

University of Texas Health Science Center at San Antonio Libraries

Briscoe Library Disaster Plan

## **APPENDIX 6: Departmental Emergency Evacuation Procedures**

New staff are given a Safety Tour during their orientation to include location of emergency exits, fire alarms and fire extinguishers. Staff are expected to familiarize themselves with this information and they can request a refresher tour from Ken Wise. See [Appendix 1](#) for locations of emergency exits, fire extinguishers, first aid kits, and the evacuation chair.

All alarms will be treated as an actual emergency unless you hear otherwise through the PA system. When the fire alarm sounds, exit your work area quickly and calmly. **If you work in an enclosed office, turn off lights and lock your doors as you leave.** Emergency Evacuation Staff have flashlights if the electricity is out.

Proceed calmly to the nearest exit and make your way out of the building. If a door handle is hot, use another exit. **DO NOT USE THE ELEVATORS.**

Emergency Evacuation staff are charged with alerting library users and staff to evacuate the building. If you encounter anyone who does not appear to be leaving, do tell them the building is being evacuated. However, you are not responsible to make sure they comply. Fire Evacuation Team members will clear patrons from public areas and restrooms,

An emergency evacuation chair is positioned near the Emergency Exit next to Room 5M. This chair is designed to assist disabled people who cannot walk down stairs. If you are aware that someone needs assistance, get them into the closest emergency exit stairwell, stay with the person but ask someone else to alert the Fire Marshall.

All staff should meet outside the building in the motorcycle parking area in Lot 2, across from Methodist Hospital. Each supervisor or designee is responsible for accounting for staff in their area and making sure no one is left behind. Remain at this location until an all clear is issued.

### **2<sup>nd</sup> floor Systems Workroom**

2nd Floor Emergency Evacuation Staff: Fabian Rodriguez, Robert Zuniga

If the fire is in the Systems Workroom, call UT Police (911) to report. Pull nearest fire alarm, located near the Loading Dock door. If the fire is small and contained, use the fire extinguisher located on the wall near the Loading Dock door to contain the fire. However, if you feel the fire will spread before you can get to the extinguisher, or if there is danger to life and limb in putting out the fire, leave the fire extinguishing to the Fire Department.

Make sure everyone in your work area has heard the alarm and is aware of the evacuation. Leave the area through the Loading Dock door. If the Loading Dock is inaccessible, use the Emergency Exit located next to the 2<sup>nd</sup> floor classrooms.

Make your way out of the building and meet up with the rest of the library staff in the motorcycle parking area in Lot 2, across from Methodist Hospital.

### **3<sup>rd</sup> floor Access Services**

3<sup>rd</sup> Floor Emergency Evacuation Staff: Mary Grace Villarreal, Steve Slaten, Ken Wise

If the fire is in the Access Services area, call UT Police (911) to report. Pull nearest fire alarm, located near the library Entrance door. If the fire is small and contained, use the fire extinguisher located on the wall near the Emergency Exit in Collection Resources to contain the fire. However, if you feel the fire will spread before you can get to the extinguisher, or if there is danger to life and limb in putting out the fire, leave the fire extinguishing to the Fire Department.

Make sure everyone in your work area has heard the alarm and is aware of the evacuation.

Use one of the following exits:

- Library Main Entrance on 3<sup>rd</sup> floor
- Emergency Exit located in the Collection Resources workroom
- Emergency Exit located next to Chilton Room

Make your way out of the building and meet up with the rest of the library staff in the motorcycle parking area in Lot 2, across from Methodist Hospital.

### **3<sup>rd</sup> Floor Administration, Collection Resources, and Interlibrary Loan**

3<sup>rd</sup> Floor Emergency Evacuation Staff: John Weed and Herlinda Howard

If the fire is in the Collection Resources area, call UT Police (911) to report. Pull the fire alarm next to the Emergency Exit. If the fire is small and contained, use the fire extinguisher located on the wall near the Emergency Exit to put out the fire. However, if you feel the fire will spread before you can get to the extinguisher, or if there is danger to life and limb in putting out the fire, leave the fire extinguishing to the Fire Department.

Make sure everyone in Collection Resources or Administration and the surrounding area has heard the alarm and is aware of the evacuation.

Use one of the following exits:

- Emergency Exit located in the Collection Resources workroom

- Administration Office door to the library foyer and through the 3<sup>rd</sup> floor Entrance doors
- Staff door leading from near the staff elevator and through the 3<sup>rd</sup> floor Entrance doors
- Staff door leading from the Public Services/Library Technology and through the 3<sup>rd</sup> floor Entrance doors 3<sup>rd</sup> floor Entrance doors
- Emergency Exit located next to Chilton Room

Make your way out of the building and meet up with the rest of the library staff in the motorcycle parking area in Lot 2, across from Methodist Hospital.

### **3rd Floor Library Services and Outreach**

3<sup>rd</sup> Floor Emergency Evacuation Staff: Katie Prentice and Chris Gaspard

If the fire is in the PS/LT area, call UT Police (911) to report. Get to the nearest Emergency Exit and pull the fire alarm. If the fire is small and contained, use the fire extinguisher located on the wall near the Emergency Exit in Collection Resources to contain the fire. However, if you feel the fire will spread before you can get to the extinguisher, or if there is danger to life and limb in putting out the fire, leave the fire extinguishing to the Fire Department.

Make sure everyone in your work area has heard the alarm and is aware of the evacuation.

Use one of the following exits:

- Staff door leading from the Public Services/Library Technology and through the 3<sup>rd</sup> floor Entrance doors
- Staff door leading from near the staff elevator and through the 3<sup>rd</sup> floor Entrance doors
- Emergency Exit located in the Collection Resources workroom
- Emergency Exit located next to Chilton Room

Make your way out of the building and meet up with the rest of the library staff in the motorcycle parking area in Lot 2, across from Methodist Hospital.

### **4th Floor Library Technology**

4th Floor Emergency Evacuation Staff: Luke Rosenberger, Kelley Minars, Eric Willman

If the fire is in the Library Technology area, call UT Police (911) to report. Pull the nearest fire alarm, located near the Emergency Exit in the Collaboratory.

If the fire is small and contained, use the fire extinguisher located on the wall near the Emergency Exit to contain the fire. However, if you feel the fire will spread before you can get to the extinguisher, or if there is danger to life and limb in putting out the fire, leave the fire extinguishing to the Fire Department.

Make sure everyone in your work area has heard the alarm and is aware of the evacuation.

Use one of the following exits:

- Emergency Exit located in the Collaboratory
- Emergency Exit located next to Room 4M
- Library stairwell (only if the other exits are both blocked)

Make your way out of the building and meet up with the rest of the library staff in the motorcycle parking area in Lot 2, across from Methodist Hospital.

### ***Emergency Response - 5<sup>th</sup> Floor, Nixon Library and Howe Conference Room***

5<sup>th</sup> floor Emergency Evacuation Staff: Anne Comeaux, Melissa DeThorne and Susan Hunnicutt

If the fire is in the P.I. Nixon Reading Room or Archives Workroom, pull the nearest fire alarm, located next to the Halon panel just outside the Archives Workroom. The Halon (chemical) fire suppression system may be activated manually or through smoke detectors. One detector will ring a warning bell; the second will activate a horn, a rotating red light and the building's fire alarm system. A full alarm will close ventilation dampers to the room so that gas will be retained within the room.

When Halon gas is emitted (30 seconds after the alarm), everyone in the Special Collections area must leave IMMEDIATELY! to avoid exposure to vapors, smoke or products of decomposition. Close all office doors and make sure the P.I. Nixon Reading Room door is closed when you leave. If Halon is emitted, rooms must be thoroughly ventilated before re-entering.

If the fire is small and contained and the Halon alarm has not activated, use the fire extinguisher (if you have been trained to use one) just inside the Workroom, stay between the fire and the exit to avoid being trapped, and evacuate immediately if there is significant smoke/vapor or the Halon alarm goes off.

Use one of the following exits:

March 1, 2012

- Emergency Exit located in the Howe Room
- Emergency Exit located next to Room 5M
- Library stairwell (only if the other exits are both blocked)

Make your way out of the building and meet up with the rest of the library staff in the motorcycle parking area in Lot 2, across from Methodist Hospital.