ACCESS SERVICES DEPARTMENT
EMERGENCY CLOSURE PROCEDURES

The library will be open under both Plan I (fire or illness) and Plan II (inclement weather) of the Emergency Closure Procedure for the University. In these circumstances, the library will be staffed with a skeleton crew to cover necessary service points.

**A - WHEN THE CAMPUS IS OPENED, BUT THERE ARE NO CLASSES**

Regular staff will work when the campus is regularly opened, but there are no scheduled classes.

**B - WHEN THE CAMPUS IS CLOSED, BUT STUDENTS ARE IN RESIDENCE**

The skeleton crew who will work when the campus is officially closed will consist of those who live closest to the library.

Skeleton crew who will work on days when the campus is officially closed (at least one of the following):

- Debbie Hill: 253-759-9495 (cell – 253-732-1016)
- Tracie West: 301-651-3245 (cell)
- Tracie Clawson: 360-606-0173 (cell)
- Cassandra Palmore: 253-572-3710 (cell – 253-283-4879)

If for some reason Debbie or Cassandra cannot make it in, the telephone tree will be as follows:

- Jada Pelger: 253-531-8335 (Call for Learning Commons Printer Issues)
- Chris Dowd: 253-857-6254
- Lori Ricigliano: 253-759-1842
- Jane Carlin: 253-777-2632 (cell)

If all circulation members are unable to come in, the Library Director will be notified (Cell 253-777-2632) and will locate staff to maintain library operations. Lori Ricigliano’s home number is: **253-759-1842**. It is unlisted, please do not give out. *Library Systems Coordinator, Hilary Robbleloth’s cell number: 253-625-0784.*
C – WHEN THE CAMPUS IS CLOSED AND THERE ARE NO STUDENTS IN RESIDENCE

The library will be closed when the campus is officially closed AND there are no students in residence. (Example: a snow day during winter break)

WEEKDAY MORNING SHIFTS

1. All Circulation staff members are responsible for opening the library on their designated day. If a scheduled opener cannot make it, they are to call a staff member that is “scheduled to work that day” the night before. She will open the library for the scheduled opener. The scheduled opener will return the favor and open the library for staff member within a week’s time.

2. When a staff person has been unexpectedly detained on her way to work and cannot open the library on time, she has a few choices:
   - Call an RMS staff member’s campus number and ask if they can turn on the lights and printers in Learning Commons and man the Circulation desk until a Circ staff member arrives to fully open the library. **The RMS staff member will need to be trained!**
   - Call Security and ask them to send a staff member to the library to turn on the lights and wait for another library staff member to arrive.
   - Call the first student assistant on shift and ask them to come in earlier to turn on the lights and man the Circulation desk until a Circ staff member arrives to fully open the library. **Desk assistants will need to be trained!**

WEEKDAY EVENING SHIFTS

1. If the designated evening staff member with the **ending shift of 9:30pm** cannot come in, she is to call the Circulation Desk and ask to be transferred to Cassandra so she can coordinate coverage for the early evening. If Cassandra is not available, contact Chris, and then Lori if Chris is not available.

2. If Tracie cannot come in, she is to call the Circulation Desk and ask to be transferred to Cassandra so she can coordinate coverage for the late evening to closing shift. If Cassandra is not available, contact Chris, and then Lori if Chris is not available.

WEEKEND SHIFTS (During academic school year)

Addi Mercer* - Saturday 8:30am-12:30pm (cell 503.926.4778) (Senior Assistant)
Debbie Hill - Saturday 12:30pm-9:30pm
Cassandra Palmore - Sunday 8:30am-5:30pm
Tracie Clawson - Sunday 5:30pm-2:30am

Saturdays:

1. If the senior assistant cannot make it in, she is to call Debbie the night before. **Debbie may choose to take compensatory time or overtime** for working the 8:30am-12:30pm shift in addition to her 12:30-9:30pm shift.

2. If Debbie is unexpectedly detained on the way to work for the Saturday shift, she is to call the senior assistant at the library and ask if she could stay an hour or so until she gets in. If the senior assistant cannot stay, then the desk assistants on duty will be responsible for the circulation desk until the staff member arrives. **Student assistants working these shifts will need to be trained on this procedure.**
3. If Debbie cannot make it to work, she is to call Cassandra first to see if she can work for her. If not, then call the remaining staff members on the telephone tree. The replacement staff may take overtime or compensatory time for hours worked.

Sundays:
1. If Cassandra cannot make it to work, she is to call Debbie first to see if she can work for her. If not, then call the remaining staff members on the telephone tree. The replacement staff may take overtime or compensatory time for hours worked.

WORK SCHEDULES FOR NON-SKELETON CREW

Those not designated as part of the skeleton crew should not work unless there are special circumstances and authorization is received from the department head prior to the workday.

Student Assistants: The staff person working the day shift will be responsible for calling and lining up students who live close to campus to work the evening shift.

LIBRARY CLOSURE

The library may close at the discretion of the director. Opening later or closing earlier will be decided on a case-by-case basis. Access Services should be prepared to provide coverage until 9pm with backup possibilities until 2:30am.
WATER LEAKS
During the rainy season, the staff member who opens the library is responsible for walking the building to note any water leaks. The evening staff member will continue to complete nightly building reports. It is important to gather as much information as you can, as this will be reported to the Library Administrative Coordinator and Facilities Services.

Some of the “hot spots” for leaks are (but not limited to):
- 2nd bound volume room near the fire exit
- 4th floor near cages
- 4th floor on the side walls
- "N" room, 1st row.
- In the Link near the windows (right side).
- Fire exit near Tech Center (stairwell)
- Fire exit near the carrels in A-C (sometimes the carpet gets damp)

During regular business hours (Monday-Friday, 8am-5pm):

<table>
<thead>
<tr>
<th>Circulation Staff</th>
<th>Library Administrative Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completes a walk-around and notes leaks. It is important to get room numbers and be very detailed. (Specify any book or furniture damage, etc.)</td>
<td>1. Confirms damage and notifies Facilities Services</td>
</tr>
<tr>
<td>2. Notify Library Administrative Coordinator and Library staff</td>
<td>2. Creates signage to be placed in damaged areas.</td>
</tr>
</tbody>
</table>

During non-business hours:

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<th>Library Administrative Coordinator</th>
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<td>1. Completes a walk-around and notes leaks</td>
<td>(During next business day)</td>
</tr>
<tr>
<td>2. <strong>Calls Security</strong> at ext.3311 with notes and asks them to call the on-call Facilities Services staff member.</td>
<td>1. Checks progress made by Facilities Services.</td>
</tr>
<tr>
<td>4. Creates Signage to place in damaged areas.</td>
<td></td>
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**POWER OUTAGES**

During a power outage, senior staff member in charge, in consultation with the university **Security Department staff and Library Director**, will determine if and when to close the building.

**During regular business hours (Monday-Friday, 8am-5pm):**

<table>
<thead>
<tr>
<th>When the power goes out (Daylight)</th>
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</thead>
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<td>1. Call Security at ext.3311. If the telephones are out as well, use an available cell phone. If a cell phone is not available, have a work-study/university student walk to Security to inform them of the situation. DO NOT LEAVE THE LIBRARY UNATTENDED.</td>
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<td>1. Test Primo, the network and the web to see if there is access. If some of these access points are not working, then call Security so they can call the on-call TS staff member. If the problem fixes itself before the TS staff member arrives, notify Security so they can inform the TS staff member that they don’t have to come.</td>
</tr>
<tr>
<td>2. Check on the Learning Commons assistant on the other side of the fire door.</td>
<td>2. Retrieve individual flashlights.</td>
<td>2. Take the compact shelving “Managerial Key” and reset the compact shelving in each room.</td>
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<td>3. Walk around to insure patrons are calm and inform them of the situation.</td>
<td>3. Check on the Learning Commons assistant on the other side of the fire door.</td>
<td>3. Restart copiers.</td>
</tr>
<tr>
<td>4. Prepare to begin using manual check out forms.</td>
<td>4. Walk around to insure patrons are calm and inform them of the situation.</td>
<td>4. Remove pre-made signs if access points are functioning.</td>
</tr>
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<td>5. Post pre-made signs about the outage on the doors of the library and the Learning Commons workstations.</td>
<td>5. Be prepared to close library and evacuate the building. Security staff will need to assist. Place signs on the library doors.</td>
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SECURITY SITUATIONS (THEFT, ASSAULT (including animal attacks), INJURY)

When one of these situations occurs, the senior staff member in charge should call Security at ext.3311. When the call is placed, it is important to give as much information as you possibly can to the Security staff member.

Security Reporting Guidelines:

<table>
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<tr>
<th>TIME OF CALL:</th>
</tr>
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<tbody>
<tr>
<td>YOUR NAME AND EXTENSION:</td>
</tr>
<tr>
<td>TYPE OF INCIDENT (theft, injury, etc):</td>
</tr>
<tr>
<td>TIME INCIDENT OCCURRED:</td>
</tr>
<tr>
<td>EXACT LOCATION OF INCIDENT:</td>
</tr>
<tr>
<td>DIRECTION OF TRAVEL (if perpetrator fled the scene):</td>
</tr>
</tbody>
</table>

SUSPECT INFO:
- Name:
- Gender:
- Race:
- Age:
- Height:
- Weight:
- Hair:
- Distinguishing features:

SUSPECT VEHICLE INFO:
- Make/Model:
- License Plate:
- Color:
- Distinguishing features:

VICTIM INFO:
- Name:
- Age (if illness/injury):
- Location:
FIRE ALARMS AND DRILLS

IN THE EVENT OF A FIRE, PROCEED AS FOLLOWS:

1. Pull the fire alarm and make the following announcement over the PA system.

   May I have your attention, please. We need to evacuate the library immediately. Please leave by the nearest exit. Do not use the elevators. I repeat - **do not use the elevators**. If you are on an upper or lower floor, go to the stairs and follow them to the nearest exit. Once outside, wait in front of the library, away from the building until told to by Security it is safe to reenter the building. Please evacuate the building immediately. (Pause and repeat announcement)

2. Call Security Services at x3311. Give them your name, job position, location and all the information you have regarding the fire.

3. Retrieve the First AID kit located above the counter in the Circulation Office. The kit also contains the most current student assistant schedules (desk, shelving, and office) and the semester staff schedule. This will assist in roll call for the library staff when we meet at the designated rendezvous spot (in front of the library).

4. If time permits, check through rooms in your vicinity to assure that patrons have exited the library. Shut all room doors after you check room. If the extent of the fire or smoke accumulation is such that checking rooms may endanger you, **EXIT IMMEDIATELY**.

5. Meet Security and Fire Department staff when they arrive. Communicate information regarding the fire and the evacuation status of patrons.

6. Do not attempt to extinguish a fire unless you are confident the extinguisher will put it out. Fire extinguishers are only first aid devices. Do not throw water on an electrical fire.

FIRE DRILLS:

1. All fire drills are to be pre-scheduled through the Security Office and are to occur before midnight. Security staff will contact library staff prior to fire drill time.

BOMB THREAT

1. Listen Carefully.
2. Discern age, sex, speech (slow, rapid, excited, accent disguised, and the like), background, and any other information you can discern about the caller or his/her location.
3. Ask questions to obtain as much information as possible, such as the location and type of explosive device, when the device will explode, and why the threat is being made.
4. Write down all the pertinent information.
5. Call Security Services immediately at x3311.
6. Do not activate the building fire alarm. If the building must be evacuated, make an announcement on the PA system.

May I have your attention, please. We need to evacuate the library. If you are on an upper or lower floor, use either the elevator or the stairs to reach the ground floor and leave by the front entrance. Once outside, wait in front of the library, away from the building until told to by Security it is safe to reenter the building. Please evacuate the building immediately. (Pause and repeat announcement)

EARTHQUAKE (or other natural disasters)
(From on-campus-crisis web page: http://www.ups.edu/news/disaster/disaster-toc.htm)

This plan will be implemented in event of a natural disaster. Its primary purpose is to protect the safety and health of campus occupants through effective use of University and community resources.

This plan provides general guidance, which must be tailored to the specific nature and impact of a disaster. In the Pacific Northwest earthquakes represent the most significant disaster risk. While much of this plan is oriented toward earthquake response, its guidelines and procedures can be adjusted for use in other disasters such as volcanic activity.

While some disaster situations (such as a major earthquake) may appear obvious, the University president, or most readily available senior officer, will be responsible for declaring a disaster sufficient to set in motion this plan in a manner that best responds to the circumstances.

In a major disaster the University should be prepared to operate without significant outside assistance for up to 72-hours. Outside resources might be available only on a limited, priority basis within the region and City for several days following a disaster.

**General Response Procedures**
Students, faculty, staff, and visitors should respond initially to earthquakes according to the following procedures which are posted in buildings:

**If Indoors during an earthquake:**
1. Seek refuge under a desk, table, or other substantial furniture or fixtures. Stay away from windows, shelves, and heavy equipment.

2. Do not exit buildings until the shaking ceases. After shaking concludes, make the following announcement on the PA system, and walk quickly to the nearest safe exit (be sure people are exiting the building):

   May I have your attention, please. We will need to evacuate the library to assess any damage. Do not use the elevators. If you are on an upper or lower floor, go to the stairs and leave by the front entrance. If you see severe damage, leave by the nearest exit. Once outside, wait in front of the library, away from the building until told to by Security it is safe to reenter the building. Please evacuate the building immediately. (Pause and repeat announcement)

3. Once outside, move to an open area away from buildings (50 feet or more if possible). Be prepared for aftershocks.
4. Meet with other occupants of your building in designated outdoor waiting areas as directed by response staff. After gathering outdoors, wait for directions from Security or Facilities staff. The Fieldhouse and Tennis Annex are primary locations for temporary shelter, if necessary, after an earthquake.

5. Follow instructions by Security or other emergency response staff. Do not reenter buildings until authorized to do so.

If Outdoors during an earthquake:
1. Move quickly away from buildings, utility poles, and other structures (at least 50' from structures if possible). Always avoid downed power lines as they may be energized.

2. If in an automobile, stop at the nearest safe location, preferably away from power lines. Stay in the vehicle for the safety it offers.

Building occupants should gather in groups outside of buildings after an earthquake subsides. This campus map (in PDF format) depicts gathering areas for each major building. Occupants of University Houses' student residences or offices should gather outside house main entrances at a safe distance from houses. After building occupants gather outdoors, they should wait for instructions from Disaster Response staff.

Persons may return to their off-campus residences if they wish to do so. Persons choosing to remain on campus will be provided shelter and food.

The Fieldhouse and Tennis Annex may be used to provide temporary shelter and services for faculty, staff, students and visitors. These buildings are relatively earthquake resistant and should be occupiable even in the event of a major earthquake or other disaster. The Fieldhouse and Tennis Annex have sufficient capacity to accommodate temporarily the entire campus population. Electricity generators are in place to provide lights, power, and communications in these buildings during a primary University major power failure. Persons may be housed and fed for several days in the Fieldhouse and Tennis Annex.

Wyatt Hall and/or other buildings may also be used for temporary shelter or services purposes. Temporary building use decisions will be guided by individual building conditions and campus service needs.

Students, faculty, and staff may return to their campus residences and academic buildings after their buildings are declared safe and functional. It may be several days or longer before building damages are adequately assessed and/or repaired. It requires a minimum of about two hours to inspect and reoccupy all buildings even where no damage is discovered.
EMERGENCY EVACUATION ANNOUNCEMENTS

FIRE
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BOMB THREAT
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EARTHQUAKE (announce after shaking ceases)
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