

**EMERGENCY EVACUATION PROCEDURES
FOR
GRANVILLE PUBLIC LIBRARY
2008**

An emergency evacuation should take place in the following instances:

- Any suspicious electric or gas smell.
- Smoke or fire of any size
- Earthquake

General Evacuation Instructions:

- In the event of an evacuation, do so in a calm and orderly fashion.
 - Walk, don't run.
 - Close all doors and windows behind you.
 - Use the nearest staircase.
 - DO NOT use the elevator.
 - Assist others in need of assistance if it doesn't put you in imminent danger.
- Follow the emergency evacuation procedures as outlined below.
- Pull the fire alarm.
- Call 911 and state the nature of the emergency.
- Notification to all staff shall be done either in person or by telephone internally by picking up the handset and dialing #0. Speak loudly & clearly to make a speaker announcement through the telephone.
- Evacuate patrons from the building.
- Use the nearest exit to leave the building to the designated meeting area in front of the **CVS Pharmacy on the north side of Broadway**. Check to make sure all staff is accounted for. Do not re-enter the building until given clearance from the responding emergency service agency.

**DO NOT USE ELEVATORS DURING AN EMERGENCY & CHECK ALL DOORS
FOR HEAT BEFORE OPENING --- DO NOT OPEN IF HOT!**

NOTES:

- Emergency evacuation drills will take place annually and logged onto the Emergency Evacuation Drill log.
- All staff will be familiar with the evacuation route diagrams on each floor.
- Exits shall be labeled, operable and not blocked.

<p>FIRE:</p> <p><u>ALL LEVELS</u></p> <p><i>Staff assigned to work on a level is responsible for making sure their respective floor is evacuated completely (i.e.- reference librarian is responsible for upper level).</i></p>	<ul style="list-style-type: none"> • Anyone who receives information or observes an emergency situation should immediately activate the nearest fire alarm and call 911. Give your name, location and location of fire. State exactly what is burning, or what is smoking or what smells like a fire to you. • When notified to evacuate, check the area, including restrooms and outdoor lower level amphitheatre area, for patrons and staff, and use the stairs to exit the building. Check all doors for heat before opening – do not open if hot. DO NOT USE THE ELEVATOR. Assist others in need of assistance. • Upon exiting, proceed to the designated meeting place in front of the CVS Pharmacy, on the north side of Broadway.
<p>TORNADOS:</p> <p><i>Staff assigned to work on a level is responsible for making sure their respective floor is evacuated completely (i.e.- reference librarian is responsible for upper level).</i></p>	<ul style="list-style-type: none"> • When the National Weather Service issues a tornado warning, the Village of Granville will issue an alert siren: <ul style="list-style-type: none"> ○ ONE-One minute continuous blast to indicate a tornado warning has been issued for the county. Take shelter and listen to your radio for further details. ○ One minute on - one minute off repeatedly indicates a tornado is directly threatening Granville and there is imminent danger to the community. Take shelter and listen to your radio for further details. • Evacuate all floors, to the Community Room on the lower level. Stay away from windows. • DO NOT PREVENT PATRONS FROM LEAVING THE BUILDING, IF THEY SO PREFER.
<p>BOMB THREAT:</p> <p><i>Staff assigned to work on a level is responsible for making sure their respective floor is evacuated completely (i.e.- reference librarian is responsible for upper level).</i></p>	<ul style="list-style-type: none"> • If you receive a bomb threat, carefully note all information the caller gives you, noting any significant details of the caller's speech, any background noise, etc. Call 911 immediately. Notify the senior staff member on duty. Police and/or fire departments and senior staff member on duty will determine if there is a need for evacuation.

<p>BOMB THREAT, cont'd</p>	<ul style="list-style-type: none"> • Occupants in the building will not attempt to move or inspect any suspicious packages, but will report any sightings of suspicious persons or packages to the authorities. • If it is determined that an evacuation is necessary, proceed to the designated meeting area in front of the CVS Pharmacy, on the north side of Broadway.
<p>EARTHQUAKE:</p> <p><i>Staff assigned to work on a level is responsible for making sure their respective floor is evacuated completely (i.e. - reference librarian is responsible for upper level).</i></p>	<ul style="list-style-type: none"> • In the event of an earthquake, stay inside and find shelter under a heavy table or desk, or stand inside an interior doorway. Stay away from windows. Remember that aftershocks generally follow large earthquake, and prepare for them too. • Evacuate the building when the shaking stops. DO NOT USE ELEVATORS. Assist others in need of assistance. Proceed to the designated meeting area in front of the CVS Pharmacy, on the north side of Broadway.