

Ellender Library Disaster Policy Components

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SECTION ONE: EVACUATION

Part One: Fire

ALL PERSONS MUST EVACUATE THE BUILDING WHEN THE FIRE ALARM IS ACTIVATED

DO NOT USE THE ELEVATOR UNDER ANY CIRCUMSTANCES

SUBSECTION A

Response to Fires if alarm goes off

1. As soon as the alarm sounds, a designated Fire Safety Coordinator in each department (see specific departmental procedures in Part C) is to immediately round up all patrons and inform them that they are to quickly gather their belongings and exit the building using **ONLY** the stairs.
2. A designated Elevator Monitor (see specific departmental procedures in Part C) in each department will immediately proceed to the patron elevator and make sure that **NO ONE** gets on the elevator and to close the double fire doors in the lobby area.
3. The Fire Safety Coordinator will clear his/her department in the manner indicated in Part C, and will assist any patrons (such as the handicapped) in need of assistance. Once he/she is certain that the department is clear, The Safety Coordinator will join the Elevator Monitor, and proceed down the stairs, and out the building.
4. Once out of the building, all Fire Safety Coordinators from the eight departments (Serials, Documents, Reference, Main Office, Multimedia, Archives, Technical Services, Ellender Lab) will report to the Fire Safety Administrator, to let him/her know that all areas have been cleared. As soon as all seven departments have checked in with the Fire Safety Administrator, he/she will lock the building, and lead everyone to the parking lot where library faculty/staff park.

Library Administration

The Fire Safety Administrator will call 4911 to alert the University Police that a fire alarm has gone off in the Library. In the case of a real fire, he/she will also inform the University Police of the following details (if known):

Location of fire (building and room numbers) ;

What kind of fire (flammable liquid, paper or chemical) ;

Injuries (what kind and how many), if any ;

His/her name.

The Fire Safety Administrator, assisted by the Fire Safety Coordinators, will make sure that **NO ONE, FOR ANY REASON**, goes back into the building, until after the University Police have responded, investigated, and given clearance for a return.

SUBSECTION B

Response to Fires if staff member discovers the fire before an alarm goes off

1. If you are the person to spot a fire, and **ONLY IF** it is safe to do so, attempt to extinguish the fire with portable fire fighting equipment. Each department head is responsible to orient their staff as to the location of extinguishers. If you manage to put the fire out, call 4911 and report it. If you cannot put out the fire, go to Step 2.
2. Find the nearest fire alarm and pull it.
3. As soon as the alarm sounds, a designated Fire Safety Coordinator in each department (see specific departmental procedures in Part C) is to immediately round up all patrons and inform them that they are to exit the building using **ONLY** the stairs.
4. A designated Elevator Monitor (see specific departmental procedures in Part C) in each department will immediately clear the rest rooms and then proceed to the patron elevator and make sure that **NO ONE** gets on the elevator and close the double fire doors in the lobby areas.
5. The Fire Safety Coordinator will clear his/her department in the manner indicated in Part C, and will assist any patrons (such as the handicapped) in need of assistance. Once he/she is certain that the department is clear, The Safety Coordinator will join the Elevator Monitor, and proceed down the stairs, and out the building.
6. Once out of the building, all Fire Safety Coordinators from the eight departments (Serials, Documents, Reference, Main Office, Multimedia, Archives, Technical Services, Ellender Lab) will report to the designated meeting area (parking lot where faculty/staff park).to let administration know that all areas have been cleared. As soon as all seven departments have checked in with the Fire Safety Administrator, he/she will lock the building.

Library Administration

The Fire Safety Administrator will call 4911 to alert the University Police that a fire alarm has gone off in the Library. In the case of a real fire, he/she will also inform the University Police of the following details (if known):

- 1) Location of fire (building and room numbers) ;
- 2) What kind of fire (flammable liquid, paper or chemical) ;
- 3) Injuries (what kind and how many), if any ;
- 4) Name of the Librarian on the phone.

The Fire Safety Administrator, assisted by the Fire Safety Coordinators, will make sure that **NO ONE, FOR ANY REASON**, goes back into the building, until after the University Police have responded, investigated, and given clearance for a return.

SUBSECTION C

Response to Fire Alarms per department

Third Floor:

Serials:

When a fire alarm sounds, the Serials Librarian will act as Fire Safety Coordinator, and the Library Staff member on duty will serve as Elevator Monitor, **clear the rest rooms** and also **close the fire doors in the lobby**. All student workers and other staffers will be instructed to head down the stairs either down the emergency exit, or the main stairs, whichever is closer and is safe to use.

In the absence of the Serials Librarian, the Library Staff member on duty will serve as Fire Safety Coordinator, and will appoint a Student Worker as Elevator Monitor. All other staffers and student workers will be instructed to head down the stairs.

The Fire Safety Coordinator will be responsible for **closing 4 department doors** (Librarian's office, 2 work area, and main department door), and **making sure that all patrons are ushered immediately out of the department**, through the Serials Entrance, providing this is safe. If the Serials Entrance is deemed unsafe, patrons should be directed to the Emergency Exit. The Fire safety Coordinator will begin in the 900s, and will **loudly announce that all patrons must leave** via the front Entrance and proceed down the stairs and out the building. He/she will be responsible to **assist any patrons, such as the handicapped, who are in need of assistance**.

After making sure that all patrons have exited the department, the Fire Safety Coordinator will collect the Elevator Monitor, and immediately go down the stairs and out of the building to report to the Fire Safety Administrator.

Documents:

When a fire alarm sounds, the Documents Librarian will act as Fire Safety Coordinator, and the Library Staff member on duty will serve as Elevator Monitor, **clear the rest rooms** and also **close the fire doors in the lobby**. All student

workers and other staffers will be instructed to head down the stairs either down the emergency exit, or the main stairs, whichever is closer and is safe to use.

In the absence of the Documents Librarian, the Library Staff member on duty will serve as Fire Safety Coordinator, and will appoint a Student Worker as Elevator Monitor. All other staffers and student workers will be instructed to head down the stairs.

The Fire Safety Coordinator will be responsible for **closing 6 department doors** (4 in work room, 2 in Louisiana room and main department door), and **making sure that all patrons are ushered immediately out of the department**, through the Documents Entrance, providing this is safe. If the Documents Entrance is deemed unsafe, patrons should be directed to the Emergency Exit. The Fire safety Coordinator will begin in the I's, and will **loudly announce that all patrons must leave** via the front Entrance and proceed down the stairs and out the building. He/she will be responsible to **assist any patrons, such as the handicapped, who are in need of assistance.**

After making sure that all patrons have exited the department, the Fire Safety Coordinator will collect the Elevator Monitor, and immediately go down the stairs and out of the building to report to the Fire Safety Administrator.

In the event of Librarian's absence, the senior Specialist will be in charge of the department.

Second Floor:

Reference:

When a fire alarm sounds, the Circulation Supervisor will act as Fire Safety Coordinator, and the Reference Librarian will serve as Elevator Monitor, **clear the rest rooms** and also **close the fire doors in the lobby**. All student workers and other staffers will be instructed to head down the stairs either down the emergency exit, or the main stairs, whichever is closer and is safe to use.

In the absence of the Circulation Supervisor, the Circulation Staff member on duty will serve as Fire Safety Coordinator.

The Fire Safety Coordinator will be responsible for **closing all work area doors** and **making sure that all patrons are ushered immediately out of the department**, through the Reference Entrance, providing this is safe. If the Reference Entrance is deemed unsafe, patrons should be directed to the Emergency Exit. The Fire safety Coordinator will begin in the 900s, and will **loudly announce that all patrons must leave** via the front Entrance and proceed down the stairs and out the building. He/she will be responsible to **assist any patrons, such as the handicapped, who are in need of assistance**.

All Librarians on the floor will be asked to insure that patrons have been evacuated.

After making sure that all patrons have exited the department, the Fire Safety Coordinator will collect the Elevator Monitor, and immediately go down the stairs and out of the building to report to the Fire Safety Administrator.

Main Office:

When a fire alarm sounds, the **Library Director** will act as **Fire Safety Administrator**. All student workers and other staffers will be instructed to head down the stairs.

In the absence of the Director, the Administrative Assistant will serve as Fire Safety Administrator. He/she is also responsible for **closing 5 departmental doors** (2 in Director's office, 2 in Assistants' offices and main department door).

The Fire Safety Administrator will be responsible for **making sure that all staffers and students are ushered immediately out of the Main Office**. He/she will be responsible to **assist any patrons in the lobby, such as the handicapped, who are in need of assistance**.

After making sure that all patrons have exited the Main Office and the lobby, the Fire Safety Administrator and immediately go down the stairs and out of the building and will ensure that all departments have been cleared. He/she will then report to the parking lot where library faculty/staff park.

In the absence of someone from the Main Office serving as Fire Safety Administrator (i.e., nights and weekends), the Reference Librarian will serve as Fire Safety Administrator. In the absence of both, the highest ranking Librarian will serve as Fire Safety Administrator.

First Floor:

Archives:

When a fire alarm sounds, the Archivist will act as Fire Safety Coordinator. All student workers and other staffers will be instructed to head out the Library door, and across the street to the Student Union. An appointed staff member will be responsible for **closing 10 department door and main department door.**

The Fire Safety Coordinator will be responsible for **making sure that all patrons are ushered immediately out of the department**, through the Archives Entrance, providing this is safe. If the Archives Entrance is deemed unsafe, patrons should be directed to the Emergency Exit. The Fire Safety Coordinator will be responsible to **assist any patrons, such as the handicapped, who are in need of assistance.**

After making sure that all patrons and staff have exited the department, the Fire Safety Coordinator will close the lobby fire door and immediately go out of the building to report to the Fire Safety Administrator.

Technical Services (including Interlibrary Loan):

When a fire alarm sounds, the Automation Librarian will act as Fire Safety Coordinator, and he/she will chose either the Head of Cataloguing or a Library Staff member on duty to be responsible for **closing all doors including fire lobby door and main department door.** All student workers and other staffers will be instructed to head out the front of the building, as long as this route is safe.

In the absence of the Automation Librarian, the Head of Cataloguing or the highest ranking Staff member will serve as Fire Safety Coordinator. All other staffers and student workers will be instructed to head out the front of the building, and across the street to the Student Union.

The Fire Safety Coordinator will be responsible for **making sure that the Interlibrary Loan Librarian and all patrons are ushered immediately out of the area** near the Technical Services Department. If the Library's Front Entrance is deemed unsafe, all should be directed to the loading dock, which will serve as the Emergency Exit. The Fire Safety Coordinator will begin in Cataloguing, and will **loudly announce that all must leave via the front Entrance and proceed**

out the building. He/she will be responsible to **assist anyone, such as the handicapped, who are in need of assistance.**

After making sure that all have exited the department, the Interlibrary Loan Department, and the lobby areas near the departments, the Fire Safety Coordinator will immediately go out of the building to report to the designated meeting location (parking lot where library faculty/staff park)..

Multimedia:

When a fire alarm sounds, the Head of Multimedia will act as Fire Safety Coordinator, and either a second Library Staff member on duty or a Student Worker will assist in **closing all departmental doors.** All other student workers and other staffers will be instructed to head out the Library door, and to the parking lot where library faculty/staff park.

In the absence of the Head of Multimedia, the Library Staff member on duty will serve as Fire Safety Coordinator, and will appoint a Student Worker as Elevator Monitor. All other staffers and student workers will be instructed to head out the Library Entrance and to the parking lot where library faculty/staff park.

The Fire Safety Coordinator will be responsible for **making sure that all patrons, including those in restrooms, are ushered immediately out of the department,** through the Entrance, providing this is safe. If the Entrance is deemed unsafe, patrons should be directed to the Emergency Exit. The Fire Safety Coordinator will be responsible to **assist any patrons, such as the handicapped, who are in need of assistance.**

After making sure that all patrons have exited the department, the Fire Safety Coordinator will collect the Elevator Monitor, and immediately go out of the building to report to the designated meeting area(the parking lot where library faculty/staff park).

NSU policy is that, upon request, faculty, staff, and students are encouraged to assist in the evacuation of people with disabilities in the event of an emergency, unless the action places the faculty, staff, or student in personal danger. All library personnel are encouraged to volunteer ahead of time to

assist people in an emergency. Volunteers should be encouraged to attend evacuation training for certain types of lifting techniques.

SECTION ONE

Part Two

Library Punch List

3/2007

If fire is in your area:

1. Call 4911-campus security (number is on library phones)
2. Pull fire alarm
3. Alert departmental staff to exit
4. Evaluate situation to determine whether fire extinguisher could put out fire; if so, use fire extinguisher
5. Exit immediately if fire is out of control

If the fire alarm sounds:

1. Be aware of all staff members and student workers present
2. Exit department with all due speed, closing department doors to hall and to loading dock
3. Exit loading dock door and close it
4. Meet @ south west corner of Afton & Acadia
5. Count to see if all staff members and student workers are present
6. Wait for university police and fire department members to allow re-entry.

SECTION TWO

HURRICANE EMERGENCY PLAN

2007, rev. 10/2008

STANDBY ALERT

- Library Director (or designated staff members) will meet with staff to advise them of approaching storm
- Staff members will review university and library emergency procedures and policy regarding hurricanes
- Staff members will be encouraged to begin personal preparations at this time
- Emergency Committee will review call tree to verify current names and phone numbers

PHASE I—storm possibly headed to Gulf

- Emergency Committee will review annual preparations list, determine which items are still needed, obtain them, make sure items are distributed and available for use
- Staff members will continue to monitor storm information.

PHASE II—storm in Gulf, Louisiana in landfall zone (Tropical Storm Warning)

- Staff members will continue to monitor storm information
- Staff members will pack loose items and personal items
- Circulation staff will empty book trucks and empty and lock book drops
- Emergency supplies will be distributed as needed
- Department heads will have backup copies of pertinent documents ready to remove from the premises
- Department heads will be aware of high priority items which will be removed if necessary.

PHASE III—storm in Gulf, South Louisiana in landfall zone (Hurricane Warning for South Louisiana)

- Staff members will continue to monitor approaching storm
- Computer equipment, printers, copiers, etc. will be unplugged from electrical outlets and covered with plastic (except for E2 proxy server on 2nd floor and network switches in Reference)
- All refrigerators (Lounge and in Departments) need to be emptied, turned off and unplugged. This should be done by 12 noon.
- Emergency Committee will tour building interior to see that all is ready
- Elevators should be locked when library closes
- Closed notices should be posted on doors and library web page
- All Ellender staff will leave when the administration closes the campus
- Building doors will be locked as staff exits the building

PHASE IV—storm has passed

- Campus Pre-Position team will inspect campus for damages--any physical damage to the library building will be reported to the Office of Physical Plan

PHASE V - recovery

- Tier II staff will inspect the library for damage once they are notified of reentry from Pre-Position team
- Tier II will call in staff needed to assist in neutralizing materials compromised.
- Photograph damage
- Materials to be secured in accordance with Priority List and then the general collection.
- After materials are secured, notify Pre-Position that the library has been attended to and of any plans/needs on-going to minimize loss of library assets.

- Library status (closed, opening soon, limited hours) should be posted on the doors and on the library web page
- Library call tree will alert staff as to the effects of the storm on the library

After a Tier 2 evaluation of the Ellender Memorial Library, the Library may use the Bowie Room, in the Student Union, to store/stage for the recovery of archival materials. The Bowie Room will be used to stage and make decisions on the permanent disposition of the materials.

The persons having access to these materials will be the following:

- Archivist
- Assistant Archivist
- Library Director
- Chair of the Library Disaster Committee
- Library Specialist from Archives

The Tier II designee will contact maintenance to have the door lock on the Bowie changed to insure security of the materials.

The Library understands that this is a temporary arrangement and items will be removed to a permanent processing area before the Union resumes normal operation.

CALLBACK

- All staff should be prepared to return to work as soon as the university reopens or contact the Director immediately about their personal situations and locations
- All available library staff members should plan to take part in the library and/or campus clean up as necessary

Should storm phases change rapidly on the weekend, the weekend staff will make every effort to prepare the library for the approaching storm.

Call Back Tree

Cliff/Carol/Cynthia

Initial assessment and formulate needs and POA.

After plan is formulated and university gives go-ahead...

Daisy/Department Heads/Jeremy

Department heads will be responsible for readying departments/services

Instructions will be given how to remediate materials and outside contractors (LOUIS) will be contacted.

After the needs are assessed and university gives go-ahead...

Support Staff

Assist in cleanup and supervision of any volunteers

SECTION THREE

SHELTERING IN PLACE

***See Cynthia DuBois for this policy.**

SECTION FOUR

LIBRARY CONTACT LIST

***See Main Office for the updated version of this list.**

SECTION FIVE

PRIORITIES LIST FOR SALVAGING ITEMS

***See Cynthia DuBois for an updated version of this list.**

SECTION SIX

Contacts

Charles Ordoyne – Tier 1 – Nicholls University Computing
448-4420

LOUIS – Louisiana Library Network
Software system support, Backup
Sara Zimmerman 225-578-3705
Zehra Zamin 225-578-3747
24 hour 225-578-3700

Vendor names, contacts and accounts on file with Library Accounting Specialist
and Disaster Committee.

SECTION SEVEN

Remediation

Library remediation/salvage will be dependent upon the type of materials in questions, the extent of damages and priority. Specific instructions on salvaging will be determined at Tier II inspection.