



# Emergency Procedures

1515 SW 10th Ave

785-580-4400

**NEED  
HELP**

Inside cover: Can be used while you are on the phone, after you push the panic button, to get other staff's attention and to put outside a room or area to help guide responders to your area. Also alerts first responders during an active shooter event to potential danger.



ALL  
CLEAR

Inside back cover: Great way to let responders and coworkers know that your area/office/room is not needing any assistance. Use this after a panic button was pushed but the problem has been taken care of. Also place this outside your room/office/area during or after a building event to let responders quickly clear the building.

## GENERAL INFORMATION / PHONE NUMBERS

This flipchart has been developed to ensure:

- Employees are aware of emergency procedures.
- Facilities are evacuated during a fire or other emergency.
- Prompt response to medical emergencies.
- Movement to a shelter area in case of tornado or severe weather conditions.

Know the location of:

- The two exits closest to your shelter area and all of the meeting areas.
- Any special emergency equipment in your area, such as: special fire extinguishing systems, fire extinguishers, first aid equipment, and eye wash stations.
- Your “Bomb Threat” checklist (see back of “BOMB THREAT” tab).

### IN HOUSE EXTENSIONS

|   |                               |
|---|-------------------------------|
| SECURITY .....  | 4500 or call Switchboard 4400 |
| RADIO ... Turn tall knob until display reads: ASECURITY |                               |
| POLICE/FIRE/AMBULANCE .....                             | 911                           |
| Maintenance .....                                       | 4505 or call Switchboard 4400 |
| Safety and Security Manager .....                       | 4503                          |
| Maintenance Manager.....                                | 4506                          |
| Chief Executive Officer (Media contact) .....           | 4480                          |
| Chief Operations Officer.....                           | 4481                          |
| Chief Financial Officer .....                           | 4482                          |
| Communications Director (Media contact) .....           | 4486                          |
| Human Resources Manager .....                           | 4491                          |



## GENERAL INFORMATION / PHONE NUMBERS

### First page: Brief description and phone numbers

- This flipchart has been developed to educate staff about proper: emergency procedures, evacuation procedures, prompt response to medical emergencies, proper movement to a shelter.
- In house extensions: Only exception is 911, dial “9” then 911. CEO=Gina Millsap, COO=Rob Banks , CFO =Sheryl Weller , Comm. Dir. =Diana Friend, HR Manager = Stephen Lusk.
- Call who you feel is needed given the circumstances.

## GENERAL INFORMATION & ADDITIONAL PHONE NUMBERS

### Emergency Preparedness

Emergencies can occur without warning. Being prepared to handle unexpected emergencies is an individual as well as an organizational responsibility.

In certain emergencies your assistance may be required. Be prepared to comply with any request made of you by security or other library staff.

Do not discuss emergency situations with anyone except security or library staff. Refer all inquires to the Communications Director at 4486 or the Library Executive Director at 4480.

If you have any questions concerning a unique situation not covered in this reference please contact your supervisor.

### Service Desks Extensions

|                               |           |
|-------------------------------|-----------|
| CHECK-OUT .....               | 4426      |
| THE EDGE (Teen Room).....     | 4517      |
| GALLERY RECEPTION .....       | 4515      |
| TOPEKA ROOM & GENEALOGY ..... | 4510      |
| MEDIA/NEW BOOKS.....          | 4541/4427 |
| RED CARPET .....              | 4545      |
| REFERENCE ROOM.....           | 4540      |
| YOUTH SERVICES .....          | 4565      |

### DIAL 9 FIRST FOR EXTERNAL NUMBERS

|   |                |
|---|----------------|
| Poison Control .....                        | 1-800-222-1222 |
| KS Gas Service .....                        | 1-800-749-4780 |
| Elevators – Thyssen Krupp .....             | 913-888-8046   |
| Elevators – Thyssen Krupp After Hours ..... | 877-230-0303   |
| Water-Fire Sprinklers – Jayhawk .....       | 1-800-222-4357 |
| Water-City and Sewer .....                  | 368-3111       |

### Additional information and phone numbers

- Be prepared by reading this entire flipchart over regularly and understanding all that it says. Be ready to assist when emergencies arise and fulfill your responsibilities as assigned here and possibly by others as needed. Communication is key and we need to talk to each other and first responders about what is going on. Being mindful of who else can hear or you are talking to is important. All media communications need to go through either Diana Friend the Communications director, Gina Millsap the Chief Executive Officer.
- Other internal numbers are public service desks and can be helpful to use to find missing people and to communicate with the other desks about an event.
- The external numbers are for events that need a direct because of the nature and/or no internal help can be reached.

## MEDICAL EMERGENCIES

Radio security or push panic button or call **4400** to have switchboard call security/MIC.  
Ask “**Do you need an ambulance?**”



If needed, call **911**. We are located at 1515 SW 10th Ave. Stay with victim(s), do not move, keep calm, safe and comfortable until help arrives.



**DON'T SECOND-GUESS –  
ALWAYS CALL for help.**

◀◀ **SEE ADDITIONAL INFORMATION ON REAR**

## MEDICAL EMERGENCIES

Unless you are a trained and current with your training on CPR, First Aide and other training then all you can do is keep the person comfortable and call for help. Others may come forward who have training and offer help and that is fine if they want to and state they have the background or training to help. If you can send someone to guide help to your location.

## Report All Medical Emergencies

If you require or become aware of an individual who requires emergency medical care, immediately:

1. Call 911 or security/MIC. Provide the following information:
  - Your name & phone number
  - The name of the individual if known
  - Description of individual requiring medical attention
  - Exact location of the individual
  - Any other relevant information
2. Do not hang up the phone until the dispatcher has indicated that you have provided all of the necessary information.

**ONLY INDIVIDUALS TRAINED IN FIRST AID & CPR SHOULD RESPOND DIRECTLY TO MEDICAL EMERGENCIES.**

If the person wants to leave they can but we strongly advise against it. Parents want to take children to ER or other places they can. If someone just wants to take this unknown person to get help then **NO** and alert security. Remain calm and wait for help and provide as much information to responders as you can. Talk to the person and keep them awake and as calm as you can.

## SUSPICIOUS PACKAGE OR OBJECT

Do **NOT** touch, move or open article.



Isolate the package. Evacuate area if needed.



Call security on a land line, **do not use a cell phone or radio**, call 4500 or find security/MIC.



Promptly write down everything you can remember about receiving or finding the package or letter.

**SEE ADDITIONAL INFORMATION ON REAR >>>**

## SUSPICIOUS PACKAGE OR OBJECT

Basically you suspect or find a package leave it alone, leave the area and close it off if you can. Do not let others enter the area by letting them know it is not safe to enter the area or room you left it in. If you can and want to put something over the item but still not touching it before you leave the area/room it is in. Do not use a radio or cell phone especially if you think it could be an explosive for this might trigger it.

# SUSPICIOUS PACKAGE OR OBJECT

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## What security/MIC does next:

1. Security or MIC notifies the Police Department via Police Dispatch at 368-9200.
2. Discontinue all radio, cell-phone, and pager usage until notified it is safe to use electronic devices.
3. Designated personnel may make an area/building search.
4. Police or bomb squad may report to the facility and may question the person who received the bomb threat.
5. A building evacuation may be ordered. Go to the emergency meeting location in the library parking lot. DO NOT reenter the building until you are directed to.
6. An “ALL CLEAR” will be announced verbally for return to business once the situation is determined to be safe.

If you are in a situation where no internal help or response can be found and/or you think it is needing immediate action then call 911 and keep the building clear.

## MISSING/LOST CHILD

Get name and brief description (easy to look for such as shirt color).

Do a quick visual search of immediate area.

Notify security/push panic button.

Walk reporting person to Atrium or Rotunda to watch for child.

Security and other available Staff start search in last known location and work around the building back to center point being Atrium or Rotunda.

Security/MIC goes to the front doors and watches for child while search is going on and initiates a lock down if not found within 5 minutes. Police and other authorities outside the library need to be notified at this point.

Any person other than caregiver attempting to leave with child should be detained if possible without putting staff or child in danger. Obtain a detailed description of the suspect.

When police arrive, staff will assist responding officers as requested. Building will remain in lock down until cleared by police.

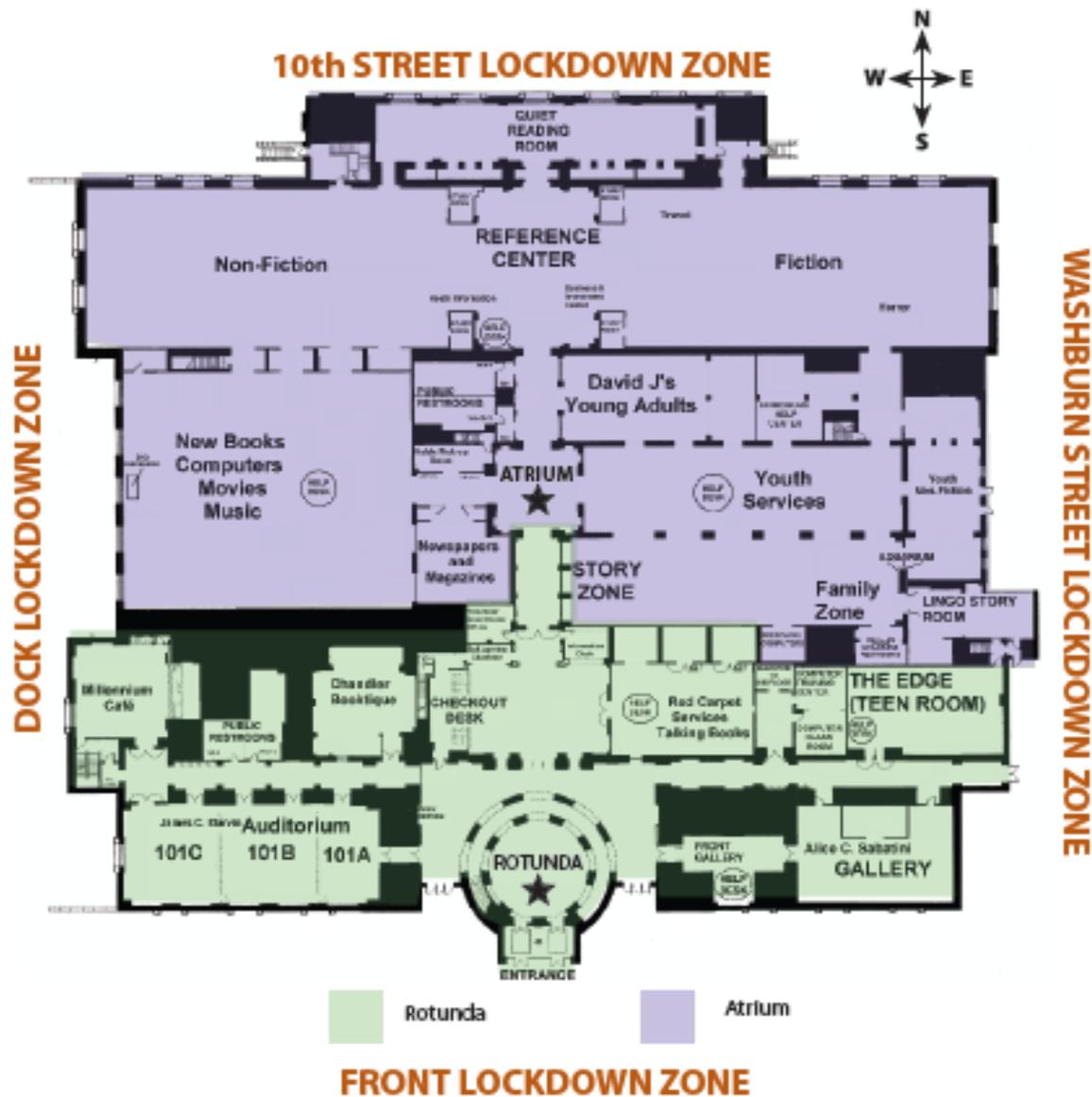
## MISSING/LOST CHILD

Basically we use this if you cannot find the missing child in a timely fashion or if something just does not seem right for any reason. We have many lost children and parents each week and day here so be mindful of when to use this and never hesitate to use it or ask for others to get involved. If you are in the library past the double doors of the checkout lobby then the Atrium is the point to take the searching person, if you are in the front of the library the Rotunda is the point you take them.

## Missing Child: WHO DOES WHAT?

1. Initial contact staff member
  - a. Get description/name/last location/age.
  - b. Quickly search last known location.
  - c. Call security or push panic button.
  - d. If not found take reporting person to Atrium (Purple) or Rotunda (Green).
2. 2nd staff member or security
  - a. Go to last known location and start search, working your way around the entire library. Starting in YS, search it all, then into East Wing and so on, searching everything quickly while making your way back to the Atrium.
  - b. Repeat if not found.
3. Security or MIC
  - a. Go to the Main Library entrance and quickly scan the parking lot.
  - b. Then watch everyone leaving the library for anything out of the ordinary.
  - c. If child is not found you may need to help security lockdown the entrance and exits.
  - d. Initiate lockdown if needed.
4. Security
  - a. Review video.
  - b. Enlist the help of any other staff.
5. Maintenance
  - a. Listen on radio and help in search.

This is a guide of who does what and other staff can fill in any of these roles as needed and appointed. You may not have enough staff for all these assignments so do the best you can. Remember the description needs to be something we can see from far off and make them stand out but also remember not everyone remembers what was worn so get a name and more information if possible.



Lockdown is a last resort or something we do if foul play is thought to have happen and we need to act fast. If you are involved in this please ask people to cooperate and stay put until the child is found. The less movement the better. The library is fairly locked down already with our card access system so be mindful not to let anyone into nonpublic areas. The zones can be covered as we have people to cover them starting with the Front Zone. The main goal is to keep the child from leaving the building.

## BOMB THREAT

**Be CALM, POLITE & SHOW INTEREST**

Keep person talking as long as possible.



**Use the “Bomb Threat Checklist” (on reverse side).**



**Try to keep the caller talking** to gather as much information as possible about the bomb, the caller’s voice, the wording of the threat, and any background noises.



**Do not hang up the phone** even after the caller hangs up.



**COMMUNICATE:** write a note to a colleague to call security/MIC while you are on the telephone if possible; otherwise notify security/MIC as soon as the caller hangs up.



**Follow security’s/MIC’s instructions.**

If an evacuation is ordered, proceed calmly to the closest designated assembly area.

**SEE BOMB THREAT**

## BOMB THREAT

Big thing is to keep them talking and to record whatever you can. Alert your coworkers if you can (point to this card or the “NEED HELP” page). Pull out the card and write on it or just use it as a guide and write on a scratch piece of paper. You may not get all the information but get what you can and do not hang up. If you are around when a coworker gets this type of call quickly and quietly call for security or push the panic button.

# BOMB THREAT CHECKLIST

(Pull this out and write on it as needed during or after threat.)

Date of call: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

Exact time of call: \_\_\_\_\_

## QUESTIONS TO ASK CALLER:

1. When is the bomb going to explode? \_\_\_\_\_ a.m. p.m.
2. Where is the bomb? \_\_\_\_\_
3. What does the bomb look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb?      Yes      No
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

## BACKGROUND SOUNDS

- |                       |                        |
|-----------------------|------------------------|
| ____ Street noises    | ____ Factory Machinery |
| ____ Phone Booth      | ____ Animal Noises     |
| ____ Voices           | ____ Clear             |
| ____ PA System        | ____ Static            |
| ____ Music            | ____ House noises      |
| ____ Long distance    | ____ Local call        |
| ____ Office machinery | ____ Motor             |
| Other: _____          |                        |

If voice is familiar, whom did it sound like? \_\_\_\_\_

Remarks: \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_ Date: \_\_\_\_\_

## CALLER'S VOICE (circle)

- |         |          |         |          |
|---------|----------|---------|----------|
| Normal  | Loud     | Calm    | Broken   |
| Slow    | Sincere  | Crying  | Giggling |
| Slurred | Angry    | Stutter | Rapid    |
| Deep    | Stressed |         |          |

## THREAT LANGUAGE

- \_\_\_\_ Well-spoken (educated)
- \_\_\_\_ Incoherent
- \_\_\_\_ Taped
- \_\_\_\_ Foul Language
- \_\_\_\_ Irrational
- \_\_\_\_ Message scripted by threat maker

Sex \_\_\_\_\_

Age \_\_\_\_\_

Accent \_\_\_\_\_

Go through this list if the caller will let you. You may not have time to reference this card during the call but get it out right after you have contacted security and go through it as best you can. Even the smallest detail may help. Also do not use the radio or a cell phone because they might set off the device .

# TORNADO OR SEVERE WEATHER

The alert siren will be activated  
“A Severe Weather Emergency”

Evacuate everyone to the basement (do not use elevators unless necessary for evacuation). Visitors choose to either go to the basement level or leave the building premises entirely. Unattended vulnerable adults and children (under the age of 12) must go to the basement.

Clear your area and direct people to the lower levels.  
Let someone with a radio know when your area is clear.

Maintenance will assist in opening doors and radioing.

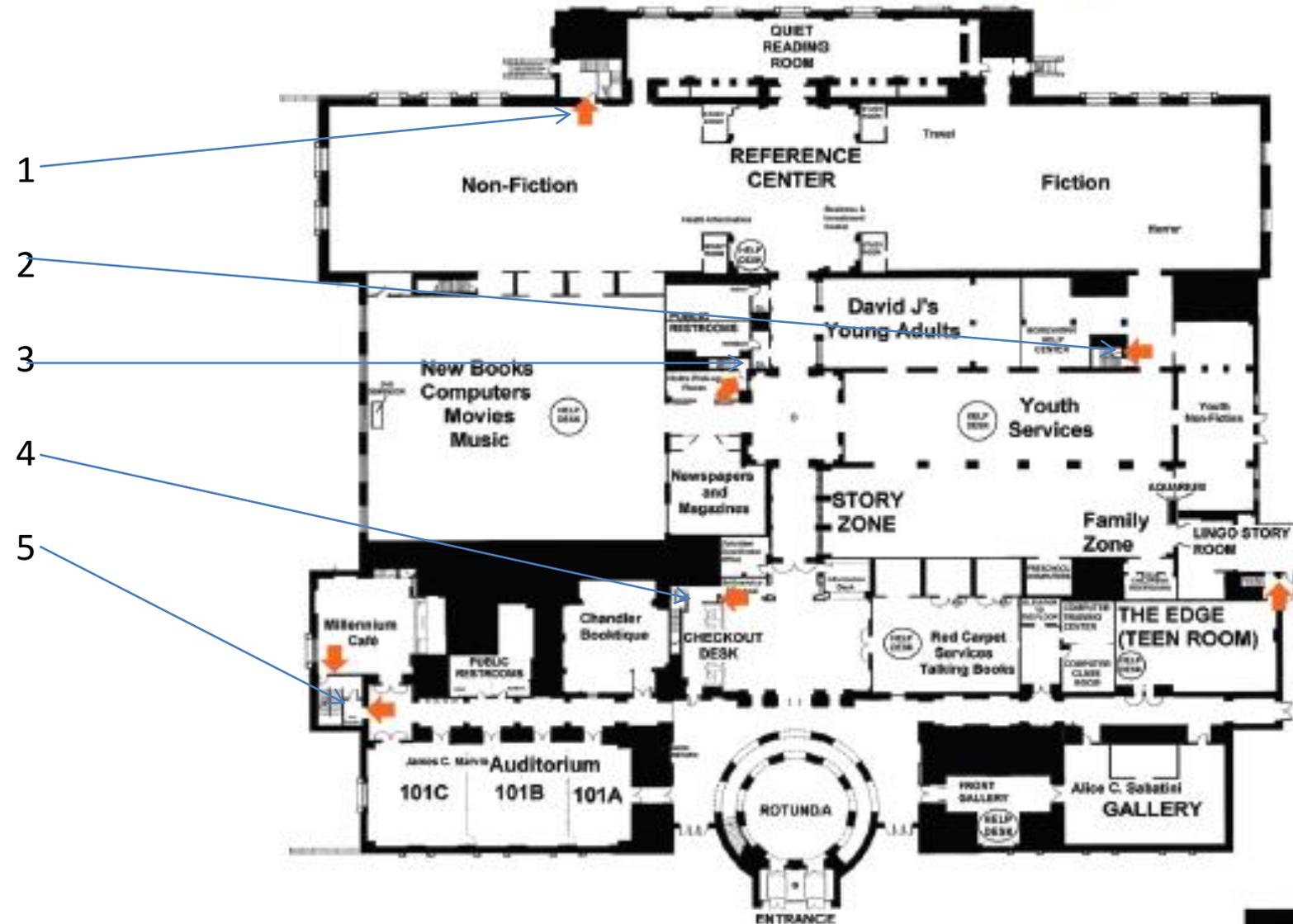
After all are secure, the sirens will be silenced  
and all will need to wait out the storm.

Allow visitors to use restrooms, drinking fountains and phone as needed; get fans and chairs if needed.

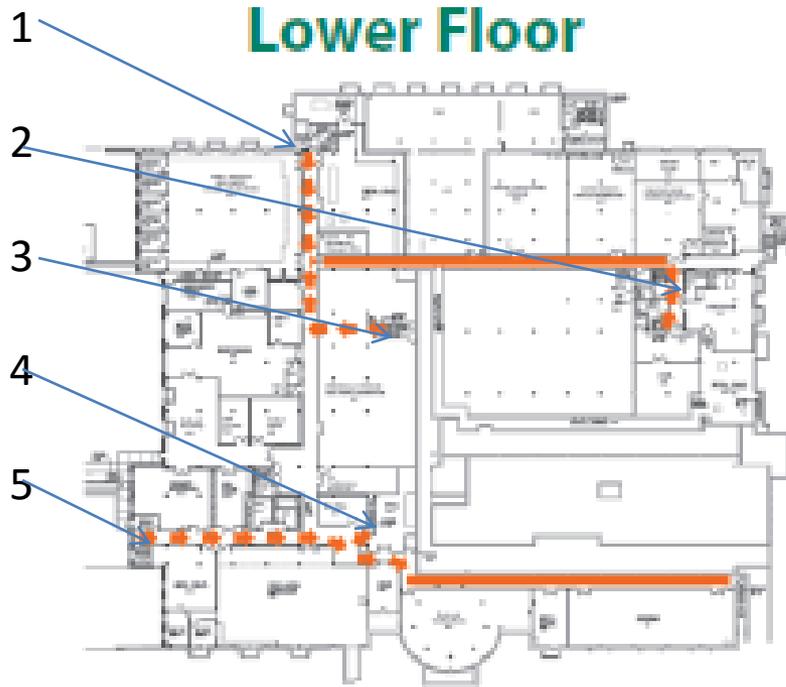
The “ALL CLEAR” will be activated and you  
will help get people back upstairs.

The two options are basement or leave the property. Unattended adults and children under the age of 12 must go to the basement(Yes it is not their choice since they were left without an adult). This is a tense and trying time for all so please keep a kind face and voice and get everyone to shelter as soon as possible and then make it as comfortable as we can.

# Main Floor Severe Weather Emergency Exits

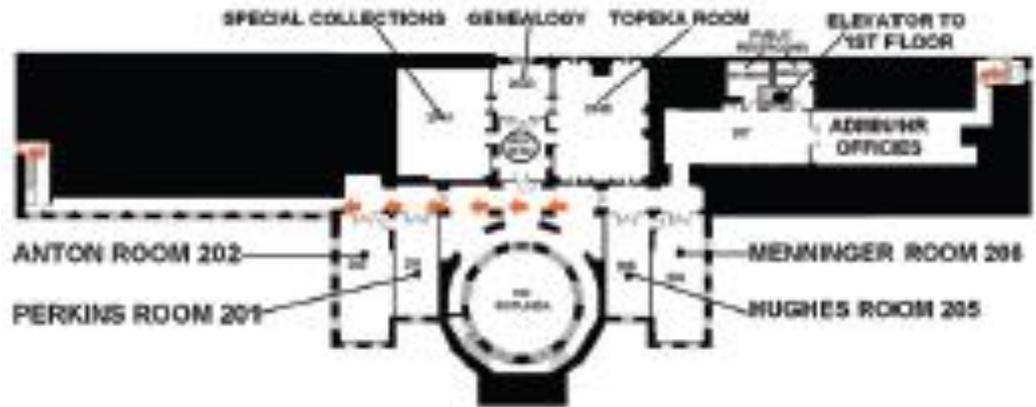


Many public service desks have 2 staff members or more, one needs to sweep their area and the other hold the door and direct people down to the basement. For the Media room you have the Holds Room(3) door. Reference you have the West wing (1)door to Telephone Reference stairway. YS desk you have the door to the (2)stairs that go to the Break room. Checkout Desk you have the door to the (4)stairs behind the Checkout desk and the (5)stairway door by the Café, the other person(s) clear the lobby, Rest Rooms by Cafe and the Auditorium. The Edge, Computer Training Center, Gallery, Booktique and Cafe direct people to the (5)stairway by the Café. RC to the (4)stair behind the Checkout desk.



**TORNADO WATCH**  
means a tornado could  
potentially develop.

## Second Floor



**TORNADO WARNING**  
means a tornado has  
actually been sighted.

Second Floor: Topeka Room you have all of 2<sup>nd</sup> floor Special collection spaces and meeting rooms . After 5pm weekdays and all weekend you also have the administrative Rest Rooms and area to sweep as well and direct them to the far west stairwell past Tech Services. Tech Services evacuate your area via the west stairwell. Admin help clear the meeting rooms and second floor when available.

Lower floor: Maintenance goes and holds open all the lower level doors indicated above numbered 1-5. Number 2 is not a door but a place to stand and direct people to the Shelter area. Get people to these two Shelter areas and have them stay to the south side of the hallway. Get the chairs if needed, provide fans to keep cool and airflow, allow them to use the phone as needed and safe to do so. Try and reunite people who might have been separated or identify if they are in the other Shelter area. Any staff in the Lower level must help with all of this and stay out in the Shelter areas to assist.

# FLOODING, STEAM & WATER DAMAGE

Report the **LOCATION, SEVERITY & RISK** to maintenance and security and/or shut off water source if you are confident you know how and can do so safely.



Evacuate the area if needed or make others aware of it and try and keep them away or out of it.



If you can safely do so, shut off all electrical equipment, secure vital equipment, records and other materials to a higher, safer ground/place.

Water can and does do more damage than fire. If you can safely turn off the source then please do. If you are unsure then get help. The aquarium has a metal pan built in the floor of the room behind it to help contain the water should a problem arise. Many rest rooms and mechanical rooms have floor drains but the water does not always drain to those spots and sometimes these drains cannot handle the amount of water being released. If you find a leak and it can be directed safely to a floor drain then please try and do so. Our heating and air conditioning is a largely a water based system along with our fire sprinkler system and regular water systems. Maintenance will be the main people shutting down these systems when needed so let them know ASAP.

## LOSS OF UTILITIES

### YOU SMELL NATURAL GAS

Notify security 4500 or 4400 from a safe location.

Assist in evacuation if needed.

Do not touch any light switches, fire alarm pull boxes, or electrical equipment. Open and shut as few doors as possible.

Do not use open flames or matches. Do not start any vehicle.

Head to the designated assembly area in the southwest corner of the main parking lot (see map on fire tab).

Return to the building only when the "ALL CLEAR" is given by security or management.

### ELECTRICITY OR WATER

**LOSS OF ELECTRICITY** – Remain calm, help keep visitors calm and wait for emergency lighting to come on and further instructions.

**LOSS OF WATER** – Remain calm and close down all restrooms. Wait for further instructions.

In either case, if evacuation or closing is needed, please help with clearing and securing the building. If phones are still working, allow those who need to call for a ride if there is time.

Return to the building only once the "ALL CLEAR" is given by security or management.

•If you smell gas, DO NOT DO ANYTHING THAT WOULD CAUSE A SPARK OR ANYTHING ELSE THAT MIGHT IGNITE THE GAS, move away from the area to a safe location and contact security. Some systems have a shutoff safety device such as the boilers and the Café stove, so use these if you know how and can safely reach them and do so. Evacuation just like we do for a fire.

•If we lose water for a long period of time we will need to close the library because of health code issues with the bathrooms not working. Electrical loss please refrain from using the main elevator since it will be the only one still working but it takes a large amount of power to run and can drain the generator fast. Keep flashlights handy.

## **What security/MIC or maintenance does next:**

**Gas leak** – The gas company is called. If we can, we will shut off the leak(s). The gas company sends out someone to help find the leak. Then leak is repaired or the source shut off; open up the area and let it air out. Have the gas company check air again and once it is clear, we can then reoccupy the building.

**Power loss** – Maintenance will find the cause and contact the power company, electrician or whoever is needed. If it is a larger area problem, we just have to wait it out. Systems on backup power such as the computer system will be shut down. Checkouts, if still being done during this, can be done on paper or using other devices. Once power is restored we will slowly and not all at once bring systems online and return to normal business operations as soon as we can.

**Water loss** – This is a public health issue and the building must be shut down until water is restored. Maintenance or Management will call who is needed to restore water.

In the event of a major, library-wide outage, the library has an emergency generator that will restore power to some areas of the library.

- Water loss and shutting down, if it is a short term water loss then we can remain open but if it is long term or unknown then we need to prepare and shut the building down until it is restored.
- Elevators all have emergency phones and should be able to activate them and either call the switchboard or the monitoring service we have for the elevators. If you find out someone is stuck and can contact maintenance or security then do that as well. Call the elevator company directly if other means are not working or available.
- Power fluctuations can damage any of our electronic systems, if you notice anything please report it. Until the problem is isolated we will shutdown all systems to be on the safe side.

## **If People are Trapped in an Elevator:**

1. Tell passengers to stay calm and that you are getting help.
2. Use the emergency phone in the elevator or a cell phone and provide information.
3. Stay near the passengers until police or other assistance arrives, provided it is safe to stay in the building.

**Elevator Company: Thyssen Krupp**

After hours 1-877-230-0303/Office 913-888-8046

## **Unusual Power/Persistent Fluctuations:**

1. Notify maintenance 4505 or security 4500, reporting what you have seen and what systems could be affected.
2. Stop using affected systems, if you can, save and shutdown.
3. Maintenance, Digital Services and whoever else needs to will start shutting down affected systems.
4. If needed repairmen will be called and will help locate and repair the cause.
5. Once repaired, systems will slowly be brought back online coordinated between the departments.

[http://www.youtube.com/watch?feature=player\\_embedded&v=ADtan-1U37s](http://www.youtube.com/watch?feature=player_embedded&v=ADtan-1U37s)

# CRIMINAL BEHAVIOR OR DIFFICULT PERSON

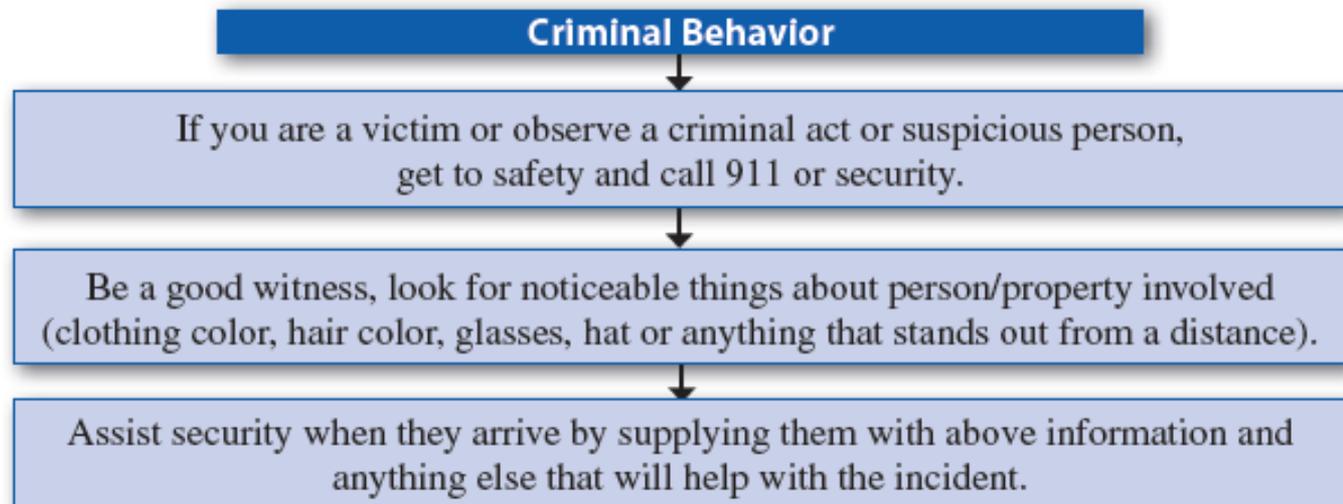
## With an Angry Patron

- Breathe. Don't take it personally. Listen first.
- Show sympathy for the situation. "It is frustrating to..."
- Don't justify. Don't argue. "That's a possibility."
- It's okay for the patron to feel differently than you. "You may be right."
- Watch your body language.
- Talk to yourself. "I can handle this. This is not about me."
- Offer options. "Here are some things we can do."
- Call in a coworker to help you.

## With Unacceptable Behavior

- Show good faith.
- Label the behavior (not the person).
- State your response to the behavior.
- Suggest alternatives.
- Be clear and assertive.
- If the behavior persists, call security.

If backup or additional help is needed, call security or a supervisor.



- Angry Patron- this is just a helpful guide to dealing with them, we also have classes available for further help in this area.
- Unacceptable Behavior- again just a guide that we all should try and follow as best as the situation allows us to.
- Criminal Behavior- Cannot stress being a good witness enough, be a hero in remembering details of what happened and what the person(s) were wearing and where they were going or last seen.

# ACTIVE SHOOTER

## RUN

### **RUN/EVACUATE – When an active shooter is your vicinity.**

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- Call 911 when you are safe.

## HIDE

### **HIDE – If evacuation is not possible, find a place to hide.**

- Lock and/or blockade the door.
- Hide behind large objects.
- Remain very quiet and silence your cell phone and other devices.

## FIGHT

### **FIGHT – As a last resort, and only when your life is in imminent danger.**

- Attempt to incapacitate the active shooter.
- Act with physical aggression and improvise weapons.
- Commit to your actions.

### **Your hiding place should:**

- Be out of shooters view.
- Provide protection if shots are fired in your direction.
- Not trap or restrict your options for movement.

### **When Law Enforcement Arrives**

- Remain calm and follow officers' instructions.
- Put down any items in your hands(i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- **Keep hands visible at all times.**
- Avoid making quick movements towards officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.
- Know that help for the injured is on its way.

# ACTIVE SHOOTER

Hopefully we never have to deal with this but we all need to be aware and prepared for it. These three words are the three options we have when facing this. Here is a video from the Department of Homeland Security explaining and showing how step works. Please be advised that this is a dramatization of a person shooting a gun at a workplace and people acting as if being shot by the gun. If you do not wish to watch this please leave the room and I will let you know when to come back in.

<http://www.youtube.com/watch?v=5VcSwejU2D0&feature=youtu.be>

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RUN- if you can do! If not then HIDE, and then if you can RUN. You can also RUN and HIDE. Or any combination of these.

FIGHT and yes we mean anyone and everyone take action if you are left in this situation, it is a last resort but also can be the only thing you can do from the start of this type of incident. Can also mean FIGHT them then RUN or HIDE.

Again this is not an easy topic to discuss but having the tools to respond . At the Virginia Tech shooting, the shooter shot some students in a classroom full and left but then came back and everyone was still sitting in there seats so he shot some more people. Had they known to barricade the door or even to rush him and fight back the outcome might have been different.

# When Law Enforcement Arrives

- Remain calm and follow officers' instructions.
- Put down any items in your hands(i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- **Keep hands visible at all times.**
- Avoid making quick movements towards officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.
- Know that help for the injured is on its way.

The key is to get out fast and follow instructions , so you can get to safety. Do not carry things or have your hands anywhere but VISIBLE, the responders are doing just that responding to the situation and the people they encounter, if you appear to be a threat or doing something that could be dangerous then they will react to what you are doing. If you give them as little reason as possible to react to what you are doing then it can be a quicker and smoother time for you to get to safety.

## FIRE

### IF YOU SMELL SMOKE OR SEE FIRE IN THE BUILDING

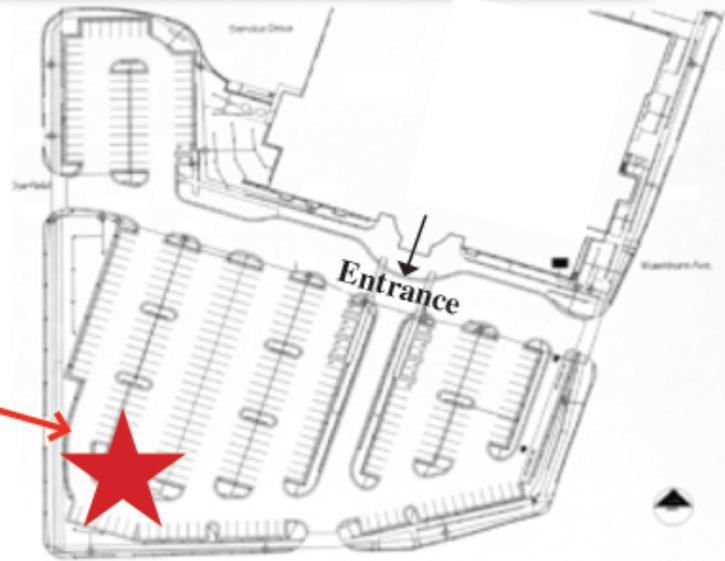
Pull fire alarm, call security and push panic button, whichever you think is needed and you have available.

REPORT the FIRE LOCATION, SIZE, WHAT IS ON FIRE & ANY INJURIES.

If the fire is not spreading or blocking your exit, use a portable fire extinguisher if you are trained in using one.

Evacuate the building, clearing your area, assisting persons with special needs and directing visitors to the assembly area located in the SW corner of the main public parking lot. See map.

Gather at the assembly area staying upwind of smoke. Keep streets, fire lanes, hydrants and walkways clear for emergency personnel.



Gather at southwest corner of parking lot

Help keep people calm in the assembly area, and reunite people who might have come together but were separated during the evacuation.

Do NOT return to the building until the "ALL CLEAR" is issued by the Fire Department, security or MIC. All STAFF return to the building and check your area before allowing anyone else in. Then help people back into the building.



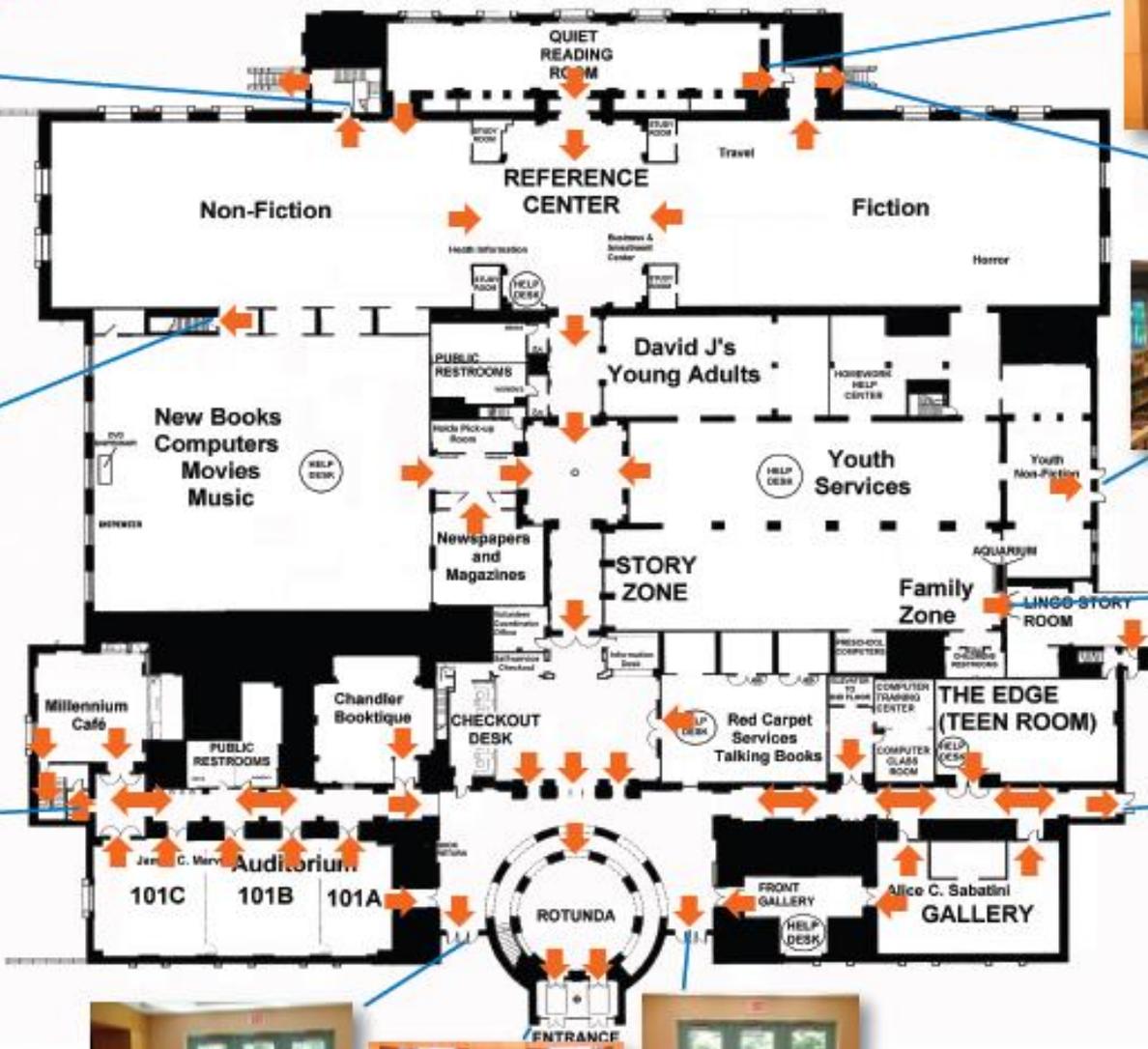
## FIRE

The first part of this is for those who find or encounter fire or smoke. The rest is procedures for evacuation the building and that is something everyone has an assignment in helping with based on where you are. Public Service desks all have assignments for directing, sweeping and clearing there areas. The main thing is to GET EVERYONE OUT OF THE BUILDING AND TO THE GATHERING AREA.

| <b>2nd Floor</b>     |  |   |
|----------------------|--|---|
| <b>Desk/Dept.</b>    | <b>Exit Location</b>                             | <b>Marshal of this area who evac public</b> |
| Topeka Rm/Geno       | Main Exit via Rotunda Stairs or SW Stair 5       | Topeka Rm Desk                              |
| Anton/Perkins Rms    | Main Exit via Rotunda Stairs or SW Stair 5       | Topeka Rm Desk                              |
| Menniger/Hughs Rms   | Main Exit via Rotunda Stairs or east stair 13    | Top Rm Desk/Admin                           |
| Administration       | Main Exit via Rotunda Stairs or east stair 13    | Admin/Top Rm Desk                           |
| Tech. Services       | Main Exit via Rotunda Stairs or SW Stair 5       | Tech Services Staff                         |
| <b>Main Floor</b>    |  |   |
| <b>Desk</b>          | <b>Exit Location</b>                             | <b>Marshal of this area who evac public</b> |
| Checkout desk        | Main Exit  | Checkout Desk Staff                         |
| Auditorium           | Main Exit or Stair 5                             | Checkout Desk Staff                         |
| Red Carpet           | Main Exit  | RC Desk Staff                               |
| Gallery              | Main Exit  | Gallery Desk Staff                          |
| Teen Room            | Main Exit or East Corridor Glass doors           | Teen Rm Desk Staff                          |
| Com Training Rm      | Main Exit or East Corridor Glass doors           | Trainer in room                             |
| Rotunda              | Main Exit  | Security                                    |
| Café                 | Main Exit or Stair 5                             | Café Staff                                  |
| Booktique            | Main Exit or Stair 5                             | Booktique Staff                             |
| Media/Periodical Rm  | Main Exit or Stair 8                             | ASD Staff                                   |
| West Wing            | Main Exit or Stair 8 or 9                        | ASD staff from Media                        |
| Reference Desk       | Main Exit or Exit by North Elevator in East Wing | ASD staff Reference                         |
| East Wing            | Main Exit or Exit by North Elevator in East Wing | ASD staff Reference                         |
| N Reading Rm         | Main Exit or Exit by North Elevator in East Wing | ASD staff Reference                         |
| Youth Services       | Main Exit or East Glass doors of YS              | YS desk staff                               |
| <b>Lower Level</b>   |  |   |
| <b>Desk</b>          | <b>Exit Location</b>                             | <b>Marshal of this area who evac</b>        |
| Circ. Workroom       | Dock or Stair 5                                  | Circ. Staff                                 |
| All Book sorting Rms | Dock or Stair 5                                  | Circ. Staff                                 |
| Mailroom             | Dock or Stair 5                                  | Circ. Staff                                 |
| LL Conference Rm     | Dock or Stair 5                                  | Circ. Staff                                 |
| Maintenance Shop     | Dock or Garage                                   | Maintenance Staff                           |
| RC/ASD Workroom      | Dock or Stair 10                                 | ASD/RC Staff in Rm                          |
| TB Workroom          | Dock or Stair 13 east by staff break Rm          | RC Staff                                    |
| SC Storage           | Dock or Stair 13 east by staff break Rm          | SC Staff                                    |
| YS Workroom          | Dock or Stair 13 east by staff break Rm          | YS Staff                                    |
| DS/CG Workroom       | Stair 13 east by staff break Rm                  | DS Staff                                    |
| Staff Break Rm       | Stair 13 east by staff break Rm                  | DS Staff                                    |

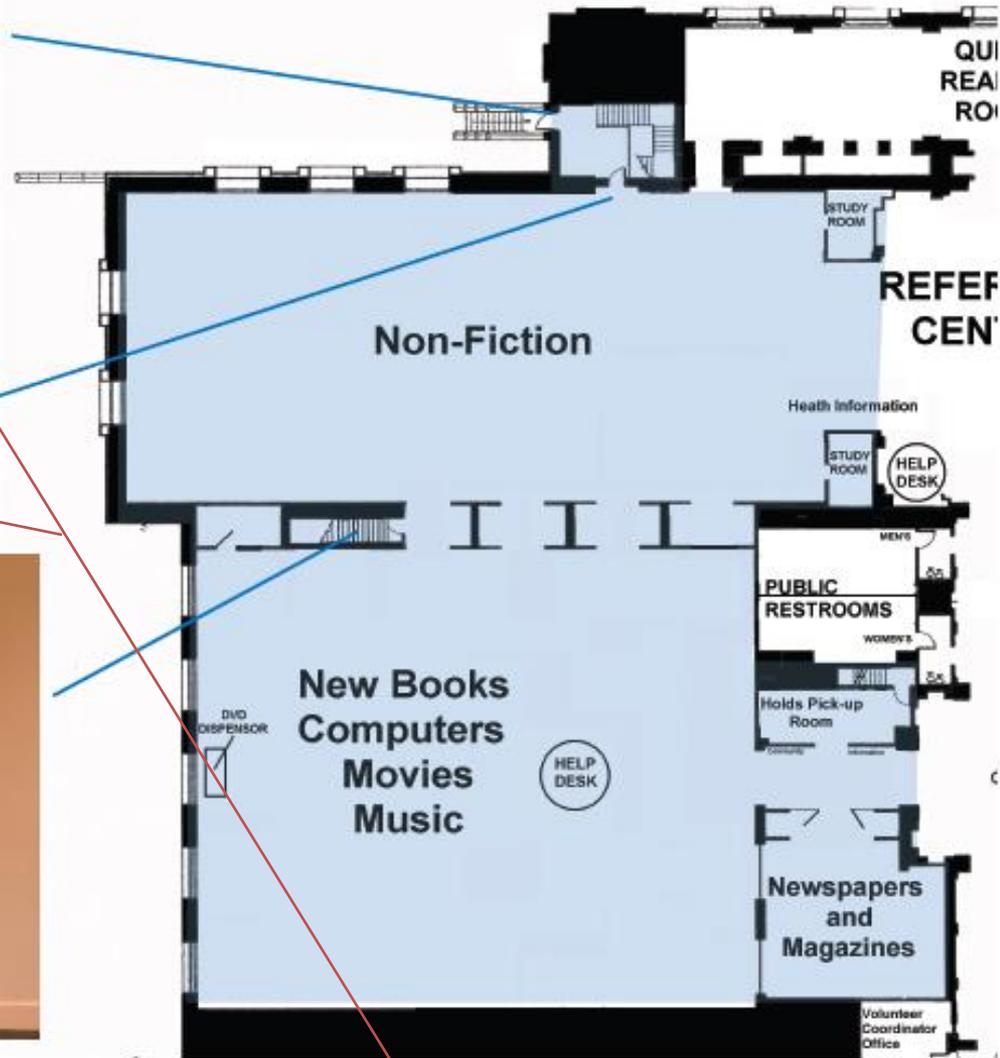
# MAIN LEVEL – Emergency Evacuation Exit Maps

Greater detail of main level on pages ?-?



# MAIN LEVEL – Emergency Evacuation Exit Maps

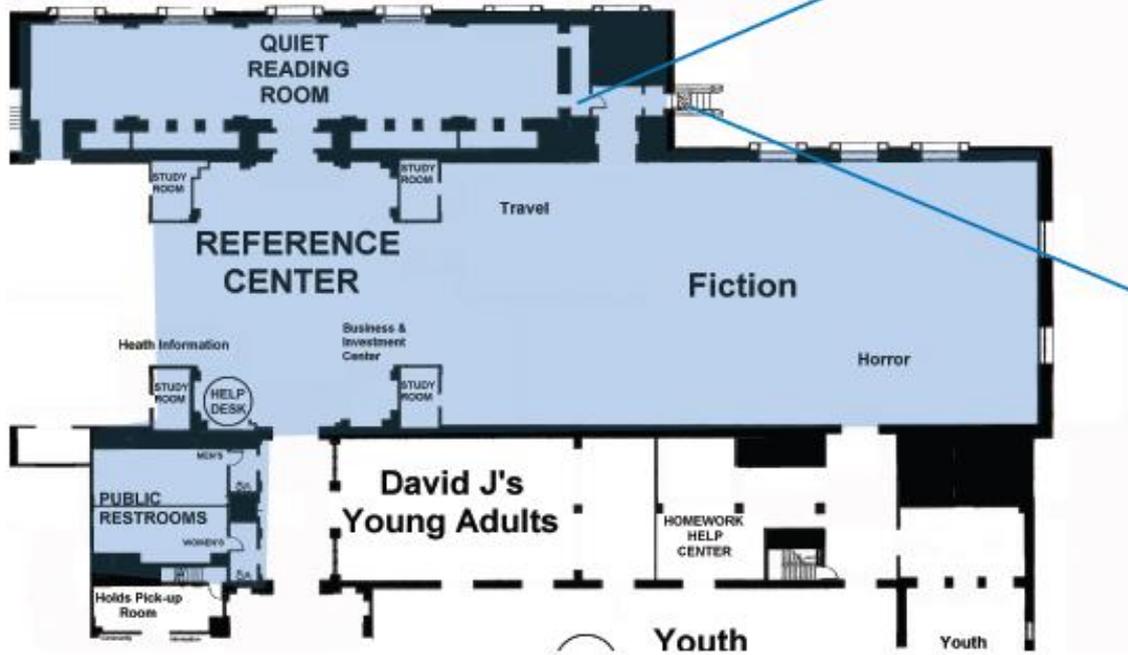
West Wing and New Books, Movies and Music area [detail]



Possible evacuation routes for Media and Reference Desks but using the main Rotunda exit if safe to do so. Media desk is responsible for this door and the Reference Desk is responsible for these doors.

# MAIN LEVEL – Emergency Evacuation Exit Maps

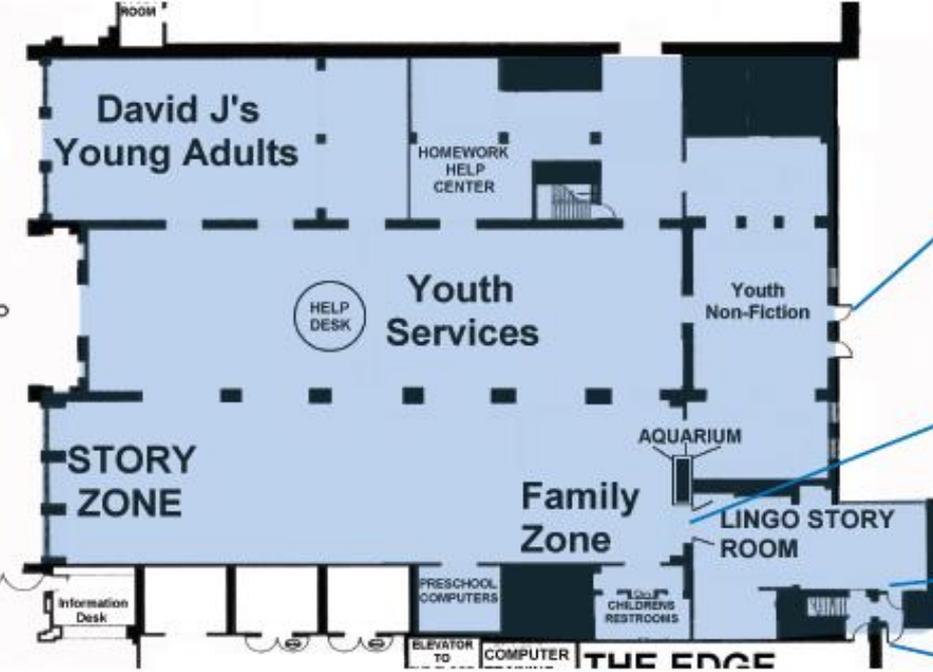
East Wing and Reference Center area [detail]



Exit doors from the East Wing, North Reading room and other adjacent rooms if needed. Reference Desk is responsible for these doors.

# MAIN LEVEL – Emergency Evacuation Exit Maps

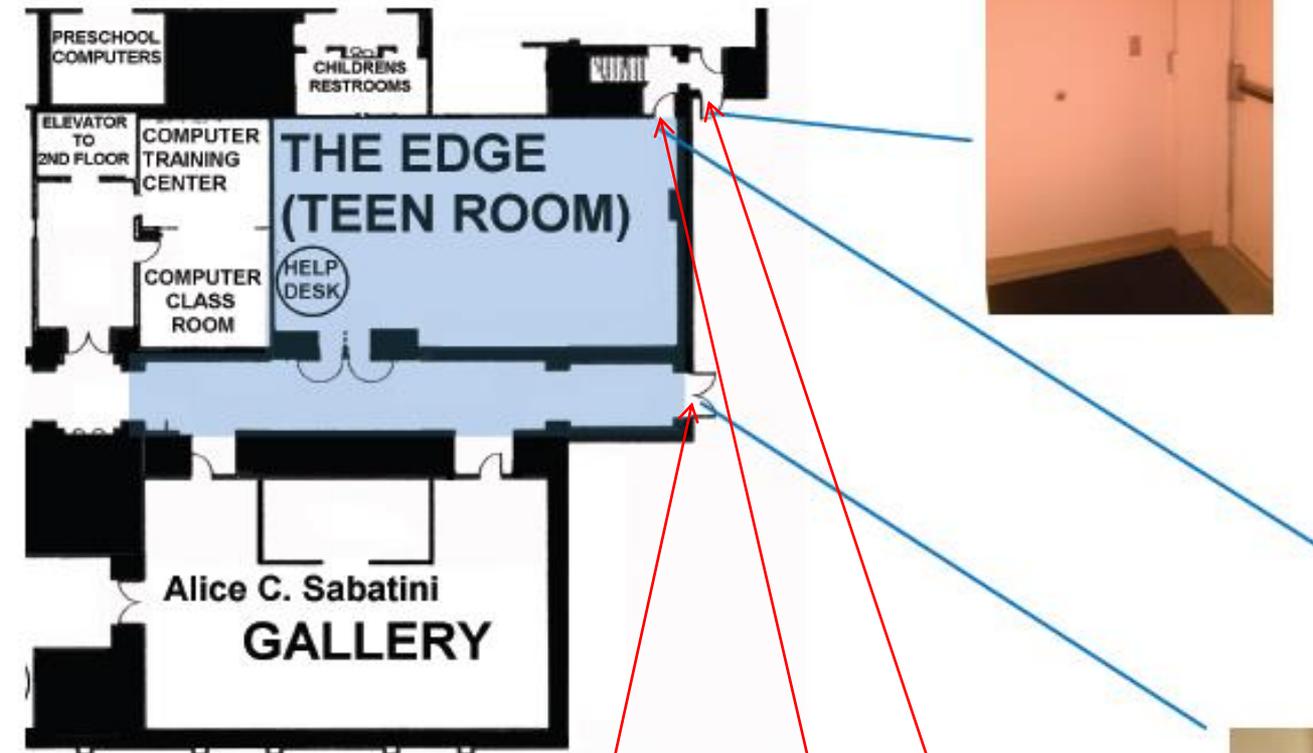
Kids Library & David Js [detail]



Exit doors east of YS and the Edge. YS Desk is responsible for these doors if needed to evacuate.

# MAIN LEVEL – Emergency Evacuation Exit Maps

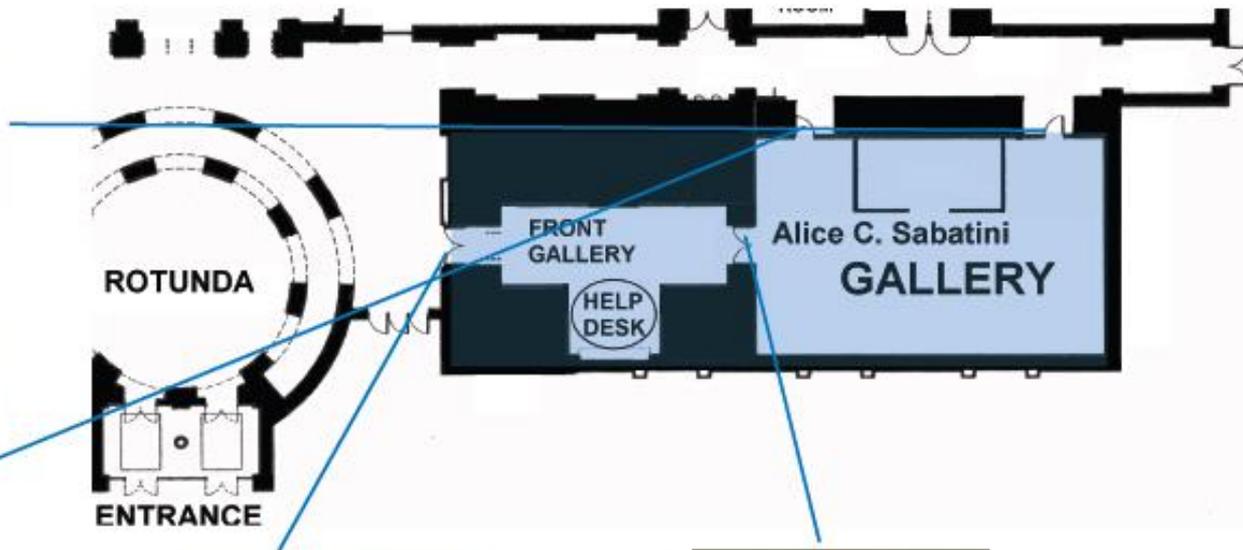
The Edge [detail]



Exits by the Edge, Computer Training Center and Gallery. All should evacuate through the Rotunda main exit if possible but use these if needed. The Edge if open and needs to use exit in the back of the room then is responsible for that exit. Security will cover the hallway exit. Whoever can get to the outer door from the Edge or YS needs to man it if needed .

# MAIN LEVEL – Emergency Evacuation Exit Maps

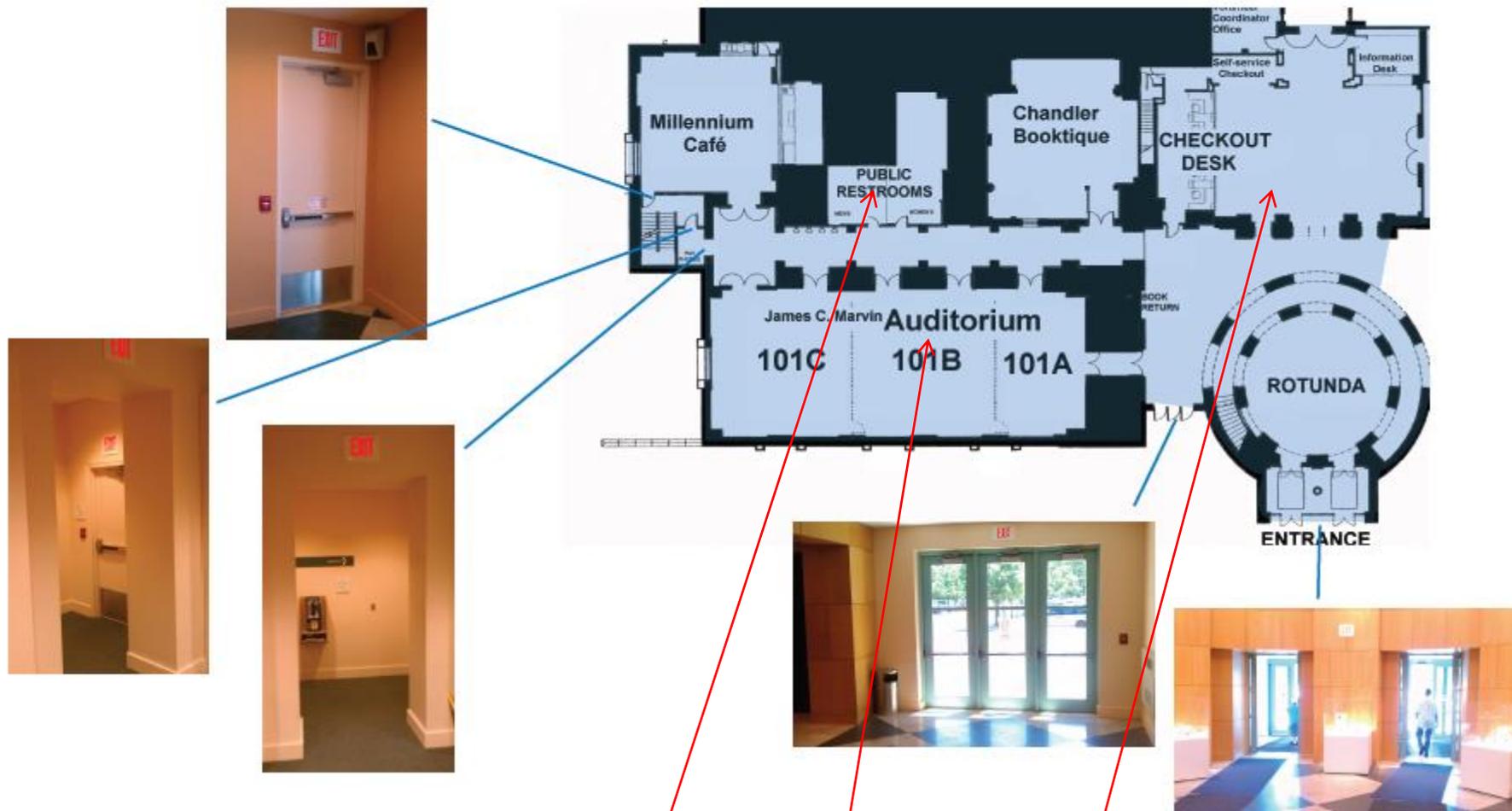
Alice C. Sabatini Gallery [detail]



Gallery exits are the Gallery desk's responsibility. Most of the time the people will walk out the same way they came in but please be aware of how many people are in the Gallery at all times and account for them as best you can while leaving or at the meeting area. Gallery desk sweeps and clears the Gallery and then reports in that it is clear.

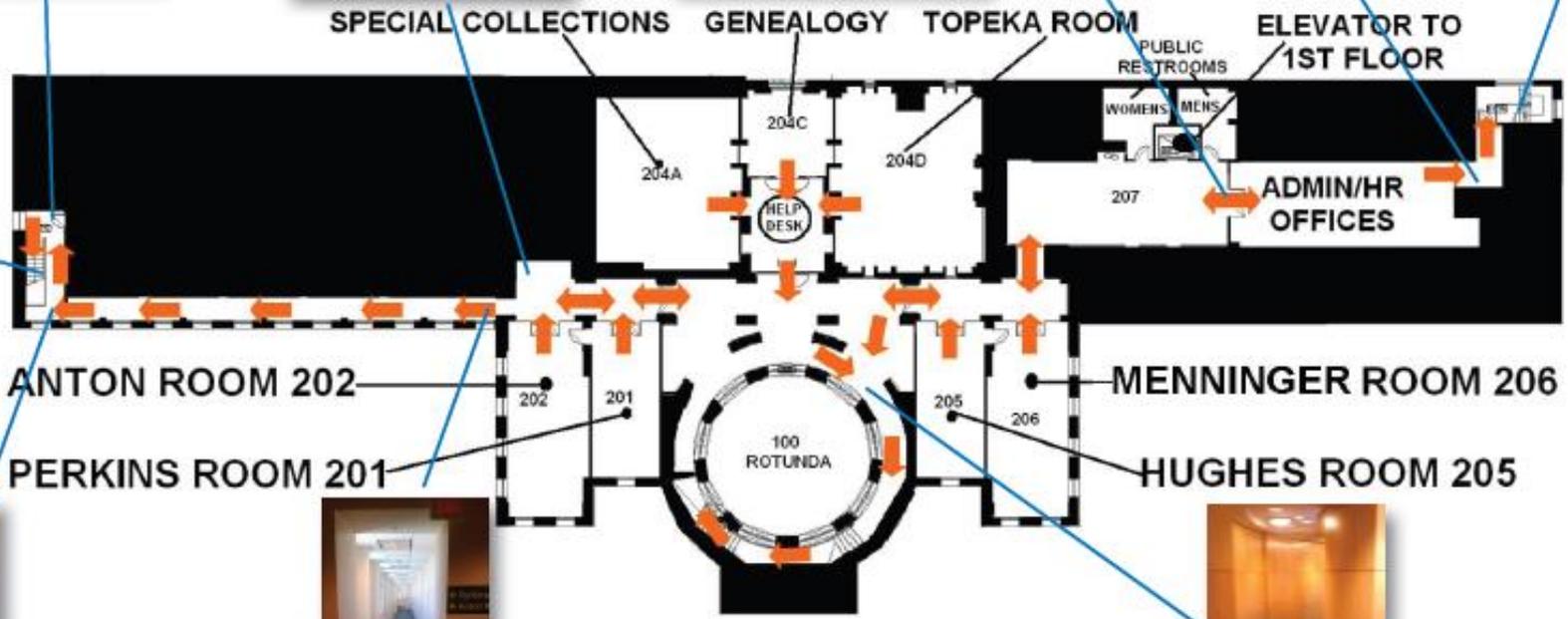
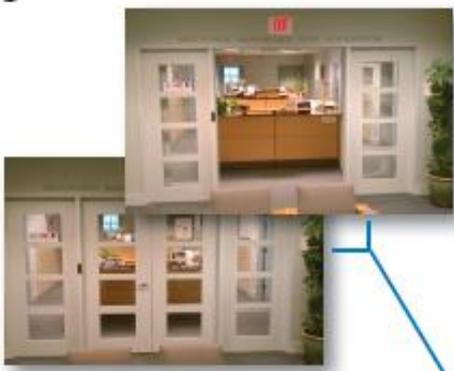
# MAIN LEVEL – Emergency Evacuation Exit Maps

Marvin Auditorium, Leamon Lobby, Rotunda, cafe, booktique [detail]



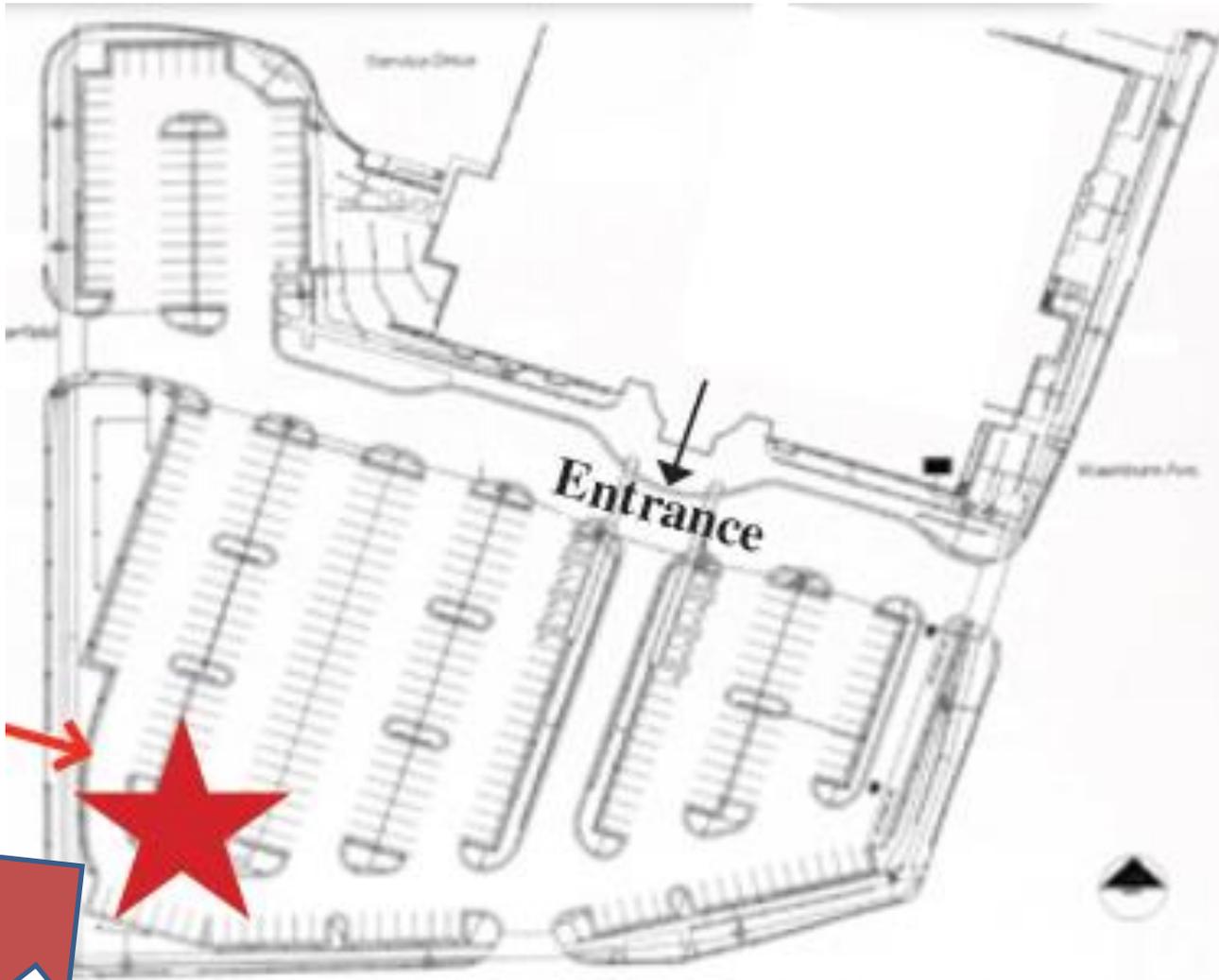
Checkout desk's Areas of responsibility is the Public Rest Rooms, Auditorium and Checkout Lobby,

# SECOND LEVEL – Emergency Evacuation Exit Maps









Gather at southwest corner of parking lot

**GET THEM HERE!!!**

All employees should learn to use a fire extinguisher. Talk to your supervisor and watch for yearly fire extinguisher training.

**If Trapped in a Room:**

1. Wet and place cloth material around and under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Call 911 and let them know you are trapped in the building and your location in the building.
4. Be prepared to signal someone outside, but DO NOT BREAK GLASS until absolutely necessary (outside smoke may be drawn into the room).
5. Hang an article of clothing out the window to notify rescuers you are trapped.

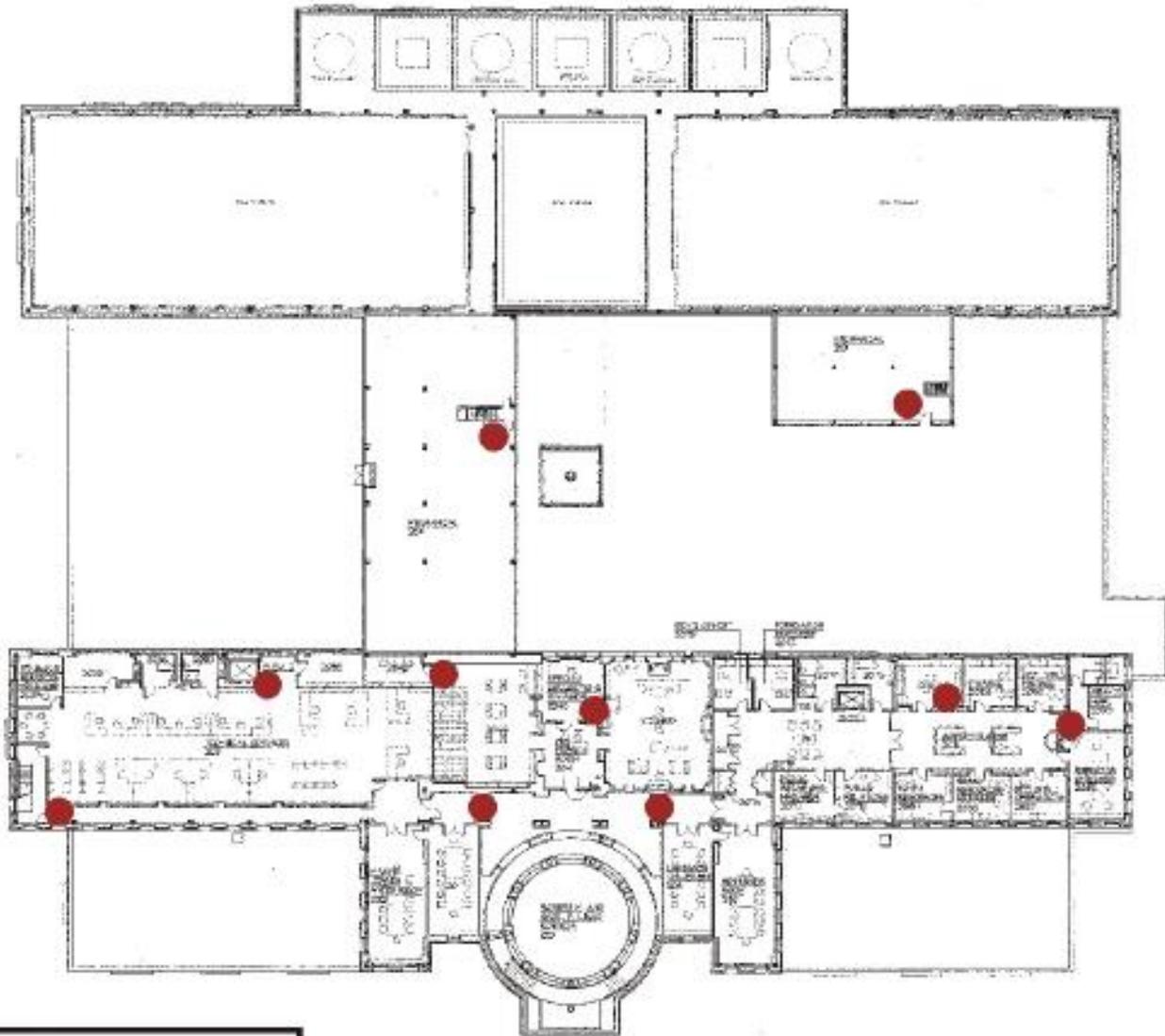
**If Caught in Smoke:**

1. Drop to hands and knees and crawl toward exit.
2. Stay low, as smoke will rise to ceiling level.
3. Breathe shallowly through nose and use a filter such as a shirt or towel.

**If Forced to Advance Through Flames (which should be a last resort):**

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair with a blanket or large coat.
4. Keep your head down and your eyes closed as much as possible.

Check with supervisor on getting into a fire extinguisher training class, and yes you will put out a fire with one in this class. The other three points are some general information on what to do in certain situations.



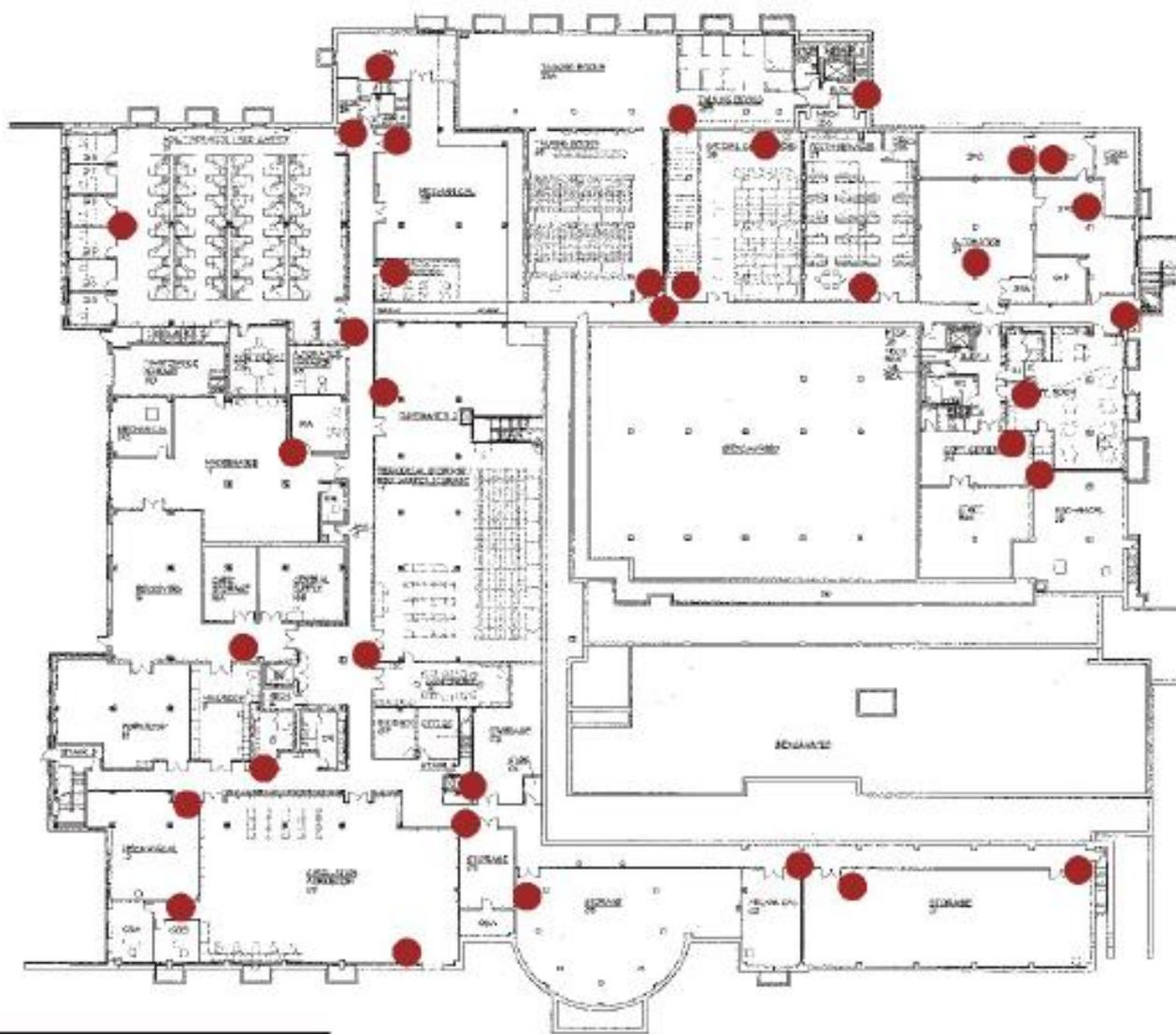
● = Fire Extinguisher

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UPPER FLOOR PERMANENT ROOM NUMBERS



# SECOND LEVEL Fire Extinguisher Map





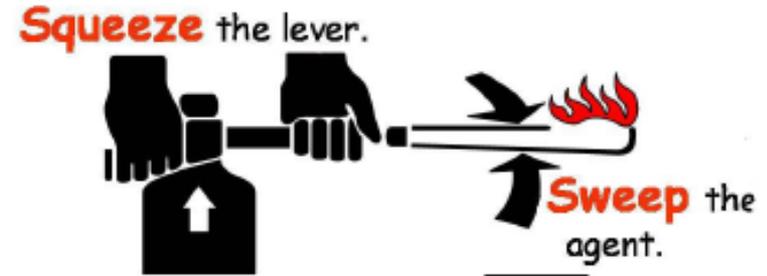
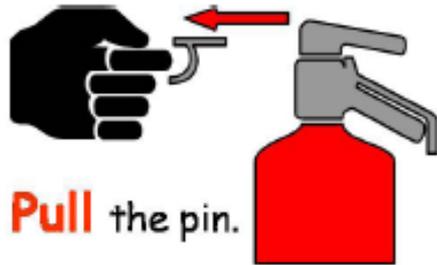
● = Fire Extinguisher

TOPEKA AND SHAWNEE COUNTY PUBLIC LIBRARY  
LOWER FLOOR PERMANENT ROOM NUMBERS



# LOWER LEVEL Fire Extinguisher Map

## Using a Fire Extinguisher:



If you have been trained and it is safe to do so, you may fight small fires with a fire extinguisher.

### FIRE EXTINGUISHER INSTRUCTIONS:

**PULL** SAFETY PIN FROM THE HANDLE.

**AIM** AT THE BASE OF THE FIRE.

**SQUEEZE** THE TRIGGER HANDLE.

**SWEEP** FROM SIDE TO SIDE AT THE BASE.

# PASS

is what you need to remember when using a fire extinguisher to put out a fire. Make sure the extinguisher is firmly on the ground when you pull the pin. You have the extinguisher lever in one hand and the hose firmly in the other. Squeeze the two levers together and hold on to the hose and levers firmly, pointing the hose at the base of the fire. Sweep the agent coming out of the hose at the base of the fire from side to side and as it goes out walk up on the fire while spraying if you can do so safely to finish putting it out.