

EMERGENCY PROCEDURES

The following emergency procedures should be observed for the West Library:

Accidents

If a patron or a member of the staff falls or is injured in any way, check to see if medical attention is required. Notify campus nurse, if necessary, or call 911 for an ambulance. Notify security of the problem (if an ambulance is called) and report the incident to library staff member. If the injured party is part of the Maintenance Department, also notify that department.

Fire

Call 911 immediately. Make an announcement on the public address system to evacuate the building by the stairs (not the elevators), and the staff member in charge of each floor should make sure all restrooms, study rooms, and copy rooms are evacuated. Notify security and maintenance as soon as possible. The elevators should be locked with the special elevator key in the cash drawer at the Circulation desk. Assemble with the other library employees to be accounted for before leaving the premises.

Severe Weather

The Staff of the Library will be notified of the severe weather warning by security. The building is to be evacuated and all students, staff and guests are to be relocated to the basement via the stairs. Everyone is to remain in the basement until they are advised by Security that the severe weather warning has been cancelled.

Bomb Threats

Should a bomb threat be received call 911 and security immediately. Notify the Library Director's office and evacuate the building by the public address system using the emergency evacuation script. Each floor should be checked by a supervisory/staff member to make sure all restrooms, study rooms, and copy rooms are evacuated. If a suspicious item or package is found during the sweep of the floors, do not touch it, but do report it to the police or security. The person who received the bomb threat should refer to the ATF Bomb Threat Checklist (if possible) while speaking with the caller. He/she also needs to remain available until they have been interviewed by Security and the Police. If a student received the call, the supervisor and the student should remain until the situation is resolved. As with any emergency evacuation you need to assemble with the other library employees in front of "The Sub" to be accounted for before leaving the premises.

Hung Elevator

Notify Maintenance (on weekends, call Security). Go to the elevator and listen for the call bell.

*Note if you are caught in the elevator that stops between floors or if the door will not open, pull the red stop button. This will allow you to manually open the doors.

Problem Patron

Notify security that a patron is causing a disturbance in the Library. Do not try to handle the situation without Security.