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STROZIER LIBRARY DISASTER RESPONSE TEAM

<u>Name</u>	<u>Office</u>	<u>Home</u>	<u>Cell</u>
Amy Weiss , <i>Documentation Coordinator</i>			
Becca Bichel , <i>Response Team Leader</i>			
Cassandra Brown , <i>Financial Coordinator</i>			
Dan Schoonover , <i>Salvage Coordinator</i>			
Gina Woodward , <i>Health & Safety Coordinator</i>			
Jerod Hutchison , <i>Supplies & Equipment Coordinator</i>			
Jim Snowden , <i>Technology Assistant</i>			
Julia Zimmerman , <i>Dean of Libraries</i>			
Liz Johnson , <i>Communications Coordinator</i>			
Louis Brooks , <i>Technology Coordinator</i>			
Mike Siriwardena , <i>Supplies & Equipment Assistant</i>			
Nick O'Brien , <i>Security & Facilities Coordinator</i>			
Policia Clyne , <i>Health & Safety Assistant</i>			
Reggie Jones , <i>Salvage Assistant</i>			
Roy Ziegler , <i>Documentation Coordinator</i>			
Sabine Butler , <i>Financial Assistant</i>			
Will Grissom , <i>Emergency Responder Liaison</i>			
, <i>Assessment Coordinator</i>			
, <i>Assessment Assistant</i>			

STROZIER LIBRARY EMERGENCY CONTACT LIST

In addition to members of the Disaster Coordination Team, the following persons should be contacted in the event of an emergency to alert members of their Department:

, Special Collections
Dan Schoonover, Collections Access
Jacqui Druash, Undergraduate Services
Kevin Seeber, Scholars Commons
Sabine Butler, Administration
Louis Brooks, Systems

STROZIER LIBRARY ADDITIONAL EVACUATION PROCEDURES

Designated Library Emergency Marshalls will open the sliding glass entrance and exit doors. Library Emergency Marshalls on each floor are responsible for clearing each floor and leading patrons from the building. Before opening any door, touch it near the top: if the door is hot or if smoke is visible, do not open the door. Do not use elevators.

Library Emergency Marshalls may assist patrons with disabilities but should not endanger themselves or others by delaying their exit to search the building for these patrons.

- Open the nearest fire exit door and guide patrons in wheelchairs to the stairway landing.
- Pull the nearest fire alarm and assure patrons that they will be protected in this area by the closed fire exit door and tell them that the fire alarm panel will identify their location to firemen, who will arrive within 15 minutes.

Library Emergency Marshalls will stay in the main lobby to keep people from entering the building.

Outside, Library Emergency Marshalls will keep people at least 100 feet away from the front of the Library. Evacuation Team Members or designated back-ups are responsible for getting their staff out of the library. Staff members should leave by the nearest exit and assemble on the front side of Strozier on Landis Green between the bicycle racks and the fountain.

Library Emergency Marshalls for each department or unit will have a list of their staff and will be responsible for accounting for checking off each staff member's name after they have left the building. Each list should then be turned in to Nick O'Brien as soon as all employees have been accounted for.

When the FSU Fire Marshall determines that the building is safe, Library Emergency Marshalls are to enter the library first. Library Emergency Marshalls for each floor will check all fire doors. A designated Library Emergency Marshall will do an outside building check also to be sure all emergency exits are securely closed. Staff members will then be allowed to enter to perform any necessary procedures before the building is re-opened to patrons. Once all systems are back in place, patrons will be allowed to re-enter through the front doors only.

List of Library Emergency Marshalls:

STROZIER LIBRARY SAFE ROOM LOCATIONS

In the event of a violent situation occurring within or in the vicinity of Strozier, the building will go into lockdown. If possible, staff should make their way to the nearest safe room and follow procedures outlined in the Active Shooter section.

SubBasement (key access only)

Basement: Mail Room, Scholars Commons conference room (Scholars Commons suite door must be locked also), DLC scanning room (Giselle's room)

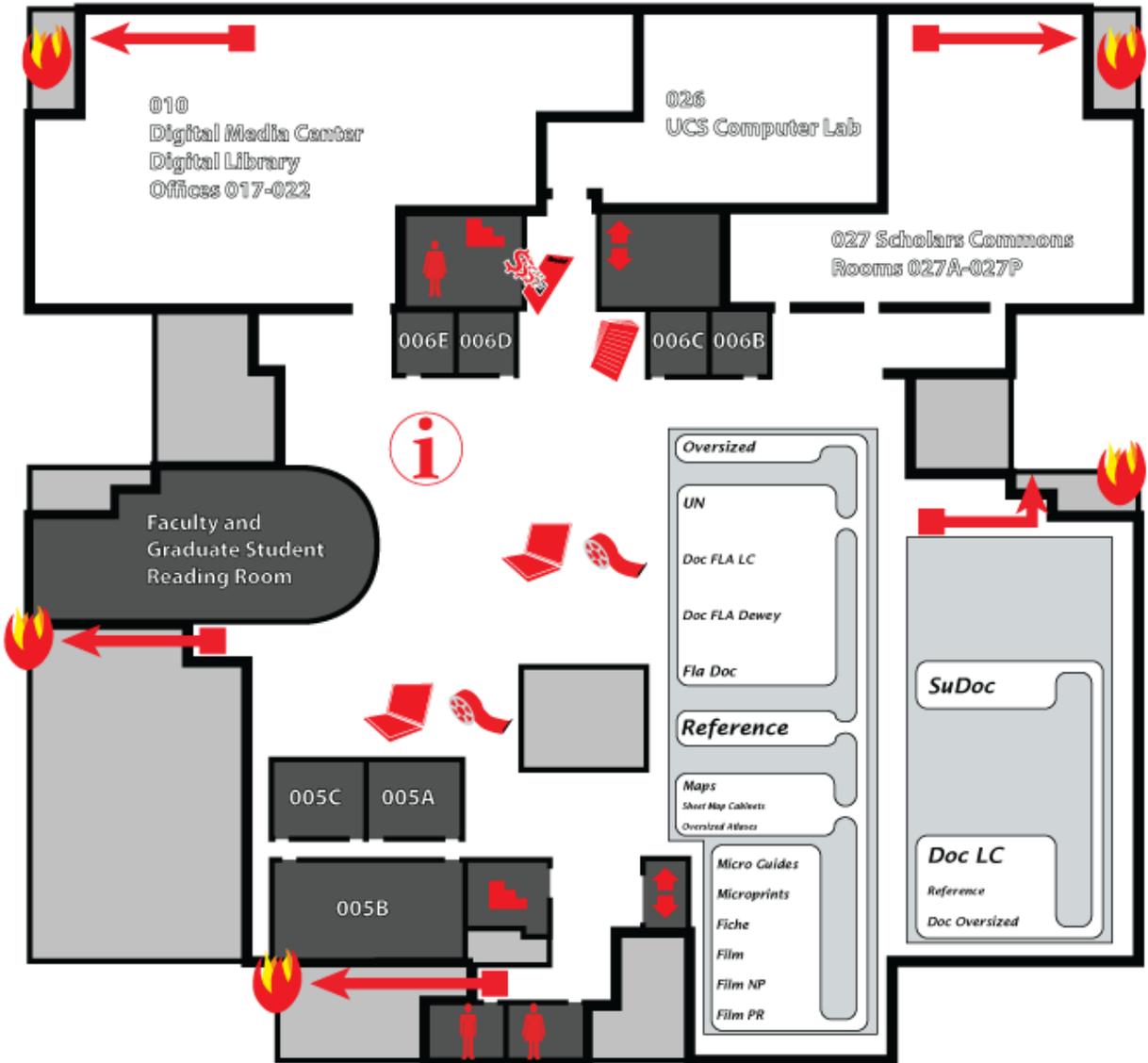
1st Floor: SPC workroom & SPC stacks

2nd Floor: Technology Center office (key access)

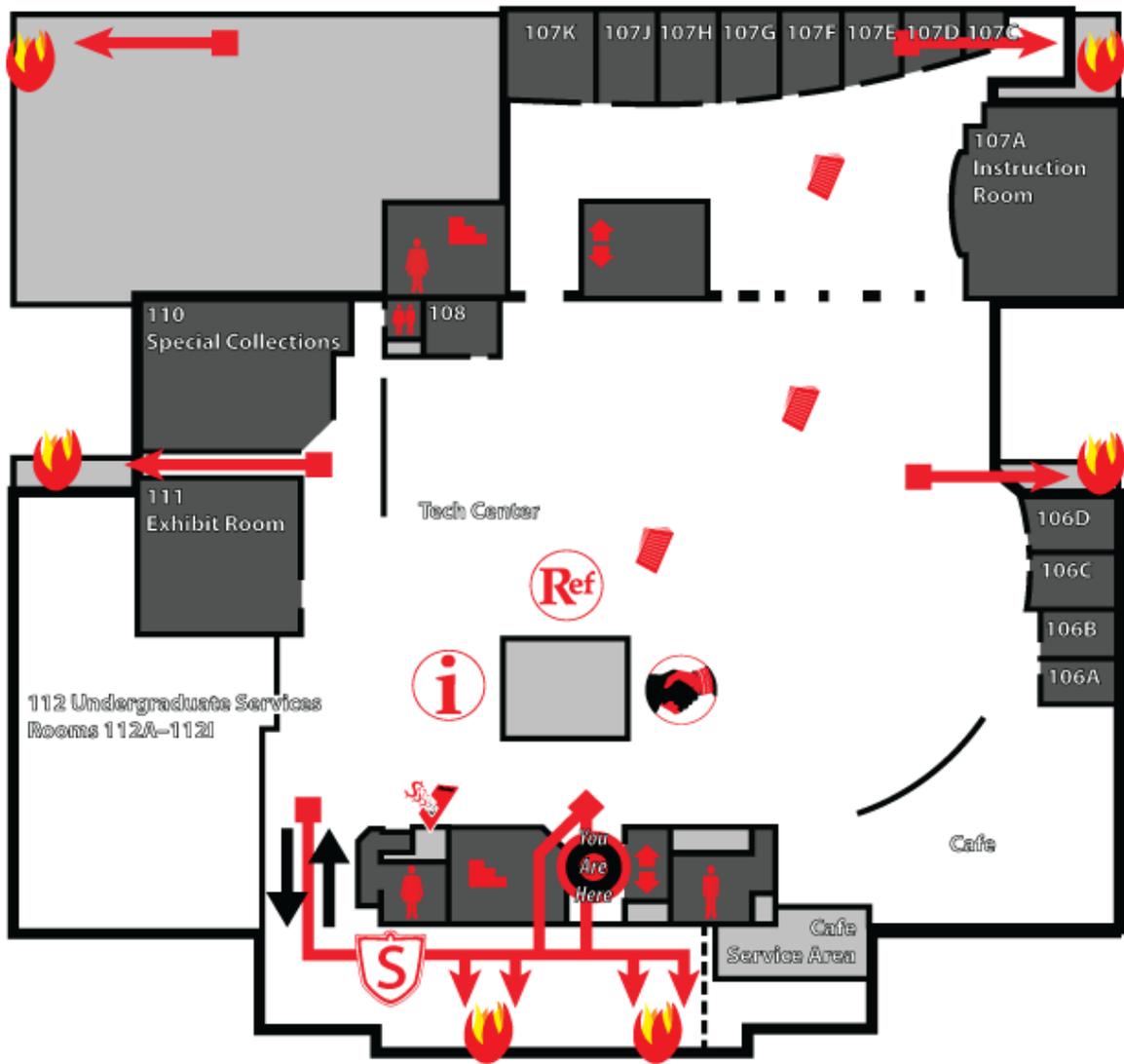
3rd Floor: Director's office, Becca's office, Admin Conference Room (if kitchen is locked),

STROZIER LIBRARY LOCATIONS OF DISASTER SUPPLIES

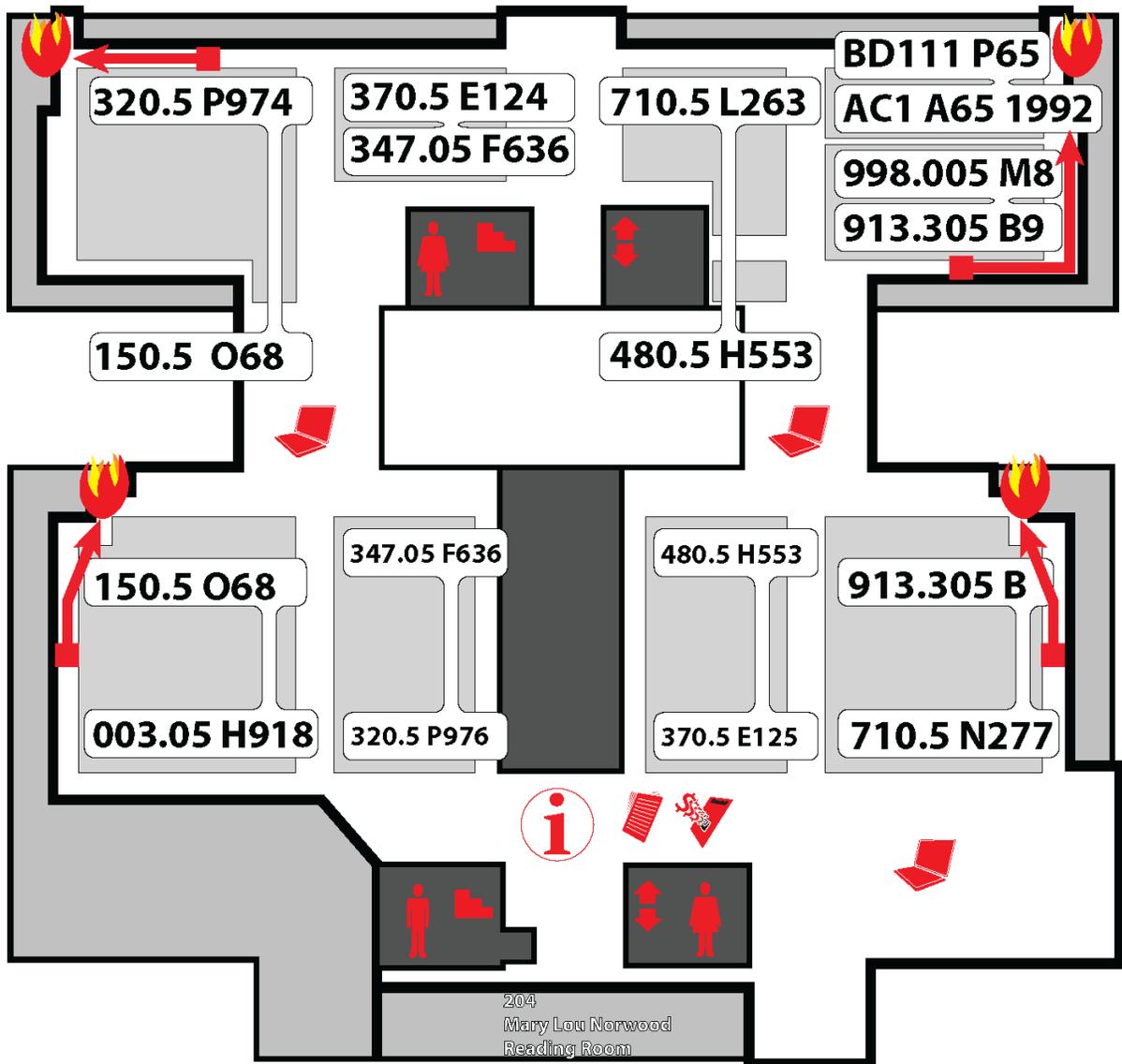
Disaster Supply totes will be located in the re-shelving area outside Scholars Commons, Undergraduate Services, the 3rd floor Collection Access re-shelving room and Special Collections.



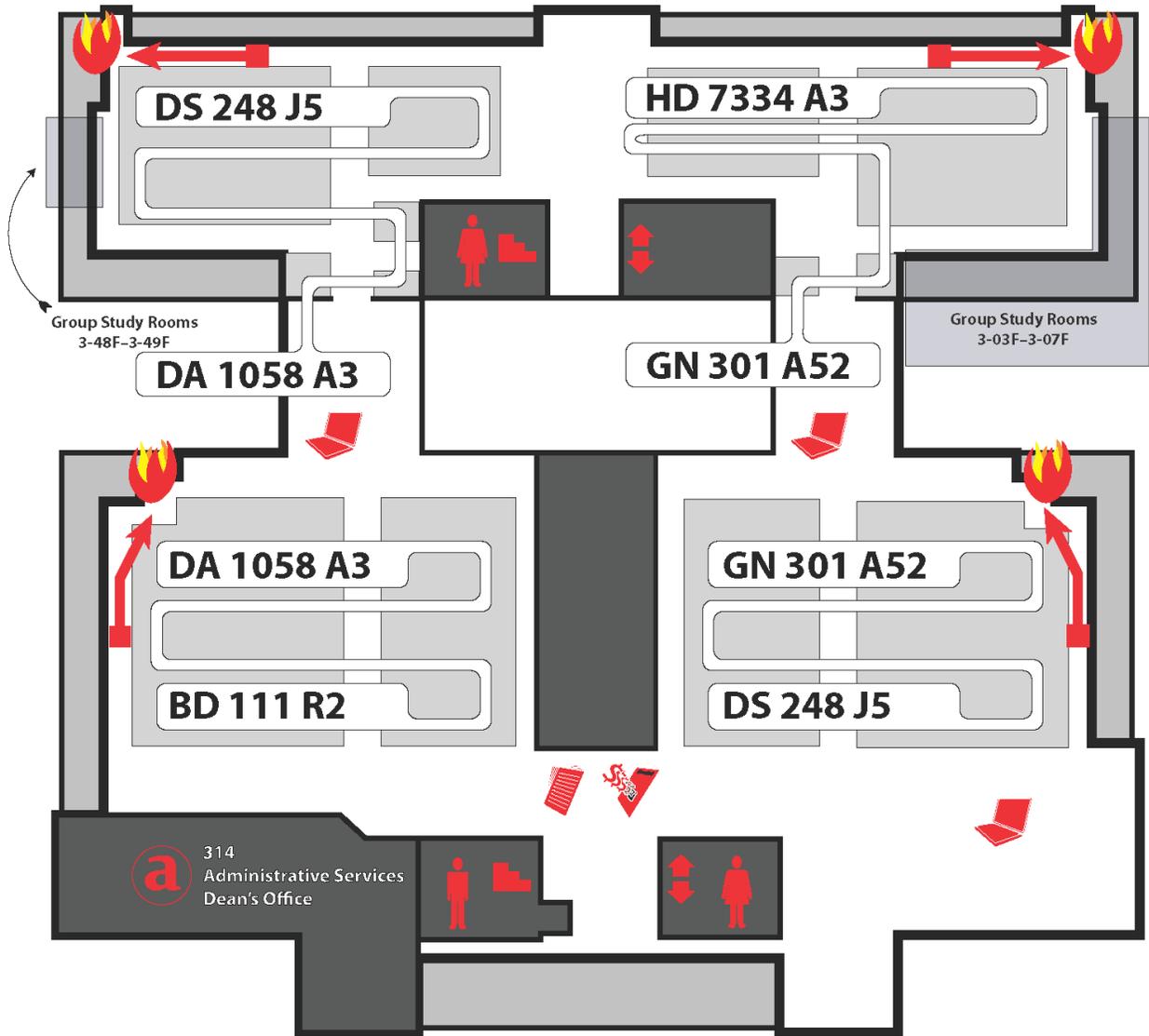
Ground Floor/Strozier



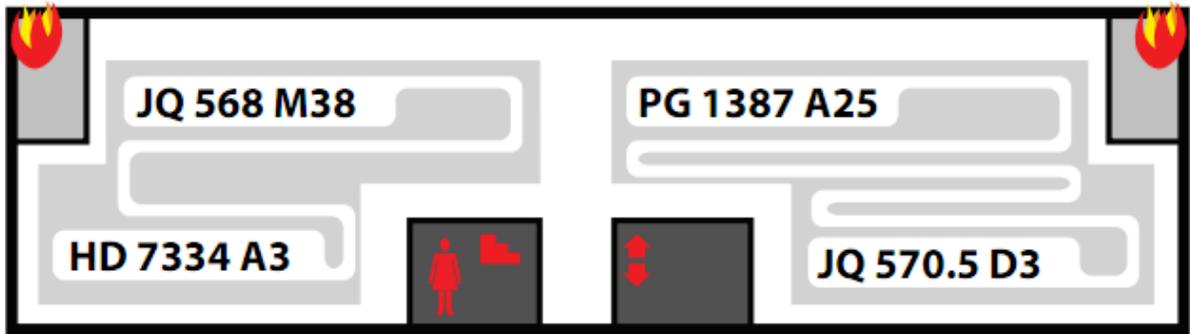
Strozier/Main Floor



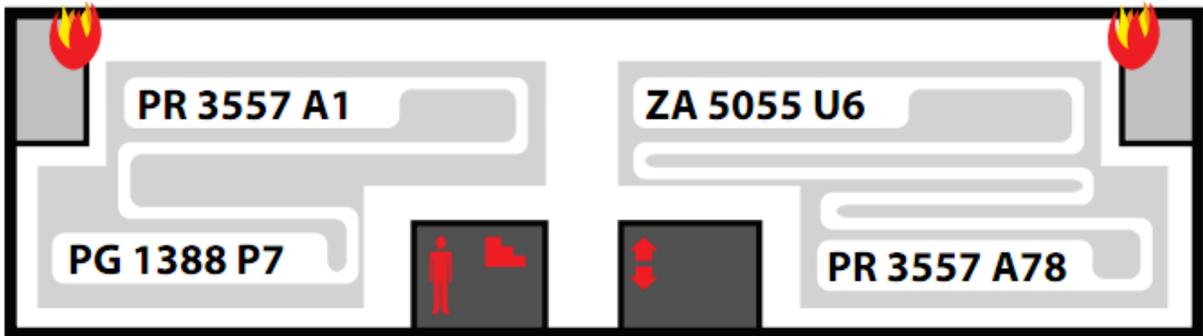
Second Floor/Strozier



Third Floor/Strozier



Fourth Floor/Strozier



Fifth Floor/Strozier