

**Donald W. Reynolds Community Center and Library**

**Emergency Action Plan**

**July 7, 2011**

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## **Attachments**

- I. Evacuation Routes**
- II. Severe Weather - safe room routes**
- III. Fire Extinguishers Locations**

The Donald W Reynolds Community Center and Library emergency action plan describes the actions employees should take in case of fire or other emergency situations. This plan includes identification of the plan coordinator, reporting procedures, evacuation procedures, evacuation routes, rescue and medical duties, employee training and a list of contacts in the event that an emergency should arise. Employees are expected to be familiar with this plan in advance of such an event.

## **I. POLICY**

It is the policy of the Donald W Reynolds Community Center and Library to take every possible action to comply with all emergency regulations and protect employees and patrons in emergency situations.

## **II. EMERGENCY PLAN COORDINATOR**

Dottie Davis, Library Director, and Emergency Plan Coordinator is responsible for making sure this emergency action plan is kept up to date, reviewed periodically and that training is provided.

The Emergency Plan Coordinator can be reached at the Donald W Reynolds Community Center and Library (580) 924-3486

## **III. REPORTING PROCEDURES**

This is a list the types of emergencies that could occur at our workplace and how you should report them. Options include internal telephone numbers, intercom, public address systems, etc. Employees must also notify external emergency responders for assistance in emergencies. The phone numbers of these agencies have been listed. These numbers should be used in conjunction with the radio system to notify and update the appropriate responding agency.

<b>Type of Emergency</b>	<b>How to Report (Phone Numbers)</b>
Fire	Durant Fire Department - 911 (if no answer) (580) 924-2358
Explosion	Durant Fire Department - 911 (if no answer) (580) 924-2358
Weather	Durant Emergency Management - 911 (if no answer) (580) 924-3661
Bomb threat	Durant Police Department - 911 (if no answer) (580) 924-3737
Chemical Spill/Leak	Durant Emergency Management- 911 (if no answer) (580) 924-3661
Violence	Durant Police Department - 911 (if no answer) (580) 924-3737
Medical	Bryan County E.M.S. - 911 (if no answer) (580) 924-4687

The library has panic system through the SE Alarm system in place to use in case there is a problem with a patron who becomes violent.

## **IV. EVACUATION PROCEDURES**

### **A. Emergency Escape Procedures and Routes**

Emergency escape routes shall be assigned to each department and an emergency escape route chart will be posted in each area of the library, a primary and a secondary exit or escape route in the event emergency evacuation is necessary. The Library supervisor on duty will insure all employees are familiar with this plan. It is the responsibility of the Library Supervisor on duty to be sure all employees and patrons are evacuated from building in case of an emergency.

B. The preceding individuals have received special instructions and training by their immediate supervisors to ensure their safety in carrying out the designated assignments.

<b>Name</b>	<b>Title</b>	<b>Work Area</b>	<b>Special Assignment</b>
<b>Gina Brown</b>	<b>Circulation Supervisor</b>	<b>Circulation</b>	<b>Night &amp; Weekend Supervisor</b>
<b>Joy Cornelison</b>	<b>Cataloger</b>	<b>Technical Services</b>	<b>Night &amp; Weekend Supervisor</b>
<b>Carla Dalton</b>	<b>Tech Service Assistant</b>	<b>Technical Services</b>	<b>Night &amp; Weekend Supervisor</b>
<b>Angie Mullen</b>	<b>Admin Assistant</b>	<b>Technical Services</b>	<b>Night &amp; Weekend Supervisor</b>
<b>Susan Cook</b>	<b>CC Manager</b>	<b>Community Center</b>	<b>CC Supervisor</b>

### **C. Employee Accountability Procedures after Evacuations**

When an evacuation announcement is given, the Library Supervisor on duty will assume a station in the vicinity of the designated exit. The supervisor will insure all personnel are evacuated and will provide assistance to employees and patrons who need it.

Once evacuated, all employees will then proceed to a previously designated rally point or accounting area for an additional head count by the supervisor. No one is to re-enter the building for any reason until the Fire Department or other responsible agency has notified us that the building is safe for re-entry.

## **V. Severe Weather/Tornado**

When a hazardous weather alert is announced, employees should immediately go to their designated tornado /safe room. The tornado/safe room is equipped with a TV, radio, telephone, a folder containing emergency contact lists, and a phone directory. All employees should stay in the tornado refuge area until given the all-clear sign.

The designated tornado refuge area is located near Technical Services and employee entrance hall as shown on tornado evacuation plan.

**Severe Weather/Tornado – Safe Room – evacuation route (see attachment II).**

## **VI. FIRE EXTINGUISHERS**

Training in the use of fire extinguishers will be made available to each employee. In most cases employees are at less risk if they do not use fire extinguishers. Employees will not be required to use a fire extinguisher prior to evacuation of the facility. Each employee must determine, based on the level of training received and the immediate situation whether or not a fire extinguisher should be used. When in doubt the employee should evacuate the building and notify the Durant Fire Department. Location is shown on the attached fire extinguisher locations plan.

### **Fire Extinguisher Locations (See attachment III)**

## **VII. RESCUE AND MEDICAL DUTIES**

In the event that the DWR CC & Library is in need of Rescue or Emergency Medical response the Durant Fire Department and the Bryan County Emergency Medical Service will be notified to provide these services.

<b>Type of Emergency</b>	<b>How to Report (Phone Numbers)</b>
Rescue	Durant Fire Department 911 (if no answer) (580) 924-2358
Emergency Medical	Bryan County E.M.S. 911 (if no answer) (580) 924-4687

## **VIII. EMPLOYEE TRAINING**

Training is provided to employees:

- When the plan is initiated
- When employee's required actions and responsibilities change
- When there are any changes to the plan
- Initially for new employees
- Refresher training annually

Items reviewed during training:

- Emergency escape procedures
- Escape route assignments
- Fire extinguisher locations and training
- Procedures to account for employees
- Major workplace fire hazards
- Employee training programs
- Fire prevention practices
- Means of reporting fire and other emergencies
- Proper housekeeping
- Emergency action plan availability
- Hazardous Weather Procedures
- Medical Emergencies

- Any other emergency procedures needed for this facility (bomb threat, workplace violence, etc).

## **Chain of Command and Emergency Phone Numbers**

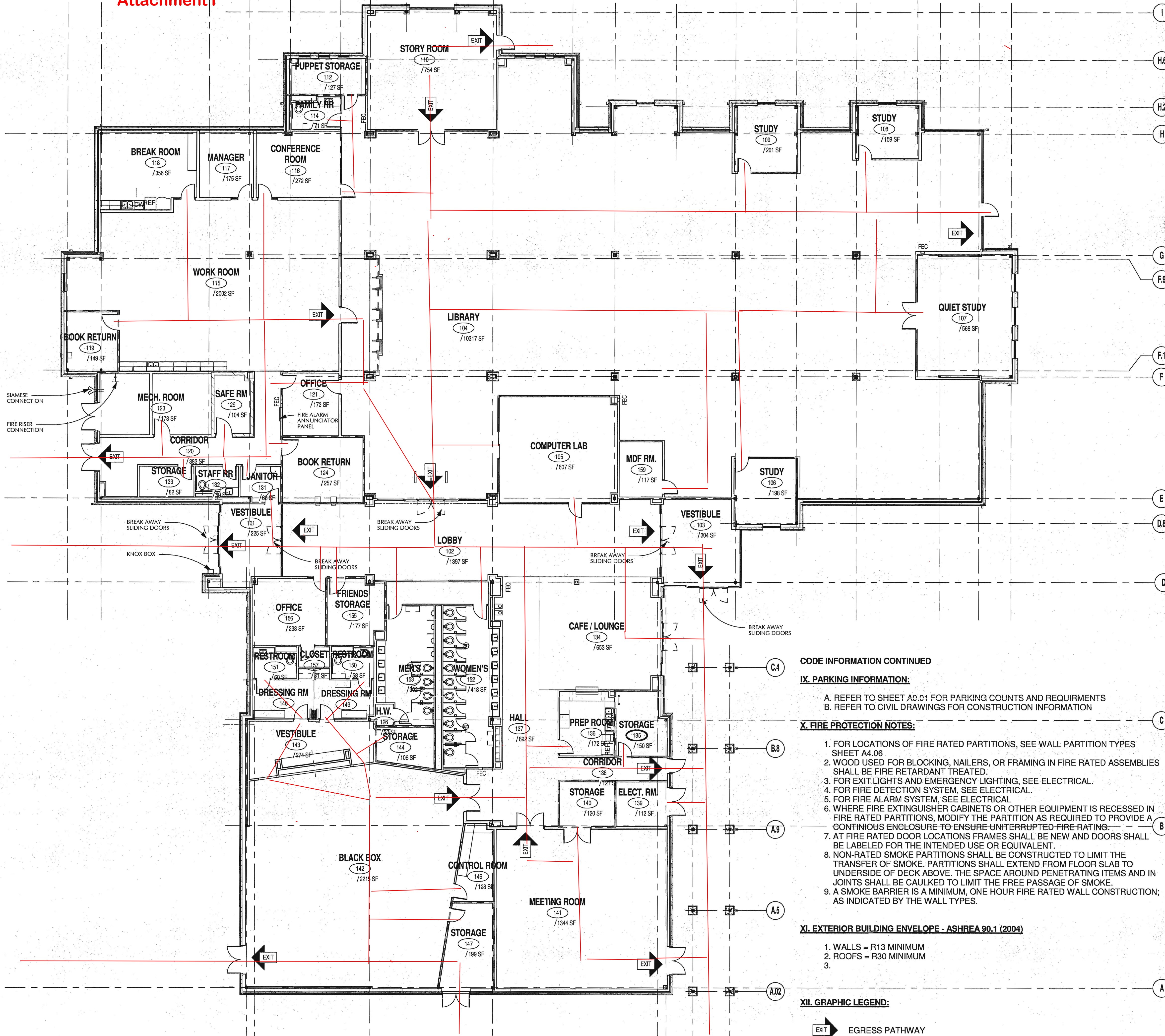
### **IX. CONTACTS**

For more information about this plan, contact the Emergency Action Coordinator.

The following people should be contacted during off-hours emergencies (names and phone numbers):

1. Dottie Davis, Library Director (580) 285-2192 cell 580 920-8578
2. Reba Titsworth, Assistant Librarian (580) 775-2055
3. Joy Cornelison, 214 604-3882
4. Angie Mullen, 580 916-1402
5. Carla Dalton, 580 230-9703
6. Susan Cook, 580 775-3036
6. Gina Brown, 775-0425
7. Ethan Matson, 916-8604
8. Robert Damron, 580 565-9109
9. Roberta Patterson, 903 624-2574





CODE INFORMATION CONTINUED

IX. PARKING INFORMATION:

- A. REFER TO SHEET A0.01 FOR PARKING COUNTS AND REQUIREMENTS
- B. REFER TO CIVIL DRAWINGS FOR CONSTRUCTION INFORMATION

X. FIRE PROTECTION NOTES:

1. FOR LOCATIONS OF FIRE RATED PARTITIONS, SEE WALL PARTITION TYPES SHEET A4.06
2. WOOD USED FOR BLOCKING, NAILERS, OR FRAMING IN FIRE RATED ASSEMBLIES SHALL BE FIRE RETARDANT TREATED.
3. FOR EXIT LIGHTS AND EMERGENCY LIGHTING, SEE ELECTRICAL.
4. FOR FIRE DETECTION SYSTEM, SEE ELECTRICAL.
5. FOR FIRE ALARM SYSTEM, SEE ELECTRICAL.
6. WHERE FIRE EXTINGUISHER CABINETS OR OTHER EQUIPMENT IS RECESSED IN FIRE RATED PARTITIONS, MODIFY THE PARTITION AS REQUIRED TO PROVIDE A CONTINUOUS ENCLOSURE TO ENSURE UNINTERRUPTED FIRE RATING.
7. AT FIRE RATED DOOR LOCATIONS FRAMES SHALL BE NEW AND DOORS SHALL BE LABELED FOR THE INTENDED USE OR EQUIVALENT.
8. NON-RATED SMOKE PARTITIONS SHALL BE CONSTRUCTED TO LIMIT THE TRANSFER OF SMOKE. PARTITIONS SHALL EXTEND FROM FLOOR SLAB TO UNDERSIDE OF DECK ABOVE. THE SPACE AROUND PENETRATING ITEMS AND IN JOINTS SHALL BE CAULKED TO LIMIT THE FREE PASSAGE OF SMOKE.
9. A SMOKE BARRIER IS A MINIMUM, ONE HOUR FIRE RATED WALL CONSTRUCTION; AS INDICATED BY THE WALL TYPES.

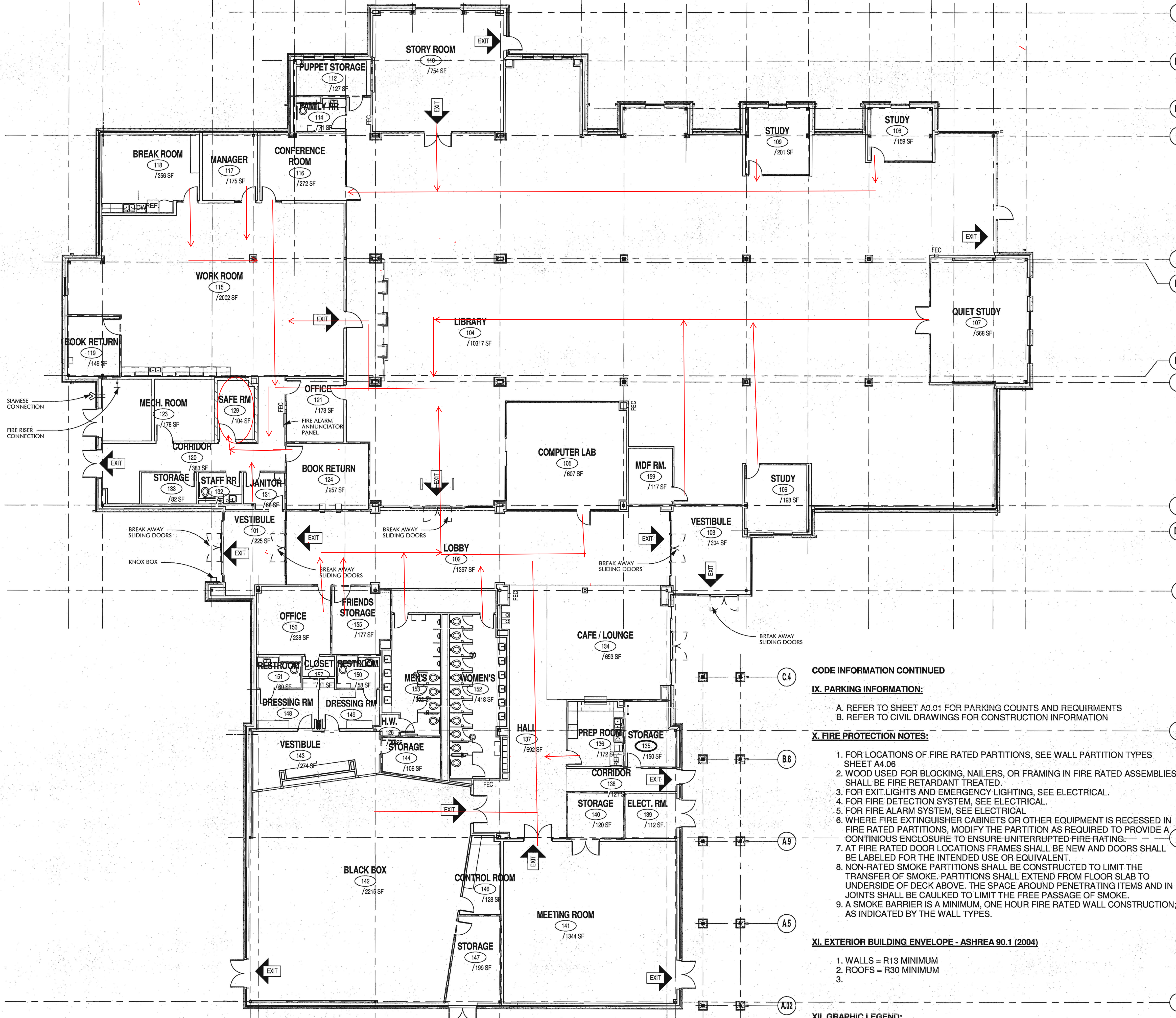
XI. EXTERIOR BUILDING ENVELOPE - ASHREA 90.1 (2004)

1. WALLS = R13 MINIMUM
2. ROOFS = R30 MINIMUM
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XII. GRAPHIC LEGEND:







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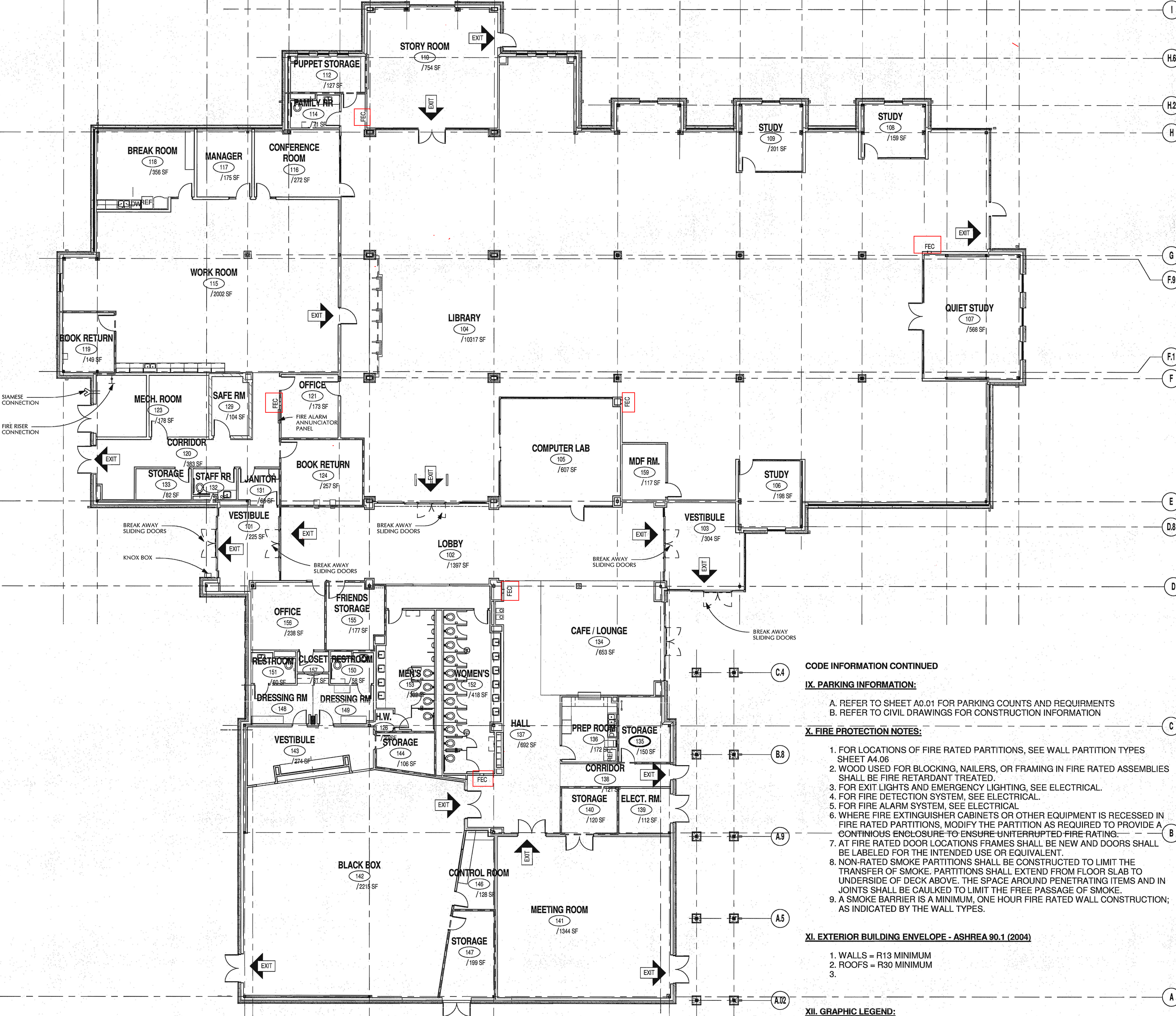
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