



Emergency Evacuation Instructions

TCNJ Library
Academic Year 2013

ALARM!

What to do?



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

- **Leave the building immediately by the closest emergency exit, or regular exit.**



ALARM!

What to do?

- **Be aware of your surroundings; if there are co-workers in your working area make REASONABLY sure that they evacuate immediately.**



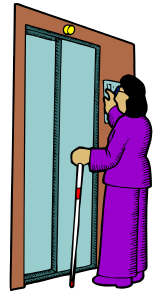
- **Close office door behind you.**



ALARM!

What **Not** to do?

- **Do not try to use an elevator in case of fire; it will not function.**



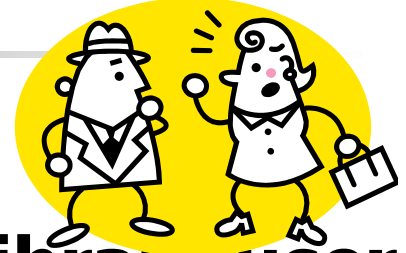
- **Do not waste time gathering your belongings.**



- **Do not go back for personal items.**

ALARM!

What else to do, or not to do?



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





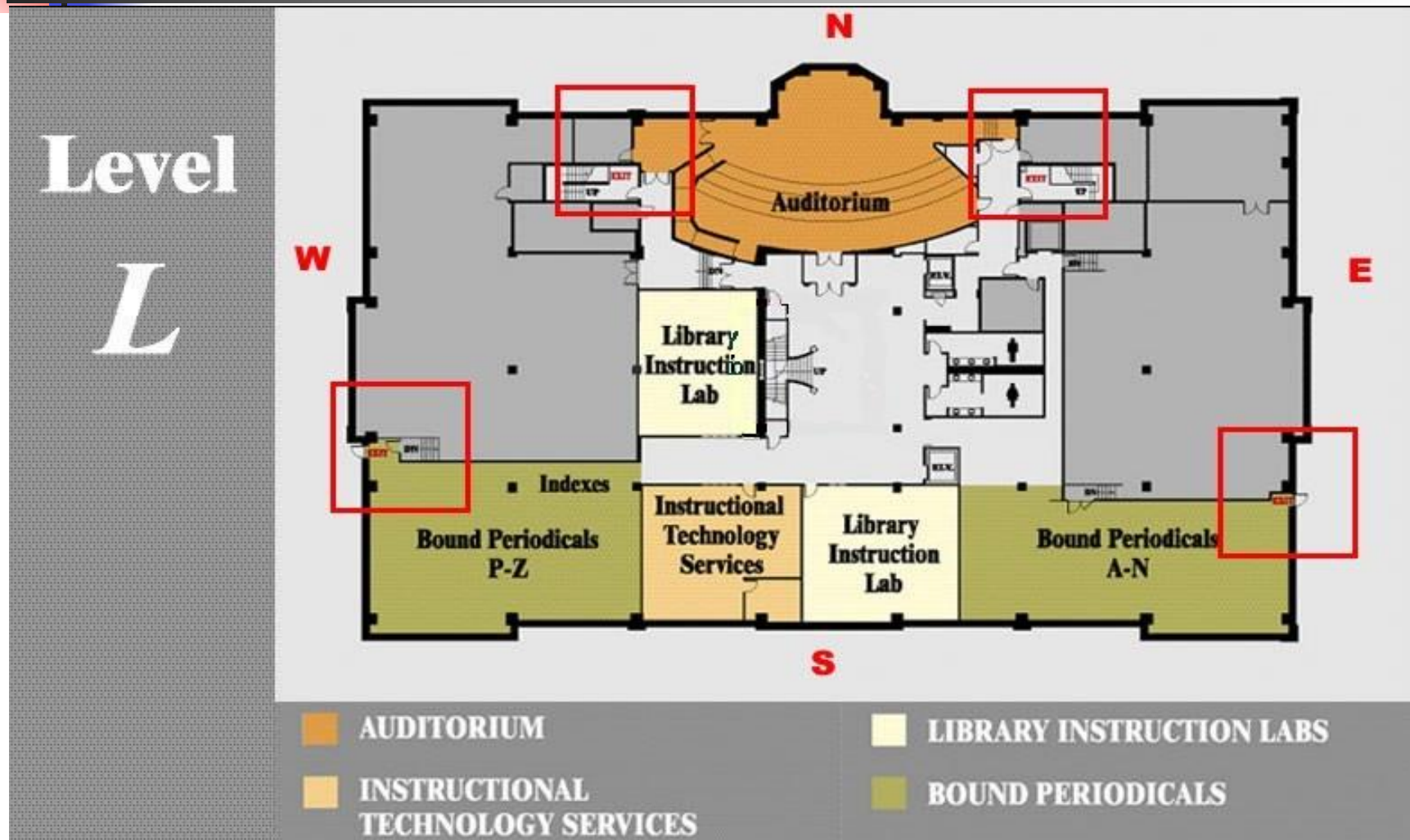
Emergency EXITS

- You are required to know the location of at least two nearest emergency exits in the building relative to your current working area.
- Be aware at all times where you are in the building, and know how to get out via the **NEAREST** emergency exit.



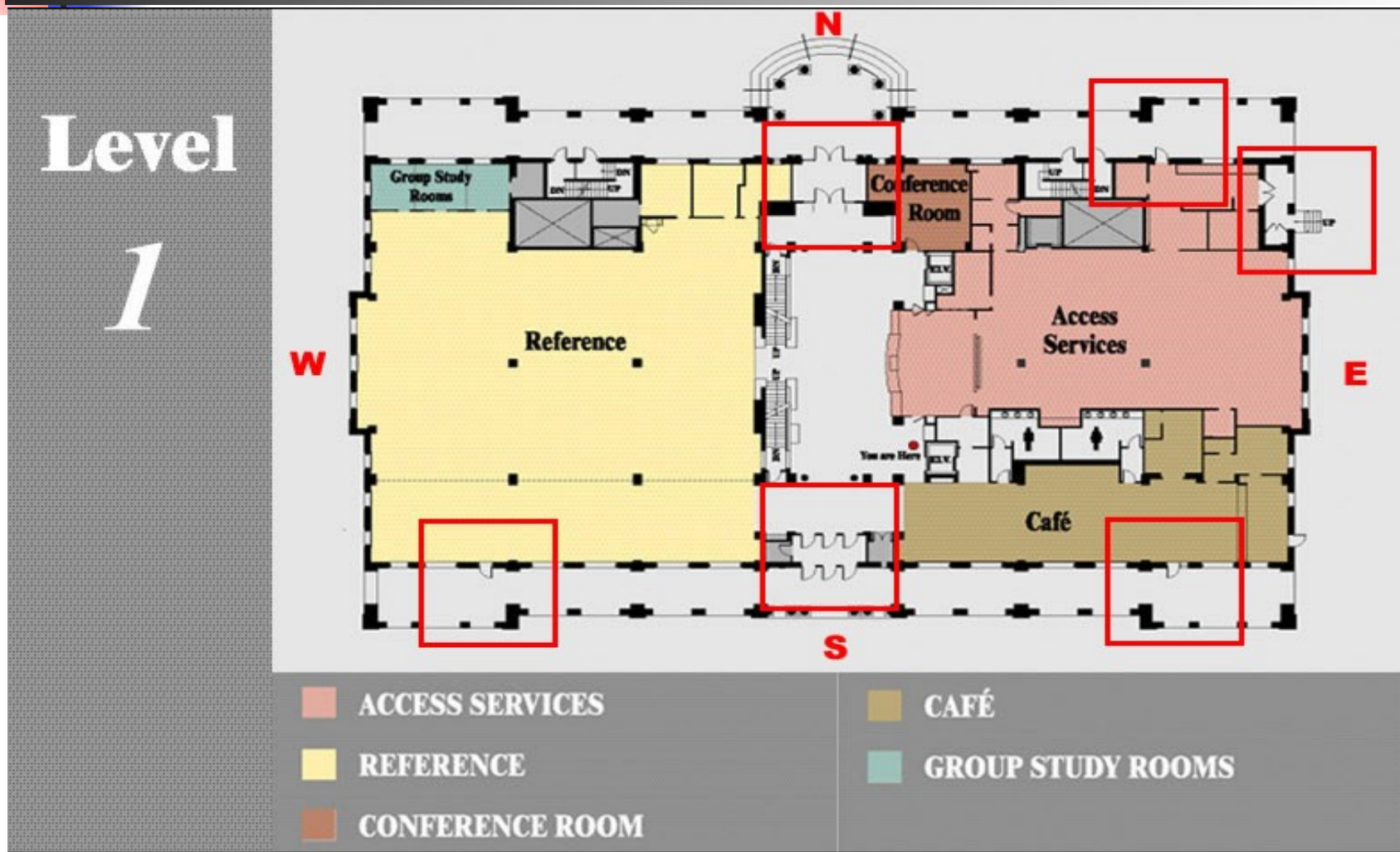
TCNJ Library - Level L

4 Emergency Exits



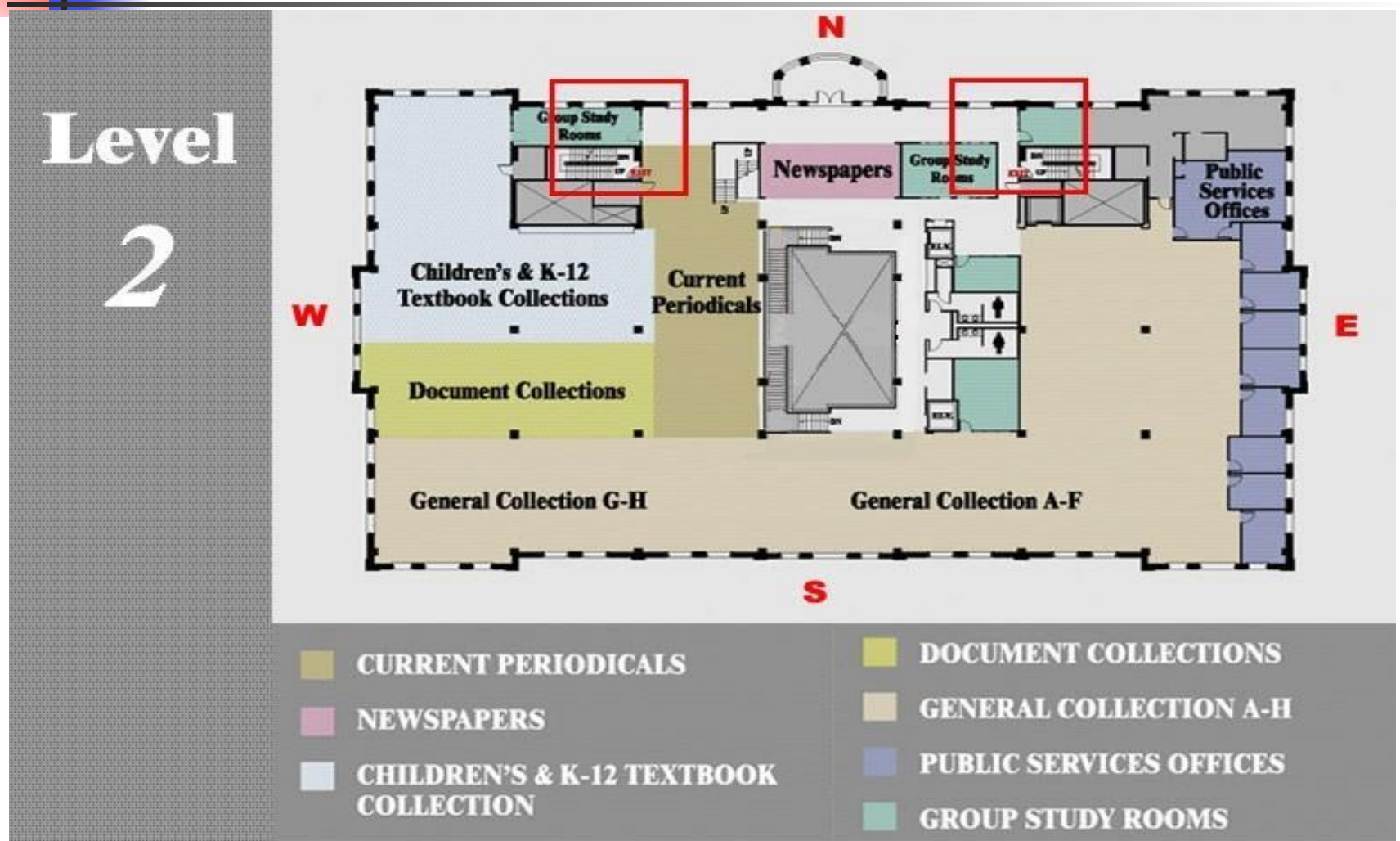
TCNJ Library - Level 1

6 Emergency Exits



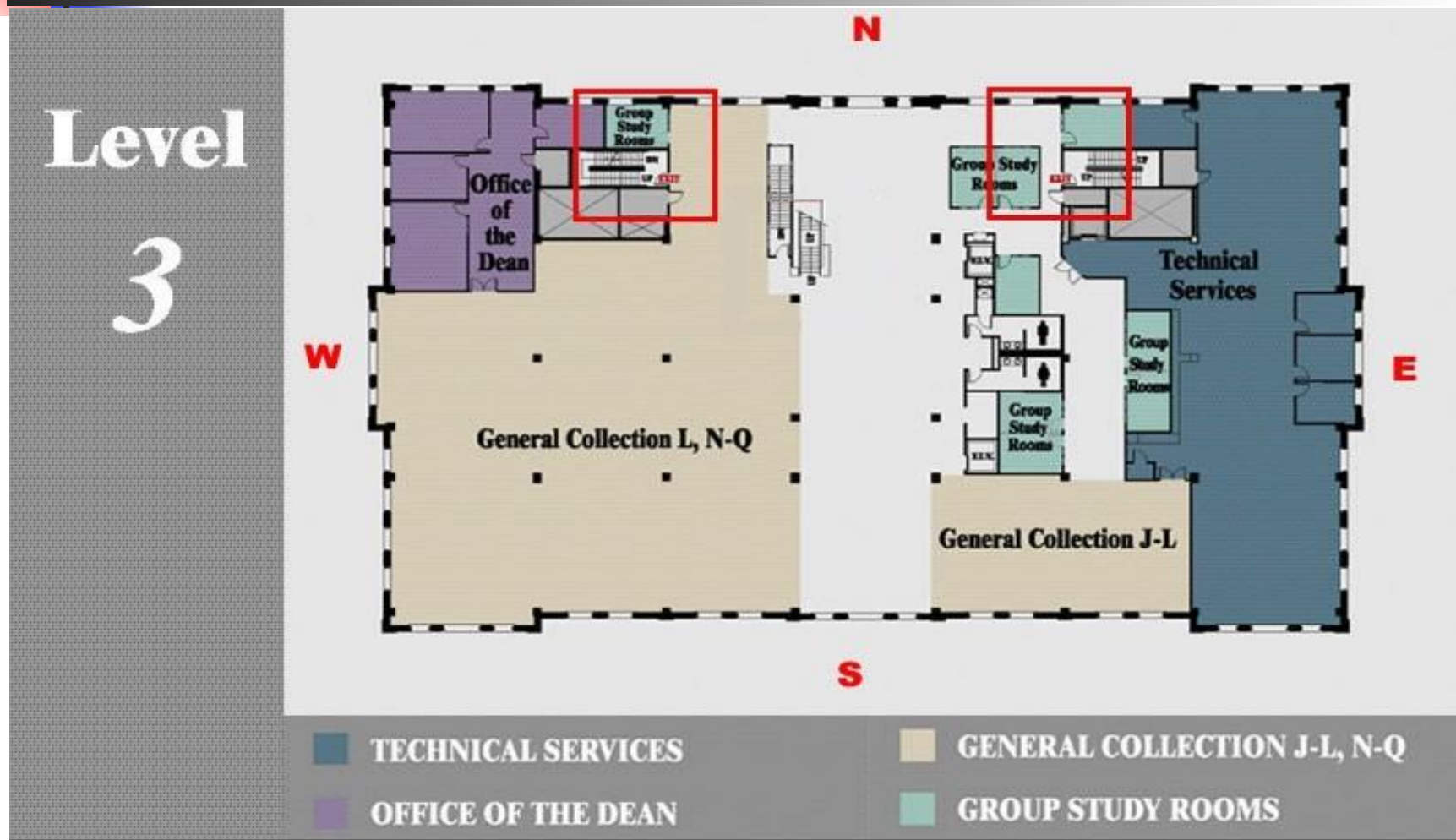
TCNJ Library – Level 2

2 Emergency Exits



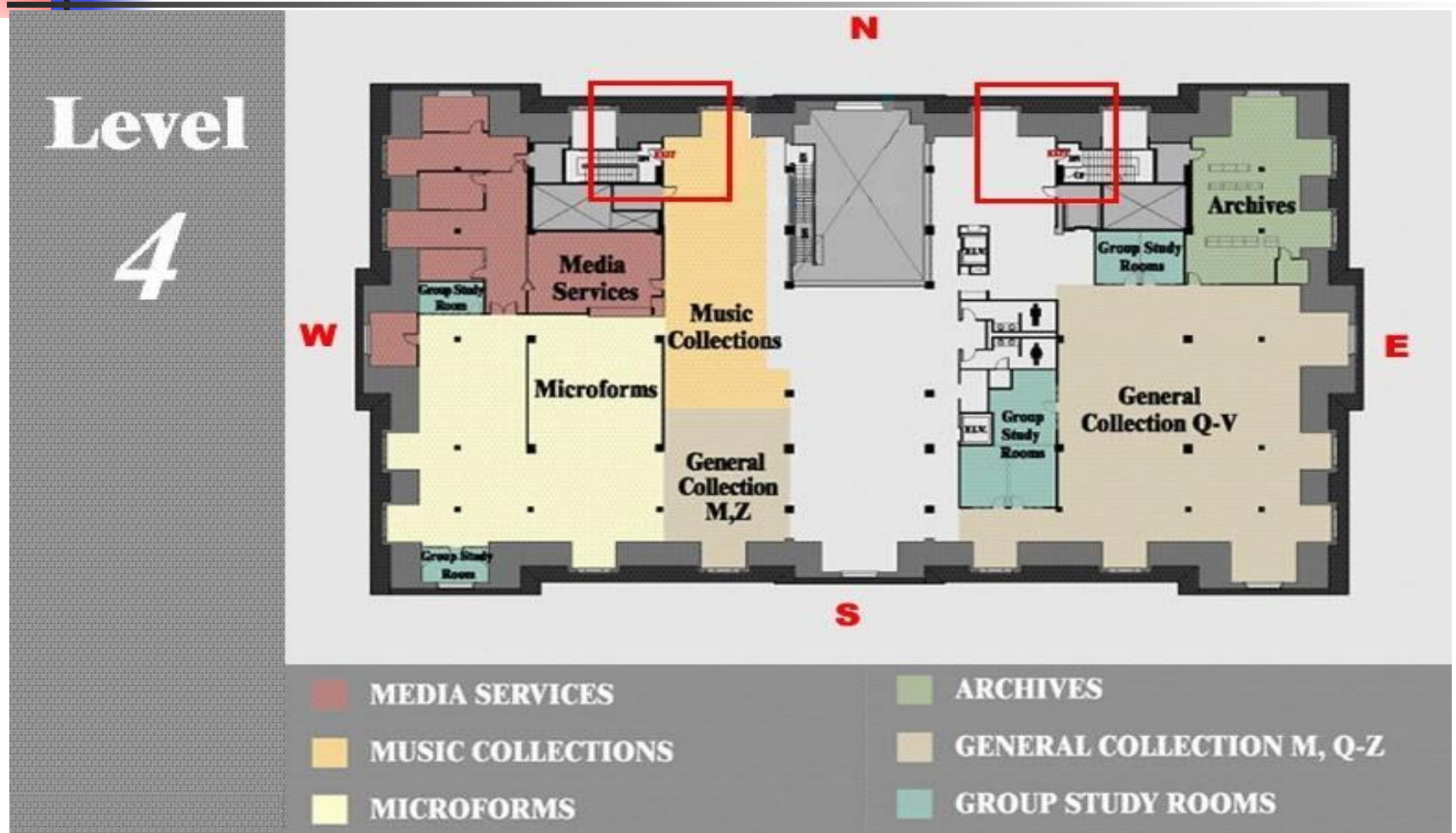
TCNJ Library – Level 3

2 Emergency Exits



TCNJ Library – Level 4

2 Emergency Exits



People with Special Assistance Needs



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





Designated Gathering Place: Inside Eickhoff Hall

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

Inform Someone

- Do not leave Eickhoff Hall without **INFORMING** your co-worker, or any other library staff member that you intend to go.
- If your co-worker informs you that he/she is leaving, you **MUST** report this information to your boss 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 Emergency Evacuation Procedures

...can be found at:

<http://www.tcnj.edu/~tcnjpd/evac.html>

Thank you, and act safely!