

## **IST Emergency Procedures**

### **Air Conditioning problem in the IST Server Room:**

If the air conditioning goes out or is leaking in the IST Server Room, LL-405, call Physical Plant's Work Control at 44754 and ask them to report the problem to Michael Boback in the Chill Plant. If needed, ask Physical Plant Work Control for buckets and plastic sheeting to cover the equipment.

For after hours service, call the Chill Plant at 46729 or call Michael Boback directly at 760-522-8963 (cell).

### **Bomb Threat to Library:**

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

The Director of Public Safety makes final decision to evacuate the building. When the Administrative Office is open, the University Librarian (or representative) assists the Public Safety Department in evaluating the situation and appropriate action required. Public Safety will inform the University Librarian (or representative) of the decision to evacuate. Administrator in charge tells Circulation Desk Supervisor to make evacuation announcement over public address system and Library personnel 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 personnel 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. IST has a first-aid kit (with aspirin/band-aids) located on the table adjacent to the 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 IST members should immediately evacuate the building and meet at the Library designated check-in location on the lawn (campus green). The Service Desk Student Assistant, if on duty, will take the red emergency backpack (located under the table to the left of the Copy Machine in LL-406). If 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: 4<sup>th</sup> Floor Emergency Coordinator is Sandy Neer; Lisa Elkins is backup 4<sup>th</sup> 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 the 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.