

The University Libraries Emergency plan

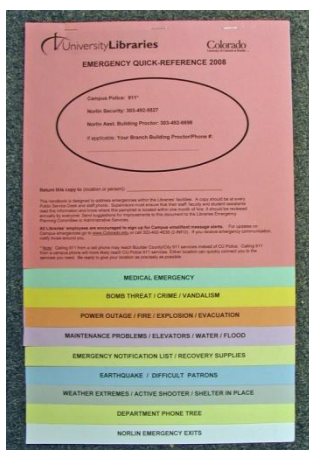
The Libraries maintains an extensive emergency plan on its secure intranet, with hard copies and electronic copies on-site and off-site. If you have questions about our plan, please contact John.Culshaw@Colorado.edu, Libraries Associate Director of Administrative Services or Carl.Stewart@Colorado.edu, Libraries Preservation Department.

Emergency First Steps

For the Public:

- **Notify First Responders (Police/Fire 911).**
- **Consider your safety first.**
- **Do not remain in the building if an alarm sounds.**
- **Evacuate immediately and remain 100 feet away from the building.**
- **Re-enter only after the “all clear signal” from security personnel.**

For Employees:



Use the University Libraries **“Emergency Quick-Reference”** (left) for details about what to do for specific types of emergencies (found at most workstations in the Libraries). In general, depending on circumstances, the following steps should be taken:

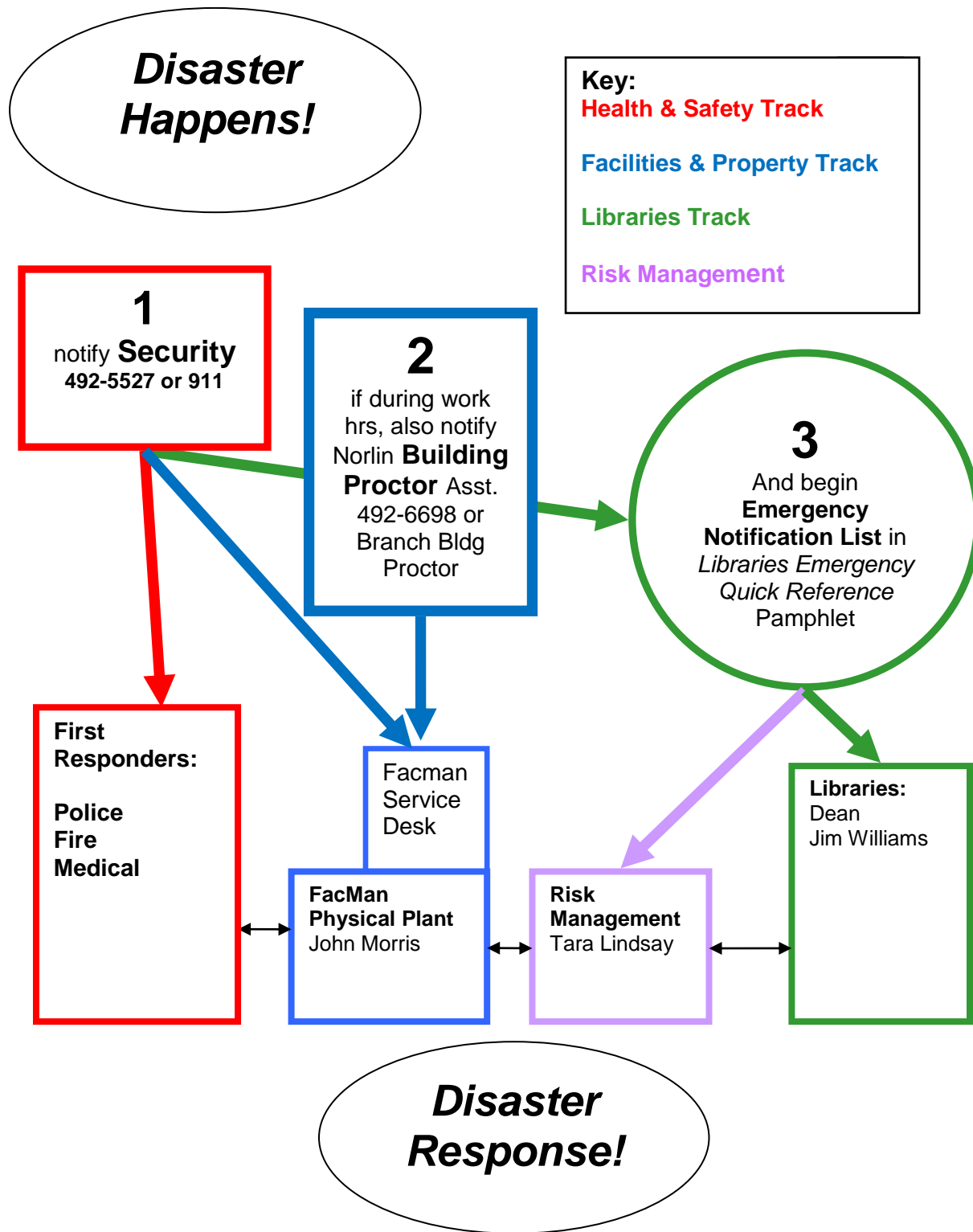
- **Notify First Responders (Police/Fire 911).**
- **Consider your safety first.**

- **Do not remain in the building if an alarm sounds. Evacuate immediately to your department Evacuation Location. Remain at least 100 feet away from the building.**
- **Re-enter only after “all clear signal” from security personnel.**
- **Upon re-entry, or if no evacuation, quickly and safely assess damage.**
- **Report assessment verbally**, as appropriate, to at least one of the following. Report who, what, when, where. Be sure the message is actually received by at least one of these responsible parties—**do not simply leave a message or send an email if safety or property is threatened:**
 - **Norlin Security 303-492-5527**
 - **Building Proctor (in *Emergency Quick Reference*)****or, after hours:**
 - **FacMan Service Desk: 303-492-5522.**
 - **Begin Libraries Emergency Notification List (*Emergency Quick-Reference*).**
 - **If collections may be damaged, contact the Preservation Department at 303-492-2249.**
- **Contain emergency.** Do what you can do safely so that emergency will not spread.

Libraries emergency personnel will follow other “Assessment,” “Communication,” and “Recovery” steps listed in Libraries’ *Pocket Response Plan* that they each carry, and they can refer to our full Emergency Plan.



Emergency Response Diagram



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