



TESC LIBRARY EVACUATION PLAN

January 2010

For Official Use only

*The Evergreen State College
Olympia, WA*

For emergencies, dial 911

Note: This document provides basic evacuation procedures for the Library. Please refer to the TESC's Emergency Response Handbook and the Comprehensive Emergency Management Plan for more detailed information regarding emergency preparedness and response.

I. PURPOSE

The purpose of the Library Evacuation Plan is to ensure that all individuals who either work in the Library Building or are using the Library facilities are evacuated in an effective, timely and safe manner during any situation where emergency exiting of the building is necessary.

The strategy is comprised of four main elements:

1. Basic evacuation procedures;
2. A Library Evacuation Team to assist with the evacuation;
3. Egress maps for each floor of the Library Building; and
4. Area specific procedures.

II. BASIC EVACUATION PROCEDURES

The following are the basic procedures to be used by everyone during an emergency involving an evacuation of the Library Building.

- **When the voice alarm is activated, listen carefully to the message and be prepared to follow any instructions given.** If you are told to evacuate, follow the instructions below. *DO NOT USE THE ELEVATORS!*
- **When the fire alarm sounds, immediately exit the building using designated evacuation routes depicted on pages 6-10.** Take your personal belongings (coat, purse, keys, backpack, medication), providing they are readily close at hand. *DO NOT GO BACK INTO THE BUILDING TO GET PERSONAL BELONGINGS.* Consider that you may not be allowed to re-enter the building for a period of time.
- **Regardless of where you exit the Library Building, go to the designated evacuation location (rear NE corner) depicted in the diagrams on pages 6-10.** Report in with the most senior person within your work or program area.
- **Wait for further instructions.** *DO NOT RE-ENTER THE BUILDING UNTIL NOTIFIED THAT IT IS SAFE TO DO SO* by the Voice Alert system or by McLane Fire Dept, on-site Police Officers, or Emergency Response Team (ERT) members. If the fire alarm is sounding, it is unsafe to re-enter.
- **If an earthquake occurs, take shelter under a table or other furniture away from windows or other objects that may fall.**
- **When the shaking stops, exit the building using the closest safe route.** *DO NOT USE THE ELEVATOR and AVOID THE CLOCK TOWER.* Watch out for broken glass, water and downed electrical lines. Refer to building egress maps in hallways or near elevators and on pages 6-10 for evacuation routes

- **If trapped, call 9-1-1** if phone available. Report location and situation. Go to a window, if possible, and signal emergency personnel by waving or by hanging or taping a large sign to the window. If smoke is present, stay low, cover your face with a cloth, damp if possible, and place fabric, cloth, towels around door cracks to keep smoke out.
- **Remember:** In case of an actual emergency, the most important thing to do is remain calm, follow procedure, and get yourself out of the building if possible. Members of the Library Building Evacuation Team are designated to help. Listen to them and follow their lead.
- **People needing special assistance:** College safety policy recommends that people who cannot evacuate using stairs move to an emergency exit and remain at the exit - in the stairwell - and wait for firefighters or other help to arrive. Depending on the situation, you may chose to wait at an alternative site AS LONG AS SOMEONE KNOWS WHERE YOU ARE.
- **Providing assistance:** If you are willing and able, help anyone in your area who may need assistance. Keep in mind that people with children, the elderly, and others without visible disabilities may need help getting out.

III: BASIC EMERGENCY RESPONSIBILITIES OF ALL LIBRARY BUIDLING STAFF AND USERS DURING EVACUATIONS

Faculty and Instructors: Be familiar with emergency procedures and evacuation routes and account for any students under your purview.

Supervisors: Be familiar with emergency procedures and evacuation routes and account for staff whereabouts.

People with Disabilities: Develop an individual evacuation plan and inform your supervisor or Library staff of your specific needs. Be familiar with emergency procedures and evacuation routes. Keep a cell phone programmed with emergency numbers. IT IS CRITICAL THAT SOMEONE KNOWS WHERE YOU PLAN TO BE SO EMERGENCY RESPONDERS CAN FIND YOU.

Staff: Be familiar with emergency procedures and evacuation routes.

Students: Be familiar with emergency procedures and evacuation routes.

Visitors: Be familiar with evacuation routes

IV. LIBRARY EVACUATION TEAM

The Library Evacuation Team is composed of at least one volunteer from each work unit in the Library Building. Team members have basic training in evacuation procedures and are equipped with a clip board and emergency vest. Their responsibility is to ensure that everyone within their work unit is safely evacuated to the rear of the Library and accounted for. (See Section VII pages 11 and 12 for a list of team members).

The Library Evacuation Team includes an Emergency Response Team (ERT) composed of several individuals equipped with two way radios and an orange ERT vest. Their responsibility is to assist with the evacuation, ensure people do not return to the building before it is safe, and to be a communication liaison with other ERTs, the Emergency Operations Center and with on scene responders (Police Services and/or the McLane Fire). (See Section VII for a list of ERT members)

The specific responsibilities Library Evacuation Team members are as follows:

Prior to an emergency

- Be familiar with the Library Evacuation Plan and the basic emergency procedures
- Know the alert signals, ie fire alarm and voice alarm
- Know the evacuation routes for your work unit
- Know where your unit's first aid kit is located.
- Have an up to date list of work unit members on a clip board that is easily accessible
- If you have a cell phone, program the Police Services emergency number on it and have the phone readily available
- If you have a two way radio, be familiar with how to use it and make sure it is charged
- Know who to contact with information about your work unit

During an emergency while inside the building:

- Determine if it is an evacuation situation
- Take vest, clip board, radio or cell phone, flashlight as needed
- Move quickly but safely to ensure everyone in your area is evacuating using designated routes
- Sweep your work area to ensure everyone is out.
- If possible, do a quick check in adjacent areas to ensure they have evacuated
- Assist any people having difficulty exiting without compromising your own safety
- Close doors when leaving

Once outside of the building:

- Monitor entrances to keep people from re-entering. Five entrance areas require monitoring. See Section VII for monitoring assignments.
- Collect head counts using list. If someone is missing or injured, contact Police, Fire or Emergency Response Team members equipped with radios and orange vests
- Provide information and status updates to evacuees if available.

After the emergency:

- Make sure there is an all clear message before allowing people to re-enter building
- If no message is forthcoming, contact ERT member or on-site emergency responder
- Once back inside, make sure everyone is accounted for and ok
- When things have settled, send the Emergency Response Coordinator a short email about how it went, observations, concerns, etc.

V. EMERGENCY EQUIPMENT / SUPPLIES

Fire extinguishers – Fire extinguishers are located in locked boxes and identified on the evacuation diagrams. The boxes have breakaway locks so one must pull hard on the handle to access the fire extinguisher. It is important to remember that these are not meant to be used in a fire evacuation situation but only for small localized fires.

First Aid kits – First aid kits are located in each program unit area of the Library Building. Please be aware of where the kit is for your area.

Vests - Each Emergency Response Team member will have an safety vest that is to be worn during evacuation emergencies.

Radios – Each Emergency Response Team member will have a two way radio for communicating with emergency response team members and the Emergency Operations Center. The radios are not monitored by Police Services.

Cell phones – All Evacuation Team members will be encouraged to program their own personal cell phones (if they have one) with the Police Services emergency number to be used if needed to report an emergency situation (missing or injured people, serious hazard, etc).

Clip Boards – All Evacuation Team members will have a clip board with the names of all members of their work unit

Flashlights – All Emergency Response Team members will be supplied with a plug in flashlight for use during power outages and night situations.

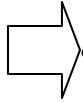
VI. LIBRARY BUILDING FLOOR PLANS AND EGRESS ROUTES

The following pages contain maps of all the floors of the Library building along with specific instructions for each floor. The arrows indicate evacuation egress routes. The evacuation site indicated on the diagrams at the north east rear of the building is the general area where people are to gather and await further instructions. Because of construction this area is somewhat confined. The critical point is that people stay away from the building, especially the overhang and stay within sight and hearing range.

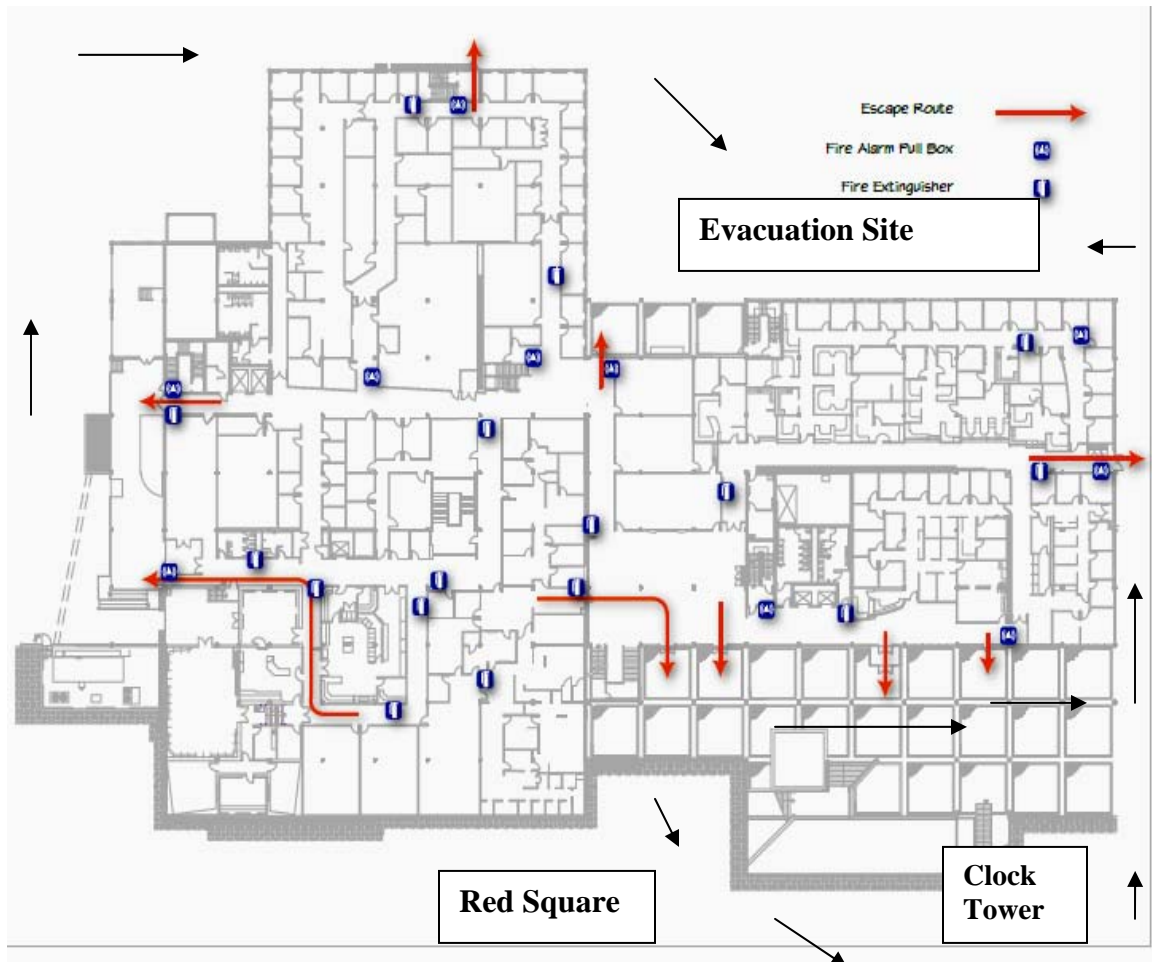
FIRST FLOOR

Instructions:

- After exiting, follow the arrows below and gather at the evacuation site in the NE corner at the rear of the building, await further instructions



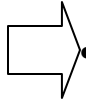
- Avoid the clock tower during earthquake events
- Persons with disabilities, use any exit, wait for assistance if needed or proceed to evacuation site



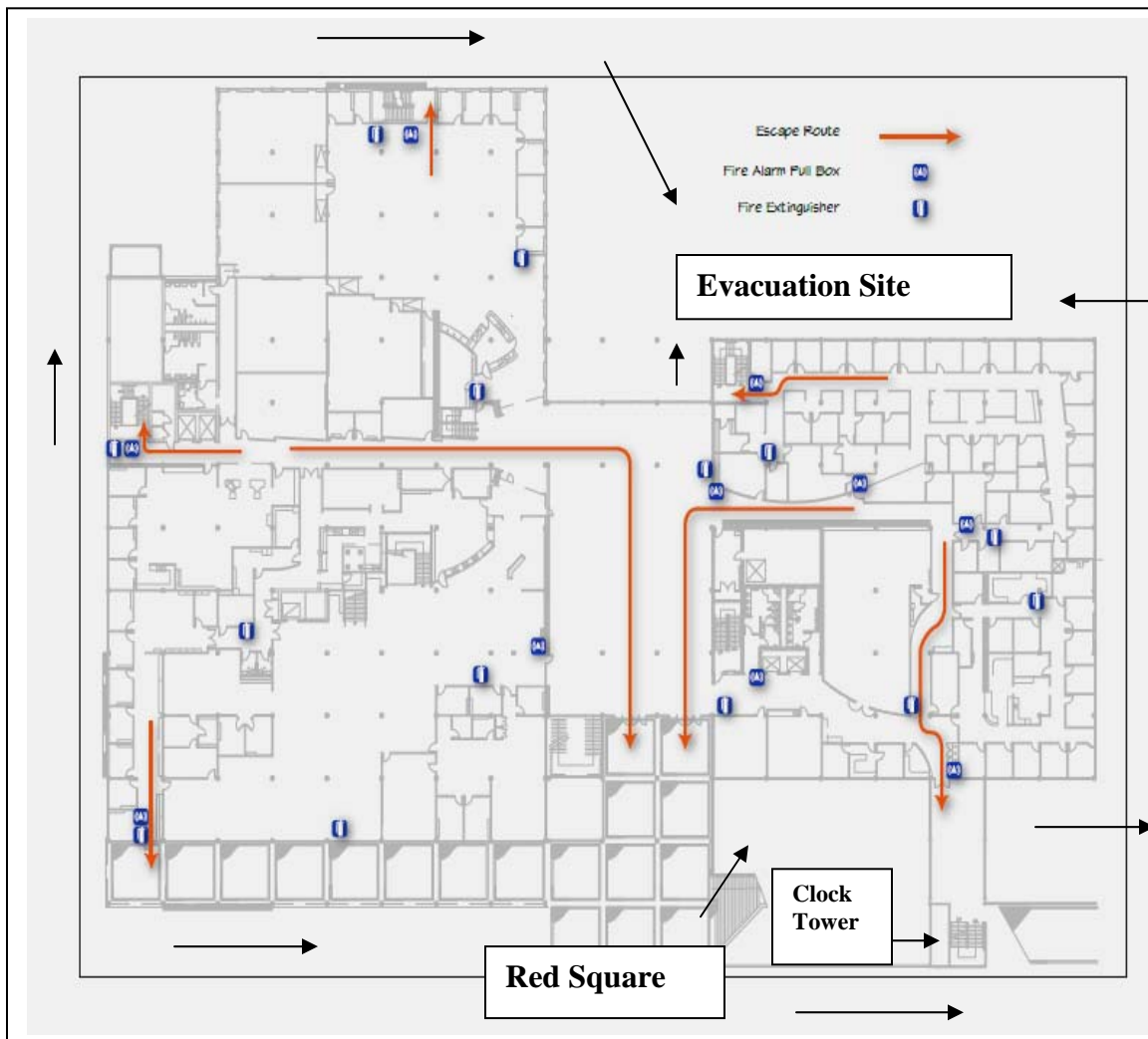
SECOND FLOOR

Instructions:

- After exiting at ground level, follow the arrows below and gather at the evacuation site in the NE corner at the rear of the building, await further instructions



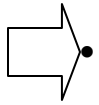
- Avoid the clock tower during earthquake events
- Persons with disabilities, exit to Red Square and await assistance or if at the rear or west side of the building, exit to one of the stair wells and await assistance



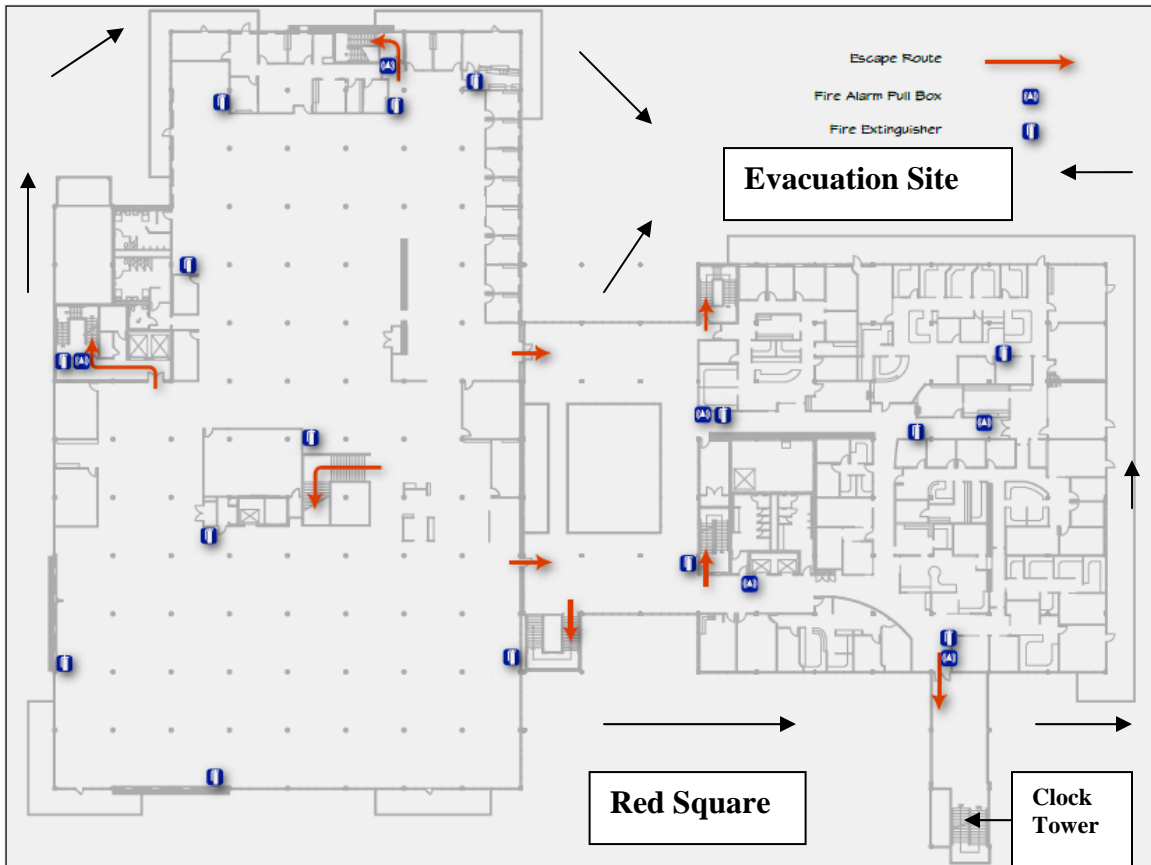
THIRD FLOOR

Instructions:

- After exiting at ground level, follow the arrows below and gather at the evacuation site in the NE corner at the rear of the building, await further instructions



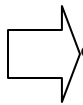
- Avoid the clock tower during earthquake events
- Persons with disabilities, wait for assistance at stair wells at the rear and west side of the Library, the Foyer, or stair well at the back near Human Resources



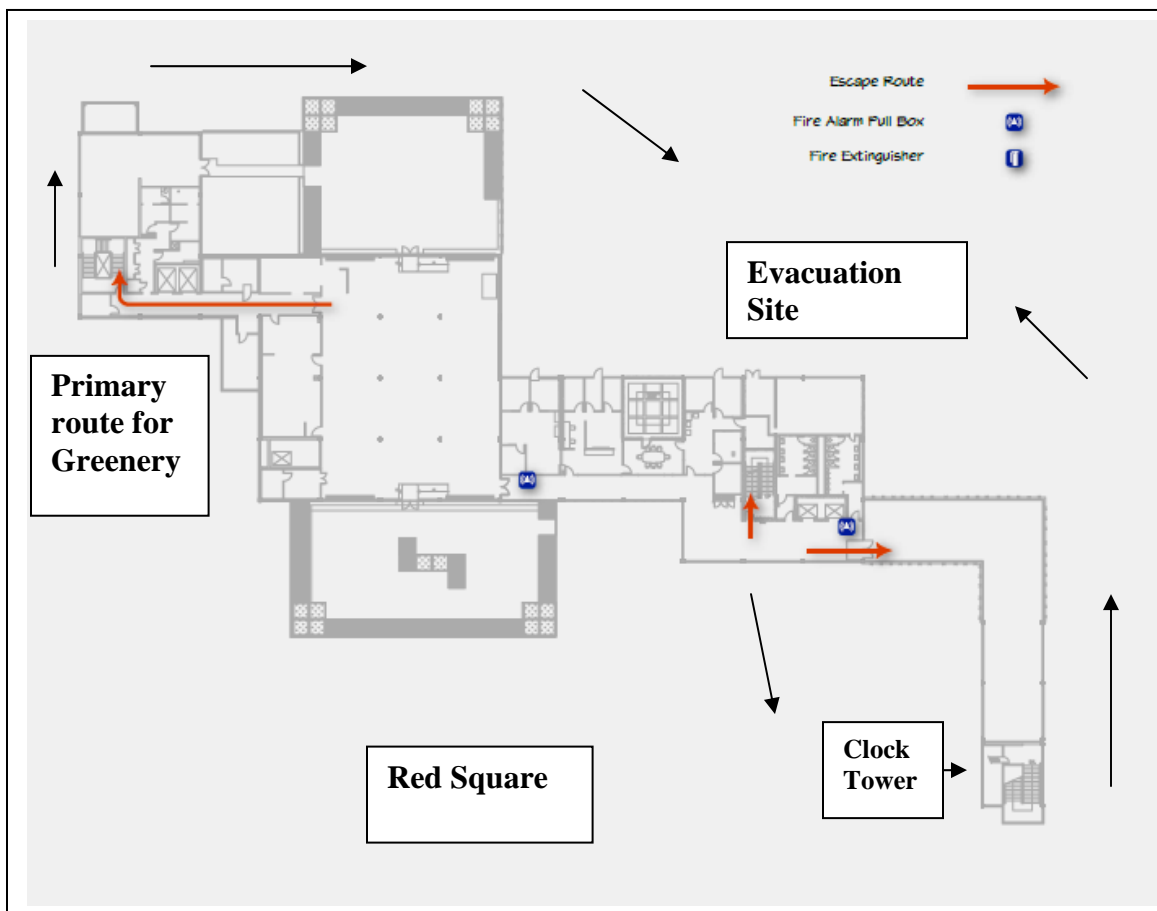
FOURTH FLOOR

Instructions:

- People in the Greenery should exit as directed below through rear hallway
- After exiting at ground level, follow the arrows and gather at the evacuation site in the NE corner at the rear of the building, await further instructions



- Avoid the clock tower during earthquake events
- Persons with disabilities, proceed to stairwell at the Greenery kitchen and await assistance



BASEMENT

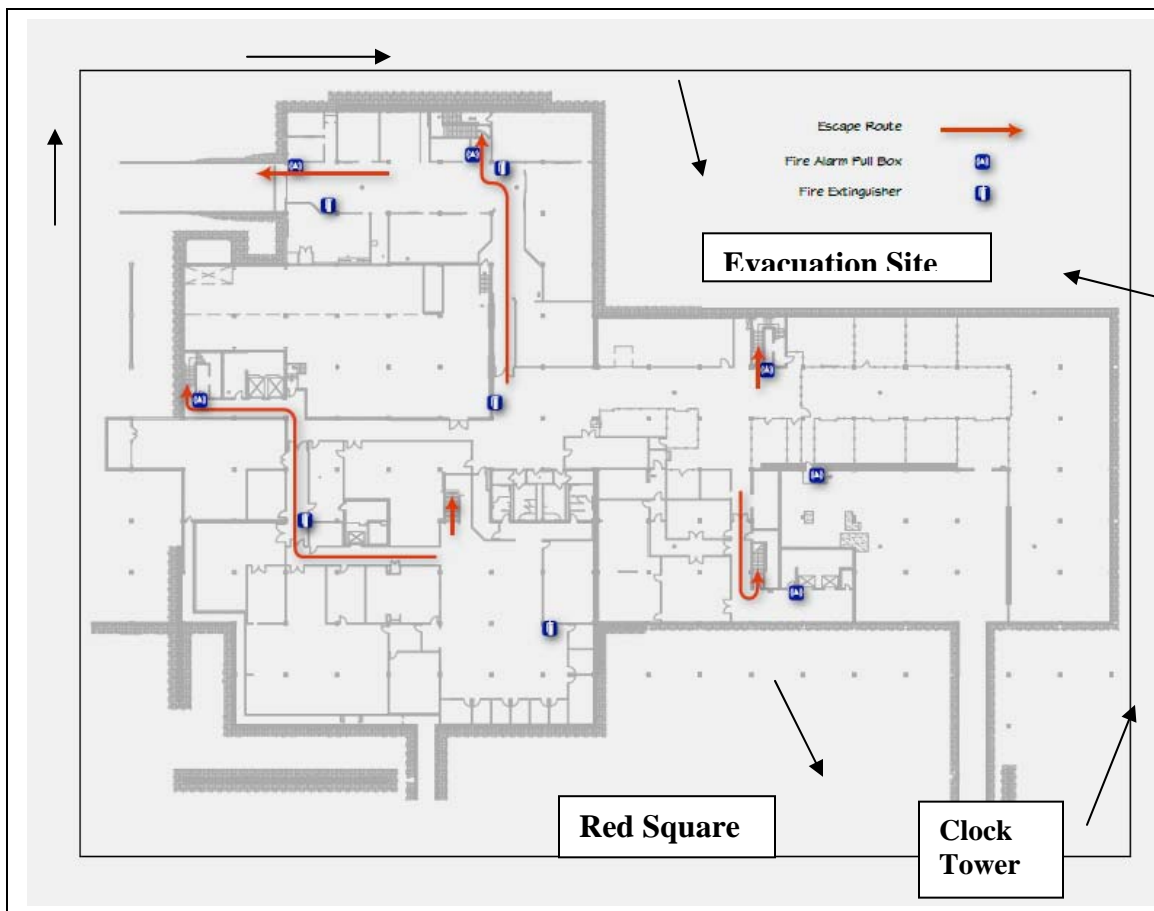
Instructions:

- After exiting at ground level, follow the arrows below and gather at the evacuation site in the NE corner at the rear of the building, await further instructions



- Avoid the clock tower during earthquake situations

- Persons with disabilities, proceed to exterior stair wells and await assistance.



VII. LIBRARY EVACUATION TEAM MEMBERS

FLOOR	UNIT	PRIMARY	ALTERNATE
Basement	Copy Center	Bill Gilbreath	Dave Johnson
	Custodians	Shift Supervisor	Gaylon Finely
	Library	Circulation staff	
	TSS		
First Floor			
A Wing	Business Services	Laura Carpenter	Alan Smith
	Admissions	Leona Walker	
	Enrollment	Michelle Elhardt	
	Purchasing	Kathleen Haskett	
	Student employment	Kitty Parker	
	Registration	Rafael Lozano	
Lobby	Market Place	Shift Manager	
	Classrooms		
B Wing	Photoland	Ryan Richardson	Steve Davis
	Multimedia Lab	Diana Schlesselman	Stephanie Zorn
C Wing	Tech Support	Barbara Caswell	Rob Rensel
	Computing and Communications	Sara Shafer	Aaron Powell
Second Floor			
A Wing	Academic Deans	Emmie Forman	
	SASS		
Library	Circulation	Mindy Muzatko	
C Wing	Computer Center	John McGee	Rip Heminway
Third Floor			
A Wing	President / Vice President	Dan Ralph	
	Human Resources	Eleanor Gilmore	
	Provost - Academics	Linda Hohman	
	Student Affairs	Tracey Johnson	
	College Advancement	Michael Wood	
	Library	Circulation	Staff
	Administration	Julie Douglass	
Fourth Floor			
A Wing	Marketing and Communications	Pat Barte	Jason Wettstein
4300	Greenery	Shift Manager	

Emergency Response Team Members - The following individuals are equipped with two way radios and orange vests. Team members should report the status of their work unit to one of these individuals who will be in contact with emergency responders. Any additional instructions should come from these individuals, Police Services, the Fire Department or a recognized authority

1. Alan Smith – Business Services
2. Mindy Muzatko – Library Circulation Desk (2)
3. Barbara Caswell - Technical Services
4. Bruce Sutherland – Emergency Response Planning
5. Kathleen Haskett - Purchasing
6. Jason Wettstein – College Relations

First Floor Exit Monitors: There are 4 exit areas on the first floor that will be monitored to ensure that evacuees do not return to the Library building before the all clear signal is given. The exits and monitoring responsibilities are as follows:

- Red Square exits (doors at the Market and Admissions)
 - Primary: Kathleen Haskett Backup: Bruce Sutherland
- East Side exit (Business Services)
 - Primary: Alan Smith Backup: Laura Carpenter
- Rear exit area (Foyer, main door and side door)
 - Primary: Barbara Caswell Backup: Rob Rensel
- West exit at loading dock – (2 doors)
 - Primary: Diana Schlesselman Backup: TBA

Second Floor Exit Monitors: The main entrance to Red Square will be monitored by staff from Library Circulation

VIII: SPECIFIC GUIDELINES FOR COMPUTER CENTER

Evacuating the Computer Center

- If Academic Computing (AC) Staff are in the center, one will take leadership role, everyone else follow that person's lead (be sure this is clearly articulated with other staff. "I'll take the lead").
- This person will make all the decisions during the drill - up to the point of reopening the center. If no AC staff are in the center, a consultant will assume this role.
- The preferred evacuation route from the Computer Center is the back fire stairwell next to John's office. The door is labeled 2400S. People will also want to go out the main entrance which is perfectly acceptable. All staff (including Consultants) are required to report to the Evacuation Site for a final head count and reporting.
- Have someone close the front folding door if it seems appropriate. This is a judgment call on the part of the leader based on the nature of the emergency.
- Turn off printers/GoPrint Screen – Another strategy to move people more quickly.
- If possible, open emergency exit or have a staff member hold it open.
- Sweep the Center. Announce in all classrooms and in the commons (briefly, loud and clear) "There has been an emergency. Please evacuate the building." Do not forget the techcon office.
- People with disabilities can evacuate out the front or wait in the back stairwell for emergency personnel to help them out. Most will choose to exit under their own power out the front; this is ok.

- If AC staff on duty, consultants to evacuate w/ everyone else. They do not wait for everyone else to leave unless there are no AC staff on duty (in which case they are in the leadership role).
- Designated leader the last to leave, making sure emergency door closes behind them.
- Designated leader to report head count of all staff accounted for to Sara or other designated emergency coordinator. During weekday (8-5) meet in the meadow behind the library. Outside those hours, staff to meet at police services. Be sure to report to emergency responders if there are users who refused to leave or were left behind for any other reason.
- Designated leader reopens the center only when building has been cleared for occupancy by campus emergency responders.

IX. SPECIFIC GUIDELINES FOR THE LIBRARY

Lead Staff

- **The library liaison** to the Library Evacuation Team will be the ranking staff member present in circulation. Circulation has possession of the orange vest, radio, hard hat, and laminated check in sheet
- **Evacuations** will be directed by the ranking staff member present in each area

Fire

- Circulation staff will sweep public areas of second and third floors
 - Ranking staff present will serve as campus ERT liaison
 - Last one out will touch base with campus ERT liaison
- Admin, Tech Services, and Archives will sweep themselves
 - Last one out will touch base with campus ERT liaison
- Reference will sweep the basement
 - Last one out will touch base with campus ERT liaison
- Sweeper responsibilities and assignments
 - Sweep your area and tell people to go to the rendezvous site at the rear of the Library.
 - Remember, you are a volunteer and are not obligated to act at the risk of your own safety.
- Use all emergency exits
 - Do not attempt to differentiate between real emergencies and false alarms.
 - Use all emergency exits for all evacuations. Do not use the elevators.

Earthquake

- Take responsibility for your own safety
 - Get yourself under a sturdy piece of furniture or in a doorway
 - Wait till the shaking stops
 - Get yourself out as quickly and by the safest route possible
 - Help others as you can, if you wish
 - Note anyone you see left behind

Evening and weekend procedures

- Follow daytime procedures with respect to public service areas
- Coordinate with Police Services/custodian special help as available
- Let someone know if you plan to work in an isolated or staff only area


X. GUIDELINES FOR CP 100 HAND HELD RADIOS

The CP 100 hand held radios are two way radios. They are programmed to only communicate with each other. As such, they can be used to communicate with other ERT members and with

the Emergency Operations Center if it is operational. They cannot be used to communicate with Police or Fire.

The instructions for operating the radios are as follows:

Turning Your Radio On or Off

Turn  clockwise for On or counterclockwise for Off.

The radio chirps and the display briefly shows all features and display segments of your CP100 radio.

Then the radio displays the current channel (larger number in the center) and the frequency assigned to that channel (on right).

The interference eliminator code displays briefly. Then the current channel remains displayed.

The transmit light on the front left of the radio flashes every three seconds when the radio is on.




Frequency






Code

Adjusting the Volume


You can set the volume by turning .

Note: Do not hold the radio too close to your ear when adjusting the volume or if it is at a high setting.

Using the Radio

1. Press and hold  to check for channel activity. If you hear static, the channel is clear to use. Do not transmit if someone is speaking on the channel. Press  again to stop monitoring the channel.
2. Press and hold  and speak into the microphone. To maximize clarity, hold the radio two-to-three inches away from your mouth.

Note: The transmit light on the front left of the radio lights red when transmitting.

3. Release  and listen for messages.