

A. Evacuation Procedures**LIBRARY COLLECTIONS ANNEX****1. Initiation of an Evacuation**

Building evacuation may be initiated by a fire alarm or by an order issued through an authorized chain of command.

A FIRE ALARM AUTOMATICALLY INITIATES AN EVACUATION.

The University Librarian is authorized to initiate an evacuation of any library building. In his or her absence, a designated Acting University Librarian, or other designate, is then authorized. During evenings and weekend hours, the option to choose to evacuate rests with the person in charge of the library building who should contact the University Librarian or other senior administrator.

2. Evacuation Procedures

- a. Evacuate the building by the most direct means possible.
- b. Staff should assist the public to leave the building as quickly as possible by the nearest exit.
- c. Responsibility for complete evacuation of any library building belongs to Brown University Police and Security (phone 3-3322).
- d. After evacuating, maintain a distance of at least 100 feet from the building. Set a meeting point for head count of staff to determine whether all known occupants of the building have evacuated.
- e. Do not re-enter the building until authorized to do so.

3. Staff Responsible for Head Count

Annex manager is responsible for head count.

4. Exits

- Front entrance
- Loading Dock
- Rear of storage module