

BAILEY LIBRARY EMERGENCY EVACUATION PROCEDURES

- **Evacuate the building immediately whenever the fire alarm sounds.**
- **Use the nearest stairways and exits. Do not use the elevators.**
- **Assist the disabled in exiting the building.**
- **Leave personal items and library materials & equipment behind.**
- **Close all fire doors.**
- **Meet at the rock in the middle of the quad.**
- **Building employees should report to the person in charge, indicating whether or not their areas are clear.**
- **Do not re-enter the building until the all clear is given by University Police or the Director of Environmental Health and Safety.**
- **If the library director is not here, the library faculty chairperson or the reference librarian on duty will act as building manager.**

NIGHTS & WEEKENDS

If The Situation Allows:

- **Laptop students or security student:** close laptop room fire doors; clear the ground floor hallway as you leave by the loading dock door or nearest available exit, closing all fire doors behind you.
- **Circulation staff (or Resource Sharing Services or security guard):** remain at the desk to receive or place calls to University Police.
- **Circulation staff/student:** open the elevator at 1st floor and turn the switch off.
- **Circulation staff/student:** clear patrons from the cafe´ and close the fire doors.
- **Circulation staff/student:** close fire doors into reference and main hallway.
- **IMC students:** clear the second floor (stacks, cubicles, restrooms, 210, 211, 212, 213).
- **Reference librarian, Serials and Reference students:** clear the first floor (including Reading Room, Special Services room and restrooms).
- **Computer Lab student or security student:** help clear the third floor.

UNIVERSITY POLICE PHONE NUMBER x3333

WEEKDAYS

If The Situation Allows:

GROUND FLOOR (BASEMENT)

Academic Services staff and Systems Librarian

- Help clear the floor as you leave by the loading dock door or nearest available exit.

FIRST FLOOR

Circulation and Resource Sharing Services staff

- Stay by the phone to place/receive calls from University Police and relay information.
- Switch the elevator off at the first floor.

Database Management staff

- Check the service elevator for passengers.
- Check first floor public restrooms, including the handicapped-accessible restroom.

Reference staff

- Clear the reference room and vending machine area; direct patrons at the 2 side exits.

Serials staff

- Clear the Reading Room and Special Services room; direct patrons at the back exit.

SECOND FLOOR

IMC staff

- Help clear the floor (back half of main stacks, IMC stacks, cubicles).

Main Office (Director and Secretary)

- Help clear the floor (front half of stacks, Special Collections, rooms 210, 211, 212, 213, and public restrooms).

THIRD FLOOR

Archives and Government Documents staff

- Help clear the floor (back half of stacks).

Librarians in rooms 312-315

- Help clear the floor (front half of stacks, restrooms, and computer lab).