

# 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 Ellis library staff participate in this year's severe weather drill to the extent possible. Minimal staff should remain in service areas to assist users during the exercise. Branch Libraries please contact your building coordinator if you would like to participate in this exercise.

## Severe Weather Exercise Drill:

1. Outdoor sirens will sound as part of the local warning network to signal the start of the drill.
2. Ellis Security will be making a staff-only announcement at 1:30p.m., Tuesday, March 9<sup>th</sup> to inform staff that the severe weather exercise is beginning.
3. For security reasons, please lock any office doors if no staff will remain in the work area.
4. Ellis Security staff will be making rounds in the safe areas. Users and staff may feel free to ask any questions.
5. When the drill is over, Security will make an announcement informing staff to return to work areas.

## Severe Weather Emergency Plan:

When an emergency is declared, all Ellis staff should move immediately to safe areas. On the ground floor, these areas include: the hallway behind the West Entrance staircase; staff lounge; lower stairwells; LTS hallway; and the twin elevator area. On the main level, safe areas include: the Colonnade area and DoIT/OASys computer area. Remember to keep away from all windows (and the skylight opening above the Bookmark Café) to avoid danger from shattering glass.

