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EMERGENCY EVACUATION PROCEDURES: **LIBRARY ACADEMIC RESOURCE CENTER**

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**Building Emergency Coordinator (BEC):** **Dean Liz MacDonald – (636) 949-4396**

**Building Background**

Three floors and Lower Level, Fire alarm panel, front entrance, Elevators  
Fire extinguisher locations: **Lower Level**, next to elevator, extinguishers across from 10 a and 09 a, restrooms and stairwell; fire department valves in stairwell. **1st floor**, entry foyer, outside of IT closet, outside of restrooms, across from room 117, exit library stairs; fire department valves in stairwell. **2nd floor** west restrooms, across from 209, next to IT office, library next to restrooms, and maintenance closet; fire department valves in stairwell. **3rd floor**, outside rooms 309 & 318, across from women's restroom, next to kitchen, 363; and fire department valve in south stairwell

**Building Evacuation Route**

In the event of a bomb threat or fire in the building, all occupants need to immediately leave the building using the closest exit. Once outside, proceed to the assembly area.

Lower Level: exit north doors, Kingshighway side.

1<sup>st</sup> floor: use the front entry door or rear emergency exit. Also, the exit on the south end of the bui All students, when exiting the building, are required to report to the assembly area for a building evacuation.

**Evacuation Assembly Area:** **Grass median in between the parking lot** LL level

building.If unable to get to the s  
floor of the building.

**Severe Weather Safe Area:**