

# Staley Library

## First Floor

### EMERGENCY ACTION PLAN

#### IN THE EVENT OF AN EMERGENCY OCCUPANTS MAY BE ALERTED BY:

##### ALARM DEVICES

**Fire:** Smoke Detectors

**Tornado:** EMA Warning Siren

**IN PERSON** *By Security or Law Enforcement personnel*

**Fire:** Upon discovery by personnel or passerby

**Tornado:** Upon sighting by personnel or passerby

#### CRISIS COMMUNICATION

FROM MILLIKIN PUBLIC SAFETY VIA:

» Send Word Now

» Novell Desktop Alert

» Email Alert

» Verbal Message from Security Staff

#### THE POLICY OF THIS ESTABLISHMENT IN THE EVENT OF FIRE OR OTHER EMERGENCY IS:

» **Fire:** Evacuate immediately

» **Tornado:** Seek shelter in lowest space available (*lowest levels away from windows*).

» **Campus Emergency:** Follow instructions given in crisis communication to mitigate hazards.

*Instructions may include a "lock down" and/or shelter in place instruction.*

*For this space a "lock down" may be implemented by building or security staff securing the exterior doors. Further sheltering into lockable classrooms, offices, or other spaces may be preferred.*

#### EVACUATION

Occupants shall evacuate by means of the nearest available marked exit.

#### FIRE

Any individual who has been trained in the use of portable fire extinguishers may attempt to extinguish fires before evacuating as long as 911 has been contacted and advised of the emergency.

*Critical operations shutdown procedures are not required in this building, all employees are expected to immediately evacuate or take other emergency precautions.*

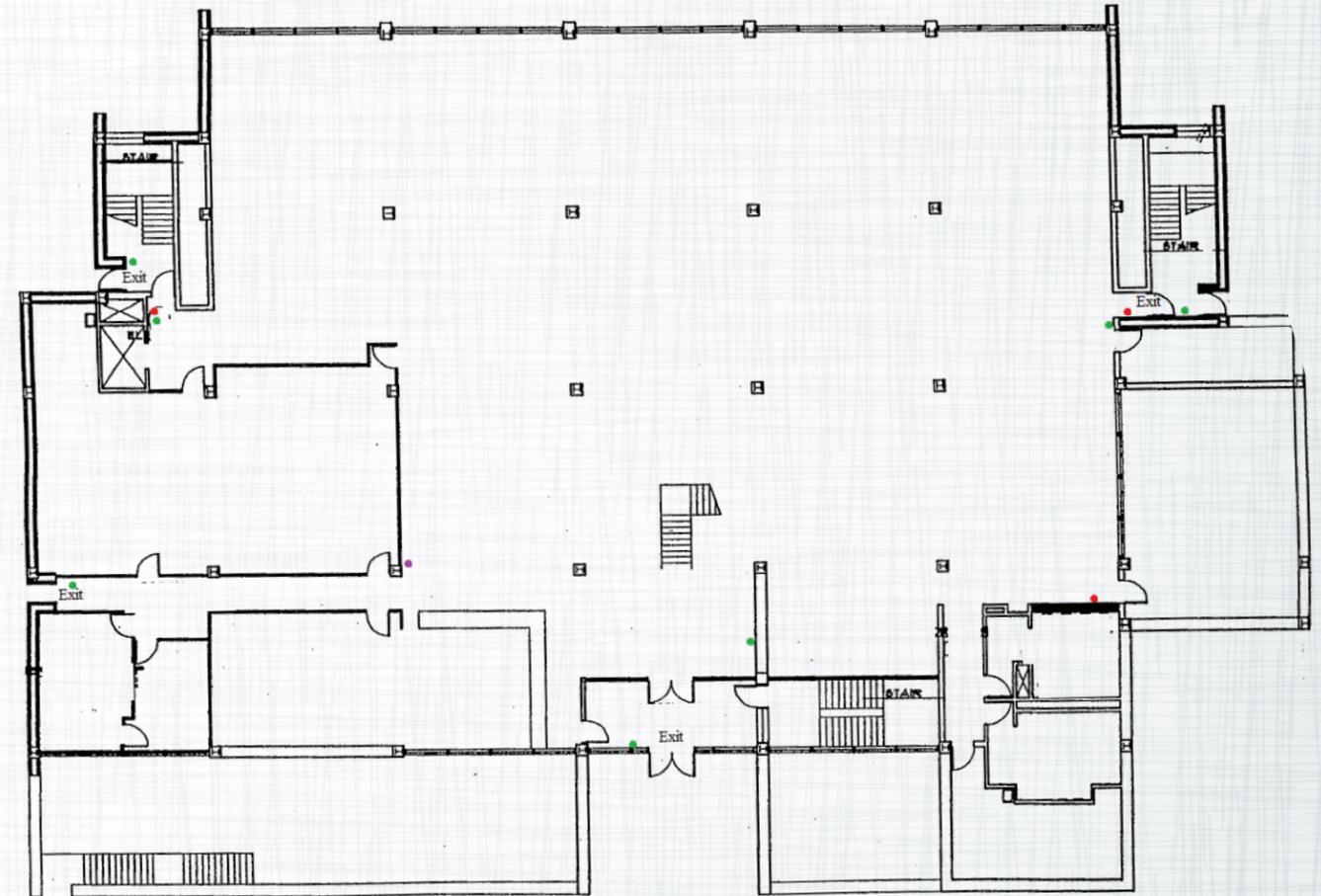
*No employees are assigned to perform medical or rescue duties during emergency evacuation situations.*

#### AFTER AN EMERGENCY EVACUATION

Occupants are to gather in the following location(s): The sidewalk in front of ADM/Scovill Hall.

*The procedure for accounting for all employees is: Head count by lead staff member present.*

**Automated External Defibrillator (AED)**  
Main floor next to the check out desk



- Fire Extinguisher
- Pull Station
- AED

# Staley Library

## Second Floor

### EMERGENCY ACTION PLAN

#### IN THE EVENT OF AN EMERGENCY OCCUPANTS MAY BE ALERTED BY:

##### ALARM DEVICES

- Fire:** Smoke Detectors
- Tornado:** EMA Warning Siren

##### IN PERSON *By Security or Law Enforcement personnel*

- Fire:** Upon discovery by personnel or passerby
- Tornado:** Upon sighting by personnel or passerby

#### CRISIS COMMUNICATION

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#### EVACUATION

Occupants shall evacuate by means of the nearest available marked exit.

#### FIRE

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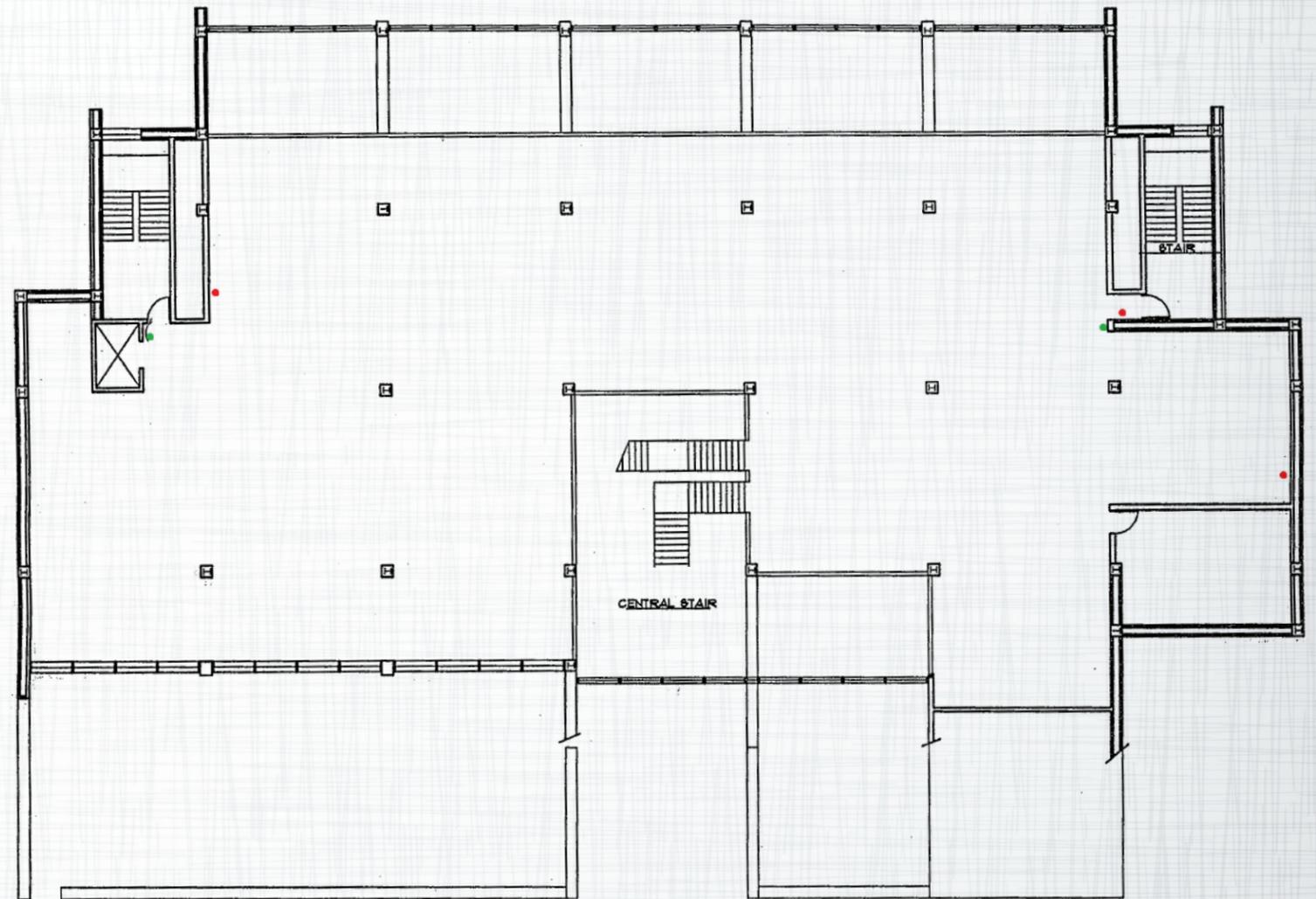
*No employees are assigned to perform medical or rescue duties during emergency evacuation situations.*

#### AFTER AN EMERGENCY EVACUATION

Occupants are to gather in the following location(s): The sidewalk in front of ADM/Scovill Hall.

*The procedure for accounting for all employees is: Head count by lead staff member present.*

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Main floor next to the check out desk



- Fire Extinguisher
- Pull Station

# Staley Library

## Third Floor

### EMERGENCY ACTION PLAN

#### IN THE EVENT OF AN EMERGENCY OCCUPANTS MAY BE ALERTED BY:

##### ALARM DEVICES

**Fire:** Smoke Detectors

**Tornado:** EMA Warning Siren

##### IN PERSON *By Security or Law Enforcement personnel*

**Fire:** Upon discovery by personnel or passerby

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#### CRISIS COMMUNICATION

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### EVACUATION

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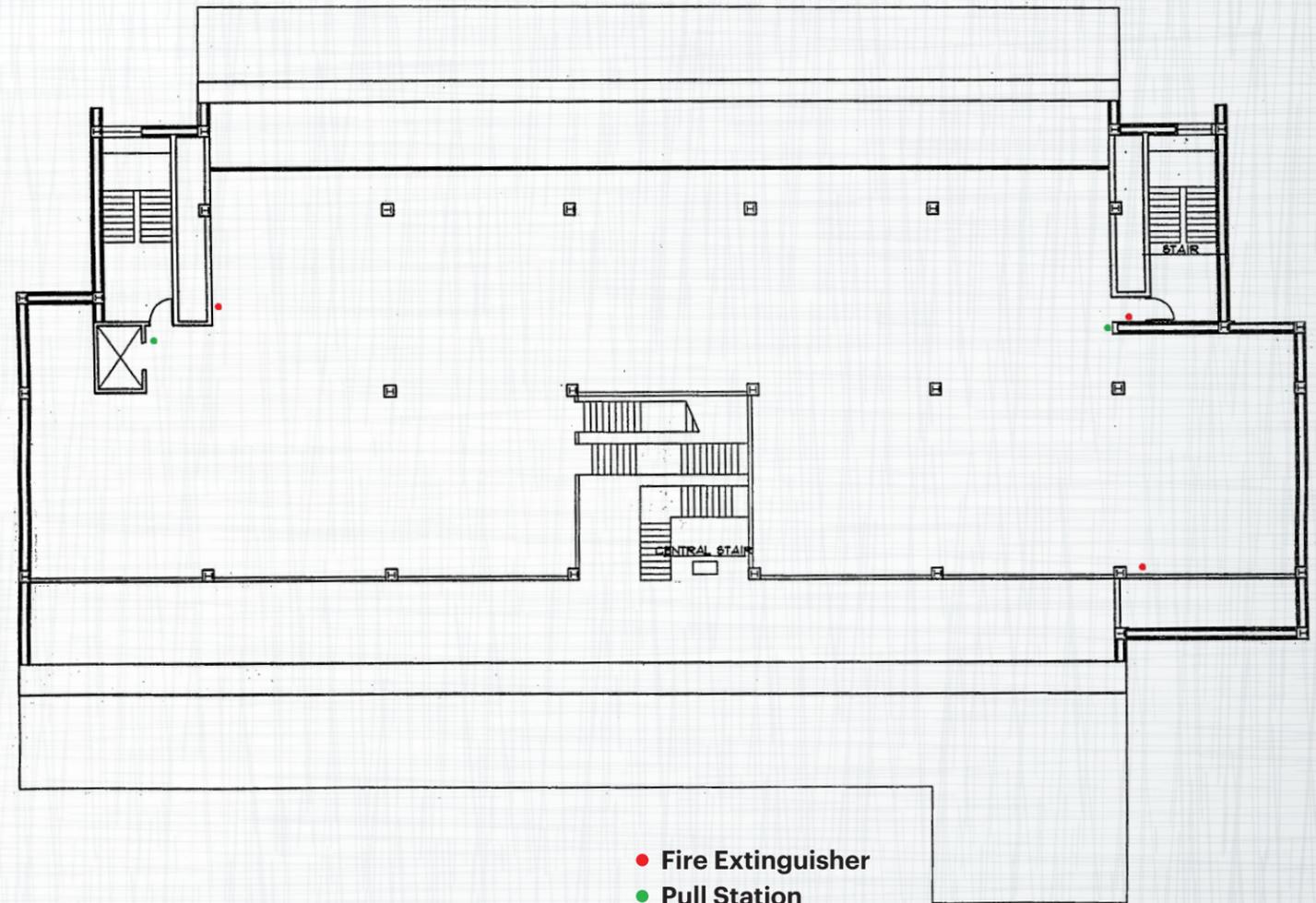
*No employees are assigned to perform medical or rescue duties during emergency evacuation situations.*

#### AFTER AN EMERGENCY EVACUATION

Occupants are to gather in the following location(s): The sidewalk in front of ADM/Scovill Hall.

*The procedure for accounting for all employees is: Head count by lead staff member present.*

**Automated External Defibrillator (AED)**  
Main floor next to the check out desk



### EMERGENCY ACTION PLAN

#### IN THE EVENT OF AN EMERGENCY OCCUPANTS MAY BE ALERTED BY:

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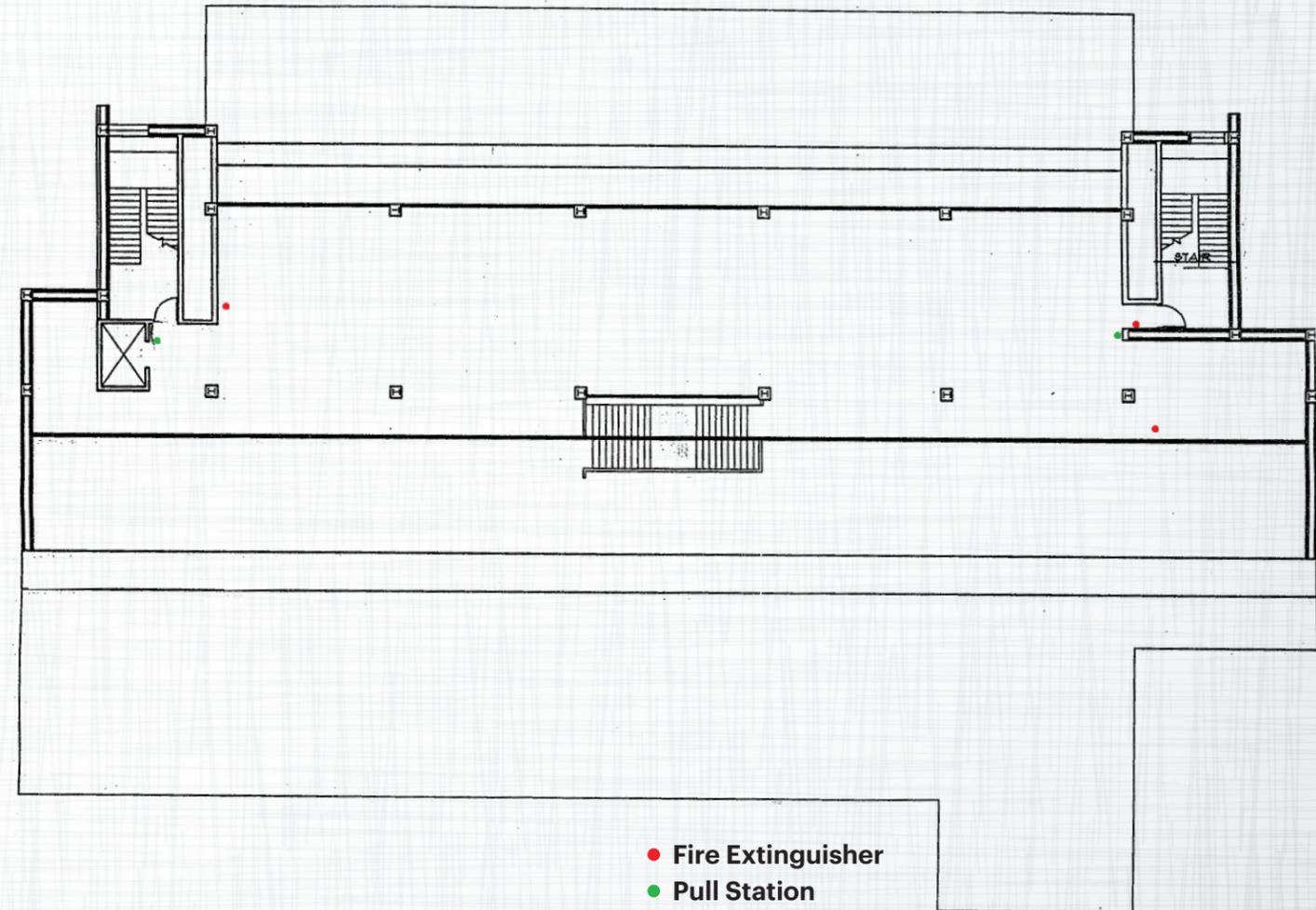
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#### AFTER AN EMERGENCY EVACUATION

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Main floor next to the check out desk



# Staley Library

## Lower Level

### EMERGENCY ACTION PLAN

#### IN THE EVENT OF AN EMERGENCY OCCUPANTS MAY BE ALERTED BY:

##### ALARM DEVICES

**Fire:** Smoke Detectors

**Tornado:** EMA Warning Siren

##### IN PERSON *By Security or Law Enforcement personnel*

**Fire:** Upon discovery by personnel or passerby

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##### CRISIS COMMUNICATION

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- » Send Word Now
- » Email Alert
- » Novell Desktop Alert
- » Verbal Message from Security Staff

#### THE POLICY OF THIS ESTABLISHMENT IN THE EVENT OF FIRE OR OTHER EMERGENCY IS:

- » **Fire:** Evacuate immediately
- » **Tornado:** Seek shelter in lowest space available (*this floor away from windows*).
- » **Campus Emergency:** Follow instructions given in crisis communication to mitigate hazards.

*Instructions may include a "lock down" and/or shelter in place instruction. For this space a "lock down" may be implemented by building or security staff securing the exterior doors. Further sheltering into lockable classrooms, offices, or other spaces may be preferred.*

#### EVACUATION

Occupants shall evacuate by means of the nearest available marked exit.

#### FIRE

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