

LIBRARY EMERGENCY RESPONSE GUIDE

TORNADO/NATURAL DISASTER	EMERGENCY PHONE LIST									
<ol style="list-style-type: none"> 1. Assemble all persons on first floor in designated safe areas. 2. Stay away from windows and glass. 3. Avoid large open rooms. 4. Do not leave the building unless instructed. <p>AFTER TORNADO</p> <ol style="list-style-type: none"> 1. Help others in need. 2. Evacuate when it is safe. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Emergency</td> <td style="padding: 5px;">911</td> </tr> <tr> <td style="padding: 5px;">Campus Security</td> <td style="padding: 5px;">968-0222</td> </tr> <tr> <td style="padding: 5px;">Non-emergency Dispatch</td> <td style="padding: 5px;">968-0911</td> </tr> <tr> <td style="padding: 5px;">National Poison Control Center</td> <td style="padding: 5px;">1-800-222-1222</td> </tr> </table>	Emergency	911	Campus Security	968-0222	Non-emergency Dispatch	968-0911	National Poison Control Center	1-800-222-1222	
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FIRE	ACTIVE SHOOTER/ CRIMINAL ACTIVITY									
<ol style="list-style-type: none"> 1. Evacuate the building. 2. Assist anyone needing help. 3. Do NOT use the elevators. 4. Pull the fire alarm on your way out. 5. Call 911 from a safe place. <p>IF TRAPPED IN THE BUILDING</p> <ol style="list-style-type: none"> 1. Remain in your room. 2. Try to seal the base of the door. 3. Call 911 or signal for help through a window. 	<p>WHEN OFFENDER IS IN BUILDING</p> <ol style="list-style-type: none"> 1. Exit the building immediately, if it is safe to do so. 2. Notify all persons you may encounter and have them evacuate the area. 3. Notify Public Safety immediately, if possible. <p>IF IT IS NOT SAFE TO EVACUATE</p> <ol style="list-style-type: none"> 1. Go to the nearest room or office. 2. Close and lock the door or barricade it. 3. Cover any windows near doors. 4. Remain calm and QUIET... turn off all cell phones and electronics that could make noise. 5. Do NOT answer the door. 6. Wait for emergency personnel to assist you or give further instructions. 									
BOMB THREAT	FIRE PANEL									
<ol style="list-style-type: none"> 1. Secure as much information as possible 2. Turn off all cell phones and two-way radios. (The frequency can often cause a bomb to explode.) 3. Hold the phone line open. 4. Do not hang up when talking with emergency personnel. 5. If possible, evacuate everyone in the building. 	<p>IF INSTRUCTIONS FOR FIRE PANEL ARE UNAVAILABLE</p> <ol style="list-style-type: none"> 1. Open fire panel with key from Circulation. Instructions inside. 									
EVACUATION										
<ol style="list-style-type: none"> 1. Fully cooperate with Public Safety. 2. Evacuate in a safe, orderly manner via the closest exit. 3. Assist anyone needing help. 4. Do NOT use the elevators. 5. Take personal belongings, if it is safe to do so. 6. Do NOT reenter the building until Public Safety allows. 										
MEDICAL EMERGENCY										
<ol style="list-style-type: none"> 1. Call 911. 2. Avoid leaving seriously injured/ill persons except to get help. 3. Do not move the person unless he/she is in danger. 4. If you are exposed to another's bodily fluids, inform emergency personnel. 										