

University police phone number is: 620-235-4624

In the event of emergencies, the following procedures should be taken:

FIRE ALARM

- 1) When a fire alarm is sounded, the librarian, Circulation assistant or a student assistant working at the INFO desk will inform University Police immediately by calling ext. 4624 to confirm they are aware of the alarm and that officers are responding.
- 2) The librarian, Circulation assistant or student assistants are responsible for making an announcement over the PA system to clear the building as quickly as possible using the nearest stairs and exits.
- 3) All staff members on duty should quickly scan his/her working area and notify the librarian, Circulation assistant or student assistants of any observable smoke or fire.
- 4) All Library staff and library users exiting the building will move away from the building for safety and so as not to impede emergency personnel and vehicles arriving at the scene. Library staff will guide library users away from the building.
- 5) If the University Police determine that it is a false alarm, this information should be relayed to the librarian, Circulation assistant, or a student assistant so an announcement can be made as soon possible to the staff and library users to return to the building.

STORM WARNING

- 1) The Circulation assistant or student assistants who receive a storm warning notification from the University police will notify the librarian on duty.
- 2) The Circulation assistant or student assistants will then place a written announcement of the storm warning in a conspicuous place at the first floor service points.
- 3) In the event of a imminent storm warning, the Circulation assistant or student assistants will wait for instructions from the University Police as to what action must be taken. Notification of the librarian on duty of the University Police's instructions is necessary.
- 4) The librarian on duty must be kept informed of all changes in storm warnings.
- 5) No PA announcements about storm warnings are to be made unless the University Police give specific instructions to do so.

MEDICAL EMERGENCY

- 1) Circulation assistant or student assistants will notify the librarian on duty of the incident.
- 2) Librarian (or student if a librarian is not on duty) will quickly assess the situation.

- 3) If the person is not seriously injured (such as a sprained ankle), and wants to leave on his/her own power, report the accident to the Student Health Center (Ext. 4452, Mon.-Fri., 8:00 – 4:00) or University Police (nights and weekends), even if no treatment is given. If there is the slightest chance the person is injured and emergency care is required, contact the University Police (Ext. 4624) and follow their instructions. University Police will call an ambulance for you, if necessary.
- 4) Some first aid items are available in the first floor staff break room. These items are for medical use only.

CIVIL DISTURBANCE

- 1) The librarian, Circulation assistant or student assistants will notify the University Police.
- 2) The University Police officer will assess the situation and advise the library personnel as to what actions are to be taken.
- 3) No attempt to remedy the situation will be made by the librarians or student assistants.

POWER FAILURE

If there is a power failure lasting more than a few minutes, notify the University Police and ask for instructions on evacuating the building. If the elevator is locked between floors, relay this information to the University Police. Flashlights are available at the service desks on each floor.