**Rawlings Building Evacuation**

**(Fire, Flood, Gas Leak, or other Building Related Emergency)**

The goal of this plan is to facilitate a safe evacuation and ensure everyone maintains a safe distance from the library during an emergency.

After Rawlings is successfully evacuated, certain individuals have specific roles to ensure communication and order.

**Customers**

* Staff will advise that customers maintain a safe distance from the library for the duration of the emergency.
* Children who are evacuated with library staff will go to the corner of the parking lot at Church Pl. and Main St. Customers looking for their children should be referred to that corner as well.
* Everyone should be aware of any situation where they may need to move further away from the building.
* If the emergency was reported by a staff member (called 911 or pulled a fire alarm), that employee should notify the PIC of the situation by calling (719) 289-1000.
* Customers who do not have belongings in the library may choose to go home or await re-entry from a safe distance.

**Security Guard**

* Close courtyard gates so customers cannot re-enter the library.
* Monitor courtyard - evacuated customers may leave the library or should move to a safe distance from the library and should not re-enter the courtyard. (Main front doors will remain open to enable air flow for building fans)
* Await further instructions from PIC.
* Once PIC confirms that building is evacuated, lock the courtyard gates and remain posted outside of the gates.

**Staff**

* Meet with PIC and customers at the corner of the parking lot at Church Pl. and Main St.
* Whoever reported the emergency (called 911 or pulled a fire alarm) should notify the PIC of the situation
* Assist PIC in identifying missing staff members, volunteers, contractors and vendors
* Report to PIC and/or First Responders any customers left in Emergency Rescue Areas, or anywhere else in the library, as well as missing staff members, volunteers, contractors, and vendors.
* Remain at a safe distance until allowed to re-enter the library or dismissed to go home by the PIC or the Executive Director, depending on the reason/outcome of the evacuation.

**Facilities Superintendent**

* Facilities staff will be involved with First Responders to address issues in the building. Facilities staff should be in communication with the PIC about the status of the fire alarm and the evacuation.
* Facilities Superintendent or other designated staff member will notify the Executive Director about the status of the emergency
* Facilities Superintendent, First Responders, and the Executive Director or other designated individual will discuss the outcome of the alarm/evacuation and discuss re-entry into the building

**PIC**

* Each department manager/PIC should ensure that entire department is cleared of staff and customers. Department PICs are to report to the assigned building PIC at the staff gathering area at the corner of Church Pl. and Main St.
* Building PIC should meet with staff at the corner of the parking lot at Church Pl. and Main St.
* Consult with the PIC from each department to identify if all staff members, volunteers, contractors and vendors are accounted for, utilizing the following checklist:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Local History and Genealogy |  | IT |
|  | User Services – 2nd floor  |  | Finance |
|  | Experiential Learning Dept. – 1st floor |  | Community Relations |
|  | Technical Services |  | Human Resources |
|  | Volunteers |  | Administration |
|  |  |  | Contractors/Vendors |

* Determine if any individuals have been left in Emergency Refuge Areas and report to First Responders if any customers were left in Emergency Refuge Areas, or anywhere else in the library, as well as missing staff members, volunteers, contractors, and vendors.
* Designate a back-up PIC to assist with communication in case the need arises.
* Consult with staff to determine who (if anyone) reported the emergency.
* Be available to the Facilities Superintendent, Facilities staff and First Responders for information they may need.
* Communicate with the Executive Director, the Associate Director of Public Services, or the Manager of Rawlings Library, or other designated staff about possible re-entry to provide guidance to staff and customers

**Re-entry/Re-occupation**

* If the decision is made to reenter the building and commence with business as usual, PIC will instruct staff to enter via Staff the South Entrance Door, the Garden Level Dock Door or the Staff Entrance Door through Turtle Park.

*Note: The magnetic doors in front of the elevators will remain closed while the atrium fan is active. These doors can be manually opened to access the elevators so staff can return to their departments.*

* The PIC will notify the security guard when staff begin re-entering the building. The PIC will visit each department to confirm that each service desk is staffed and will then alert the security that customers may re-enter the building through the main entrance.
* If the decision is made that staff and customers may retrieve their personal belongings, but cannot reoccupy the building, this will be done one department at a time.
	+ Staff and customers may enter together to retrieve personal belongings
	+ Staff will close their department, and be dismissed to go home or work at another location as directed by the Executive Director or other designated individual.
	+ The PIC will monitor re-entry with the Security Guard in the courtyard.

**Communication Details**

* If necessary, Executive Director or other designated individual will initiate the Emergency Calling Tree to communicate important information
* Media inquiries should be referred to the Executive Director or the Director of Community Relations.
* Questions about insurance claims should be referred to the Executive Director or the Chief Financial Officer.
* Human Resources and designated management will contact any emergency contacts as needed.

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| --- | --- |
| **Important Phone Numbers****Rawlings PIC**: 719-289-1000**Rawlings Security Guard:** 719-240-2965**Security Manager**: 719-470-8062 | **Facilities** On Call Phone 719-240-1546**Asst Facilities Superintendent** 719-240-1964**Facilities Superintendent** 719-717-0822See Emergency Calling Tree for additional numbers |