

Emergency & Disaster Telephone Numbers and Procedures

Alachua County Sheriff - 911 UPD - 2-1111
PPD - 2-1121 Library Facilities (8am-5pm) 273-2575

Bomb Threats

1. Obtain from the caller as much information as possible about the threat.
2. Note the time and date, the exact wording, the accent of the caller, background noises, location of the bomb and time of detonation.
3. Attempt to determine the sex and age of the caller.
4. IF possible, alert co-workers to call UPD

If expected detonation is imminent:

1. Pull the nearest fire alarm to evacuate the building.
2. Call University Police Department *after* evacuating.
3. Meet at Departmental designated area

If expected detonation is **not** imminent:
Call UPD immediately. They will make the decision to evacuate the building. Also, alert Library administration.

Workplace Violence

If there is an immediate threat of danger:

1. Get to safety
2. Call UPD
3. Advise other employees of danger

Fire

If you discover a fire or detect smoke:

1. Sound the nearest FIRE ALARM.
2. EVACUATE THE BUILDING.
3. Meet at Departmental designated area

Suspicious Packages

1. Do NOT move package from its current location
2. Call UPD
3. Do NOT allow others to enter the area

Serious Injuries

For serious injuries where moving the victim is inadvisable.

1. Call 911
2. DO NOT MOVE THE VICTIM
3. Stop the bleeding, if necessary, with direct pressure on the wound

Animals

DO NOT ATTEMPT TO CAPTURE THE ANIMAL!!!

1. Call Physical Plant.
2. Call Library Facilities Planning Office

Elevator Problems

1. Call Library Facilities Planning Office
8 a.m. - 5 p.m., Mon. - Fri. or
After hours, call Physical Plant
2. Please alert Library staff to elevator problems and let them know that Facilities has been notified.

Flood or Water Leakage

1. Call Library Facilities Planning Office
8a.m. - 5 p.m., Mon. - Fri. or
After hours, call Physical Plant.
2. Secure affected area to prevent unauthorized entry.

Power Failure

1. Call Library Facilities Planning Office
8 a.m. - 5 p.m., Mon. - Fri. or
After hours, call Physical Plant
2. Report each location of the power failure.
3. If building is dark and power is not restored in 15 minutes, notify UPD to assist in evacuating the building.