

Library Emergency Protocol

In case of an internal Library threat, pull nearest fire alarm box and evacuate the building immediately, in accordance with the Fire Safety Policy. In case of Fire Alarm, EVACUATE the building! The library's overhead paging system should be used to make announcements and issue instructions during an emergency except when fire alarm is pulled. NOTE: The paging system should **not** be used while the fire alarm is sounding. **Keep calm and follow instructions.**

CONFIRM/REPORT: Confirm or report incident to URI Police at **401-874-2121**.

COMMUNICATE: If immediate evacuation is not necessary, report details to the Circulation Desk Supervisor at 401-874-2672. For **non-emergency** situations, the Circulation Desk Supervisor (or another designated staff member) should send a message out via the library's listserv alerting the Library community as to the facts relative to the incident and any pertinent instructions to be followed. **A message should also be posted on the Library's Webpage, Notification Library Building Listserv libbuildingnews@listserv.uri.edu 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. All staff should keep calm.**

LOCKDOWN

A lockdown is intended to prevent people from leaving or entering the building, and restrict movement within the building. When a lockdown is ordered by Public Safety, all doors should be locked if possible (interior and exterior), lights should be turned off, and individuals should remain where they are and remain calm. 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 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 library staff must proceed to the designated meeting area to be accounted for. (The designated meeting area for library staff is the walkway in front of the Human Resource Administration Building.) The meeting areas for each classroom will be established by the professor in charge.

SHELTER IN PLACE

Shelter-in-place instructions may be issued in the event of a hazardous materials incident or severe weather. Immediately take shelter in an interior room away from outside windows. For severe weather events, shelter should be sought in the basement or lowest level possible. For hazardous materials incidents, including terrorist attacks, shelter should be in rooms above ground and library staff should shut down the HVAC system (if possible) and keep all doors closed until the shelter-in-place order is ended by Public Safety personnel.

Revised and Edited by Dept. of Public Safety, University of Rhode Island 9/4/2014

Note: Faculty can not be responsible for forcing students to remain during lockdown or shelter in place. Provide information and request compliance but do not force compliance by restraining.

View the Video at Emergency Protective Actions, "Run Hide Fight" at <http://web.uri.edu/emergency/>