

# UNLV

## University Libraries Emergency Plan:

September 19, 2017

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	UNLV Police	Libraries Safety	
Campus Phone	911	52228 (Office)	379-1561 (Cell)
Outside Line or Cell Phone	895-3668	895-2228 (Office)	379-1561 (Cell)

## I. Purpose and Scope

This University Libraries' Emergency Plan encompasses the main facility, Lied Library (LLB), as well as the branch libraries -- Architecture Studies (ASL), Curriculum Materials (CML), and Music (ML) – and covers the following specific events: fires, medical emergencies, significant electrical and/or equipment failures (including power outages, water main breaks/flooding, and elevator failures), earthquakes, campus violence, and lockdown/active shooter situations. (Additional emergency situations are covered on UNLV's Risk Management and Safety website - rms.unlv.edu.) While this plan provides emergency procedures for the University Libraries, it does conform to LLB's practices-- branch libraries should follow all emergency procedures mandated by their parent building. Likewise, LLB's tenants (ASC Tutoring and Graduate Commons) are expected to abide by this document.

## II. Emergency Response Organization

### Site Emergency Coordinator and Designees

*The University Libraries Director of Facilities serves as the Site Emergency Coordinator and is responsible for overseeing all emergency response activities in LLB and the branches and for interacting with all outside agencies pertaining to the emergency (e.g., other University offices, fire and medical rescue teams).*

Likewise, UNLV Libraries Safety staff are, as part of their job responsibilities, Site Emergency Coordinator Designees and will carry out emergency response activities. Either the Director of Facilities or Safety Staff will inform ranking staff member (during daytime weekday hours the Dean, Associate Dean, or the staff member designated to act in their absence and during evenings and weekends the on-duty Reference Librarian or, in their absence, the highest ranking staff member on duty) of any emergency situation as quickly as is feasible so that they may provide input and collaboration. In the absence of the Director of Facilities, the role of Site Emergency Coordinator will be fulfilled by, in order of assumption, the Safety and Loss Prevention Manager, Dean, Associate Dean, or Associate Dean for Research and Education.

The Site Emergency Coordinator also has the authority to appoint additional designees to assist in coordinating an emergency response in LLB and/or the branches.

### Site Emergency Coordinator Responsibilities

- Oversee the evacuation of the building, including prevention of re-entry.
- Report to the designated meeting area.
- Collect information and give to the Department of Public Safety Incident Commander or other officials as necessary.
- Recall individuals to the building after receiving the all clear by the appropriate emergency response personnel to include UNLV Public Safety, Metro, CCFD, FBI, etc.

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### III. Evacuation

#### What to Do in the Event of an Evacuation

- Remain calm
- Do not lock doors. Close doors when leaving. Do not go back for any reason. (Staff exiting *via* LLB's Loading Dock door will affix the prepared "Building Evacuation" Notice to the outside of the door.)
- Notify Safety on two-way radio or cell phone (379-1561) if anyone refuses to leave.
- Exit the building using the closest emergency exit. Do not use elevators. All Libraries personnel should meet in the designated meeting area:

**LLB:** CBC courtyard between buildings A&B. Inside building A in inclement weather.

In the event of CBC & LLB evacuations, staff parking lot N (west of) Lied.

**ASL:** Across the street from the west entrance in the Houssels Building parking lot.

**CML:** The former playground behind (south of) the CEB.

**Music:** The handicapped parking area on the south side of the Foundation Building outside the north exit of BMC.

***Everyone must be a minimum of 150 feet from the building.***

- Libraries Safety staff or their designees will monitor the evacuation and clear all floors in LLB; in branch libraries the senior ranking staff member present should monitor the evacuation of the branch until the University Libraries Director of Facilities, University Libraries Safety staff, or other emergency personnel arrive on the scene.
- See pages A1 – A9 for *Evacuation Maps for University Libraries*.
- Due to the nature of staffing and staff responsibilities, LLB does not conform to the University policy of assigning roll takers to execute a roll call after an evacuation; branch libraries may have been instructed to assign roll takers by the administration of their parent building as part of that building's evacuation procedures, or may wish to do so independently.
- Do not re-enter the building until the Site Emergency Coordinator, designee, or law enforcement personnel has given the all clear. (In LLB the ranking Circulation Desk staff member will station him/herself at a safe distance from the main entrance doors and inform users that the building is closed and the ranking R & I Desk staff member will do the same for the entry doors – bullhorns and emergency vests will be available at the respective desks. LLB staff should re-enter through the SE emergency exit in the ESA hallway so that they precede the re-entry of users.)

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## **Guidelines for Evacuating People with Disabilities**

### *Individuals with Hearing Disabilities*

- Persons with hearing disabilities may not realize an alarm is sounding. Although our facilities are equipped with visual alarms (strobes located above all audible fire alarm devices) it may still be necessary to alert some individuals with an alternative warning technique such as getting their attention and indicating an evacuation route with gestures.

### *Individuals with Mobility Disabilities*

- Evacuation of individuals with mobility disabilities is of special concern since elevators will not operate during an emergency. These persons should be moved to an area of refuge/rescue located in the designated stairwell until emergency service personnel determine the nature of the situation (see pages A2 – A5 for *Lied Library Areas of Refuge*).
- The University Libraries Director of Facilities and Department of Public Safety staff will coordinate their rescue with emergency response personnel. **IF YOU ARE NOT PROPERLY TRAINED OR EQUIPPED TO MOVE THE PERSON, DO NOT ATTEMPT TO REMOVE A DISABLED PERSON FROM THE BUILDING.** Improper actions could result in injuries to the disabled person, you, or others.

## **IV. Fire**

### **What to Do in Case of a Fire**

The first person to spot a fire should activate the emergency alarm system by pulling a fire alarm and, if possible, notify the University Libraries Safety staff. Employees are to evacuate immediately and meet at the designated employee evacuation area until they are released or told it is safe to re-enter the building. The University Libraries designees will position staff at a safe distance and prevent building re-entry until an all clear is given by an official. (Please note that, while the libraries are equipped with fire extinguishers, these units only provide about ten seconds of extinguishing power – alarm activation and evacuation is the appropriate response for all but a *very* small blaze.)

### **Site Emergency Coordinator Responsibilities**

- Ensure the fire alarm system has been activated and that evacuation is proceeding.
- Provide information on the extent of the fire to the emergency responders.
- As conditions permit, collect damage information.
- Maintain a written record of the events that occur during the fire. Also, keep a record of the costs incurred as a result of the fire.
- Report verified damage information to Risk Management (x50981), Controller's Office (x53517), and Facilities Management (x54357), as necessary.
- Recall individuals to the building after being given the all clear by the fire official in charge.
- Prepare a summary report.

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## V. Medical Emergencies

### What to Do in Case of Medical Emergencies

#### *Life-Threatening*

- Call 911 from a campus phone (895-3668 from a cell phone) to request emergency response from Campus Police. Then notify University Libraries Safety at x52228.
- **Do not move or attempt to treat the person unless you are certified to do so – this includes use of emergency defibrillators.**
- *In the case of electrical shock* be alert for danger. Do not go near the victim unless you are certain that the electrical source has been disconnected as the human body is an efficient conductor of electricity. Protect yourself and others.

#### *Non Life-Threatening and/or Work-Related Injuries or Illnesses -- Staff*

- Contact Libraries Safety (x52228).
- Supervisory Follow-up: The *Notice of Injury or Occupational Disease Incident Report form* (Form C-1, see page A10) is to be completed by both the employee and supervisor as soon as practical, but no later than twenty-four hours after an accident, and forwarded to the UNLV Workers Compensation Program Administrator, Risk Management and Safety Department, mail stop 1042. The *UNLV Supervisor's Incident Report and Analysis form* (see page A11) should also be completed by both the employee's supervisor and the supervisor's manager, and forwarded to Libraries Administration, the Facilities and Manager, and the UNLV Risk Management and Safety Department, mail stop 1042.

#### *Non Life-Threatening Student Injuries - Non-staff*

- Call Libraries Safety (x52228).
- Advise the student to seek medical attention.
- Be advised Police Services cannot transport injured persons.

## VI. Major Electrical and/or Equipment Failures

If an event threatens safety (e.g., power outage resulting in lighting failure, elevator malfunction, water main break) contact Libraries Safety (x52228). If Libraries Safety is unavailable, call Circulation (x52111). In cases of failure that result in the closing of a facility, the Site Emergency Coordinator, designee, or, in the absence of both, the ranking staff member present should notify the other locations of the closure as soon as possible. In cases of a network failure that affects all University Libraries, Library Systems should report the situation to all library locations as soon as possible and coordinate with University Libraries administration to ensure that the campus is kept informed of the status of our electronic resources.

## VII. Earthquakes

In the event of an earthquake stand in a door jamb or get under heavy furniture, such as desks and tables. Do not exit the building.

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## VIII. Campus Violence

Campus violence includes, but is not limited to, civil disturbances, looting, riots, disruptive and/or threatening behavior, or the presence of a weapon.

### *If You Feel Your Life Is in Danger*

- Immediately contact the Police Services emergency line by dialing **911** from a campus phone. If using a cell phone, dial 895-3668.
- If a suspicious package has been found **DO NOT TOUCH OR MOVE THE OBJECT**, evacuate the area immediately, and do not use cellular phones, radios or change electrical currents (*i.e.*, do not turn lights off or on) in the area.

### *Bomb Threats*

Use the checklist on page A12 to elicit useful information from the caller. Be sure to note any caller ID information that appears on the telephone set. If possible have someone alert Campus Police while you still have the caller on the line. In any event, call **911** from a campus phone, then Libraries Safety (x52228). Remit completed checklist to the responding officer upon request.

## XI. Lockdown/Active Shooter Situation

In the event that a lockdown is mandated by UNLV Police, the Director of Facilities and designees will be stationed at a safe distance from each entry door and emergency exit, including the Book 'n' Bean. The lockdown will be announced via the public address system in Lied and verbally by branch libraries staff, advising patrons to stand back from doors and windows for their safety. Lockdowns may only be canceled by law enforcement personnel or their designee.

### **What to Do to Protect Yourself if You Find Yourself in an Active Shooter Situation**

#### *If You Are Directly Involved in an Incident and Cannot Safely Evacuate*

- Go to the nearest room or office (lock all doors that you pass, turn off lights, seek protective cover, stay away from windows and doors, keep quiet and don't answer the door).
- If possible, **call 911** from a campus phone (cell - 895-3668) and provide the dispatcher with: your name, location of the incident, number of shooters, description(s) of the shooter(s), number of people involved, your location, and any injuries to victims.
- Wait for the UNLV Police or local police to assist you out of the building or, if in LLB, wait for "All Clear."

#### *If You Think You Can Safely Evacuate from the Area of the Incident*

- While exiting, notify anyone you may encounter to exit the building immediately.
- Evacuate to a safe area and take protective cover. Stay there until assistance arrives.
- **Call 911** from a campus phone (cell - 895-3668) and provide the dispatcher with: your name, location of the incident, number of shooters, description(s) of the shooter(s), number of people involved, your location, and any injuries to victims.

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Campus Phone	911	52228 (Office)	379-1561 (Cell)
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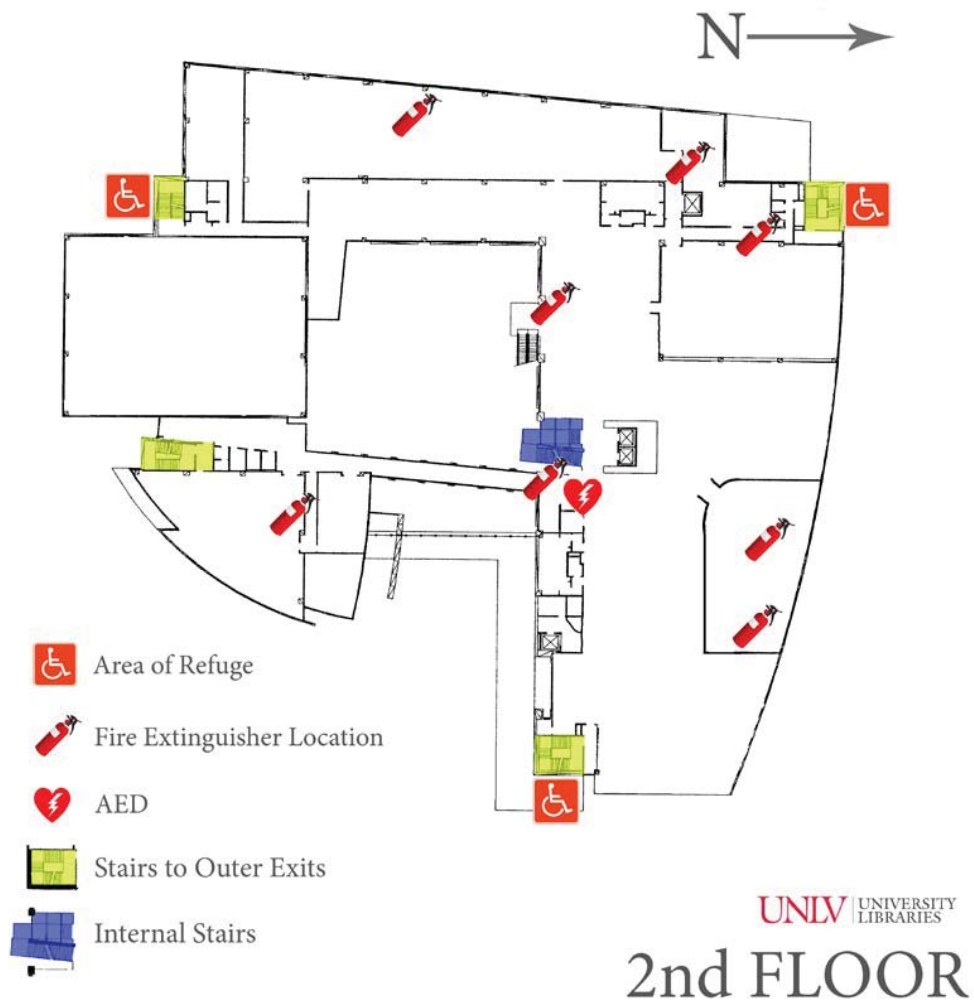
## XI. Appendices

### Lied Library Evacuation Map – First Floor



Campus Phone	UNLV Police	Libraries Safety	
Outside Line or Cell Phone	911	52228 (Office)	379-1561 (Cell)
	895-3668	895-2228 (Office)	379-1561 (Cell)

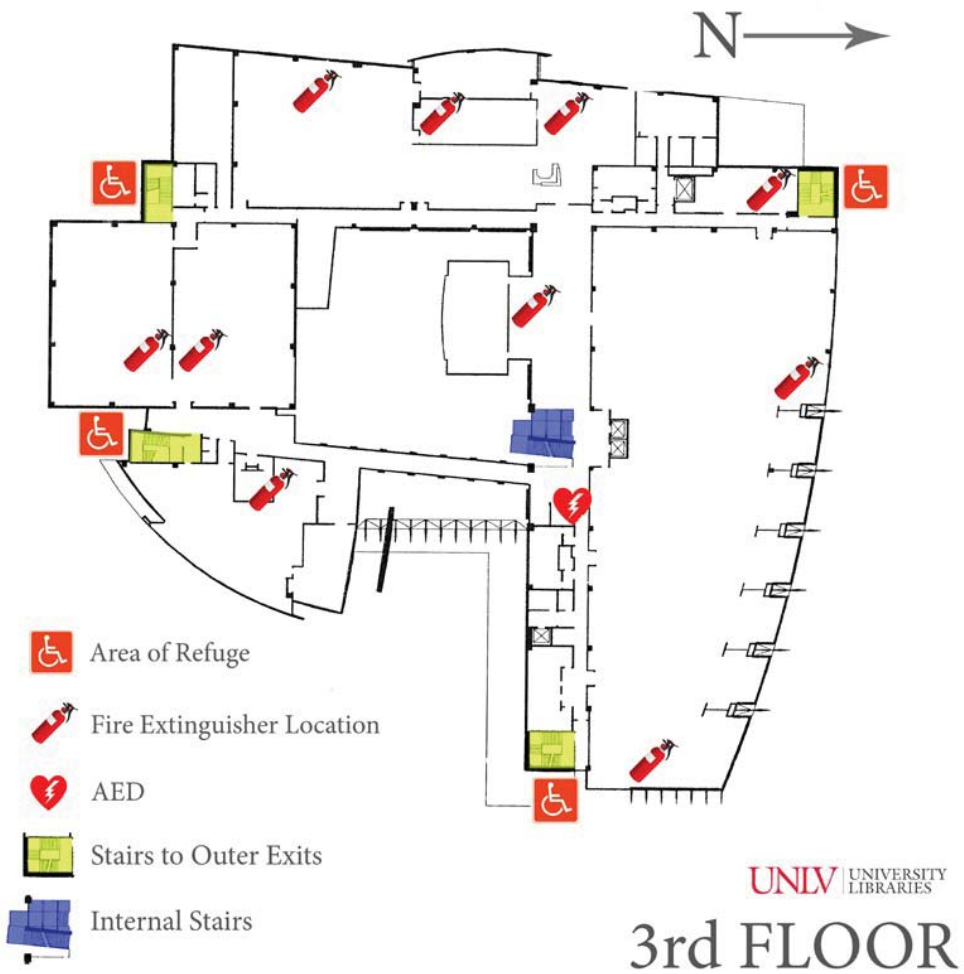
## Lied Library Evacuation Map – Second Floor



Campus Phone	UNLV Police	Libraries Safety	
Outside Line or Cell Phone	911	52228 (Office)	379-1561 (Cell)
	895-3668	895-2228 (Office)	379-1561 (Cell)

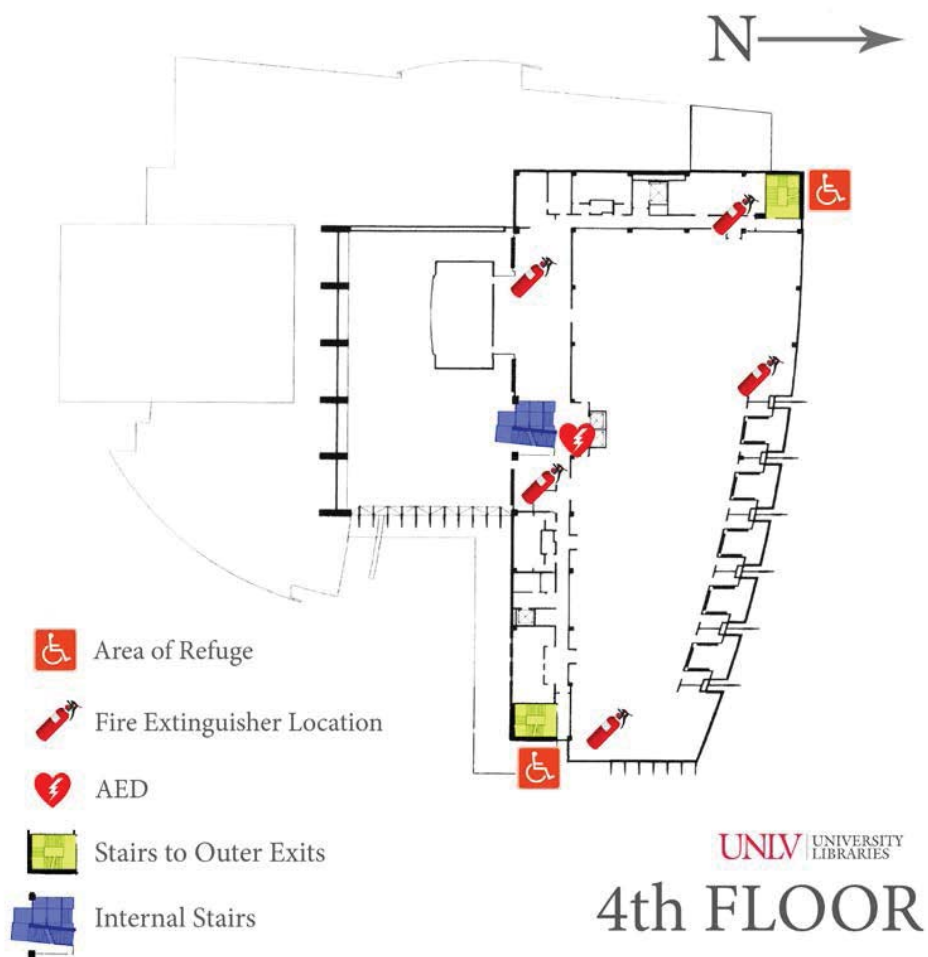


**Lied Library Evacuation Map – Third Floor**



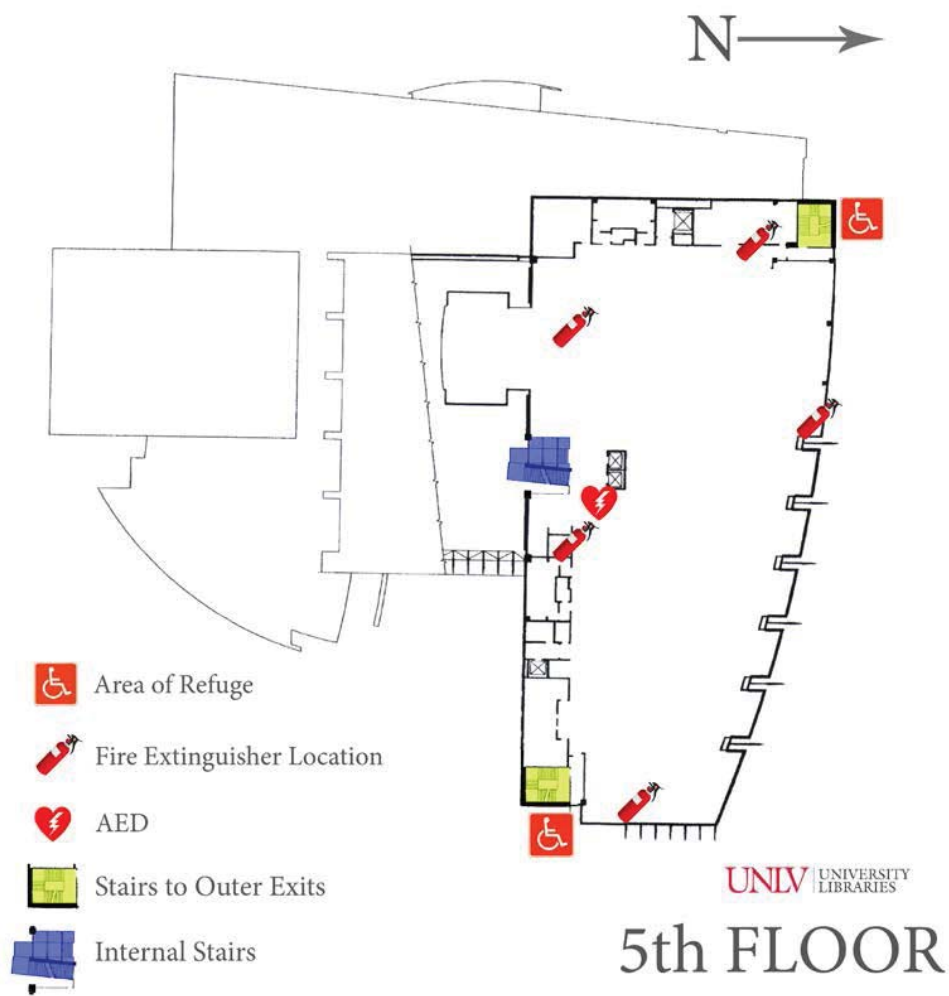
	UNLV Police	Libraries Safety	
Campus Phone	911	52228 (Office)	379-1561 (Cell)
Outside Line or Cell Phone	895-3668	895-2228 (Office)	379-1561 (Cell)

## Lied Library Evacuation Map – Fourth Floor



Campus Phone	UNLV Police	Libraries Safety	
Outside Line or Cell Phone	911	52228 (Office)	379-1561 (Cell)
	895-3668	895-2228 (Office)	379-1561 (Cell)

### Lied Library Evacuation Map – Fifth Floor

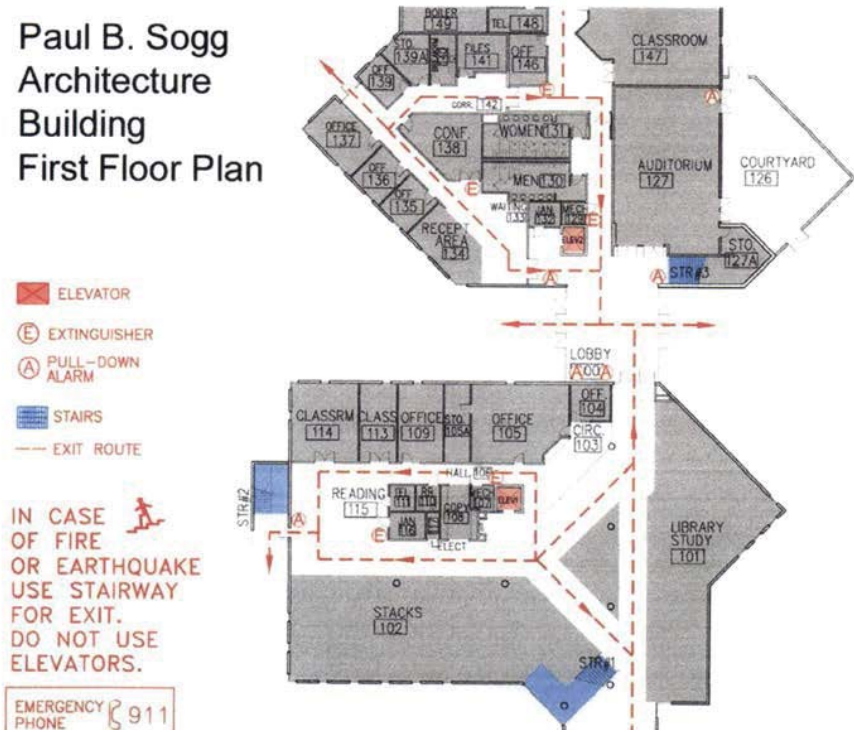


Campus Phone	UNLV Police	Libraries Safety	
Outside Line or Cell Phone	911	52228 (Office)	379-1561 (Cell)
	895-3668	895-2228 (Office)	379-1561 (Cell)

## Architecture Studies Library Evacuation Map – First Floor



### Paul B. Sogg Architecture Building First Floor Plan



	UNLV Police	Libraries Safety	
Campus Phone	911	52228 (Office)	379-1561 (Cell)
Outside Line or Cell Phone	895-3668	895-2228 (Office)	379-1561 (Cell)

## Architecture Studies Library Evacuation Map – Second Floor



### Paul B. Sogg Architecture Building Second Floor Plan

-  ELEVATOR
-  EXTINGUISHER
-  PULL-DOWN ALARM
-  STAIRS
-  EXIT ROUTE

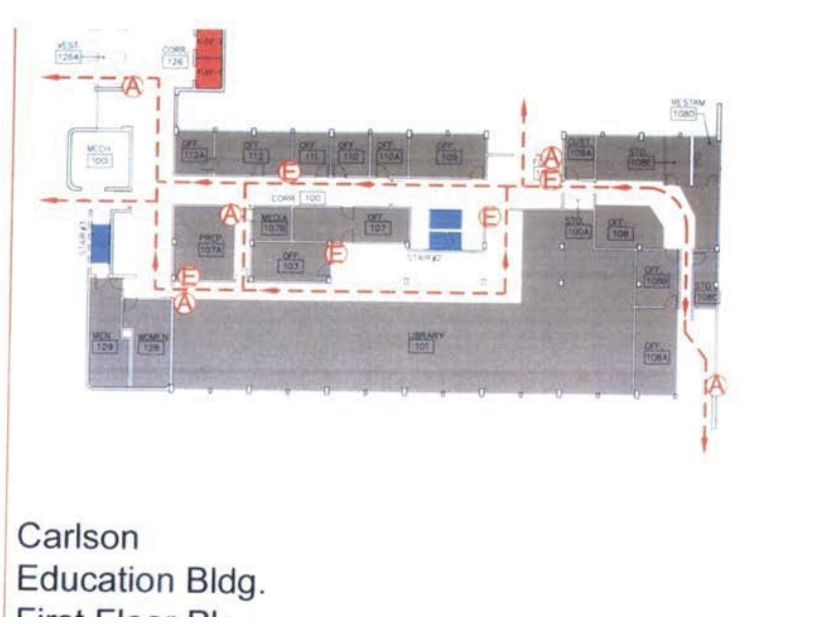
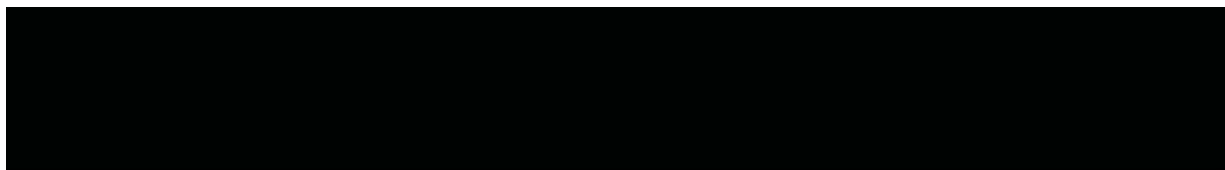
 IN CASE OF FIRE OR EARTHQUAKE USE STAIRWAY FOR EXIT. DO NOT USE ELEVATORS.

EMERGENCY PHONE 911



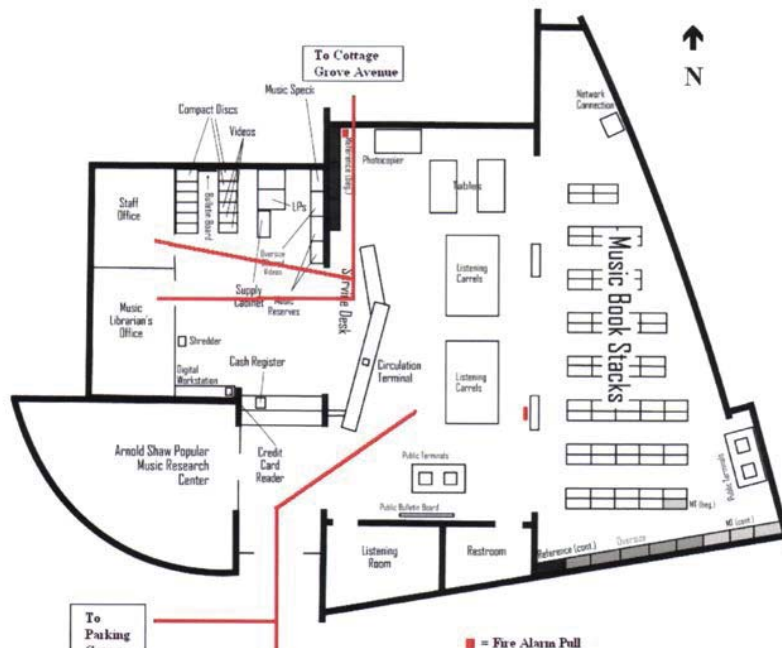
	UNLV Police	Libraries Safety	
Campus Phone	911	52228 (Office)	379-1561 (Cell)
Outside Line or Cell Phone	895-3668	895-2228 (Office)	379-1561 (Cell)

### Curriculum Materials Library Evacuation Map



	UNLV Police	Libraries Safety	
Campus Phone	911	52228 (Office)	379-1561 (Cell)
Outside Line or Cell Phone	895-3668	895-2228 (Office)	379-1561 (Cell)

### Music Library Evacuation Map



Campus Phone	UNLV Police	Libraries Safety	
Outside Line or Cell Phone	911	52228 (Office)	379-1561 (Cell)
	895-3668	895-2228 (Office)	379-1561 (Cell)

**BOMB THREAT CHECKLIST**

Use this checklist in the event of a telephone bomb threat – remit it to the responding officer.

**POINTS TO REMEMBER:**

1. Take down caller ID information if present
2. Keep caller talking -- Ask caller to speak louder, slower, etc. -- Ask the caller to repeat
3. Write down the message in its entirety on the reverse side
4. Do not interrupt
5. Notify extension **911** immediately
6. Do not repeat or tell co-workers of the threat

CHECK LIST: (Complete all possible items immediately following the call)

**Caller's Identity: (If known)**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Organization: \_\_\_\_\_

**SEX:** \_\_\_\_\_ Male \_\_\_\_\_ Female

**AGE:** \_\_\_\_\_ Adult \_\_\_\_\_ Child

**BOMB FACTS:**

When will it go off? \_\_\_\_\_

Building: \_\_\_\_\_

Exact location: \_\_\_\_\_

On what floor? \_\_\_\_\_

Next to what? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

**CALL:** \_\_\_\_\_ Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Unknown

**VOICE CHARACTERISTICS:****TONE/SPEECH/LANGUAGE**

\_\_\_\_\_ Loud \_\_\_\_\_ Stutter \_\_\_\_\_ Distorted \_\_\_\_\_ Disguised \_\_\_\_\_ Excellent

\_\_\_\_\_ Soft \_\_\_\_\_ Fast \_\_\_\_\_ Cursing \_\_\_\_\_ Raspy \_\_\_\_\_ Good

\_\_\_\_\_ High Pitch \_\_\_\_\_ Slow \_\_\_\_\_ Slurred \_\_\_\_\_ Pleasant \_\_\_\_\_ Fair

\_\_\_\_\_ Low Pitch \_\_\_\_\_ Distinct \_\_\_\_\_ Lisp \_\_\_\_\_ Nasal \_\_\_\_\_ Poor

**ACCENT/MANNER**

\_\_\_\_\_ Local \_\_\_\_\_ Hispanic \_\_\_\_\_ Incoherent \_\_\_\_\_ Taped \_\_\_\_\_ Rational

\_\_\_\_\_ Not Local \_\_\_\_\_ Calm \_\_\_\_\_ Righteous \_\_\_\_\_ Message Read \_\_\_\_\_ Irrational

\_\_\_\_\_ Foreign \_\_\_\_\_ Angry \_\_\_\_\_ Poor Grammar \_\_\_\_\_ Laughing \_\_\_\_\_ Deliberate

\_\_\_\_\_ Caucasian \_\_\_\_\_ Coherent \_\_\_\_\_ Well Spoken \_\_\_\_\_ Emotional \_\_\_\_\_ Read

\_\_\_\_\_ Black

**BACKGROUND NOISES:**

\_\_\_\_\_ Office Machines \_\_\_\_\_ Airplanes \_\_\_\_\_ PA System \_\_\_\_\_ Animals \_\_\_\_\_ Mixed

\_\_\_\_\_ Factory Machines \_\_\_\_\_ Trains \_\_\_\_\_ Radios (CB/Police) \_\_\_\_\_ Quiet

\_\_\_\_\_ Bedlam \_\_\_\_\_ Voices \_\_\_\_\_ Party \_\_\_\_\_ Street

\_\_\_\_\_ Traffic \_\_\_\_\_ Music \_\_\_\_\_ Cellular Phone \_\_\_\_\_ Static

Other: \_\_\_\_\_

Time the call was received: \_\_\_\_\_ Time the call ended: \_\_\_\_\_

Number called from (if available): \_\_\_\_\_

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### Frequently Used Contact Numbers

On-Campus Numbers Contact	From Campus Phone	From Non- Campus Phone
Administration, Library	52286	895-2286
Architecture Studies Library	51959	895-1959
Associate Dean, Administration	52232	895-2232
Associate Dean , Research and Education	52129	895-2129
Campus Police	53668	895-3668
Curriculum Materials Library	53593	895-3593
Dean	52286	895-2286
Libraries Facilities Director	52229	895-2229
Libraries Safety Office	52228	895-2228
Libraries Safety Cell Phone	379-1561	379-1561
Music Library	52541	895-2541
Research & Information, LLB	52100	895-2100
<b>Emergencies</b>	<b>911</b>	<b>895-3668</b>
Associate Dean, Administration, Cell Phone	702-540-3004	702-540-3004
Facilities and Maintenance, Campus	54357	895-4357
Libraries Facilities Director Cell Phone	521-6808	521-6808
Libraries Safety Office	52228	895-2228
Libraries Safety Cell Phone	379-1561	379-1561
Libraries Safety Manager Cell Phone	909-367-9940	909-367-9940
Risk Management and Safety	54226	895-4226
Student Health Center	53370	895-3370

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