Appendix Q: Durick Library Emergency Chart

DURICK LIBRARY
IN CASE OF EMERGENCY, CALL 2911

Fires - Fire alarms - Bomb threats - Injuries - Hazardous materials - Threats

Smoke/Fire
1. Pull the fire alarm if alarm is not already sounding
2. Make P.A. announcement: “Exit the building now”
3. Call 2911
4. Evacuate the building. See “Evacuation of Durick Library” document attached to this chart
5. Leave the building quickly and safely, encouraging patrons and others to do the same as you go.

Personal Injury / Medical Emergency
1. Call 2911
2. See SMC Emergency Response Chart
3. Get First Aid Kit (from Circulation Desk)

Threatening Behavior or Hostile Intruder (review Hostile Intruder Community Guideline attached to this chart)
1. Call 911

Vandalism
1. Dial 0 (SMC Switchboard)
2. Document appearance of those involved (take pictures / make notes of events)

Non-emergency Procedures (Refer to the LIS Facilities Policy)
Some non-emergencies, although not life-threatening, may need prompt attention (minor leaks or spills that need custodial services).

Water
1. Call 2621 (LIS Administrative Assistant) or dial 0 (SMC Switchboard)
2. Protect materials with plastic tarps (from Library Circulation DVD storage or Disaster Supply Closet DL125)
3. Remove any materials or furniture from the area

Power Outage
1. Call 2621 (LIS Administrative Assistant) or dial 0 (SMC Switchboard)
2. Get flashlights (located in each Dept.)
3. Contact LIS administrator about closing library

Elevator
1. Call 2621 (LIS Administrative Assistant) or dial 0 (SMC Switchboard)
2. Put out of order signs on each door

If the Administrative Assistant cannot be reached, or if any of the problems noted above occur during the evening or weekend, call the switchboard directly (dial ’0’) and send a follow-up email to both Administrative Assistant and the Director with a detailed account of the situation.

Other Problems in the Library Building - Send a detailed e-mail to Administrative Assistant (Demise Groll – Dgroll@smcvt.edu) as outlined in the LIS Facilities Policy.

EMERGENCY REPORTING CHART
When possible, alert LIS administrators regarding emergency. In this order, until someone can be reached:

<table>
<thead>
<tr>
<th>NAME</th>
<th>CAMPUS</th>
<th>HOME PHONE</th>
<th>CELL PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Payne, Director</td>
<td>2401</td>
<td>878-3714</td>
<td></td>
</tr>
<tr>
<td>Mark McAteer, Associate Director, Access &amp; Systems</td>
<td>2403</td>
<td>660-2690</td>
<td>233-0129</td>
</tr>
<tr>
<td>Laura Crain, Associate Director, Collection Services</td>
<td>2388</td>
<td>899-5479</td>
<td>316-2522</td>
</tr>
<tr>
<td>Elizabeth Scott, Archivist</td>
<td>2540</td>
<td>899-4717</td>
<td></td>
</tr>
</tbody>
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