



Atlanta University Center Robert W. Woodruff Library

Clark Atlanta University • Morehouse College • Spelman College

ROBERT W. WOODRUFF LIBRARY

EVACUATION PLAN

**111 James P. Brawley Drive, S.W.
Atlanta, GA 30314
404.978.2000**

The following plan has been instituted to ensure the safe evacuation of these premises in case of fire or other emergency that may require the evacuation of this building. Team Leaders and their Alternates should fully familiarize themselves with these procedures.

LOWER LEVEL

<u>TEAM LEADER</u>	<u>ALTERNATIVE</u>	<u>AREA</u>	<u>EXIT</u>
Wendy Williams	G. Yates	CAU MMC	NE MC Front – Thomas W. Cole
Security Services	E. Addo	Computer Lab	NW Door 6 – Thomas W. Cole
D. Mobley	G. Jackson	RWWL IT	Loading Dock
K. Smith	J. Best	Business Office	NW Door 6 – Thomas W. Cole
Security Services	Security Services	Graduate Study Suite	SW Door 2 - Parsons
Security Services	Security Services	Quiet Study Suite	NW Door 6 – Thomas W. Cole

MAIN LEVEL

<u>TEAM LEADER</u>	<u>ALTERNATIVE</u>	<u>AREA</u>	<u>EXIT</u>
T. Jackson	M. Tomlinson	Information Services	SE Door 3 - Parsons
O. Daniels	B. Briones	Technology Design	Doors 2 & 3 - Parsons
B. Ost	S. Cauley	IRS Suites	Main Entrance – JPB Drive
H. Mallory	M. Kadiyala	Cataloging	Doors 2 & 3 - Parsons
R. Fallen	P. Williams	Technical Service	Doors 2 & 3 - Parsons
Security Services	Security Services	ML Group Study	Doors 2 & 3 - Parsons
C. Nathaniel	Security Services	Exchange Area	NW Door 7 – Thomas W. Cole
Security Services	Security Services	Education Center	NE Doors 2 & 3 - Parsons

UPPER LEVEL

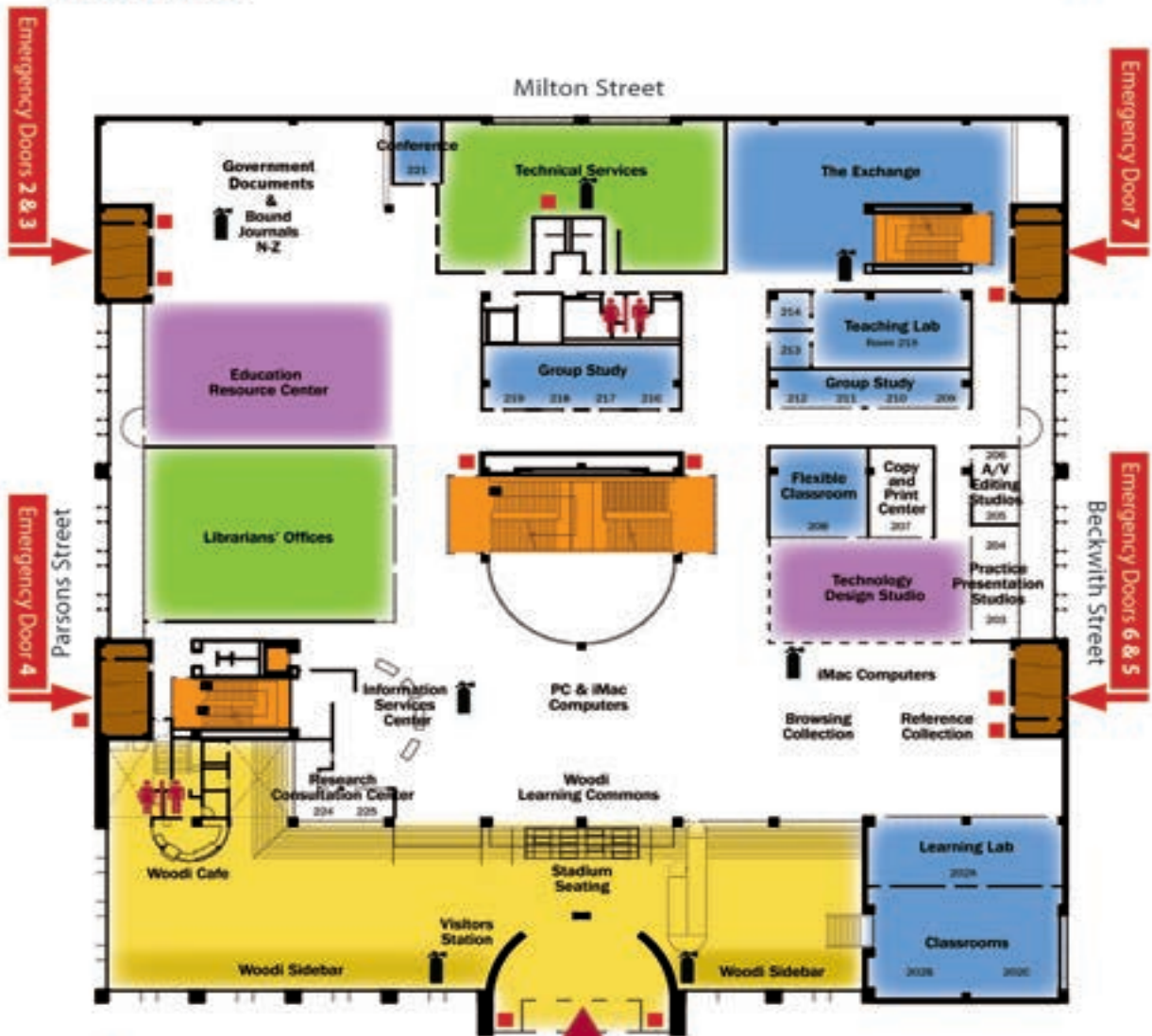
<u>TEAM LEADER</u>	<u>ALTERNATIVES</u>	<u>AREA</u>	<u>EXIT</u>
S. Tanner	K. Ford	Archives	NW Door 7 – Thomas W. Cole
S. Jones	T. Atwater	Exhibition Hall	NW Door 7Y – Thomas W. Cole
Security Services	Security Services	Group Study	SW Door 3Y – Thomas W. Cole
J. Wiggins	Security Services	NW Stacks/Carrels	NW Door 10Y – Thomas W. Cole
A. Moore	Security Services	SW Stacks/ Carrels	Door 3Y - Parsons
K. Siddell	E. Miller	Executive Offices	Door 5Y - Parsons
Security Services	Security Services	UL Collections	UL Doors

Lower Level

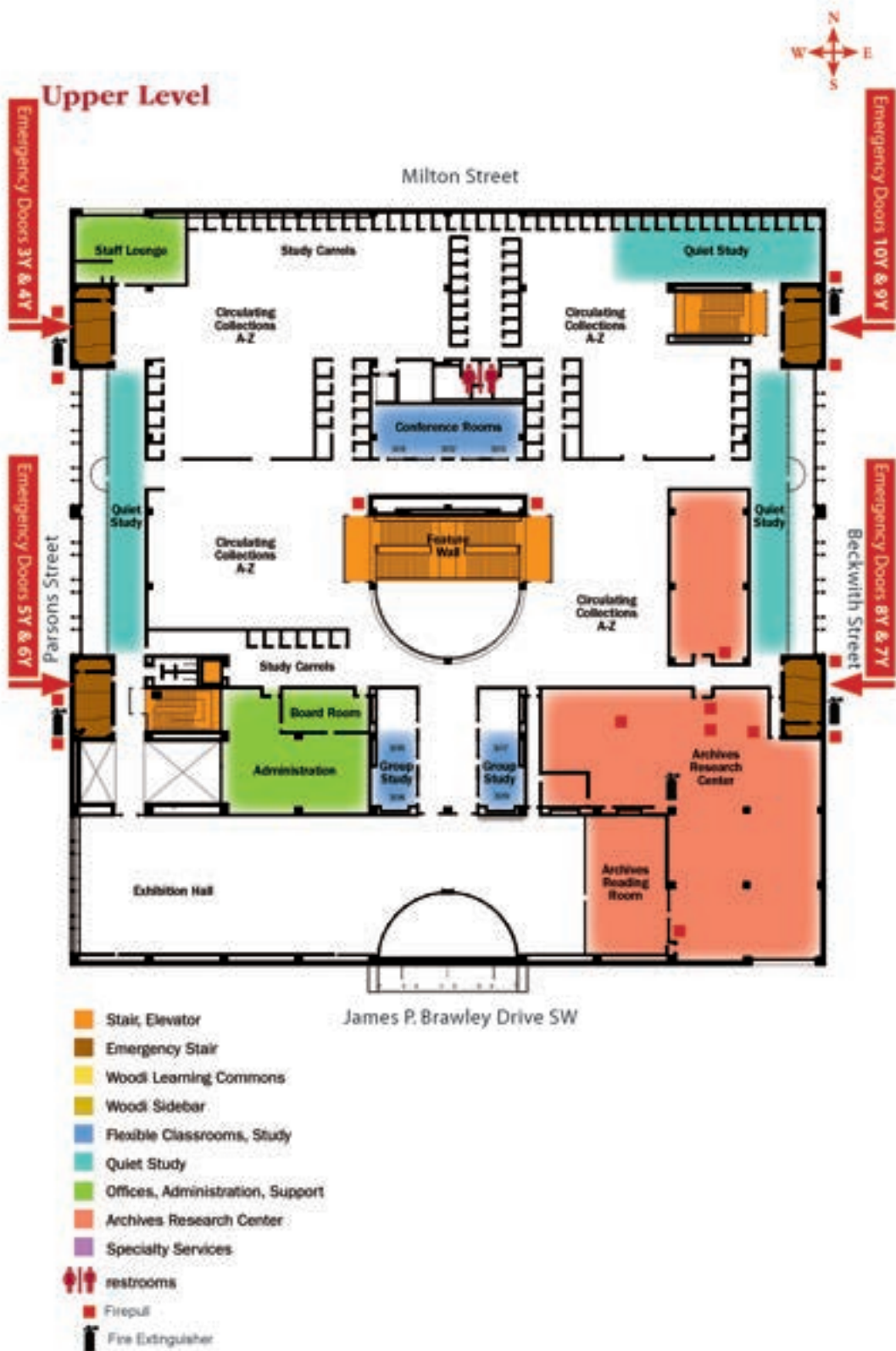


- Stair, Elevator
- Emergency Stair
- Woodl Learning Commons
- Woodl Sidebar
- Flexible Classrooms, Study
- Quiet Study
- Offices, Administration, Support
- Archives Research Center
- Specialty Services
- restrooms
- Firepull
- Fire Extinguisher

Main Level



- Stair, Elevator
- Emergency Stair
- Woodi Learning Commons
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EVACUATION DRILLS

Fire and Tornado Drills are conducted unannounced annually per regulations. A summary of each drill performance is maintained on the Security Services shared folder indefinitely.

EVACUATION PROCEDURES

The Library building is to be evacuated when applicable fire alarms are activated. Intercom and InformaCast evacuation announcements are made from the main Security Services Office. Floor plans are posted on every floor of the Library building at public elevator. All occupants are to proceed to the prescribed building exit, in case of fire alarm, as follows:

1. Upon hearing the audible signal of an evacuation alarm, immediately stop current activities and notify all present of alarm.
2. Proceed in an orderly manner to the designated emergency exit location following all safety evacuation procedures.
3. **Do not** use elevators to exit the building during evacuation process.
4. Move quickly and safely exit the facility. Stay calm and do not panic. **Observe the “Walk, Don’t Run” recommendations.**
5. Move away from the facility and go directly to the evacuation assembly area.

General Rules for Response to Fire

1. Extinguish the fire, if this can be done safely, using the following extinguisher instructions:
P PULL THE PIN
A AIM AT THE BASE OF THE FLAMES/SMOKE
S SQUEEZE THE HANDLE
S SWEEP SIDE TO SIDE
2. If extinguishing is not feasible, notify individuals in the immediate area and leave the area heading towards the prescribed evacuation exit using evacuation procedures.
3. Activate the closest fire alarm pull station and place a call to Security Services.
4. Confine the area by closing the nearest doors en route to the prescribed evacuation exit.
5. If trapped or isolated by fire:
 - a. Remain low;
 - b. Place rags, paper, or any material available at doors seams to reduce entry of smoke; and
 - c. remain calm and wait on help to arrive.

General Rules for Exiting the Building

All Library building occupants are to proceed to the designated assembly area immediately after leaving the Building. Until the all clear is given:

1. All personnel that exit the East doors will stand across James P. Brawley Drive on the sidewalk abutting the Greenscape.
2. All personnel that exit the North doors will stand across Beckwith Street in the area across the street from CAU Mass Media & Communication leased space.
3. All personnel that exit the West doors will stand on the upper level of the rear parking lot.
4. All personnel that exit the South doors will stand across the street on Parsons Street on abutting sidewalk.

Note: Security Services personnel are responsible for all areas not covered in theses directions. Technical Services workers will exit through the front doors when building is closed.

Evacuation of Disabled Patrons & Staff

Handicap/Disabled – for the purposes of this section, handicap/disabled shall mean a disadvantage or deficiency, physical or mental disability that prevents or restricts normal achievement (i.e. persons in wheelchairs, on walkers physically challenged etc.) and any other disorders in the opinion of management or Security Services personnel.

Security Services personnel are to assist disabled persons on all floors; it shall be the responsibility of the Team Leaders to ensure that Security Services personnel are notified of the presence of disabled persons on their respective floors. Contact Security Services at extension 2073 or 2173. Disabled persons will be escorted or carried to the outside area as required.

General Rules for Response to Severe Storms/Tornados

In the event the AUC Robert W. Woodruff Library is affected by a severe storm, the procedures to be followed are listed below:

1. Building Occupants (Patrons, Staff, Etc.)
 - a. Proceed to the lowest level of the building using the nearest emergency exit stairway as outlined above.
 - b. Stay away from windows
 - c. Security Services officers will direct patrons to designated safe areas on the lowest level.
 - d. Do not pull the Fire alarm
 - e. Patrons will wait until all clear is given by Security Services staff before resuming normal building activities.
2. Depending on the severity of incident; other procedures are to be instituted as follows:
 - a. Assess damage to the interior and exterior of building.
 - b. Record and document the time of the occurrence on Library approved forms.
 - c. Confirm building readiness through the Security Services Department Manager
3. If the incident occurs during business hours between 8:30 AM and 5:00 PM, the Library CEO and CFO, in consultation with the Safety Officer, Security Services Department Manager, and Facilities Manager will determine whether building damages are severe enough to close the operation of the Library.
4. During other hours of service, the Librarian in charge along with the Security Services Supervisor will contact the Library CEO to determine the necessary actions. For further action, the Evening Shift Supervisor will call for emergency personnel for evacuation, if needed. Proper officials of each AUC institution will be notified.