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Emergency Procedure Policies for Information Services Department

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EMERGENCY PROCEDURES: Information Services Dept.
Rev. 6/27/2017

In all of the following cases, as soon as possible after the emergencies you should report to the Office of Library Administration anything you observed or actions you took related to the emergency.

Should any department personnel who are not currently on duty need to be informed of these situations, consult your department telephone directory. The Dept. Head also has a phone contact list for emergencies.

All of the following emergencies should be reported to the Office of Library Administration as soon as possible, either as first step where indicated below, or as soon after you have taken the required initial steps.

In case of health emergencies:

- Call 911 and inform the sufferer(s) you have done so
- If an individual is unconscious, find the nearest AED and follow the application directions. If the individual does not need defibrillation, the AED will not apply the treatment
- Keep the sufferer(s) as comfortable as possible
- Keep the immediate area clear of onlookers and other patrons who may unintentionally obstruct traffic and access to the sufferer(s) by medical personnel

In case of fire, or reports of fire, in the building:

- Pull the nearest fire alarm and evacuate the building
- Make the following announcement over the public address system:

In cases of patron difficulties (unruliness, assault, theft, stalking, etc.):

- Call Georgia Southern Public Safety at 478-5234

In cases of building problems that are not life threatening (water leaks, plumbing problems, lighting failures, etc.):

- Call the Library Administration Office
- If the office is closed and the situation cannot wait until the office reopens, call Georgia Southern Public Safety at 478-5234

In case of a bomb or similar threat:

- If the threat is via telephone or other synchronous medium (text, messaging, etc.) attempt to elicit as much information as the caller is willing to give, while someone else alerts Public Safety via telephone or one of the emergency buttons behind the public service desks.
- If the threat is via an asynchronous medium, e.g., email, alert Public Safety and follow their directions.

In case of dangerous inclement weather or official warnings of such, e.g. tornado, electrical storms, etc.):

- Follow the directions that will be provided by your supervisor, Library Administration, or Public Safety

If the library must be evacuated because of fire or at the direction of either Public Safety or the library manager on duty (Dean, Associate Dean, Head of Access Services, or Access Services shift supervisor):

- All library personnel and patrons should exit the building immediately through the nearest regular or emergency exit
- As you are exiting the building, if you observe anyone who does not appear to be preparing to exit, reiterate to them the need to exit as quickly as possible
- If you observe anyone who needs assistance in exiting the building and you cannot assist them quickly and safely, report the situation to the firefighters when they arrive

After evacuating the building, meet at the designation gathering point for all personnel of your department: Flagpole on Sweetheart Circle

Shelter-in-Place Policy

The term, **Shelter-in-Place**, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Certain events may necessitate the initiation of the university's Shelter-in-Place Protocol. The decision to Shelter-in-Place will be made and announced by Public Safety in consultation with the University Administration. This notification will be made using all means of communication available. However, if anyone demands to be allowed to leave the Library even after Public Safety has made a Shelter-in-Place determination, you are not authorized to obstruct their leaving. See below for further directions.

Examples of instances when the Shelter-in-Place protocol may be used are:

Shelter-in-Place (hazardous conditions) Procedures

In the event of a weather emergency, or a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to Shelter-in-Place may be the preferred method of safely waiting out the release. You will be advised to:

- follow Shelter-in-Place procedures and not leave the library
- move to areas with no exterior windows, rooms that have little or no ventilation are preferred
- close any open doors
- wait for the official all-clear announcement from Public Safety or the Library Administration

Shelter-in-Place (Violent Person on Campus) Procedures

In the event of the presence of a person or persons deemed by University Police to be a threat to the campus community, a decision to Shelter-in-Place would be made. This is the preferred

method of keeping people out of harm's way, controlling pedestrian traffic on campus, and controlling access to buildings.

Upon receiving notification to Shelter-in-Place:

- follow Shelter-in-Place procedures by not leaving the library
- lock the doors to your work area
- encourage occupants to stay away from windows and doors
- should anyone insist on being allowed to leave in spite of the Shelter-in-Place, do not unlock the entrance/exit doors. Instead, have the individual leave via one of the emergency exits, and be sure to secure the door after they leave
- wait for the official all-clear announcement from Public Safety or the Library Administration

Shelter-in-Place (violent person) Procedures

In the event of an active shooter or otherwise violent person being inside the Library, follow the best of three options based on the situation including your location and the location of the shooter. Most active shooter situations happen quickly and are often over before law enforcement arrives. Because of this individuals must be prepared to the extent possible for active shooter situations by being aware of the environment and knowing location of nearest exits.

Option 1: Evacuate the area or the building if possible through the nearest accessible exit. Encourage others to evacuate, but do not wait for individuals who are reticent to leave. Help others to get out if possible and warn others not to enter the danger area if possible. Do not wait for someone to tell you to evacuate; just leave as quickly as possible.

Option 2: Hide if your location does not allow evacuation due to the circumstances. Go into the the C&RS supply closet or the department head's office if possible where you can avoid being seen. If nothing else, hide behind or under your desk. Lock the door and blockade with furniture. Silence your cell phone or other device that could give away your location. Remain very quiet.

Option 3: Attempt to disrupt or incapacitate the shooter. This is a last resort option when your life is imminent danger. Utilize whatever is at hand as an improvised weapon. Shout and throw objects, acting as aggressively as possible.

When you are as safe as possible in the situation, call 911 unless you know that someone else has already done so. Do not speak if you think you can be heard, but leave the line open so that the operator can hear what is happening.

When law enforcement arrives, remain calm and let them do their jobs. Follow their instructions and keep hands visible at all times. Avoid shouting or asking for help or directions. Law enforcement will provide needed assistance as soon as the situation has been stabilized or resolved.