

Libraries Emergency Response Plan: Q u i c k R e f e r e n c e G u i d e

))) ► FIRE ALARM

When the fire alarm is activated, follow the directions of the Floor Wardens and immediately evacuate the building.

Stay in designated evacuation site until given the okay to re-enter the building.



FIRE

In the event of an actual fire that has not yet activated the alarm, employees will alert and evacuate people in the area, activate the nearest fire alarm, and call 911.

Once the alarm is activated, normal evacuation procedures should be followed.



EARTHQUAKE

There will not be a mandatory evacuation of the building after an earthquake unless the fire alarm is activated.

If the fire alarm IS activated then normal evacuation procedures should be followed.

If the fire alarm IS NOT activated it is up to individuals as to whether or not they want to evacuate the building.

After an earthquake, the building will be surveyed for structural damage. If structural damage is found, a verbal evacuation will take place.



ACTIVE SHOOTER

In the event of an active shooter, the actions below are recommended, use common sense and follow the instructions of emergency personnel. ***If you are directly involved or you can hear gunshots in the immediate vicinity:***

- Go to the nearest room or office
- Close and lock the room or office door
- Turn off the interior lights
- Silence mobile phones
- Close the office blinds or curtains
- Call UCI Police Emergency 911 from any telephone, including the "Blue Phone" immediately and provide the following information:

Your name and exact location

- Location of incident (be as specific as possible)
- Number of suspect(s) and description
- Number and location of injured victims
- Remain quiet and DO NOT answer or open the door until assistance from emergency personnel arrives

If you are not directly involved, you do not hear gunshots nearby, and it appears safe to exit:

Evacuate the building if it is safe to do so

- If it is reasonably safe, report to the designated building assembly area or another safe area
- Call UCI Police Emergency 911 from any telephone, including the "Blue Phone" immediately and provide the following information:

• Your name and exact location

Location of incident (be as specific as possible)

Number of suspect(s) and description

Number and location of injured victims



EXPLOSION OR TERRORIST ATTACK

Employees shall follow these guidelines during any explosion or terrorist attack (including a bomb blast, airplane crash, mechanical failure, etc.):

- Seek protection from flying glass and debris under a desk, table, or other heavy furniture
- Remain inside the building until directed to evacuate
- Follow directions of Floor Wardens

If employees have information about the incident which may be useful to investigators, they shall call UCI Police at x45223 or give the officer at the scene a detailed report.

Take every opportunity to prepare yourself for an emergency by reading the UCI Libraries Emergency Plan @ <http://emergency.lib.uci.edu>

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