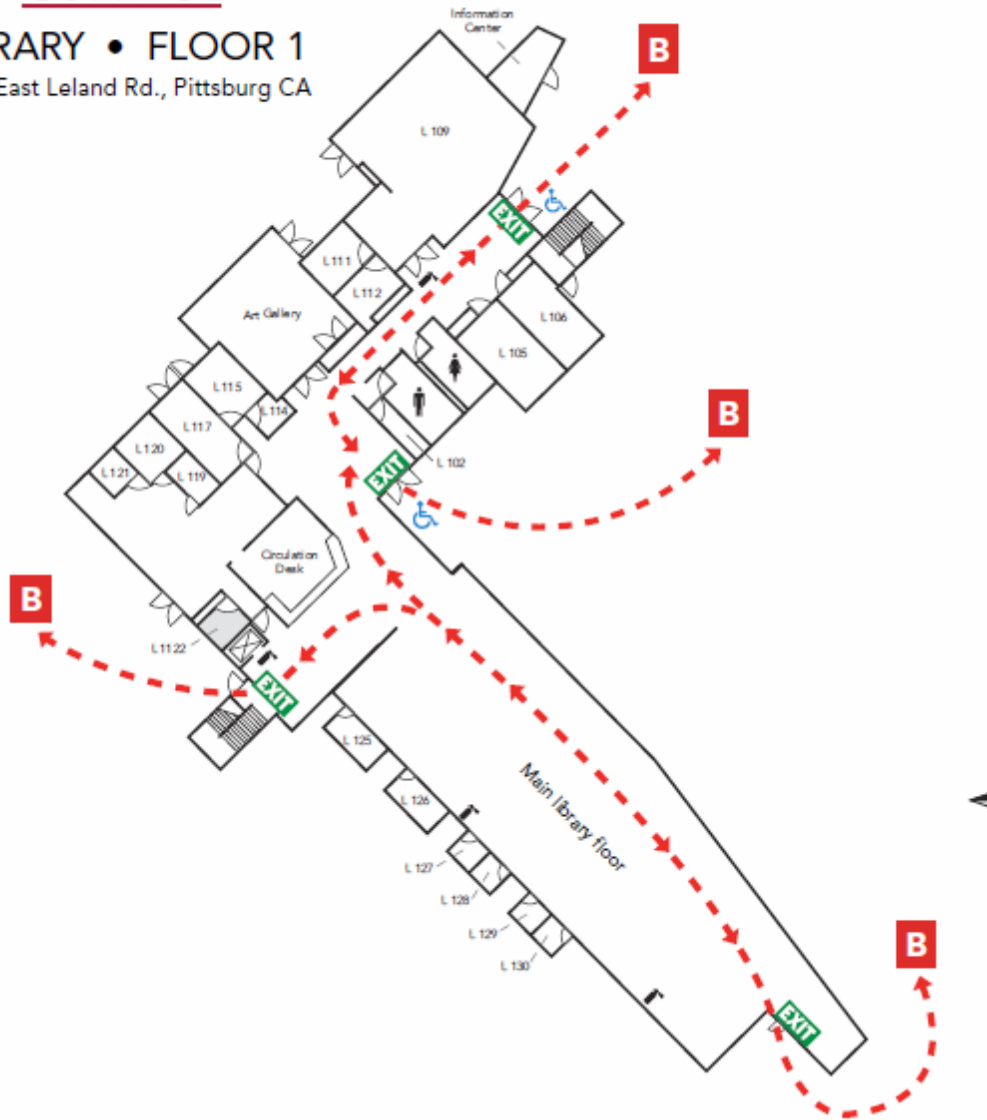
**Exit route:** Emergency exit to the left when leaving Admin area  
**Lead:** Camme Benzler  
**Backup:** Any available staff person  
**Clear:** All administrative offices  
Restrooms

**--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!**

LOS MEDANOS  
COLLEGE

LIBRARY • FLOOR 1  
2700 East Leland Rd., Pittsburg CA



LOS MEDANOS  
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LIBRARY • FLOOR 2  
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