

chap 16

University of Oregon Library

Emergency Procedures

FIRE

BEHAVIORAL PROBLEMS

BUILDING SERVICE
MALFUNCTIONS

BOMB THREAT

ILLNESS OR INJURY

FIRE

Do the following things calmly and quickly

1. **Activate** the nearest fire alarm (your supervisor has shown you its location).
2. **Call** Department of Public Safety, dial 3333.

Be prepared to provide the following information:

Where the fire is in the building

What type of fire it is (e.g. what type of material is burning?)

Who you are: your name and phone number

3. **Call the Office of the Librarian**, between 8 am-5 pm, dial 3056. Inform them as to the actions you have taken. If fire occurs after normal business hours call the Director of Administrative Services for the University Library, or the Assistant University Librarian for Public Services or the University Librarian immediately after the Department of Public Safety has been notified. Their home telephone numbers are listed in the University of Oregon Staff Directory.

4. **When** the Eugene Fire Department arrives, identify yourself as the person reporting the fire and provide any helpful information they request.

[Your department may have more detailed procedures for this type of emergency. Refer to those procedures after taking appropriate steps above.]

FIRE

BEHAVIORAL PROBLEMS

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BEHAVIORAL PROBLEMS

Do the following things calmly and quickly

1. **Report** emotional/behavioral incidents (e.g. loud and abusive patron(s)) first to the Department of Public Safety, dial 3333, and then to the Office of the Librarian, dial 3056. Be sure to notify your supervisor of incidents no later than the end of your work shift. If the incident occurs after normal business hours (8 am-5 pm), be sure it is reported to the Office of the Librarian the following work day (M-F).
2. **Major disturbances** (e.g. damage to equipment or building, life threatening incidents, etc.) should be reported to the Department of Public Safety, dial 3333, and to the Office of the Librarian, dial 3056. When such incidents occur after normal business hours (8 am-5 pm) they should be reported to the Director of Administrative Services for the University Library or the Assistant University Librarian for Public Services or the University Librarian immediately after the Department of Public Safety has been notified. Their home telephone numbers are listed in the University of Oregon Staff Directory.
3. For more detailed information consult the Library Administrative Manual. A copy of this manual is kept in each department.

[Your department may have more detailed procedures for this type of emergency. Refer to those procedures after taking appropriate steps above.]

BEHAVIORAL PROBLEMS

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BUILDING SERVICE MALFUNCTIONS

Do the following things calmly and quickly

1. **If an elevator fails** notify the Office of Administrative Services, dial 3089. If it fails after normal business hours (8 am-5 pm). notify the Department of Public Safety, dial 3333. Public Safety Officers will determine if the elevator must be cleared immediately, or if it should remain inoperative until the next normal working day. All after hours reports of failed elevator operation should also be made to the Office of Administrative Services the next normal working day.

2. **Problems requiring custodial assistance** (overflowing toilets, no lights, extreme mess on floor, etc.) should be reported to the Office of Administrative Services, dial 3089 between 8 am-5 pm, M-F. After 5 pm and on weekends, report maintenance emergencies to the Department of Public Safety, dial 3333. After hour maintenance emergencies, which have been reported to the Department of Public Safety, should also be reported to the Office of Administrative Services the following normal workday, 8 am-5 pm. Employees should leave notice of the problem for the supervisor to notify the Office of Administrative Services.

BUILDING SERVICE
MALFUNCTIONS

BOMB THREAT

ILLNESS OR INJURY

BOMB THREAT

Do the following things calmly and quickly

1. When bomb threat received:

- A. **Remain calm**
- B. **Try to get** the following information from the caller:
 - Location* of the bomb in the building
 - When* bomb will detonate
 - What* type of bomb it is (e.g. plastic explosive, dynamite, gasoline)
- C. **Try to remember** any related information (e.g. reasons s/he planted the bomb, background noise)

2. If detonation is imminent, go to step #3 immediately.

After bomb threat is received, notify the **Office of the Librarian** dial 3056 during 8 am-5 pm, M-F, or the **Department of Public Safety**, dial 3333 after hours and weekends.

If detonation is not to take place within 30 minutes, wait for instructions from the Librarian's Office or Public Safety.

3. Activate the nearest fire alarm (your supervisor has shown you its location).

Telephone the Department of Public Safety, dial 3333, indicate the nature of the emergency.

(If bomb threat note is received, begin with step #2.)

[Your department may have more detailed procedures for this type of emergency. Refer to those procedures after taking appropriate steps above.]

BOMB THREAT

ILLNESS OR INJURY

ILLNESS OR INJURY

Do the following things calmly and quickly

1. If the illness or injury is serious:

- A. **Call** the Department of Public Safety, dial 3333
- B. **Describe the type** of illness or injury
- C. **Describe the location** in the Building where you are and the location of the victim
- D. **Provide your name and phone number**

- E. **Give first aid only if you know how** or refer to appended list of CPR trained Library Staff (Public Safety Officers are trained in first aid and CPR procedures)

(Anytime a serious illness or injury occurs the Officer sent by the Department of Public Safety will determine where the victim is to be taken.)

2. If the illness or injury is minor:

- A. **For students:** the student is sent to the Student Health Center, 13th and Agate streets on campus (the Department of Public Safety will transport the student upon request). **Call** the Health Center to let them know the student is coming, dial 4441. Center hours are 8 am-8 pm, M-Sat; 12 noon-8 pm, Sunday.
- B. **For Library faculty, staff, and town patrons:** Refer to private physician.

3. All injuries, regardless of their severity, must be reported to the Office of Administrative Services, between 8 am-5 pm, dial 3089. Incidents of injury which occur after normal business hours must be reported the next regular work day, M-F. Unsafe conditions in the building must also be reported as soon as possible.

[Your department may have more detailed procedures for this type of emergency. Refer to those procedures after taking appropriate steps above.]