

Developing an Emergency Evacuation Plan

William Knox Holt Library

University of the Pacific
Stockton, California

By Cindy Jackson



Fourth floor loft



Three floors



Four floors



LIBRARY

84,478 square feet
Four building - building.

In the beginning we were a library

- 350,000 books distributed on 3 floors
- Circulation
- Special Collections
- Technical Services
- Information Commons
- Admin offices
- Academic Librarian's offices
- Study Rooms



Today we are a Hub (in the making)

- 250,000 books all in compact shelving on one floor
- Discovery Services (Circulation merged with Technical Services)
- Portable Ask Us Desk
- Special Collections
- IC and the Cube
- Admin offices
- Academic Librarian's offices



- Study Rooms
- Digital Initiatives
- Café
- Writing Center
- Center for Teaching and Learning
- Undergrad Education Office
- Learning Studio
- Pacific Technology Help Desk
- Tutoring Center
- Multiple IC hubs throughout the floors
- Media X



All.....while in renovations





Is beauty safe?



Challenges

Multi floor & multi departments
Communication between departments
Many windows
Old elevators
Antiquated speaker system
Multiple exits
Open to the public
Open Campus
Open 100+ hours week ... to 24 hours during finals
Construction
Non operable alarms

WHERE TO BEGIN?

Assess the current situation & gather information

- Where are your exits
- Where are the phones
- Are there emergency shortcuts like panic buttons, codes, areas of refuge...
- What is the response time of public safety
- Who is available to escort students out at 2 in the morning
- How many people are needed to close the library
- What if there is a fire, earthquake, attack, disagreements / confrontations inside the library
- Do you have a homeless population
- Special needs visitors, what arrangements are there for access and evacuation
- What are your usable exits
- Where to go for emergency lockdowns
- Visit other places to see how they handle emergency evacuations

Call a meeting with stakeholders

1. Building authorities, someone that can make decisions
2. Public safety
3. Building occupants
4. Assign Leads for every floor/area. At least two to cover floor/area
5. Set up areas of refuge for people with disabilities



Create an Emergency Evacuation Plan, EEP

UPDATES

Date: 4/14/19 _____

Date: _____

Date: _____

Date: _____

Date: _____



Emergency Evacuation Plan **William Knox Holt Library**

Contributors: BSE 2009; Budget and Risk Mgmt March, 2008; Knoles Hall 2009; William Knox Holt Library April 2004

Latest revision by C.Jackson **3/10/2019**.

Latest evacuation plan / maps revision by C.Jackson **2/28/2019**

NOTE

This does not address the Rite Aid Information Commons Library

All Cell phone numbers are for emergency contact only.

**** NOTE:**



Em. Phone button

BE LOCATED.

IS CURRENTLY BEING INSTALLED DURING RENOVATIONS. MAPS INDICATE WHERE THEY ARE OR WILL

Easy to follow table of contents

TABLE of CONTENTS

| | | |
|--|-------------------|----------|
| Emergency Phone Numbers..... | RED | pg. 3 |
| Emergency Resources..... | | pg. 4 |
| Fire/Explosion Instructions..... | BLUE | pg. 5 |
| Earthquake Instructions..... | ORANGE | pg. 6 |
| Bomb Threats | GREEN | pg. 7 |
| Civil Disturbance/Terrorist Attack (outside the building)..... | YELLOW | pg. 8 |
| At Risk Visitors / Intruders..... | PURPLE | pg. 9 |
| Emergency Evacuation Plan and Maps..... | | pg. 10 |
| Leads & Lead Responsibilities..... | Light blue | pg. 18 |
| Evacuation Instructions: Dos and Do-not's..... | | pg. 19 |
| Area of Refuge / Emergency Phone Button..... | | pg. 21 |
| Designated Safe Outside Meeting Area..... | | pg. 22 |
| William Knox Holt Library Building Occupants | PINK | pg. 23 |
| William Knox Holt Library Building Reporting Protocols | | pg. 24 |
| Stop the Bleed..... | | Appendix |

Emergency Phone Numbers

Public Safety:

Emergency: 209-946 - 3911

Non-emergency: 209-946-2537
STRIPES: 209-598-2546

Business Manager: John Linhares

Office: 209-946-2939
 Cell: 209-595-7966

Director CTL: Lott Hill

Office: 209-932-3067
 Cell: 773-349-6688

Head of Discovery Services: Brenda Carrillo

Ask Us Desk: 209-946-2431
 Office: 209-946-2798
 Cell: 209-483-5301

Head of Special Collections: Mike Wurtz

Office: 209-946-2945
 Cell:

University Librarian: Mary Somerville

Office:
 Cell:

Vice Provost Undergrad Education: Edie Sparks

Office:
 Cell:

Emergency

Phone numbers & Resources

EMERGENCY RESOURCES

| <u>Emergency Area</u> | <u>Source of Assistance</u> | <u>Telephone Number</u> |
|----------------------------|------------------------------|---|
| Emergency Services | Police, Fire, Medical | 209-946-911 (NON-EM: 209-946-2537) |
| Electrical/Gas/Water/Sewer | Physical Plant | 209-946-2541 |
| Elevator Services | Physical Plant | 209-946-2541 |
| Flood Emergency | State of California | 800-952-5530 |
| Hospitals/Clinics | Health Center | 209-946-2315 |
| | Kaiser Clinic | 209-476-3620 / 209-476-2080 |
| | Dameron Hospital | 209-944-5550 |
| | St. Joseph's Hospital | 209-943-2000 |
| Telephone Outage | Telecommunications | 209-946-6219 |
| Weather Information | National Weather Service | 916-979-3051 |
| Road Conditions | California Highway Patrol | 800-427-7623 |
| Animal Control | Physical Plant | 209-946-2541 |
| Cowell Wellness Center | University | 209-946-2315 |

FIRE / EXPLOSION

| | |
|--------------------|---|
| Signals | <ul style="list-style-type: none"> Use the intercom or bullhorn to notify Persons. Use the phone at the Ask Us Desk to call Public Safety at 209-946-3911 & alert University Librarian's office: 209-946-2949, cell: 253-229-8816. |
| Admin/Office Staff | <ul style="list-style-type: none"> Call Public Safety at 209-946-3911. Follow reporting protocol pg. 24, (University Librarian Mary Somerville: office: 209-946-2949, Cell: 253-229-8816). Pull fire alarm. (SEE maps below). Get and use fire extinguisher, if necessary. University Librarian will be main spokesman for staff/faculty. Emergency contact information is needed from everyone in the William Knox Holt Library. See pg. 23. |
| Custodial Staff | <ul style="list-style-type: none"> Assist if available. |
| Staff | <ul style="list-style-type: none"> Escort students outside to the area south of the building lawn area or the North of the building to the lawn area, (Knoles Lawn), whichever is safe. Check in following protocol pg. 24. |

5

EARTHQUAKE

| | |
|--------------------|---|
| Signals | <ul style="list-style-type: none"> Use the intercom or bullhorn to notify Persons. Use the phone at the Ask Us Desk to call Public Safety at 209-946-3911 & alert University Librarian's office: 209-946-2949, cell: 253-229-8816. |
| Admin/Office Staff | <ul style="list-style-type: none"> Call Public Safety at 209-946-3911 once it is safe to do so. Follow reporting protocol pg. 24, (University Librarian Mary Somerville: office: 209-946-2949, Cell: 253-229-8816). Monitor radio reports, TV, computer news. Battery / solar / crank operated radio located in Ask Us Desk. University Librarian is the main spokesperson. |
| Custodial Staff | <ul style="list-style-type: none"> Assist if available. Check for gas and water leaks. |
| Staff | <ul style="list-style-type: none"> Escort students outside to the area south of the building lawn area or the North of the building to the lawn area, (Knoles Lawn), whichever is safe. Follow posted evacuation plan. (See list). Assist disabled persons in areas of refuge downstairs. DO NOT use elevator. Check in following protocol pg. 24. Have phone numbers of University Librarian 209-946-2949, cell: 253-229-8816. Have phone numbers of Building Leads available. See pg.18. |
| Inside Building | <ul style="list-style-type: none"> Move away from windows, shelves, file cabinets and large equipment. Move to inside walls of room. Drop, cover, and hold or move under heavy duty tables. Stand in doorway if possible. Keep all entrances and stairways clear for emergency personnel. DO NOT use elevator to exit building. If necessary, escort students outside to Knoles Lawn or outside lawn south of William Knox Holt Library. See designated area map below, away from the building. |
| Outside Building | <ul style="list-style-type: none"> DO NOT re-enter the building. Set up a command post as soon as possible in designated meeting area away from the building. University Librarian Mary Somerville: office: 209-946-2949, Cell: 253-229-8816 (or designee), will be in charge. Make sure everyone is accounted for. |

6

BOMB THREATS

| | |
|--------------------|--|
| Signals | <ul style="list-style-type: none"> A student assistant, if available, will notify Persons and indicate a safe exit. Our signal will be "Blue folder is at the Ask Us Desk!" |
| Admin/Office Staff | <ul style="list-style-type: none"> Follow reporting protocol pg. 24, (University Librarian Mary Somerville: office: 209-946-2949, Cell: 253-229-8816). Note exact words said, location, time, background noise, gender of caller, etc. Avoid hanging up. Use another phone to call for help. Complete a bomb threat report. |
| Custodial Staff | <ul style="list-style-type: none"> Report any suspicious objects. Assist if available. |
| Faculty | <ul style="list-style-type: none"> Escort students outside – as far away as possible. Assist disabled persons in areas of refuge downstairs and outside – as far away as possible. Take roll of staff. Check in following protocol pg. 24. |
| Inside Building | <ul style="list-style-type: none"> Immediately cease use of cell phones and all wireless and electronic equipment. DO NOT use the elevator. DO NOT turn lights off/on. |
| Outside Building | <ul style="list-style-type: none"> Set up a command post in designated meeting area away from the building. Move across the street from the building or as far away as possible. |

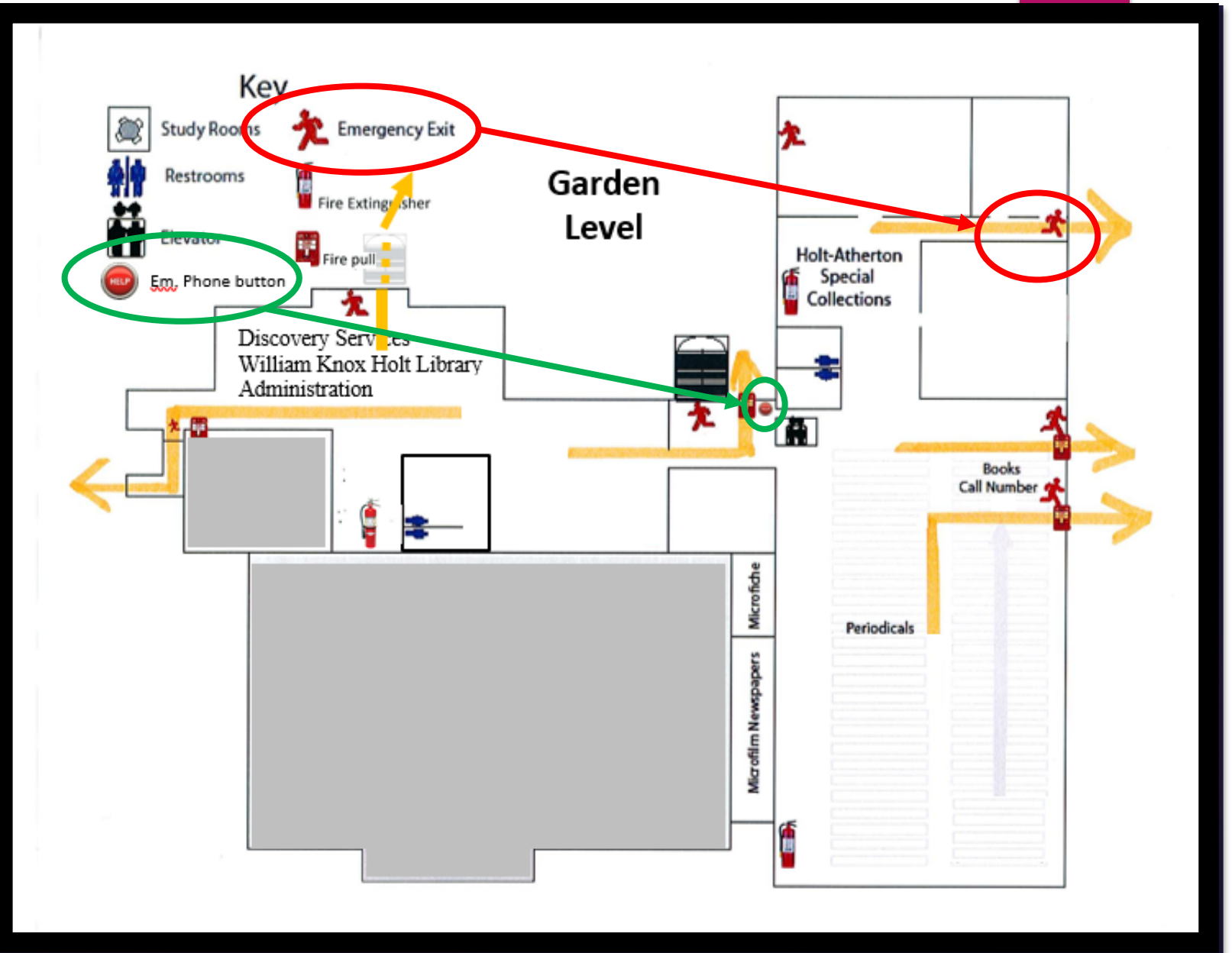
7

CIVIL DISTURBANCE / TERRORIST ATTACK (Outside building)

| | |
|--------------------|--|
| Signals | <ul style="list-style-type: none"> A student assistant, if available, will notify Persons. Lock down the building. Call Public Safety to lock down all exterior doors. Establish signal for lock down/unlock. |
| Admin/Office Staff | <ul style="list-style-type: none"> Lock down building immediately. Follow reporting protocol pg. 24. (University Librarian Mary Somerville: office: 209-946-2949, Cell: 253-229-8816). Monitor radio reports, TV, computer news, etc. Keep supply of batteries, radio on all floors. Students/Staff/Faculty will be alerted to the situation via <u>PacificCONNECT</u> (if they have signed up). |
| Custodial Staff | <ul style="list-style-type: none"> Assist to lock down doors. |
| Staff | <ul style="list-style-type: none"> Lock doors via Public Safety. Close blinds in all rooms if possible. Go to interior of the building, areas of refuge, staying away from glass. |
| Inside Building | <ul style="list-style-type: none"> Stay inside until the all clear signal is given by the designated runner. |
| Outside Building | <ul style="list-style-type: none"> Do not enter the building. |

8

Escape
route
Diagrams
for each
floor



Make sure
Leads
know what
they are
responsible
for

EMERGENCY LEADS

Garden Level: Leads: Nicole Grady 209-946-2404 / 209-603-3967, John Linhares 209-946-2939 / 209-595-7966

First Floor: [During renovations] Chris Madill 209-992-0358, Dave Lambertson 916-709-2552, Carolyn Odgon 209-487-3969

Second Floor: Leads: Cindy Jackson 209-946-2431 / 209-607-2131, Christina Gilpin 209-946-2431 / 408-316-0777, Veronica Wells 209-946-2570 / cell: 209-992-9345, Heather Chappell 209-932-3233 / 209-366-3796, Rosalinda Bovette 932-3039 / 209-549-6849

Third Floor: Leads: Shannon Mack 209-946-2633 / 949-350-2169, Cindy Udermann 209-946-2574 / 510-366-2698

RESPONSIBILITIES:

Leads

Leads are identified and appointed for each floor and department. Duties include but are not limited to the following:

- Develop and implement the evacuation plan for the University William Knox Holt Library.
- Be familiar with the evacuation plan and its procedures.
- Assist the building occupants with the directions of evacuation routes, communicate the need to evacuate, ensure occupants are/have evacuated the building, and close (but do not lock) door(s) on the way out.
- Work with other team leaders to help a disabled person exit the building, by moving to an area of refuge or move to a safe place to stay.
- Take a head count and report evacuation status to other team leaders after exiting the building.
- Work with Pacific's Public Safety department, other emergency response personnel, and/or each department within the building affected by the evacuation plan.
- When notified to do so by emergency response personnel or campus Public Safety, inform building occupants when it is safe to re-enter the building.

NOTE: In the absence of a floor Lead, another staff member must take the lead.

Employees, students and visitors are responsible for evacuating the building immediately when notified to do so and to cooperate fully with the University William Knox Holt Library Leads in all aspects of these guidelines as well as emergency personnel.

AREA OF REFUGE / EMERGENCY PHONE BUTTONS

For the purpose inside the William Knox Holt Library, Areas of Refuge have been designated and Emergency Phone Button units have been placed.

Areas of refuge, are areas inside a building where people can wait in times of emergency and when evacuation is not possible. If emergency button is pushed, person should wait near the button for a rescue team to come to assist. Phones are connected directly to Public Safety and alerts them to where in the building the person is.

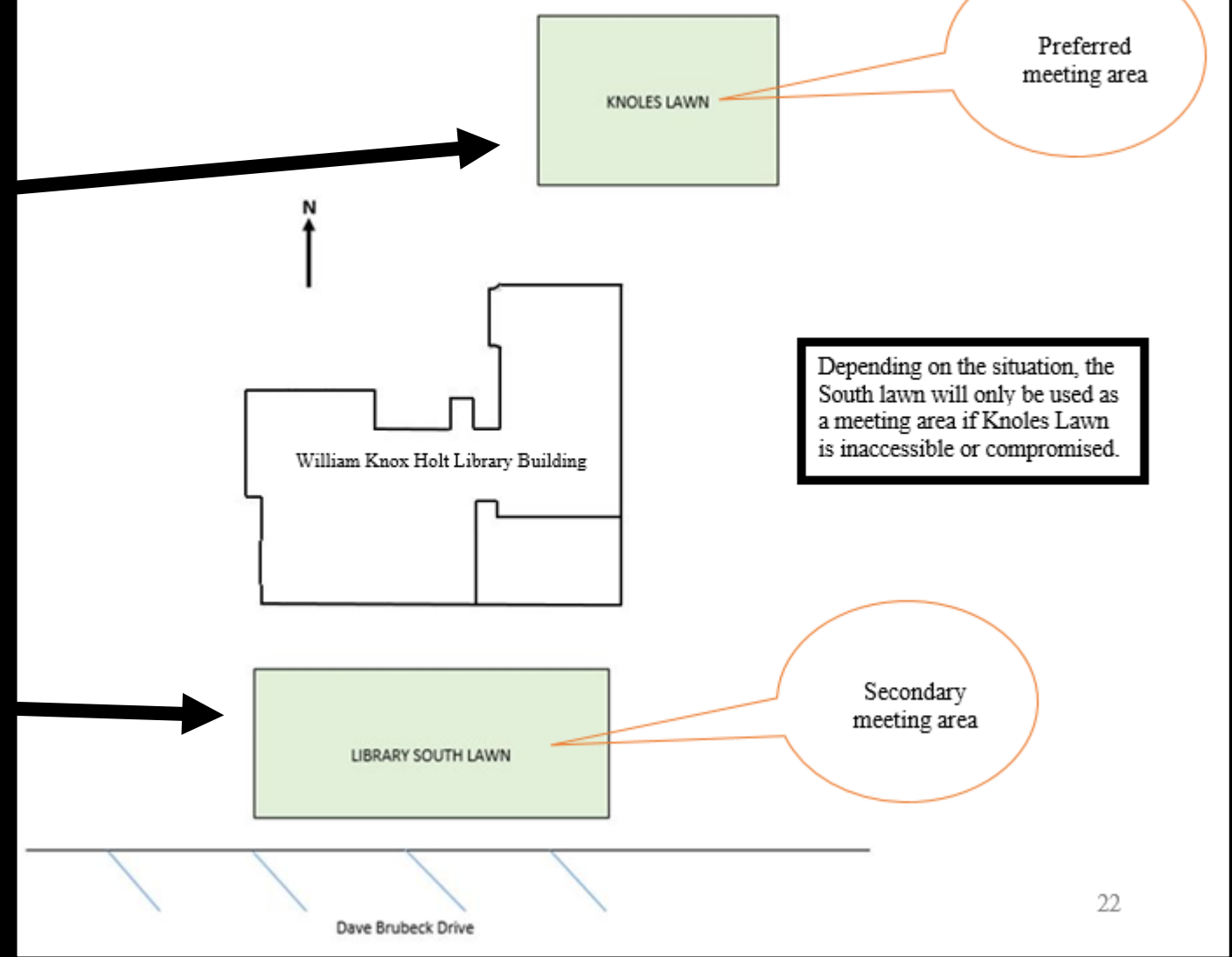


Designated meeting areas

Preferred

Secondary

DESIGNATED SAFE OUTSIDE MEETING AREAS



WILLIAM KNOX HOLT LIBRARY BUILDING OCCUPANTS

| | | | | |
|--|--|--|---|---|
| <p>GARDEN</p> <p>Brenda Carrillo wk: 209-946-2798 cell: 209-483-5301</p> <p>Cherilyn Moe wk: 209-946-2231 cell: 209-380-2556</p> <p>Christina Gilpin wk: 209-932-7353 cell: 408-316-0777</p> <p>Cindy Jackson wk: 209-946-3289 cell: 209-607-2131</p> <p>John Linhares wk: 209-946-2939 cell: 209-595-7966</p> <p>Lillian Hom-Imada wk: 209-946-2855 cell: 209-993-1019</p> <p>Mary Somerville wk: 209-946-2949 cell: 253-229-8816</p> <p>Michele Gibney wk: 209-932-2823 cell: 925-759-4182</p> <p>Mike Wurtz wk: 209-946-3105 cell: 209-470-9555</p> | <p>Monica Schutzman wk: 209-946-2196 cell: 209-473-3397</p> <p>Nicole Grady wk: 209-946-2404 cell: 209-603-3967</p> <p>Thy Son wk: 209-946-3016 cell: 209-715-7813</p> <p>Tien Ho Wk: 209-946-2431 Cell: 209-684-3216</p> <p>First Floor <i>(During Construction)</i></p> <p>Carolyn Orgon cell: 209-487-3969</p> <p>Chris Madill cell: 209-992-0358</p> <p>Dave Lambertson cell: 916-709-2552</p> <p>Second Floor</p> <p>Eileen Camfield wk: 209-932-2970 cell: 209-470-4485</p> <p>Heather Chappell wk: 209-932-3233 cell: 209-366-3796</p> | <p>Jack Schroeder wk: 209-946-2087 cell: 530-574-6833</p> <p>Janice Putman-Gonzales wk: 209-946-2458 cell: 209-649-9902</p> <p>Leslie Bayers wk: 209-946-7686 cell: 785-760-4265</p> <p>Lott Hill wk: 209-946-3032 cell: 773-349-6688</p> <p>Melanie Hash wk: 209-932-2969 cell: 209-423-6541</p> <p>Michael Ladisch wk: 209-932-3188 cell: 916-917-0120</p> <p>Michelle Maloney wk: 209-946-3171 cell: 510-459-2068</p> <p>Robin Imhof wk: 209-946-2544</p> <p>Rosalinda Boyette wk: 209-932-3039 cell: 209-549-6849</p> | <p>Tara Bunag wk: 209-932-3019</p> <p>Veronica Wells wk: 209-946-2570 cell: 209-992-9345</p> <p>Third Floor</p> <p>Abi Ingleton wk: 209-932-2876 cell: 323-719-1559</p> <p>Cathie McClellan wk: 209-946-7715 cell: 209-817-2358</p> <p>Cindy Udermann wk: 209-946-2574 cell: 510-366-2698</p> <p>Eddie Sparks wk: 209-932-3263 cell: 209-401-8276</p> <p>Jeff Atad wk: 209-932-3329 cell: 910-973-2479</p> <p>Shannon Mack wk: 209-946-2633 cell: 949-350-2169</p> | <p>Mezzanine</p> <p>Jeremy Hanlon wk: 209-946-3003</p> <p>Josh Salyers wk: 209-946-2945 cell: 423-741-9245</p> <p>Niraj Chaudhary wk: 209-932-3193 cell: 209-361-9419</p> <p>Rite Aid Information</p> <p>Commons</p> <p>Kate Dopkins wk: 209-946-2431 cell: 209-851-5663</p> |
|--|--|--|---|---|

23

Protocols

Protocols

Protocols

William Knox Holt Library Building Reporting Protocols

Fire/Life/Safety

Always contact **Public Safety** to report fire/life/safety issues.
Dispatch - 209-946-2537

Also, contact University Libraries' Business Manager **John Linhares** - jlinhares@pacific.edu, 209-946-2939 (work), 209-595-7966 (cell/text) - between 8 – 5, Monday – Friday, who will contact Ask Us Desk.

Or contact **Ask Us desk** - 209-946-2431 - if outside regular business hours, at night, or on weekends.

Renovation

Contact University Libraries' Business/Facility Manager **John Linhares** – jlinhares@pacific.edu, 209-946-2939 (work), 209-595-7966 (cell/text) - from 8 – 5, Monday – Friday. John will notify **Chris Madill** – 209-992-0358 (cell/text), **Carolyn Odgon** - 209-487-3969 (cell/text), or **Dave Lambertson** – 916-709-2552 (cell/text).

Before or after those hours (8-5, M-F) and on weekends, report building issues to **Ask Us Desk** - 209-946-2431, who will either contact **Dave Lambertson** – 916-709-2552 – or **Public Safety** - 209-946-2537 (phone).

Note: typically, renovation related issues will occur when contractor on site.

In the case of **elevator malfunction**, also contact **Eileen Camfield** - 209-932-2970, who will reschedule developmental math and writing classes to alternative accessible locations.

Facilities

24

25

From 8 – 5, Monday through Friday, contact University Libraries' Business/Facility Manager **John Linhares** – jlinhares@pacific.edu, 209-946-2939 (work), 209-595-7966 (cell/text) - or Acquisitions Specialist **Cherilyn Moe** – 209-946-2231, or **Physical Plant** – 209-946-2541. Outside of regular business hours, contact **Ask Us Desk**- 209-946-2431.

January 28, 2019

Appendix

STOP THE BLEED

Call 9-1-1 or 6-3911 (campus phone)

Ensure Your Safety

- Before you offer any help, you must ensure your own safety!
- If you become injured, you will not be able to help the victim.
- Provide care to the injured person if the scene is safe for you to do so.
- If, at any time, your safety is threatened, attempt to remove yourself (and the victim if possible) from danger and find a safe location.
- Protect yourself from blood-borne infections by wearing gloves, if available.

Look for Life-Threatening Bleeding

- Find the source of bleeding
- Open or remove the clothing over the wound so you can clearly see it. By removing clothing, you will be able to see injuries that may have been hidden or covered.
- Look for and identify “life-threatening” bleeding. Examples include:
 - Blood that is spurting out of the wound.
 - Blood that won’t stop coming out of the wound.
 - Blood that is pooling on the ground.
 - Clothing that is soaked with blood.
 - Bandages that are soaked with blood.
 - Loss of all or part of an arm or leg.
 - Bleeding in a victim who is now confused or unconscious.

STOP THE BLEED

Compress and Control

Key Point

There are a number of methods that can be used to stop bleeding and they all have one thing in common—compressing a bleeding blood vessel in order to stop the bleeding.

If you don’t have a trauma first aid kit:



Apply direct pressure on the wound (Cover the wound with a clean cloth and apply pressure by pushing directly on it with both hands)

1. Take any clean cloth (for example, a shirt) and cover the wound.
2. If the wound is large and deep, try to “stuff” the cloth down into the wound.
3. Apply continuous pressure with both hands directly on top of the bleeding wound.
4. Push down as hard as you can.
5. Hold pressure to stop bleeding. Continue pressure until relieved by medical responders.

If you do have a trauma first aid kit:

For life-threatening bleeding from an arm or leg and a tourniquet is NOT available OR for bleeding from the neck, shoulder or groin:

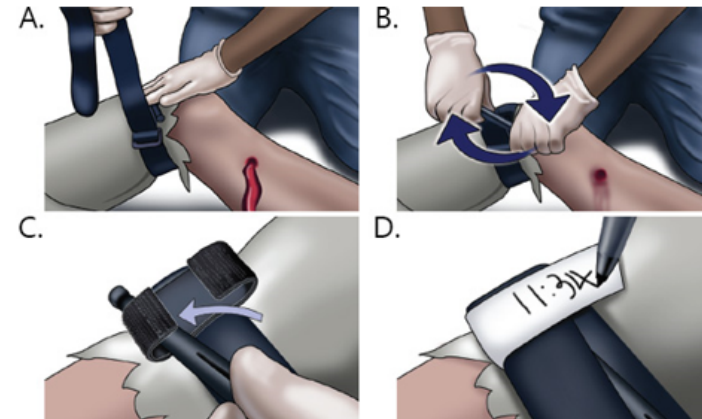
- Pack (stuff) the wound with a bleeding control (also called a hemostatic) gauze, plain gauze, or a clean cloth and then apply pressure with both hands
1. Open the clothing over the bleeding wound. (A)
 2. Wipe away any pooled blood.
 3. Pack (stuff) the wound with bleeding control gauze (preferred), plain gauze, or clean cloth. (B)
 4. Apply steady pressure with both hands directly on top of the bleeding wound. (C)
 5. Push down as hard as you can.
 6. Hold pressure to stop bleeding. Continue pressure until relieved by medical responders.



• Apply the tourniquet

1. Wrap the tourniquet around the bleeding arm or leg about 2 to 3 inches above the bleeding site (be sure NOT to place the tourniquet onto a joint—go above the joint if necessary).
2. Pull the free end of the tourniquet to make it as tight as possible and secure the free end. (A)
3. Twist or wind the windlass until bleeding stops. (B)
4. Secure the windlass to keep the tourniquet tight. (C)
5. Note the time the tourniquet was applied. (D)

Note: A tourniquet will cause pain but it is necessary to stop life-threatening bleeding.



Send EEP out to be vetted

- Building department heads
- Public safety

Update EEP

- Keep EEP updated



UPDATES

Date: 4/14/19

Date: _____

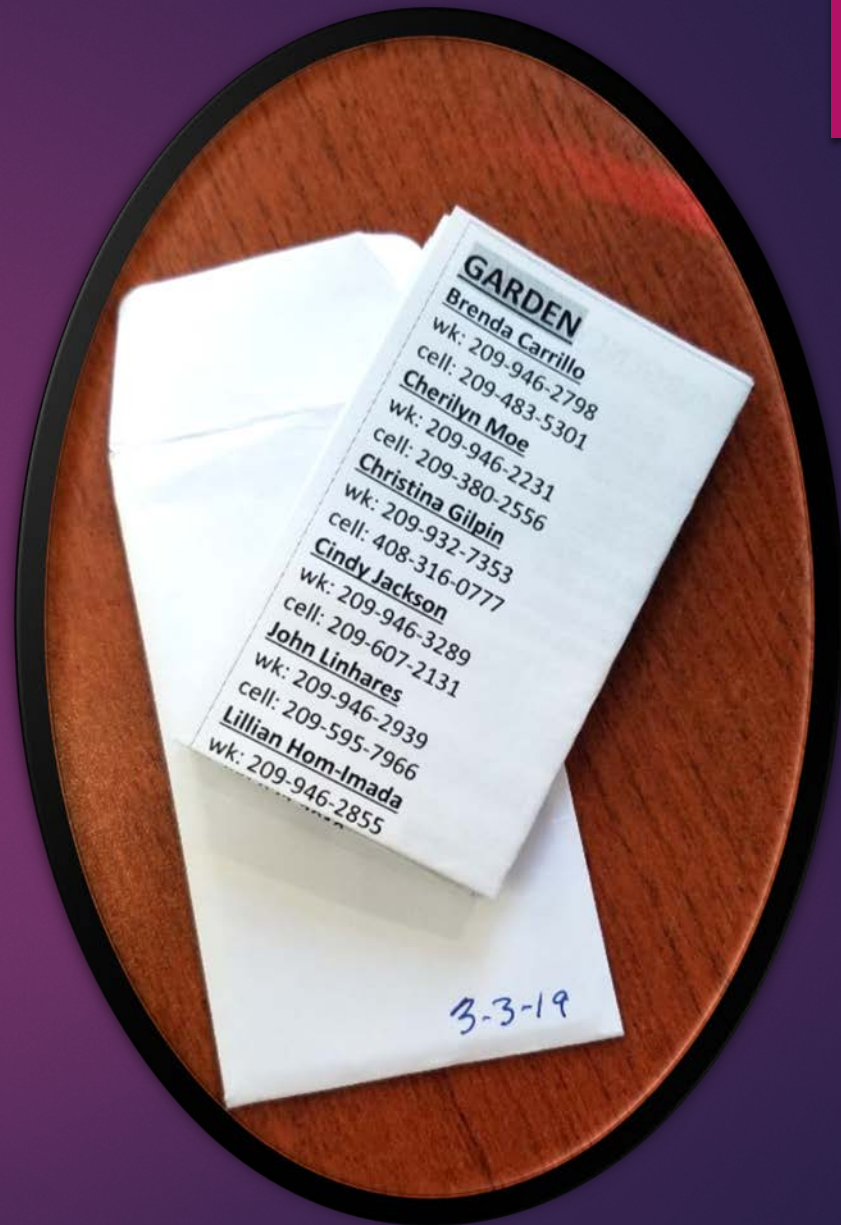
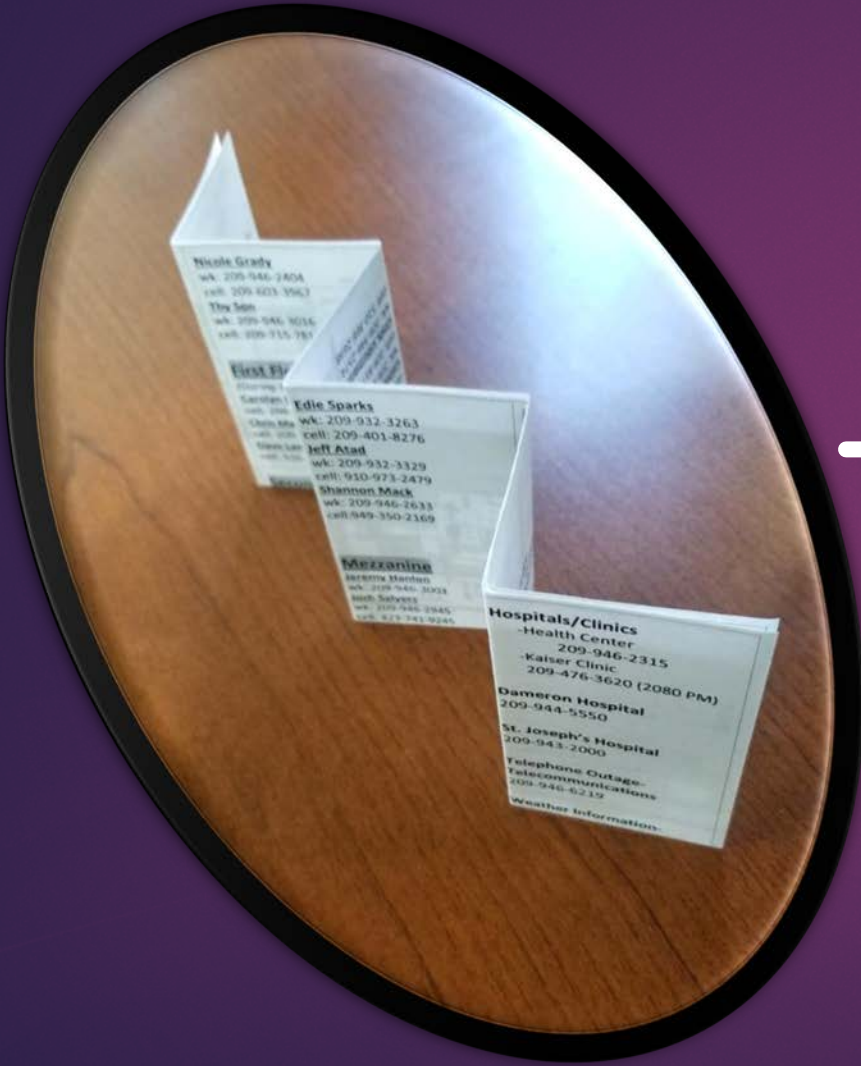
Date: _____

Date: _____

Date: _____

Emerg
Will

Create pocket directory



Purchase emergency supplies

Emergency point person for entire building should have:

- Emergency kit
- Blankets
- Windup radio
- AED (Automated External Defibrillator)

Each floor should have an emergency kit →



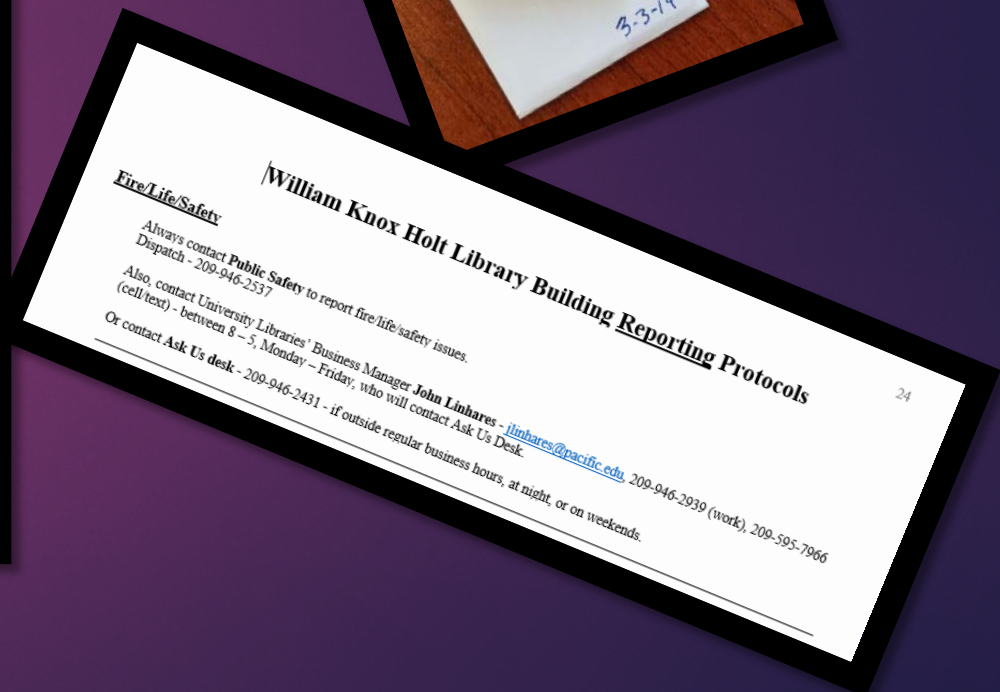
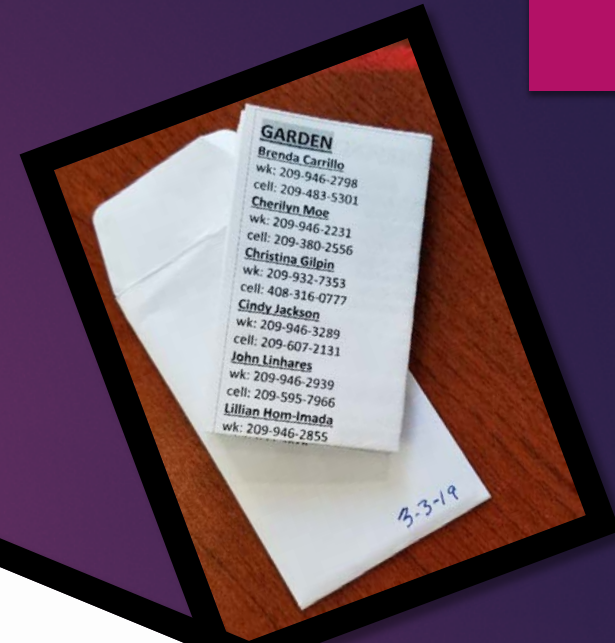
Each Lead should have:

- Walkie-Talkie (rechargeable)
- Emergency Vest
- Flashlight
- Bull horn
- Lanyard with pocket directory



Each person working in building should have:

- Emergency Evacuation Plan
- Pocket Directory
- Protocol for notifications
- Evacuation training from public safety



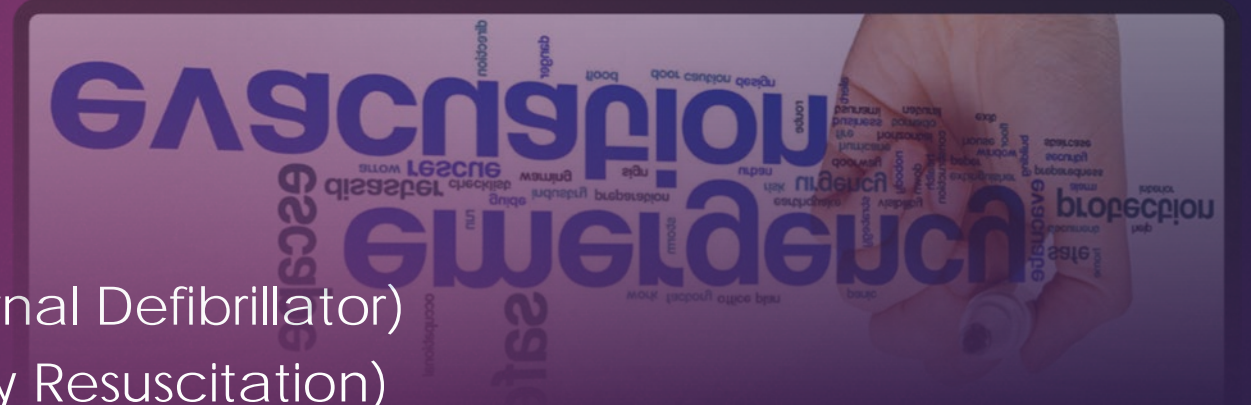
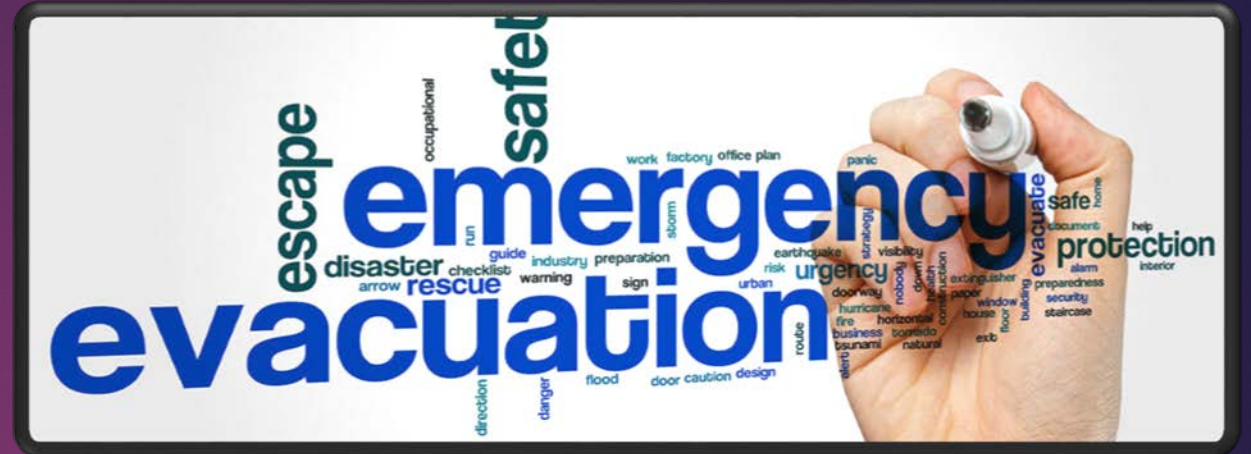
Train

Public Safety:

- Evacuations
- Active shooter
- Fire extinguishers
- Earthquake
- Terrorists

Red Cross:

- AED (Automated External Defibrillator)
- CPR (Cardiopulmonary Resuscitation)
- Basic First Aid



Hold evacuation drills

- Arrange through Public Safety
- Once a year drills
- Reassess after each drill
- Make appropriate changes if needed



****Always remember****

In today's world, the first thing you do upon entering any room, movie theater, restaurant, school, hotel, any building:

You should always look and find for your exits.

This needs to be something you just do.

*Thank
You!*

