

EMERGENCY PLAN AT GOODNOW LIBRARY

TORNADOS: SEEK LOWEST PLACE IN THE BUILDING, AWAY FROM WINDOWS AND EXTERIOR WALLS.

First floor: 5 staff required during regular business hours

- **Children's:**
 - Select who will be Staff #1 and #2
 - Staff #1 is responsible for leading occupants of children's room to the Back Hallway. Staff #2 is responsible for clearing all occupants from the children's room, including story/craft room, bathroom and stacks and leading them to the Back Hallway with the others.
- **Circulation:**
 - Select who will be Staff #1, #2 and #3
 - Staff #1 is responsible for using the intercom to make the announcement:
 - "Attention patrons. We are experiencing tornado conditions and everyone is asked, for their safety, to follow the instructions of staff to seek refuge in the library basement. Please stay away from windows and follow staff instructions." (Or something like that).
 - Use a staff schedule as a check list to account for all staff.
 - Staff #2 is responsible for leading all occupants in the first floor area and Meeting room to the Mechanical room.
 - Staff #3 is responsible for clearing all occupants from the Fiction stacks, restrooms, meeting rooms, lobby and new book area.

Second Floor: 3 staff required during business hours

- **Reference:**
 - Select who will be #1, #2 and #3
 - Staff #1 is responsible for leading occupants downstairs to the Back Hallway.
 - Staff #2 is responsible for clearing all occupants from the Non-Fiction stacks, carrels and restrooms
- **Historical Wing:**
 - Staff # 3: is responsible for clearing all occupants from the Conference Room, Octagon, Historical Room, Staff break room, staff restrooms and offices.

During evening and weekend hours, when there is only 3 staff in the building, the staff in Circulation should lead all patrons to the safety of the Back Hallway. The Children's staff should clear the first floor area, while moving towards the Back Hallway. The Reference must clear all areas on the second floor and send those patrons to the Circulation staff who will direct them to the safest area.

FIRE: EVACUATE BUILDING

The procedure is the same as for Tornados but the building must be EVACUATED

First floor: 5 staff required during regular business hours

- **Children's:**
 - Staff #1 is responsible for leading occupants of children's room to the Handicap spaces in the library parking lot.
 - Staff #2 is responsible for clearing all occupants from the children's room, including story/craft room, bathroom and stacks and leading them to the Handicap spaces in the library parking lot.
- **Circulation:**
 - Staff #1 is responsible for using the intercom to make the announcement:
 - "Attention patrons. Please exit the library now. Do not stop to collect your things. For your safety, please gather in the Handicap Spaces in the Library Parking Lot. Please stay away from windows and follow staff instructions." (Or something like that).
 - Use a staff schedule as a check list to account for all staff.
 - Staff #2 is responsible to leading all occupants in the first floor area and Meeting room to the Mechanical room.
 - Staff #3 is responsible for clearing all occupants from the Fiction stacks, restrooms, meeting rooms, lobby and new book area.

Second Floor: 3 staff required during business hours

- **Reference:**
 - Staff #1 is responsible for leading occupants Handicap spaces in the library parking lot.
 - Staff #2 is responsible for clearing all occupants from the Non-Fiction stacks, carrels and restrooms.
- **Historical Wing:**
 - Staff # 3: is responsible for clearing all occupants from the Conference Room, Octagon, Historical Room, Staff break room, staff restrooms and offices.

During evening and weekend hours, when there is only 3 staff in the building, the staff in Circulation should lead all patrons to the Handicap spaces in the library parking lot. The Children's staff should clear the first floor area, while moving towards the Parking Lot. The Reference must clear all areas on the second floor and send those patrons to the Circulation staff who will direct to the Parking Lot.