ACTIVE SHOOTER
Be aware of your environment and all building exits.
If you can evacuate, do so. Call 911 when safe.
If you can’t evacuate the building, secure a hiding space and lock doors.
Remain under cover until threat has passed.
Follow instructions of emergency responders and the KU emergency notification systems.
More information at alerts.ku.edu.

FIRE
If fire/smoke is present and no alarm, sound the nearest fire alarm and call 911 to report your location and situation.
If alarm sounds, the supervisor should call 911 to confirm the situation and prepare to meet the emergency responders.
Evacuate the building. Bring elevators to the 3rd floor.
Notify emergency responders as to the locations of any users with disabilities.

MEDICAL EMERGENCY
If person is having a medical emergency: call 911 and report to Library Administration (864-3601).
Do not move person — after calling 911, use AED as appropriate.
Avoid contact with bodily fluids.

TOURNADO WARNING
Tornado warning: tornado detected in area.
Emergency notification systems will sound and sirens activated.
Move to pre-designated shelter in your location — lowest level away from windows and outside walls.
Remain in location until all clear is given by emergency notification systems or authorities.

BOMB THREAT
Stay calm and document as much information as possible from the caller.
Have someone out of hearing range call 911 or do so after the phone call.
Provide for an orderly evacuation only when ordered by emergency personnel.
Additional information can be found at alerts.ku.edu.

FLOOD/WATER LEAK
If water is entering the library, call Facilities Services (864-4770) to inform them of the problem.
Then call Kent Miller (785-766-6186) to report the situation.
DO NOT ENTER FLOODED AREA to avoid risk of electrocution.
Cover library materials with plastic sheeting if safe to do so.
If library materials are affected, call Conservation Services as soon as possible (see collections emergency calling tree).

POWER FAILURE
Follow directions provided by Public Safety through established campus communication systems. Check alerts.ku.edu or other media for information.
If building evacuation is necessary, seek users with disabilities and contact Public Safety for assistance.
Inform Facilities Services and Public Safety (864-5900).
Evenings and weekends, notify Kent Miller (785-766-6186).

USERS WITH DISABILITIES
Be aware of users with disabilities in your building during emergency situations.
Connect them with public safety or emergency responders as appropriate.
Help them to areas of safety if possible but above all connect them to Public Safety for assistance.