

Emergency and Security

Emergency procedures have been developed to help staff deal with a fire, tornado, bomb threat, illness or accident, and physical violence. In addition, an emergency procedures booklet has been written with detailed procedures and flexibility to apply procedures to individual buildings. Each staff member should become familiar with this booklet.

Central Library

Fire

- Central is equipped with smoke detectors and heat sensors which activate the alarm system. Alarm bells will ring throughout the building. This is the signal to evacuate the building.
- DO NOT USE ELEVATORS IN EVACUATING!
- It is the responsibility of the staff in each department to see that their area of the library is cleared as quickly and safely as possible, being especially mindful of the disabled, elderly and children.
- The Circulation staff will immediately go to the exits to offer assistance.
- Maintenance staff will be available to help with evacuation and will check each floor to make sure that the area is evacuated.
- Responsibility for clearing meeting rooms and the lower levels is as follows:
 - Conference Room – CEO's Office staff (except after 5 p.m. and on weekends, then, Research Center staff)
 - Lecture Room – Security Officer
 - Aaronson Auditorium – Security Officer
 - Plaza Room – Children's/Readers' Library staff
 - Storage & Staff Lounges – Maintenance & Engineering staff
- An "All Clear" signal will be given by the Tulsa Fire Department or a Security Officer before the building can be re-entered.

Tornado

- When a tornado warning is sounded for the City of Tulsa, the following preventive measures will be taken at Central Library.
 - Alarms will be rung by the Security Officer in a series of short rings.
 - Staff of each department will alert patrons as to the nature of the emergency and direct them to safe areas within the building.
- DO NOT EVACUATE THE BUILDING!
- Recommended areas of safety:
 - 4th Floor: Stairways, Conference Room, Rest Rooms
 - 3rd Floor: Stairways, Rest Rooms
 - 2nd Floor: Stairways, Rest Rooms
 - 1st Floor: Auditorium, Lecture Room, CSS, interior hallways or any place away from windows.
- Customers should be encouraged to use the stairways and continue down to reach the first floor.
- The "All Clear" signal will be given by a Security Officer or a Building Engineer.

Illness or Accident

- In case of an accident within the building/parking area, immediately notify the Security Officer. Allow the Security Officer to handle the situation if there is time and the situation is not severe.
- If it is an extreme emergency, call EMSA immediately, 8-911. Reporting the exact location within the building/parking area.

Bomb Threat

- Report any and all threats immediately to the CEO's Office.

Physical Violence

- Incidents of physical violence, threats of physical violence, armed behavior, willful damage to another's property or to the building, sexual misconduct, etc. should be reported to the police (8-911) immediately and then report it to building security.

Branch and Regional Libraries

Fire

- It is the responsibility of the staff to evacuate the building as quickly and safely as possible. Call the fire department (911 or 8-911) to report a fire giving the exact location.

Tornado

- The staff should be aware of the "safe areas" in their building in case of a tornado warning. When Civil Defense sirens signal a tornado warning, customers should be directed to these "safe areas".

Illness or Accident

- The staff should not hesitate to call EMSA (911 or 8-911) if they perceive an emergency concerning an accident or illness in or around their building. All such incidents should then be reported to the CEO's Office or the Business Office.

Bomb Threat

- Report any and all threats immediately to the CEO's Office.

Physical Violence

- Any incident involving the safety and well being of a customer or staff should be reported to the appropriate emergency service (911 or 8-911). Such incidents should also be reported to the CEO's Office.

Ozone Alert

- When an Ozone Alert Day is announced by the Oklahoma Department of Environmental Quality, the staff will receive e-mail to inform them of the alert. Meetings that involve extensive staff travel will be cancelled or postponed. Staff are encouraged to use buses or car pool on Ozone Alert Days.

Security Cameras

(Updated 3/19/09)

- The library strives to maintain a safe and secure environment for all staff and customers. In pursuit of this objective, selected areas of the library premises are equipped with video cameras that are recording at all times. Signage will be posted disclosing this activity. The library's video security system shall be used only for the protection and safety of customers, employees, assets, property, and for assisting law enforcement.
- Reasonable efforts shall be made to safeguard the privacy of customers and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms, employee break rooms or changing rooms. The video security cameras will be positioned to record only those areas specified by the CEO, and will complement other measures to maintain a safe and secure environment in compliance with library policies.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws. Video records may be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations. Archived digital video images will be treated the same as customer records and released only

● **Tulsa City-County Library Policies** ●

following procedures outlined in the Library's Confidentiality Policy. The requirement of a court order may, however, be waived by the CEO or authorized employees when appropriate.

- Only the CEO or employees designated by the CEO are authorized to operate the video security system. Access to video records shall be limited to authorized employees, who shall only access such records during the course of their regular duties. Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the CEO or other authorized employee.
- Images from the library video security system are stored digitally on hardware situated in the library and retained up to a minimum of 28 days. Any records produced by the video security system shall be kept in a secure manner, and managed appropriately by the library to protect legal obligations and evidentiary values. Video records of incidents can be retained and reviewed as long as considered necessary by the CEO.

Tulsa City-County Library Rules and Regulations

Thank you for visiting your Tulsa City-County Library. While visiting us, please remember to treat the building, the other customers, and the staff with respect.

As a show of respect to others and to keep the buildings safe the following activities are not allowed:

- Harassment – physical, sexual or verbal abuse of other library users or staff
- Abuse or destruction of library facilities, equipment or materials
- Noisy, unruly or offensive behavior – including excessively loud cell phone conversations or ring tones
- Intoxicated behavior
- Possession of alcoholic beverages or illegal drugs
- Loitering
- Soliciting, panhandling, begging
- Stalking
- Use of tobacco within the building or within 25 feet of an entrance
- Inappropriate displays of affection
- Sleeping
- Bathing, washing clothes, shaving, or cutting hair
- Wearing skates, cleats or other inappropriate attire (shoes & shirts are required.)
- Using wheels on shoes (such as with Heelys)

The following may not be brought into the Library:

- Open containers of drinks and food
- Bedrolls, suitcases, stacked luggage, or excessive numbers of bags
- Pets (except service animals)
- Weapons (except by law enforcement officers)
- Bicycles, Scooters, and Skateboards

**Covered drinks and snack foods may be allowed
in some parts of libraries as long as no damage is incurred.**

Any person found to be in violation of one or more of the above rules and regulations may be asked to leave the library and could be banned from future library use. Failure to comply with a request to leave the premises will result in the filing of trespassing charges with local law enforcement.

All visitors to the library are expected to follow local, state, and federal laws. Any violations of the law will be reported to the appropriate authorities.