

## **CHAPTER 6**

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### **BOMB THREATS**

If a suspicious object or package is found, call x911 University Police immediately.

If an evacuation is necessary, follow the emergency evacuation instructions in Chapter 2, "Disaster Procedures" in the Disaster Plan Workbook.

If a staff member receives a call reporting a bomb threat, he or she should remain calm and **WRITE DOWN** the answers to the following questions:

- When will the bomb explode?
- Where is the bomb?
- When was it planted?
- What does the bomb look like?
- What type of bomb is it?

The staff member receiving the threat should carefully **WRITE DOWN** the following information:

- The exact words of the caller.
- The explicit motive for the threat.
- The quality of the caller's voice: does the caller sound young or old, male or female? Does the caller have an accent? Does the caller sound nervous, determined, etc?

While on the phone, the staff member should signal a nearby employee to call x911 University Police at once. It is x911 University Police's duty to notify all other appropriate individuals, including the Police and/or Fire Departments.

When the appropriate personnel are notified, they will make a decision to evacuate based on the following criteria:

- The accessibility of the area to intruders.
- The terminology used in the bomb threat.
- The time of day.
- Current events.
- The logistics of an evacuation.

The means by which the threat was communicated: by mail, hand delivery or phone call.  
The advice of the Police or Fire Department.

### **VANDALISM**

Vandalism includes but is not limited to the following: damaging or defacing the library building, furniture or equipment; damaging or defacing library books, such as tearing out pages, tearing out sections of pages, stealing library books, writing in library books; eating in the library; and smoking in the library, including bathrooms and private study rooms.

To report cases of vandalism, contact x911 University Police and Library Director. In the case of serious destruction of library materials or facilities, do not confront the vandal. Call x911 University Police from the nearest phone. Arrange a meeting place with x911 University Police in order to direct them to the area.

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## **SHELVING COLLAPSE**

Collapse of shelving, or other structural accidents, such as the collapse of a ceiling or a wall, can be the results of explosions, earthquake, flood or natural deterioration.

When structural damage occurs, call x911 University Police and Facilities who will assess the structural damage and/or call the Police or Fire Departments if necessary. After inspection, Facilities will determine when it is safe to enter the area. **DO NOT ATTEMPT TO ENTER THE AREA UNTIL** Facilities and appropriate authorities **HAVE INSPECTED IT.**

In the event of a major shelving collapse, call x911 University Police, Facilities and the Library Director immediately. Do not enter the area until the Facilities has inspected it; some items may still be unstable. If there are any medical emergencies, follow the procedures outlined in Chapter 6 "Medical Emergencies" in the Disaster Plan Workbook.

Before attempting to reshelv the damaged material, call Library Director.

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## **RODENT, INSECT AND MOLD INFESTATION**

Many species of fungi and insects can damage library materials. Mold will discolor and weaken paper and bindings; insects such as cockroaches and silverfish attack paper, book cloth, starch paste, animal glue and leather bindings for their cellulose content; rodents such as rats and mice will also destroy many types of library material. Although the Library is fumigated on a regular basis to control insects and rodents, and the temperature and relative humidity are controlled to discourage mold growth, these problems may still occur.

All cases of rodent, insect and mold infestation in library material should be reported immediately to Library Director. The affected material should be isolated as soon as possible from non-affected material using sealable polyethylene "zip-lock" type bags. Extreme care should be taken in handling this material as it can be harmful to humans as well as library materials.

Library Director will decide if the damage can be handled in the library or if outside help is needed. Rodent or insect infestations not affecting library material should be reported to Facilities.

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## **SUMMONING MEDICAL ASSISTANCE**

The decision to notify or render medical services should be made only by authorized personnel.

If someone is injured or sick and in need of emergency help, call x911 University Police and Library Director.