

CHAPTER 2

PERSONS TO SUMMON WHEN A DISASTER OCCURS

Alerting professional staff, supervisors and support staff:

It is the responsibility of the first person observing the disaster to call x911 University Police and immediately after the Library Director who will call the librarians.

The Library Director is responsible for contacting the Disaster Preparedness Committee, each of whom will be responsible for alerting the staff in the areas they represent.

1. Library Director notifies: all librarians and secretary
 2. Head of Reference and Access Services notifies: department personnel (PT librarians and staff)
 3. Acquisitions and Collection Development Librarian notifies: all Technical Services department personnel
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EMERGENCY EVACUATION PROCEDURES

1. The fire alarm/gong system will alert occupants that an evacuation has been called.
2. Personnel assigned to the Reference Area, Technical Services and Library Administration Office initiate the evacuation procedure.
3. No one is allowed back in the building unless directed by the authorities.