

ALPHA PARK PUBLIC LIBRARY DISTRICT POLICIES

Evacuation Policy and Procedures

In the event of an evacuation emergency, stay calm. Get outside. Do not re-enter the building until you get the “all clear.”

Exits are as follows:

- Main Entrance
- Staff Entrance
- Emergency exits (both on the west, or wooded, side)
- Exit from meeting room on first floor
- Two exits on second floor

Areas to be evacuated and by whom:

Circulation will evacuate:

- Area around circulation desk
- Magazine reading area
- Lobby
- Main level meeting rooms
- Public restrooms

Librarians/Pages will evacuate:

- All study rooms
- Staff area including bathrooms and server room and stacks

Office Staff will evacuate:

- Staff Offices
- Workroom
- Elevator

Youth Services will evacuate:

- Youth services stacks
- Play area (including house)
- Second floor meeting room
- Second floor restrooms (If a child is locked in, open door with master key.)

Evacuation of persons with special needs:

Visually Impaired/Blind

- ❑ Explain the nature of the emergency and offer to guide the person out of the building.
- ❑ **Do not** grab the person; let them take your arm, elbow, or shoulder and escort them to safety.
- ❑ The person may want to walk slightly behind you to gauge your body reactions to obstacles.
- ❑ Be sure to mention stairs, doorways, narrow passages, and ramps.
- ❑ If guiding more than one person at a time, ask people to hold hands or arms.
- ❑ If the person is accompanied by a guide dog, plan to evacuate the dog, also, taking hold of the dog's leash and NOT its harness.
- ❑ When guiding to a seat, place the person's hand on the back of the chair.
- ❑ When safety has been reached, orient the person as to where they are and ask if they need additional assistance.

Hearing Impaired/Deaf

- ❑ Get the person's attention, and advise them to evacuate the building.
- ❑ Turn lights on and off, if necessary, to attract attention.
- ❑ Use hand gestures and/or any visual cues that might help, if possible. Maintain eye contact with the person.
- ❑ Use pencil and paper, writing slowly, to explain any emergency and need to evacuate the building.
- ❑ Assist them out of the building.

Wheelchair Bound

- ❑ Consult the wheelchair bound person to see if they have any special needs, i.e.: oxygen, pain, or special medical equipment.
- ❑ Two or more staff members will be needed to evacuate a wheelchair bound person from the second floor. Try to ease the chair down the steps to the first floor. If needed lift the person out of the chair and carry her or him to the first floor.
- ❑ Instructions, with photos, concerning how to deal with a person in a wheelchair are given in the following pages, copied from a Federal Emergency Management Agency (FEMA) booklet.

Revisions made on November 13, 2013