

COOK LIBRARY EMERGENCY PROCEDURES CHEAT SHEET

Active shooter

1. GET OUT - Run away, if possible.
Library employees may direct patrons to the nearest or safest exit, but are not expected to put their personal safety at greater risk. Statements such as, "Run!" or "Follow me!" or "This way!" may be appropriate.
2. HIDE OUT - Hide if you are unable to exit safely.
Library employees may assist patrons in locating a safe hiding place, but are not expected to put their personal safety at greater risk.
3. SPREAD OUT - If you remain in place, spread out, i.e., don't cluster with others.
4. TAKE OUT - As a last resort, cooperate with others to gang up on the shooter. Throw things at the shooter to distract him/her.

Assault, Rape, or Harassment of Patron or Employee

- Call UPD (601-266-6911) or (601-266-4986)
- Notify Circulation (601-266-4250) so they know where to direct UPD
- Library employee to stay with individual until help arrives
- Submit Incident Report to Circulation desk

Bomb Threat – see next sheet

Electrical Failure

Library employee will notify Administrative Office (601) 266-4241 or Circulation desk personnel (601) 266-4250.

Fire

If you see a fire, activate the nearest fire alarm.

Use your best judgment whether to attempt to use a fire extinguisher for a small fire. If a minor fire appears controllable, operate the fire extinguisher using the PASS method:

1. Pull the pin from the handle.
2. Aim the nozzle at the base of the fire.
3. Squeeze the handle.
4. Sweep back and forth until the fire is extinguished.

If a fire alarm sounds, all library patrons and employees are to evacuate the building through the nearest exit. Do not use the elevators. Close doors to confine the fire and limit oxygen, but do not lock doors.

All employees, except those in Technical Services, will gather in the Powerhouse courtyard for a head count. Technical Services personnel should gather in the courtyard at the south entrance. Each department or unit is responsible for the head count of its employees. Head count numbers will be reported, in person, to the circulation employee in charge.

Flooding and HVAC System Failure

Library employee will notify Administrative Office (601) 266-4241 or Circulation desk personnel (601) 266-4250.

Hurricane Preparation

Library personnel will follow the university's instructions if a hurricane is approaching. General preparations during a hurricane warning include: back up computer files, protect and secure all confidential files, protect electronic equipment from water damage by covering with plastic, and close window blinds.

Illness or Injury of Patron or Employee

- Call UPD (601-266-6911) or (601-266-4986)
- Notify Circulation (601-266-4250) so they know where to direct UPD
- Library employee to stay with individual until help arrives
- Submit Incident Report to Circulation desk

Severe Weather

An announcement will be made on the public address system instructing library occupants to take shelter on the first floor away from windows and glass doors.

Threatening or Disruptive Behavior

This may include an active shooter, civil disorder, hostage situation, threat of violence, or actual violence against a library patron or employee.

1. Call University Police (601-266-6911 or 601-266-4986) and explain the situation.
2. Notify the circulation desk personnel (601-266-4250) so they can direct police officers to the appropriate location.

Library employees should remain calm, show concern, and try to keep the effected individual(s) as calm as possible. In the event of an active shooter, university police officers can be expected on-site within 90 seconds.

Hostage – cooperate with the hostage taker and wait for authorities to resolve the situation

Panic Buttons

Several panic buttons are installed in Cook Library.

- Research Assistance Desk (LIB 109) in the Learning Commons - located under the north (front) center section of the desk, near the intercom handset (Aiphone TD-6H)
- Circulation Desk (LIB 101) – located on the island underneath the computer
- Library Administrative Office (LIB 202) – located under the northwest corner of the desk (near the phone) in the reception area

When pressed, the University Police dispatcher will see where the call is coming from. UPD will immediately dispatch an officer and also call the phone located nearest the panic button. When the return call comes in, please answer the phone if you are able.

BOMB THREAT REPORT FORM

If you receive a telephone bomb threat, try to obtain as much information as possible. Keep the caller on the phone as long as possible. Do not hang up unless the caller has disconnected first.

Student employees: If you answer the phone and receive a bomb threat, try to get a regular faculty or staff member to the phone if possible.

Signal someone nearby to alert University Police. Panic button may be used if you are alone and a panic button is within your reach.

Note date and time of initial threat.

Take notes while you're on the phone and try to write down everything the caller says.

Ask the caller:

- When will the bomb explode?
- Where is the bomb located?
- What kind of bomb is it and what does it look like?
- Why did you place the bomb?

Estimated age and sex of the caller / *Description of suspicious object:*

- Male / Female Young / Middle-aged / Older

Caller's tone of voice, speech pattern, accent, etc. / *Location of suspicious object:*

- Calm / Agitated / Hostile Intoxicated Accent

Background noise audible from the caller's location / *Person who first reported sighting suspicious object:*

Caller's familiarity with the library and/or the university: