



FIRE, FLOOD, EARTHQUAKE, INJURY . . .

**UNIVERSITY OF SAN DIEGO
LEGAL RESEARCH CENTER**

EMERGENCY RESPONSE PLAN

PART I - SAFETY

These instructions are for emergencies only.
Some of the information, particularly telephone numbers,
is confidential.

Do not disseminate, except to authorized persons.



**UNIVERSITY OF SAN DIEGO
LEGAL RESEARCH CENTER**

**EMERGENCY
RESPONSE PLAN**

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I. PURPOSE OF PLAN

- A. Minimize harm to people.
- B. Minimize the damage to, or loss of, the library, the collection (books & other materials), library records, equipment & furnishings.
- C. Facilitate recovery for losses that are sustained.
- D. Clarify the responsibilities of library staff & student workers and set guidelines for them to follow in case of an emergency.
- E. Provide all of the necessary information for immediate & appropriate action to be taken in an emergency.

II. EMERGENCY TELEPHONE NUMBERS

Public Safety		x2222
Facilities Management	x4250
Police, Ambulance, Fire Department		9-911
Ruth Levor, Associate Director Response Team Leader	Office	x4604
Sushila Selness, Head of Collection Services Response Team Leader	Office	x6616
Ruth Hastings, Head of Circulation	Office	x7479
Nancy Carter, Director	Office	x4603
Jean Miles, Office Manager	Office	x4337
Julie Page, Preservation Librarian, UC San Diego Salvage Advisor	Office	9-1-858-534-7695

III. EMERGENCY TELEPHONE PROCEDURES



1. Call Public Safety (x2222) or Facilities Management.
 - A. Give your name.
 - B. Give your extension number.
 - C. Give the building name (Legal Research Center) and room number or specific location of the problem.
 - D. Describe the condition clearly and accurately.
 - E. **DON'T HANG UP!** Let the person you are talking to end the conversation when they have all the necessary information.
 - F. If you cannot reach Public Safety or Facilities, and an emergency exists, dial 9-911.
 - G. Follow all instructions given by emergency personnel.

2. Call the library contacts in the order listed in Section II until you reach someone in person. If the building must be evacuated by emergency personnel before the call can be made, and none of the above people are available in the building, call from the nearest safely available telephone.
 - A. Give your name.
 - B. Give your extension number.
 - C. Give the building name (Legal Research Center) and room number or specific location of the problem.
 - D. Describe the condition clearly and accurately.
 - E. **DON'T HANG UP!** Let the person you are talking to end the conversation when they have all the necessary information.
 - F. Follow all instructions given by the emergency contact.

-- SAFETY --



IV. EMERGENCY EVACUATION PROCEDURES

1. Situations when evacuation may be required:

- A. Earthquake or other natural disaster
- B. Fire or sounding of fire alarm
- C. Bomb threat
- D. Civil disturbance
- E. Explosion
- F. Power failure
- G. Structural failure
- H. Toxic chemicals or fumes
- I. Instructions from emergency authorities or library officials

2. In the event of an emergency that requires evacuation of the building, follow these procedures:

A. Activate the nearest fire alarm pull station. If fire alarm horns are sounding, immediately evacuate the building. TAKE ALL ALARMS SERIOUSLY.

B. From a safe location, Call Public Safety (x2222) and give as much information as possible to the emergency dispatcher:

- Give your name.
- Give your call back phone number.
- Give the building name and room number or other specific location.
- Describe the condition clearly and accurately.
- DON'T HANG UP. Let the person you are talking to end the conversation; other information may be needed.

C. Stay calm and exit the building in an orderly fashion by the nearest exit route. Alert others along the way out. Floor Representative John Adkins will alert people in the Information Services Area, California/Tax Collections, and Lower Level. Floor Representative Owen Smith will alert people in the Reading Room, First and Second Mezzanines, and Second Floor. Building

Safety Representative Jean Miles will alert staff in all First Floor offices. Know a secondary exit in case the primary exit is blocked. *[Refer to the library map for locations of emergency exits, fire alarm boxes, and fire extinguishers.]*

D. If inside the building **during an earthquake**, duck, cover, and hold. Take cover under a desk or sturdy table. If this is not possible, seek cover against an interior wall, and cover your neck with your arms. Wait for the shaking to stop before evacuating.

E. Close interior doors to help retard the spread of smoke and flames. Do not lock doors. **DO NOT BLOCK FIRE DOORS.**

F. Assist those persons who are disabled.



G. **DO NOT USE ELEVATORS FOR EVACUATION PURPOSES.** Use the stairways.

H. Report to the northeast quadrant of the parking lot between the LRC and the law school (outside the library delivery entrance), or as near as safely possible, so that you may be accounted for. Keep away from the building. Remain at the assembly point until instructed otherwise. Do not block access of safety vehicles and personnel.

I. If you know of anyone who is missing, report it to Building Safety Representative Jean Miles or to Floor Representative John Adkins or Floor Representative Owen Smith.

J. Wait for instructions from emergency personnel at all times.

K. Do not re-enter the building until it has been determined safe to do so by emergency personnel.



V. MEDICAL EMERGENCIES & MINOR INJURIES

In the event of any injury as a result of an accident on the job or any serious illness in the library:

1. Notify your immediate supervisor, who will notify Associate Director Ruth Levor, or notify Ruth Levor directly at x4604.
2. Notify Public Safety at x4517 or at x2222 if it is a serious emergency, or call 911. Be prepared to describe the victim's condition as best you can. **DO NOT HANG UP.** Let the emergency personnel end the conversation. They may have questions to ask you or vital information to convey about what to do until help arrives.
3. Unless the medical problem is minor, or an extreme emergency requiring immediate lifesaving action, do not render medical services unless qualified.
4. Minor first aid may be administered using the kit located on Shelf 1 of the Circulation Desk, just outside the office door.
5. Keep the injured person calm and comfortable.
6. Do not move the injured person unless necessary.
7. Obtain as much information as possible about the circumstances of the situation from the injured person and/or witnesses.



VI. FIRE

1. UPON DISCOVERY OF A SMALL FIRE:

- A. Immediately Call Public Safety (x2222) at x2222 from a safe location.
- B. Get help.
- C. If you have been trained, use the appropriate type of fire extinguisher on the fire. NEVER PLACE YOURSELF IN DANGER.
 - i. Open the metal door of the extinguisher housing.
 - ii. Remove the fire extinguisher.
 - iii. Hold the extinguisher in an upright position, and remove the safety pin.
 - iv. Aim the extinguisher nozzle at the base of the fire, and squeeze the lever to discharge the extinguisher.
 - v. Sweep from side to side until the flames appear to be out.

2. UPON DISCOVERY OF A LARGE FIRE:

- A. Pull the emergency alarm, and give a verbal alarm.
- B. Call Public Safety (x2222) at x2222 from a safe location.
- C. Evacuate the building, according to the procedures on pages 4 and 5 of this manual. Alert people as you go. *[Refer to the library map for locations of emergency exits, fire alarm boxes, and fire extinguishers.]*
- D. Do not use elevators, even to transport disabled people. People who are unable to use the stairs should be taken to an enclosed elevator foyer or to an area where there is a door between the individual and the fire to wait for rescue. Enclosed elevator foyers are located on all levels except 2R. Be sure to close the door to keep the fire out until rescuers arrive.
- E. Close interior doors to help retard the spread of smoke and flames. Do not lock doors. **DO NOT BLOCK FIRE DOORS.**



F. Report to the northeast quadrant of the parking lot between the LRC and the law school (outside the library delivery entrance), or as near as safely possible, so that you may be accounted for. Keep away from the building. Remain at the assembly point until instructed otherwise. Do not block access of safety vehicles and personnel.

G. Wait for further instructions from Public Safety or emergency personnel. Do not re-enter the building unless and until instructed to do so by the San Diego Fire Dept.



VII. EARTHQUAKE

1. DURING AN EARTHQUAKE:

A. If you are inside, stay in the building. Do not evacuate unless instructed by properly identified emergency personnel.

B. Seek shelter, preferably within the inner core of the building, away from windows, overhead fixtures, filing cabinets, or bookcases. Books, shelving, ceiling tiles, and structural supports will most likely crash to the floor.

C. Stand in a steel reinforced doorway (beware of the door swinging back and forth!), or take cover under a sturdy table, bench, counter, desk, or similar place.

D. Assist disabled persons in the area to find a safe place.



E. Wait for the shaking to stop before evacuating. Be prepared for aftershocks. **DO NOT USE ELEVATORS; USE STAIRWAYS.**

F. If you are outside, stay outside. Move to open areas away from buildings, trees, power lines, and roadways.

2. AFTER AN EARTHQUAKE:

A. Check for injuries; give or seek first aid.

B. Be alert for safety hazards, such as:

- fire (follow procedures in Section VI on Fire);
- power failure (if safely available, secure flashlights; do not operate electrical switches);
- gas leaks (**DO NOT LIGHT MATCHES**).

C. Do not use telephones or roadways unless necessary. They must be kept clear for emergency use.

D. Be prepared for aftershocks.

E. Cooperate, keep informed, and remain calm.

3. IF EVACUATION IS ORDERED:

A. DO NOT USE ELEVATORS; USE STAIRWAYS. Seek out disabled and injured persons and give assistance. Follow instructions for moving books to free persons trapped underneath.



B. Beware of falling debris or electrical wires.

C. Report to the northeast quadrant of the parking lot between the LRC and the law school (outside the library delivery entrance), or as near as safely possible, so that you may be accounted for. Keep away from the building. Remain at the assembly point until instructed otherwise. Do not block access of safety vehicles and personnel.

D. If you know of anyone who is missing, report it to Building Safety Representative Jean Miles or to Floor Representative John Adkins or Floor Representative Owen Smith.

E. Wait for further instructions from Public Safety or emergency personnel. Do not re-enter the building unless and until instructed to do so by Public Safety or emergency personnel.



VIII. EXPLOSION OR BOMB THREAT

1. Gas odors in the building, indications of hazardous conditions associated with utilities or explosive devices, or receipt of bomb threats should be immediately reported to Office Manager Jean Miles or to Associate Director Ruth Levor and to Public Safety.

2. When responding to a bomb threat on the telephone, get as much information from the caller as possible. Keep the caller on the line, and record everything that is said. After you've been notified of a bomb threat, do not touch any suspicious packages. Clear the area around the suspicious package, and notify Public Safety (x2222) immediately.

3. If there is warning of an imminent explosion, immediately activate the nearest fire alarm and evacuate the library. If there is not enough time to evacuate, warn library staff and patrons to take cover. Seek shelter immediately under a heavy table, desk, or bench for protection from flying glass and debris. Do not spread rumors.

4. Immediately after an explosion:

A. If time permits, warn other persons in the library to take cover. Otherwise, seek shelter immediately.

B. Once it is safe to come out, activate the nearest fire alarm.

C. Call Public Safety (x2222) or 911.

D. Evacuate the library according to the Emergency Evacuation Procedures (see page 4). During the evacuation, attempt to assist disabled persons to leave the building unless they are so seriously injured that they should not be moved.

E. Notify Jean Miles or Ruth Levor.

5. Do not reenter the library unless and until authorized by emergency authorities.



IX. POWER FAILURE



1. When a power failure occurs, emergency generator powered lighting will come on.
2. Flashlights for emergency use are located
 - at the Circulation Desk on Shelf 1
 - on the Circulation Office counter by the phone
 - in Cupboard five in the Circulation Office
 - in the left top drawer of the Reference Desk
 - in the first cabinet by the entrance of the Computer Lab
 - at every staff work station.
3. In the event of a prolonged power failure:
 - A. Remain calm.
 - B. Report the outage to Public Safety and to Ruth Levor or Ruth Hastings.
 - C. Turn off appliances and unplug all computer equipment.
 - D. Check the elevator and other library floors and rooms for people needing assistance.
 - E. If ordered or necessary, evacuate the library according to the Emergency Evacuation Procedures (see page 4). During the evacuation, assist disabled persons to leave the building.





X. WATER DAMAGE/FLOODING

1. If a water leak occurs in pipes or from other sources and is minor and localized in nature:

A. If possible, move materials away from the water source. Cover library materials in affected areas with plastic sheeting found in the Disaster Response Supply Cans located in the Administrative Office closet, the California Room (1st Floor) closet, and the Staff Lounge (northwest side of the Reading Room) bathroom. Depending upon the circumstances, try to collect water in waste baskets or buckets before it can damage materials.

B. Report the problem to Facilities Management. After hours, Call Public Safety (x2222). Advise them of the location and severity of the problem.

C. During heavy storms, listen to local radio, preferably battery-powered.

D. Prepare to take immediate precautionary actions, such as moving people from the affected or threatened areas.

E. Assist people with disabilities to get to a safe place.



F. Unplug computer equipment and other electrical items.

G. Notify Jean Miles or Ruth Levor.

2. If you are forewarned of potential flooding:

A. Contact Ruth Levor or Ruth Hastings or Jean Miles.

B. Evacuate the library according to the Emergency Evacuation Procedures (see page 4). During the evacuation, attempt to assist disabled persons.



C. Contact Facilities Management or Public Safety (x2222) to turn off electrical power in the library.

D. Make preparations for the salvage of library materials after the flood emergency is over.

E. If there is sufficient advance warning, change your voice mail greeting to indicate that the library is closing because of the emergency. Jean Miles will notify the Dean's office and the Provost's office.

3. If a major water problem occurs:

A. Do not enter the flooded area. There are many potential hazards, including the danger of electrocution.

B. Notify Jean Miles or Ruth Levor or Public Safety (x2222). Do not use the telephone unless it is in a completely dry area.

C. Facilities Management should be contacted to turn off power to the library.

D. Evacuate the library according to the Emergency Evacuation Procedures (see page 4), unless this would pose a danger. Staff in charge will evaluate the circumstances, and with the advice of emergency authorities, take appropriate alternative action. During the evacuation, attempt to assist disabled persons.




E. Do not reenter the library unless and until authorized by emergency authorities.

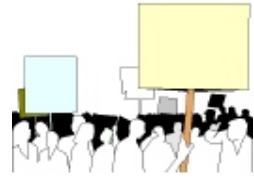
XI. HAZARDOUS MATERIALS, TOXIC CHEMICALS, OR FUMES



1. If a chemical spill occurs in the library:
 - A. Call Facilities Management and Public Safety (x2222) to report the problem.
 - B. Notify Jean Miles or Ruth Levor.
 - C. Do not try to clean up the spill.
 - D. Keep everyone away from the spill area, and wait for help.

2. If there is a major problem, for instance, if toxic chemicals or fumes cover a wide area and endanger people in the library:
 - A. Activate the fire alarm.
 - B. Evacuate the library according to the Emergency Evacuation Procedures (see page 4). During the evacuation, attempt to assist disabled persons, injured persons, and persons who may be overcome or show symptoms of exposure to the toxic substance. 
 - C. Do not reenter the affected area until authorized or directed to do so by the emergency preparedness personnel.
 - D. Initiate appropriate first aid and/or other personnel protection measures, as required.
 - E. Report the incident to Ruth Levor or Ruth Hastings.
 - F. If trained and properly protected, assist the clean-up operations as directed.
 - G. Do not spread rumors.

XII. CIVIL DISTURBANCE



1. If any type of civil disorder or riot, criminal action, building takeover, act of terrorism, or military conflict may threaten the library:

A. Notify Jean Miles or Ruth Levor or Nancy Carter immediately.

B. Try to contact Public Safety and get further information and advice on the situation.

C. Nancy Carter and Ruth Levor or Sushila Selness or Jean Miles or Ruth Hastings should confer with Dean Rodriguez's office and/or President Lyons' office and Public Safety to formulate a plan of action dependent upon the circumstances and taking into account the volatility of the situation.

D. Meanwhile, reduce library operations to a minimum, so that the plan can be implemented promptly.

2. If people or property at the library are threatened:

A. Retain a minimum of valuable items on the property. As time and safety permit, remove personal valuables and library items indicated in the Salvage Plan as rare or irreplaceable.

B. Consider the removal of essential or important items according to the priorities assigned on the salvage priorities list.

C. Anticipate the spread of the disturbance into the library, and evacuate before the library becomes overrun. If it is not safe to leave the building, move people to an area where they can take refuge and lock themselves in, such as the staff lounge off of the Reading Room.

3. If the library becomes involved in violence or is subject to attack without warning:

A. Sound the fire alarm.

B. Attempt to determine a safe evacuation route, and evacuate the library. If it is not safe to leave the building, move people to an area where they can take refuge and lock themselves in, such as the staff lounge off of the Reading Room.



XIII. SUSPICIOUS MAIL

1. Pay special notice to any piece of mail that has one or more of the following characteristics:

- A. No return address.
- B. Insufficient postage or excessive postage.
- C. Return address and postmark that are not from the same place.
- D. Name and address of the sender that you are not familiar with.
- E. Letter or package that you are not expecting.
- F. Package that is wrapped in brown paper with twine.
- G. Grease stains or discoloration on paper or box.
- H. Strange odor.
- I. Restrictive markings, such as "confidential," "personal," etc.
- J. Hand written or poorly typed address.
- K. Incorrect titles.
- L. Titles but no names.
- M. Misspellings of common words.
- N. Excessive weight.
- O. Rigid envelope.
- P. Lopsided or uneven envelope.
- Q. Protruding wires or tinfoil.
- R. Excessive securing material, such as masking tape or string.

2. WHAT YOU SHOULD DO

When the letter or package has a combination of the above characteristics that makes it suspect, or if you are uncomfortable opening it:

- A. If it is a letter or package that you have opened, set it down gently at the location where you first opened it.
- B. Move to an area that will minimize your exposure to others.
- C. Avoid contact with others when possible, and remain in the area. Public

Safety and emergency responders will come to you.

D. If it is a note or package that you happen to find, LEAVE IT ALONE.

E. Advise a co-worker in the immediate area what has happened, and ask them to call Public Safety (x2222).

F. Notify Ruth Levor or Jean Miles.

G. If possible, have the building's ventilation system shut down

H. Turn off any fans in the area.

I. Do not allow others into the area. If anyone enters, they should stay until instructed to leave by Public Safety or other authorities.

J. Remain calm. Exposure does not mean that you will become sick. Emergency responders will provide specific information and instructions about the symptoms and effective treatment to prevent illness.

3. WHAT YOU SHOULD NOT DO

A. Do not pass the letter or note to others to look at.

B. Do not disturb any contents in the letter or note. Handling the letter may only spread the substance inside and increase the chances of it getting into the air.

C. Do not ignore the threat. It must be treated as real until properly evaluated.