



**LIBRARY EMPLOYEE
EMERGENCY FLIP GUIDE***

<u>In Case of Emergency Call:</u>	
On Campus Emergency	111
Police (non-Emergency)	432-4400
Preservation Emergency Phone (24 hours)	203-530-5414
<u>Building / Maintenance Emergency (Day)</u>	
Manager, Building Operations (SML, CCL)	432-1773
Local Buildings Operations Manager	
Central Campus/ Science Hill	432-6888
Medical Campus	785-4620
<u>Building / Maintenance Emergency (Night)</u>	
Central Campus/ Science Hill	432-6888
Medical Campus	785-5555
Sterling Hall of Medicine Security Desk	785-4202
Security Central Alarm Station (24 hours)	785-5555
Health Services/ Urgent Care	432-0123
Escort Services	432-9255
Nighttime Shuttle/Minibus Service	432-6330

Yale University Library, 2007

* Guide format and some content taken from University of Illinois at Urbana-Champaign Employee Emergency Procedures booklet.

Introduction



Evacuation Procedures



Smoke/Fire/Explosion



Medical Emergency



Chemical Spill



Power Failure



Theft or Vandalism



Suspicious Mail/Package



Water or Flood

BOMB THREAT

BOMB THREAT



INTRODUCTION TO THE **EMERGENCY FLIP GUIDE**

This booklet presents a summary of some types of emergencies that an employee might face at the Library. This guide is not comprehensive, but is presented as a reference to assist you in responding to the emergency. Please remember three important things: do not take unnecessary risks; there is no substitute for remaining calm; and always use common sense. In the Flip Guide, please fill in the blank spaces the Local Building Operations Manager, Department/ Unit name, names, and phone numbers of the Department or Unit Heads and backups in case of an emergency. It is the responsibility of each department and/or unit to make certain the information is always current.

-
- For **Medical** and **Fire** Emergencies, call On Campus Emergency at **111**.
 - For **Collections** Emergencies, call the Preservation Emergency Phone (24 hours) at **203-530-5414**.
 - For any emergencies that are a threat to personal safety (e.g. bomb threat, explosion...) call On Campus Emergency at **111** and then notify the University Librarian's Office at **432-1818** or **432-1810**.
 - For non-emergency facilities-related issues, call or e-mail any pertinent information to the appropriate authorities for your library (please refer to page one of this guide).

Introduction



Evacuation Procedures



Smoke/Fire/Explosion



Medical Emergency



Chemical Spill



Power Failure



Theft or Vandalism



Suspicious Mail/Package



Water or Flood

BOMB THREAT

BOMB THREAT



EVACUATION PROCEDURES

- 1) Stay calm.
- 2) Proceed to the nearest exit.
 - Use alternate exit if primary exit is obstructed.
 - Close office doors behind you as you leave.
 - Do not use the elevator.
 - Keep low to the floor if smoke is present.
- 3) Proceed to your department's meeting place, which is at the following location:

- 4) DO NOT re-enter the building until emergency personnel declare it is safe to do so.



Evacuation Procedures



Smoke/Fire/Explosion



Medical Emergency



Chemical Spill



Power Failure



Theft or Vandalism



Suspicious Mail/Package



Water or Flood

BOMB THREAT

BOMB THREAT



SMOKE/ FIRE/ EXPLOSION

WARNING: Do not take unnecessary risks;
Call Emergency only if it is safe to do so.

1) Sound alarm immediately (if not already sounding)

2) Report smoke/fire/explosion from a safely located telephone

Campus Emergency: 111 OR Blue emergency phone (outside)

- Library location and room number
- Nature and extent of emergency
- Your name
- The number/location you are calling from

3) IMMEDIATELY evacuate the building

- Go to predetermined department location for check-in which is at the following location:

DO NOT re-enter the building until emergency personnel declare it is safe to do so.



Smoke/Fire/Explosion



Medical Emergency



Chemical Spill



Power Failure



Theft or Vandalism



Suspicious Mail/Package



Water or Flood

BOMB THREAT

BOMB THREAT



MEDICAL EMERGENCY

WARNING: Do not move the injured person.

1) Call

On Campus Emergency: **111**

OR

University Health Services/ Urgent Care: **432-0123**

OR

Police: **432-4400**

2) Report

- Library location and room number
- Best entrance for responder to go to
 - Someone should meet responder at entrance
- Nature and extent of emergency
- Your name
- The number you are calling from
- Complete and file an incident report (employee OR member of the public)
 - Incident report: http://www.library.yale.edu/lhr/forms/dept_rept_of_injury.pdf

3) Request

- Immediate medical assistance
- Follow instructions of emergency personnel



Medical Emergency



Chemical Spill



Power Failure



Theft or Vandalism



Suspicious Mail/Package



Water or Flood

BOMB THREAT

BOMB THREAT



CHEMICAL SPILL

WARNING: Alert persons in the immediate area of spill.
Isolate the area.

1) Call

Police: 432-4400

AND

Office of Environmental Health & Safety
(OEHS)

785-3555 (day)
432-4400 (night)

AND

Unit/Library Supervisor:

Bobbie Piletti

Phone (W): _____

Phone (H): _____

Phone (C): _____

2) Report

- Library location and room number
- Best entrance for responder to go to
 - Someone should meet responder at entrance
- Nature and extent of emergency
- Your name
- The number you are calling from
- DO NOT HANG UP UNTIL INSTRUCTED TO DO SO

3) Request

- A crew from OEHS for immediate assistance
- Follow instructions of OEHS/emergency personnel



Chemical Spill



Power Failure



Theft or Vandalism



Suspicious Mail/Package



Water or Flood

BOMB THREAT

BOMB THREAT



POWER FAILURE

DANGER: Avoid flooded areas and exposed power lines.

1) Call

SML, CCL

Manager, Building Operations & Security
(John Vincenti): 432-1773 or 203-627-6845

Backup: Manager, Shipping & Receiving
(Tony Ferraiolo): 432-6766 or 203-370-9031

All Libraries except SML, CCL:

Central Campus/ Science Hill: 432-6888
Medical Campus: 785-4620

Local Building Operations Manager:

Name: _____

Phone: _____

Phone: _____

Backup:

Name: _____

Phone: _____

Phone: _____

AND

Unit/Library Supervisor:

Bobbie R. Dale

Phone (H): _____

Phone (C): _____

Phone (W): _____

After Hours

SML, CCL:

Evening/Weekend Security Supervisor
(Joe Garibaldi): 432-1830, 203-627-4620

All Libraries except SML, CCL:

Central Campus/ Science Hill: 432-6888
Medical Campus: 785-5555

2) Report

- Library location and room number
- Best entrance for responder to go to
 - Someone should meet responder at entrance
- Nature and extent of emergency
- Your name
- The number you are calling from

3) Request

- Immediate assistance
- Follow instructions of emergency and security personnel



Power Failure



Theft or Vandalism



Suspicious Mail/Package



Water or Flood

BOMB THREAT

BOMB THREAT



COLLECTIONS THEFT OR VANDALISM

WARNING: Do not touch or move anything at the scene.
For personal item theft or vandalism, call 111 OR 432-4400.

1) Call

Police: 432-4400

AND

SML, CCL

Manager, Building Operations & Security
(John Vincenti): 432-1773 or 203-627-6845

Backup: Manager, Shipping & Receiving
(Tony Ferraiolo): 432-6766 or 203-370-9031

All Libraries except SML, CCL:

Local Building Operations Manager:

Name: _____

Phone: _____

Phone: _____

Backup:

Name: _____

Phone: _____

Phone: _____

AND

Unit/Library Supervisor:

Phone (W): _____

Phone (H): _____

Phone (C): _____

After hours

SML, CCL:

Evening/Weekend Security Supervisor
(Joe Garibaldi): 432-1830 or 203-627-4620

All Libraries except SML, CCL:

Central Alarm Station: 785-5555

AND

Unit/Library Supervisor

Collection Damage (24 hours):

Preservation Department: 203-530-5414

2) Report

- Library location and room number
- Best entrance for responder to go to
 - Someone should meet responder at entrance
- Nature and extent of emergency
- Your name
- The number you are calling from
- Fill out and turn in security violation report:

<http://www.library.yale.edu/lhr/forms/Collection%20Security%20Violation%20Report.doc>

3) Request

- **Immediate assistance**
- **Follow instructions of emergency personnel**



Theft or Vandalism



Suspicious Mail/Package



Water or Flood

BOMB THREAT

BOMB THREAT



SUSPICIOUS MAIL/ PACKAGE

WARNING: Do not touch, move, or open object. Treat items as suspect. Isolate area. Evacuate immediate area.

1) Call/ Notify

Warning: DO NOT USE CELL PHONE – Signal could detonate bomb.

Police: 432-4400

AND

SML, CCL:

Manager, Building Operations & Security (John Vincenti): 432-1773 or 203-627-6845

Backup: Manager, Shipping & Receiving (Tony Ferraiolo): 432-6766 or 203-370-9031

All Libraries except SML, CCL:

Local Buildings Operations Manager

Name: _____

Phone: _____

Phone: _____

Backup: _____

Phone: _____

Phone: _____

AND

Unit/Library Supervisor:

Phone (W): _____

Phone (H): _____

Phone (C): _____

After hours:

SML, CCL:

Evening/Weekend Security Supervisor (Joe Garibaldi): 432-1830 or 203-627-4620

All Libraries except SML, CCL:

Central Alarm Station: 785-5555

AND

Unit/ Library Supervisor

2) Report

- Library location and room number
- Best entrance for responder to go to
 - Someone should meet responder at entrance
- Nature and extent of emergency
- Your name
- The number you are calling from
- DO NOT HANG UP UNTIL INSTRUCTED TO DO SO

3) Request

- **Immediate assistance**
- **Follow instructions of emergency personnel**



Suspicious Mail/Package



Water or Flood

BOMB THREAT

BOMB THREAT



WATER OR FLOOD

DANGER: Possibility of electric shock in flooded areas.

1) Call

SML, CCL:

Manager, Building Operations & Security
(John Vincenti): 432-1773 or 203-627-6845

Backup: Manager, Shipping & Receiving
(Tony Ferraiolo): 432-6766 or 203-370-9031

All Libraries except SML, CCL:

Central Campus/ Science Hill: 432-6888
Medical Campus: 785-4620

Local Building Operations Manager:

Name: _____
Phone: _____
Phone: _____

Backup:

Name: _____
Phone: _____
Phone: _____

AND

Unit/Library Supervisor:

Phone (W): _____
Phone (H): _____
Phone (C): _____

After hours

SML, CCL:

Evening/Weekend Security Supervisor
(Joe Garibaldi): 432-1830 or 203-627-4620

All Libraries except SML, CCL:

Central Campus/ Science Hill: 432-6888
Medical Campus: 785-5555

AND

Unit/ Library Supervisor

Collection Damage (24 hours):

Preservation Department: 203-530-5414

2) Report

- Library location and room number
- Best entrance for responder to go to
 - Someone should meet responder at entrance
- Nature and extent of emergency
- Your name
- The number you are calling from

3) Request

- **Immediate assistance**
- **Ask for further instructions before hanging up**



Water or Flood

BOMB THREAT

BOMB THREAT



BOMB THREAT

CALL: 432-4400

QUESTIONS TO ASK:

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

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Number at which call is received:

Time: _____ Date: ____ / ____ / ____

BOMB THREAT



BOMB THREAT

CALL: 432-4400

QUESTIONS TO ASK:

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

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Number at which call is received:

Time: _____ Date: ____ / ____ / ____

BOMB THREAT