EMERGENCY PROCEDURES -- SUMMARY

WHO'S IN CHARGE

1. During the normal working day, regular full-time employees will handle emergencies.

2. On nights, weekends and holidays, the REFERENCE LIBRARIAN ON DUTY is in charge.

3. After 10:00 p.m. the SECURITY GUARD is in charge. Report internal emergencies such as fire or unruly patrons to him/her IMMEDIATELY.

WHEN POSSIBLE, REPORT PROBLEMS TO YOUR SUPERVISOR OR THE REFERENCE LIBRARIAN ON DUTY. DO NOT MAKE ANY DECISIONS YOURSELF; REPORT TO SOMEONE! IF IN DOUBT, CALL PUBLIC SAFETY: 5555.

Between [8:30?] 10:00 p.m. and library closing, the security guard on duty may be paged by the Check-out Staff.

YOUR SUPERVISOR'S NAME & PHONE NUMBER: _____________________

In certain cases, you may need to call other library personnel. Your supervisor should inform you who you should call, and under what circumstances. Some numbers are listed below. Fill in other names/numbers as you are told to do so.

HOME PHONE NUMBERS

YOUR DEPARTMENT HEAD: ________________________________

OTHER DEPARTMENTAL STAFF: ______________________________

ASSOC. DEAN, LIBRARY SERVICES  DEAN OF LIBRARY

SERVICES  BETSY HINE 299-1423  ELLEN WATSON 877-6217
KNOW THE ANSWERS TO THESE QUESTIONS;

◊ WHERE IS YOUR DEPARTMENT'S COPY OF THE LIBRARY'S EMERGENCIES MANUAL?

◊ WHAT ARE THE EMERGENCY GUIDELINES FOR YOUR SPECIFIC DEPARTMENT?

◊ WHERE ARE THE EXITS? ◊ FLASHLIGHTS?

◊ WHERE ARE THE FIRE EXTINGUISHERS?

◊ DURING AN EMERGENCY, ARE YOU RESPONSIBLE FOR CLEARING ANY FLOORS OR AREAS OF THE LIBRARY?