

PUBLIC

how to respond in an **emergency**

Call 911 and alert staff in case of an emergency



power outage

- In some situations, the library may remain open
- Restrooms are not operational during a power outage
- Library staff will provide updates as necessary


power outage

injuries · AED (defibrillator)

Injuries


- Notify WPL staff
- First-aid kits are located at each service desk
- For serious injuries, call 911 and notify WPL staff

AED Emergency

- Call 911 and notify WPL staff
- AED Devices are located on all floors (see  icon on map)
- Follow the AED device instructions and administer AED/CPR
- Wear gloves when using the AED device or administering CPR (gloves included with AED device)


fire or evacuation

All Fire Alarms Require Evacuation

- Exit the building using the nearest emergency exit
(see  icon on Map)
- Leave all belongings behind and do not go back to retrieve anything
- Do not use the elevators
- Avoid the main stairs

fire or evacuation

tornado warning

- WPL staff will make an announcement when there is a tornado warning
- Proceed to the Lower Level **Severe Weather Safe Area**
(see  icon on map)
- Remain in the Lower Level until the All Clear is sounded

tornado warning

active shooter

Be prepared to implement any of the following techniques if it is safe to do so.

Alert

- Notify staff and/or call 911 if you hear or see anything that indicates the presence of any immediate danger or active shooter

Lockdown

- Barricade room, lock doors, turn off lights and phones.
- Stay away from windows and doors
- Spread out and gather objects that can be used to counter an active shooter (books, computers, staplers, etc.)

Inform

- Staff will use any means possible to keep everyone updated

Counter

- Yell, make noise, or throw items to disrupt shooter

Evacuate

- Have an escape route in mind
- Leave all belongings behind

active shooter

lockdown · missing child

Lockdown

A potentially dangerous situation in the library vicinity

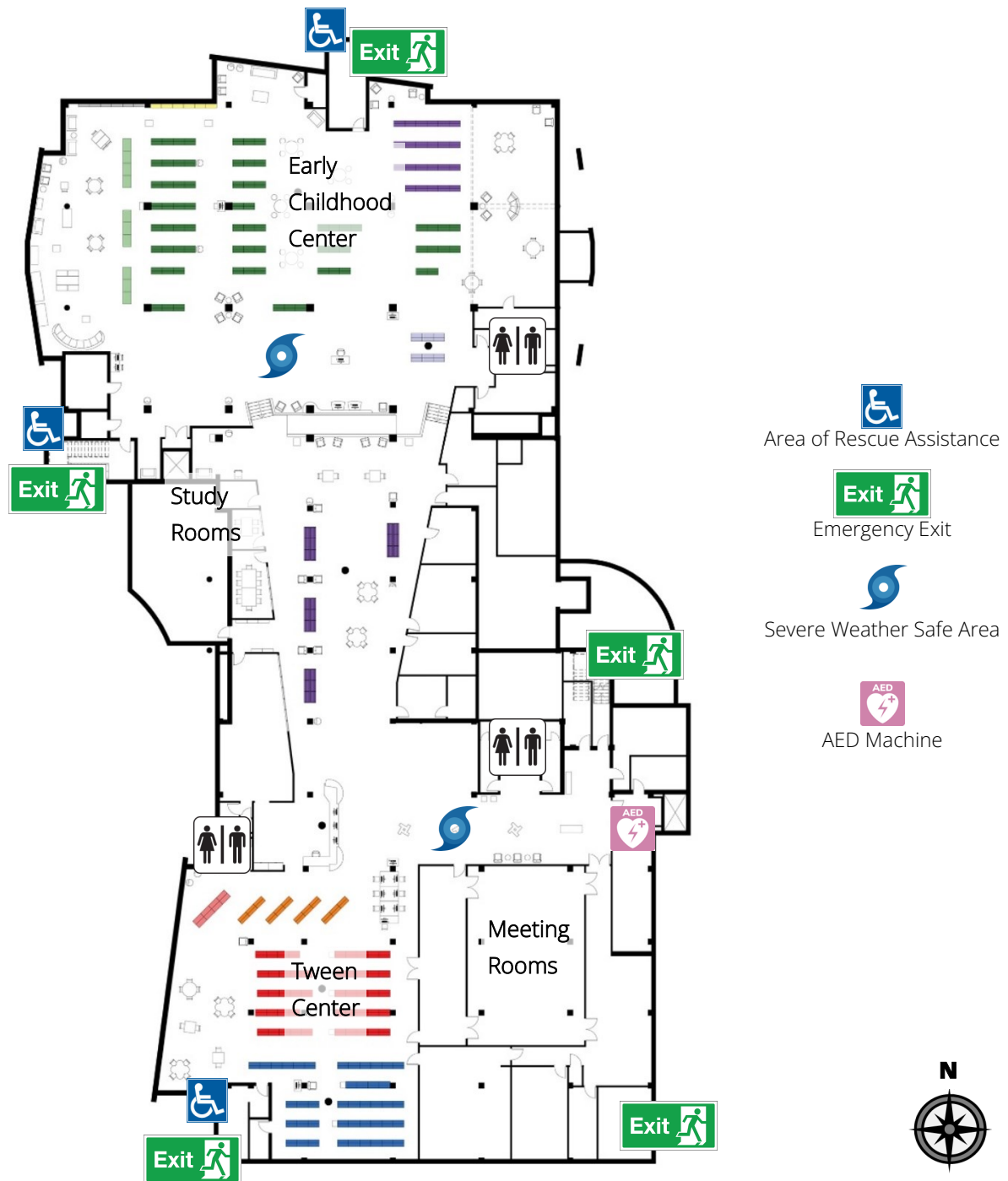
- Library staff will lock exterior doors
- No one is allowed in or out of the building
- Services continue

Missing Child

A caregiver has reported a child missing

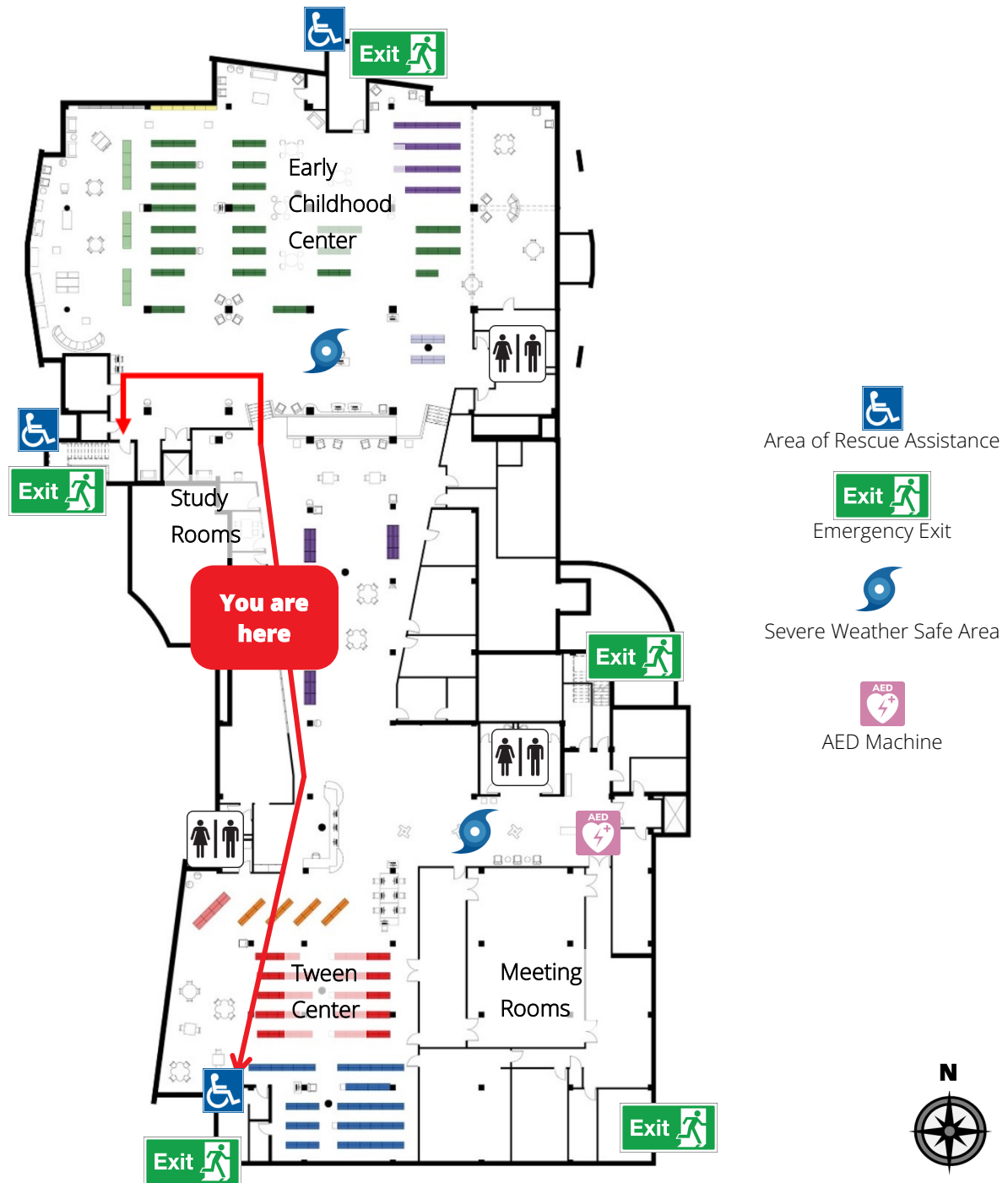
- Library staff will lock exterior doors and perform a sweep of the building

map: **lower level**



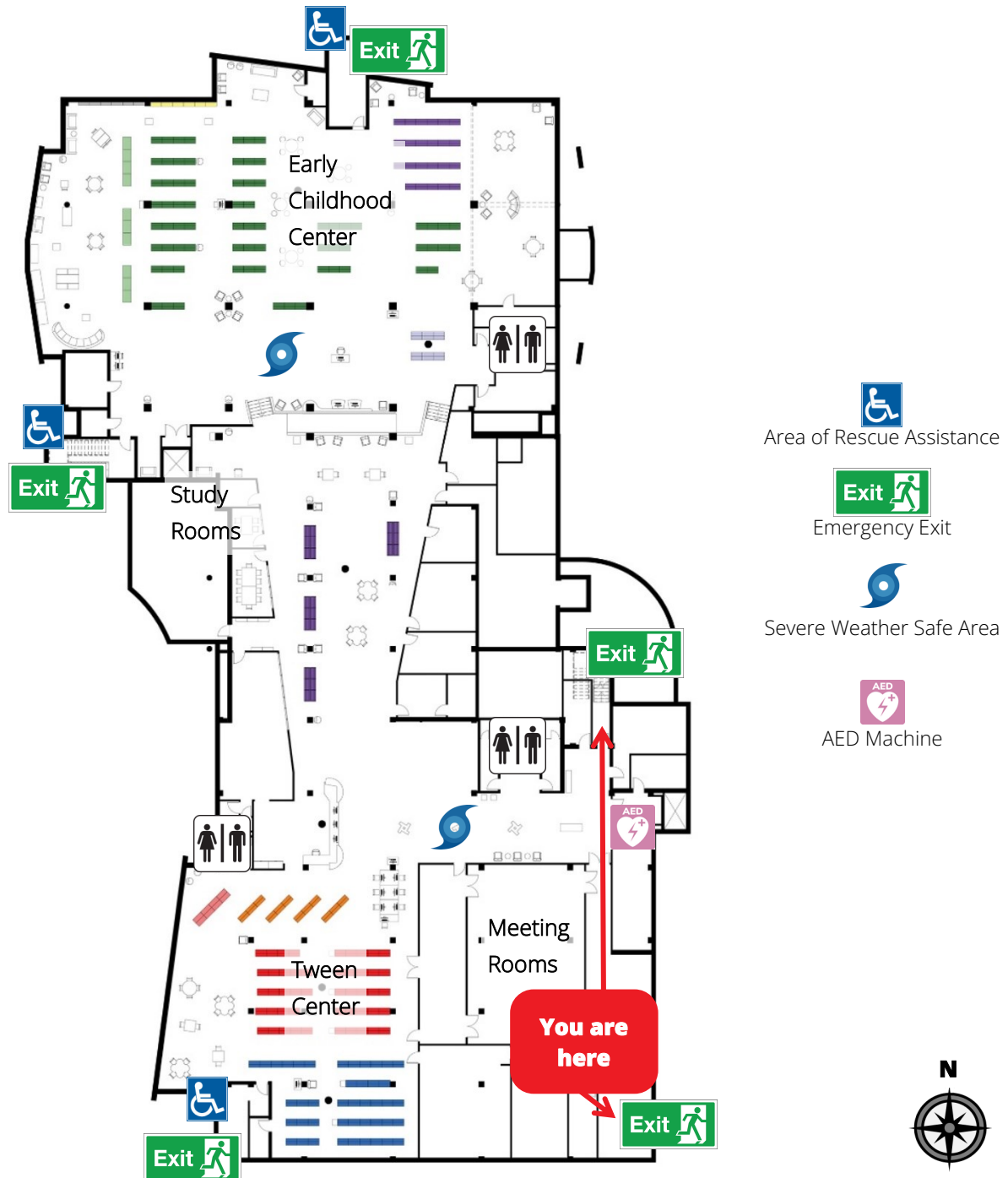
map: **lower level**

map - lower level



map: lower level study rooms

map: lower level



map: lower level meeting rooms

map: 2nd floor



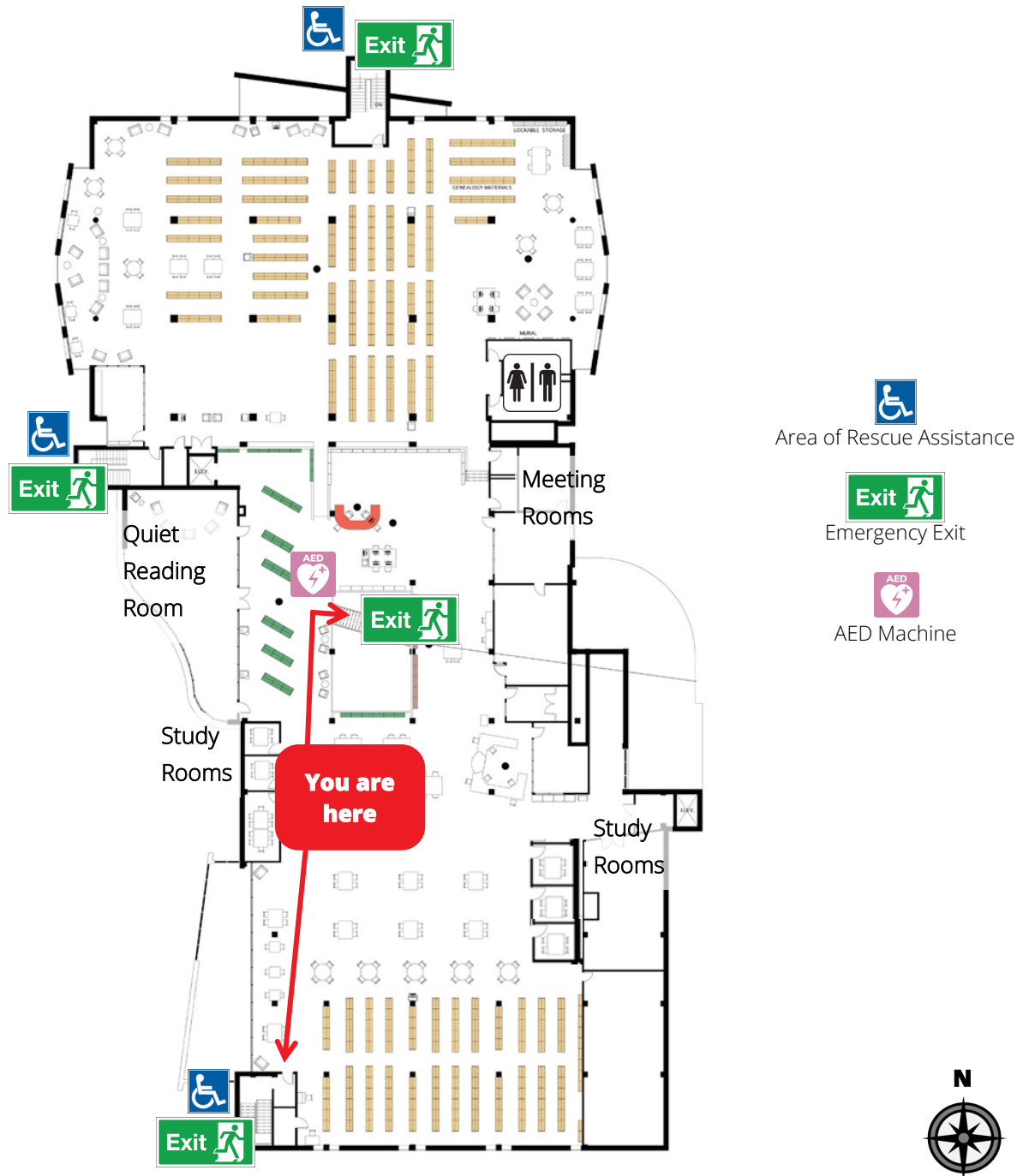
map: 2nd floor study rooms

map: 2nd floor



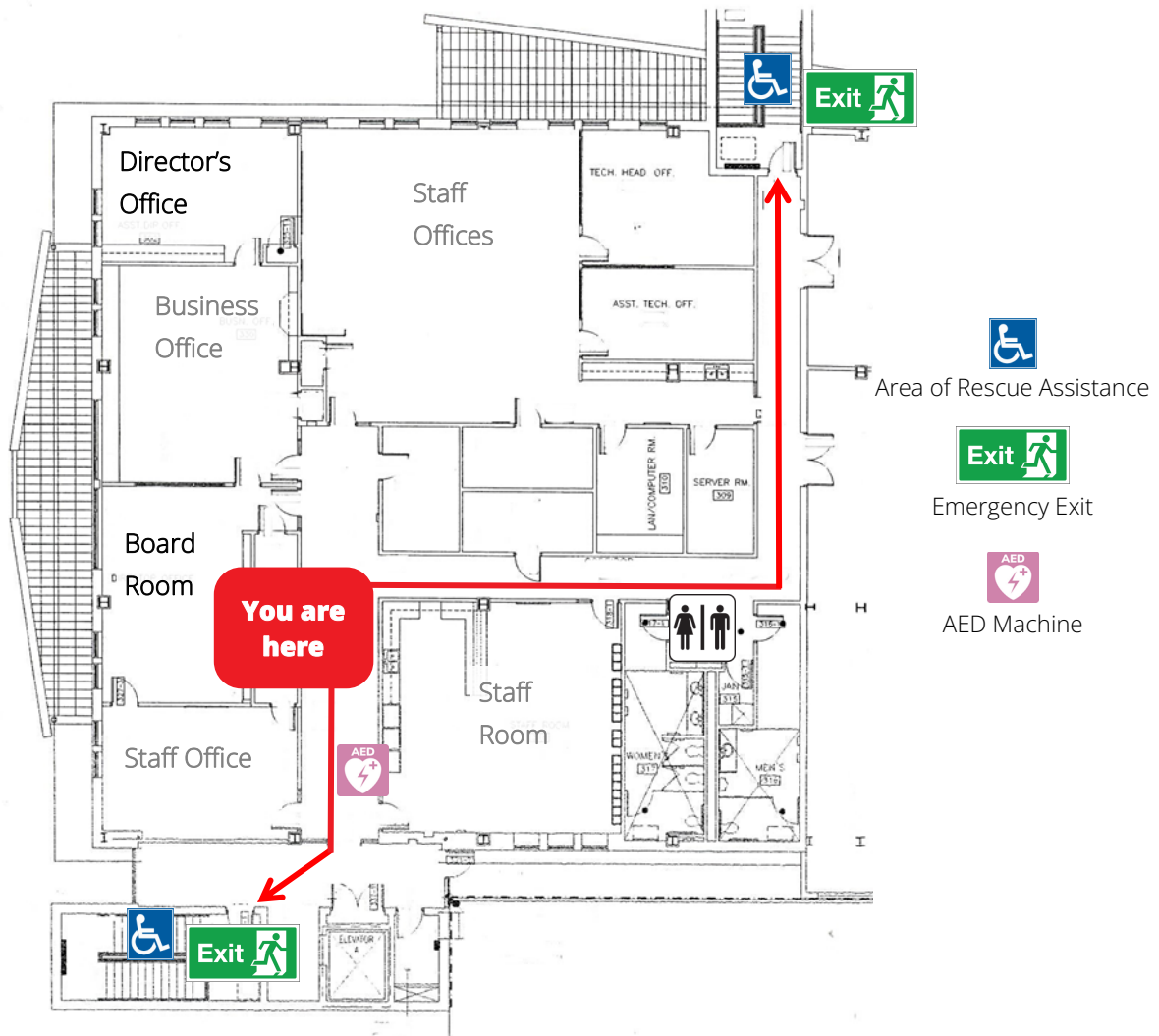
map: 2nd floor study rooms

map: 2nd floor



map: 2nd floor

map: 3rd floor



map: 3rd floor board room