

The 2010 statewide severe weather exercise

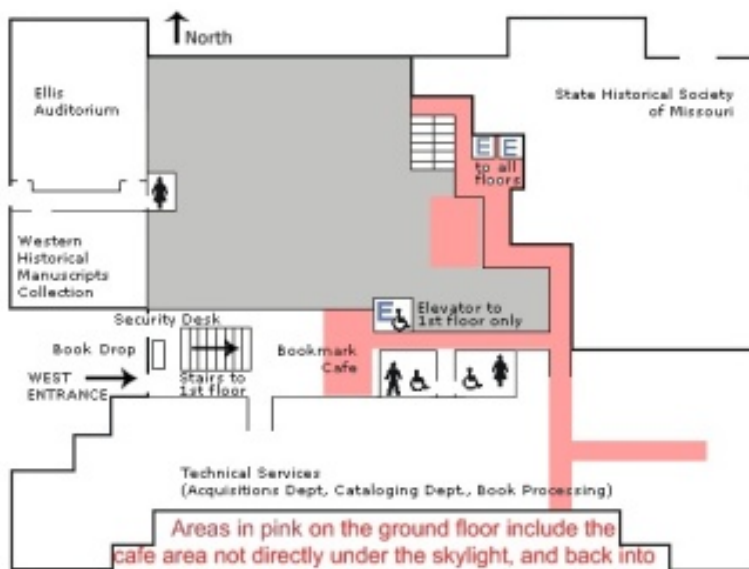
The 2010 statewide severe weather exercise will be held at approximately 1:30 p.m., Tuesday, March 9. Jim Cogswell has requested that all Ellis library staff participate in this year's severe weather exercise. If you are in a patron service area have minimal staff stay in area during the drill to serve the patrons.

Severe Weather Exercise Drill:

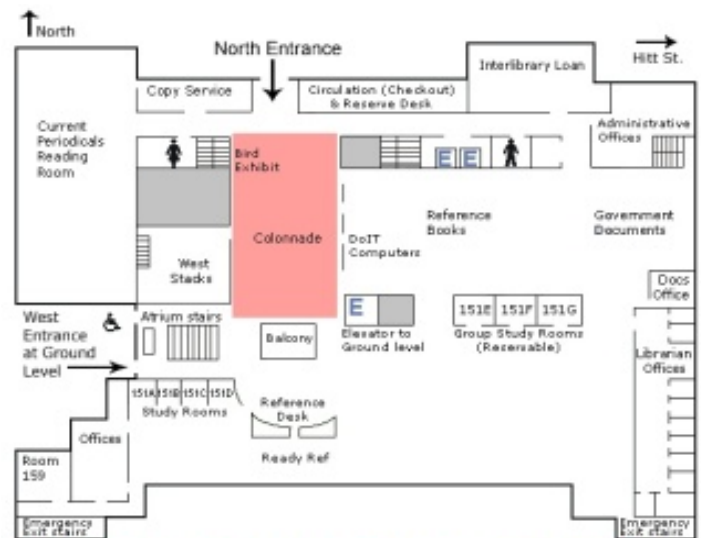
1. The outdoor warning sirens sound as one part of the local warning network. The sirens are used only as an attention getting device.
2. Ellis Security will be making a staff only announcement at 1:30p.m., Tuesday, March 9th informing the staff only that the severe weather exercise is beginning.
3. For security reason please lock your office doors.
4. Ellis security staff will be making rounds in the safe areas, please feel free to ask any questions.
5. When the drill is over security will make a 2nd announcement inform staff to return to their work areas.

For severe weather, emergency plan:

All Ellis staff should move to the ground floor hallway behind the grand staircase; staff lounge, lower stairwells, LTS hallway, twin elevator area and/or colonnade area of the first floor and Dolt computer area. Due to the danger of shattered glass, it is important to keep people away from windows and the "hole" (the opening above the Bookmark Café).



Areas in pink on the ground floor include the cafe area not directly under the skylight, and back into the hall towards the twin elevators. The staff lounge and the hallway back towards LTS and the loading dock can also be used if there are a lot of people to accommodate.



The area in pink is the safe area for the first floor. It stretches the span of the Colonnade from the pillars next to the north security desk all the way to the last pillars just before the skylight. Staff and patrons should stay away from the skylights to avoid the danger of flying glass.