

SUMMARY EMERGENCY RESPONSE PROCEDURES

(Procedures for Davis Library Service Desks. For comprehensive College-wide protocols see **go/er** or section ER of this manual.)

NOTE: WHEN 911 IS CALLED, A SIGNAL IS AUTOMATICALLY SENT TO THE COLLEGE OFFICE OF PUBLIC SAFETY INDICATING THE LOCATION FROM WHICH THE CALL WAS GENERATED.

MEDICAL EMERGENCY

1. **Call 911** (Address here is 110 Storrs Ave.)
2. Call Public Safety (x5911) to report location of victim and nature of emergency. (or dial 388-4911 with cell if phone system is down.)
3. Report location of victim to Circulation Desk, (x5494)
4. Refer to section B-1: Medical Emergency Procedures

FIRE

1. Call **Public Safety** (x5911) to investigate smoke or burned odors
2. **In case of fire, pull fire alarm** (located near exits); **call 911** from safe location. (Address here is 110 Storrs Ave.)
3. Refer to section B-2: Fire Emergency Procedures
4. Refer to section B-3: Evacuation Procedures

Blackout/Power Failure

1. Notify Circulation Desk Supervisor (x5494), who will in turn call Facilities Management to report outage, x5472
2. Refer to section B-5: Blackout Emergency Procedures
3. As needed, refer to section B-3: Evacuation

Flooding or Water Damage

1. Stop flow of water if possible.
For assistance call **FACILITIES MANAGEMENT**, x-5472
2. Protect dry items, if possible
3. Notify Circulation Desk Supervisor (x-5494)
4. Refer to B-6: Water Damage Emergency Procedures

Telephone Failure

1. In case of emergency, a cell phone may be used to contact Public Safety at 388-4911 if the campus phone system is down.

NOTICE: When building has been evacuated re-entry is allowed ONLY after clearance by and permission from Public Safety or fire department officer.

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PERSONS AND OFFICES TO CONTACT IN AN EMERGENCY
 (After emergency procedures on page A-1 have been followed)

	Name	Ext.
PUBLIC SAFETY		5911 5133
FACILITIES SERVICES	Expediter (all calls to FS)	5472
NETWORKS & SYSTEMS	Howie McCausland Mark Pyfrom	5754 2010
LIBRARY COLLECTIONS	Joseph Watson Ginny Faust	5487 2391
LIS ADMINISTRATION:		
Dean, LIS	Mike Roy	5490
AD, User Services	Mary Backus	5711
AD, (to be determined)	Rebekah Irwin	3028
AD, ERP Development	David Ludwig	5692
AD, Security, Advanced Tech.	Chris Norris	5480
Assoc. Dean, LIS	Carol Peddie	3113
AD, Research & Collections	Terry Simpkins	5045
AD, Cent. Sys., Network	Jim Stuart	5054
Affected area:		
Armstrong Science Lib.	Wendy Shook	5799
Circulation Services	Dan Frostman	5928
Computers	Helpdesk	2200
Gov. Doc. & Vermont Coll.	Hans Raum	5493
Helpdesk, call center & walk-in	Joe Durante	2347
Helpdesk, service requests	Lisa Terrier	5749
Media Services	Petar Mitrevski	2833
Research Services	Carrie Macfarlane	5018
Special Coll & Archives	Danielle Rougeau	5634
Telephone Services	Peggy Fischel	5033
Wilson Media Dev. Lab	Joe Antonioli	3062
COLLEGE PERSONNEL		
Department of Public Safety	Lisa Burchard	5911
Campus Safety Officer	Edmund Sullivan	5726
Director, Communications	Tim Etchells	5707
Director, Facilities Services	Norm Cushman	5003
Stockroom Supervisor	Robert Preseau	5073
CONSULTANTS		
NEDCC Disaster Assistance 24-hour hotline	978-470-1010	
Library of Congress Preservation Directorate	202-707-5213	

EMERGENCY SUPPLIES

Item/Source	Suggested Quantities	Davis	Armstrong
Batteries/College stockroom	varies	as needed	as needed
Flashlights/College stockroom	varies	varies	3
Freezer paper: 18"x250'/Agway	2 rolls	2 roll- closet by rm 135	2 rolls
Gloves, rubber/Local vendors	2 pairs reusable	2 pairs	2 pairs
Gloves, Tru-Touch non-latex/ Marble Works; Kinney	1 box single-use latex	1 pk- closet by rm 135	1 box (50 pairs)
Labels/Readily acquired	varies	varies	varies
Lantern/Boise Cascade	1	at circ desk	1
Mop/bucket/Custodial services	at least one set	2 sets basement	1 set
Paper towels, "loose-leaf"/ College stockroom	1 box	1 box in basement	1 box
Pens/Readily acquired	varies	varies	varies
Plastic bags/Custodial services	box of at least 50	1 box- closet by rm 135	1 box
Plastic sheeting: 10' x 25' x 4 mil/Agway	500 sq. feet	2 roll- closet by rm 135	2 rolls
Rags/College stockroom	1 box	1 box- closet by rm135	1 box
Scissors/Readily available	varies	varies	varies
Sponges: Boat & Auto/ Aubuchon	12 large	~8- closet by rm 135	~8
Tape: duct/Aubuchon	1 large roll	1 roll- closet by rm 135	1 roll
Tape: Scotch/Readily available	varies	varies	varies
Tape: masking/Readily available	varies	varies	varies
Water vacuum/Custodial services	1	1, large capacity in basement	--
Waxed paper/Readily available	varies	P&P rm 134	varies
Waste baskets/trash cans/Facilities management	varies	varies	varies

MEDICAL EMERGENCY

DIRE EMERGENCY: Patient's life or health threatened by delay:

1. Call 911 for EMTs and ambulance.

(Address here is 110 Storrs Ave. Instruct to use entrance at NE corner of building near large overhead door. In case of power failure when elevator can not be used, clearly state location of victim and suggest use of front door entrance via Old Chapel Rd. for access to patient on Main or Upper levels. Suggest Storrs Ave. for lower level.)

2. Call Public Safety (x5911) to report location of victim and nature of emergency. (or dial 388-4911 with cell if phone system is down.)
3. Notify Circulation Desk Supervisor (x5494) and report location of victim to them.

Circ Desk Supervisor to coordinate three volunteers:

- one to wait on Storrs Ave. at loading dock driveway to flag down **and** escort Emergency Services to the victim and then escort them back to exit.
- one to open loading dock doors (overhead and interior), clear a path (should remain and keep doors open for exit).
- one (if needed) to hold elevator #2 near loading dock for trip to victim and trip back to ambulance. (Runs on emergency generator during power outage.)

Note: A staff key is needed to access loading dock. (Get from Circulation staff). Loading dock phone extension is 2397.

4. If you are certified to do so, administer appropriate first-aid.

First aid kits are located at the Research Desk, Circ Desk, and Staff room

OTHER MEDICAL PROBLEMS:

1. If a person becomes ill or is injured but the situation is not an emergency, call Public Safety: 5911, or dial 388-4911 with cell if phone system is down.
2. Notify Circulation Desk Supervisor as appropriate (x5494).
3. If you are certified to do so, administer appropriate first-aid.

A first-aid kit is located at the Circ Desk, and Staff room, an AED is at the Circ Desk

LIS Personnel with First Aid/CPR Training

Nate Burt
Jamie Carroll (EMT,ERT)
Marlena Evans
Rebekah Irwin

Linda Knutson
Howie McCausland (EMT,ERT)
Janine McDonald
Scott Remick

Mack Roark
Wendy Shook
Joseph Watson

FIRE

IF THERE IS A FIRE PULL THE FIRE ALARM AND GO TO STEP ONE BELOW
If there is an unconfirmed suspicion of fire call Public Safety (x5911) to investigate.

1. **In the event of fire PULL FIRE ALARM** (located near exits) **and CALL 911** from safe location. (address here is 110 Storrs Ave.)

Be prepared to give information on the location and size of the fire.

Call Public Safety (x5911) to inform them of nature and location of fire.

If the fire is confined to a trashcan or other small source, if possible and if you have been trained to do so, use a fire extinguisher to extinguish it. These are located adjacent to the stairs and elevators. (See detailed locations on floor plans in section D-1) To use the extinguisher, pull the pin, aim the nozzle at the base of the fire, and squeeze the handle. You must try to smother the fire by covering it with the chemical. The fire will go out when its oxygen supply is cut off. To avoid injury, stand back 6 to 8 feet from the fire.

2 **Evacuate the building**

- Do not use elevators in cases of fire. If you are unable to use the stairs, enter the stairwell and wait inside the stairway for emergency personnel to rescue you.
- In a smoke filled area, keep low to the floor to escape the smoke.
- If you see or smell smoke in a hall or stairway, use another exit.
- Before opening any door, use the back of your hand to see if it is hot. Also check to see if the doorknob is hot. If either is hot, leave the door closed and stuff towels or clothes in the cracks and open a window. Try another exit if one is available.
- If the door is not hot, open it slowly and be prepared to close it quickly if necessary.
- Close doors behind you to act as a fire break.
- Once outside the building everyone *must* immediately gather in front of Warner Hall to indicate that you've safely exited the building and to give and receive situation updates.

Know all the exits and evacuation plans for your building

EVACUATION

At the sound of the alarm or upon receiving instructions to do so via the public address system, all patrons and staff should leave the building by the nearest exit immediately.

When exiting the building staff should:

- Relax; keep calm, but be alert.
- Encourage others to leave the building. Give clear and loud instructions. If necessary, alert patrons that "this is not a drill". If instructed to do so, gather and bring personal belongings with you.
- **Do not use the elevator in case of fire.** If you are unable to use the stairs, enter the stairwell and wait inside the stairway for emergency personnel to rescue you.
- In case of fire take note of anyone who cannot use the stairs and tell them to wait inside the stair well for rescue personnel. Exit the building. When outside, notify Circulation Desk Supervisor attendant and/or rescue personnel of the location of anyone who cannot leave the building by the stairs.
- Close doors to act as firebreaks.
- Do not endanger yourself.
- Once outside the building everyone *must* immediately gather in front of Warner Hall to indicate that you've safely exited the building and to give and receive situation updates. Encourage guests to join you near Warner so everyone is a safe distance from the building and out of the way of emergency response personnel.

CIRCULATION DESK SUPERVISOR'S ROLE IN EVACUATION EMERGENCY

In case of an emergency requiring evacuation, the Circ Desk Supervisor should:

1. Make public announcement over PA system.
2. If appropriate Call 911 or confirm it has been called. (Address here is 110 Storrs Ave.)
3. Wear reflective emergency vest (on pillar by phone) so you can be easily identified as information point person.
4. Be available in front of Warner Hall
 - to coordinate volunteers to monitor exits to see that nobody reenters the building.
 - to inform Public Safety or emergency personnel of the status of the emergency and the location of anyone remaining in the building that may need to be rescued.
5. Inform the following of the emergency as soon as feasible:

See contact information Section A-3.

- Dean of LIS
- Emergency Preparedness Committee chair/member
 - if appropriate, ITS, Media, Armstrong, music or special collections librarian

Black out/Power Failure

1. Notify Circulation Desk Supervisor (x5494) who will then call Facilities Management (x5472) to report the outage.

When the main power to the building fails, a generator located in the basement should automatically start and power portions of the building as follows:

- Elevator #2 (near loading dock) will operate normally. Elevators #1 and #3 will automatically go to level 1, will open and shut once, then will no longer operate. If the generator fails to operate all elevators stop.
- Card access and alarm systems.
- ITS machine/server room.
- Circulation desk.
- Some lighting (but not all lights) sufficient to illuminate pathways to exits.
Compact shelving will not operate; loading dock overhead door will not operate; most outlets will not work; phone system will work as long as battery backup lasts; PA system will work as long as phone system works.

CIRCULATION DESK SUPERVISOR'S ROLE DURING A POWER FAILURE

1. Call Facilities Management (x5472) to report outage
2. Act as central information point
Recruit a volunteer(s) to:
 - A. Check the building to see if anyone needs help and to confirm that no one is caught in an elevator. Do not attempt to extricate anyone from an elevator. Call Public Safety (x-5911, or dial 388-4911 with cell if phone system is down)
 - B. Confirm that the generator in the basement is operating by listening for it below the staff room. If it is not running notify Facilities Services at x5472
3. Consult with Dean of LIS or other ADs regarding potential closing of the building. (See Section A-3 Person's to Contact in an Emergency). Building should only stay open during daylight hours. If the library is closing early see section **B-5** Unscheduled Closing
4. If the building is to stay open powered by the generator:
Recruit a volunteer(s) to:
 - A. Clear and lock rooms 105, 140, and 145. Post a sign indicating the rooms are locked for the duration of the power outage.
 - B. Place an easel and tablet in the atrium on which to provide situation updates. PA system may be used to provide updates as long as phone system battery backup lasts. If making PA announcement, make sure that staff in offices receive updates as well because they can't hear the PA. Use "route cards" in pocket of Circ Desk Manual.

If the generator fails to operate, the door locking system runs on battery and will only last a little while. If this happens ask Public Safety (x5911) to put the doors in card access mode to save the battery backup and also tell them we are propping the doors open. Retrieve concrete blocks from closet 201A and prop one exterior door and one interior door open.

Unscheduled closing of the building

If the Office of Public Safety, the College Administration, or the Dean of LIS or their designee gives instructions to close the Davis Family Library, the following procedures should be followed. If there is a life threatening emergency requiring immediate evacuation of the building see Evacuation on pg. B-3

Middlebury College Emergency Information telephone line is x2500

1. Consult with LIS Administration and decide what time the library will close, when it will likely reopen, and what information needs to be communicated to users and LIS staff. Who? What? Where? Why? When? How? What other LIS services will be closed or stay open? (See contact information on page A-3 and call them at home as needed.)

Circulation Desk Supervisor on duty (or designated "incident coordinator") should oversee the following--

2. Call the Office of Public Safety and ask them to lock the doors at the appropriate time.

3. Communicate: *Message should be clear, consistent, and concise.*

- Post signs on the front and back doors. (See forms in Circ Desk & Research Desk copy of Emergency Manual.)
- Make an announcement over the PA system. (See suggested message text in Circ Desk & Research Desk copy of Emergency manual.)
- Send an email to the community if authorized by Dean of LIS. (may want to call attention to availability of book drops)
- Each public service point manager should put voice mail messages on public phone lines if needed. (Helpdesk, Ref, Circulation.) Refer to contact info on pg.A-3 and call at home as needed.
- Communicate with branch libraries as needed.

4. Post a staff member at the front door to prevent people from entering after announcement to close has been made, and to share information about the situation.

5. Assign routes to staff volunteers to sweep the areas of the building in which the PA system cannot be heard to communicate content of PA message. (The PA system is only audible in the open stacks areas and in study carrel towers on the north side.) Use "route cards" in the pockets of the Circulation Desk emergency manual. In some instances, public spaces like classrooms, meeting rooms, and study rooms should be cleared and locked.

6. LIS Administration should notify staff yet to arrive for work but who will/may no longer be needed. (See AD contact information on page A-3 and call them at home as needed.) Middlebury College Emergency Information telephone line is x2500

Water Damage

1. Stop flow of water. As needed call Facilities Management: x-5472 (If Facilities Management is closed, call security x-5911 to reach "on call" facilities workers.) If water is flowing onto collections or computer equipment make it clear that we need personnel from Facilities Services ASAP.
2. As the situation requires and if it can be done safely, protect items not yet wet by covering with plastic or relocate them to a dry area. Turn off, unplug, and cover any computer equipment with plastic to protect it from water damage. **Do not** enter water that may be charged with electricity or could contain contaminants. (Supplies are located in closet LIB141.)
3. Until setting them up to dry:
 - Do not open wet books.
 - Do not separate single sheets.
 - Do not remove covers.
 - Do not disturb wet file boxes, prints, drawings, and photographs.
4. **Notify the Circulation Desk Supervisor**, who will in turn notify the Preservation staff, particularly the Preservation & Processing Manager. The Preservation staff is responsible for preparing a plan of action. See contact information on page A-3 and call them at home as needed.

Mold

1. If the mold growth is limited to a few items not on regular shelves with other volumes, isolate those items by placing them in a box or plastic bag and give to Preservation Staff as soon as feasible.
2. If the mold growth is potentially widespread, e.g., in book stacks, leave items in place and do not touch. Notify Preservation Staff as soon as possible. (See contact information section A-2). Call at home as needed.

NOTE: *Mold can be harmful to human health. Some people are allergic to mold. Caution should be used when handling moldy materials. Plastic gloves and respiratory masks are available in the Preservation & Processing office and should be used for personal protection.*

Davis Library General Facilities Information

(Taken from LIS wiki April 2013.)

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GENERAL INFO

The following is a partial overview of general building information that is shared with new employees. It is posted here as an overview/reminder for everyone. (Some information in the original email has been omitted for security purposes.)

Because the library is not just a classroom and office building, but also stores some of the most valuable collections owned by the College, having an office here is unique and I'd like to call a few things to your attention.

Emergency Preparedness

All Middlebury College employees should become and stay familiar with the College-wide Emergency Response Procedures on the web at [go/er](#) If Davis Library or Voter Hall are evacuated, the designated meeting area for staff is in front of Warner Hall. If Armstrong Library is evacuated the designated meeting area is on the hill next to Lang Dorm. If you work at a public

service desk that deals with customers face to face, there may be additional emergency procedures that you should know about, so please ask your supervisor for an orientation to any department specific emergency manual.

Access and Security

-- You have (or shortly will have) card access to the exterior doors because you are a building "resident". That means that you can come and go whenever you want, including when the building is not open to the public. If you are in the building when it is not open to the public and you see any suspicious behavior, please call the Office of Public Safety (x5911) to let them know. You should never let anyone enter the building with you when it is not open to the public. Everyone who has good reason to be in the building when it is closed has been given card access.

-- You are responsible for helping LIS maintain the security of the collections and therefore, even when the building is open to the public, please do not let people in or out through the back, Storrs Ave. doors unless they are physically unable to walk to the front door. Those without card access should exit the building through the front doors. While this is an inconvenience at times, it is important to maintain just one entrance and exit to the building for the sake of the security of the collections. If you allow someone you know to enter through the back doors with you as a favor, please remind them that they must exit through the front door. If you have a visitor and you would like to escort them to the back door as they leave, you are welcome to do so as long as they are not taking any library materials with them that they have not checked out.

-- There is a toggle switch just above the doors as you exit the building. This switch controls the automatic door feature for handicapped access and should always be left in the "auto" position. If you would like a detailed, hands on explanation of this feature do not hesitate to ask me for one.

-- Every now and then you might find that the interior doors do not unlock after you've used your access card. This is usually because somebody else has recently exited or entered and the doors had not reset when your card was read. If this happens, simply go back outside, wait a moment, then use your card again. It is impossible to get stuck between the two sets of doors because the exterior doors have a crash bar that can be used to open the doors even if they are locked.

-- The emergency exit doors at the bottom of staircases #1 & #4 should not be used except in an emergency.

-- The key to your office also opens common spaces like the staff room, loading dock, classrooms, and meeting rooms.

Office logistics

-- If you want to keep library materials in your office, please help LIS maintain accurate collections information by taking a few moments to stop by the Circulation Desk to check them out.

-- The use of heat-generating small appliances (like coffee makers, hot plates, etc.) in offices is discouraged because they can be a fire hazard. If you do use such appliances in your office they must have an automatic shut off feature. You are, of course, encouraged to use the Staff Room in LIB121 where you will find a well equipped kitchen.

- Of course the use of open flames (like candles or potpourri burners) is strictly prohibited.
- Please keep any food you have stored in your office in sealed containers. We have occasionally had a problem with mice in the building and you don't want mice feeding on that open dish of chocolate on top of your desk any more than we want those mice nesting in the books on the shelves.
- Those who have an office in the building have special privileges when it comes to reserving meeting rooms like LIB105, LIB145, LIB221. Please ask the LIS Administrative Assistant for more information.

Stuff that comes and goes

- Mailboxes are in the Staff Room, LIB121. Outgoing mail may be left at the Info Desk or in the Staff Room.
- Those associated with CTRLR generally send and receive faxes through that office at x2418. Those associated with LIS do so through Collection Management at x5698.
- Printing arrangements vary throughout the building so please ask your nearby neighbors what they do and don't hesitate to contact the Help Desk for assistance at x2200.
- Photocopiers are in the print/copy centers LIB142 and LBI242. Follow the directions attached to the machines to photocopy. See go/print for full information on how to print.
- The loading dock is a busy place. If you are notified that a package has arrived for you there, please collect the package as soon as conveniently possible.
- The Custodial Team routinely cleans offices on Wednesdays. Please refrain from putting fresh food garbage in your office trash because fresh food waste can attract insects and vermin. Instead, please deposit any such waste in the trash in either a bathroom or in the large bins in the central recycling areas. The Custodians do not routinely empty the small blue recycling bins or the trash bins in your office so you need to empty your own into the large bins in the central areas. Ask your new neighbor where the nearest ones are. Spare trash bags are kept in the supply closet LIB201A.

Joseph Watson routinely coordinates requests to Facilities Services for things in the building that need to be repaired. Please don't hesitate to ask questions or bring problems to his attention at any time.

COMPACT SHELVING

When shelving is malfunctioning please ask for assistance at the Circulation Desk. An override key can usually be used to open an aisle, but please use caution and make sure all aisles are empty before moving a carriage because the override key disables the safety features. If the override key doesn't work, a battery pack override may. The battery pack should always be kept fully charged because using a partially charged battery pack can damage the system.

All problems should be reported to either the Stacks Maintenance Supervisor or the Facilities Coordinator. Signs will be posted to indicate that there's a known issue, so if there aren't signs posted in the problem area you should assume nobody knows that the shelving isn't working.

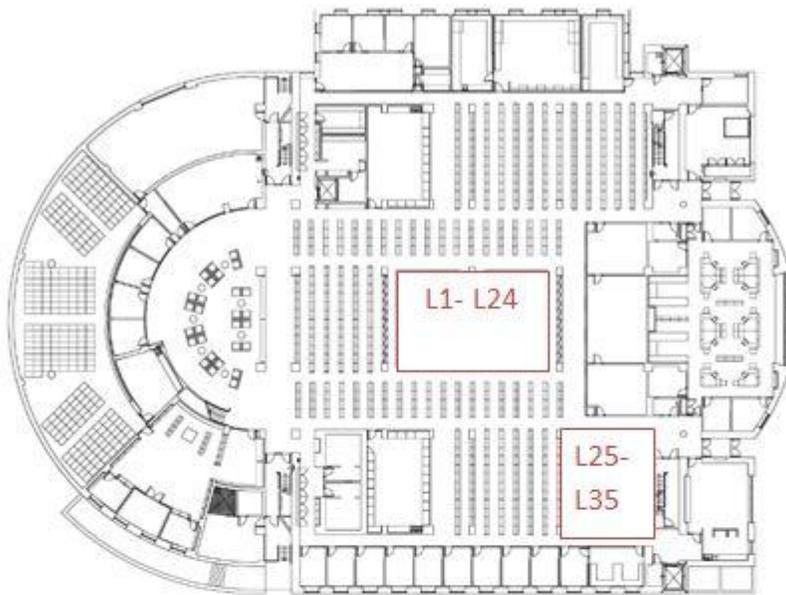
Our compact shelving contractor is Donnegan Systems. If necessary, the Facilities Coordinator will place a service call. If he's unavailable, a service call to Donnegan may be placed at 1-800-222-6311.

A log of problems is kept [here...](#) please keep it updated.

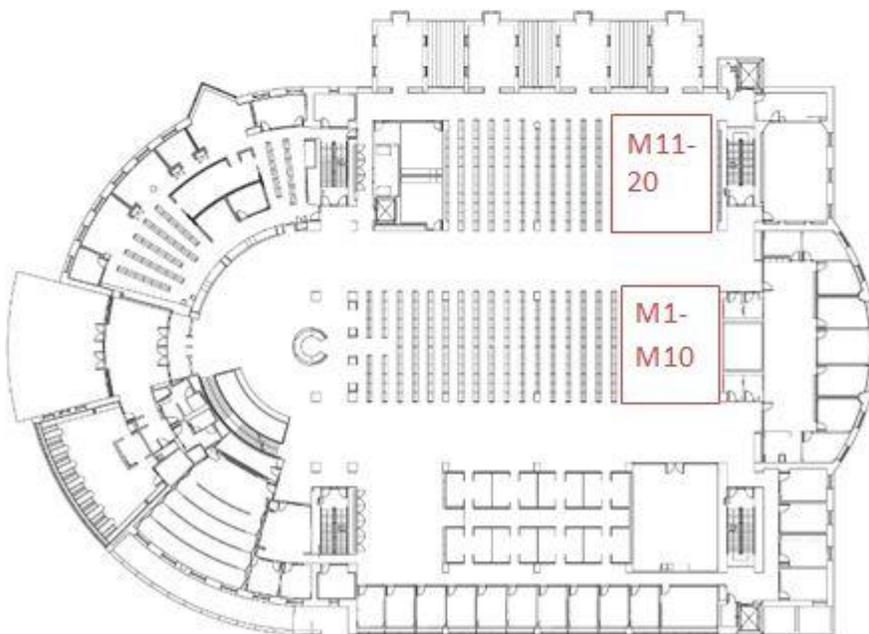
Please see image on next page for the numbering system for the compact shelving carriages.

David Library Compact Shelving – Carriage Numbering System

Lower Level -



Main Level -



DOORS

Access:

Card Access through the exterior front doors into the vestibule is 24/7 for anyone with a valid ID Students, Faculty, & Staff have 24x7 access into the Vestibule. (Those with the following cards do not have *access* cards (but rather mag stripe only) and therefore cannot use card readers on campus. - Alumni, courtesy card, Friend of college, Spouse/Partner, Breadloaf, Faculty Emeriti, Retiree.)

Card Access through the interior front doors and back doors is:

24/7 for: any staff or faculty member with an office in the building (including Faculty Offices LIB351-360); all LIS staff; Facilities Services “master” groups. Facilities Services Custodial access begins at 3am and for the rest of Facilities staff access begins at 6am. Access is occasionally given to Admissions tour guides during holiday weekends.

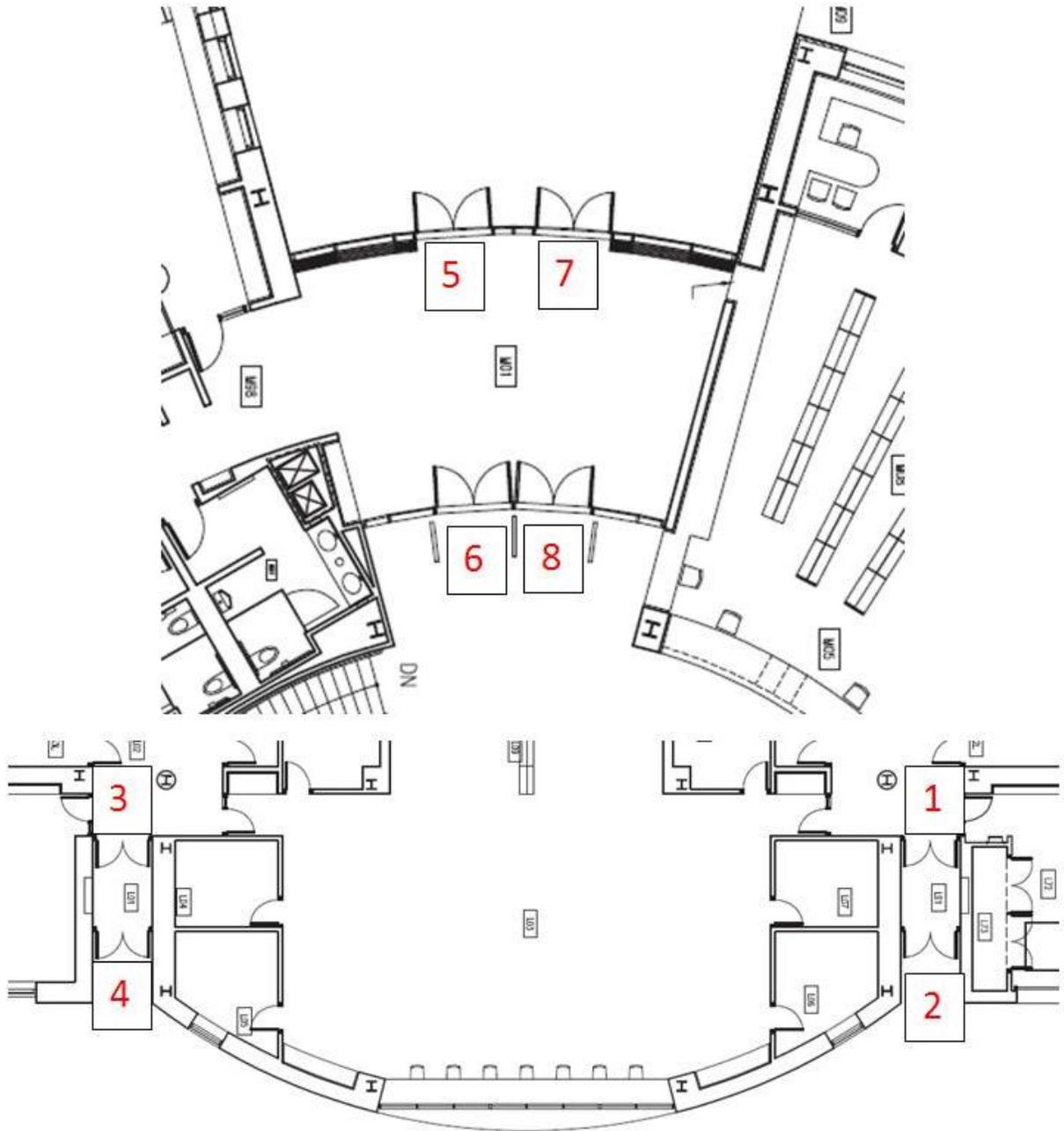
When the building is open to the public for: Dining Services Supervisors; selected vendors making deliveries; anyone who has requested and been granted "handicapped access".

Handicapped access: for students is arranged through the ADA coordinator and for Faculty/Staff through Human Resources. Members of the general public may apply for such access at the Circulation Desk. Only members of the public with government issued Handicapped Persons plates or placard will be granted access.

Non-ADA access to the back doors may be given at the discretion of the Dean of LIS.

Door numbering:

The sets of doors are numbered. This can come in handy when reporting malfunctions to Facilities or Public Safety.



Hold open feature on automatic doors:

Each of the doors that are equipped with an automatic door opener for handicapped access has a small toggle switch over the interior side of the door. This switch has three positions, off, auto, hold open. **The switch should be left in the "auto" position.** If it is turned off the push button used to open the door will not work.

The "hold open" position can be used to hold the door open. At the back doors use your access card then flip the switch to hold open and the door will open and stay that way until the switch is turned back to auto. At the front doors, press the button to open the doors and then flip the toggle switch.

Posting items on doors:

Anything posted anywhere except bulletin boards should be removed. The college handbook states "Posters are permitted on designated bulletin boards or kiosks only. The organization or individual sponsoring an event or making an announcement is responsible for removing the material within 24 hours after the conclusion of the event or within 30 days of the posting, whichever occurs first. Please refrain from posting flyers on doors, walls, windows, buildings, lamp posts, trees or stairwells. Flyers found in these locations will be removed by College staff. Fines and/or disciplinary action may result from violations."

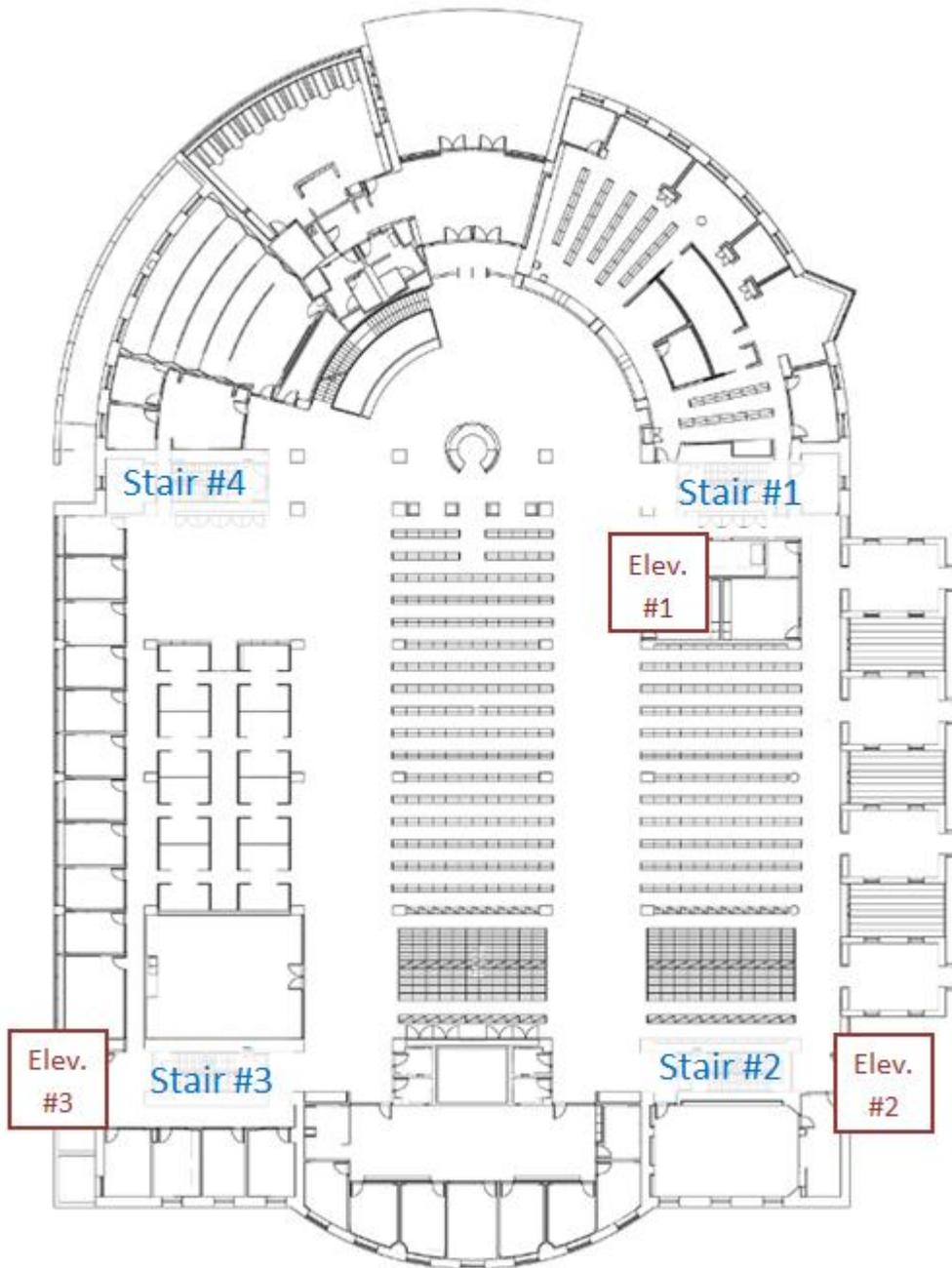
Keys:

Keys are tracked and issued through the Dean of LIS's office. Requests for keys are made to the LIS Administrative Assistant. The request must come from the supervisor of the person that the key is being issued to.

ELEVATORS AND STAIRWAYS

The elevators and stairways are numbered so they can be referred to in an emergency or for general maintenance issues. Please see the image below for the numbering scheme. During a power outage Elevator #2 will continue to operate on generated power but if the generator stops running the elevator will stop where it is. During a power outage elevators #1 and #3 will go to the lower level, open once, then close and cease to operate.

Davis Library Elevator and Staircase Numbers.



Storrs Ave.

FALLING ICE OR SNOW, from roof over doors

If dangerous snow or ice accumulates over a door, recruit a staff member to stand guard and alert people of the problem until signage is posted, then call Joseph x5487 and let him know about it. (Call your building coordinator if you're working at a branch library.)

If you do not reach Joseph in person--

for front doors: There are large yellow plastic folding signs in the back of closet 201A that should be placed outside on the patio so that people approaching the building are alerted to the problem. There are also laminated 8.5"x11" signs in the wall pocket in 201A that should be taped to the glass on the inside of the exterior doors. Once this has been done, call Facilities Services x5472 (or, if FS is closed call public safety x5911) and alert them to the situation, letting them know that you've posted signage.

for back door: use the portable directional signs that are stored in the loading dock and the staff room to post signs outside. Use the spare signs in 201A to post signs on the inside doors. If large icicles have formed over either door post a sign encouraging people to use the other exit.

These procedures would also be appropriate for any immediate safety hazard that you become aware of. It is very important that any and all of us react to a hazard and keep ourselves, coworkers, and the public, safe from harm. Don't assume somebody else will notice and deal with it, please be proactive and follow up until you're sure that somebody is working to resolve the situation and you're not needed. There are "caution, wet floor" signs in the basement near the custodial supplies.

There is a known issue with snow and ice falling from the roof over the front door. If the weather conditions are just right, the snow melts and compacts and then slides off under the snow guards and over the gutter. Another, but less common problem, is icicles forming in the scuppers over the back doors.

MAINTENANCE REQUESTS

Routine requests for Davis Library are funneled through the LIS Facilitates Coor., Joseph Watson. Things like broken locks, burned out light bulbs, plugged toilets, etc., should be reported to Joseph who will then place a request with Facilities Services. When Joseph is out of the office, Doreen Bernier the Asst. to the Dean of LIS can also place requests. Any problems that could be considered a safety hazard should be reported immediately, and if you don't reach Joseph, the problem should be reported directly to the Facilities Expeditor at x5472.

POWER OUTAGES

See first section of this manual for emergency procedures.

When the main power to the building fails, a generator located in the basement under the staff room should automatically start and power portions of the building as follows:

- Elevator #2 (near loading dock) will operate normally.
- Elevators #1 and #3 will automatically go to level 1, will open and shut once, then will no longer operate. If the generator fails to operate all elevators stop.

- Card access and alarm systems.
- ITS machine/server room.
- Circulation desk.
- Some lighting (but not all lights) sufficient to illuminate pathways to exits.

Compact shelving will not operate; loading dock overhead door will not operate; most outlets will not work; phone system will work as long as battery backup lasts; PA system will work as long as phone system works.

If the generator fails to operate, the door locking system runs on battery and will only last a little while. If this happens ask Public Safety (x5911) to put the doors in card access mode to save the battery backup and also tell them we are propping the doors open. Retrieve concrete blocks from closet 201A and prop one exterior door and one interior door open.

If the power comes back on right away but the generator has already started, then the generator will run for about a half hour before shutting down. If this happens some parts of the building may smell like exhaust because the exhaust for the generator is on the roof near the air intake for the HVAC system. (This isn't a problem if the power is out because the HVAC system is shut off.)

When we lose electricity the fire doors on staircase #1-#4 will shut and should be reopened as needed when the power returns. Sometimes the crash bar alarms on the emergency exits will sound after the power comes back on and will need to be reset by either the LIS Facilities Coor. or Facilities Services. Some of the compact shelving may not operate properly after a power outage and will need to be reset by the LIS Facilities Coor., or the Stacks Maintenance Supervisor.

WATER LEAKS/INCURSIONS

Reporting a leak, how to:

If the water leak is severe and causing damage to library collections or equipment, follow the procedures in the emergency manual here--

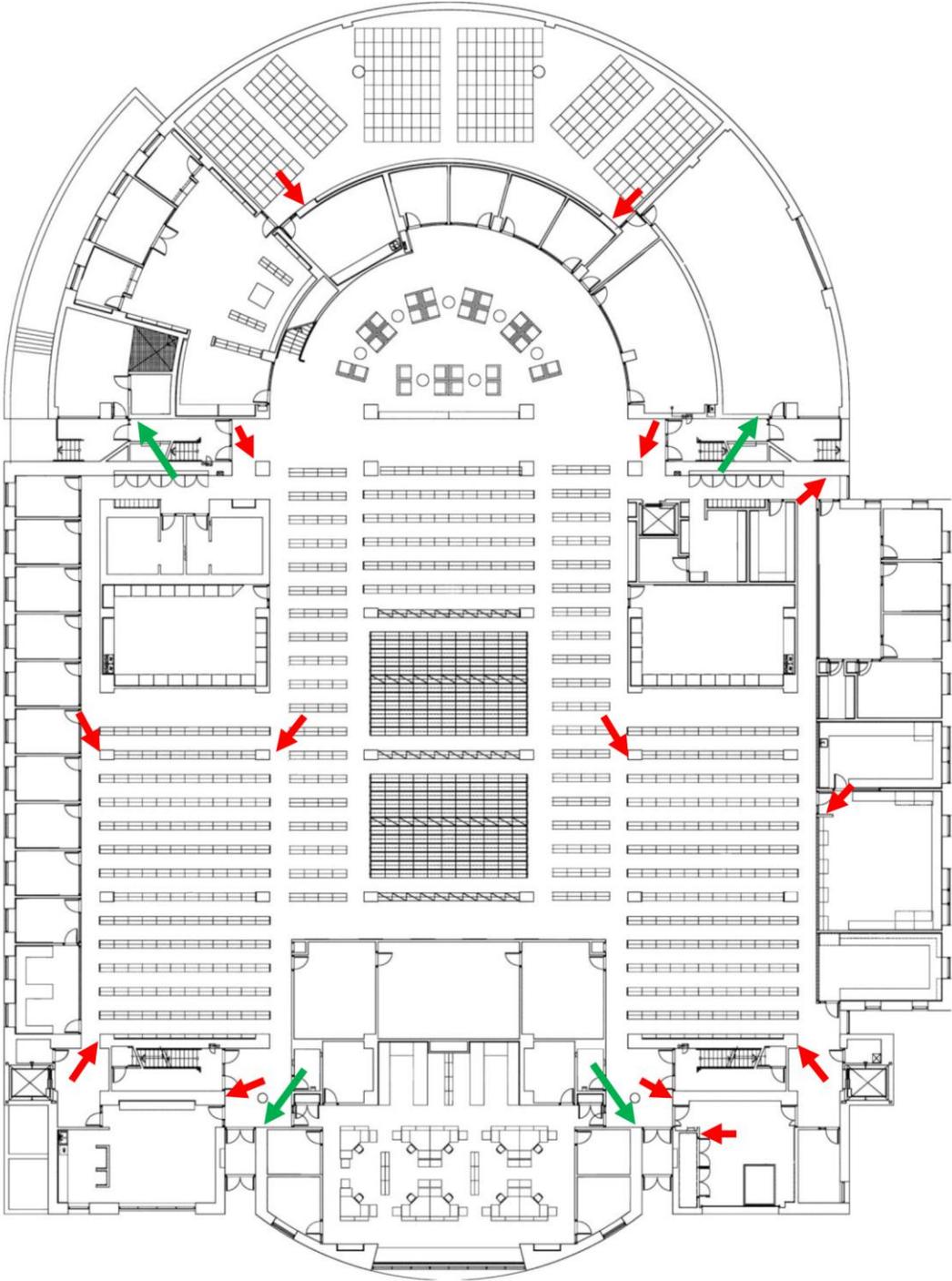
http://mediawiki.middlebury.edu/wiki/LIS/Emergency_Manuals

When a water leak is noticed and it is minor and not causing damage to collections or equipment, report it to Joseph Watson x5487. If you don't reach Joseph, leave him a message about the leak and then contact Facilities Services directly at x5472. If FS is closed (evenings and weekends) call the Office of Public Safety and ask them to reach FS on-call personnel if deemed necessary. Describe the situation giving them all details as needed and realistically indicating the severity of the situation. If placing a basket under the leak until regular FS staff can come during normal working hours will suffice, please do so but inform PS so that they can have the night watch guard check on the leak.

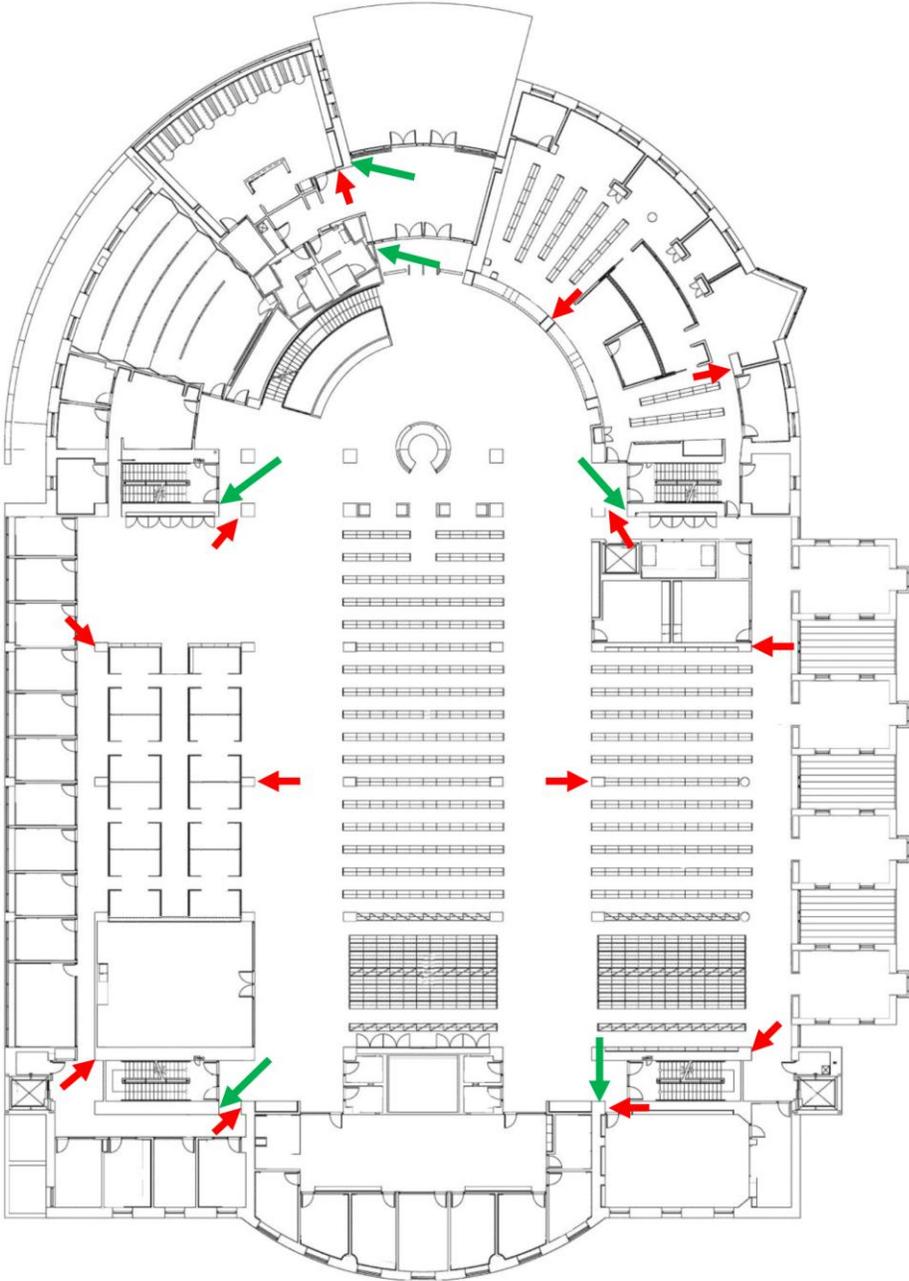
Storm drain, exterior, overflow:

During very heavy rains the storm drains that are just outside of the emergency exits at the bottom of staircases number 1 and 4 have been known to overflow. Instead of water going down them, water flows up and out of them like a geyser. This problem was severe enough to cause water to flow under the door at the bottom of staircase number 4 and flow into the lower level soaking the carpet adjacent to the Harman Reading Area as well as seeping under the wall into the reception area of Special Collections soaking the carpet there. This is a known issue as of the Summer of 2008. If we receive very heavy rains, it makes sense to check these areas to see if there is a problem and then report it as needed following the instructions in the "reporting a leak" section of this wiki. If water is flowing under the door, **DO NOT OPEN THE DOOR** because the door might be holding back a quantity of water.

D-1.1
FIRE ALARM PULL STATIONS and **FIRE EXTINGUISHER LOCATIONS**
LOWER LEVEL 1



D-1.2
FIRE ALARM PULL STATIONS AND FIRE EXTINGUISHER LOCATIONS
MAIN LEVEL 1



D-Floor Plans

Davis Library Detailed Floor Plans

D-2.1-6

NOTE:

Detailed floor plans in paper copy only