# Table of Contents

**LIBRARY EMERGENCY PLAN INTRODUCTION** ................................................................................................................................. 2
- **EMERGENCY COMMUNICATION TO CAMPUS COMMUNITY** ........................................................................................................... 2
- **EMERGENCY COMMUNICATION TO GENERAL PUBLIC** ............................................................................................................... 2
- **LIBRARY EMERGENCY COMMUNICATION SYSTEM: SILENT ALARMS (PANIC BUTTONS)** ................................................................. 3
- **KEY CONTACTS** .................................................................................................................................................................................. 3
- **EMPLOYEE RESPONSIBILITIES** .......................................................................................................................................................... 4
- **MANAGEMENT RESPONSIBILITIES** ................................................................................................................................................ 4
- **PERSON-IN-CHARGE** ........................................................................................................................................................................... 4
- **DISASTER RESPONSE TEAM** ............................................................................................................................................................... 5

**GENERAL EMERGENCY PROCEDURES** .............................................................................................................................................. 6
- **EMERGENCY EVACUATION** ................................................................................................................................................................. 7
- **FIRE EVACUATION** ................................................................................................................................................................................ 8
- **SHELTER IN PLACE** ............................................................................................................................................................................. 9
- **MEDICAL EMERGENCY** ....................................................................................................................................................................... 10
- **ELEVATOR MALFUNCTION** ............................................................................................................................................................... 11
- **POWER OUTAGE** ............................................................................................................................................................................... 12
- **SIGNIFICANT THEFT/DAMAGE** ......................................................................................................................................................... 14

**POSSIBLE THREAT OF INJURY OR DEATH** ........................................................................................................................................... 15
- **EARTHQUAKE** ................................................................................................................................................................................... 16
- **HAZARDOUS MATERIAL SPILL** ......................................................................................................................................................... 17
- **BOMB OR SUSPICIOUS DEVICE** ....................................................................................................................................................... 18
- **BOMB THREAT** .................................................................................................................................................................................. 19
- **BOMB THREAT CHECKLIST** ............................................................................................................................................................. 20
- **BUILDING COLLAPSE/DAMAGE** ...................................................................................................................................................... 21
- **FLOOD/WATER LEAK** ......................................................................................................................................................................... 22
- **STORM/WEATHER EMERGENCY** .................................................................................................................................................... 23
- **RAPE/SEXUAL ASSAULT/PHYSICAL ASSAULT/SEXUAL HARASSMENT** ............................................................................................ 24
- **VIOLENT PATRON** ............................................................................................................................................................................. 25

**POSSIBLE THREAT** .................................................................................................................................................................................. 26
- **BLOOD-BORNE PATHOGENS (BODILY FLUIDS)** ............................................................................................................................... 27
- **CHEMICAL SPILL ON BODY** ........................................................................................................................................................... 28
- **SUSPICIOUS PACKAGES OR MAIL** .................................................................................................................................................. 29

**UM EMERGENCY POLICIES AND PROCEDURES** .............................................................................................................................. 30
- **UM AND OFFICE OF PUBLIC SAFETY EMERGENCY POLICIES AND PROCEDURES** ......................................................................... 31
- **UM CRITICAL INCIDENT RESPONSE TEAM (CIRT)** ......................................................................................................................... 32

**LIBRARY EVACUATION PLANS BY FLOOR** .......................................................................................................................................... 33
- **FIRST FLOOR EVACUATION PLAN** .................................................................................................................................................. 34
- **SECOND FLOOR EVACUATION PLAN** ............................................................................................................................................... 35
- **THIRD FLOOR EVACUATION PLAN** .................................................................................................................................................. 36
- **FOURTH FLOOR EVACUATION PLAN** ............................................................................................................................................ 37
- **FIFTH FLOOR EVACUATION PLAN** ................................................................................................................................................. 38
Library Emergency Plan Introduction

Emergency Communication to Campus Community

The University of Montana’s Office of Public Safety operates a twenty-four hour dispatch center. In the event of an emergency the dispatcher will act on directives from appropriate members of the UM administration to activate emergency communication systems to warn students, staff, faculty and community members of danger.

UM’s emergency communication strategy is intended to accomplish three goals:
- Provide information about an emergency.
- Provide a location where more information can be obtained.
- Provide a method to recall or send an “All Clear” message.

Emergency notification system consists of
- An LED Mass Emergency Notification System (reader boards) installed at various locations campus. The Library’s reader board is located above the Information Center desk in the library.
- Cell Phone Text Message Notification to those who subscribe. (See Employee Responsibilities of page 4 of this document for instructions on how to subscribe.)
- E-mail notification to all “umontana” email addresses and posting an “ALERT” banner in OneStop.
- Web Page Banner – text sent to cell phones is automatically inserted into an “ALERT” banner on the main UM Web page. More specific information and a running log of events may also display on this page as incidents develop and more information becomes available.

Emergency Communication to General Public

- The director of University Relations is responsible for handling all media communications.
- To keep lines of communication open, staff should not use library telephones for outgoing calls during emergencies.
Library Emergency Communication System: Silent Alarms (Panic Buttons)

Silent alarms (panic buttons) are located at the Information Center, Archives & Special Collections reading room, and Administrative Services.

The alarms provide a means for employees to request immediate assistance of a Public Safety Officer when they feel physically threatened and are unable to call the Office of Public Safety or 9-1-1 directly.

Calling the Office of Public Safety at X4000 is the preferred method of notification, if possible, as doing so provides the responding officers with more information about the type of situation to which they are responding. The silent alarm (panic button) is for those occasions when it is impossible or unwise to make a phone call.

The alarm system has a central control panel installed in the Circulation area. Alarms, other than in Archives, will reset automatically.

Archives’ alarm has an audible notification system installed in the workroom to warn employees in that area that a threatening incident is taking place in the Archives reading room. It will also intermittently beep at the central control panel, notifying trained circulation staff that an incident is occurring in the Archives.

The circulation staff will immediate silence and reset the alarm at the central control panel. They will direct officers responding to the alarm to the Archives’ reading room.

[12-2012]

Key Contacts

9-1-1 Center (Missoula – also notifies campus public safety) ................................................... 911
Public Safety Office Emergency Reporting (24 hours) .................................................... 243-4000
Public Safety Office non-emergency ........................................................................... 243-6131
UM Emergency Bulletins ............................................................................................ 243-2400
Facilities Services Work Order Desk ........................................................................... 243-6091
Environmental Health and Risk Management:
Hazardous Materials .......................................................................................... 243-4503 or 243-2881
Workers Compensation and Safety ........................................................................... 243-2842
Risk Management and Insurance .............................................................................. 243-2700
College of Technology Facilities Services East Campus ........................................... 243-7838
College of Technology Facilities Services West Campus ......................................... 243-7641
Curry Health Center 24-hour Crisis Line ................................................................. 243-6559
Student Assault Recovery Services (SARS) ................................................................. 243-6559
The National Suicide Prevention Hotline (free & confidential) ......................... 1-800-273-TALK
Employee Responsibilities

What are my responsibilities as an employee? Every employee at the Mansfield Library is responsible for recognizing hazards to the safety and health of their fellow employees and the public, and responding appropriately as quickly as possible. If a hazardous situation poses an immediate threat to life or health, press the silent alarm (panic) button installed in the public service areas, call 9-1-1 or call Office of Public Safety at 4000. Calling 9-1-1 from campus or pressing the silent alarm will get a UM Public Safety Officer dispatched immediately. The public safety dispatcher is available 24 hours a day and will send an officer or other staff to the scene. Public Safety also has an emergency call out list of Library personnel to contact in an after-hours emergency.

If you see a safety hazard that you believe poses a lesser risk to you or others, you should report the problem as soon as you can to your supervisor, the Library person-in-charge, or to Library Administrative Services at Ext. 6800.

Enter your emergency contacts (often listed as ICE) in your cell phone’s contact list. Why? In an emergency situation in which you are unable to communicate, police, fire, and EMTs may use your cell phone to locate your emergency contacts.

Be informed. Sign up online through Cyberbear / OneStop to receive UM Emergency Notification by text and/or email.

Management Responsibilities

What are my responsibilities as an administrator, division head, or supervisor? Supervisors are responsible for ensuring that employees in their area are aware of the Library’s emergency and evacuation plans. During an emergency, the supervisor is responsible for directing the emergency response and evacuation of his/her area. Upon evacuating the building the supervisor (or designee) is responsible for accounting for his/her staff and reporting to the person-in-charge.

Administrators, division heads, and supervisors are responsible for keeping the Library emergency phone tree available and making the necessary calls to staff in their unit when the phone tree has been initiated.

Person-In-Charge

Who is the person-in-charge? This guide will instruct you at all times to inform the person-in-charge. The person-in-charge is the person who is physically in charge of the Library building at the time of the incident. This person will make key decisions when necessary, such as calling in other UM personnel or Public Safety and evacuating the building in absence of a fire alarm. The person-in-charge will also act as the liaison with University Relations and Public
Safety officials in cases of evacuation or emergency and may initiate the Library’s Disaster Response and Recovery Plan in a large scale emergency.

**During the day, the Dean or his/her designee is the person-in-charge. After 5 p.m. and on holidays or weekends, the Circulation supervisor on duty is the person-in-charge.**

To reach the person-in-charge between 8 a.m. and 5 p.m., Monday through Friday (except for holidays) call Library Administrative Services at x6800. To reach the person-in-charge before 8 a.m., after 5 p.m., and on weekends and holidays, call the Circulation desk at x4071. If there is no answer, contact Public Safety at x4000.

**Disaster Response Team**

*What is the Disaster Response Team?* In the case of an emergency or disaster that threatens the library collections, the person-in-charge may call on the library’s Disaster Response Team following the procedures outlined in the Library’s Disaster Response and Recovery Plan. Team members have specific responsibilities and are trained to take immediate action to protect or minimize the damage to our collections.

In addition, the University has contracted with a property restoration provider to lead disaster recovery and property restoration efforts. When an incident results in damage to library assets, the person-in-charge will also notify the Risk Management and Insurance Coordinator at 243-2700 during normal work hours or through Public Safety after hours (X4000) to request property restoration services.
General Emergency Procedures

Emergency Evacuation ................................................................. 7

Fire Evacuation ........................................................................... 8

Shelter in Place ........................................................................... 9

Medical Emergency .................................................................... 10

Elevator Malfunction ................................................................. 11

Power Outage ............................................................................ 12

Significant Theft/Damage ......................................................... 14
Emergency Evacuation

**Definition:**

**What:** Evacuation is used to get personnel out of the building by a route designed to avoid contact with the potential threat, such as chemical spill in a lab, a suspicious package in a building, or a bomb threat.

**When:** Evacuation is used when the location of a potential threat is known, allowing an evacuation route away from the threat and a gathering point outside the building as far as possible from the threat.

Example: A hazardous spill has contaminated one part of the building.

**Procedure:**

- Leave building immediately, in a calm, orderly manner, *using only the exit and directions given by the person-in-charge or his/her designee.*
  - Remain away from the building and stay in the designated safe area unless instructed to move to a distance farther away than the designated safe area.
  - The Mansfield Library has two designated safe areas:
    - **The Maureen and Mike Mansfield statue at the Mansfield Mall** (between the Library and the University Center) for units who exit out the east side or front of the building (faculty in east offices, Circulation, Systems, Archives and Special Collections, Administrative Services), and
    - **North entrance of the Forestry Building,** in the grass area West of the “high wheels” for units that exit out the back and west side of the building (BMS, faculty in west offices, Preservation, The Paw Print).
  - If inclement weather or conditions call for meeting indoors, the safe area will be inside **Schreiber Gymnasium.** Employees will first exit to their designated safe area where they will be instructed to relocate to Schreiber Gymnasium if conditions warrant it.
- Stay in a group upon exiting. If you have a visitor with you keep him/her by your side.
- Check in with your supervisor to ensure he/she knows you have safely exited the Library.
- Assist your division head, supervisor or co-workers with the accounting of all personnel. A member of the administrative services staff will be assigned to collect personnel counts and report all missing individuals to the person-in-charge. Relay information about any individuals that need rescue assistance.
- Wait to be contacted. Do not move to another location unless directed to do so.
- Refer all media to the person-in-charge or the director of University Relations.

The person-in-charge will liaise with Public Safety to determine when the Library can be reoccupied.
Fire Evacuation

Should you discover smoke or fire pull fire alarm. When you hear the fire alarm:
• Direct patrons in your immediate area to the nearest emergency exit.
• Immediately leave building by means of nearest available exit, following the Library Evacuation Plan (On the previous page).
• Before opening a door, see if it is hot by placing the palm of your hand against it.
• If hot, remain in the room or:
  o If you are on a ground floor, CAREFULLY exit through a window, if possible.
  o If on an upper or lower floor, call Public Safety at x4000 or dial 9-1-1 and give the operator your location.
• Block entrance of smoke and heat. Open window. Do not exit onto ledges.
• REMAIN CALM. Fire fighters will get to you as soon as possible.
• If the door is cool, open slightly and check for smoke in corridor.
• If smoke-free, proceed to nearest available exit (exterior door or stairwell). Stay low, near the floor, to avoid smoke and heat. Close doors on your way out.
• If corridor is too smoky to reach stairway or exit, remain in room. Follow instructions in the 4th bullet of this list.
• When leaving building, proceed to your designated meeting area.
Shelter in Place

**Definition:**
**What:** Shelter in Place is used to keep occupants in a specific location inside the building when it is safer to remain in the building than to leave.
**When:** Shelter in place is used when the location of an actual or potential threat is known and can be confined to a specific area and/or is far enough from the designated area for greater safety.

Example: A potentially hazardous incident is occurring outside the building.

**Procedure:**
- Remain in room
- Close off and seal the doors, openings, and windows, or immediately take personnel to an area designated by the person-in-charge.
- Stay with your group.
- Account for all occupants and remain in the designated area until contacted.
Medical Emergency

Definition: A medical emergency is an injury or illness that is acute and poses an immediate risk to a person's life or long term health.

- Call 9-1-1. Public Safety will be notified of all 9-1-1 calls from campus.
- Notify the person-in-charge. Give the following information: the location of the problem (using room number, if possible), a description of the situation, your name and the extension from which you are calling.
- Do not attempt to move a person who has fallen and who appears to be in pain.
- Unless it is a life-threatening situation, do not attempt to render any first aid before Public Safety arrives.
**Elevator Malfunction**

Each of the building elevators are equipped with an emergency call button. When pressed, a call is placed to the dispatcher in the Office of Public Safety. The dispatcher is able to have a conversation with the individual in the elevator.

Upon receiving an emergency call, the dispatcher will immediately call the elevator service company to request a service order, notify a public safety officer of the situation, then call the Library’s circulation desk at X4071 to notify the supervisor on-duty of the situation.

If an individual is stuck in the elevator, the circulation supervisor will attempt to communicate with the individual to reassure him/her that help is on the way.

**Under no circumstances should anyone other than trained elevator service staff or trained emergency personnel attempt to remove the individual from the elevator by prying open the doors. Doing so could result in serious injury or death to that individual.**
Power Outage

If the power is out at opening time in the morning, the Library will not open the doors. If the outage occurs after the Library has opened, the following procedure applies:

All employees IMMEDIATELY:
- Provide assistance to those in your immediate area.
- Stand by for instruction from the person-in-charge.
- If you are in an elevator that stops running, remain calm. A battery operated emergency light will provide some lighting in the elevator. There is an emergency telephone that will ring directly to the university’s public safety dispatcher. To activate the phone and report your location, push the emergency button.

PERSON-IN-CHARGE (Communication/Evacuation Plan)
- Person-in-charge is responsible for communicating with Public Safety and persons in the building about the status and scope of the outage. The Library will be evacuated if the power has been out for at least 15 minutes and there is no information available that would indicate when we can expect it to come back on.

CIRCULATION STAFF
- Circulation employees will coordinate efforts to protect the collection and people in the building.
- Circulation employees will:
  - Lock 7 of the 8 front exterior doors and place signs on them directing users attempting to enter the building to the one open door.
  - Lock the doors leading into BMS.
  - Man the interior doors at the gates and at the entrance to the stair case leading to other floors.
  - Circulation employees will clear the floors, asking users to relocate to ground floor, level three or exit the building.
  - Persons attempting to leave the building during the power outage will be asked to present an ID and any Library materials they have with them. Circulation employees stationed at the gates will record the information on a list for later comparison with our circulation records to ensure the material has been properly checked out. Circulation will manually check out material at the Circulation desk during the outage.

POWER OUTAGE DURING LATE NIGHT HOURS
- If the outage occurs after 11:00 p.m. and it is not clear how long the outage will last, the night circulation supervisor will:
  - Follow instructions above.
  - Request assistance from Public Safety to clear patrons from the building.
  - Maintain full staffing until more information is known about the expected duration of the outage.
  - Follow the emergency notification procedures outlined in the front of the emergency procedures manual and in the Circulation emergency procedure notebook.
SUPPLIES
Three megaphones, signs for locked doors, high wattage flashlights and an emergency procedures notebook are located in a clearly marked cabinet at the circulation area for use during a power outage.
Significant Theft/Damage

IMMEDIATELY:

- Report evidence of theft or damage to the person-in-charge.
- Note and record all relevant details (people sighted in area, evidence left behind, etc.).
- The person-in-charge will contact Public Safety, x4000, to prepare a Police Report.
- The person-in-charge will also send a Library Incident Report (as appropriate).
Possible Threat of Injury or Death

Earthquake........................................................................................................... 16

Hazardous Material Spill ...................................................................................... 17

Bomb or Suspicious Device.................................................................................. 18

Bomb Threat ........................................................................................................ 19

Bomb Threat Checklist ............................................................................................ 20

Building Collapse/Damage .................................................................................. 21

Flood/Water Leak .................................................................................................. 22

Storm/Weather Emergency ...................................................................................... 23

Rape/Sexual Assault/Physical Assault/Sexual Harassment................................. 24

Violent Patron ........................................................................................................ 25
Earthquake

Earthquakes strike without warning, so you must be prepared to begin appropriate protective actions immediately, even without instructions from the person-in-charge or other authorized personnel.

Note: DO NOT TURN ON ANY SWITCHES, LIGHT ANY MATCHES, ETC. AS RUPTURED UTILITY LINES MAY CAUSE AN EXPLOSION.

If Indoors:
- If you see or feel signs of an earthquake (ground shaking, hanging objects swaying, objects wobbling on shelves):
  - Take cover immediately under desks, tables, or other heavy furniture.
  - Turn away from windows.
- Do not stand in a doorway. Doorways within the Library have no structural significance and offer less protection than sturdy furniture.
- Stay away from windows, light fixtures, book cases and suspended objects.
- Remain calm. Reassure patrons by speaking and giving instructions in a firm, calm voice.
- When the quake is over, evacuate the building as quickly as possible in a calm, orderly fashion. Do not use elevators.
- Exit the building, following the Library Evacuation Plan (beginning on page 32).
- Account for all employees and contractors/visitors.

If Outdoors:
- Move away from all buildings if you see or feel signs of an earthquake and report to your designated area.
- Avoid utility poles, trees and overhead wires.
- Remain calm.
- Account for all employees/contractors/visitors.
- Remain outside the building until it has been inspected and declared safe by authorized personnel.

Person-in-charge (with assistance from administrative and support staff)
- Call Public Safety at 4000 or dial 9-1-1.
- Evacuate the building as soon as the quake stops.
- Be aware - aftershocks often follow an earthquake.
- Do not allow anyone to re-enter the building until declared safe by authorized personnel.
Hazardous Material Spill

**Definition:**
Hazardous substances can be found in many forms in numerous locations. Areas containing biological, radiological or chemical hazards must be placarded and inventoried according to the Environmental Health and Risk Management Office (x2881).

**Procedure:**
- If a potential hazard is found move a safe distance from hazard.
- Notify the person-in-charge.
- The person-in-charge will call Public Safety (x4000).
- Only trained professionals should deal with leaks, spills and biological contamination.
- If instructed to evacuate, move a safe distance away from the building (a minimum of 100 yards) following the Library Evacuation Plan (beginning on page 33). Stay upwind at all times.
**Bomb or Suspicious Device**

- Do not touch or approach a bomb or suspicious device.
- Be observant of device to be able to share description with authorities.
- Leave everything unchanged in the room (lights, doors, etc).
- Get patrons out of the immediate area.
- Notify person-in-charge immediately.
- Identify the area including room number.
- Person-in-charge should evacuate the building immediately and call Public Safety at 4000 or dial 9-1-1.
- Do not use a two-way radio to transmit messages.
- Move a safe distance from the building (minimum 300 ft).
- Follow instructions from person-in-charge or emergency service personnel for appropriate emergency procedure.
Bomb Threat

Definition:
Bomb threats usually occur by phone. The person receiving a bomb threat should obtain as much information as possible from the caller by utilizing the Bomb Threat Checklist on the following page. Take particular note of the location of the bomb, the time it is set to explode and the time you received the call.

Procedure:

Bomb threat by phone, e-mail or other “off-site” means:
• Report the threat immediately to Public Safety at 4000 or dial 9-1-1 and give the officer the information obtained from the Bomb Threat Checklist.
• Law enforcement personnel will make an assessment of the credibility of the threat based on the information provided.
• Notify only the person-in-charge.
• Wait for further instructions from law enforcement or person-in-charge.

Bomb threat by person in the Library:
• Keep a solid object between you and the individual and/or a safe distance away from the individual (at least one “lunge” away). Never turn your back. Never touch the individual (unless absolutely necessary).
• Leave a way out. Don’t corner yourself. Use an excuse to leave, such as “I don’t know the answer to that; I’ll go find out and I’ll be right back.”
• Call Public Safety, x4000 or 911, as soon as possible. Having a co-worker call as you deal with the situation may work best, but do not endanger yourself if calling Public Safety may “set off” the individual.
• Notify the person-in-charge as soon as possible.
Bomb Threat Checklist

Sex of caller: Age:
Length of call:
Number at which call was received:

Time: Date:

Questions to ask: Exact wording of the threat:
1. When is the bomb going to explode?

2. Where is it right now?

3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Did you place the bomb?

7. Why?

8. What is your address?

9. What is your name?

Caller's voice:

Calm Angry Excited Slow Rapid
Soft Loud Laughing Crying Normal
Distinct Slurred Nasal Stutter Lisp
Raspy Deep Ragged Clearing throat Familiar
Cracking voice Deep breathing Disguised Accent

If voice is familiar, who did it sound like? 

Background sounds:

Voices Kitchen PA System Street House
Animals Music Motor Static Clear
Booth Local Long distance Factory Office
Other

Threat language:

Educated Foul Irrational Incoherent Taped
Message read Other
**Building Collapse/Damage**

IMMEDIATELY:

- Assess the magnitude of the damage to person and property.
  - Complete a quick check, look for obvious signs of structural damage.
  - Look/smell for gas leaks.
  - Check for broken sprinklers or water leaks.
  - Determine number and type of injuries.
- Avoid panic. Collapses incite running and mob mentality.
- Direct patrons in your immediate area to the nearest emergency exit.
- Exit the building, following Library Evacuation Plan (beginning on page 33), and stay at least 25 feet away from the structure.

**Note:** DO NOT TURN ON ANY SWITCHES, LIGHT ANY MATCHES, ETC. AS RUPTURED UTILITY LINES MAY CAUSE AN EXPLOSION.
Flood/Water Leak

The following procedures should be followed by all library personnel if a water leak is noticed:

PRELIMINARY CONTROL PROCEDURES

- Notify the person-in-charge. Give the following information: the location of the leak (using room number, if possible), the severity of the leak, your name and the extension from which you are calling. Indicate whether any people, collections, or valuable equipment are involved or are in imminent danger.
- Do not under any circumstances enter an area until it has been declared safe. If there are electrical appliances (including computers) or outlets near the leak, avoid contact and evacuate the immediate area to minimize the risk of injury or death from electrocution.
- Get people out of the area.
- Take steps to shut off water if possible.
- Protect endangered areas with plastic sheeting or other appropriate means. Plastic sheeting is kept in tubs inside the storage rooms off the staff elevator on each floor for easy access.
- Catch dripping water in buckets, waste baskets, etc.
- Monitor area for water dripping from new areas. Also check floors above and below and adjoining areas if accessible.
- If possible, take necessary steps to stabilize the environment. Air should be circulating; ideal temperature and humidity are 65 degrees F and 50% RH.

WATER DAMAGED MATERIALS

Do not under any circumstances
- enter an area until it has been declared safe.
- attempt to open a wet book (one tear costs at least one dollar to mend).
- attempt to close an open book that is swollen.
- use mechanical presses on wet materials.
- attempt to separate books that are stuck together.
- use bleaches, detergents, water-soluble fungicides, adhesive tapes (or adhesives of any kind), paper clips, or staples on wet materials.
- use colored paper of any kind during salvage and recovery operations.
- pack newly-dried materials in boxes or leave them unattended for more than two days.
- place saturated materials next to lightly damaged materials.
- remove covers from books or scores.
**Storm/Weather Emergency**

- When a warning or advisory is issued through the University’s Emergency Notification System, the person-in-charge will make a determination on the Library’s status.
- If the Library is required to house patrons and staff during strong storms, move patrons and staff to level 1 or level 2.
Rape/Sexual Assault/Physical Assault/Sexual Harassment

IMMEDIATELY:

- **Press the silent alarm (panic button), dial 9-1-1 or call Public Safety at X4000, depending on the level of threat.**
- Ascertain victim’s health. Refer to Medical Emergency section if necessary.
- Remain calm.
- Notify the person-in-charge as soon as you are able to do so.

Determine if aggressor is still in the Library. If so:

- Public Safety must be notified (if you haven’t already done so), but steps must be taken to help ensure your personal safety and the safety of others. Having a co-worker call and notify person-in-charge as you deal with the situation may work best. Do not endanger yourself if calling Public Safety may “set off” the individual.
- Observe the aggressor and document descriptive information: Approximate age, height, build, gender, scars/distinguishing marks, manner of speech, etc.
- Keep a solid object between you and the aggressor and/or a safe distance away from the individual (at least one “lunge” away). Never turn your back. Never touch the individual (unless absolutely necessary).

Inform the person-in-charge as soon as possible and remain available to report details to Public Safety.

If aggressor has left the Library, a police report must still be filed. The person-in-charge should contact Public Safety (x4000) as soon as possible.

- Allow survivor to make all decisions regarding her/his welfare unless physical injury is life-threatening.
- Provide survivor options. Empower survivor to take back control.
- Remember, survivor has been traumatized.
  *Be sensitive.*
  *Do not blame, threaten, or intimidate.*

**Sexual Misconduct Resources are available on the UM web at [http://www.umt.edu/sexualmisconduct/](http://www.umt.edu/sexualmisconduct/).**
Violent Patron

IF YOU ARE FACED WITH A HOSTAGE SITUATION OR A SITUATION INVOLVING WEAPONS, IMMEDIATELY:

- **Press the silent alarm (panic) button**, if you are in a public service area. If you are not able to access the alarm, first take steps to help insure your personal safety and the safety of others, then **dial 9-1-1 or call Public Safety at 4000**. Having a co-worker press the alarm or call 9-1-1 as you deal with the situation may work best. Do not endanger yourself if calling Public Safety may “set off” the individual.
- Remain calm and attempt to notify the person-in-charge.
- Observe the aggressor and document descriptive information: approximate age, height, build, gender, scars/distinguishing marks, manner of speech, etc.
- Gather all information possible about WHY the individual is upset.
- Do not take the behavior personally and **never** argue with an aggressive individual.
- Keep a solid object between you and the aggressor and/or a safe distance away from the individual (at least one “lunge” away). Never turn your back. Never touch the aggressor (unless absolutely necessary).
- Don’t corner yourself—use an excuse to leave, such as “I don’t know the answer to that; I’ll go find out and I’ll be right back.”

Inform the person-in-charge as soon as possible and remain available to report details to Public Safety.
Possible Threat

Blood-borne Pathogens ................................................................. 27

Chemical Spill on Body ................................................................. 28

Suspicious Package or Mail .......................................................... 29
**Blood-borne Pathogens (bodily fluids)**

**Definition:**
An exposure is any contact between one person’s blood or body fluid with broken skin or mucous membranes of another person through a needle stick, puncture wound, bite or prolonged exposure to a large volume of blood.
All body fluids have a potential to infect people with disease.

**Procedure:**
- Wash exposed area immediately with soap and water.
- Flush exposed eyes or other mucous membranes with running water.
- Contact the person-in-charge who will then notify the Bio Safety Officer (x6395) and Public Safety (x6131 non-emergency number).

**To protect yourself:**
- Avoid direct contact with blood or body fluids.
- Wear gloves if blood or body fluids are present.
- Wash hands after removing gloves.
Chemical Spill on Body

**Definition:**
Substance spills of sufficient quantity that they may pose a risk due to absorption or inhalation.

**Procedure:**
- Flood exposed area with running water from faucet or safety shower for at least five minutes.
- Remove contaminated clothing immediately and continue rinsing exposed portions of body for several minutes.
- Make sure chemical has not accumulated in shoes.
- **Obtain medical attention, if necessary.** It is very important that the name of the chemical(s) involved is given to the attending physician, along with the Material Safety Data Sheet (MSDS).
- Report incident to your supervisor and the person-in-charge. The person-in-charge will notify Environmental Health and Risk Management (x4503) ASAP.

**NOTE:**

The MSDS sheets provided by the manufacturer should be located close to the area in which the chemicals are used. Copies of all MSDS sheets for chemicals used in all library units are kept in Library Administrative Services central file. Department personnel receiving MSDS sheets shall copy the sheet and forward it to Administrative Services.
Suspicious Packages or Mail

Definition: Indication of a suspicious package may include one or more of these signs:

- It is unexpected or from someone you do not know.
- It is addressed to someone no longer at your address.
- It is handwritten and has no return address or bears one that you cannot confirm is legitimate.
- It is lopsided or lumpy in appearance.
- It is sealed with excessive amounts of tape.
- It is marked with restrictive endorsements such as “Personal” or “Confidential”
- It has excessive postage.

Procedure: If you receive suspicious mail or packages:

- Do not handle it.
- Do not shake, bump or sniff it.
- LEAVE area immediately.
- CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- Wash hands thoroughly with soap and water.
- Notify the person-in-charge. Person-in-charge will notify Public Safety (x4000).
- If possible, list all people who were in the room or area so that proper instructions can be given for medical follow up and to law enforcement officials for further investigation.
UM Emergency Policies and Procedures

UM and Office of Public Safety Emergency Policies and Procedures .......... 31

UM Crisis Intervention and Referral Team (CIRT) .................. 32
UM and Office of Public Safety Emergency Policies and Procedures

Following a list of University and Office of Public Safety emergency policies and procedure that are available on the UM Website.

- **UM Policy 202.6: Emergency Response**
  - [http://www.umt.edu/Policies/200-FacilitiesProperty/emergency.aspx](http://www.umt.edu/Policies/200-FacilitiesProperty/emergency.aspx)

- **OPS – 041: Emergency Response**

- **OPS – 042: Bomb Threat**
  - [http://www.facs.umt.edu/Procedures/BombThreat.pdf](http://www.facs.umt.edu/Procedures/BombThreat.pdf)

- **OPS – 043: Fire Evacuation**
  - [http://www.facs.umt.edu/Procedures/FireEvacuationProcedure.pdf](http://www.facs.umt.edu/Procedures/FireEvacuationProcedure.pdf)

- **OPS – 045: Winter Storms – Essential Services**

- **OPS – 053: Violence on Campus**
UM Crisis Intervention and Referral Team (CIRT)

The Crisis Intervention and Referral Team (CIRT) will identify, assess and respond to serious or potentially serious incidents related to student mental health, physical health or conduct, which, if disregarded, could threaten the health and safety of the student or campus community. The nature of an incident will dictate the type of protocol used to confer with selected University personnel.

For more information about CIRT and CIRT resources, go to http://life.umt.edu/vpsa/cirt.php
Library Evacuation Plans by Floor

The following maps are duplicates of the evacuation plans posted on each level. The “You Are Here” arrow indicates the map’s location. Please note that each map shows the location of emergency devices such as fire extinguishers, pull stations, or other pertinent devices that could be important in an emergency. Refer to the map legend.
Third Floor Evacuation Plan
Fourth Floor Evacuation Plan

YOU ARE HERE

FOURTH FLOOR EVACUATION PLAN

LEGEND
- FIRE PULL STATION
- FIRE EXIT SIGN
- EXIT ROUTE
- FIRE EXTINGUISHER
- FIRE ALARM HORN/STROBE
- YOU ARE HERE
- AREA OF RESCUE ASSISTANCE

MANSFIELD LIBRARY

THE UNIVERSITY OF MONTANA
PLANNING & CONSTRUCTION

1973

BUILDING NUMBER 092

THE UNIVERSITY OF MONTANA
PLANNING & CONSTRUCTION

MANSFIELD LIBRARY

YOU ARE HERE

FOURTH FLOOR EVACUATION PLAN

LEGEND
- FIRE PULL STATION
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- YOU ARE HERE
- AREA OF RESCUE ASSISTANCE