

Emergency Evacuation Plan

John D. MacArthur Campus Library

May 31, 2017

Building Supervisor – Department Head
(Ethan Allen)
Office phone (561) 799-8030

1st Alternate Bldg. Rep. – Staff Support Specialist
(Marilee Brown)
Office phone (561) 799-8010

2nd Alternate Bldg. Rep. – Sr. Library Technical Assistant
(William Howerton)
Phone (561) 799-8530

HURRICANE WATCH PREPARATIONS

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1. Wilkes Honors College Dean notifies Building Safety Supervisor (or in his/her absence, next alternate) to follow procedures to protect equipment identified in their hurricane preparedness plans (see attached list, "Equipment to be protected in event of a hurricane").

Library Essential Personnel: Ethan Allen (799-8030), Marilee Brown (799-8010), and William Howerton (799-8530).

2. Building Supervisor and alternates should communicate with each other to ascertain whether help is needed or if it is not necessary to come on campus.
3. Building Supervisor will arrange to move portable equipment and cover stationary equipment with weighted and/or taped plastic sheets. HURRICANE SUPPLIES WILL BE STORED IN EACH AREA or OFFICE.

1. It is the responsibility of the respective Department Head to draft a list of equipment to be protected and to provide this list to the Building Supervisor or Alternate.

2. It is further the responsibility of these area supervisors to identify members of their respective staff who might expect to be able to

participate in hurricane preparations. This list should also be provided to the Building Supervisor or Alternate.

4. Building Supervisor, Representatives, and Alternates should each review [FAU Policy Memorandum #1.14](#).
5. A battery-operated radio and flashlight will be kept in the rear staff area (LB 107).
6. Batteries should be tested each month during the hurricane season (June 1- November 30) and at the time of a hurricane watch.
7. If a storm seems to be approaching over a weekend, we will make hurricane preparations in the library on the Friday of the week. This may be in advance of any tropical storm or hurricane watches or warnings. As storm paths may be unpredictable, equipment preparations should be made prior to the weekend.

HURRICANE WARNING EVACUATION OF JUPITER CAMPUS LIBRARY

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Upon official notification that a Hurricane Warning is in effect, the Building Supervisor will close the Library as follows:

1. Notify Dean of University Libraries, Executive Director of Academic Operations (Jupiter), and the Computer center (OIT) that the Library is closing. Supervisors will assure that their prearranged procedures for protecting departmental equipment have been or are being accomplished and notify department employees to evacuate the building for home or other safe shelter as soon as possible. If notification to close occurs on a weekend or at night, the senior staff member will attempt to contact the Building Supervisor. If Building Supervisor or alternates are not available or are unable to come on campus, staff who are familiar with the procedures involved in closing the building will carry out evacuation and closing procedures in place of the Building Supervisor.
2. Evacuate patrons and close building according to the following procedure:
 1. An initial closing announcement is made and repeated once. If a deviation in the proposed announcement is necessary, it is determined at this time. Otherwise, the prescribed announcement is:

"YOUR ATTENTION, PLEASE. A HURRICANE WARNING HAS BEEN DECLARED FOR THIS AREA. AT THIS TIME ALL PERSONS EXCEPT EMERGENCY RESPONSE PERSONNEL SHOULD LEAVE THE CAMPUS."
 2. The above announcement is made again in five minutes (10 minutes before closing) and repeated once.
 3. A final announcement is made and repeated once at closing time:

"THE LIBRARY IS NOW CLOSED. ALL UNAUTHORIZED PERSONS MUST LEAVE THE BUILDING AT THIS TIME. A HURRICANE WARNING HAS BEEN DECLARED FOR THIS AREA. ALL PERSONS EXCEPT EMERGENCY RESPONSE PERSONNEL SHOULD LEAVE THE CAMPUS. THE LIBRARY IS NOT A PUBLIC SHELTER AND MUST BE CLOSED."

4. The doors to the Library are locked.
5. The senior staff member and available assistants make a check of all floors, including restrooms and the group study rooms, to ascertain that all persons have left the building. Lights are turned off on floors and in rooms as they are checked. Office and study room doors are closed and locked.
6. An assistant staff member remains at the Service Desk to answer calls and watch for emergency personnel and calls Campus Police (cell phone: 339-0015) to notify them of the procedures while the final check is made.
7. Upon completion of the final check, ending approximately 3 minutes after the closing of the Library, the lights in the Service Desk area are turned out and the doors are re-checked for proper locking.

EQUIPMENT TO BE PROTECTED IN EVENT OF A HURRICANE,

CATEGORY 3 or HIGHER

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Hurricane plastic sheeting is stored in LB105C and LB107B.

Boxes of plastic on each floor are labeled for compact shelving, art books, children's books, reference, and comfortable seating. 39-gallon bags (stored in a plastic bag) are for covering TV monitors, printers and similar smaller equipment. Second floor book ranges (under vulnerable ceiling tiles) are to be covered in a Category 3 hurricane or higher

The following is a checklist of equipment to be protected. Unless otherwise noted, these items should be moved to protected areas of the building, if feasible. If there is not enough time or staff available to move items needing protection, all electronic and electrical equipment left in place should be unplugged from the power source, elevated off the floor, if possible, moved away from windows, if possible, and covered with plastic sheeting. All office doors should be closed and locked.

Abbreviations:|

E= Elevate, if feasible

M = Move, if feasible

U = Unplug

C = Cover with sheeting

- a. Public PCs & service desk PCs, including second floor PCs—U, C, E
- b. Flat screen TV in Gallery and connecting computer - U,C
- c. Three book scanners - U,C
- d. All equipment in the collaborative study rooms, - U,C, E
- e. Public photocopy machine - U, C
- f. Staff printer in 107 - U,C
- g. Network printer/copiers – U, C – make note of how they were unplugged so they can easily be restored to service
- h. Assistive technology station - U,C
- i. Printing pay station – U, C
- j. Downstairs book ranges (under vulnerable ceiling tiles) – C
- k. Microform reader-printer and connecting PC – U, C
- l. Microwave, refrigerator – U
- m. Artwork in exhibits area will be taken down, and stored in study room. Hibel paintings located away from windows will be left as is. Items in staff offices will be taken care of by staff. Please secure items in offices of staff who are not on campus during this time.
- n. Art Slide system – U
- o. Tutoring Center – Smart Board & PC – U,C
- p. Recording Studio – recording equipment, standalone PC, camera and monitor – U,C
- q. SmartKapp - U

POST HURRICANE PROCEDURES

FIRST ITEMS TO BE CHECKED:

- A) Be certain of structural integrity of building before entering
- B) Be certain of electrical conditions inside building
- C) Determine condition of computers, printers, copiers, and telephones
- D) Determine condition of library materials, i.e. books, DVDs, etc.

FOR CLEANUP AND PHYSICAL REPAIRS:

For general cleanup, call Ralph DeMarco - Coordinator, Support Services (phone: 6-8692)

An inventory of the computer equipment and furniture, with property tags, is kept as a digital object. Replacement value of PCs is approximately \$1000 each.

VENDORS AND CONTACTS FOR REPAIRS OF CRITICAL EQUIPMENT:

- A) Computers - Dell -- Call the Boca Library's IT Dept. -- Amy Kornblau (7-3789) or Mervin Ramnaraine (7-2742).
- B) Network Laser Printer – Mervin Ramnaraine (7-2742).
- C) Copiers – Toshiba : 800-526-7926
- D) Telephones - Trouble/Repair: 7-6333, Customer Service: 7-6235

Copy: Ms. Carol Hixson, Dr. Eliah Watlington, Dr. Ellen Goldey, Dr. Alberto Fernandez