Main Library operational staff include: Administration Office, Preservation, Service Desk and Overnight Attendant, Bookstacks, and the Night Supervisors.

Collections

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

Elevators Not Working or Water Leak (Main)

<table>
<thead>
<tr>
<th>M – F, 7:30 AM – 5:00 PM</th>
<th>After 5 PM &amp; Weekends</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call Brian, 5-5899, or Administration Office, 5-5867.</td>
<td>1. Call Work Control, 5-5071</td>
</tr>
<tr>
<td>2. If Brian is not available, call Work Control, 5-5071</td>
<td>2. Email Brian Fotsch, <a href="mailto:brian-fotsch@uiowa.edu">brian-fotsch@uiowa.edu</a> and Administration Office, <a href="mailto:libraries@uiowa.edu">libraries@uiowa.edu</a>, so they can follow up.</td>
</tr>
</tbody>
</table>

Fire/Smoke

1. Set off the fire alarm.
2. Assess your personal safety – Call the Fire Department (911) in the building if it is safe. Otherwise, wait until you are outside until you call. State the nature and location of the fire. Provide building’s street address
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.

Medical Emergency*

If the individual is unconscious:
1. Call for an ambulance (911) Provide your building’s street address.
   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.

In all cases:
1. Notify appropriate supervisor and the Administration Office.
Emergency Procedures for OPERATIONAL Staff

General Injury
If a patron 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.

Emergency Numbers*

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance Service</td>
<td>911</td>
</tr>
<tr>
<td>Campus Facilities</td>
<td>5-5071</td>
</tr>
<tr>
<td>Chemical or Biological Release</td>
<td>5-5022</td>
</tr>
<tr>
<td>Environmental Health and Safety</td>
<td>911</td>
</tr>
<tr>
<td>Fire</td>
<td>911</td>
</tr>
<tr>
<td>Police</td>
<td>911</td>
</tr>
<tr>
<td>Poison Control</td>
<td>1-800-222-1222</td>
</tr>
<tr>
<td>University Hospital &amp; Clinics Emergency Response</td>
<td>911</td>
</tr>
<tr>
<td>Worker's Compensation Office</td>
<td>5-2676</td>
</tr>
<tr>
<td>Use UIHC ER for emergencies or after hours</td>
<td>911</td>
</tr>
<tr>
<td>..... For non-emergencies, go to UI HealthWorks in N. Liberty...356-3335.</td>
<td></td>
</tr>
</tbody>
</table>

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 exit only 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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*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.

Revised 11/28/16
Power Outage (Main)

**Monday - Friday, 7:30 AM - 5:00 PM**

**IDENTIFY**
The Facilities Coordinator/Administration Office will contact Work Control (5-5071) for information concerning the outage and possible time frame for restoring power.

**INFORM**
Dial 275 and begin speaking immediately:
“There has been a power outage. Libraries Administration is contacting appropriate University personnel. There will be another announcement shortly.”

**ASSIST**
Staff from Shipping, Bookstacks and custodial will coordinate a corridor sweep to check elevators and to provide assistance to users/staff.

**ACTIONS**
If the power is not restored in 30 minutes, the Administration Office may decide to ask all users to exit the building.
Dial 275 and begin speaking immediately:
“There has been a power outage. Library users are asked to exit the building and to notify desk staff if there is anyone needing assistance leaving the building. Please take all of your personal items with you. If you need assistance getting to the first floor, go to the central corridor of the floor you are on and wait for staff to assist you. Emergency lights will be going off soon.”

Service Desk staff will:
- Place “Power Outage – Enter Only in an Emergency” sign in front of gate into Collections.
- Call for back-up from Circulation if necessary (5-5913).
- Offer to hold materials for check-out under the user’s name. Materials will be held for three days. Check out materials needed immediately, using the Down Sheets.
- Designate staff/student assistants to help with door control if Administration decides to close the library.

If the power it not restored for an indefinite amount of time, the Administration Office will:
- Inform staff of next steps, i.e., go home for the rest of the day;
- Ask the Service Desk to put up the “Power Outage, Library Closed” signs on all building entrances;
- Ask the Service Desk to make a PA announcement that the library will be closing in 15 minutes; and,
- Contact Work Control (5-5071) to have them lock the facility via AMAG.

Service Desk staff will:
- Have designated staff/student assistants stationed at building entrances to inform users the library is closed, until Work Control locks the doors.

**FOLLOW UP**
None
After 5:00 PM and Weekends

**IDENTIFY**

The Night Supervisor or the Service Desk Overnight Attendant will call UI Police (5-5022) to report the power outage and request their assistance.

**INFORM**

Dial 275 and begin speaking immediately:

“There has been a power outage. Library staff are contacting appropriate University personnel. There will be another announcement shortly.”

**ASSIST**

With help from UI Police, check elevators and all floors and provide assistance to users/staff.

**ACTIONS**

Night Supervisor and Service Desk Overnight Attendant will:

- Place “Power Outage – Enter Only in an Emergency” sign in front of gate into Collections.
- Offer to hold materials for check-out under the user’s name. Materials will be held for three days. Check out materials needed immediately, using the Down Sheets.
- Designate available staff/student assistants to help with door control if a decision is made to close the library.

If the power is not restored within 30 minutes, a DECISION may be made to close the library. The Night Supervisor or Service Desk Overnight Attendant will call:

- Brian Fotsch, Facilities Coordinator, 319-331-3580
- Mark Erlandson, Facilities Director, 319-325-5961
- Carmelita Pickett, Associate University Librarian, 979-777-4399

Decision is made to close the library - Dial 275 and begin speaking immediately:

“There has been a power outage. Library users are asked to exit the building and to notify desk staff if there is anyone needing assistance leaving the building. Please take all of your personal items with you. If you need assistance getting to the first floor, go to the central corridor of the floor you are on and wait for staff to assist you. Emergency lights will be going off soon. The library will be closing in 15 minutes.”

- Put up the “Power Outage, Library Closed” signs on all building entrances.
- Contact Work Control (5-5071) to have them lock the facility via AMAG.
- Have designated staff/student assistants stationed at building entrances to inform users the library is closed, until Work Control locks the doors. Ask for assistance from UI Police to clear the building, if necessary.

**FOLLOW UP**

Send a summary of the incident to Brian Fotsch, brian-fotsch@uiowa.edu, and/or Administration Office, libraries@uiowa.edu
Tornado/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.

### Monday - Friday, 7:30 AM - 5:00 PM

**IDENTIFY**
The Facilities Coordinator/Administration Office will monitor the situation. If a TORNADO WARNING is announced, or the siren is sounding, the PA system is used to alert the library.

**INFORM**
Dial 275 and begin speaking immediately:

“This is a tornado warning. We ask everyone to go to the central corridors on the 1st and 2nd floors and avoid windows and elevators. If you need assistance getting to the 1st and 2nd floors, please go to the central corridor of the floor you are on and wait for staff to help you. Please go the 1st and 2nd corridors, avoiding windows and elevators. This is a tornado warning.”

Note: Users are free to disregard the announcement and leave the building.

**ACTIONS**
The University’s Hawk Alert System will notify the campus community in the event of severe weather.

**ASSIST**
Bookstacks staff will check for people needing assistance in getting to the 1st and 2nd floors.

**FOLLOW UP**
If the warning’s time window has elapsed/the siren has stopped/the tornado has passed/or if safety has otherwise been determined, use the PA system to announce:

“We no longer have a tornado warning. You may return to prior activities. Thank you for your cooperation. We are no longer under a tornado warning.”

### After 5:00 PM and Weekends

**IDENTIFY**
The Night Supervisor/Service Desk Overnight Attendant will monitor the situation. If a TORNADO WARNING is announced, or the siren is sounding, the PA system is used to alert the library.

**INFORM**
Dial 275 and begin speaking immediately:

“This is a tornado warning. We ask everyone to go to the central corridors on the 1st and 2nd floors and avoid windows and elevators. If you need assistance getting to the 1st and 2nd floors, please go to the central corridor of the floor you are on and wait for staff to assist you. Please go the 1st and 2nd corridors, avoiding windows and elevators. This is a tornado warning.”

Note: Users are free to disregard the announcement and leave the building.

**ACTIONS**
The University’s Hawk Alert System will notify the campus community in the event of severe weather.
**Assist**

Available Service Desk staff should check for people needing assistance in getting to the 1st and 2nd floors, if Collections side is open.

Open the gate between the Learning Commons and the Collections, if Collections side is closed, so that users may go into the central corridor.

**Follow Up**

If the warning’s time window has elapsed/the siren has stopped/the tornado has passed/or if safety has otherwise been determined, use the PA system to announce:

“We no longer have a tornado warning. You may return to prior activities. Thank you for your cooperation. We are no longer under a tornado warning.”