

IDT Emergency Procedures

Air Conditioning problem in the IDT Server Room:

The Library Server Room (LL-405A) has its own A/C unit (in addition to the building air-handlers) that is located on the roof of the Love Library building. This assists the building air-handlers in keeping air temperature at an appropriate level for the equipment in the room.

If the A/C unit for the Library Server Room is frozen and/or leaking, call Michael Boback (760-522-8963 cell) and/or the Chill Plant (46729) for assistance/repairs. Physical Plant Work Control (44754) is also called to record the problem and for buckets & plastic sheeting for equipment protection, as well as a temporary A/C unit and fans during extended repairs. The Library Facilities Coordinator and the Director of LIT&DI is also notified.

Bomb Threat to Library:

See also the **Threatening Phone Call Checklist** procedure.

The Director of Public Safety makes the final decision to evacuate the building. When the Library Administrative Office is open, the Dean (or designee) assists the Public Safety Department in evaluating the situation and appropriate action required. Public Safety will inform the Dean (or representative) of the decision to evacuate. The Library Administrator in charge tells Circulation Desk Supervisor to make evacuation announcement over public address system and Library staff will evacuate building as instructed in floor evacuation plans.

In the evening or on weekends, Public Safety personnel consult with the Night-time Circulation Desk Supervisor and will directly inform the Night-time Circulation Desk Supervisor of the decision to evacuate the building.

Library staff should be thoroughly familiar with furniture, equipment and supplies in assigned area so they can immediately note anything unusual.

Employee Injury:

If you are injured while working, report the injury immediately to your supervisor. If necessary, your supervisor will send you to Health Services or to a local hospital, and will complete the supervisor's injury report. IDT has a first-aid kit (with aspirin/band-aids) located on the table adjacent to the Toshiba eStudio282 Copier. The kit can be used for minor injuries.

Enforcement of Library policies and rules:

Suspicious Activity - Report it to Library guards via a phone call to Circulation at 46793.

Fire:

If the fire alarms go off, all IDT staff should immediately evacuate the building and meet at the Library designated check-in location on the lawn (campus green). The InfoSys Service Desk Student Assistant, if on duty, will take the red emergency backpack (located under the table to the right of the Toshiba eStudio282 Copier in LL-406). If the Student Assistant not available, Lisa, Sandy or Carol will take the backpack in that order. If any patron is encountered on the way out of the building, ask them to leave the building immediately as an evacuation is in process.

NOTE: 4th Floor Emergency Coordinator is Sandy Neer; Lisa Elkins is backup 4th Floor Emergency Coordinator.

Threatening Message (via phone, VMS, Email, IM or snail mail):

When a threatening message is received, notify Public Safety Dispatcher at 41911. Save any evidence (i.e., electronic message) for Campus Police. The person receiving the threat must be the same person who reports the threat to Public Safety. Campus police will respond based on your concerns for your safety and will contact either the ROHAN or MAIL system managers, if necessary.

Witness a Crime or Threat to your personal well being:

Report a crime immediately to Public Safety Dispatcher at 41911. The person receiving the threat must be the same person who reports the threat to Public Safety. Campus police will respond based on your concerns for your safety and will contact either the ROHAN or MAIL system managers, if necessary.