
EMERGENCY PROCEDURES

*Folke Bernadotte Memorial Library
Gustavus Adolphus College
St. Peter, Minnesota*

EMERGENCY CALL: 911

Secondary Emergency:
(not life threatening)
507-933-8888

Revised January 2024

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Introduction

These procedures are intended to detail immediate responses to emergency situations. Members of the library staff should become familiar with these procedures and the locations of supplies such as fire extinguishers, flashlights, etc. During any emergency the first rule is to use common sense; appropriate responses will vary with the situation. **Personal safety and that of our patrons should always be our primary concern.**

Another component of emergency preparedness is to insure that each member of the staff has the knowledge necessary to follow the written procedures effectively and confidently. For that reason, training sessions and drills, as well as revision of the written procedures and inventory of supplies, should be an on-going process. This plan should be reviewed annually for any changes.

Please consult the Emergency Plan for Gustavus Adolphus College (<https://gustavus.edu/smc/>) for further information on campus-wide emergencies or situations that would involve personnel outside the library.

Emergency Telephone Numbers

On-campus contacts:

Health Service

Monday to Friday, 7:00 am - 4:30 pm (while school is in session)...507-933-7630

Facilities Management

Monday to Friday, 7:00 am-noon; 1:00-4:00 pm.....507-933-7504

Campus Safety (anytime).....507-933-8888

GTS Helpline (regular semester hours).....507-933-6111

Monday - Thursday: 8:00 am – 6:00 pm

Friday: 8:00 am – 4:45 pm

Saturday & Sunday: Closed

Fire and Water Damage Recovery:

Travis Jordan (primary contact).....507-933-7574

Off-campus contacts:

City of St. Peter:

Emergency.....911 or 507-931-1550

Fire Department.....911 or 507-934-1120

Ambulance.....911 or 507-931-1550

Police Dispatch.....911 or 507-931-1550

General Information and Referral:

Minnesota Historical Society..... 1-800-657-3773

St. Peter Public Library.....507-934-7420

LIBRARY SPECIFIC EMERGENCY PROCEDURES

EVENING AND WEEKEND HOURS

During the evening and weekend hours, Peer Supervisors are in charge of the library. The Information Desk Manager is responsible for the training of all Peer Supervisors to carry out all emergency procedures for the library. The Peer Supervisors have the authority to react and respond to any emergency situation and also the responsibility to notify the proper college officials.

ELEVATOR FAILURE:

- Check to see if anyone is trapped in the elevator.
- If you are trapped in the elevator, use emergency phone and push red button for help.
- Do not force the elevator doors open.
- During business hours, contact Facilities Management (x7504). During evenings and weekends, contact Campus Safety (x8888).

EVACUATION PROCEDURES:

- Leave the building without delay. Ignore any door alarm and proceed outside through the nearest exit.
- Use stairs. Do not use elevators unless so authorized by safety officers.
- In the case of a bomb threat, stand at least 300 feet away from the building.
- Take personal items with you only if that can be done quickly.
- Secure your office or area as time permits.
- As staff leave the building, they should instruct anyone they see along their escape route to leave as well.
- Once patrons are informed of an evacuation, staff should leave without regard for persons who refuse to leave.
- Staff (as well as patrons) should congregate on the sidewalk/stairs on the east side of the building to account for all staff and student employees known to be working at the time. Utilize the 'Buddy System' to ensure that all staff are present (*see list on page 9*). *The alternate location is the north side of the building.*
- Staff should notify police or fire personnel of the location of persons remaining in the building, such as persons with physical or mobility impairments.
- The Information Desk posts staff at all entrances (*including the far side of the Student Union Breezeway*), voluntarily and only if it appears safe to do so at a reasonable distance to keep people from entering or re-entering the building. These posts should be a reasonable safe distance from the building again, always using common sense with each evacuation scenario.

INCLEMENT WINTER WEATHER:

- If campus closes due to winter weather, the Library remains open (under the Provost's discretion).

- Regular employees **do not** need to stay in the building, nor come into work.
- Front desk student employees **are expected** to report to work for their regular shifts.
- Campus Safety will open and close the Library.

MOLD:

- During business hours, contact Campus Safety (x8809). If mold is discovered during the evening or weekend, wait until the next business day to contact Campus Safety.
- Don't disturb the area until the mold has been looked at by respective personnel.

POWER OUTAGE:

- In the event of a power failure, emergency lights will turn on in the stairwells.
- If necessary, escort patrons from the building. Locations of flashlights are noted on the attached "Emergency Equipment" list. *[If a patron refuses to leave or move, inform the patron that you will be calling Campus Safety.]*
- During business hours, contact Facilities Management (x7504). During evenings and weekends, contact Campus Safety (x8888).
- If the power fails in the evening or on the weekend, students working at the Information Desk should lock the front doors. One student should call Campus Safety (x8888) and then wait for an officer. The other student should assist patrons in leaving the building.
- Closure of the library will be determined by the Library Chair. If the Chair is not available, contact Campus Safety to determine source and length of outage. If outage is anticipated beyond one hour, close the building.

PROBLEM PATRON:

- Speak calmly and firmly; do not allow yourself to be manipulated.
- Do not argue with the person or take his or her anger personally.
- Never touch or try to restrain a person.
- Listen supportively, with empathy and understanding.
- Acknowledge that you hear what the person is telling you.
- Explain the policies and procedures that pertain to the situation.
- Describe steps that can be taken to solve the problem.
- If you cannot resolve a complaint, refer it to the Library Chair.
- If necessary (with good judgment), move the person to a non-public area to minimize disturbance to others.
- Obtain a written statement from others involved, as appropriate.
- Call Campus Safety (x8888) if you are concerned about your safety, the safety of others or possible damage to the library.

REFRIGERANT LEAK ALARM SYSTEM:

- Located in back stairwell, staff side (near Mechanical Room door)
- If the system is activated (leak present), a high-pitched whistle will sound.
- Do NOT enter the Mechanical room; contact Facilities Management (x7504).
- Evacuation will be determined by Facilities Management upon assessment of leak.

VIOLENT INTRUDER:

- First and foremost, in the event of a violent intruder, regardless of where you are on campus, know your area. Seek out places you could exit a building and/or find a (preferably lockable) space to hide.

- Text messages and emails (they will never call you) will be sent out campuswide by Campus Safety via RAVE.
- If the intruder is NOT in our building, our first priority is to lock our front doors and the back door. If an intruder enters our building, the run, hide, fight tactic is recommended. As everyone will react differently to being in this situation, each of these actions is your choice.
- FYI - A soft lockdown is a term used for locking up your building and continuing on with daily business. A hard lockdown is a term for locking up your building with run, hide, fight as the next tactic.
- Campus Safety will continue to communicate via text/email using RAVE; remember to silence your phone & dim your screen, if needed.
- The "all clear" of an intruder scenario will come from law enforcement and/or campus safety upon reaching your building.
- If you have any additional questions, please feel free to reach out to Officer Scott Reiten, sreiten@gustavus.edu, and/or visit the [Campus Safety website](#) for additional videos.

WATER (Leak, Flood, Plumbing):

- Cover affected area(s) with plastic sheeting (*see pg. 10 for location of plastic sheeting*).
- Put buckets under leaks.
- During business hours, contact Facilities Management (x7504). During evenings and weekends, contact Campus Safety (x8888).
- Explain the situation. (*They would like to get to the source of the problem and analyze the potential for mold or other airborne problems.*)

COMPUTER SYSTEM BACK-UP:

Each workstation in the building is backed up via CrashPlan every 24 hours. Contact Nick Sonsteby (x7130) with any questions.

CAMPUS WIDE EMERGENCY PROCEDURES

MEDICAL EMERGENCY

- Call 8888 immediately – provide location of the emergency and other information requested.
- Remain with the individual and provide First Aid in accordance with your ability and training.
- Send a bystander to the nearest outside door to alert response personnel.

FIRE

- Pull the nearest fire alarm.
- Close all doors and windows if you can safely do so. Take personal belongings with you.
- Evacuate building calmly but quickly, following evacuation routes. Do NOT use elevator. Notify 911 and remain in area to provide information. Evacuation is mandatory.
- Proceed to a safe distance from the building and wait for further instructions. (Library-Bottom of stairs outside front entrance.)
- During inclement weather or a long-term evacuation, assemble inside the Lund Center basketball arena. (Library - assemble below Alumni Hall stairway, Johnson Student Union.) Both points are designated as Emergency Assembly Areas (EAA).
- Faculty and staff should assume a lead role in attempting to congregate and account for people evacuating the building.
- Do not re-enter the building until instructed.
- If safely possible, post someone on far side of student union breezeway alerting people to not enter the breezeway/library.

If Disabled

- Move to a stairwell and alert evacuees of your location and the need for emergency responders to be notified of your need for assisted evacuation.

If Trapped

- Alert emergency providers of your location. This can be done through 911.
- Stuff material in door cracks to minimize smoke, try to stay low near the floor where heat, smoke, and contaminants may be less.
- Tend to the injured.

TORNADO

- Remain inside the building: proceed quickly and calmly to the nearest shelter area indicated on the Tornado Shelter/Emergency Evacuation Signs located throughout the building (Library – AV 1/AV2). Move away from rooms with windows.
- Close all doors including fire doors.
- If tornado actually strikes, get into crouched position near concrete supporting wall and cover head; stay away from windows and overhead equipment.
- Remain sheltered until the warning expiration time has passed. Call 911 if injuries require medical attention.

VIOLENT BEHAVIORS

If you are involved in a situation where someone has entered the area and started shooting, the following actions are recommended.

- Exit the building immediately if possible.
- Notify anyone you may encounter as you leave.
- Notify the Police by calling 911.

If you are directly involved and exiting the building is not possible, the following actions are recommended.

- Go to the nearest room or office.
- Close the door, lock if possible; if you cannot, barricade the door with a desk, furniture, or any other heavy item.
- Cover the door windows.
- Keep quiet and act as if no one is in the room.
- DO NOT answer the door.
- Notify the Police by calling 911. Silence cell phones.
- Wait for the Police to assist you out of the building.
- Follow all instructions and commands of the Police.

WEAPONS ON CAMPUS

- Immediately call 911 and/or Gustavus Campus Safety at 8888.
- Wait for Police/Security to arrive.
- Do not confront the person with the weapon.
- No effort should be made to intervene.
- If known, provide the Police/Campus Safety with the name of the individual with the weapon, location of the individual with the weapon, and what the person did with the weapon after it was displayed.

BOMB THREAT

- Remain calm while trying to obtain information.
- Record time of the threat and exact words of the threatening person. Complete an online Bomb Threat checklist immediately at gustavus.edu/safety, under "Other Safety Resources."
- If bomb threat is written, do not handle it to preserve evidence.
- If received on a computer, do not forward or turn off computer.
- **Report:** Call 911 from a different phone than the one from which the threat was received so that tracing can be done.
- If circumstances require that evacuation efforts are necessary, Campus Safety or emergency personnel will direct those affected to appropriate location.
- If an evacuation is taking place, turn off cell phones and leave immediately. Take your personal belongings with you.

THE BUDDY SYSTEM CHART:

(This chart is for permanent library personnel. It is to be used to ascertain the safety and whereabouts of those listed in the event of an emergency.)

James, Anna, Kate

Dan, Michelle

Julie, Jeannie, Rachel

Sonja, Jeff

Adrianna, Melissa

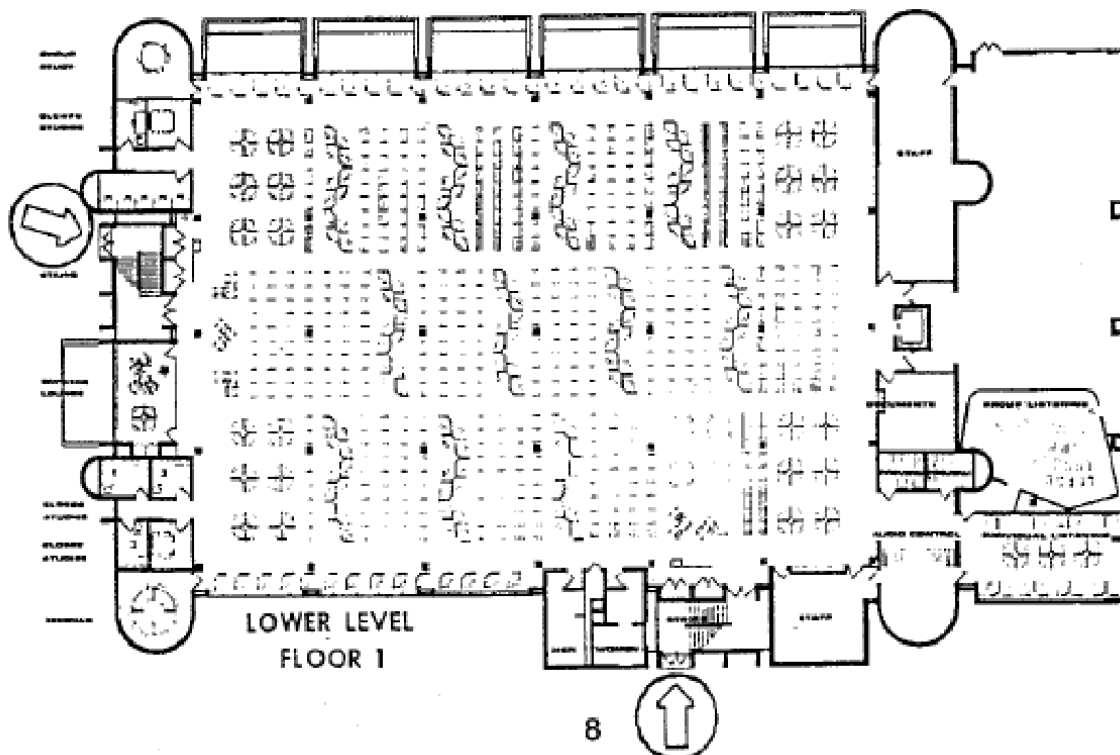
EMERGENCY ROSTER

An emergency roster is located at the back door of the receiving room as well as near the front doors near the master keys in the administrative office (Jeannie's area). This roster includes contact information for library and non-library personnel with offices in the library. This roster should be seized during evacuation to be used for accountability once outside the library.

EMERGENCY EXIT DOORS:

- Located in the east and south stairwells, between the first and second floors
- If the emergency exit doors are opened, an alarm will sound on the doors.
- To deactivate alarm, pull the door shut tightly.
- Campus Safety is notified of this alarm and will investigate. They may give a follow up call to the Information Desk.

LOCATION OF EMERGENCY EXITS:



LOCATION OF EMERGENCY EQUIPMENT

Buckets:

Custodial Supply Room-First Floor

Cut-off switches and valves:

Electric - Mechanical Room

Water - Mechanical Room

Dehumidifier:

Mechanical Room

Extension cords:

Custodial Supply Room-First Floor

Receiving Room - Below sink (right cabinet)

Fire alarms:

Each floor (map attached); Alarm system in Mechanical Room

Fire extinguishers:

Perimeter of every floor (map attached)

First aid supplies:

Information Desk

Custodial Supply Room

Cabinet to the right of the mailboxes

Flashlights:

One for each staff member, and/or the following offices:

Administration

Archives

Information Desk

Government Doc/Periodicals

Plastic sheeting:

Custodial Supply Room-First Floor

Custodians' closet – Third Floor

Archives

Radios w/batteries:

Staff Lounge

Technical Services – Processing Room

Archives Office

Vacuum:

Custodial Supply Room-First Floor

Wet-dry vacuum:

Custodial Supply Room-First Floor

Ladders:

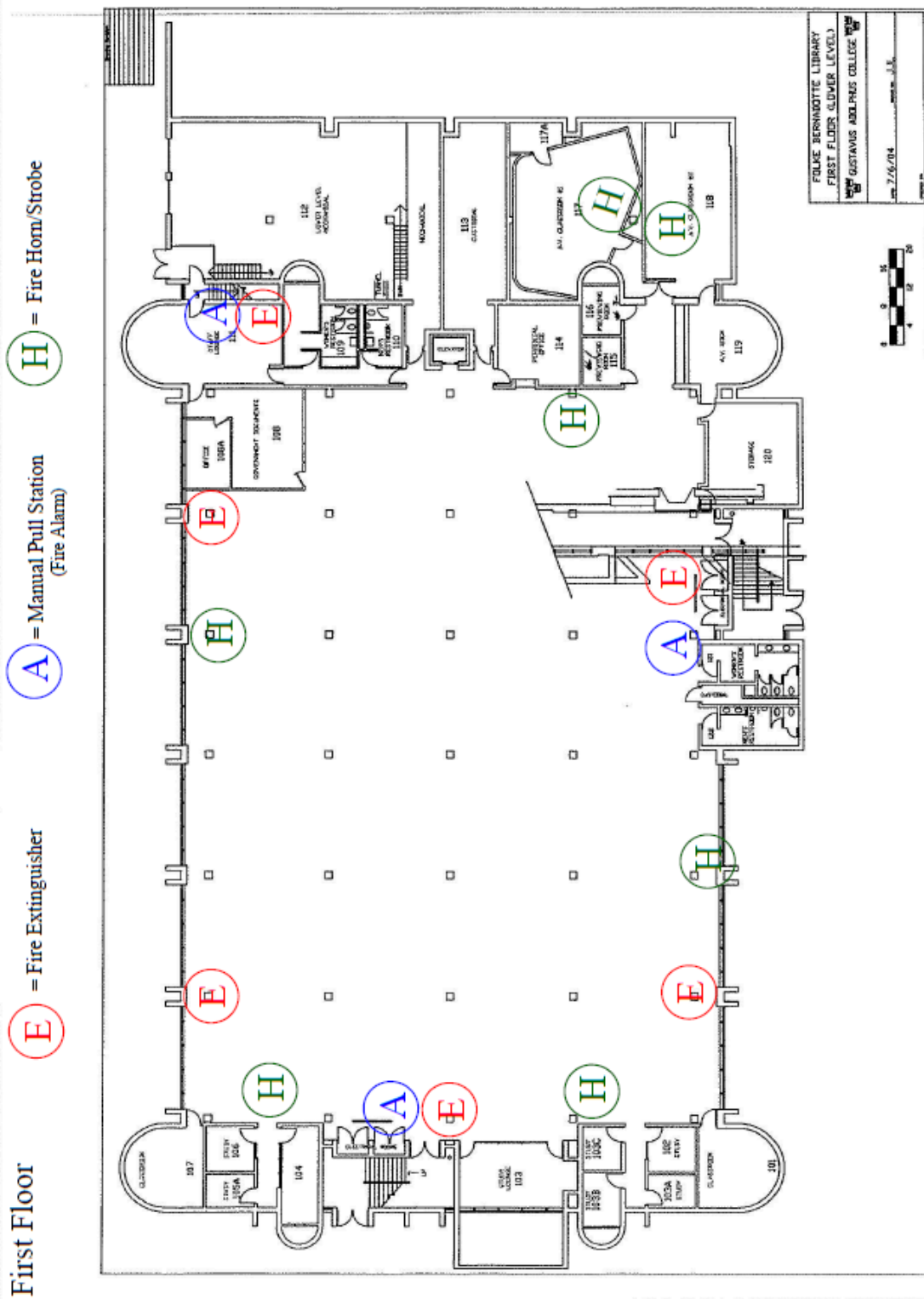
First Floor-Assorted sizes in Mechanical Room and Custodial Supply Room

Second Floor-Tall ladder in Custodians' Closet, short ladder in loading dock

Mops:

Custodians' Closet, First and Second Floor

LOCATION OF FIRE EXTINGUISHERS, ALARMS, AND SENSORS:



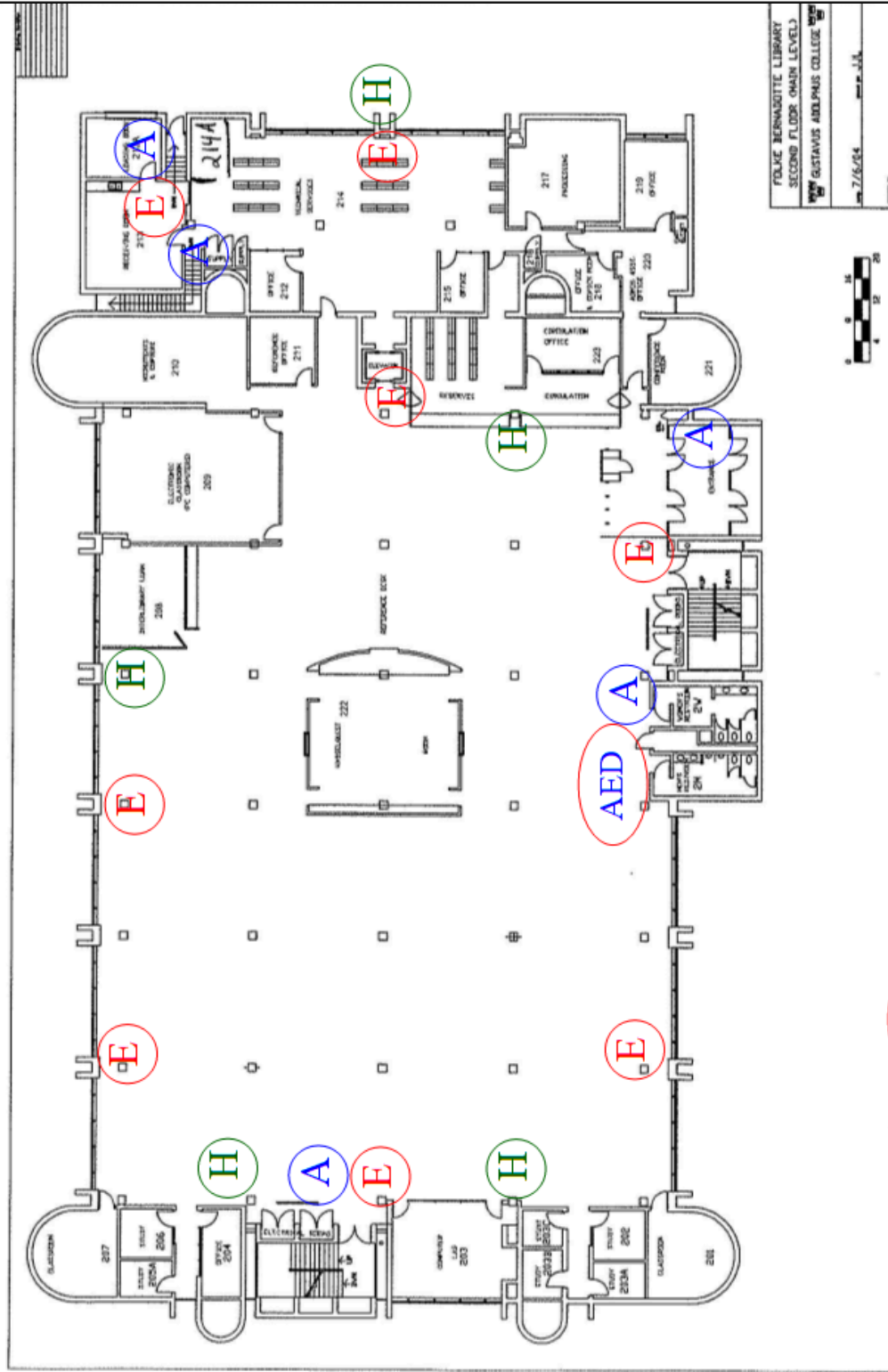
LOCATION OF FIRE EXTINGUISHERS, ALARMS, AND SENSORS:

Second Floor

(E) = Fire Extinguisher

(A) = Manual Pull Station
(Fire Alarm)

(H) = Fire Horn/Strobe



(AED) = Automated External Defibrillator

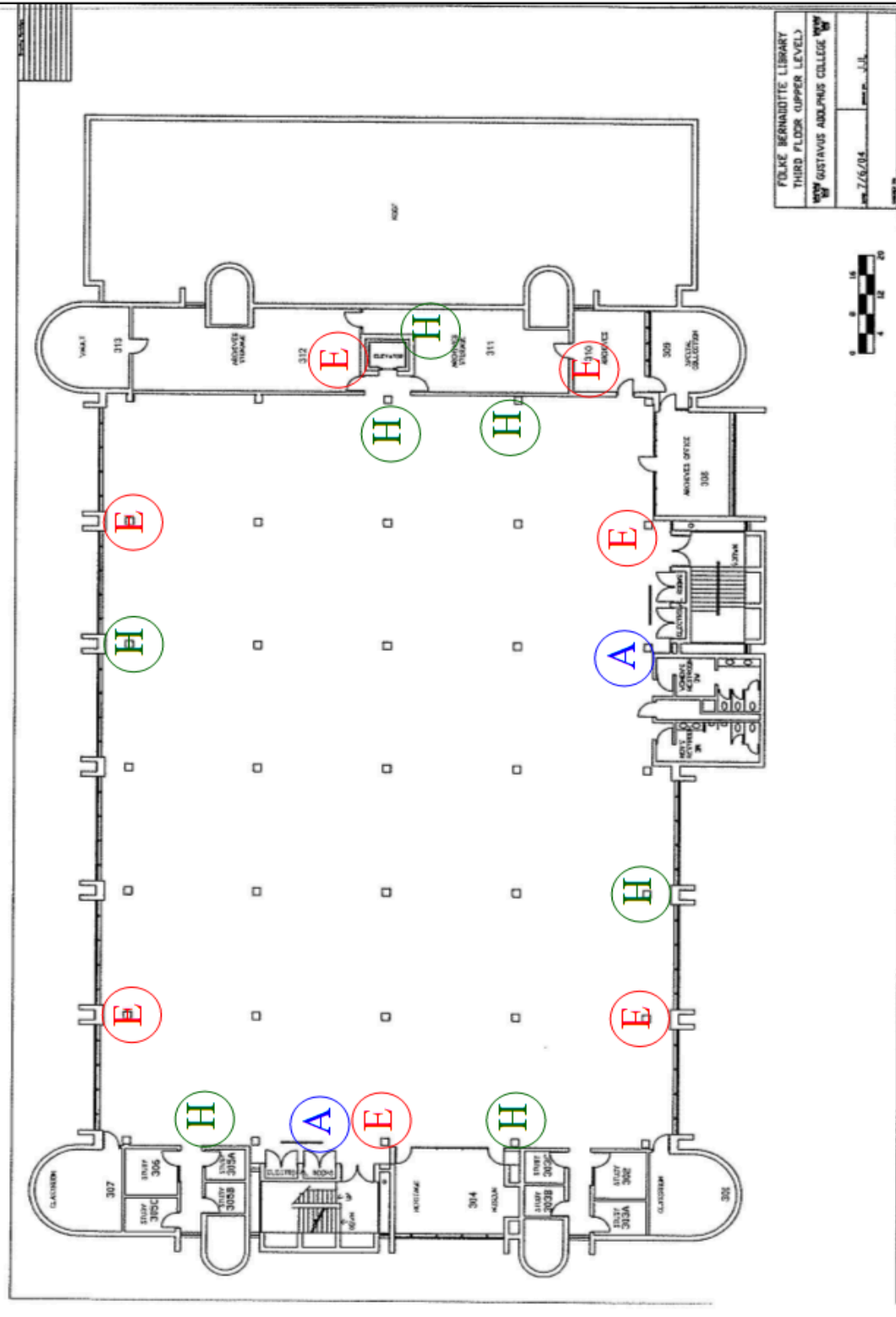
LOCATION OF FIRE EXTINGUISHERS, ALARMS, AND SENSORS:

Third Floor

(E) = Fire Extinguisher

(A) = Manual Pull Station
(Fire Alarm)

(H) = Fire Horn/Strobe



Map of location of Automated External Defibrillators (AED) on campus. (Designated with Red Hearts)

