

**A. Evacuation Procedures****JOHN HAY LIBRARY****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 evening 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. The revolving doors should be burst apart, and the swinging doors propped open by the Door Guards or Gateway Services staff.
- c. Staff should assist the public to leave the building as quickly as possible by the nearest exit.
- d. Responsibility for complete evacuation of any library building belongs to Brown University Police and Security (phone 3-3322).
- e. Staff members should identify the location of disabled patrons/staff and notify Fire/Security officials of their location(s). Anyone refusing to leave should be reported to Fire/Security officials. Make no attempt to force them to leave.
- f. Under no circumstances should the elevator be used during an evacuation. Before opening any door check to see if it is cool to the touch, then open slowly and check for smoke. If a door is hot, or if smoke is apparent, retreat and try another exit route if possible.
- g. After evacuating, maintain a distance of at least 100 feet from the building. John Hay Staff should meet at the Carrie Tower for a head count by the Coordinator for Reader Services (alternate: Manager of Reader Services)
- h. Do not re-enter the building until authorized to do so.

**3. Exits**

- First Floor Main Exit
- Stair 3 at the south end of the South Stacks
- Stair 5 or North Stair
- Basement floor to South Exit
- Sub Basement floor to west Fire Door
- Card Access Door