



HELM/CRAVENS LIBRARIES Emergency Policy and Procedures Manual

INTRODUCTION

The intent of the Helm/Cravens Libraries Emergency Policy and Procedures Manual is to outline action to be taken by Library employees, students and visitors in the event of an emergency. Floor plans of the building denoting emergency exits and evacuation routes are displayed in visible places throughout the building. Floor plans are also attached to this plan in Appendix A. The written plan reflects the philosophy that people are more important than objects and that it is better to save lives, not things.

IMMEDIATE DISASTER RESPONSE

Reporting an Emergency by Telephone

1. Emergencies should be reported to WKU Police by dialing **911**. If for some reason WKU Police cannot be reached, off campus authorities can be reached by dialing **911** from cell or pay phones. Non-emergency incidents should be reported to WKU Police at 52548. In the event that the phone lines are down, a cell phone, 2-way radio (if available) or a runner should be used to make contact with emergency authorities.
2. Any employee can make an emergency call. Notify Library Security at 55444 immediately after the call is made.
3. Stay calm and speak clearly.
4. Identify yourself.
5. State the location and nature of the emergency.
6. Stay on the telephone until told to hang up; the Police may ask for additional information.

General Emergency Evacuation Procedures

1. Evacuation is required whenever the fire alarm is activated.

2. Reference and Circulation will be the contact points for each building. If the alarm sounds in Cravens, someone from Circulation will telephone Reference (56125) to let them know. If the alarm sounds in Helm, someone from Reference will telephone Circulation (55444) to inform them. Once notified of the alarm in the other building, the staff will notify other offices on the phone list for their building using an existing phone tree.
3. To prevent patrons from leaving their building and entering the other building where the alarm has been activated, the breezeways on floors 1 and 2 of Helm (Floors 4 and 5 of Cravens) will be blocked by personnel from the building unaffected by the alarm. The supervisor at the contact point (Reference or Circulation) of the unaffected building will assign the task to employees on hand.
4. In the building with the active fire alarm, the supervisor of the contact point (Reference or Circulation) will decide if anyone needs to be dispatched to other parts of the building to assist in the evacuation. In Helm, employees at public service desks will clear their floor, then leave the building. In Cravens, one or two people may be sent to the ninth floor via the stairwell to clear floors 5-9. This should be done at the discretion of the supervisor on duty and only if there is no apparent smoke or fire. Keep in mind the goal of evacuating the building in 3 to 5 minutes. Direct patrons and co-workers in your area to the nearest unobstructed emergency exit.
5. If individuals are injured, note their location and go for help. Inform the authorities immediately. Do NOT attempt to move seriously injured persons unless they are in obvious, immediate danger from fire, building collapse, etc.
6. Take the quickest, safest route to the outside. ***Take personal items such as backpacks, keys and purses with you.***
7. Shut all doors and windows behind you if it's safe to do so. Do NOT stop to turn off lights or lock doors.
8. Do NOT use the elevator. Use stairs.
9. Library personnel - check your floor as you exit to make sure everyone has evacuated. Once outside, if you need to report seeing smoke, the location of someone who needs to be rescued or any other pertinent information - use the nearest emergency phone or report to a uniformed official.
10. Once outside, go to the **outdoor emergency assembly area. From Helm go to the area in front of the Colonnade closest to Wetherby Administration Building. From Cravens go to the grassy area behind Grise Hall** (300 feet from your building is the recommended distance).

11. Only designated Library personnel are allowed in the building until WKU Police give the all clear.
12. Building Coordinator or designee will work with authorities supplying them with information about the emergency, the physical facility and personnel.

Alarms

1. The fire alarm is a klaxon with verbal instructions. Evacuate the building and proceed to the **outdoor emergency assembly area. From Helm go to the area in front of the Colonnade closest to Wetherby Administration Building. From Cravens go to the grassy area behind Grise Hall** (300 feet from your building is the recommended distance).
2. The Community Outdoor Warning System (C.O.W.S.) siren is an intermittent wail of 3-minute duration. Proceed to the **designated indoor safe areas: Helm: Room 5 and the adjacent hall. Cravens: first floor restrooms and the lobby area next to the elevators.** The all-clear signal is a steady tone of 3-minute duration.
3. The Community Activated Lifesaving Voice Emergency System (C.A.L.V.E.S.) is an indoor warning system that announces an approaching tornado, other threatening weather or emergency situation by an intermittent tone or voice communication. It is linked to the weather radio station for continuous weather updates. Units are located in Helm 206A and Cravens 401A.

Bomb Threat or Suspicious Object

If you receive a telephone threat:

1. Listen carefully and take notes. Be polite and show interest. Try to keep the caller talking so you can gather more information.
2. If you have caller ID make a note of the phone number shown.
3. Get as much information as possible using bomb threat checklist (Appendix B). Note background noises. If possible, signal a colleague to phone Library Security while you are on the phone.
4. After the caller hangs up call WKU Police at **911**. Notify Library Security at ext. 55444.
5. The decision to evacuate the building will be made by the senior WKU Police Department supervisor, in conjunction with the Provost and the Vice President of Student Affairs and Campus Services, if available, based on available information.

If evacuation is necessary, WKU Police will activate the fire alarm.

1. Move calmly out of the building. ***Take personal items such as backpacks, keys and purses with you.***
2. Do NOT stop to lock doors.
3. Do NOT turn light switches on or off or use cell phones.
4. Note strange or unusual items as you evacuate but do not touch them.
5. Report unfamiliar items to WKU Police. Gather at the **outdoor emergency assembly area. From Helm go to the area in front of the Colonnade closest to Wetherby Administration Building. From Cravens go to the grassy area behind Grise Hall** (300 feet from your building is the recommended distance).
6. Employees will check assigned floors as they exit to make sure all occupants have left the building and will report to any pertinent information to a uniformed official or call WKU Police using the closest emergency phone.
7. WKU Police and trained volunteers will search the building.

Bomb threat by card or letter

1. Allow no one to touch the item. Do not handle it any more than necessary. It should be considered criminal evidence.
2. Write down information about its receipt.
3. Call WKU Police at **911**.

Suspicious letter, package, abandoned backpack, briefcase etc.

1. Do NOT touch the item. If you have already handled the item do not handle further.
2. Isolate the item. Leave the immediate area and alert others to do the same.
3. Note any identifiers (name, return address, postmark etc.)
4. Do NOT use cell phones or 2 way radios in vicinity of package.
5. Call WKU Police at **911** and Library Security at 55444.

Evacuation of Physically Challenged Persons

Faculty will be responsible for evacuating students in their classes. Library employees will be responsible for assisting physically challenged occupants on their floor to evacuate the building. The following guidelines may be useful when aiding the physically challenged:

1. Identify yourself to the disabled person.
2. Briefly explain evacuation procedures.

3. Assist the person in getting to the nearest exit and proceed to the outdoor emergency assembly area.
4. Stay with the person to assist as needed;
5. Untrained personnel should not attempt to carry disabled persons. If stairway evacuation of a wheelchair user should become necessary, the Bowling Green Fire Department is trained to do so.
6. If unable to assist him/her to exit the building or reach the emergency assembly area, instruct another Library employee to alert emergency services personnel immediately.

Earthquake

Indoors

1. Stay calm. Earthquakes may last from a few seconds to a few minutes.
2. Do NOT evacuate the building during a tremor.
3. Seek shelter under a desk or table, in a supported doorway or along an inside wall, or kneel and cover head with hands.
4. Stay away from glass.
5. When tremor stops, make a quick survey for injured people unless doing so poses a threat to your personal safety.
6. If individuals are injured, note their location and go for help. Inform emergency personnel immediately. Do NOT attempt to move seriously injured persons unless they are in obvious, immediate danger from fire, building collapse, etc.
7. After shocks may occur. Be prepared to take cover again. Open doors carefully and watch for falling objects.
8. Do NOT smoke, light matches or use electricity.
9. Do NOT stop to turn off lights or lock doors.
10. Evacuation of the building after a tremor will not be automatic. The dangers outside may be worse than those inside the building. The Building Coordinator and emergency services personnel will assess the situation. If the decision is made to evacuate, the fire alarm will be activated and building personnel will be directed to a safe, open area outdoors.

Outdoors

1. If outdoors when the tremor begins, lie down or crouch low to the ground.
2. Move to an open area away from buildings and overhead power lines.

Electrical Power Failure

1. The emergency generator comes on when power fails. It powers lights in the hallways, stairwells and exit lights.
2. The emergency generator does NOT operate the elevator. Do NOT use the elevator in an emergency when power might fail.
3. Flashlights are available in all public service areas (Circulation, Reference, Periodicals, Government Documents). Building occupants should find their way to a lighted area and await further instructions. Provide assistance to patrons and employees in your immediate area.
4. Call Library Security at 55444.
5. The Building Coordinator will report power outage to Facilities Management at 53253 to ask the nature of the outage and how long the power will be off.
6. If you are stuck in an elevator, remain calm. Library Security will check the elevators. You may use the alarm button or Emergency Phone to communicate with Campus Police.

Elevator Entrapment

There are four elevators in the Helm-Cravens Library. The elevators have emergency intercoms that allow you to communicate directly with the dispatcher at WKU Police. All of the elevators have alarms that you can activate from inside the car. If an elevator you are occupying becomes stuck because of a power outage or other reason, the elevator will not fall and you will not run out of oxygen.

If you are inside an elevator and it malfunctions:

1. Do not try to force the doors open or get out of the elevator on your own.
2. Use the telephone or alarm button in the elevator to notify Library Security or WKU Police.
3. Assist anyone in the elevator with you in remaining calm.
4. Once Security has been notified, someone will be dispatched to get you out of the elevator.

Fire

1. If you see smoke or fire, pull the fire alarm, call WKU Police at **911** giving the following information: the location of the fire, the severity of the fire, your name and the extension from which you

- are calling. Call Library Security at 55444. Evacuate the building following general evacuation procedures.
2. If you hear the alarm, evacuate the building. ***Take personal items such as backpacks, keys and purses with you.***
 3. Make a quick survey of your area for people left in the building unless doing so poses a threat to your personal safety.
 4. Confine the fire by closing the doors but do not lock them.
 5. Attempt to put out a small fire with a fire extinguisher if you have been trained and it is safe to do so. Do not place yourself in danger by trying to fight a fire that might get out of control. Never allow smoke to come between you and the exit. Evacuate your area if you are unable to put out the fire.
 6. Assume smoke and/or fumes are hazardous. Stay clear.
 7. Move calmly but quickly. If smoke is present, keep low to the floor. Crawl if necessary. Feel closed doors before opening. If hot or smoke is visible leave door closed and take another route.
 8. If you are trapped in your office, wedge cloth material along the bottom of the door to keep out smoke. Close as many doors as possible between you and the fire. If windows will open and you must have air, open the window.
 9. Do not break windows unless absolutely necessary for evacuation. Oxygen feeds a fire.
 10. Do not use the elevator. Use stairs.
 11. Library personnel - check your floor as you exit to make sure everyone has evacuated. Once outside, if you need to report seeing smoke, the location of someone who needs to be rescued or any other pertinent information - use the nearest emergency phone or report to a uniformed official.
 12. Once outside, go to the **outdoor emergency assembly area. From Helm go to the area in front of the Colonnade closest to Wetherby Administration Building. From Cravens go to the grassy area behind Grise Hall** (300 feet from your building is the recommended distance).
 13. Only designated Library personnel are allowed in the building until WKU Police give the all clear.
 14. Building Coordinator or designee will work with authorities supplying them with information about the emergency, the physical facility and personnel.

Explosion

In the event of an explosion:

1. Remove people from immediate danger. Evacuate the area of the explosion.

2. Contact Library Security at ext. 55444 IMMEDIATELY. Give the following information: the location of the explosion (using room number if possible), your name and the extension from which you are calling. Indicate whether any people, collections or valuable equipment are involved or are in imminent danger.
3. Do not move seriously injured people unless they are in obvious, immediate danger from fire, building collapse, etc.

Additional Information:

1. Be prepared for possible further explosions. Crawl under a table or desk.
2. Open doors carefully. Watch for falling objects. Before opening any door, touch it near the top. If the door is hot or smoke is visible, do not open it.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
4. Follow Security's instructions. If evacuation is ordered, go to the designated outdoor emergency assembly area.
5. Assume smoke and/or fumes are hazardous.
6. Do not use elevators, matches or lighters.
7. Do not return to your work area until instructed to do so by Security. Chemical accidents, leaking gas, faulty equipment or even explosive devices could all be the cause of explosions. Explosions usually result in falling debris and structural damage that can cause serious injuries. Fires, floods and power outages often accompany explosions.

Flooding/Water Damage

Flooding and water damage can occur for many reasons: burst pipes, clogged drains, leaks due to broken windows or construction projects, underground streams etc. If a water leak occurs:

1. Notify Library Security immediately at ext. 55444. Give the following information: location of the leak, severity of the leak, your name and the extension from which you are calling.
2. If there are electrical appliances or outlets near the leak, avoid contact. If there is any possible danger, evacuate the area.
3. If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.) do so cautiously.
4. Notify your supervisor of the extent and location of the leak if possible.

5. Be prepared to help as directed in protecting equipment or parts of the collection that are in jeopardy.
6. Plastic sheeting is available to cover bookshelves. Books on lower shelves threatened by rising water should be moved.
7. Remember that wet surfaces are dangerous and slippery.
8. During business hours call the Building Coordinator at 56111 who will contact Facilities Management at 53253. After hours call WKU Police at 52548.

Medical Emergency

Life-Threatening

1. Call WKU Police at **911** and briefly explain the emergency, condition of the individual and location. WKU Police will call an ambulance. Stay on the phone until told to hang up.
2. Do not try to diagnose the problem.
3. Remain with the individual. Do NOT attempt to move seriously injured persons unless they are in obvious, immediate danger from fire, building collapse, etc.
4. Alert the Building Coordinator at 56111.
5. Instruct another staff member to meet the emergency team.
6. When in doubt, treat an emergency as life threatening.
7. Remain available to Library Security so a report can be completed concerning the incident.

First Aid

1. First aid kits are located in the following areas:
Security Office – Cravens 4 Periodicals – Helm 2
Dean’s Office – Cravens 1 Reference – Helm 1
DLATS – Cravens 3 DLPS – Cravens 5
Government Documents – Helm Basement
2. Minor injuries can be treated at WKU Health Services in the Academic Complex.

Visitor Injury

1. If a visitor is injured, call WKU Police at 52548 to assist the injured party in receiving medical attention for life threatening injuries. Minor injuries can be treated at WKU Health Services on the first floor of Academic Complex.
2. Ask the visitor if there is someone you may call (family, friend etc.) or assist him/her in making the call.

3. Encourage him/her to fill out a Personal Injury Incident Report Form which can be found at <http://www.wku.edu/Dept/Support/Legal/EHS/forms/sairform.htm>
The Building Coordinator's office will assist the visitor in filling out the form. Note witnesses to the incident.
4. Remain available to Library Security so a report can be completed concerning the incident.

Employee Injury

1. Follow University procedures for reporting injuries.
2. Employee should always report any injury to his/her supervisor.
3. A report must be filed with the Department of Human Resources.
4. Minor injuries can be treated at WKU Health Services located in the Academic Complex.
5. If immediate medical attention is necessary, proceed to the emergency room or call WKU Police, who will call an ambulance.

Suspicious Behavior and Personal Safety

If you observe an individual behaving in an unusual, disorderly, intoxicated or suspicious manner:

- Call Library Security at ext. 55444 IMMEDIATELY.
- Give the following information: a description and location of the problem, your name, and the extension from which you are calling.
- Keep a safe distance from the person. Watch him/her if it is safe to do so.
-

If you observe someone committing vandalism or any other destructive act:

- Call Library Security at 55444 IMMEDIATELY.
- Make mental notes of appearance, clothes, etc.
- Write the information down as soon as possible.

To avoid being in a vulnerable or unsafe position:

- Be observant and aware of your surroundings at all times. If you feel uneasy about a strange person or unusual noise, call Library Security at ext. 55444 IMMEDIATELY.
- When leaving the library after dark, notify a co-worker or Library Security. Security will be happy to accompany you.

- Close and lock your door, filing cabinets, etc. whenever you leave your office.
- Keep valuables (purse, briefcase, etc.) out of sight.

After Hours

Library faculty and staff are permitted to remain in the Libraries after hours. Student employees must have written permission from the Library Public Services Department Head to be in the Libraries after hours.

Sexual Assault

If you are a sexual assault victim

1. Seek help immediately.
2. Call WKU Police, **911**.
3. State your name, location and nature of the emergency.
4. Follow instructions of the authorities.

If someone else is a sexual assault victim

1. Call WKU Police at **911**.
2. Stay with the victim.
3. If the victim can be moved, take the victim to a quiet place (preferably a private office) and wait until help arrives.
4. Ask the victim if there is someone you may call (family, friend, etc.) or assist the victim in making the call.

Unusual Odors, Toxic Vapors, Hazardous Materials Release

Unusual odors

1. Try to identify the source of any unusual odor.
2. If there are safety concerns, evacuate the area.
3. Call WKU Police at **911**.
4. Give specific information on problem, location, source and emergency medical needs.

5. If the situation is extremely threatening, activate the nearest fire alarm pull station and evacuate the building following general emergency evacuation procedures.

Toxic Vapors/Fumes

Note: Toxic vapors or fumes can be odorless.

1. If building personnel are experiencing symptoms such as headaches, nausea, burning eyes, or breathing difficulty, evacuate the area and remove the victims to fresh air.
2. Call WKU Police at **911**.
3. Give specific information on the problem, location, source and emergency medical needs.
4. If the situation is extremely threatening, activate the nearest fire alarm pull station and evacuate the building.
5. Gather at the **outdoor emergency assembly area**.
From Helm go to the area in front of the Colonnade closest to Wetherby Administration Building. From Cravens go to the grassy area behind Grise Hall (300 feet from your building is the recommended distance).

Hazardous Materials Release

Large Spills Outside the Building (example: train derailment)

1. A large spill of hazardous materials outside will require the campus Crisis Management Team to decide how to respond based on available information. Building occupants may be required to **"SHELTER IN PLACE"**
 - a. Close all windows and doors.
 - b. Arrange to have heating/cooling systems turned off.
 - c. Everyone should move to the indoor safe space as designated by the Crisis Management Team according to the nature of the material or materials.
 - d. The Building Coordinator will monitor the situation and will keep building occupants informed.
 - e. If a person becomes ill from the chemical release call **911** for medical assistance.
2. Building occupants may be required to evacuate the building. The campus Crisis Management Team will instruct building occupants to do one of the following based on available information:
 - a. Walk to an assembly area to be evacuated.

- b. Walk or drive away from the area using specific travel directions.

Small spills inside the building

1. Remove any affected persons from the area and flush clothing, skin or eyes with water.
2. Stay clear of the area. In case of vapors or fire hazard, evacuate the immediate area and block it off.
3. Call WKU Police at 52548 or 911.
4. Give specific information on problem, location, source and emergency medical needs.

Tornado/Severe Weather

Tornado Watch: Conditions are favorable for development of a Tornado

Tornado Warning: Tornado has been sighted in the area.

1. If a tornado warning is issued, the indoor Community Activated Lifesaving Voice Emergency System (C.A.L.V.E.S.) will be activated. Units are located in Helm room 206A and Cravens room 401A. All Departments will be notified using the phone tree system. Building personnel will verbally warn patrons on their floors and direct building occupants to the designated tornado shelter.
2. If you hear a tornado warning (either through radio, television, visual observation, campus siren or other means) immediately notify the Building Coordinator at 56111 so that building personnel can be alerted.
3. Evacuate to the **designated tornado shelter areas of your building: Cravens – first floor restrooms and the lobby area next to the elevators. Helm – Room 5 and adjacent hallway in the basement.**
4. Use your judgment. If unable to reach designated areas, take cover in a structurally reinforced area such as interior corridors, restrooms or under stairwell.
5. Do NOT use elevators. Use stairs.
6. Do NOT stop to lock doors.
7. Avoid glass windows, walls or partitions and outside doors or walls.
8. Sit on the floor of the shelter area covering upper body and head with a jacket or heavy cloth and wait for the all-clear signal.

9. Listen for the all-clear campus siren and the radio for further announcements.
10. When the all-clear signal is given the Building Coordinator will notify building personnel.
11. In the event a tornado strikes, notify fire department at **911** immediately.
12. If the building is damaged, evacuation may become necessary. Follow general emergency evacuation procedures.

Maintenance Reports

Maintenance problems occasionally occur which require immediate attention because they pose a safety hazard such as flooding, leaks, electrical malfunctions, broken glass, etc. Other maintenance problems may not need immediate attention but should be reported to the Building Coordinator at ext. 56111. If you become aware of a maintenance problem which poses a safety risk:

1. Evacuate any patrons or staff members from the affected area.
2. Call Library Security at ext. 55444 IMMEDIATELY. State the location and nature of the problem and the extension from which you are calling. Indicate whether any collections or equipment may be affected by the problem.
3. Stay clear of the area if there is any danger.

TRAINING AND PREVENTION

1. All Cravens and Helm employees should become familiar with the emergency policies and procedures in this manual.
2. Supervisors will acquaint all new employees (faculty, staff and student workers) with emergency policies and procedures and give them this manual to read. A copy of the manual will be kept in the Building Coordinator's office and Library Security.
3. When placing an employee in an area of the building that is unfamiliar, supervisors should always point out designated evacuation routes, emergency exits and designated safe areas. Particular emphasis will be placed upon reporting an emergency, and indoor and outdoor designated safe spaces.
4. Employees should be aware of work environments and report any unsafe areas to the Building Coordinator.
5. Keep pathways to evacuation routes clear of clutter. Ask yourself, could you make it out of your office blindfolded?

FIRE EXTINGUISHER USE

Only persons who have been trained in fire extinguisher use and the hazards involved should attempt to use a fire extinguisher to fight a fire. This training is available from the WKU Department of Environmental Health and Safety. Call 52931 to schedule fire extinguisher training.

After calling the Fire Department, use a fire extinguisher according to the following guidelines:

1. Make sure the fire extinguisher is charged.
2. Use the correct fire extinguisher. Become familiar with the type of fire extinguishers located in your area.
3. Fires are categorized into:
CLASS A FIRES – paper, trash, wood, cloth, etc.
CLASS B FIRES – burning liquid such as oils, paints and gasoline
CLASS C FIRES – electrical fires such as burning wires, switches, machinery, computers and photocopiers.
4. Only attempt to use a fire extinguisher if you feel certain you can extinguish the fire. Do NOT try to put out a fire larger than a wastebasket.
5. If uncertain, pull fire alarm and evacuate the building.
6. Remember the basics of using a fire extinguisher.

P.A.S.S.

Pull the safety pin at the top of the extinguisher

Aim the nozzle, horn or hose at the base of the flames

Squeeze or press the handle

Sweep from side to side at the base of the fire until it goes out

7. Keep near the door when using the fire extinguisher. Always stay between the fire and an exit.
8. If the fire becomes larger, get out!

DEFINITIONS

C.A.L.V.E.S. - The Community Activated Lifesaving Voice Emergency System is an indoor warning system provided to many buildings on campus by the Bowling Green Warren County Emergency Management office. When a tornado is approaching a siren will sound and the nature of the emergency will be announced. Units are located in Helm room 206A and Cravens room 401A.

C.O.W.S. - The large siren on top of Academic Complex is part of the Community Outdoor Warning System in Warren County. It sounds when a tornado is approaching.

Designated indoor safe area (Tornado Shelter) - This has been designated as the safest place to be in the building during a tornado. **In Cravens – first floor restrooms and the lobby area next to the elevators. Helm – Room 5 and adjacent hallway.**

Emergency services personnel - Depending on the emergency this could refer to the fire department, police, paramedics, the bomb squad, and/or Department of Emergency Services.

Evacuation - A serious emergency exists. Leave the building and go to the outdoor emergency assembly area.

Outdoor emergency assembly area - An area outdoors designated for building occupants to gather after evacuating the building to await further instructions from emergency services personnel. **From Helm go to the area in front of the Colonnade closest to Wetherby Administration Building. From Cravens go to the grassy area behind Grise Hall** (300 feet from your building is the recommended distance).

P.A.S.S. - When using a fire extinguisher: **P**ull the pin, **A**im the hose, **S**queeze or press the handle, and **S**weep from side to side at the base of the fire until it goes out.

Shelter in place - In the event of a large chemical spill or a biological weapons attack, the safest course of action may be to “shelter in place”. Close all windows and doors, arrange to get HVAC systems turned off, and remain in the indoor safe area until you receive further instructions.

Tornado Warning - A tornado has been sighted in the area. Go to the tornado shelter immediately.

Tornado Watch - Conditions are favorable for development of a tornado.

EMERGENCY INFORMATION

EMERGENCY CONTACT

Matt Bogard
Cravens room 109, Ext 56111

BACKUP EMERGENCY CONTACT

Doug Wiles, Library Security
Cravens room 401, Ext. 55444

LIBRARY PERSONNEL RESPONSIBILITIES

Building personnel are responsible for assisting in the evacuation of the floor where their workspace is located. If an alarm sounds while you are away from your workspace, you should assist in evacuation of your immediate vicinity and exit the building yourself. The Building Coordinator or Library Security Officer will instruct personnel to perform other actions as needed. Library personnel should follow these general guidelines:

- Be familiar with the building layout and emergency evacuation procedures.
- Know how to contact the Building Coordinator. Keep emergency numbers by your phone.
- When you hear an alarm assist in the evacuation of your immediate area.
- Check all main areas on the floor including computer labs and lounges to make sure all occupants have left the building.
- Communicate to the building occupants:
 - * The nature of the emergency, the procedure to follow and where the safe area is located (either indoors or outdoors depending on the emergency)
 - * To keep calm and to walk not run to the nearest exit
 - * To take personal items with them such as backpacks, keys and purses
 - * To use stairs not elevators
- Close doors if you have time but do not lock them.
- Assist the physically challenged to evacuate the building
- Do not stay in the building any longer than it is safe to do so.
- If you see anything suspicious, do not touch or disturb the item.
- Report any smoky areas, injured, physically challenged or other persons still in the building, unusual items, anything suspicious or any other pertinent information to a uniformed official or use the nearest emergency phone.
- Do not allow anyone back in the building until the all clear has been given.

EMERGENCY TELEPHONE NUMBERS

WKU Police Emergency	911
WKU Police Non-Emergency	745-2548 (on campus dial 52548)
Off Campus Authorities	911 from cell or pay phones
Emergency Maintenance	745-2549 (on campus dial 52549)
Facilities Management	745-3253 (on campus dial 53253)
Libraries Building Coordinator Matt Bogard	745-6111 (on campus dial 56111)
Library Security Doug Wiles	745-5444 (on campus dial 55444)

EMERGENCY SUPPLIES

<u>Supplies</u>	<u>Location</u>
C.A.L.V.E.S.	Cravens Circulation Desk Helm 206
Flashlights	Cravens 401 and 502 Helm all public service desks
First Aid Kit	Security Office – Cravens 4 Dean’s Office – Cravens 1 DLATS – Cravens 3 DLPS – Cravens 5 Periodicals – Helm 2 Reference – Helm 1 Government Documents – Helm Basement
Emergency Evacuation Plan	Cravens 502 WKU Police WKU Environmental Health and Safety

Appendix A
Helm/Cravens Libraries
Floor Plans