<u>Building Evacuation (Fire, Flood, Gas Leak, or other Building Related Emergency)</u>

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 ==Barkman== 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 ==entrance to the Barkman parking lot.==
● Everyone should be aware of any situation where they may need to move further away
● Whoever reported the emergency (called 911 or pulled a fire alarm) should notify staff
● Customers who do not have belongings in the library may choose to go home

Staff
● Meet at the ==entrance to the Barkman parking lot.==
● 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 anywhere 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 Staff/Superintendent
● Facilities superintendent and staff will be notified that there is an emergency
● 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
● Meet with staff at the ==entrance to the Barkman parking lot.==
● If no security guard is present, assign a staff member(s) to watch the public entrance to ensure customers do not go in
● Consult with staff to identify if all staff members, volunteers, contractors and vendors are accounted for
● Consult with staff and customers to determine who (if anyone) reported the emergency
● Report to First Responders any customers left in the library, as well as missing staff members, volunteers, contractors, and vendors
● Be available to the Facilities Superintendent, facilities staff and First Responders for information they may need
● Communicate with the Executive Director or other designated staff about possible re-entry to provide guidance to staff and customers
Security Guard ==if present==

- Secure Emergency Exits so customers may not re-enter the library
- Monitor entrances - evacuated customers may leave the library or should move to a safe distance from the library and should not re-enter the building
- Be in communication with the staff for further instructions

Re-entry/Re-occupation
- If the decision is made to reenter the building and commence with business as usual, staff will enter before customers to ensure to quickly prepare for the customers.

- If the decision is made that staff and customers may retrieve their personal belongings, but cannot reoccupy the building, the PIC will monitor re-entry to ensure everyone leaves. Staff will complete closing procedures to close the building as much as possible.

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
- Refer to the Emergency Calling Tree for updated phone numbers