

Emergency Procedures for After 5pm and Weekends

Important Phone Numbers

Life-threatening Emergencies

From any office or campus land line phone 911
From a cell phone (510) 642-3333

Non-life threatening Emergencies

University Police (UCPD) (510) 642-6760
Environmental, Health & Safety (EH&S) (510) 642-3073

Large Scale Emergencies

Campus Emergency Info Line 1-800-705-9998
Campus Emergency Website <http://emergency.berkeley.edu>
Campus Radio Station KALX 90.7 FM
City of Berkeley Emergency Radio Station 1610 AM

Building & Facilities Problems

Physical Plant - Campus Services (510) 642-1032

General Emergency

- Call 911 from a safe location and give the dispatcher as much information about the emergency as you can.

Evacuation – When evacuating your building or work area:

- Stay calm; do not rush or panic.
- If safe, gather your personal belongings; take prescription medications with you.
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Evacuation Assembly Area (EAA) and report to your roll taker.
- Wait for any instructions from emergency responders.
- Re-enter the building only when instructed to do so by the emergency responders.

Fire

- Pull the alarm to notify the fire department immediately.
- Call 911 from a safe location to provide details.
- Evacuate the building as soon as the alarm sounds and proceed to the EAA.
- Warn others on the way out.
- Do not use elevators. Use stairs only.
- Move away from fire and smoke. Close doors and windows if time permits.
- Do not open closed doors if they are hot. To test, touch carefully.
- Re-enter the building only when instructed to do so by the emergency responders.

Earthquake – Indoors during an earthquake

- Take cover under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and protect your head and neck with your arms.
- If you stand in a doorway, brace yourself against the frame and watch out for a swinging door or other obstruction.

- Avoid windows, filing cabinets, bookcases, and other heavy objects that could fall or shatter.
- Stay under cover until the shaking stops, then leave the building and go to the EAA or another designated location. Report to your roll taker.

Outdoors during an earthquake

- Move away from trees, signs, buildings, electrical poles and wires, fires and smoke.
- Protect your head from falling debris with your arms.
- Proceed to the EAA or pre-designated alternative assembly area. Report to your roll taker.

Explosion or Bomb Threat

- A suspicious-looking box, package, object or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call University Police (UCPD) (510) 642-6760 immediately. Use a telephone in a safe area. Do not operate any power switches, and do not activate the fire alarm.

Water Emergency involving the collections

- Notify unit head, using the Library Telephone Tree
- Call Facility Services, water clean up team, 642-1032 to coordinate clean up. Provide them with an estimate of the size of the water emergency
- Phone Library Security or Building Manager in Subject Specialty Libraries to report the problem. Refer to the telephone tree for the phone numbers.
- Call the Preservation Department personnel in the following order until you reach someone: (510) 526-1190, (510) 847-6349, (510) 527-1362, (510) 848-7710, (510) 548-9140

Power Failure

- 3pm – Dark (1/2 hour before sundown) – Turn off equipment and relocate to a lighted/safe area of the building. Reading rooms with natural lights and ventilation can remain open. 8-5 staff standby until 5pm. Evening staff standby until 5pm or for 2 hours, whichever is later, then release staff subject to recall. At dark or after 2 hours, whichever comes first, close the library to the public and post power outage signs.
- After Dark Up to 4 Hours Before Closing – Turn off equipment, close the library and post power outage signs. If campus area surrounding the library buildings remain lighted standby for 1 hour. After 1 hour, release staff subject to recall. If campus area surrounding the library is dark or if it is raining, release staff immediately, subject to recall.
- After Dark within 4 Hours of Closing - Turn off equipment, close the library and post power outage signs. If campus area surrounding the library buildings remain lighted standby for 1 hour. After 1 hour, release staff. If campus is dark or if it is raining, release staff immediately. Staff will take every precaution necessary to ensure their personal safety.