Summary of Emergency Procedures
For Student Assistants in the University Library

I. FIRE (When Building Alarm Sounds)
Prior to any emergency, make sure you know where the exits for every floor are located. You may not be in your assigned work area when an alarm sounds. See the attached floor plans for exit locations.

- If you are working alone (without a direct Library supervisor in the building) in any service area (IMC, Documents/Serials, ARC, PETAL):
  - Make sure all people in your area know to leave the building. Direct people to the closest exit.
  - Do not use the elevators.
  - Close office and study room doors, but do not lock them.
  - Fire doors between the north and south sides of the building will automatically close. Do not prop the doors open.
  - Once outside the building you can help direct people to a point at least 100 feet from the building. Keep entrances/exits clear for emergency personnel use.
  - Do not re-enter the building until University Police give approval.

- If you are working with a Library supervisor who is in the building:
  - Let the staff person in your work area know that you are leaving the building. You may be asked to assist in letting all people in your work area know to move to the nearest exit and leave the building.
  - Do not use the elevators.
  - Close office and study room doors, but do not lock them.
  - Fire doors between the north and south sides of the building will automatically close. Do not prop the doors open.
  - If you are working in an area of the library away from your supervisor (for example, reshelving or retrieving books or journals on another floor), do not attempt to return to your regular work area. Move to the closest exit and leave the building. You can check in with your supervisor on the outside of the building.
  - While outside the building you can help direct people to a point at least 100 feet from the building. Keep entrances/exits clear for emergency personnel use.
  - Do not re-enter the building until University Police give approval.

- List of Exits By Floor (See the attached Floor Plans for exact locations)
  **First Floor North and South**
  - Atrium/Lobby Doors West
  - Atrium/Lobby Doors East
  - IMC West Stairs
  - IMC East Stairs
  - Auditorium (From inside the room can exit at the front of the room to the East side of Library or use rear exit into Atrium/Lobby and go to East Exit Doors)
  - South side exit by Room 181
  - South side exit inside Room 181
  - West side exit inside Room 181
  - Library Administration exits to East side
**Second Floor South**
- South side exit (Documents/Serials)

**Second Floor North**
- Circular stairs to First Floor- then to Atrium/Lobby East or West exits
- West Stairs – go to First Floor, exit at bottom of stairs
- East Stairs – go to First Floor, exit at bottom of stairs
- For anyone who cannot use the stairs, go across bridge to South side exit

**Third Floor North and South**
Students may be working in PETAL or reshelving/straightening on this floor as part of their job in another department.
- Remind anyone you see in the area to go to the nearest stairs and go to the First Floor to exit the building. See the attached Floor Plans for location of all exits.
- Do not go to another area in the building to try to locate your supervisor. Exit the building and locate your supervisor once you are outside.
- Direct people to move away from the building entrances/exits.

**Fourth Floor North and South**
Students may be working in Systems or reshelving/straightening on this floor as part of their job in another department.
- Remind anyone you see in the area to go to the nearest stairs and go to the First Floor to exit the building. See the attached Floor Plans for location of all exits.
- Do not go to another area in the building to try to locate your supervisor. Exit the building and locate your supervisor once you are outside.
- Direct people to move away from the building entrances/exits.

**If you see any person who is not able to use the stairs to exit the building, direct that person to the inside of a stairway landing and tell the person you will send help. Be sure to tell any library supervisor at the Atrium/Lobby exit doors the floor and stair location (North or South side, center or side stairs) so the person left behind can receive immediate assistance.**

II. ACCIDENTS OR INJURIES
- All accidents and injuries occurring in the Library must be documented. You are not expected to do more than call the Circulation Department and report the problem.
- Person on duty in Circulation will take care of all paperwork.
- Person on duty at Circulation will contact the appropriate campus authorities.
- If you think that you are in danger or frightened in any way, leave your work area and go to the Circulation Department. If your department has a cordless telephone, take the telephone with you when you leave your work area.

III. PROBLEM BEHAVIOR
- If you witness suspicious behavior or are confronted by any person who makes you feel uncomfortable or threatened, leave your work area and go to the Circulation Department and report what you have seen.
- If your department has a cordless telephone, take the telephone with you when you leave the work area.
- Person on duty at Circulation will assess the situation and contact the appropriate campus authorities.
University Library Designated Meeting Areas

East Side of Building (First Floor Exits) – Meet on Sidewalk between University Library and Life Sciences Building
  Circulation – East Exit
  Instructional Media Center
  Library Administration
  Collection Development Librarian
  Reference Services
  Emergency exits from Auditorium, IMC Northeast side, IMC Northwest side, Library Administration and Collection Development Librarian’s office.

West Side of Building (First Floor Exits) – Meet Near Telecommunications Building (next to the pond)
  Circulation - West Exit
  ARC Computer Lab
  Cataloging and Processing Offices (Acquisitions, Cataloging, Serials Management)
  Systems Department
  PETAL
  Emergency exits from Room 181, Receiving Room, and South hallway

South Side of Building (Second Floor Exit) – Meet on Sidewalk between University Library and Student Center
  Government Documents
Fire Emergency Procedures

➢ Tell people nearby to **EXIT the building NOW! Follow me!**

➢ Find the **nearest EXIT. DO NOT USE** the elevators **STAIRS ONLY!**

➢ On the way out **PULL the fire alarm**, if it is not sounding already.

➢ After safely **OUT OF THE BUILDING**, if you know of any person that did not leave **notify Police, Fire or Library Staff ASAP!** Give the last location where you saw the person.

➢ **Wait outside** a safe distance from the building until the all clear is given.