
Physical facility

1. Windows in the doorway of offices must be uncovered.

2. Floor space in each office and common area should be cleared; can store items on top of desks, in or on filing cabinets, or in storage closets. Cleaning staff will not clean floors if covered so think about the dust and dirt accumulation, other health/safety issues.

3. Check your flashlight – know where it is and if batteries are okay.

4. Know location of fire alarm and red phones – fire alarms by janitor closet and door to de Grummond display room; red phone is in stairwell.

5. Fire extinguisher is in hall across from 204/205. Fire extinguishers in 205 and 207. Fire extinguisher by door of de Grummond display room.

Faculty and Staff

6. Code phrase – “bagels at Starbucks” – call University Police and/or press panic button.

7. Notify Adrienne and Karen of any changes in contact information, including phone numbers, addresses, and emergency contacts.

8. Have University Police on speed dial on cell phone – 601-266-4986.


Evacuation

10. When the alarm sounds, evacuate building using stairwell and emergency door. Faculty and staff should meet at fountain after evacuating building.

11. Mobility-impaired persons should be taken to the stairwell and police called on red phone.

12. If a power failure occurs during the day, the library will remain open for 30 minutes before closing if power is not yet on. If a power failure occurs at night, the library will be closed immediately. Library staff will use bullhorns to notify persons in the library.

13. In case of a weather emergency go to the first floor away from windows.

Hurricane Preparedness

14. Back up your computer.

15. Move computer to central office area and cover with trash bag.
16. Pick up all materials and books from floor, especially around windows. Put as much as possible away in filing cabinets or move to central office area. Unplug anything left in office.

17. Lower and close blinds.

18. Notify any one or all of following persons if leaving town with location and contact information: Director, Adrienne, Karen.

19. As soon as possible after hurricane has passed, call one or all of the persons above. If you cannot reach any of those persons, then try to contact any faculty member that you can reach. This applies to everyone, whether in the Hattiesburg area or somewhere else.

**Active Shooter**

20. Lock door to suite.

21. If possible go to 206. Barricade door. Turn off lights. Spread out. Get behind furniture. Designate one person to text police and then turn off cell phones.

22. If not possible to go to 206 stay in the classroom. Turn off light. Barricade door. Get behind file cabinet or other furniture that can stop bullets. Have something to throw.

**To Do**

1. Re-key door between 207 and 204
2. Get fire extinguisher and first aid kit for office
3. Evacuation plan posted in each classroom and main office.
4. Get heavy trash bags to cover electronic equipment
5. Other suggestions? Accessibility issues?

If you have not yet done so, please register for Eagle Alert. This system will send a text or phone message to you in case of a campus emergency. Go to [http://www.usm.edu/safety/eagle-alert](http://www.usm.edu/safety/eagle-alert) to update information.

We also strongly encourage you to check out the safety tips at [http://www.usm.edu/safety](http://www.usm.edu/safety) as soon as possible. Knowledge and preparation are the absolute best ways to stay safe in an emergency!

To contact the University Police Department call 601.266.4986. You may want to put this number on your speed dial. In case of emergency, you can also dial 911.
5 Steps to Get Ready for Disaster (Not Stuck in It)
http://www.popularmechanics.com/outdoors/survival/tips/4220466

* Evacuation
If it becomes necessary to leave your home, there may be little advance notice. Determine ahead of time what to bring, where to go and how to get there. Create a backup plan in case your primary route or destination becomes unworkable. Then, practice: Make sure everyone in the family knows the location of rendezvous sites. Keep at least a half-tank of gas in your car, and keep weather-resistant clothing and sturdy shoes handy.

* Health
When assembling a disaster kit (see foldout checklist), include both general medical items (bandages, antiseptic, etc.) and up-to-date supplies of prescription medications. Also, keep baby formula available and personal hygiene items such as sanitary napkins and toilet paper in waterproof containers.

* Documents
Keep copies of important paperwork in three places: your grab-and-go bag, a safe-deposit box and with a friend or family member in a different location. Include identification cards, insurance documents, marriage certificates, property deeds, prescriptions and pictures of family members to show to first responders in case anyone gets lost.

* Communication
Keep a card with an updated list of family contact info in your wallet at all times. (Don't rely exclusively on a cellphone's contact list; you may not be able to recharge the phone.) Make sure every family member carries the number of a point person at least 50 miles away in case local telecommunications fail. This creates a hub-and-spoke system: If family members can't talk to each other, they can coordinate through the third party.

* Technology
If you have tax records or other personal information stored on your computer, keep regular backups in an out-of-town location or archive to an Internet service such as box.net. Consider maintaining a landline and corded phone to supplement cordless, cellular or Voice over Internet Protocol (VoIP) telephones, which all rely on the electrical grid. (Telephone landlines carry their own current.) Keep a battery- or crank-powered NOAA radio on hand for weather information and news updates -- these can become lifesavers if you lose access to television and Internet sources of information during a disaster.

* Risk Assessment
Are you in a Danger Zone? Natural threats vary by region, but no area is immune from all disasters. Hazard maps available on FEMA's Web site break down the frequency of several types of disasters on a state and local level. Take such information into account in your planning. If you live in a flood or earthquake zone, insure your property accordingly.

Rise of the Preppers: Survivalists Get a Makeover
www.popularmechanics.com/outdoors/survival/stories/american-preppers-survival-natural-disasters

Are you prepared for an emergency?
www.usm.edu/library-information-science/disaster-preparedness