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](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.
- Call the Preservation Department personnel in the telephone tree for the phone numbers.
- Call the Preservation Department personnel in the telephone tree for the phone numbers.
- After Dark within 4 Hours of Closing - 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 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 subject to recall. If campus area surrounding the library is dark or if it is raining, release staff immediately, subject to recall.

**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.

After 5pm and Weekend Emergency Procedures – revised 3/17/16 CW