Library Guidelines for Staff Recalls and Power Failures

**Recalls:**

**For emergencies with unknown duration**

The Librarian’s Office will conduct recalls from 8am to 5pm, Monday-Friday. Department and Unit staff will conduct recalls at night and on weekends. Recalls will follow the organization of the Library-departmental-unit emergency telephone tree.

Supervisors will allow 2 hours for a general staff recall (in which all staff affected by the evacuation are returned to work), and 1 hour for a limited staff recall (in which only staff required to open reading rooms or operate a unit nights or weekends shift are recalled.)

Staff will not be recalled for less than 2 hours of work. Two hours are provided for staff to receive notification that the building has been declared safe (or will be declared safe) and return to work. A general staff recall will therefore not be conducted less than 4 hours before the end of the shift.

Staff who are released subject to recall should be available at the numbers listed in the telephone tree. Staff will be instructed to call the Librarian’s Office, 642-3773, for updated information on building status, recalls in progress, projected reopening times, etc.

**In Case of Power Failure:**

These procedures apply to all Library units including Doe Library, Doe Annex, Gardner Stacks, and Moffitt Library. They apply to days, nights and weekends. Power outage signage will be posted at all entrances of the Library buildings stating - *“Library closed due to power failure,”* with no commitment to reopen at a specified time.

**When closure occurs:**

**At opening time (or start of shift)**

If power is off at opening time, do not open the Library. Post the power out signs. Standby for 2 hours, then release staff, subject to recall. Facilities crew will check status of the buildings periodically. Exception: If the Library schedule is 4 hours or less, release staff without recall.

**8:00am – Noon**

Turn off equipment and relocate to lighted/safe area of the building. Reading rooms with natural light and ventilation can remain open. Standby for 2 hours, then release staff, subject to recall. Close Library to public after 2 hours and post power out signs. Facilities staff remains on duty.

**Noon – 3:00pm**

Turn off equipment and relocate to lighted/safe area of the building. Reading rooms with natural light and ventilation can remain open. Standby for 2 hours or until 3:00 pm, whichever is later, and then 8-5 staff is released. Evening staff released, subject to recall. Close Library to public after 2 hours and post power out signs. Evening staff remain on recall until 9:00 pm.

**3:00pm – Dark (1/2 hour before sundown)**

Turn off equipment and relocate to lighted/safe area of the building. Reading rooms with natural light and ventilation can remain open. 8-5 staff standby until 5:00 pm. Evening staff standby until 5:00 pm or for 2 hours, whichever is later, and then release staff, subject to recall. At dark or after 2 hours, whichever comes first, close Library to public and post power out signs. Facilities staff will remain on duty until 9:00 pm.

**After Dark Up to 4 Hours before Closing**

Turn off equipment, close Library and post power out signs. If the campus area surrounding the Library buildings remains lighted, standby for 1 hour. After 1 hour, release staff, subject to recall. If the campus area surrounding the Library is dark or if it is raining, staff are released immediately, subject to recall. Facilities staff will remain until 9:00 pm.

**After Dark within 4 Hours of Closing**

Turn off equipment, close Library and post power out signs. If campus areas surrounding the Library buildings remain lighted, standby for 1 hour. After 1 hour, staff are released. If campus is dark or if it is raining, release staff immediately. Staff will take every precaution necessary to ensure their personal safety.

**Additional Notes:**

* In the photo laboratory, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.
* If the power outage is during the day and staff with mobility limitations choose to wait in the building for the power to be restored, they can move near a window where there is natural light and access to a working telephone. During regular building hours, the Building Coordinator should be notified so s/he can advise emergency personnel.
* If staff with mobility limitations would like to leave, if evacuation has been ordered, or if the power outage is at night, call the Campus Police at 2-6760 from a campus phone to request evacuation assistance from the Fire Department.
* **Telephone availability during outage:** Some multi-button and cordless telephones may not operate in a power outage, but single-line telephones, emergency phones and pay phones are likely to be operating (E.g.: payphone outside FSM Café, payphone outside Doe 131, Blue Phone outside Doe South Entrance). Even single-line telephones may stop operating after 90 minutes as backup power runs down. (Doe Library has an emergency line that should retain power indefinitely. It is located in a drawer at the South Security Desk. Call 642-1192 if the normal lines are no longer working.)
* As soon as information is available, the campus emergency information line, 1-800-705- 9998, will have a recorded message stating when power is likely to be restored.