



Emergency Evacuation Instructions

TCNJ Library
Academic Year 2015

ALARM!

What to do?



When you hear an alarm sounding and a pre-recorded message, when you see the pulsing emergency lights you have to:

- **Leave the Library building immediately by the nearest Emergency EXIT or the regular door.**



ALARM!

What to do?

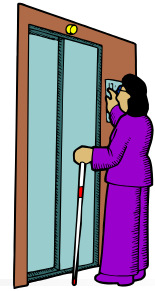


- Be aware of your surroundings; if there are co-workers in your area make **REASONABLY** sure that they also are evacuating without a delay.
- Feel a door with back of your hand before opening. If it is hot, or if smoke is seeping through, choose another exit, if possible.
- Close an office door behind you.



ALARM!

What **Not** to do?



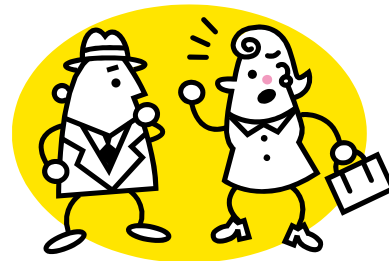
- Do not try to use an elevator in case of fire; it will not function.
- Do not waste time gathering your belongings.
- Do not go back for personal items.



ALARM!

What else to do, or not to do?

- **If you pass a library user on the way out who is not evacuating, ask the person to leave the building immediately but do not waste time to argue your case.**
- **Do not search for other people that might be staying behind.**



Emergency EXITS

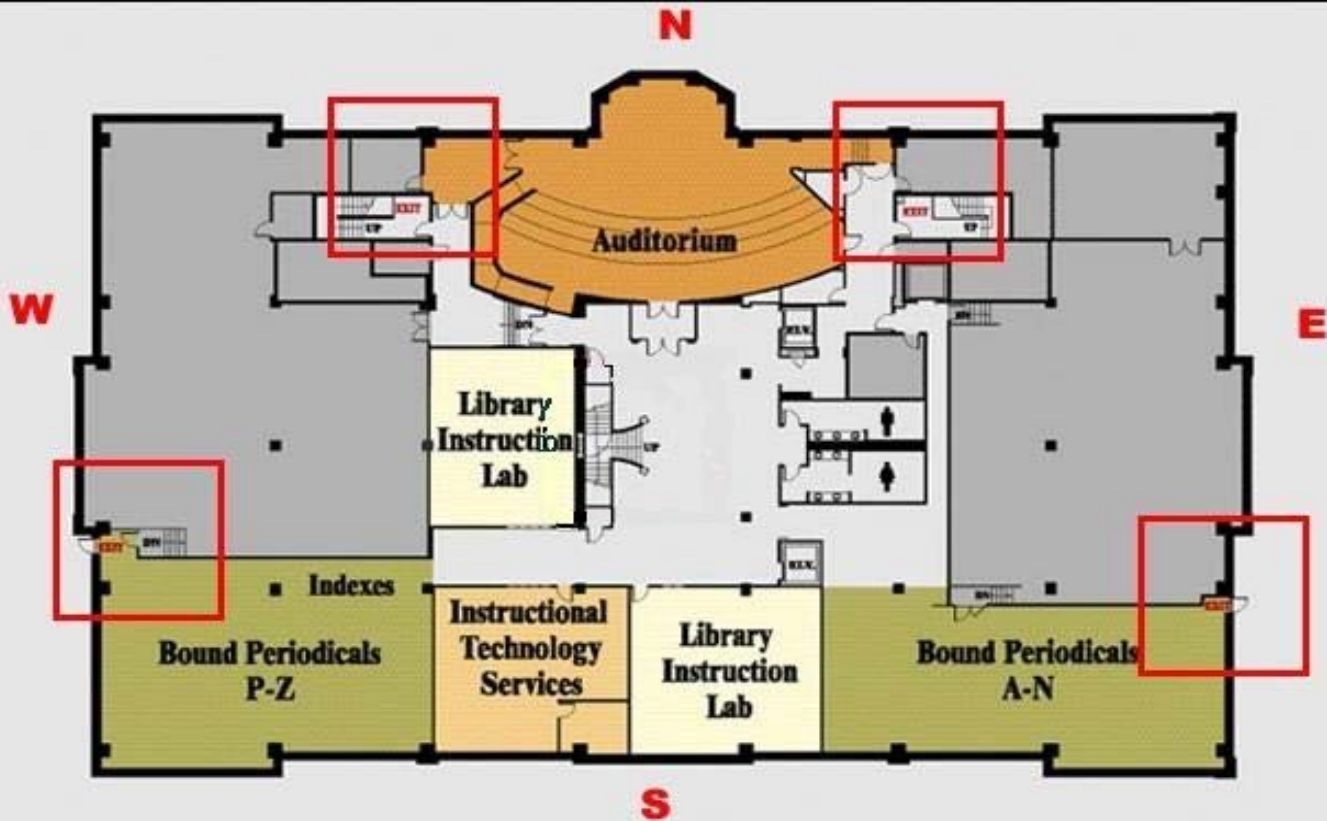


- As an employee, you are required to know the location of at least two emergency exits in the Library nearest to your working area. Make an effort to familiarize yourself with your escape route, and the other emergency exits in the building.
- Be always aware where you are at any given moment so you can get out through the **NEAREST** emergency exit.



TCNJ Library - Level L 4 Emergency Exits

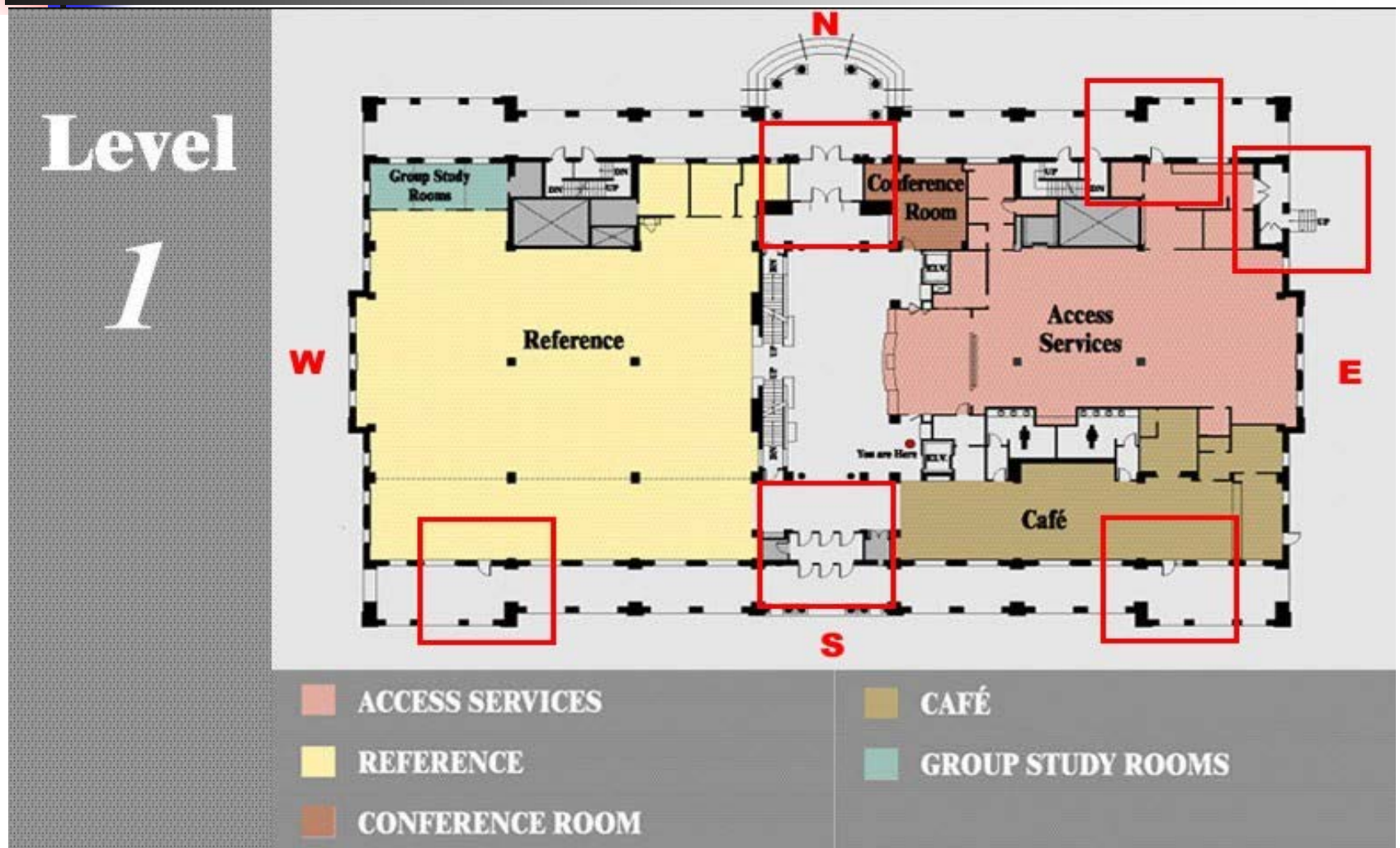
Level
L



-  AUDITORIUM
-  LIBRARY INSTRUCTION LABS
-  INSTRUCTIONAL TECHNOLOGY SERVICES
-  BOUND PERIODICALS

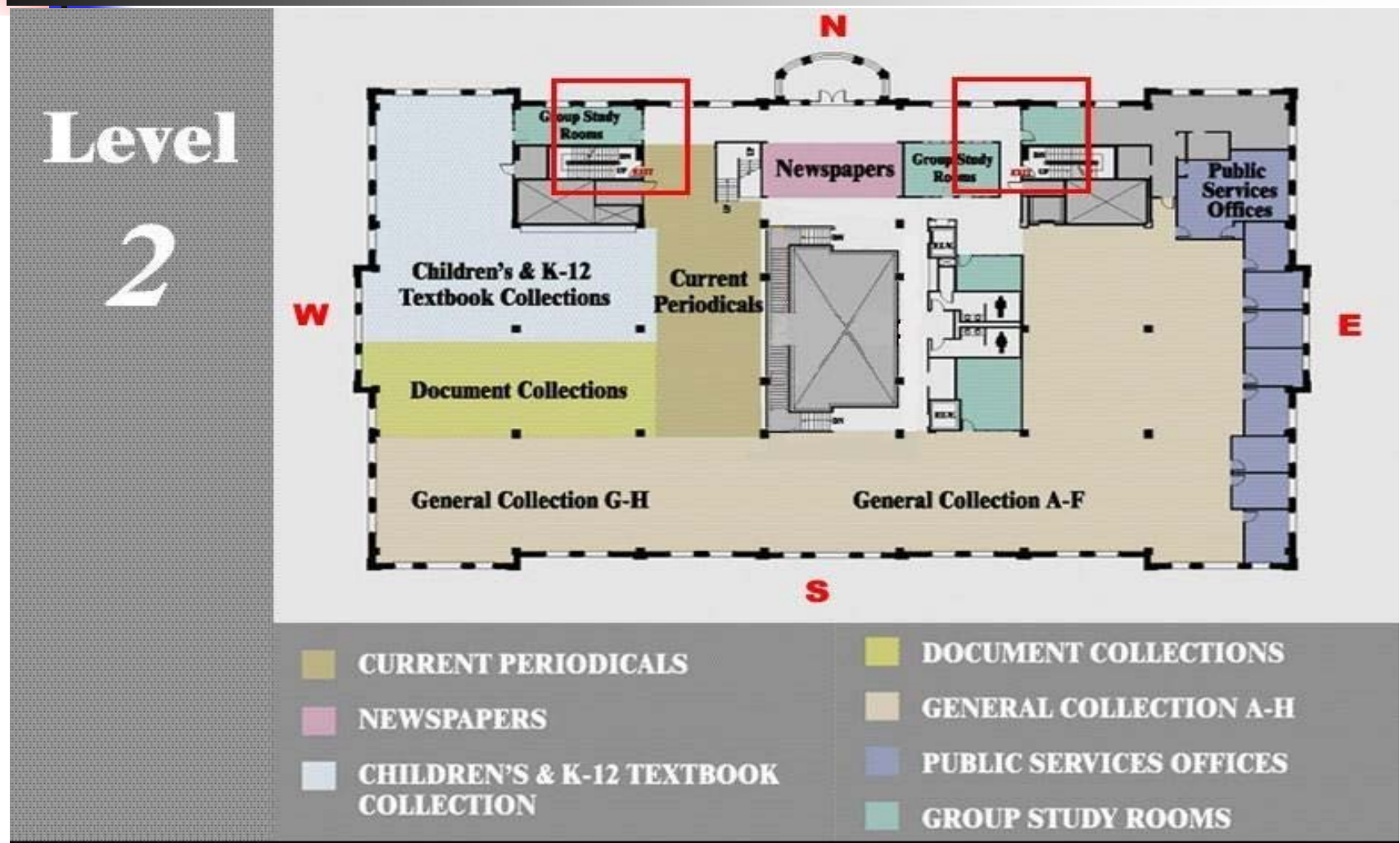
TCNJ Library - Level 1

6 Emergency Exits



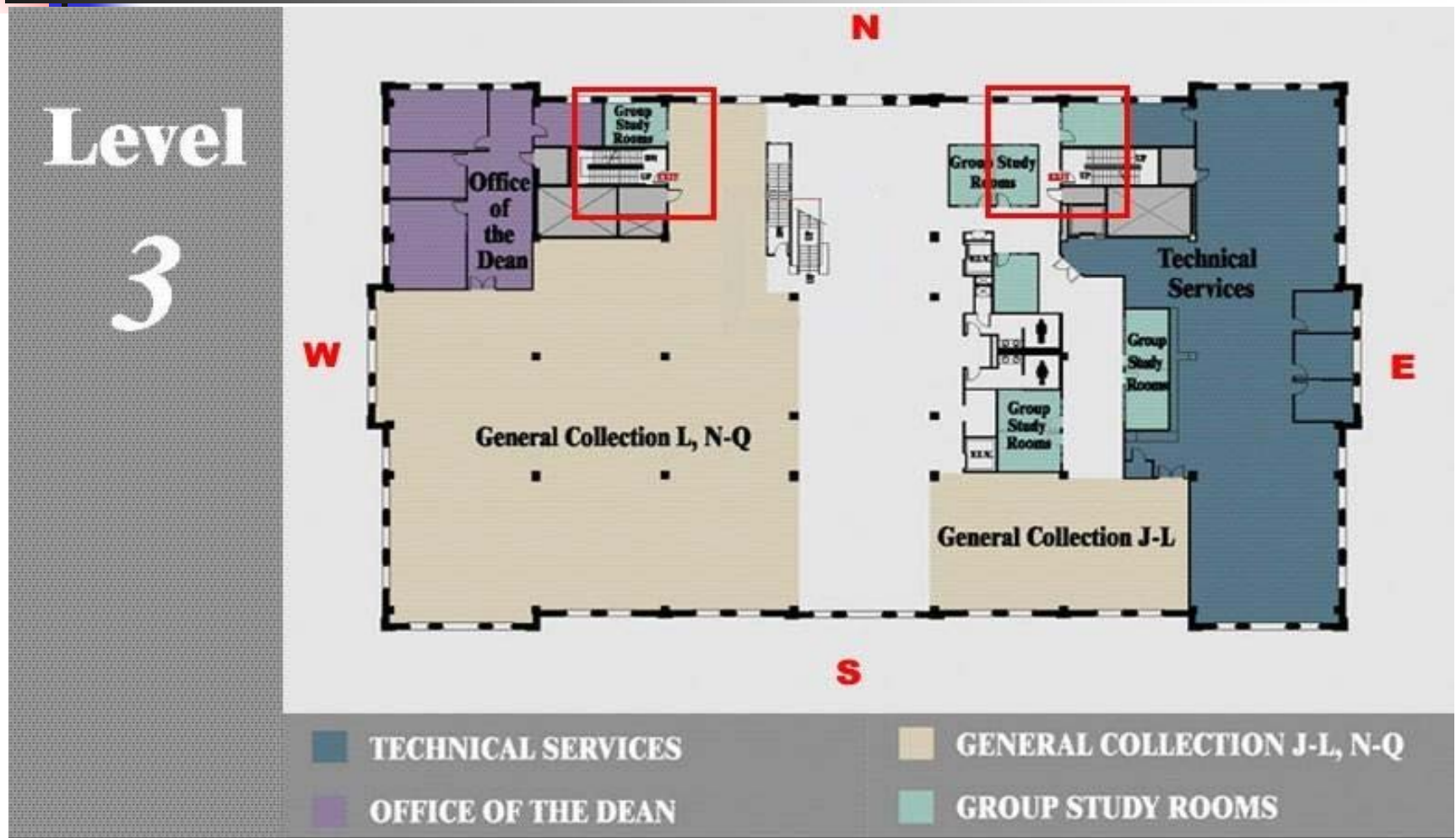
TCNJ Library – Level 2

2 Emergency Exits



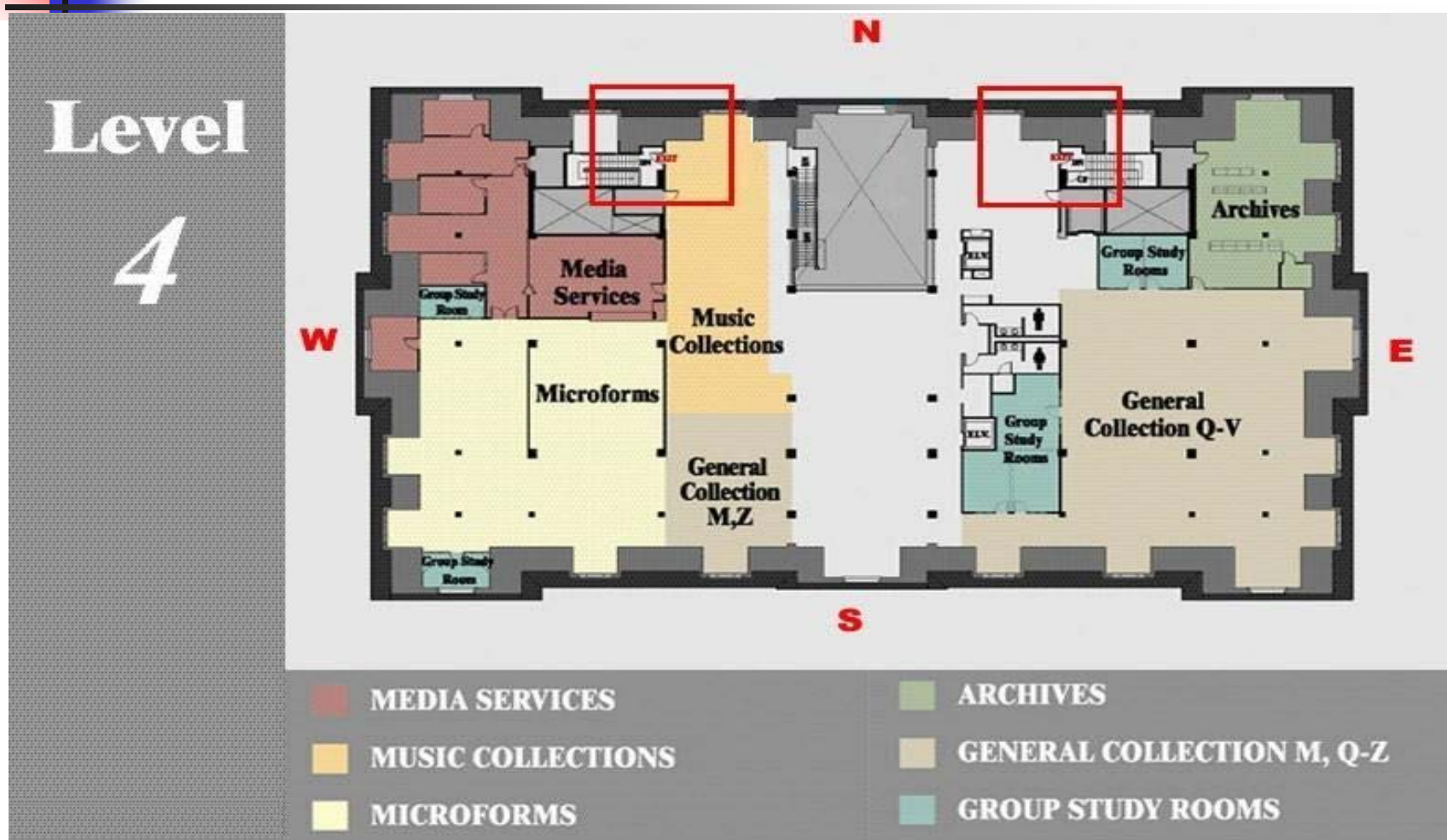
TCNJ Library – Level 3

2 Emergency Exits



TCNJ Library – Level 4

2 Emergency Exits



How to help others: People Ignoring Alarm



- Ask a person to leave the building immediately but **do not waste time** to argue your case.
- Instead, **inform the emergency responders** immediately after vacating the building about this person's last whereabouts.



How to help others: People with Special Assistance Needs



- If a person who requires a special assistance is on one of the levels of the Library, and you are nearby, help her or him to leave the building by one of the available exits, **if feasible**.
- Otherwise, **inform the emergency responders** immediately after vacating the building about this person's last known location.





Designated Gathering Place: Inside Eickhoff Hall

- After leaving the Library quickly move away from the building (at least 100 feet) and proceed to the **designated gathering place inside Eickhoff Hall.**
- Do not block access routes to the building.

Inform Someone

- Do not vacate the Eickhoff Hall without **INFORMING** your supervisor, co-worker, or any other library staff member that you intend to leave.
- If your co-worker informs you that he or she is leaving, you **MUST** report this to your supervisor or a representative of the Library Administration.



Actions Strictly Forbidden During Emergency Alarm

- Searching for lingering users on your way out.
- Re-entering the Library to retrieve personal items, or for any other reason.
- Leaving the gathering place without letting someone know that you intend to do so.





More Information

On Fire Emergency Evacuation procedures, as well as on other emergencies, such as Active Shooter crisis, more information is to be found at:

<http://campuspolice.pages.tcnj.edu/>

Stay calm, and act safely