

Library Emergency Protocol

In case of an internal Library threat, pull nearest fire alarm box and follow the Fire Safety Policy.

CONFIRM/REPORT: Confirm or report incident to Campus Security at **874-2121**.

COMMUNICATE: If immediate evacuation is not necessary, report details to the Circulation Desk Supervisor at 874-2672.

[If a phone intercom system is in place, this should be utilized immediately].

The Circulation Desk Supervisor (or another designated staff member) should send a message out via **Libnews** alerting the Library community as to the facts relative to the incident and any pertinent instructions to be followed. **If the incoming information is not confirmed but speculative, this should be implicitly stated in the heading of the email as well as in the beginning of the email as “UNCONFIRMED.”**

***A message should be posted on the Library’s Webpage and the social media outlets.**

Emergency notification should be immediate and direct. **The Circulation Desk Supervisor should direct assigned individuals to relay the message to the designated contact person on each floor. That individual will in turn notify each unit, classroom, study room, or conference room on that floor. In addition, the Circulation Desk Supervisor should direct staff to call each unit and classroom to alert staff and students of the incident.**

The intercom system and bullhorn should be utilized if necessary.

LOCKDOWN

A lockdown is categorized as an emergency protocol to protect and prevent people from leaving or entering the building ordered by someone in command. The outermost doors should be locked. Patrons and staff should not leave the building until there is an “all clear” and the Lockdown is lifted by Campus Police.

EVACUATION INSTRUCTIONS

Evacuate the building by utilizing the nearest exit path. Exit via one of the four officially designated fire exits at each corner of the building, the front doors or the back of the Library (Employee Entrance). All employees must proceed to the designated meeting area to be accounted for. **Designated Meeting Area:** Walkway in front of the Human Resource Administration Building. Meeting areas for classrooms will be established by the Professor in charge.

SHELTER IN PLACE

This is an emergency procedure for people affected by a chemical accident or terrorist attack. It entails taking immediate shelter in a readily accessible location, such as a small room. Depending on the exact situation, everyone within a specific distance of the incident may be ordered to shelter in place or people within a closer range may be ordered to evacuate while everyone else shelters in place. Sheltering in place is generally only used for a short period of time.

1

- Person Receiving Incoming Incident Confirm/Report to Security 874-2121.
- Alert Circulation Desk.

2

- Circulation Desk Staff to Send Out Message Via **Libnews**.
- Message to be posted on Library Webpage and Social Media Outlets.
- Assign Staff to Alert Designated Contact Person on Each Floor.

3

- Designated Contact Person on Each Floor to Alert each Unit or Classroom.
- Unit Person to Alert other Unit Members.

