

University of Arkansas Libraries

Mullins Library Evacuation and Emergency Procedures

University Police (479) 575-2222
Environmental Health & Safety (479) 575-5448

TYPES OF EMERGENCIES

1. **Code Red Evacuation** – Emergency is immediate and life threatening (fire, bomb threat, gas leak, etc.) that requires occupants to exit the building using the nearest exit. If the fire alarm sounds/flashes, all employees must exit the building.
2. **Weather Emergency** – Emergency is immediate and life threatening (tornado, hurricane, earthquake, etc.) that requires occupants to seek shelter on Level One.

RESPONSIBLE PERSONNEL IN AN EMERGENCY EVACUATION

- **Evacuation Monitor** (highest Circulation Desk Supervisor on duty) – responsible for making the evacuation announcement via library PA system and notifying the branch libraries, as needed, of the evacuation.
- **User Services staff on duty**—during a code red evacuation, without putting themselves in danger, User Services staff should stay outside the East and West entrances to stop people from entering the building until campus security officers arrive to take over the monitoring responsibility.
- **Building Executive:** Sheri Gallaher, or **Alternate Building Executives:** Lora Lennertz or Marco De Prosperis are responsible for communicating as needed with emergency personnel. In their absence, the Evacuation Monitor is responsible.
- **You:** Arkansas law dictates that all personnel must exit a building if the fire alarm is activated. Familiarize yourself with fire exits in your work area.

EVACUATION PROCEDURES

Emergency is immediate – CODE RED (Fire, bomb threat, gas leak, etc.)

Evacuation Destination – UNION PLAZA on the west side of Mullins Library

When the fire alarm is activated, evacuation is mandatory. Evacuations also may be required that do not involve the fire alarm. The **Evacuation Monitor** will make an evacuation announcement through the PA system (a pre-taped announcement CD can be used and it will play the evacuation message repeatedly. If the announcement is made by using the PA system manually the following message should be repeated at least three times):

“Attention, please. An emergency situation is reported and all persons must exit the building. DO NOT USE AN ELEVATOR. If you are unable to use the stairs, please go to the area of rescue assistance near the spiral staircase or to open areas near the elevators on each floor.”

1. As you are leaving your area, look to see that others (employees and patrons) are aware of the evacuation. Inform library patrons of the emergency evacuation as you exit, but employees are not required to place themselves in danger in order to gain compliance from library patrons.

2. Be familiar with evacuation routes for your area and use them.
3. Go to the evacuation assembly area outside the west entrance mall area.
4. After reaching the designated assembly area, Department/Unit heads should account for personnel in their unit and report to the Evacuation Monitor.
5. If the Building Executives are not present, call them to notify them of the fire emergency evacuation.
6. Wait at the evacuation assembly area until you receive further instructions from the Building Executive or emergency response personnel.

Weather Emergency (tornado, hurricane, immediate danger)

Destination – LEVEL ONE

1. A weather emergency occurs when the campus emergency siren is activated or notification is received from the University Police. The Evacuation Monitor will make an evacuation announcement through the PA system (a pre-taped announcement CD can be used and it will play the evacuation message repeatedly. If announcement is made by using the PA system the following message should be repeat at least three times):

“Attention, please. A weather emergency has been issued for Fayetteville. Please proceed to Level One. ”

2. Take your departmental flashlights. User Services personnel should take walkie-talkies and weather radio. As you are leaving your area, look to see that others (employees and patrons) are aware of the emergency. Inform library patrons of the emergency as you move to a place of safety, but employees are not required to place themselves in danger in order to gain compliance from library patrons.
3. When the weather radio indicates the immediate threat is over, User Services personnel may issue an all clear announcement.