

## WSU Libraries' Pullman - EMERGENCY MANAGEMENT RESOURCES

Updated: 07/2024

- **Emergency Management Emergency Procedures Poster:**  
<https://oem.wsu.edu/documents/2016/04/425.pdf>
  
- **Reporting Emergency Activity in the Libraries:**  
If you call 911/emergency services during work hours from a WSU Pullman campus location, please notify Holland & Terrell Access Services (509.335.9672) so they can direct emergency services personnel to the appropriate area. Access Services Staff and Staff Assistants (CA3s) are trained and will complete a WSU Library Security Report.
  
- **Campus Safety Orientation Checklist:**  
<https://policies.wsu.edu/prf/documents/2017/10/2-16-safety-orientation-checklist.pdf>
  
- **Environmental Health Emergency Management:**  
<https://ehs.wsu.edu/emergency-management/>
  
- **Bomb Threat/Suspicious Objects:**  
<https://ehs.wsu.edu/emergency-management/>
  - **Bomb Threat Question Sheet (print and store at desk):**  
<https://oem.wsu.edu/documents/2015/12/bomb-threat-checklist.pdf/>
  
- **Reporting Work-Related Accidents, Injuries, or Work-Related Illnesses:**  
<https://policies.wsu.edu/prf/index/manuals/2-00-contents/2-24-reporting-accidental-injuries-work-related-illnesses/>
  - **Online Incident (or Accident) Report:**  
<https://hrs.wsu.edu/managers/incident-report/>
  
  - **Supervisor's Accident Investigation Report:**  
<https://policies.wsu.edu/prf/documents/2017/10/2-26-supervisors-accident-investigation-report.pdf/>
  
  - **Witness/Injured Person Statement (Optional):**  
<https://policies.wsu.edu/prf/documents/2017/10/2-26-witness-injured-person-statement.pdf/>

## 2024-2025 Health and Safety Working Group/Safety Committee

(<https://ehs.wsu.edu/home/safetycommittee/>)

<i>Joleen Warner; chair</i>	<i>Estelle Sertich</i>
<i>Alan Fey; ex-officio</i>	<i>Jessica Striffler</i>
<i>Brian McManus; recorder</i>	<i>Makenna Larson</i>
<i>RJ Hart</i>	<i>Corey Johnson</i>

## 2024-2025 First Aid/CPR/AED Trained Workers (Pullman Campus Libraries)

<i>Name</i>	<i>Work Location</i>	<i>Certificate Status</i>	<i>COMPLETED FIRST AID and CPR/AED</i>	<i>Certificate- good for 2 years - Expiration Date:</i>
Dragonchuk, Peter	H&T AccSvc	Valid	Jun-23	Jun-25
McManus, Brian	H&T AccSvc	Valid	Feb-23	Feb-25
Odell, Ed	H&T AccSvc	Valid	Sep-22	Sep-24
Potts, Sabrina	H&T AccSvc	Valid	Jul-24	Jul-26
Thielen, Amy	H&T AccSvc	Valid	Jun-23	Jun-25
Willingham, Greg	H&T AccSvc	Valid	Feb-24	Feb-26
Cukier, Emily	Owen RsrchSvc	Valid	Jul-24	Jul-26
Hart, RJ	Owen AccSvc	Valid	Jun-23	Jun-25
McKeighen, Libby	Owen AccSvc	Valid	Feb-24	Feb-26
Johnson, Corey	H&T Reference	Valid	Jun-23	Jun-25
Martin, Pamela	H&T Reference	Valid	Jun-23	Jun-25
O'English, Lorena	H&T Reference	Valid	Feb-24	Feb-26
Weng, Tim	H&T Reference	Valid	Sep-22	Sep-24
Boyan, Bonny	LAO	Valid	Feb-24	Feb-26
Larson, Makenna	LAO	Valid	Feb-23	Feb-25
Conver, Joshua	CDSC	Valid	Feb-24	Feb-26
Warner, Joleen	MASC	Valid	Sep-22	Sep-24
Anderson, Jason	Systems	Valid	Feb-23	Feb-25
Fey, Alan	Systems	Valid	Jun-23	Jun-25
Lee, Ying	Systems	Valid	Sep-22	Sep-24
Merrill, Alex	Systems	Valid	Feb-24	Feb-26
Enos, Caty	TechSvc	Valid	Feb-24	Feb-26
Sertich, Estelle	TechSvc	Valid	Feb-24	Feb-26
Striffler, Jessica	TechSvc	Valid	Jun-23	Jun-25
Hare, Dean	PhotoLab	Valid	Feb-24	Feb-26
Hubner, Bob	PhotoLab	Valid	Feb-24	Feb-26

## First Aid Kit Locations as of 2/2024

<i>Unit Name</i>	<i>Location</i>	<i>Number of Staff &amp; Faculty</i>	<i>Number of Students</i>	<i>Total Number of Employees</i>	<i>Number of Kits</i>	<i>Kit Representative</i>	<i>Last Checked and Updated</i>
LAO	Holland 2nd	5		5	1	Makenna	Nov-23
Supply/Facility Rooms	Terrell Basement				3	Makenna	Nov-23
4th Floor Kitchen	Holland 4th				1	Makenna	Nov-23
Technical Services	Holland 4th (main)	10		10	1	Chris	Nov-23
Technical Services	Holland 4th (backup-hall)				1	Chris	Nov-23
Systems	Terrell 1	10	3	13	1	Alex	Nov-23
Systems	Holland 3rd	3		3	1	Alex	Nov-23
MASC-Kimble	Terrell 12 Kimble Suite		8	8	1	Joleen	Nov-23
MASC	Terrell 12 Main Floor	6	5	11	1	Linnea	Nov-23
MASC	Terrell 12 Basement	1		1	1	Linnea	Nov-23
CDSC	Holland 4th	3	4	7	1	Linnea	Nov-23
Research Services	Terrell 120 Offices	11	7	18	1	Alan	Nov-23
Research Services	Terrell 120 Ref Desk				1	Alan	Nov-23
Research Services	Terrell 102 Office	1		1	1	Alan	Nov-23
H&T Access Services	Terrell 140 (Inside Unit Mail Room)				1	Amy T	Nov-23
H&T Access Services	Terrell 140 Front Circulation Desk	7	33	40	1	Amy T	Nov-23
H&T Access Services	Terrell Satellite Service Desk (by CUB Entrance)				1	Amy T	Nov-23
H&T Access Services Mail Delivery Van	Terrell Loading Dock (Inside Van)				1	Amy T	Nov-23
Library Mail Room	Terrell Loading Dock				1	Amy T	Nov-23
Owen Library	Owen Sci & Eng Library	7	8	15	1	RJ	Nov-23
Owen Library	Owen S&E Basement				1	RJ	Nov-23
<b>TOTALS</b>				<b>132</b>	<b>23</b>		

## AED Locations

Terrell Library, 1 <sup>st</sup> Floor; Access Services; across from the main circulation desk near the main entrance to Terrell Library
Holland Library, 4 <sup>th</sup> Floor; Technical Services/CDSC; attached to the wall nearest the main restrooms near the entrance to the Kamiak Room
Owen Library, 1 <sup>st</sup> Floor; Access Services; across from the main circulation desk near the main entrance to Owen Library

## WSU Libraries' Designated Safe Rooms

Updated: July 2024

Unit Name	Building Floor	Safe Room	Unit Manager/Contact
H&T Access Services	Terrell 1 <sup>st</sup>	Terrell 140E, Mailroom	Brian McManus
Research Services and Reference Desk	Terrell 1 <sup>st</sup>	Terrell 120A, Conference Room	Pamela Martin
Library Systems	Terrell G	Terrell 1	Alex Merrill
MASC Main	Terrell G	Terrell 12, Rare Books Vault	Lotus Norton-Wisla
MASC-Kimble Suite	Terrell G	Terrell 1 or Terrell 12	Joleen Warner
MASC Lower	Terrell B	Terrell B15A, Linnea Rash's office	Lotus Norton-Wisla
CDSC	Holland 4 <sup>th</sup>	Holland 474, Josh Conner's office	Lotus Norton-Wisla
Technical Services	Holland 4 <sup>th</sup>	Holland 460A, 450, 459A, 461G	Lihong Zhu
Systems and LAO Satellite Offices	Holland 3 <sup>rd</sup>	Holland 361D	Blake Galbreath
Library Admin Office and Conference Room	Holland 2 <sup>nd</sup>	Holland 222, Women's Restroom foyer *	Jennifer Yoshikawa
Owen Access Services & Reference	Owen G	Owen Ground Floor	RJ Hart

- *Kick-stand door blocker in this location only to be used in an emergency situation, when the room is being used as a Safe Room.*

### Emergency Information Floor Maps

Emergency Information Floor maps are posted throughout the Libraries and include notation of First Aid kits, AEDs, fire extinguishers, fire alarm pull stations, building exits, and evacuation meeting locations. Unit maps also include Safe Room locations. Employees should report to their supervisor at evacuation meeting sites.

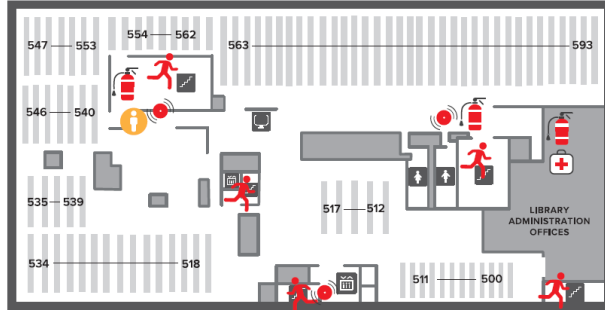
Alan Fey is the designated Emergency Response contact person, and staff members in the Access Services units have been trained on signage and securing the building during an evacuation emergency.

Examples of Emergency Information Floor charts are included below.

# Holland Library Emergency Information Floor Maps

## EMERGENCY INFORMATION

Holland Library | Floor 2

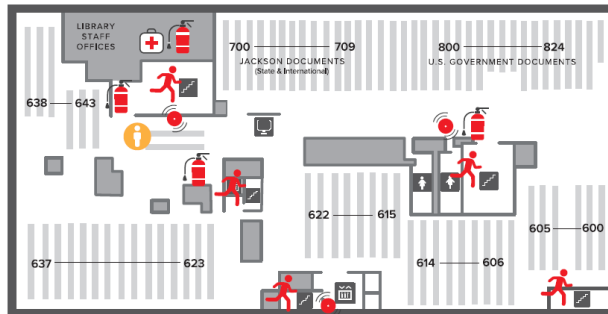


- You are here
- Use Stairs to Exit
- Fire Extinguisher
- Fire Alarm Pull Station
- First Aid Kit

IN CASE OF EVACUATION, GATHER IN FRONT OF TODD HALL (OR WILSON-SHORT HALL, ALTERNATE SITE).

## EMERGENCY INFORMATION

Holland Library | Floor 3

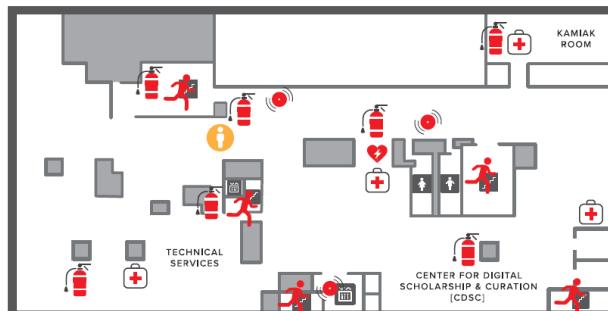


- You are here
- Use Stairs to Exit
- Fire Extinguisher
- Fire Alarm Pull Station
- First Aid Kit

IN CASE OF EVACUATION, GATHER IN FRONT OF TODD HALL (OR WILSON-SHORT HALL, ALTERNATE SITE).

## EMERGENCY INFORMATION

Holland Library | Floor 4



- You are here
- Use Stairs to Exit
- Fire Extinguisher
- Fire Alarm Pull Station
- First Aid Kit
- AED

IN CASE OF EVACUATION, GATHER IN FRONT OF TODD HALL (OR WILSON-SHORT HALL, ALTERNATE SITE).

# Terrell Library Emergency Information Floor Maps

## EMERGENCY INFORMATION

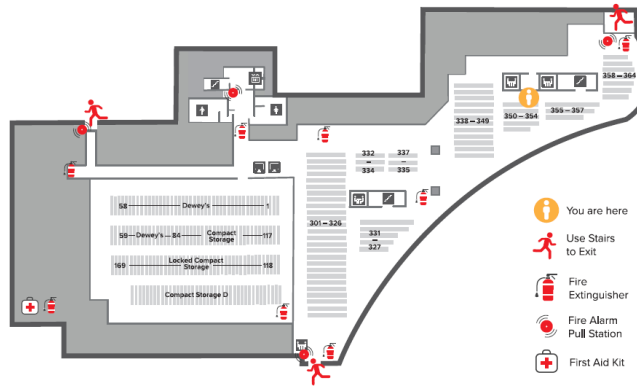
Holland & Terrell Libraries | Floor 1



IN CASE OF EVACUATION, GATHER IN FRONT OF TODD HALL (OR WILSON-SHORT HALL, ALTERNATE SITE).

## EMERGENCY INFORMATION

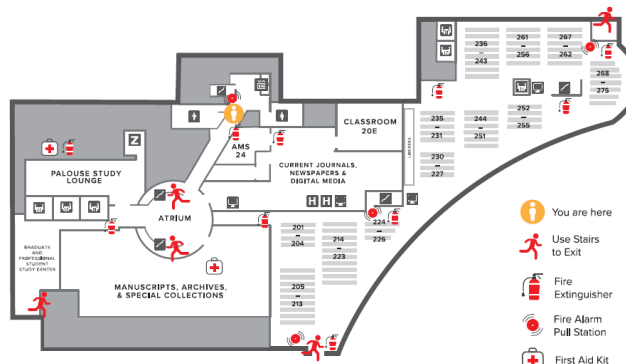
Terrell Library | Basement



IN CASE OF EVACUATION, GATHER IN FRONT OF TODD HALL (OR WILSON-SHORT HALL, ALTERNATE SITE).

## EMERGENCY INFORMATION

Terrell Library | Ground Floor



IN CASE OF EVACUATION, GATHER IN FRONT OF TODD HALL (OR WILSON-SHORT HALL, ALTERNATE SITE).