

In case of an emergency, you'll be alerted by an **emergency message over the PA system.**



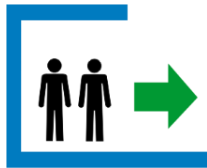
Follow the instructions given by library staff.



In case of evacuation

1 Don't delay the evacuation by taking time to gather your belongings. Take only your laptop and bag.

Leave the premises.



2 Proceed to the nearest stairway and exit.



Follow evacuation route signs.

3 Proceed to the Assembly Point.



Do NOT return to the building until management or emergency services personnel tell you that you may.

In case of fire

Notify staff if you smell something burning or discover a fire.

1 Activate the fire alarm.



2 Notify library loan desk staff.

3 Proceed as in the case of an evacuation.

In case of a lockdown

If you hear a lockdown message over the PA system or UPC staff tell you a lockdown is in effect.

1 Don't leave the building.

If you're outside, quickly enter any building.



2 Wait inside the building

until the emergency coordinator or emergency services personnel tell you that you may leave.

