Safety Procedures
These procedures were developed by the Linscheid Library Safety Committee.

The following procedures have been approved by the librarians and all relevant administrators.
Emergency Kit Locations

LINSHEID LIBRARY

Break Room

Circulation
Emergency Kits

• Nitrile gloves
• Triple antibiotic ointment
• Allergy relief medication, acetaminophen, and aspirin
• Alcohol swabs
• Eye bandage
• Gauze
• Survival wrap
• Burn gel
• Tweezers
• Bandages, assorted sizes and types
• Hot/cold pack
• Weather radio and batteries
• Whistle
• Flashlight
• Face mask
• Work gloves
• Water
• Safety Procedures
Fire Extinguishers

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4th Floor
• Beside main elevator
• By bathrooms
• By northeast emergency exit
• Near storage closet

3rd Floor
• Across from Circulation Desk
• By bathrooms
• Near storage closet
• East end of people mover

2nd Floor
• Beside main elevator
• By bathrooms
• Hallway to annex
• By east elevator (annex)
• By bathrooms (annex hall)
• Media Services front desk (annex)

1st Floor (annex)
• By bathrooms
In addition to the standard exits (3rd floor and 1st floor), the following are also emergency exits:

4th Floor
• NE corner (1)—by bathrooms

3rd Floor
• N wall (2)—by Music Listening Area and bathrooms

2nd Floor
• NE corner (1)—by bathrooms
• W doors off of Student Lounge

1st Floor Annex
• W door
Calling the Police

- 911 dispatches the first responder. For situations involving physical danger, call 911.

- For non-emergency situations, call Campus Police at extension 555.

- Let your supervisor or another full-time library employee and the Director know if you call the police.

- A full-time library employee should record any incidents in the Incident Log.
• Full-time library employees are responsible for recording incidents in an Incident Log so that we can document important details and identify patterns of behavior.
Designated Individuals

• When library-wide action needs to be taken, the designated individuals list outlines the order in which people assume command.

• The designated individuals list can be found in the Safety Procedures packet which is located at each student work station, supervisor desk, and emergency kit.
General Safety Guidelines

Procedures:
1. Notify a full-time library employee as quickly as possible.
2. The full-time library employee will notify the designated individual.
3. When full-time employees are not available, student assistants should attempt to complete as many of the appropriate action steps as they feel comfortable. However, students are not expected to confront patrons who are being physically and/or verbally inappropriate.
4. Don’t hesitate to call Campus Police (580-559-5555 or x555) or 911.
5. A full-time library employee will record the incident in the Incident Log.
All intercom use other than for standard closing announcements should be initiated by the designated individual. The intercom system should only be used in the following instances:

• Closing announcements
  – Standard daily closing announcements are made 20 minutes prior to closing, 10 minutes prior to closing, and at closing
  – Emergency closing
• Situations requiring evacuation to 2nd floor shelter
• Situations requiring evacuation of the entire library
• Situations requiring lockdown
• Other emergency situations as determined by the designated individual
Medical emergencies are injuries or illnesses that require treatment beyond basic first aid. Situations requiring basic first aid may be handled in-house, but don’t hesitate to call 911.
Procedures:
1. Involve a full-time library employee as quickly as possible.
2. Call 911 or instruct someone else to do so.
3. Be prepared to give the dispatcher info about the victim and the situation. Don’t hang up until you are told to do so.
4. Let the victim and the designated individual know that 911 has been called.
5. Don’t move the victim and only begin CPR if you are fully trained. In cases of electrical shock, don’t make contact with the victim unless the source has been disconnected or removed.
6. A full-time library employee should make an entry in the Incident Log.
Accidents

• Health Services employees are only able to treat minor injuries in their office.
• Your supervisor or another full-time library employee will notify the Director and Employment Services if anyone gets seriously hurt in the library.
• Don’t hesitate to call 911. Better safe than sorry!
• Let your supervisor or another full-time library employee and the Director know if you call the police.
• A full-time library employee will record any serious accidents in the Incident Log.
An elevator emergency is defined as a situation where at least one person is trapped in an elevator.
Elevator Emergency

Procedures:

1. Keeping in mind that it is best not to leave the vicinity of the elevator while a person is trapped inside, student assistants faced with elevator emergencies should involve a full-time library employee as quickly as possible.

2. The full-time library employee should notify the designated individual.

3. Try to keep the trapped person engaged in conversation and calm until assistance arrives.

4. A full-time library employee should make an entry in the Incident Log.
Theft

All exits, including the security gates and the emergency exits, should be monitored for theft.
Procedures for Theft of Personal Property:

1. Student assistants should make their supervisor or another full-time employee aware of the theft.
2. The full-time employee will notify the designated individual who will then call Campus Police.
3. A full-time employee should make an entry in the Incident Log.
When the security gates are activated:

1. Ask the patron, “Excuse me, do you have any library materials?”
2. If the patron says “no,” ask them to walk through the security gates again. If the patron says “yes,” make sure that the materials are properly checked out.
3. If the alarm is activated on the second walk-through, the student assistant should notify a supervisor or another full-time library employee.
4. The supervisor will then ask the patron follow-up questions to determine the source of the alarm. These may include asking if they are carrying books from the bookstore, electronics, or ILLs.
5. If the patron is uncooperative or theft is suspected, the supervisor may choose to call Campus Police and record the incident in the Incident Log.
When the emergency exit door alarms are activated:

1. Point out the emergency exit sign to the patron and ask whether they had noticed it. Inform the patron that the designated library exits are on the 3rd floor across from the Circulation Desk and on the 1st floor annex.
2. Ask the patron whether they have any library materials.
3. If the patron says “no,” ask them to walk through the security gates at the front door or outside the Media Services Department. If the patron says “yes,” make sure that the materials are properly checked out.
4. If the security gate alarm is activated on walk-through, the student assistant should notify a supervisor.
5. The supervisor will then handle the situation, calling Campus Police and recording the incident in the Incident Log as necessary.
• Possible flooding sources include plumbing failures and roof, ceiling, baseboard or window leaks.
Flood
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Procedures:
1. Involve a full-time library employee as quickly as possible.
2. The full-time library employee should notify the designated individual. They will decide whether to call the Campus Police or the Physical Plant.
3. If possible, safeguard any library property that is in danger of being damaged.
   – Cover library materials with plastic sheeting. The plastic sheeting can be found in the 3rd floor janitorial closet which is located to the right of the copiers.
   – Relocate any easily-moved furniture to a dry area.
4. A full-time library employee should make an entry in the Incident Log.
Procedures:

1. The designated individual will notify you when you should take shelter.
2. The designated individual or someone appointed by the designated individual will make the appropriate evacuation announcement over the intercom.
3. Circulation student assistants will place signs on the front door, at the Circulation Desk, and at the top of the stairs alerting people that we have taken shelter.
4. Grab your department’s emergency kit, if applicable.
5. As time permits, direct people in your area to the shelters.
Tornado

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WE HAVE TAKEN SHELTER DUE TO INCLEMENT WEATHER.

Please join us on the 2nd Floor of the Library or seek shelter elsewhere!

[Image of a sign indicating shelter location]

[Image of a person pointing to a sign]

[Image of a tornado]

[Image of a tornado]

[Image of a person pointing to a sign]
Tornado Shelters

LINScheid Library

2nd Floor Stairwell

Break Room
Utility failures include instances in which electricity or gas is not available or cannot be utilized in a safe manner.

Tips:
• Remain calm.
• If a gas leak is suspected, limit sources of ignition, including turning on and off electronic devices.
• Don’t touch live wires.
• Emergency lighting will only last a limited amount of time.
• Flashlights and first aid items in emergency kits.
Utility Failure

Procedures:

1. Involve a full-time library employee as quickly as possible.

2. The full-time library employee should notify the designated individual. If the situation is immediately dangerous, lead all individuals to a secure location first.

3. The designated individual will evaluate the severity of the situation to determine who should be called.

4. A full-time library employee should make an entry in the Incident Log.
Inappropriate Verbal Behavior
Inappropriate Verbal Behavior

Demeaning, harassing, threatening, or intimidating comments

Examples:

• Harassment: Comments of a sexual nature
• Threats: “You’ll be sorry if you don’t waive my fines.”
• Insults: Racial slurs or sexuality-based put-downs
Inappropriate Verbal Behavior

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Procedures:

1. Student assistants should notify their supervisor or another full-time library employee. The full-time employee should notify the designated individual as necessary.

2. The full-time library employee should inform the patron that their comments are inappropriate in a university facility and ask them to stop. Student assistants are not expected to confront patrons.

3. The full-time employee may call Campus Police if the patron persists.

4. The full-time library employee should make an entry in the Incident Log.
Inappropriate Physical Behavior
Inappropriate Physical Behavior

- Harassing, threatening, intimidating, or sexually-based behavior

Examples:
- Hitting, kicking, punching, biting
- Invasion of personal space with an intent to intimidate
- Any public display of affection beyond brief
- Hugs or kisses
- Sexually-suggestive gestures
Procedures for Addressing Hitting, Kicking, Punching, or Biting:

1. If the physical safety of you or others is in danger, call 911 immediately.
2. Inform the involved patron(s) that the police have been called.
3. Student assistants should make their supervisor aware of all incidents.
4. A full-time library employee should make an entry in the Incident Log.
Inappropriate Physical Behavior

Procedures for Addressing Sexually-Suggestive Gestures or Behavior Beyond Hugs or Kisses, or Invasion of Personal Space with an Intent to Intimidate:

1. Student assistants should inform a full-time library employee about the situation.
2. A full-time library employee should inform the patron that their actions are inappropriate in a university facility and ask them to stop. Student assistants are not expected to confront patrons.
3. If the behavior persists, the full-time library employee may choose to call Campus Police. They may also bring in a second employee for assistance.
4. A full-time library employee should make an entry in the Incident Log.
Title IX federal law prohibits discrimination on the basis of sex in any federally funded education program or activity, as well as sexual harassment. Any employee that is told of, has knowledge of, or witnesses a violation of this has the responsibility to report it within 24 hours.

1. Student assistants should inform a full-time library employee about the situation.
2. A full-time library employee is responsible for notifying appropriate authorities as soon as possible.
3. If necessary, the full-time library employee may choose to call Campus Police.
4. A full-time library employee should make an entry in the Incident Log.
Don’t be a fool, use your safety tools!

- Remain calm
- We have a plan
- We have the tools
- We are ready

You can access the procedures online from the Policies & Procedures tab of the Library Employees page!