

GRIZZLY ROOM
SAFETY BRIEFING

EMERGENCY ADDRESS
215 N. SANDERS

- IN CASE OF AN EMERGENCY: Call 911 immediately. Follow directions from 911 dispatch.
 - If someone else is available, send them to notify staff at the reception desk upstairs of the emergency.
 - If required, a first aid kit is located on the wall just inside the door in the staff room next to the reception desk.
 - If required, an automated external defibrillator (AED) is located on the 3rd floor.
- IN CASE OF AN EVACUATION: If it is safe to do so, calmly EXIT THE BUILDING AND DO NOT RETURN until officials from the State General Services Division (GSD) issue an all clear.
 - Egresses/Exits
 - Front stairs – the way you accessed the lower level, halfway up the stairs and out the 6th Avenue entrance;
 - Back stairs – a secure fire tower located across the hall from the restrooms and in the southwest corner of the lower level.
 - Gather on the far east side of the parking lot under trees on the grass.
 - If you need to leave the area, make sure your supervisor or State Library contact knows you are going and has your contact information.
 - On the state campus, emergencies trigger an incident response team from the GSD. Someone from the team, with a radio and an emergency vest, will arrive to get and provide information. Please follow all instructions from the GSD personnel.
 - Shelter in Place – If possible, close and lock doors; move away from the windows and doors. Storage areas with locking doors are located behind the panel walls.

EMERGENCY ADDRESS
215 N. SANDERS

BITTERROOT CONFERENCE ROOM SAFETY BRIEFING

EMERGENCY ADDRESS 215 N. SANDERS

- IN CASE OF AN EMERGENCY: Call 911 immediately. The nearest phone is outside the room at the Talking Book Library circulation desk. Follow directions from 911 dispatch.
 - If someone else is available, send them to notify staff at the reception desk upstairs of the emergency.
 - If required, a first aid kit is located on the wall just inside the door in the staff room next to the reception desk.
 - If required, an automated external defibrillator (AED) is located on the 3rd floor.
- IN CASE OF AN EVACUATION: If it is safe to do so, calmly EXIT THE BUILDING AND DO NOT RETURN until officials from the State General Services Division (GSD) issue an all clear;
 - Egresses/Exits
 - Front stairs – the way you accessed the lower level, halfway up the stairs and out the 6th Avenue entrance;
 - Back stairs – a secure fire tower located across the hall from the restrooms and in the southwest corner of the lower level.
 - Gather on the far east side of the parking lot under trees on the grass.
 - If you need to leave the area, make sure your supervisor or State Library contact knows you are going and has your contact information.
 - On the state campus, emergencies trigger an incident response team from the GSD. Someone from the team, with a radio and an emergency vest, will arrive to get and provide information. Please follow all instructions from the GSD personnel.
 - Shelter in Place – If possible, close and lock doors; move away from the windows and doors. Storage areas with locking doors are located behind the panel walls.

EMERGENCY ADDRESS 215 N. SANDERS

SAPPHIRE CONFERENCE ROOM SAFETY BRIEFING

EMERGENCY ADDRESS 215 N. SANDERS

- IN CASE OF AN EMERGENCY: Call 911 immediately. Follow directions from 911 dispatch.
 - If someone else is available, send them to notify staff at the reception desk of the emergency.
 - If required, a first aid kit is located on the wall just inside the door in the staff room next to the reception desk.
 - If required, an automated external defibrillator (AED) is located on the 3rd floor.
- IN CASE OF AN EVACUATION: If it is safe to do so, calmly EXIT THE BUILDING AND DO NOT RETURN until officials from the State General Services Division issue an all clear;
 - Egresses/Exits
 - Front stairs – halfway down the stairs and out the 6th Avenue entrance;
 - Mazurek Justice Building foyer – down the hall, past the reception desk, and Talking Book Library staff. Exit the building via the east foyer entrance.
 - Mail room – on the east side of the building, accessed through the staff work area.
 - Gather on the far east side of the parking lot under trees on the grass.
 - If you need to leave the area, make sure your supervisor or State Library contact knows you are going and has your contact information.
 - On the state campus, emergencies trigger an incident response team from the State General Services Division. Someone from the team with a radio and an emergency vest will arrive to get and provide information. Please follow all instructions from the GSD personnel.
 - Shelter in Place – If possible, close and lock doors; move away from the windows and doors to the back and right behind the partial walls

EMERGENCY ADDRESS 215 N. SANDERS