

Stony Brook University Libraries' Emergency Response Quick Reference Guide

DESCRIPTION OF BUILDING ***Frank Melville, Jr. Memorial Library***

The Frank Melville, Jr. Memorial Library is a dual building complex comprised of a five level core component and a six level perimeter component. The entire edifice encompasses approximately 682,000 square feet of space. Fifty distinct administrative and academic departments currently populate it. Its physical plant is comprised of five huge mechanical rooms for distribution of HVAC, seven elevators for accessibility, and a high voltage area that delivers electrical power to the entire complex.

EMERGENCY NOTIFICATION

Fire/Police/Ambulance **911** (632-3333 from non-Campus phones)
University Police **632-3333**
Environment, Health & Safety **632-6410**
Physical Plant-Emergency repairs/West Campus Library **632-6400**
Custodial Services **632-6697**
Library Administration **632-7100**

SB Advisory - for information regarding non-emergency incidents that do not post an imminent safety threat. Visit: <http://www.stonybrook.edu/commcms/emergency/advisories.shtml>

SB Alert - comprehensive emergency notification system. To register/or view:
<http://www.stonybrook.edu/commcms/emergency/alerts.shtml>

Stony Brook Web page – the homepage contains emergency notifications and other communications. Visit: <http://www.stonybrook.edu>

EMERGENCY PROCEDURES

In all circumstances determine immediate safety needs. Determine whether it is safe for occupants and you to remain in the area.

If Stony Brook University goes on Alert status:

Be alert for instructions either through Stony Brook University public monitors, the SB Alert system, e-mails, etc.

The Library Administration office will be the central location for information. If possible call **2-7100** from a campus phone or **631-632-7100** from cell-phone.

During weekend and evenings, contact the manager in charge for instructions and update.

Power goes out:

Obtain flashlight from available location.

Notify Maintenance/Physical Plant Dispatch (**2-6400**) from a campus phone or cell phone to **631-632-6400** to report the situation.

Clear all public reading areas to reduce possibility of individuals coming to harm.

Contact supervisor or If possible notify Library Administration Office at **2-7100** from a campus phone or **631-632-7100** from cellphone.

Wait for building power to be restored in a safe area and other instructions.

Call **2-6400** from a campus phone or cell phone to **631-632-6400** of the situation for updates if needed.

Fire Alarm:

If you see fire and the alarm has not sounded pull a fire alarm and get people out.

If you are able to contact them notify University Police Department at “**333**” from any campus phone or call **631-632-3333** from cell phone and give location of fire.

Tell building Safety Wardens of location of fire if possible.

If the Fire Alarm has gone off already:

Clear areas and follow instructions of designated Safety Wardens.

Wait for “all clear” notice to be given by Fire Marshal or Safety Wardens before returning to building.

No employee has been assigned medical or rescue duties specific to emergency situations at the Frank Melville, Jr. Memorial Library.

Person/item of Concern:

If a person is behaving erratically or you observe a backpack or suspicious package notify University Police Department at “**333**” from any campus phone or call **631-632-3333** from cell phone and give location. If possible, notify Library Administration Office at **2-7100** from a campus phone or **631-632-7100** from cellphone.

Be aware of escape routes and secure locations as determined by your department. Do not approach the individual/item.

Shelter-In-Place/Lock-Down:

Stony Brook University may activate Shelter-In-Place procedures in the event of an active shooter. The following actions are recommended for protecting yourself in an active shooter situation:

- If you are not in your office or dorm go to the nearest room.
- Close and lock the door.
- Turn off the lights.
- Seek protective cover.
- Stay away from doors and windows.
- Keep quiet and act as if no one is in the room.
- Do not answer the door.

Call **333** from any campus phone or (**631**) **632-3333** from a cellular phone to contact the University Police Department if it is safe to do so, providing each dispatcher with the following information:

- Your name
- Your location (be as specific as possible)
- Number of shooters (if known)
- Identification or description of shooter
- Number of persons who may be involved
- Injuries if known
- Wait for police to assist you out of the building.

For more information on dealing with Emergency Management, visit: <http://www.stonybrook.edu/commcms/emergency/index.shtml>

EMERGENCY [MATERIALS] RESPONSE

In the event of an emergency affecting collections within Frank Melville, Jr. Memorial Library contact the Library Administration and then the ERT member nearest your location; emergencies affecting collections in all other areas should contact their building manager, Library Administration and the Preservation Department.



TEAM MEMBERS

Dianne Cyrus
Resource Management, 2nd floor, 2-7136

Ken Doyle
Circulation Services, 3rd floor, 2-7115

Arielle Hessler
Preservation Department, 2nd floor, 2-7109

Keith Krejci
*Science and Engineering Library
1st floor, 2-7148*

John Madonia
*Library Administration Office
1st floor, 2-7100*

Jason Torre
Preservation Department, 2nd floor, 2-7109

Hanne Tracy
Circulation Services 3rd floor, 2-7115

RESCUING BOOKS AND OTHER AFFECTED MATERIALS

Recovery of damaged library materials will proceed only after authorities deem it safe to do so. The Emergency Response Team will attend to assessing damage and remediation as soon as permitted to do so. If evacuated, **DO NOT** re-enter the facility until an official all clear has been signaled by the appropriate authorities.

RESPONSE ASSESSMENT STEPS

Your personal safety and the safety of others is your first priority. In the event of a major emergency affecting collections follow these procedures:

- Identify the emergency or threat to collection(s).
- Report the emergency or threat to collection(s) to the appropriate response group.
- Evacuate the area of personnel and patrons, and take appropriate safety measures, if needed.
- In the event of a non-life threatening emergency, cordon off the area. In the event of fire or other life-threatening emergency, evacuate the building.
- Assemble a recovery response group of willing and capable library and campus employees.
- Re-enter the area once the ‘all clear’ has been given by first responders, or library/facilities personnel arrive to provide assistance.
- Begin protecting materials and assessing the damage.
- Begin to control and stabilize the environment.
- Begin material recovery procedures.

EMERGENCY RESPONSE KITS & SUPPLIES

The University Libraries, supported by the Preservation Department and the Emergency Response Team, maintain emergency response supplies within the Frank Melville, Jr. Memorial Library. There are two designated supply replenishment locations within the building (plus the Preservation Dept.). They are:

- Circulation Cage Area, 3rd floor
- Emergency Response Room, Core Basement
- Preservation Department

Access to these areas during non-library hours may be gained through the use of access keys located in secure lock boxes within the following areas:

- Science and Engineering Library
- Preservation Department

For security purposes, access keys located within Science and Engineering will only gain access to the Preservation Department and Emergency Response Room; Circulation Cage Area is only accessible via the 3rd floor entrance or core elevator of stairwell. In addition, each branch library and collection area has been issued a Emergency Response Kit (blue rubber bin) which contains materials required to address common emergency needs.

For online access to additional information, visit:

<http://guides.library.stonybrook.edu/preservation>

Do Not Try to Fight a Fire Alone Always Phone Fire/Police/Ambulance at 911 for Assistance

EMERGENCY RESPONSE KITS

The Emergency Response Kits contain:

- Disposable aprons, disposable vinyl gloves, slip-on, stretch, skid-resistant boots
- Dust masks (NIOSH/MSHA approved)



- Water-resistant flashlight with batteries
- Paper towels (folded brown sheets)
- Cotton deck mop and handle, mop bucket (handle, wringer and bucket)
- Extra-large, heavy-duty trash bags and 25 ft. barricade

tape (CAUTION)

- Clipboard, pad of lined paper, 2 pencils, package of 3 x 5" cards (100) and china marker
- 2 precut sheets of 4 mil polyester sheeting (3 x 12 ft.
- 2 precut sheets of 4 mil polyethylene sheeting (3 x 18 ft. to cover double-faced shelving)
- 100 ft. roll of 2" plastic heavy-duty tape with dispenser
- Polyethylene deli wrap (10 3/4 x 15" sheets, 1,000 in dispenser).

Additional equipment such as ladders, carts, fans, dehumidifiers, cardboard, etc. is located is available as needed; call 2-7100 for assistance.