

DISASTER PLAN WORKBOOK

CHAPTER 1

SUMMARY OF EMERGENCY PROCEDURES

MEDICAL EMERGENCY: Call **x911** University Police. Describe the problem; give the exact location and your name. Security personnel will come to assist you. They will call health service if necessary. Do not try to administer first aid; you may do more harm than good. See "Medical Emergencies" in Chapter 6 for further instructions.

FIRE: Call **x911** University Police. If you have any doubts about your ability to extinguish the fire, secure and leave the area. Activate the nearest fire alarm or call x911 University Police. They will call the Fire Department if necessary.

When a fire alarm is sounded initiate the library evacuation procedures.

BOMB THREAT: Keep the caller on the telephone as long as possible and WRITE DOWN as much of the following as you can obtain: time set for the explosion, location of the bomb, and the type of bomb. Call **x911** University Police, to report the bomb threat immediately. See Chapter 6, "Other Emergencies," in the Disaster Plan Workbook, for more instructions.

FLOODING OR WATER DAMAGE: Throw a plastic drop cloth (see Chapter 7, "Suppliers") over affected area, then call x911 University Police. Move as many books as possible out of the flooded area, if it is safe to do so. See Chapter 4 in the Disaster Plan Workbook, entitled "Recovery Procedures," for instructions on how to treat each type of library material affected.

VANDALISM: DO NOT confront the vandal. Walk discreetly to the nearest phone and call **x911** University Police. Arrange a meeting place so you can direct security personnel to the area affected. See Chapter 6, "Other Emergencies," in the Disaster Plan Workbook, for more instructions.

POWER FAILURE: Call **x911** University Police and secure the area before leaving.

FIRE SAFETY TIPS:

- ALWAYS REPORT A FIRE BEFORE ATTEMPTING TO EXTINGUISH IT.
- ALWAYS KEEP YOUR BACK TO YOUR ESCAPE ROUTE.
- NEVER ATTEMPT TO EXTINGUISH A LARGE FIRE.
- WHEN USING A FIRE EXTINGUISHER REMEMBER THE ACRONYM

P.A.S.S.

- **Pull**
 - **Aim**
 - **Squeeze**
 - **Sweep**
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