Bellevue University Freeman/Lozier Library
Emergency Preparedness & Disaster Recovery Plan

Created by: Linda Black, Reference Support Specialist February 2011
Last updated by: Lorraine Patrick, Reference Services Librarian July 2018
# Emergency Preparedness and Disaster Recovery Plan

Freeman/Lozier Library Bellevue University

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The Bellevue University Library’s Emergency Preparedness and Disaster Recovery Planning Manual

The Bellevue University Library Staff is committed to maintaining a safe and healthy workplace environment for its employees and patrons. This document describes the procedures and processes for emergency preparedness and disaster recovery methods in the Bellevue University Library. It is recommended that this Emergency Preparedness and Disaster Recovery Planning Manual be reviewed with all department employees on a regular (at least annual) basis.

Emergency Preparedness

When should you call an ambulance?

Before calling an ambulance, it is important to ask yourself the following questions:

- Is the victim’s condition life threatening?
- Could the victim’s condition worsen and become life threatening on the way to the hospital?
- Could moving the victim cause further injury?
- Does the victim need the skills or equipment of paramedics or emergency medical technicians?
- Would distance or traffic conditions cause a delay in getting the victim to the hospital?

If the answer to any of the questions above is "yes" or if you are unsure, it is best to call an ambulance.

Recognizing Emergencies (Warning signs)

- Difficulty breathing, shortness of breath
- Chest or upper abdominal pain or pressure
- Fainting
- Sudden dizziness, weakness or change in vision
- Change in mental status (such as unusual behavior, confusion)
- Sudden severe pain anywhere in the body
- Bleeding that will not stop
- Coughing up or vomiting blood
- Suicidal or homicidal feelings

How to call an ambulance

To call an Ambulance, press the numbers 9-9-1-1 on any phone. When your call is answered, try to remain calm. Speak slowly and clearly, and listen to the questions the dispatcher asks you.

Give the address where the emergency is: The Bellevue University Library’s address is: 1028 Bruin Blvd. Give the phone number you are calling from, especially if it is a cell phone.

Give the location of victim (such as back hallway.) Tell the dispatcher the nature of the problem. If possible, obtain the victim’s name.

Do Not Hang Up until the dispatcher tells you to. They may need additional information or need to give you instructions. Return to the injured party. (Do not move a seriously injured person unless it is a lifesaving situation.) If possible have someone meet Campus Safety or emergency medical personnel at lot or building entrance.
Ambulance Costs:
If the victim is a Bellevue University employee or student, the cost for the ambulance to drive the victim to the hospital is covered by the University. (Per Human Resources).

EMERGENCY PROCEDURES
1. In case of an emergency, call 9-911. Dialing 9-9-1-1 from any university land line phone will directly connect you with the Bellevue Police Department. You will get the local emergency telephone system. Our location is the Bellevue University Library. The address is: 1028 Bruin Boulevard, (Building with circle drive and flagpole in front). Once you have hung up, immediately call 557-5000, or simply 5000 when calling from a University land-line phone. This is the phone number for the Campus Safety Office.
2. Emergency BLUE LIGHT phones are located in each parking lot with direct access to either the Safety Administrator or 9-9-1-1. Look for blue location lights.
3. Call 557-5000, or simply 5000 when calling from a University land-line phone. Also contact the Senior Director, Library Services Robin Bernstein, 557-7300 or 402-290-4804 (cell phone). Provide as much information as you can about the emergency including the time the emergency occurred and the necessary steps that were taken.
4. Complete a Bellevue University Incident Report, located in BRUIN in the Employees site under "Forms."
5. The Public Relations Department is solely responsible for releasing any information to the media. Do not comment or speak to the media should they arrive on the scene or call.

Building Evacuation
In the event of an evacuation, keep yourself and the public as calm as possible.
Building monitors, Reference and Circulation staff members are responsible for evacuating all persons from the Library Building. The Senior Director, Library Services (or designee) is responsible for evacuating all staff, visitors, etc., from library office areas. The Senior Circulation Assistant (or designee) should take the cash box with them before leaving the building.

The Library is part of the Blue Team. Library employees should rally at the corner of Galvin Road and Bruin Blvd. in the Administration Building parking lot. At the rally point, the staff members should be counted to ensure that all are safe. A map outlining the designated tornado shelters and evacuation routes is on the last page of this manual.

On evenings and weekends, all Reference and Circulation staff members are responsible for evacuating all patrons and other staff from the building. If possible, Library Staff should verify that all persons are evacuated from the Learning Commons, Classroom 480, the Conference Room, Opportunity Campus, and the hallway bathrooms.

After an evacuation, document the circumstances on an Incident Report (including date, time and complete description of the situation). Incident Report forms are located in BRUIN under Forms.

Periodic test drills (fire drills) are conducted on a regular basis to prepare employees for possible disasters and to determine the effectiveness of the emergency plan.

The Bellevue University Senior Management requires that each department develops an emergency action plan that details actions to be taken in the event that the primary operating
location is closed for severe weather or other natural disasters. To be effective, the plan should include detailed procedures for the following:

- Processes that assure the continuation of essential business functions to meet student/course requirements that include: online course availability; voicemail/email response in support of student inquiries; technical support that allows working from alternate locations (e.g., home).
- At a minimum, managers of departments that interface directly with students or prospective students should instruct their employees to periodically check emails and voicemails and assure proper notification is in place on appropriate systems advising of the out-of-office situation.
- Establishing two-way communication between managers and employees, as necessary.

**Phone Tree – Library Staff**

If an emergency occurs at night or on a weekend and impacts staff reporting to work the next day, the following call list will be implemented to alert staff of the situation.

Senior Director, Library Services will notify the Assistant Library/Systems Director, Technical Services Librarian, Public Services Librarian, and the Library Media/Acquisition Specialist.

The Assistant Library/Systems Director, Library Systems will notify the Electronic Services Specialists and the Access and Outreach Services Specialist.

The Technical Services Librarian will notify the Technical Services Specialist.

The Public Services Librarian will notify all Reference Staff, Circulation Staff, Document Delivery Specialist and work-study students.

### Library Building Supervisors and Monitors and Crisis Management Team

<table>
<thead>
<tr>
<th>Library Supervisor</th>
<th>Location</th>
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<tr>
<td>Robin Bernstein</td>
<td>LIB 413</td>
</tr>
<tr>
<td>Joel Hartung (Alternate)</td>
<td>LIB 415</td>
</tr>
<tr>
<td>Lorraine Patrick (Monitor)</td>
<td>LIB 437</td>
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<th>Crisis Management Team</th>
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<tr>
<td>Greg Allen</td>
<td>ESB 4303</td>
</tr>
<tr>
<td>Jerry Blasig</td>
<td>ESB 4342</td>
</tr>
<tr>
<td>Sam Borer</td>
<td>Maintenance Bldg.</td>
</tr>
<tr>
<td>Mary Hawkins</td>
<td>ASB 5530-3</td>
</tr>
<tr>
<td>Cris Hay-Merchant</td>
<td>ADM 127</td>
</tr>
<tr>
<td>Dan Bankey</td>
<td>ESB 4106 E</td>
</tr>
<tr>
<td>Matt Davis</td>
<td>ESB 4340</td>
</tr>
<tr>
<td>Russ Lane</td>
<td>ADM 161</td>
</tr>
<tr>
<td>Mike Butera</td>
<td>ESB 4125</td>
</tr>
<tr>
<td>Jane Schafer</td>
<td>ADM 134</td>
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</tbody>
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Building Monitor Duties and Responsibilities
The Building Safety Supervisors and Monitors are the individuals that Administration depends on to help Bellevue University react to an emergency. For example, if a building catches on fire, the Building Safety Supervisor and Monitors are the individuals that will work in great speed and detail to go through every area, funnel everyone out of the building, and go to the rally point. In the event of a Tornado, the Building Safety Supervisors are the individuals that will work in great speed and detail to funnel everyone in the building to the Tornado shelters. These individuals are a significant asset to creating a secure culture at Bellevue University.

First Aid Kits and Tornado Shelter Locations

First Aid Kits (2): One in the cupboard at Reference Desk and the second one is in the bottom drawer of the file cabinet next to the copier in the north offices.

Tornado Shelters Classroom 460, Classroom 480, Conference Room and all restrooms
Location of Plastic Sheeting: Front book drop closet

TORNADO PROCEDURES FOR BUILDING SUPERVISORS/ALTERNATE AND MONITORS

Library Supervisor: Robin Bernstein
Alternate: Joel Hartung
Monitor: Lorraine Patrick

In case of a tornado watch, Safety Department personnel will monitor the progress of this watch. At this time, the Safety Officers will contact Building Supervisors/Alternate, and Monitors, via email of this development. In turn, they will alert students, faculty, and staff in their respective work areas. If a tornado warning is issued, Safety Department personnel will once again contact the Building Supervisors/Alternate, via email and Bellevue University’s Notification system, to proceed to their designated tornado shelters, which are posted. The Building Supervisors/Alternates, with the assistance of the Monitors will ensure that all students, faculty, and staff are alerted and assist them in every way to proceed to these shelters.

Note: Building Supervisors/Alternates, as well as Monitors cannot make a person go to a tornado shelter but can assist in directing students, faculty, and staff to the designated shelter areas.

After a notification of an “all clear” message has been given, Safety and Maintenance personnel will alert all students, faculty, and staff, that the tornado or warning has passed. Building Supervisors/Alternate and Monitors only provide information to them for certain actions. At no time are they the supervisors of any employees during these events, but rather they are there to assist and provide information to students, faculty, and staff.

Tornado Action Plan for the Library:
Although the supervisor, alternate and monitor are responsible for making sure areas are evacuated, we have an additional plan in the library that should help everyone understand what to do in case of a tornado warning. Reference and Circulation staff members are responsible for evacuating all patrons from all public areas: refreshment area, study tables, computer workstations, group study rooms, and
reading areas. The Senior Director, Library Services (or designee) is responsible for evacuating all staff, visitors, etc., from library office areas. On evenings and weekends, all Reference and Circulation staff members are responsible for evacuating all patrons and other staff to the designated tornado shelters. If possible, they should verify that all persons are evacuated from the Learning Commons and Opportunity Campus areas. The designated tornado shelters are classrooms 460 and 480, the bathrooms, and the conference room. All designated tornado shelters are noted by the signs on the doors.

Severe Thunderstorm Watch
Issued when conditions are right for severe thunderstorms. Be alert for changing conditions.

Severe Thunderstorm Warning
Issued by the National Weather Service when storms with strong winds, rain, and hail are expected in the area. A severe thunderstorm warning may last for up to one hour.

Tornado Watch
Issued when weather conditions exist that could produce a tornado. A tornado watch may last for several hours. When a tornado watch is issued, all faculty and staff will be alerted through the ANS notification system.

Tornado Warning
A tornado warning is issued when a tornado has been sighted and is threatening the community. At this time, the Civil Defense Warning Sirens are sounded, and the emergency messages are broadcast by the media. A tornado warning usually lasts for thirty minutes or less. When a tornado warning is issued, all faculty and staff will be alerted through the ANS notification system. Refer to your maps for tornado shelters for your respective buildings.

Inclement Weather Closing Policy
Bellevue University will maintain normally scheduled operations at all times except under the following circumstances:
- Severe weather conditions that threaten the safety of employees.
- Other natural disasters or emergencies (such as snowstorms, tornadoes, or bomb threats)
- In all such cases, management may determine if the situation is serious enough to warrant temporarily closing or relocating the work site. Normally scheduled operations may be suspended until an alternate work program is established.

Decision Process
Main Campus/Lozier
The University President (or designee) will determine if the University offices, classes, and operations in the Bellevue and Omaha area will be closed or remain open. Normally an announcement will be sent out before 6:00 A.M. for day closings and by 3:30 P.M. for evening closings.

However, if a situation is potentially violent or life threatening (such as a bomb threat or civil unrest), site management should take immediate action, then notify senior management at the first possible opportunity.
Announcement of Closing
Campus closings should be relayed to the Bellevue University employees and students through the University’s website. The University’s website is: http://www.bellevue.edu. Should the University’s Administration decide to close early during regular business hours, an all-campus e-mail will be sent out.

Main Campus and Lozier
If inclement weather or another emergency situation causes the closing of the University, announcements will be sent to radio and television stations and posted on the website (www.bellevue.edu). The Bellevue University Website will contain the most accurate and detailed information.

Location of Megaphone: The location of the megaphone is located at the Reference Desk next to the printer.

Location of the Emergency Defibrillator: On the wall, outside of the women’s restroom near the main front entrance to the Library.

Power Failure
In the event of a power failure, the code to silence the fire alarm is 2222
Monday – Friday, 7:30 am – 5 pm: 557-7357 or 557-7359. (Maintenance)
Monday – Friday, 5 pm -11 pm, Saturday 7 am – 4 pm, Sunday 10 am – 7 pm: 557-5000 (Campus Safety). Friday, 5 pm until Monday 7:00 a.m.: 557-5000 (Campus Safety).

If the power failure occurs during regular business hours, Maintenance personnel will contact OPPD or fix the problem themselves, depending on the problem.

If there is a blackout in the Library during daylight hours, the Library will remain open until the power comes back on. If there is a blackout at night, the Library will close if the power remains out for an extended period of time. During a blackout, the Safety office should contact OPPD to find out the estimated wait time for power to be restored to the building. This information should then be communicated to library staff and then to the Senior Director, Library Services. The Senior Director, Library Services (or designee) will decide whether or not the Library will close.

Automatic Shelving Power Failure
A power failure may cause problems with the automatic shelves. You may be able to correct this by switching the shelves off and then back on again. These switches are on the silver control boxes, located on top of the ends and middle of the west wall shelf unit. Notify the Senior Director, Library Services for any shelving difficulties.

Water Main Break
During normal business hours, in the event of a water main break, an employee from the Maintenance Department is expected to inform at least one (1) Library Staff Member that the water will be temporarily turned off. Additionally, an all-campus e-mail is expected to be distributed by someone in the Maintenance Department. When at least one (1) library staff member has been notified of the upcoming water shut off, it is their responsibility to
communicate this information to all library staff via Slackchat (under LibraryInfo) or as an e-mail addressed to the library distribution list. The e-mail for the distribution list is libstaff@bellevue.edu.

Pertinent information to include in the Slackchat or e-mail message should include but not be limited to the following:

• Time the water shut off is expected to occur.
• Estimated time the water will be turned back on (if known).
• Reason why water has been turned off.
• Include whether or not other buildings have been affected (if known).
• Include other temporary options for patrons and staff (if available).

Once the information is communicated to all library staff, large pieces of duct tape should be placed in an "X" pattern over the front of each restroom door in the Library building by at least one library staff member. This is a total of four (4) doors that need to be duct taped: Two (2) doors (one for men and one for women) near the display case and two (2) doors (one for men and one for women) in the back hallway. In the middle of each "X" a visible sign is taped to it which reads: "Restroom temporarily out of order due to water main leak. Please use restroom located in <name of adjacent building.> We apologize for the inconvenience."

When the water leak has been fixed, and the water is turned back on, at least one (1) library staff member will need to remove the duct tape and signs. Once the signage has been removed, at least one (1) library staff member will communicate with all library staff either through Slackchat or the distribution list (libstaff@bellevue.edu) that the water has been turned back on and the temporary signage has been removed.

Behavioral Emergency

For any incident in which a person or persons are in danger of injuring themselves or others either intentionally or unintentionally, call for assistance in the immediate area.

• Dial 9-911 and Ext. 557-5000 and give the exact location and situation.
• Speak calmly.
• Do not challenge the individual.
• Stay out of their reach.
• Be aware of environment at all times. Keep the area clear of items that can be used as weapons.
• When police/Campus Safety arrives, give a brief summary of the event and document for Senior Director, Library Services. Complete incident form.
• Clear area of visitors or other staff who are not required to assist in the situation.
• Assist those injured.

Safety Tips

Workplace violence has emerged as an important safety and health issue in today's workplace. Watch for signs that may be associated with impending violence such as:

• Verbally expressed anger, frustration or threats.
• Body language such as a threatening gesture.
• Signs of alcohol or drug abuse.
• Presence of a weapon.

Maintain Behavior That Helps Ease Anger:
• Present calm, caring attitude, speak quietly and do not give orders.
• Acknowledge the person's feelings: "I know you are frustrated."
• Avoid behavior that may be interpreted as aggressive, i.e., moving rapidly, getting too close, touching or speaking loudly.

Be Alert:
• Avoid sitting at the desk with your back to the door.
• Evaluate every situation for potential violence.
• Be vigilant throughout the encounter.
• Do not isolate yourself with potentially violent persons.
• Keep an open path for exiting.
• Do not let the potentially violent person stand between you and the door.
• Report suspicious people to Campus Safety at Ext. 557-5000.

Vandalism
Vandalism includes, but is not limited to the following:
• Damaging or defacing the library building, furniture or equipment.
• Damaging or defacing library books, such as tearing out pages or sections of pages.
• Stealing library books.
• Writing in library books.
• Smoking in the library, including bathrooms and private study rooms.

Procedure:
• Do not confront the vandal.
• Fill out an incident report in Bruin.

Bomb Threat
If you receive a telephone bomb threat
1. Don't hang up and remain calm.
2. Try to prolong the conversation and get as much information as possible.
3. Note what you hear. Are there background noises, such as music, voices or cars?
   • How does the caller's voice sound? Accent? What sex? What age: Unusual words or phrases?
   • Does the caller seem to know our campus?
   • How is the bomb location described?
   • Does the caller use a person's name?
   • Does the caller give his/her name?
4. Call 9-911 and 557-5000 to report the bomb threat. Give the operator as much information as possible. Identify yourself -- give your name, location-1028 Bruin Blvd. and phone number.
5. After this is done, notify your supervisor immediately. Then stand by for further instructions.
6. If it is deemed necessary to evacuate, you will be notified by your supervisor or Campus Safety. Evacuate via the primary route for your area, or by the alternate, if so directed.
Suspicious Item

If you discover a Bomb or Suspicious item
1. Leave it untouched and secure the area until police arrive
2. Go to a telephone. Dial 9-911 and 557-5000 and report a suspicious item. You may be asked to assist in a search, because you are familiar with the area.
3. If so directed, evacuate your area.

Other Important Actions
- Notice any items in your area that look strange or out of context such as loose backpacks, packages, shopping bags, unusual smells, noise or vapor.
- Follow the directions of the Campus Safety Department or law enforcement that has responded. Know the evacuation routes.
- Most bomb threats are hoaxes made in an effort to disrupt individuals and businesses. No bomb threat should be dismissed as a hoax without investigation by the proper authority.

Handling of Suspicious Packages or Envelopes
- If a package or envelope appears suspicious, DO NOT OPEN IT!
- Contact Campus Safety at Ext. 557-5000.
- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- Notify Campus Safety at Ext. 557-5000 and your supervisor.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to Campus Safety and local law enforcement officials.

Active Shooter
Bellevue University has implemented a new type of Alert System to notify ALL campus employees and classrooms of an active shooter on the campus. From any telephone located on the Main Campus, an employee will be able to notify others of a shooter on campus, by simply dialing #1111.

This will automatically lockdown building exterior doors and send a message over your desktop computer and work station telephone as to what building this shooter is in. Please take this system seriously as you will not be able to deactivate this once this message has been sent out.

The following guidelines are intended to reduce our personal risk in the unlikely event that an Active Shooter Incident should occur on campus. If you are outside a building when an event occurs, you should take immediate cover, preferably inside a building, circumstances permitting. If you are in a building when an event occurs, you should:
Secure Immediate Area
- Lock and barricade doors.
- Do not stand by doors or windows.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet and out of sight.
- Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, thick desks, filing cabinets -- cover may protect you from the shooter).
- Silence cell phones.
- Refer to maps for secure areas for your respective buildings.

Un-Securing an Area
- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses versus the safety of a few.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.
- Know all alternate exits in your building.

Contacting Authorities
- Use emergency 9-911.
- Dial Ext. 557-5000 from any campus phone. Be aware that the Campus Safety phone number will likely be overwhelmed.

What to Report
- Your specific location -- building name and office/room number.
- Number of people at your specific location.
- Injuries -- number injured, types of injuries.
- Assailant(s) -- location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooter's identity if known, separate explosions from gunfire, etc.

Police Response
- Objective is to engage assailant(s) immediately.
- Evacuate victims.
- Investigation.

Figure Out
- How are you going to survive?
- Will you get out? Is there a path of escape?
- Will you hide out? Is there a chance to get to where the shooter may not find you?
- Is your only option to take out the shooter?

Get Out
- Move Quickly -- don't wait for others to validate your decision.
- Leave belongings behind.
• Survival chances increase if you are not where shooter is or go where he/she can't see you.

**Call Out**
- Inform authorities.
- Call 9-911 and tell them name of shooter (if known), shooter description, location, number and type of weapons.

**Hide Out**
- May not be able to get out. Shooter could be between you and the only exit. Would have to enter area where shooter is positioned.
- Hiding place. Well-hidden and well protected. Avoid places that might trap you or restrict movement.

**Keep Out**
- Find a room that can be locked with objects to hide behind.
- Blockade door with heavy furniture.
- Turn out lights; become totally silent.
- Turn off noise producing devices.
- Call 9-911 (if you can do so without alerting the shooter).

**Spread Out**
- If there are two or more of you. DO NOT huddle together. Gives you options and makes it harder for the shooter.
- Quietly develop a plan of action in the event the shooter enters.
- Remain calm. Can have a contagious effect on others. Keeps others focused on survival.

**Take Out**
- Assume shooters intentions are lethal.
- Shooter will succeed in killing all those with whom he/she comes in contact, UNLESS you stop him/her.
- Develop a survival mindset that you have "what it takes" to survive when your life is on the line.
- You must be prepared to do whatever it takes to neutralize the threat. Throw things, yell, and use improvised weapons. If there are two or more of you, make a plan to overcome the shooter. Do the best that you can -- to survive.

**Fire**
As soon as there is evidence of a fire, call **9-911**. When the fire alarm goes off, it automatically notifies 911, but it is still necessary to call and give details regarding the fire. Tell the operator the location of the building. (To make sure the right building is noted, tell the operator that the address is: 1028 Bruin Boulevard (the building with the circle driveway and flagpole.) *Before hanging up, make sure the operator is aware that this is a library, so we will need different fire extinguishing methods. Give the exact location of the fire (room number and building), your name and type of fire (if known). Let the operator hang up first. Contain the fire by closing all doors and windows. Extinguish if possible, or evacuate to the rally point. The Library is part of the Blue Team. Library employees should rally at the corner of Galvin Road and Bruin Blvd. in the Administration Building parking lot. If time allows, turn on all lights and close all doors behind you as you leave.
Smell Something Burning But See No Smoke
Call Campus Safety at Ext. 557-5000. Campus Safety will send an officer to investigate and/or activate the building fire alarm system, if necessary.

Self-Protective Measures
If your clothes catch on fire: stop, drop and roll. If you are caught in smoke, drop to your hands and knees and crawl below the smoke level. If you are trapped in a room, place cloth and material under the door to prevent smoke from entering. Retreat and close as many doors as possible between you and the fire. Signal for help.

Preventive Measures
Learn at least two escape routes and emergency exits from your area.
Learn to activate the fire alarm and the extinguishers in your area.
Learn to recognize fire alarm and signals.

Fire Extinguishers
Regardless of size, etc., fires are categorized as three basic types: Class A, Class B and Class C.

1. Class A fires involve paper, cloth, wood, upholstery and other ordinary combustibles.
2. Class B fires involve gasoline, oil, grease and other flammable liquids. *Water should not be used on this type of fire.
3. Class C fires involve electrical equipment. *Again, water should not be used, due to the danger of severe electrical shock.

Location of Fire Extinguishers
Fire extinguishers, located at the building’s three entrances and in the library tech services area, are multipurpose dry chemical fire extinguishers, i.e., Class A, B, and C combined into one unit.

Operating instructions are clearly marked on the extinguishers, and they should be followed exactly in order to extinguish small fires in a limited area. On top of the extinguisher, by the handle, there is a pin that needs to be pulled. Once the pin has been removed, aim the nozzle toward the base of the fire and squeeze the extinguisher’s handle. Most types of fire extinguishers discharge their contents in 8 – 25 seconds, depending on their size. Therefore, it is important to correctly aim the extinguisher at the fire before operating it. Then be prepared for the discharge. As the extinguisher discharges its contents forward, it will also jolt back from the force. Use a sweeping motion across the base of the flames, going back and forth until the fire is out or until the extinguisher is empty.

Fire Safety Tips:
● Always report a fire before attempting to extinguish it.
● Always keep your back to your escape route.
● Never attempt to extinguish a large fire.
● When using a fire extinguisher remember the acronym P.A.S.S

§ Pull
§ Aim
§ Squeeze
§ Sweep
Even though you may determine to use a fire extinguisher, it is important to remember that you or another person must still contact someone to report the fire.

**Flood**

In case of flooding, call Building Utilities/Repair and Maintenance.

Monday – Friday, 7:30 am – 5 pm: 557-7357 (Bellevue University’s Maintenance Dept) or 557-7359 (Bellevue University’s Security Office). Monday – Friday, 5 pm -11 pm, Saturday 7 am – 4 pm, Sunday 10 am – 7 pm: 557-5000 (Campus Safety). Friday 5 pm until Monday 7:00 a.m.: 557-5000 (Campus Safety).

Depending on the severity of a water leak (burst water pipes), either call Maintenance at one of the numbers listed above or call the MUD emergency number (402-554-7777).

*If severe flooding is caused by burst water pipes, call MUD immediately.

In the event of a minor water leak, plastic sheeting material is stored in the front book-drop closet.

**Evacuate the building:**

Once the area is safe to re-enter, implement damage control measures to minimize water damage to library materials and equipment.

These measures include:

1. Identifying the types of materials damaged and the extent of the damage.
2. Determining the nature of the damage (damp or wet, muddy or clear water, or oil).
3. Determining other types of damage (fire, soot, heat).

**Shelving Unit Collapse**

Collapse of the shelving unit, wall or ceiling could be the result of a natural disaster such as tornado or because of structure deterioration.

Procedure:

- Contact the Senior Director, Library Services (or designee). The Senior Director, Library Services (or designee) will either contact Midwest Storage Solutions 402-935-0357 or will find another alternative to resolve the issue. Do not attempt to enter the area until the area has been secured.
- Monday – Friday, 7:30 am – 5 pm: 557-7357 or 557-7359. (Maintenance or Campus Security)
- Monday – Friday, 5 pm -11 pm, Saturday 7 am – 4 pm, Sunday 10 am – 7 pm: 557-5000 (Campus Safety).
- Friday 5 pm until Monday 7:00 a.m.: 557-5000 (Campus Safety).

**Gas Leak**

In case of a gas leak, call maintenance. Monday – Friday, 7:30 am – 5 pm: 557-7357 or 557-7359. Monday – Friday, 5 pm -11 pm, Saturday 7 am – 4 pm, Sunday 10 am – 7 pm: 557-5000 (Campus Safety). Friday 5 pm until Monday 7:00 a.m.: 557-5000 (Campus Safety).

Depending on where the leak is, either call maintenance at one of the numbers listed above or call MUD if it is an emergency (554-7777).
**Rodent, Insect and Mold Infestation**

Many species of insects and fungi can damage library materials. Mold will discolor and weaken paper and bindings and insects and rodents attack library materials. Even with fumigation to control these pests these problems may still occur.

Procedure:
- Report damage of affected areas immediately to the Maintenance Department.
- Monday – Friday, 7:30 am – 5 pm: 557-7357 or 557-7359.
- Monday – Friday, 5 pm -11 pm, Saturday 7 am – 4 pm, Sunday 10 am – 7 pm: 557-5000 (Campus Safety).
- Friday 5 pm until Monday 7:00 a.m.: 557-5000 (Campus Safety).

**Suspected Bedbug Infestation**

In recent years, incidents of bed bugs have become a growing problem for facilities open to the public including hotels, offices, schools, hospitals, libraries and any other buildings the public frequents. Bed bugs are not known to transmit diseases, but they can be difficult to eradicate. These pests do not indicate that the area is unclean, but they can damage materials and are necessary to eliminate from the library.

Procedure:
- Inspect all materials during check in and seal suspect materials in plastic bags.
- Hold materials away from your body while processing.
- Immediately report suspected infestations to Senior Director, Library Services.
- If bedbugs are found, materials should be frozen at a temperature below zero degrees Fahrenheit for at least 4 days. Alternatively, materials can be heated at 125 degrees Fahrenheit or above for at least 30 minutes.
- Staff who handle infested materials should be advised to wash clothes at the hottest recommended setting. Tumble dry clothes on high heat.
- Materials that are not to be recovered should be disposed of within their sealed plastic bag.
- If furniture becomes infested, report damage of affected areas immediately to the Maintenance Department for possible chemical treatment.

**Priority Recovery Checklist**

1\(^{st}\) Priority:
- Valuable/Permanent papers, irreplaceable items: Rare books, artwork, cannot get wet: pre-1950 photographs, clay-coated paper, objects, etc.

2\(^{nd}\) Priority
- Expensive to replace/repair: Rare books/manuscripts, core collection

3\(^{rd}\) Priority
- Supplements of the core collection, heavily requested items

4\(^{th}\) Priority
- Standing orders/annual replacements and updates
- Nice to have but not essential to mission of institution items

5\(^{th}\) Priority
- Disposable items, items replaceable with other formats
Other Important Items
- Computer files (should be backed up daily, at least)
- Inventory (should be stored off-site)
- Artwork inventory (should be stored off-site, plus pictures, if possible, to prove origin)

Recovery Procedure for Damp Books: Moving Damaged Books

Supplies needed:
- Pens and markers, Dehumidifiers, Notepaper, Large strong trash bags, Boxes for moving books, Fans, Sponges, Clean water source, unprinted paper tools, and unprinted newsprint.

Moving damaged books:
- Keep a written record of books and clearly label each box
- Wrap books individually in unprinted newsprint
- Pack books spine side down in a single row on the bottom of the box
- Seal boxes and transport to desired area
- Keep a record of which books are drying where
- Damp books can be air dried
  1. Use a clean, cool, dry place (<70 degrees, <55% humidity)
  2. Keep air circulating -- use fans and dehumidifiers
  3. Handle books minimally when damp -- don't force pages open etc.
  4. Stand books upright and fanned out (if possible)
  5. Remove any mud, debris with clean water and sponge unless they have water soluble components
  6. Turn books every 30 minutes to evenly distribute the pull of drying materials
  7. Paper towels can be inserted every 20 to 30 pages for excess moisture (change every 15 minutes.)

Cleaning Books Checklist
1. Dry all dirty, sooty and moldy materials before cleaning and/or removing mold.
2. Moldy materials that cannot be treated immediately should be frozen. Freezing mold does not kill or eradicate it; it merely halts mold growth.
4. Vacuum mold from:
   - Top edge of book moving from spine to edge
   - Bottom edge from spine to edge
   - Front edge from top to bottom
5. Vacuum:
   - Front cover: Open and vacuum inner edge, near fold (hinge area).
   - Back cover: Open and vacuum inner edge, near fold (hinge area).
   - Spine
6. Repeat process using “dry chemical sponge” made of pure latex or a rubber sponge. Do not use a cellulose sponge.
   - Do not get the sponge wet.
Do not use any liquid to eliminate mold; it will cause mold to grow.
Do not put treated materials into sealed containers, boxes or plastic because it can encourage mold growth.

7. Upon completion of the cleaning process (before returning materials to rest of collection):
   - Look through the book to make certain that no mold, soot and/or dirt remain.
   - Put in a dry, stable environment.
   - Monitor for reappearance of mold.
   - Return to original location after the environment is stable and the relative humidity is back to 45% – 60% (+ or – 2%). These materials are very susceptible to mold.
   - Monitor previously infected areas throughout seasonal changes to determine that the mold remains arrested.

8. Remove dry, unaffected materials to a separate location.
9. Count and itemize irreparably damaged material for insurance purposes.
10. Solicit bids for water-damaged material. Price will depend on amount of water damage, amount of time since exposure to moisture, and size of collection.

**Disaster Response Service Providers**
Servpro of Sarpy Drying Company: (402) 291-3355 or 1-800-SERVPRO [www.servpro.com](http://www.servpro.com)

Belfor Omaha: (402) 891-1300 24-Hour Emergency Number: (877) 906-3067.
   Belfor USA Group, Inc.: 1-800-856-3333  [http://www.us.belfor.com/](http://www.us.belfor.com/)

Gerald R. Ford Conservation Center: 1326 S. 32nd St. Omaha, NE 68105 (402) 595-1180
   [https://history.nebraska.gov/conservation-center](https://history.nebraska.gov/conservation-center) By appointment only.

FEMA KC Headquarters: 816-283-7073

Also, search for companies in the area by searching for “Environmental & Ecological Services” and “Mold Inspection & Removal.”