GERALD R. SHERRATT LIBRARY DEPARTMENT POLICIES

EMERGENCY PROCEDURES

Emergencies: 911   Non-Emergencies: (435) 586-1911

SUU Call Center (435) 865-8888

Policy No.: 1.2

Date: 09/04/2013

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Evacuation

- When the fire alarm is activated, evacuation is mandatory. Use Evacu-Trac (garden and 3rd level) when necessary.
- Take personal belongings, time permitting.
- Close the doors as you exit.
- Do not use elevators.
- Move to safe area, away from the building in danger.
  - Building evacuation: Southeast corner of Business building
  - Campus evacuation: ACE Hardware, 200 South & Main Street.

Criminal Offenses (assaults, thefts, vandalism, etc.)

- Call 911.
- Do not let non-essential personnel enter the scene.
- Upon police arrival, advise them of the situation and actions taken.

Suspicious Behavior

- Do not physically confront the person exhibiting the behavior.
- Call 911.
- Do not let anyone into a locked room/building without verification.
- Do not physically block a person's access to an exit.

Bomb Threats

- Get as much information as possible from the threatening source.
- Call 911.
- Follow directions from emergency personnel.

Suspicious Packages

- Do not touch or disturb the object.
- Evacuate the immediate area.
- Call 911.
- Notify your supervisor.

Utility Failure

- Notify University Call Center, (435) 865 – 8888.
- Notify supervisor.
- Follow instructions from campus personnel.

Earthquake

- Exit if possible or take cover under heavy furniture, an interior doorway, or narrow hall.
- Stay away from windows, outside walls, stacks or stairways.

Medical Emergencies

Cardiac Arrest/Heart Attack

- Assess the scene for danger.
- Check the victim.
- Call 911.
- Perform CPR. Defibrillator located in circulation.

Burns

- Call 911.
- Do not apply dressing or creams.

Bleeding

- Apply firm but gentle pressure to the wound with a clean cloth or tissue.
- Immobilize the body part.
- Keep the person lying down.
- Call 911.

Active Shooters

- If you can exit the building safely, do not run in a straight line. Keep objects between you and the shooter as you run. Call 911.
- If you cannot exit, stay away from windows and quietly call 911.
- Remain behind closed doors in a locked or barricaded room or move to one of the safe rooms listed below.
  - *Garden level*: Special Collections archives, room 002 (secondary)
  - *First level*: Copy Center store room
  - *Second level*: Move to another floor if possible. If not, go to rest rooms or study rooms.
  - *Third level*: Room 302C Dean's office, 303G employee break room (secondary)
- Turn lights off if possible.
- Evacuate the room only when authorities have arrived and instruct you to do so.
- If you are unable to run or hide, you may choose to play dead if other victims are around you.
- The last option may be to fight back. This is dangerous, but depending on your situation this could be your only choice.
- If you are caught by the shooter and are not going to fight back, follow their directions and do not look them in the eyes.

When there is an active shooter, do not:

- Leave or unlock the door to see what is happening.
- Attempt to confront or apprehend the shooter, unless as a last resort.
- Assume someone else has called police or emergency personnel.
- Sound a fire alarm.

Accounting of Personnel (Evacuation, active shooters)

- Employee safety, including student employees, is more important than material goods.
- Supervisors will account for all of their employees. Contact information is located on a shared Google Doc.
  - Each employee will have their supervisor's phone numbers.
- After supervisors account for their employees, they need to report to their area supervisor.
  - Access Services: 1st, Scott Lanning; 2nd, Linda Liebhardt
  - Technical Services: 1st, Loralyn Felix; 2nd, Jill Phillips
  - Special Collections: 1st, Janet Seegmiller; 2nd, Paula Mitchell
  - Faculty/Administration: 1st, Vik Brown; 2nd, John Eye
  - Honors: 1st, Matt Nickerson; 2nd Jayci Bash