In all emergency circumstances, it is important to remain calm and follow the steps indicated. If there are any questions concerning these procedures, please refer to the emergency numbers listed on the reverse.

GENERAL INSTRUCTIONS FOR STAFF (Monday-Friday, 7:30 AM – 5 PM)

COLLECTIONS
If you find damage to collections by water, insects, vandalism, etc., call:
1. Giselle Simón, 335-5033 (work) 319-389-5298 (cell)
2. Nancy E Kraft, 335-5286 (work) 319-360-5387 (cell)
3. Beth Stone, 335-5503 (work) 319/936-5214 (cell)

ELEVATORS NOT WORKING (Main)
Notify Brian Fotsch, 5-5899 and/or Administration Office, 5-5867.

FIRE/SMOKE
1. Set off the fire alarm.
2. Assess your personal safety – Call the Fire Department (911) in the building. Otherwise, wait until you are outside until you call. State the nature and location of the fire. Provide your building’s street address (see reverse).
3. Again, if it is feasible to do so without jeopardizing personal safety, use the nearest fire extinguisher.
4. If you must evacuate, do not return to your work area. Leave the building immediately and go to your department’s safe area. Report to your supervisor. Remain there until the all-clear announcement is made.
5. Individuals unable to leave the building should move to a stairwell and call 911 to report their location.

When you evacuate:
• Close the doors to your immediate area.
• EVACUATE the building via the nearest exit.
• DO NOT use elevators.
• Avoid smoke filled areas.

MEDICAL EMERGENCY*
If the individual is unconscious:
1. Call for an ambulance (911) Provide your building’s street address (see reverse).
   a. Do not move the individual unless you are authorized by a medical authority, or it is obvious that delay in movement would be detrimental to the individual.
   b. Retrieve and use an AED if trained or directed by emergency personnel.
If the individual is conscious:
1. Call for an ambulance (911) if requested by the individual. Provide your building’s street address (see reverse).

In all cases:
1. Notify appropriate supervisor and the Administration Office.

General Injury
If a user is injured while on University property (e.g., falling down stairs), encourage them to contact UI Police to file an incident report. This is especially encouraged if there are extenuating circumstances like loose concrete/carpet, weather conditions, spills, etc.

POWER OUTAGE (Main)
1. Remain in your work area
2. The Administration Office will inform staff and patrons about the situation using the PA system.
3. Emergency lights will remain on for 90 minutes.
4. AMAG door controls should continue to function.
5. Elevators will not be in use.

TORNOADO/SEVERE WEATHER
• Tornado WATCH: Weather conditions are favorable for tornado development.
• Tornado WARNING: A tornado has been sighted in the area or can be seen on radar. Sirens will sound for tornados and/or when winds reach 70mph

The Administration Office will monitor the situation and make announcements as needed. The UI’s HawkAlert system will also send notifications.

Take Cover! Move to the 1st or 2nd floor corridors of Main Library (interior hallways or lower floors of other buildings). Stay away from windows.

WATER LEAK (Main)
Notify Brian Fotsch, 5-5899 and/or Administration Office, 5-5867.

ACTIVE SHOOTER — ALICE GUIDELINES
One or more of the following ALICE guidelines may apply depending upon the situation, your proximity to a shooter, and your ability to escape the area.
Alert – Call 911. Provide your building’s street address (see reverse). Use plain and specific language to describe the situation to others.
Lockdown – If you can’t leave the building safely, lock the door and barricade the door. Prepare to evacuate or counter, if needed.
Inform - Communicate the violent intruder’s location and direction in real time with police and colleagues.
Counter - Create Noise, Movement, Distance and Distraction with the intent of reducing the shooters ability to shoot accurately.
Evacuate - When safe to do so, remove yourself from the danger zone.

Administration Office contact information:
Brian Fotsch – 5-5899, 331-3580 (cell), brian-fotsch@uiowa.edu
Admin Office Front Desk – 5-5867, libraries@uiowa.edu

*If emergency personnel have been notified of an incident in the Main Library, notify the Service Desk (5-5299) of the location of the incident so that emergency personnel can be directed to the incident.
EMERGENCY NUMBERS*

Ambulance Service ......................................................... 911
Campus Facilities ....................................................... 5-5071
Chemical or Biological Release ......................... 5-5022
Environmental Health and Safety ....................... 911
Fire .............................................................................. 911
Police ............................................................................. 911
Poison Control ...................................................... 1-800-222-1222
University Hospital & Clinics Emergency Response .... 911
Worker’s Compensation Office ............................ 5-2676
   Use UIHC ER for emergencies or after hours .......... 911

For non-emergencies, go to UI HealthWorks in N. Liberty...356-3335.

BUILDING STREET ADDRESSES

Art Building West/Art Library ..................... 141 North Riverside Dr.
Hardin Library ..................................................... 600 Newton Rd.
Main Library ..................................................... 125 W. Washington St.
Pomerantz Business Bldg/Business Library .... 21 East Market St.
Sciences Library ............................................... 120 East Iowa Ave.
Seamans Center/Engineering Library ........... 103 South Capitol St.
Voxman Music Building/Music Library ........... 93 East Burlington St.

EVACUATION BEST PRACTICES

1. Begin evacuation immediately; do not assume it is a drill or false alarm.
2. Remain calm and focus on exiting the building using the nearest stairwell/available route. Do not use elevators.
3. Use emergency doors.
4. Inform staff and patrons of the need to evacuate the building but do not stop and try to make someone leave.
5. Leave the building and go to your department’s designated meeting spot. Take a head count; report missing staff to UIPD or Fire Department representative.
6. Do not re-enter the building unless or until the all-clear notice has been issued by FD or PD.
7. If staff are not allowed to re-enter a building, follow library or campus policy on reporting time. Check e-mail for updates and building safety status. Phone trees may be utilized, as well, to communicate information.

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sharepoint.uiowa.edu/sites/libraries/admin/Admin_Info/Emergency_Procedures.aspx