

NOTIFICATION MATRIX DOE-MOFFITT SERVICE POINT CONTACTS AFTER 5PM ON WEEKDAYS AND ON WEEKENDS

For emergencies:

Call **911** from a campus phone or from a pay phone, **642-3333** from a cell phone.

CRIMES/ INCIDENTS	UCPD Emergency 911 or 642-3333	UCPD Non-emergency 2-6760	Library Security 2-3614 or 812-0204	Facilities Services 2-1032	LDOFAC@lists.berkeley.edu and 812-0209	Library Systems 2-6120	Library Preservation SEE RED CARD	Dept. Head/Supervisor	Ask Offender to Leave	IS&T 664-9000	Incident Report
LIFE THREATENING EMERGENCY	✓		✓					✓			✓
FIRE ALARM			✓		✓			✓			✓
FIRE	✓		✓		✓			✓			✓
CRIME IN PROGRESS	✓		✓					✓			✓
SERIOUS CRIMES (murder, rape, assault, robbery, arson, etc.)	✓		✓					✓			✓
THEFT		✓	✓					✓			✓
VANDALISM/DAMAGE TO PROPERTY			✓					✓			✓
SEX OFFENSES, NON-FORCIBLE		✓	✓					✓			✓
COMPUTER CHILD PORNOGRAPHY		✓	✓					✓			✓
COMPUTER PORNOGRAPHY			✓					✓			
CONSENSUAL SEXUAL ACTIVITY		✓	✓					✓	✓		✓
DISRUPTIVE BEHAVIOR			✓					✓	✓		✓
DEMONSTRATION/PRANK		✓	✓					✓			✓
DOOR/LOCK PROBLEM			✓	✓	✓			✓			
DOOR/EMERGENCY EXIT ALARM			✓					✓			
ELEVATOR PROBLEM			✓	✓	✓			✓			✓
ELECTRICAL/LIGHTING PROBLEM				✓	✓			✓			
WATER LEAK/FLOODING			✓	✓	✓		✓	✓			
WATER DAMAGE TO COLLECTION			✓	✓	✓		✓	✓			✓
SPILLS			✓	✓				✓			
RESTROOM PROBLEM				✓	✓			✓			
COMPUTER PROBLEM						✓		✓			
NETWORK PROBLEM								✓		✓	

Contact in order of priority (Left to Right)

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.