

**Webster University  
Athens, Campus**

**LIBRARY BUILDING**

**EMERGENCY EVACUATION PLAN**

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# TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>3</b>
<b>EVACUATION DRILL POLICY .....</b>	<b>3</b>
<b>EMERGENCY REPORTING PROCEDURES .....</b>	<b>4</b>
<b>EMERGENCY PHONE NUMBERS .....</b>	<b>4</b>
<b>FLOOR PROCTOR LIST .....</b>	<b>5</b>
<b>EVACUATION COORDINATOR RESPONSIBILITIES.....</b>	<b>6</b>
<b>FLOOR PROCTOR RESPONSIBILITIES .....</b>	<b>6</b>
<b>FLOOR PROCTOR EVACUATION PROCEDURE .....</b>	<b>7</b>
<b>EVACUATION PROCEDURES FOR PERSONS NEEDING SPECIAL ASSISTANCE.....</b>	<b>8</b>
<b>“BUDDY” LIST .....</b>	<b>9</b>
<b>OCCUPANT RESPONSIBILITIES .....</b>	<b>10</b>

# INTRODUCTION

## WHY HAVE AN EMERGENCY EVACUATION PLAN?

During certain emergency conditions, it may be necessary to evacuate the building. Examples of such occasions include: smoke/fire, gas leak, bomb threat, and earthquake. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know how to respond. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation.

## EVACUATION DRILL POLICY

1. Evacuation drills shall be conducted at least once every semester at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary.
2. Evacuation drills will be scheduled by the Facilities Manager at least one week prior to the drill.
3. Evacuation drills shall involve **all** occupants. Everyone shall leave the building when the fire alarm sounds. Exceptions are strongly discouraged. It may be advisable to notify anyone needing special assistance prior to planned evacuation drills.
4. In the conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The Evacuation Coordinator and Floor Proctors are expected to perform their assigned duties as if in an actual emergency situation.
5. Provisions should be made for timing and evaluating the orderliness of each drill. The Evacuation Coordinator will provide Evacuation Drill Report Forms.

# EMERGENCY REPORTING PROCEDURES

## If the need for an Evacuation is discovered:

1. Locate the Emergency Alarm activation switch in the Library. It is located at the Librarian's desk at the main entrance. Press the Alarm Activation Button to start the alarm siren.
2. Notify Security at extension 5305.
3. If you are not in immediate danger, notify the Fire Department (199) and provide:

Your Name

Fire Location (Bldg. Address , Floor # , Room # )

Size and Type of Emergency

Any additional information requested by the Operator

4. If you are not in immediate danger, also notify the Evacuation Coordinator at ext. 5305 (Tom Mazarakis)
5. If the emergency involves a fire and you are trained in the proper use of portable fire extinguishers and are not in immediate danger, you may attempt to fight the fire. However, do not place yourself or others in unnecessary danger.

## If you are TRAPPED in the building and can't find an escape route:

Call the Fire Department (199) and give your exact location.

## EMERGENCY PHONE NUMBERS

<u>Name</u>	<u>Phone #</u>
Fire Department .....	199
Evacuation Coordinator .....	694-310-5051
Police .....	100
Ambulance .....	166
University Security .....	5305

## FLOOR PROCTORS

	<u>Name</u>	<u>Phone</u>
<u>LIBRARY LEVEL 2:</u>	TBD	TBD
<u>ALTERNATE:</u>	TBD	TBD
<u>GROUND FLOOR:</u>	TBD	TBD
<u>ALTERNATE:</u>	TBD	TBD

## EVACUATION COORDINATOR RESPONSIBILITIES

1. Serve as a **liaison** with emergency responders (e.g., fire department, ambulance, Police).
2. Meet responders upon their arrival and convey specific **information about hazards** in the building, access, locations of persons with special needs, etc.
3. **Maintain communication** with Floor Proctors regarding the status of the emergency.
4. Upon receiving clearance from the emergency responders, notify Floor Proctors and building occupants that the building is **safe for re-entry**.
5. Keep Evacuation Plan, Contact Persons, and Numbers and Floor Diagrams up to date.
6. Conduct and/or assist in Fire Drills.
7. Assign area to assemble after evacuation.
8. Assist in training and/or scheduling of training the building occupants in emergency procedures.
9. Inform classroom instructors of their responsibility to provide pertinent information both at the beginning of a semester and at the time of the evacuation to ensure that students evacuate the building in a safe manner.

# FLOOR PROCTOR RESPONSIBILITIES

1. Routinely **inspect** for possible fire hazards on your floor and report to the Evacuation Coordinator.
2. Know locations of and how to use all **fire protection equipment** on your floor.
3. Ensure that occupants (including new employees) are **familiar** with evacuation procedures.
4. Be aware of **building occupants with special needs** who may need assistance during an evacuation (e.g., hearing- or sight-impaired, on crutches, in a wheelchair, etc.).
5. As an integral part of the building's **emergency communication** network, floor proctors are to ensure that occupants on their floor are aware of an emergency and the need to evacuate.
6. Call **199** whenever a situation could pose immediate danger to people, property, or processes in the building.
7. Assist in the **evacuation process** as indicated in the Floor Proctor Evacuation Procedure.

## ALTERNATE FLOOR PROCTER RESPONSIBILITIES

1. Assume the duties in the absence of or assist the Floor Proctor in the duties listed above.

## FLOOR PROCTOR EVACUATION PROCEDURE

1. Notify the University Operator at ext. 5300 or 5302 if you have information related to the emergency. Be ready to provide:  
Your Name:  
Fire Location: (Floor # \_\_\_\_\_, Room # \_\_\_\_\_)  
Type of Emergency:  
Any additional information requested by the Operator:
2. Alert all occupants on your floor. Check remote areas such as restrooms and storerooms and **close doors** if possible on your way out. Maintain orderly evacuation of occupants. (Note: Do Not lock doors, only close them)

3. Ensure that all **personnel with special needs** are alerted and that someone is assisting with their evacuation.
4. If the emergency is associated with a fire located **on your floor** and you are not in immediate danger:
  - a. You may attempt to determine where the fire has started on your floor.
  - b. If you are trained in the proper use of portable fire extinguishers, you may attempt to fight or contain a fire. Do not place yourself or others in unnecessary danger.
5. Evacuate the building and **report pertinent information** to the Evacuation Coordinator (e.g., evacuation status, location of persons with special needs, type and location of emergency). All persons may exit the Library using one of 3 different possible exits points. Your selection of your exit point will be based on your ability to quickly and safely exit the Library from the easiest and safest exit point. The exits are clearly marked on the floor plan and all Floor Proctors are urged to familiarize themselves with all potential exits. The exit points being referred to are as follows:
  - a. Main Entrance/Exit: This is the regularly used door for access to the Library that is accessible from Markou Avriliou Street. This is the exit that should be preferred by all Library occupants for the easiest exit from the building.
  - b. Main Library Floor Emergency Exit: This door is clearly marked and it leads to Kyrristou Street.
  - c. Lower Library area Emergency Exit: This door is clearly marked and it leads to the Boiler Room which is connected to the basement level fire escape that can be used to access the building rooftop patio area. This rooftop patio area is primarily accessible from the Cultural Center Building and final evacuation can be made through one the Cultural Center's two exits.
6. Proceed to the congregation point which is the pedestrian street area that is adjacent to the Ancient Roman Agora's Entrance/Exit gate until further notice from the Evacuation Coordinator. Do not allow personnel to re-enter the building until you have been notified to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is **NOT** a signal for personnel to re-enter.

# EVACUATION PROCEDURES FOR PERSONS NEEDING SPECIAL ASSISTANCE

## Evacuation Procedures for Individuals with a Disability

Persons with a disability or medical condition may not be able to evacuate without special assistance. Employees and students should inform their Floor Proctor of any special needs that may be necessary during an emergency situation by submitting a written request for special assistance. The Floor Proctor will communicate the special needs with the Evacuation Coordinator and other emergency personnel as appropriate.

The Floor Proctor should ensure that individuals with disabilities are provided with assistance during an emergency situation.

### Buddy System Option

Make use of a “Buddy System”. Individuals with a disability should inform colleagues of any special assistance that may be required in the event of an emergency or emergency evacuation (i.e., hearing the alarm, guidance during the alarm, etc.).

When there has been notification of an emergency situation, the “Buddy” will make sure of the location of the person with a disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

### Evacuation Options during an Emergency

Use of the “Buddy System” along with the following evacuation options will help to assure the prompt evacuation of any person with a disability.

- Horizontal Evacuation  
Move away from the area of imminent danger to a safe distance.
- Vertical (Stairway) Evacuation  
Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disabilities may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned.
- Stay in Place  
Unless danger is imminent, remain in a room with an exterior window and a telephone closing the door if possible. Dial **199** (if this hasn't been done already). The operator will give emergency personnel the location of the disabled person who needs evacuation assistance. If phone lines fail, the disabled person can signal from the window by waving a cloth or other visible object.



## Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important to ensure a safe evacuation.

- **Mobility Impaired (Wheelchair)**

Persons using wheelchairs should stay in place or move to an area of refuge with their assistant when they are notified of an emergency situation. If a building evacuation is required, the assistant should then proceed to the evacuation assembly point outside the building and tell emergency personnel the location of the person with the disability. If the person with the disability is alone, the person should dial **199** and tell the emergency operator their location and that they need assistance.

- **Mobility Impaired (Non-wheelchair)**

Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor) the person with the disability may choose to stay in the building using the other options until emergency personnel arrive.

## “BUDDY” LIST

### Person Needing Assistance

*(Insert person's name here)*

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### “Buddy”

*(Insert “Buddy’s” name here)*

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# OCCUPANT RESPONSIBILITIES

1. You are responsible for your own safety! **Stay Calm** – avoid panic and confusion.
2. Know the locations and operation of **fire extinguishers**.
3. Know how to report an emergency (**199**).
4. When the fire alarm sounds, make sure **other personnel and students** in your immediate area are aware of the alarm.
5. Inform students and visitors of pertinent information about evacuation procedures.
6. **Close** but DO NOT LOCK doors as you leave. Items requiring security may be placed in a locking file cabinet or desk drawer on the way out. Turn off unnecessary equipment, if possible.
7. Know the locations of primary and alternate exits. During an emergency, walk to the nearest exit and **evacuate** the building. NOTE: Do not use the elevators during a fire-related emergency!
8. Go to your assigned **area of assembly** outside the building and wait there. Do not leave the area unless you are told to do so.

**The area of assembly for the Library Building is the Pedestrian Walk area that is in front of the Ancient Roman Agora entrance/exit.**

9. **Persons needing special assistance** and are not able to exit directly from the building are to proceed to and remain in a stairwell landing. Inform evacuating occupants to notify the Evacuation Coordinator of your location. Fire Department personnel will evacuate occupants needing special assistance from the building.
10. **Do not re-enter** the building until you have been notified to do so. Emergency personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter.