

ECCLES HEALTH SCIENCES LIBRARY

Building: 589, Phone: 801-581-8771

EMERGENCY INFORMATION

UNIVERSITY POLICE AND DISPATCH.....	5-2677 (5-COPS)
MEDICAL EMERGENCY.....	5-2677 (5-COPS)
HOSPITAL OPERATOR	1-2121
UNIVERSITY PLANT OPERATIONS.....	1-7221
ENVIRONMENTAL HEALTH & SAFETY.....	1-6590
POISON CONTROL CENTER	800-222-1222

***If dialing from a cell phone, put 58 in front of Univ. prefixes (e.g. 585-2677).**

**** If dialing from a Univ. landline phone, put 9 in front of off-campus calls (e.g. 9-911)**

Health Sciences Education Building is Bldg 575

Updated June 2008

WHEN IN DOUBT, DIAL 911



In the event of a MEDICAL EMERGENCY:

- Remain with the person and tell a specific bystander to call 5-2677 (5-COPS) or call 9-911 from a University phone (or call **911** on a cell phone if available).
- If there is no other threat to the person: Do **NOT** move them!
- If there is an external life-threatening hazard (e.g. building fire, chemical hazard, etc.) to the person: carefully move the person being cautious to **Keep the Spine Aligned**
- If University Police are not on scene, send someone outside to direct the emergency responders to the location of the medical emergency.
- The Utah Good Samaritan Act (Utah Statute 78-11-22) states, “A person who renders emergency care at or near the scene of, or during an emergency, gratuitously and in good faith, is not liable for any civil damages or penalties as a result of any act or omission by the person rendering the emergency care, unless the person is grossly negligent or caused the emergency.”

Injured Library staff who are ambulatory:

- Can obtain medical assistance at Redwood Clinic Ph. # **(801) 213-9900**.
- If the clinic is not open, go to the emergency room at University of Utah Hospital.
- Supervisor should be notified & Workers Comp form filled out (not urgent).

MEDICAL EMERGENCY

In the event of a UTILITY FAILURE, Administration or the Supervisor in charge of the library should:

- Call **1-7221** from a Univ. phone (or **581-7221** from a cell phone) OR 24/hrs call **5-2677 (5-COPS)** (or **585-2677** from a cell phone)
- Give exact location (Building: 589 for Eccles or 575 for HSEB)
- If the duration of the utility failure will require library closure, alert Eccles Library Priority Contacts on Telephone Tree.

If all power and lights are out when people are in the building:

- Check elevator for occupants; follow procedures in ELEVATOR EMERGENCY Tab
- With a Flashlight, check areas with no natural lighting:
 - lower level (including mailroom)
 - bathrooms on all levels
- Yellow Emergency Flashlights are available in the library. Do not use open flames for lighting
- Be aware that the doorway book security system will not be working.
 - Station an employee at door to perform item checkout, if needed.
 - Use Manual Checkout forms noting date, patron barcode, and item barcode on clipboard at Circulation Desk
- Follow plan in BUILDING EVACUATION Tab if instructed to do so by: Director or Deputy Director; Head of Public Services or Technical Services; Circulation Supervisor; or Disaster Team

*Rolling Emergency Kit is located in Duplication. In the event of Evacuation, someone should be assigned to bring Emergency Kit.

UTILITY FAILURE

In the event of an ELEVATOR EMERGENCY

In the event someone is trapped in the elevator, talk to the person(s) and tell them that help is forthcoming. Advise them to use the phone if they find that reassuring. The phones are connected to campus Police. Then observe the following procedures:

During regular working hours:

- Inform Administration Office or Supervisor who will contact Plant Operations at **1-7221** for assistance. If they are not available, the person who discovered the problem should call.
- Tell them someone is trapped in an elevator and that help is needed immediately.
- Specify it is the Eccles Library (Bldg. 589) elevator that is not working.

Evenings and weekends:

Call Plant Operations at **1-7221**.

In the event of a WATER LEAK

Non-emergency Situation

- Call Plant Operations at **1-7221**. Report the problem and the exact location (building, floor, room).
- Take any necessary steps to minimize damage using emergency supplies in the custodial closets.

Emergency Situation

- Call Campus Police at **5-2677 (5-COPS)**. Report nature and severity of the problem and the exact location (building, floor, room). Give your name and a callback number.
- **DO NOT STAND IN OR WALK THROUGH WATER THAT MAY BE IN CONTACT WITH LIVE WIRES!**
- If safe to do so, turn off and unplug all electrical equipment in the affected area.
- If evacuation is necessary, see BUILDING EVACUATION tab in this emergency chart.
- Evenings and weekends: After calling **5-2677 (5-COPS)**, notify the Circulation Supervisor who will contact the Disaster Recovery Team, if necessary, and other appropriate personnel (see Emergency Phone Numbers). If the Circulation Supervisor is unavailable, notify the Director.

ELEVATOR OR WATER EMERGENCY

In the event of a SECURITY EMERGENCY, when there is imminent danger to the safety or well-being of any staff or patron, **ANY** individual may contact the University Police **5-2677 (5-COPS)**. Security emergencies may include:

- Suspicious package left unattended inside or outside of the building
- Suspicious individual lurking in or around the building
- Threats to an individual or over the phone

Contact the University Police **5-2677 (5-COPS)** on a University phone. Give description of person/incident and exact location:

- Eccles Health Sciences Library, Bldg 589, and location within building.
- Health Sciences Education Building, Bldg. 575, and room number

Suspicious Package or Letter

- **Do not handle or move the package or envelope.**
- Clear the immediate area of patrons and personnel. Isolate the scene and deny entry.
- Call University Police: **5-2677 (5-COPS)** (or **585-2677** from a cell phone). Campus Police will contact Salt Lake City police if they determine it is necessary.

If the situation has escalated to include a security emergency such as:

- Hostage situation inside the building or immediately outside
 - An individual openly displays a weapon OR threatens to harm or has harmed anyone,
- contact University Police by calling **5-2677 (5-COPS)** or Police by calling **9-911** from a University phone. Give description of person/incident and exact location:

- Eccles Health Sciences Library, Bldg 589, and location within building
- Health Sciences Education Building, Bldg. 575, and room number

If possible, seal off your area and contact other staff members by telephone or IM to alert them to stay in their offices with the doors closed and locked.

Note: University Police should be notified of all cases of mental health crises (suicide attempts, disorientation, etc.).

PANIC BUTTON: The “panic button” will silently call Campus Security and is located on the far right side under the counter of the main Public Services desk.

SECURITY EMERGENCY / SUSPICIOUS PACKAGE

In the event of FIRE, UNEXPLAINED SMOKE or UNKNOWN EXPLOSION, perform the following:

Rescue those in immediate danger

Activate the nearest fire alarm pull station *

Contain the fire – close doors and clear the corridors of all equipment

Extinguish the fire by using the fire extinguishers * (if fire is wastebasket sized or smaller)

How to use a fire extinguisher

Pull the pin

Aim for the base of the fire

Squeeze the handle

Sweep back and forth across the fire pushing it back until it is extinguished

FIRE OR EXPLOSION EVACUATION

If the fire alarm pull station has been activated and the audible horn and flashing strobes have started, evacuate the building immediately. Refer to the BUILDING EVACUATION tab in this emergency chart.

*Fire alarm pull stations and extinguishers are located near the stairwells. See building maps at end of this flip chart.

Note: Rolling Emergency Kit is located in Duplication. In the event of evacuation, assign someone to bring Emergency Kit.

In the event of ODD ODORS

Odd odors are often the result of vehicles idling in the loading dock, or other activity near the air intakes in that area. Check the loading dock to attempt to identify the source of the odor. If the source is a vehicle, you may ask the driver to turn off or move the vehicle. Otherwise, from 7am-5pm, call Environmental Health & Safety at **1-6590**.

FIRE / SMOKE / EXPLOSION / ODD ODORS

In the event of an EVACUATION ALERT, staff should:

- **Pull the fire alarm**
- Report to the evacuation area in the **west parking lot. Exiting through an alarmed door creates an added alarm.**
 - Loudly warn others to leave the building.
 - Close office doors.
 - Bring personal belongings if safely accessible.
- Do NOT use the elevator during a building evacuation – use ONLY stairs.
- The Public Services Supervisor/staff should:
 - Ensure that the **Emergency Kit** is taken.
 - If possible, close and lock cash register and remove the key.
- Supervisors are responsible for making sure all of their staff members are accounted for. Deputy Director or Director should be advised of missing persons using the telephone tree lists.
- **Do not re-enter the building** until the University police, health and safety officer, or the fire marshal gives approval.

Evacuation of Persons with Disabilities

Staff should be alert to persons with disabilities who might need evacuation assistance. In case of fire or power failure, take people in wheelchairs and with other mobility impairments to the nearest exit where they can wait until emergency personnel (fireman, police, EMTs) arrive to evacuate them. Direct emergency personnel as they arrive to the location of people who need assistance.

In the event of a TORNADO

When a tornado warning has been announced, all staff and patrons should move to the lower level of the library. Public Services staff should announce that the **East side (cement wall) of the lower level of the library is the safest place** until we are advised that the warning has been cancelled. Remain in the lower level until notified.

BUILDING EVACUATION / TORNADO

In the event of an EARTHQUAKE

Take cover immediately.

- Minimize your movements to a few steps to a nearby safe place:
 - Under a desk, table, or chair
 - Between seating rows in lecture halls
 - Against a corridor wall (cover head and neck)
 - Outdoors--in open area, away from buildings
- Grab personal emergency kit if easily accessible

Stay indoors until the shaking has stopped and you are sure exiting is safe. Avoid potential falling hazards.

Be alert for aftershocks. Some earthquakes are actually foreshocks and a larger earthquake might occur.

Minor Quake (brief rolling motion)

- Examine area for damage,
- Report damage/hazardous materials releases to
 - Plant Operations: 1-7221 or from a cell phone (801) 581-7221
 - Library Director: 1-8771 or from a cell phone (801) 581-8771
- Await instructions, evacuations are unlikely

Major Quake (violent shaking)

- Assist with injuries following MEDICAL EMERGENCY procedures.
- Evacuate carefully, following BUILDING EVACUATION procedures.
- Be alert for aftershocks
- Take emergency supplies
- Do not use elevators
- Do not enter buildings until they are examined
- Await instructions, be patient, help others

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust

EARTHQUAKE

Bomb Threat Checklist

Keep the caller on the line as long as possible

Call Univ. Police immediate after the threat at 5-2677 (5-COPS) or 9-911 from a Univ. phone

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What will cause it to explode?
5. Did you place the bomb?
6. Why?
7. What is your name?
8. What is your address?

Exact wording of the threat: _____

Time: _____ Date: _____

Sex: _____ Age: _____

Call Duration: _____

Caller's Voice:

- | | | |
|--|---|----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Rapid | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Laughter | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Stutter | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Deep | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Deep Breathing | |
| <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Disguised | |
| <input type="checkbox"/> Accent _____ | <input type="checkbox"/> Familiar _____ | |

Background Sounds:

- | | |
|--|---|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crockery/dishes | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Local Call | <input type="checkbox"/> Long Distance Call |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office equipment |
| <input type="checkbox"/> Other: _____ | |

Threat Language:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Well-spoken/educated |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped/Recorded |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message Read/recited |

Remarks: _____

Phone number where call received: _____

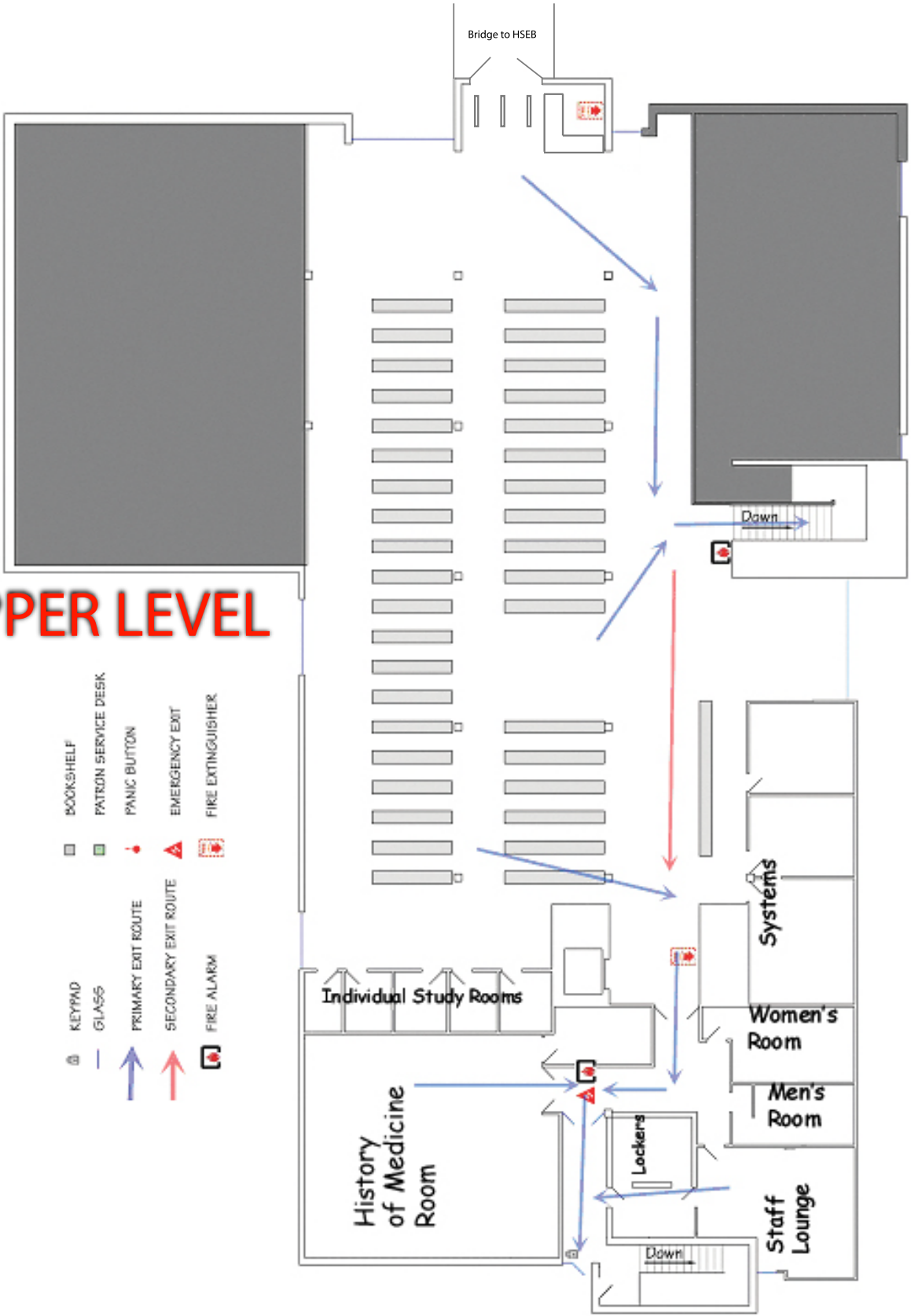
Building and room where received: _____

Name of person receiving the call: _____

Phone number(s) where Police can reach you: _____

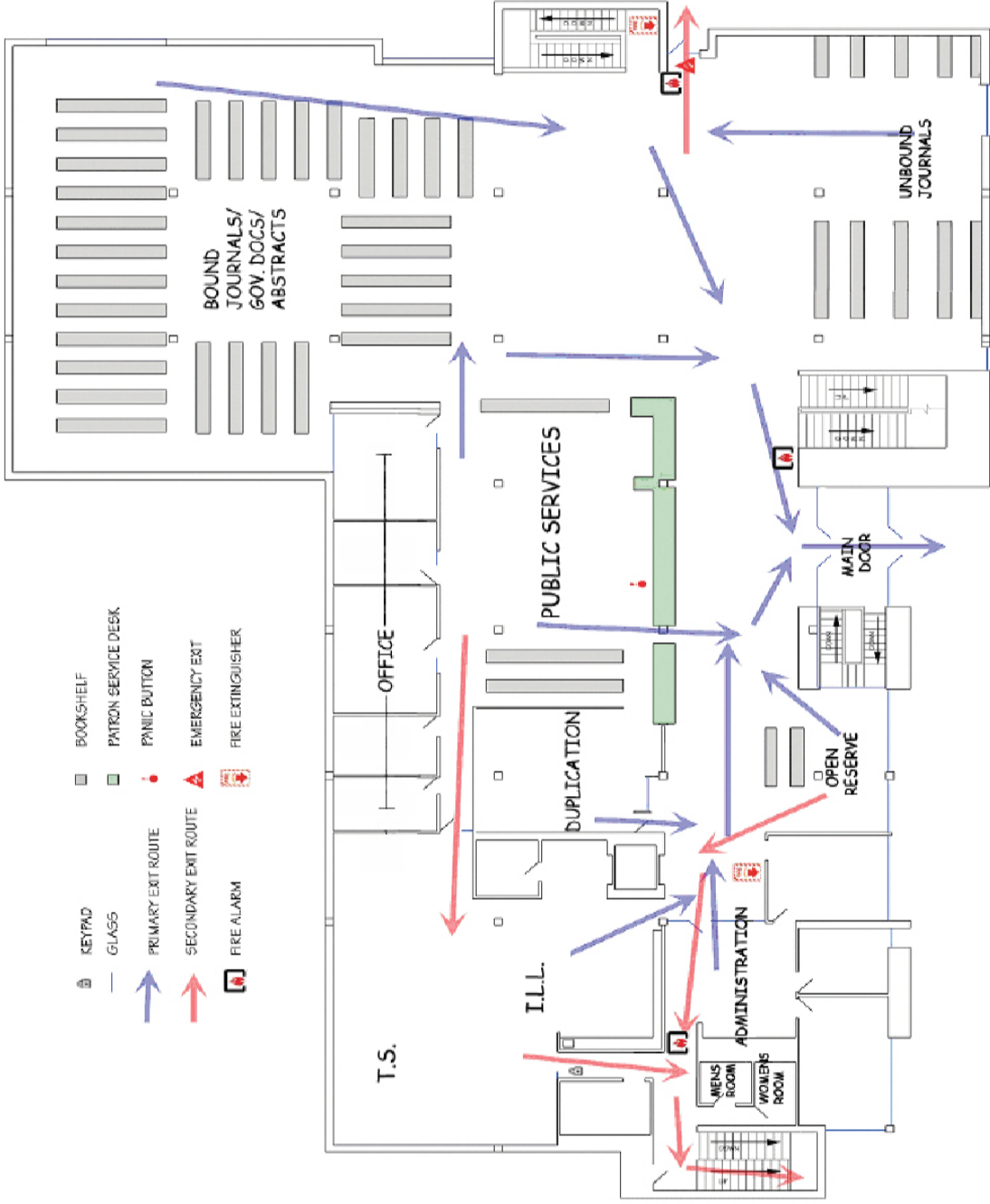
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UPPER LEVEL



- KEYPAD
- GLASS
- PRIMARY EXIT ROUTE
- SECONDARY EXIT ROUTE
- FIRE ALARM
- BOOKSHELF
- PATRON SERVICE DESK
- PANIC BUTTON
- EMERGENCY EXIT
- FIRE EXTINGUISHER

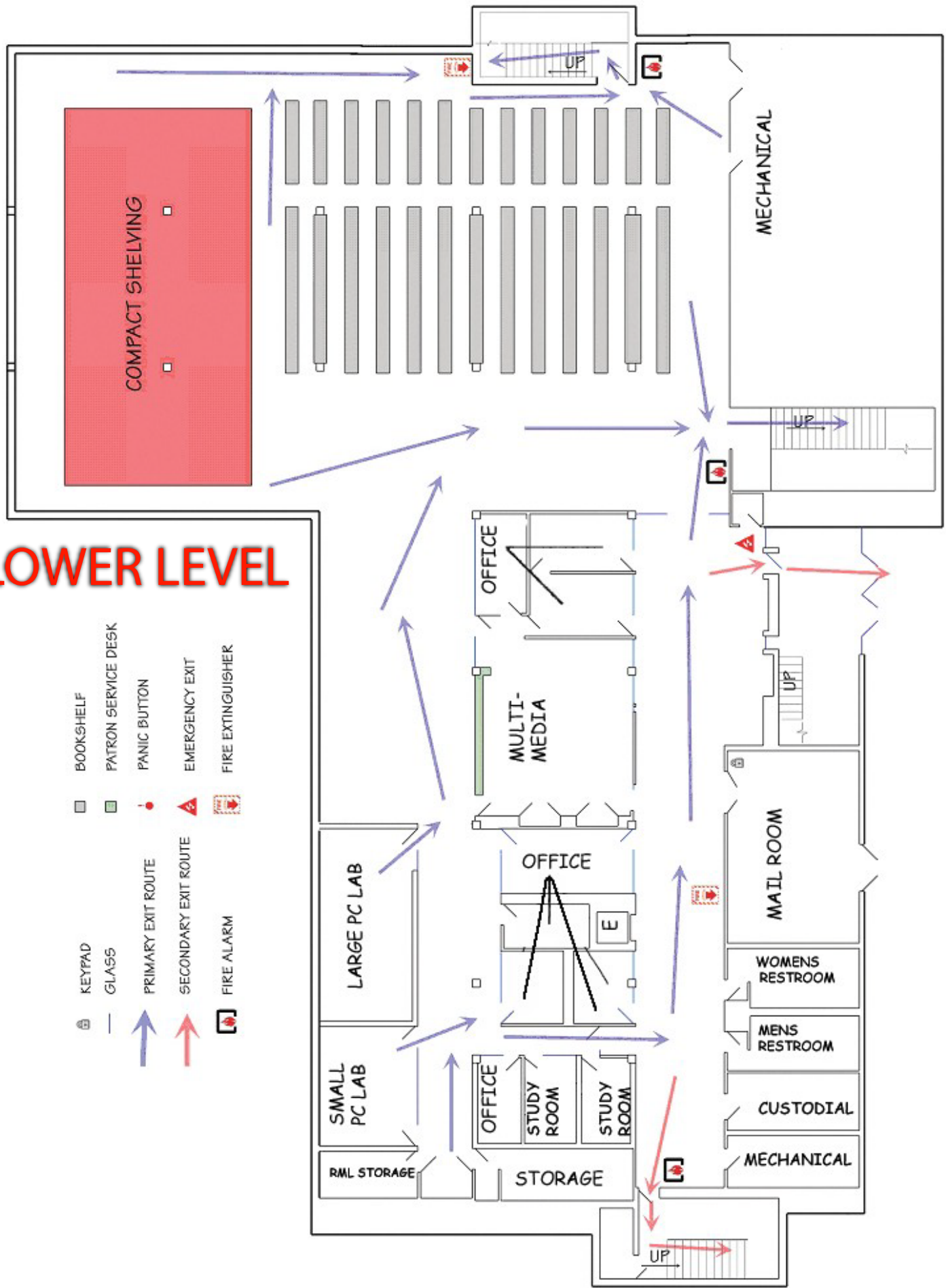
MAIN LEVEL



FLOOR MAPS

LOWER LEVEL

- KEYPAD
- GLASS
- PRIMARY EXIT ROUTE
- SECONDARY EXIT ROUTE
- FIRE ALARM
- BOOKSHELF
- PATRON SERVICE DESK
- PANIC BUTTON
- EMERGENCY EXIT
- FIRE EXTINGUISHER



**Eccles Health Sciences Library
Pocket Response Plan for Collections
Date revised: Apr. 17, 2008**

INSTITUTIONAL CONTACTS

Director
Joan M. Stoddart
(801) 581-8771 / (801) 572-9795
joans@lib.med.utah.edu

Deputy Director
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alice.weber@gmail.com

Financial Services / Accountant
Trang Tran
(801) 581-5267 / (801) 433-7702
trang@lib.med.utah.edu

Facilities / Building Manager
John Atkins
(801) 554-0163 (cell) /
(801) 967-7952 (home)
john.atkins@fm.utah.edu

Security (Building Access)
Sherelyn Sandberg
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Environmental Health & Safety
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(801) 585-9311 / (801) 484-6761 /
(801) 550-9158

Janitorial Services
John Atkins
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INSTITUTIONAL CONTACTS (cont.)

Risk Manager
Jerry Allred
(801) 581-5590 / (801) 261-0529 /
(801) 556-1574
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joans@lib.med.utah.edu

BUILDING UTILITIES

Water – Fire Sprinklers
(801) 581-7221 (Plant Ops)

Water – Potable
(801) 581-7221 (Plant Ops)

Plumber
(801) 581-7221 (Plant Ops)

Electricity
(801) 581-7221 (Plant Ops)

Gas
(801) 581-7221 (Plant Ops)

Telephone
(801) 581-4000 (NetComm)

Elevators
(801) 581-7221 (Plant Ops)

Security System
Alarms (801) 585-9290
Ucard –
Duncan Campbell (801) 585-3346
Cell (801) 201-0144 OR
Mike Thurman (801) 585-0636

Fire Suppression (other)
(801) 585-2677 (5-COPS)
OR
9-911

HS Vice President's Office
(801) 581-7480 / (801) 581-5619

FIRST RESPONDERS

Fire Department
(801) 585-2677 (5-COPS)
OR
9-911

Emergency Medical / Ambulance
(801) 585-2677 (5-COPS)
OR
9-911

Police Department / Law Enforcement
(801) 585-2677 (5-COPS)
OR
9-911

City Emergency Management
(801) 535-6030

County Emergency Management
Sheriff's Office (801) 743-5895

State Office of Emergency Services
PIO (180) 196-54461
2/7 PIO Pager (801) 241-0152

Health Department
Director (801) 538-6111
Epidemiology & Laboratory
(801) 538-6200 / (801) 584-8450
For Incident Spills (801) 536-4123

Red Cross
(801) 323-7000 OR 1-800-328-9272

FEMA

- Disaster Assistance
800-621-FEMA
- Environment & Historic Preservation
Region VII
(303) 235-4714