Appendix O: Evacuation

Evacuation of Durick Library

In case of fire, bomb threat or emergency requiring evacuation, the circulation supervisor should follow procedures outlined in the SMC EMERGENCY RESPONSE CHART posted near the circulation telephone.

1. Activate an alarm (if appropriate)
2. Make an announcement over the Public Address System (e.g. “exit the building now”)
3. Call security: 2911
4. Evacuate the building.

Your primary responsibility during a fire alarm is to leave the building quickly and safely, encouraging patrons and others to do the same as you go.

If possible, AND ONLY IF IT IS SAFE TO DO SO, the Circulation Supervisor will coordinate evacuation with other staff willing to assist in evacuation.

Evacuation

At the sound of the alarm, STAFF are encouraged to report to the Circulation desk, if they are comfortable doing so. All other staff should leave the building quickly and safely.

The Circulation Supervisor will assign willing staff as follows:

1. **Sweepers in groups of two (should stay together)**
   **In the event that only 1 non-student employee is on duty, do not sweep the building, go immediately to Outside Monitor**
   - Circ supervisor will distribute **sweeper pair tags** hanging from SMC Emergency Response chart at Circ desk.
   - Sweeper pairs will be assigned to: LOWER, MAIN, & UPPER levels.
   - Sweeper pairs should check and clear patrons from their area. Patrons should be evacuated through the nearest safe exit.
   - Once outside the building, sweeper pairs should notify the Outside Monitor of sweep status.

2. **Outside Monitor**
   The Outside Monitor should be stationed near the entrance of the building as safety allows (out of harm’s way):
   - to see that none of the patrons or staff reenter the building
   - to inform Campus Security or emergency personnel of the location and status of the emergency.
   - to direct people to stand over in front of McCarthy Arts Center in order to allow for space for emergency equipment and personnel.

When clearing the building:

- Avoid panic; remain calm.
- Give clear and loud instructions. Alert patrons that “this is not a drill”.
- Take a flashlight with you.
- Do not use the elevator.
- Give special attention to people with special needs.
- Close doors to act as firebreaks.
- Do not endanger yourself.

Inform the Director of Library & Information Services of the emergency (as soon as possible).

EVACUATION OF DURICK LIBRARY