Emergency Operations and Library Materials Recovery Plan

Max Chambers Library
100 N. University Dr., Box 192
Edmond, OK 73034-5209
(405) 974-3361
(405) 974-3608 fax
http://library.uco.edu

Final
June 18, 2010

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Location of 
Emergency Operations and Library Materials Recovery Plan

In Library

1. Circulation
2. InterLibrary Loan
3. Reference Desk
4. Government Documents
5. Archives and Special Collections
6. Administrative Office
7. Systems
8. Acquisitions
9. Cataloging
10. 2nd floor Librarians office
11. Circulating Books Office (3S)
12. Circulating Books Service Desk (3N)
13. Periodicals Office
14. Serials Office
15. Multimedia Office

In Staff Cars

1. Bonnie McNeely
2. Habib Tabatabai
3. Nicole Willard
4. Carolyn Mahin
5. Gwen Dobbs
6. Ona Britton
7. Charles Melson
8. Mendi Sumter
9. Kirsten Davis
10. Jana Atkins
11. Anita Hill
12. Dana Jackson
13. Carol Ihrig
14. Ben Hardwick
15. LaTresa Clark
16. Angel Anouar
17. Equilla Brothers
18. Melody Jackson

June, 2010
Introduction

Purpose

An effective Emergency Operations Plan is able to identify and define the following:

- Effective preparedness and planning for a crisis
- Effective response during a crisis
- Effective recovery efforts after a crisis

The purpose of this Emergency Operations Plan is to ensure that the Max Chambers Library is prepared for any number of different types of events that could occur. Being situated in Edmond, Oklahoma the University of Central Oklahoma is located in a tornado/severe weather-prone area. However, tornadoes and severe weather are not the only risks to the campus. This plan will also ensure the safety of the guests of the Max Chambers Library as well as provide guidelines for the Max Chambers Library staff to follow before, during, and after the occurrence of an incident.

Scope

This Emergency Operations Plan will apply to all Max Chambers Library staff and visitors. This plan will have jurisdiction over all property and/or grounds owned and/or operated by the Max Chambers Library.

Development of the Plan

This Emergency Operations Plan will be developed by the Emergency Management Coordinator in conjunction with the Max Chambers Library, Safety and Transportation Services, and the City of Edmond Office of Emergency Management.

NIMS Compliance

The Max Chambers Library EOP complies with the National Incident Management System (NIMS), as required by FEMA. The NIMS provides a nationwide template enabling federal, state, local, and tribal governments and private sector nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size or complexity. Use of the NIMS at UCO facilitates the university’s ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Under NIMS compliance, UCO will respond to emergencies using the Incident Command System (ICS). ICS is the model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual departments and agencies as they work towards the common goal of stabilizing an incident and protecting life, property, and the environment. For UCO emergencies, an Incident Command Post will be set up at the scene of the emergency or disaster, which will be run by an Incident Commander. The highest ranking official from the primary responding agency or department on scene will act as the Incident Commander.
Definitions of Emergencies

**Minor Incident:** A minor incident is any situation that can be handled in-house by Max Chambers Library staff. Examples include minor policy violation incidents.

**Major Incident:** A major incident is any situation that requires the assistance of another campus entity such as Police Services or the Physical Plant. Examples include major policy violations requiring the assistance of UCO Police Services and a major water main break.

**Emergency:** An emergency is any situation that requires the assistance of an off campus entity such as the Edmond Fire Department or EMSA.

**Catastrophic Event:** For our purposes a catastrophic event is one in which our entire campus community is affected, specifically the Max Chambers Library. This event could lead to multiple buildings being affected, including but not limited to, the crippling of a building’s ability to function and loss of life. An event of this magnitude could disrupt the everyday operations of a department and have long-term negative effects.

**Declaration of a State of Emergency:** The authority to declare a State of Emergency rests with the President or his/her designated person upon consultation with the appropriate personnel (the Director of the Max Chambers Library in this case). When a state of emergency is declared, Max Chambers Library staff may limit access to the facilities to critical staff.
## List of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDMCL</td>
<td>Executive Director of the Max Chambers Library</td>
</tr>
<tr>
<td>EHS</td>
<td>Department of Environmental Health and Safety</td>
</tr>
<tr>
<td>EMC</td>
<td>University Emergency Management Coordinator</td>
</tr>
<tr>
<td>EOP</td>
<td>Emergency Operations Plan</td>
</tr>
<tr>
<td>EVP</td>
<td>Executive Vice President</td>
</tr>
<tr>
<td>FS</td>
<td>Facilities Supervisor</td>
</tr>
<tr>
<td>MCL</td>
<td>Max Chambers Library</td>
</tr>
<tr>
<td>PIO</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact</td>
</tr>
<tr>
<td>SCO</td>
<td>Student Conduct Officer</td>
</tr>
<tr>
<td>STS</td>
<td>Safety and Transportation Services</td>
</tr>
<tr>
<td>VPAA</td>
<td>Vice President for Academic Affairs</td>
</tr>
<tr>
<td>VPSA</td>
<td>Vice President for Student Affairs</td>
</tr>
</tbody>
</table>
Max Chambers Library Emergency Contact Numbers

UCO Police Services
- Calling from campus: *2345
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: *3361
- Calling from off-campus: (405) 974-3361

Max Chambers Library Staff
The following numbers are provided for the Max Chambers Library, Police Services, the Division of Academic Affairs, and the Division of Administration and Finance staff. In case of an emergency please reference the numbers below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Ext.</th>
<th>Cell</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>McNeely, Bonnie Ph.D.</td>
<td>2883</td>
<td>405-471-2745</td>
<td>405-216-8745</td>
</tr>
</tbody>
</table>

Division of Academic Affairs
Radke, William Ph.D.  3371  Provost and VPAA

Division of Administration and Finance
Kreidler, Steve  *2251  EVP

City of Edmond Emergency Services
City of Edmond Police  911 (emergency)  359-4420 (non-emergency)
City of Edmond Fire  911 (emergency)  359-4308 (non-emergency)
EMSA  911 (emergency)
Max Chambers Library Staff Responsibilities

**Facilities/Maintenance Staff:** The Facilities and Maintenance Staff’s role will be to provide support to the first responders and the MCL Staff. This support might be in the way of repairs or to provide assistance during the incident. The Facilities and Maintenance Staff will communicate with the EDMCL.

**Vice President of Academic Affairs Staff:** The Vice President of Academic Affairs staff could provide back up to the MCL Staff in terms of decision-making. The Vice President of Academic Affairs Staff could help with the gathering and disseminating of information.

**Executive Vice President of Administration and Finance Staff:** The Executive Vice President of Administration and Finance Staff could provide back up to the MCL Staff in terms of decision-making. The Executive Vice President of Administration and Finance Staff could help with the gathering and disseminating of information.

**Vice President of Student Affairs Staff:** The Vice President of Student Affairs Staff could provide back up to the NUC Staff in terms of decision-making. The Vice President of Student Affairs Staff could help with the gathering and disseminating of information.
Max Chambers Library Occupant and Guest Responsibilities

UCO Police Services
- Calling from campus: *2345
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: *3361
- Calling from off-campus: (405) 974-3361

During an incident or an emergency, all Max Chambers Library occupants and guests have a specific role to play that can assist the community (or facility) as a whole. Please refer to the following responsibilities as a Max Chambers Library occupant or guest:

- **Safety** - Please immediately report any suspicious or unusual activity to UCO Police Services or 9-1-1 dispatch center.

- **Emergency Preparedness** - Please take the information and resources provided by the Max Chambers Library staff and on the Max Chambers Library website (http://library.uco.edu) seriously. Be proactive about your specific hall’s evacuation or tornado shelter plan.

- **Emergency situations** - Please respond to all directives from any Max Chambers Library staff member during an emergency situation.
Max Chambers Library Chain-of-Command in Emergencies

Decisions that affect the Max Chambers Library shall be made by the Executive Director of the Max Chambers Library:

<table>
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<tr>
<th></th>
<th>Ext</th>
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<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. McNeely, Bonnie Ph.D.</td>
<td>2883</td>
<td>405-471-2745</td>
<td>405-216-8745</td>
</tr>
</tbody>
</table>

In the absence of the Executive Director, the following Library Directors may be called upon for decision-making purposes:

**Disaster Team**

<table>
<thead>
<tr>
<th></th>
<th>Ext</th>
<th>Cell</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Habib Tabatabai</td>
<td>2865</td>
<td>405-694-0105</td>
<td>405-470-7643</td>
</tr>
<tr>
<td>3. Nicole Willard</td>
<td>2885</td>
<td>405-514-6680</td>
<td>405-359-6680</td>
</tr>
<tr>
<td>4. Carolyn Mahin</td>
<td>2595</td>
<td>405-517-1555</td>
<td>405-360-0148</td>
</tr>
<tr>
<td>5. Gwen Dobbs</td>
<td>2877</td>
<td>918-576-8207</td>
<td>405-605-4574</td>
</tr>
</tbody>
</table>

**Expanded Disaster Team**

<table>
<thead>
<tr>
<th></th>
<th>Ext</th>
<th>Cell</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Circulation Mendi Sumter</td>
<td>2875</td>
<td>918-269-8016</td>
<td>none</td>
</tr>
<tr>
<td>7. InterLibLoan Charles Melson</td>
<td>2876</td>
<td>405-863-5939</td>
<td>405-348-6991</td>
</tr>
<tr>
<td>8. Serials-ERes Kirsten Davis</td>
<td>2901</td>
<td>580-399-2707</td>
<td>none</td>
</tr>
<tr>
<td>9. MultiMedia Jana Atkins</td>
<td>2949</td>
<td>405-635-4429</td>
<td>none</td>
</tr>
<tr>
<td>10. Circ Collection Anita Hill</td>
<td>3792</td>
<td>405-833-4069</td>
<td>405-359-1456</td>
</tr>
<tr>
<td>11. GovDocs Dana Jackson</td>
<td>5156</td>
<td>405-326-3873</td>
<td>none</td>
</tr>
<tr>
<td>12. Systems Ben Hardwick</td>
<td>2861</td>
<td>405-250-4146</td>
<td>405-348-1641</td>
</tr>
<tr>
<td>13. Admin LaTresa Clark</td>
<td>2884</td>
<td>405-602-4543</td>
<td>405-736-0029</td>
</tr>
<tr>
<td>14. Reference Ona Britton</td>
<td>2979</td>
<td>405-570-1080</td>
<td>405-715-0411</td>
</tr>
</tbody>
</table>
Emergency Operations Plan

Safety and Communications Equipment in the Max Chambers Library

**Keys Location:** Room 211B in the Library Admin Offices on 2nd floor has keybox with copies of keys in the Library – An index book is in the key box with number of key and its use – includes keys to all locks of cages in basement

**Data Storage:** All content on library web, file, SQL, FTP, print and utility servers are backed up nightly to tape. 4 weeks of backup tapes are kept (3 weeks of backup tapes are kept in the College of Business Server Room). Library Information System (Voyager) is backed up nightly and tapes are stored by Information Technology at MidCon. Archives content are replicated to an identical storage devise housed in the Library Server Room. Primo server has an identical test server. The two Primo servers are backed up to external storage devices located in the Library Server Room.

**Fire Extinguishers** (Red ones are Type ABC – Combination) (know where FE are located on your floor)

**Fire Alarm Pull Boxes** (at all stairwells on each floor except central stairwell) (know where FAPB are located on your floor)

**Smoke and Heat Detectors** – located throughout the building

**Radios** (Battery operated for News) Located:
- Circulation, GovDocs, Multimedia, Periodicals

**Two Way Radio** for Communications Located:
- Circulation, Periodicals

**Cordless Telephone for Communication Located:**
- Circulation, Reference, GovDocs, Circulating Collection, Multimedia, Periodicals

**Weather radio Located:**
- Circulating Collection, Periodicals

**First Aid Kits Located:**
- Circulation, Reference, GovDocs, Circulating Collection, Multimedia, Periodicals

**Flashlights Located:**
- 3 in Circulation, 2 in Archives, 2 in GovDocs, 2 in Circulating Collection, 1 in Periodicals

**Public Address System**
- Circulation – can be used from any Library telephone by dialing 82# - Then make the announcement

**Bull Horn**
- Circulation

Library Basement is Civil Defense Shelter, Tornado Shelter
Key Locations and Departments

**Emergency Rally Points:** Emergency Rally Points will vary depending on the location of the crisis. The following is a list of Emergency Evacuation Areas for the Max Chambers Library:

- **East Hall Field**

**Information Center:** The Max Chambers Library Office will serve as the primary information center during a crisis. If additional information centers are needed, locations of these centers will be determined at the time of the crisis.

**Volunteer Station:** should volunteers be needed, in conjunction with the Volunteer Center

**UCO Counseling Center:** The Counseling Center and Disability Support Services could provide counseling services and assistance to those affected by the crisis. The UCO Counseling Center is located on the 4th floor of the Nigh University Center. Disability Support Services is located on the 3rd floor of Nigh University Center.

**Safety and Transportation Services:** STS could provide security to affected areas and serve as a secondary Information Center. The Police Services building is located on the west side of parking lot number 27.

**Division of Academic Affairs:** The Office of the Vice President of Academic Affairs could serve as a secondary Information Center. The Office of the Vice President of Academic Affairs is located in room 228 of the Lillard Administration Building.

**Division of Administration and Finance:** The Office of the Executive Vice President could serve as a secondary Information Center. The Office of the Executive Vice President is located in room 201 of the Lillard Administration Building.

**Division of Student Affairs:** The Office of the VPSA could serve as a primary or secondary Information Center. The Office of the Vice President for Student Affairs is located in room 213 of the Lillard Administration Building.
Emergency Operations Plan

Airborne Release

UCO Police Services
- Calling from campus: *2345
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: *3361
- Calling from off-campus: (405) 974-3361

In the event of an Airborne Release in the Max Chambers Library, please take the following actions:

1. If the release occurs inside of a facility, evacuate the building through the closest exit. Please assist persons with disabilities to evacuate.
   a. MCL Staff - notify MCL offices that a “there has been an airborne release inside the building and we need to evacuate the facility”. Once outside, MCL staff should ask all occupants and guests to make their way to the appropriate Emergency Rally Point and check in with the POC. The POC will be the EDMCL (or designee). Be sure to provide assistance to any ADA occupants and guests.

2. Do not use the elevators in the building (if equipped). Use of an elevator may pump outdoor air in and out of a building as it travels up and down.

3. Once outside please move to a clear area at least 500 feet away from the affected building and make your way to the appropriate Emergency Rally Point for your building. Keep streets and walkways around the buildings clear for emergency crews and vehicles.

   East Hall Field

4. Do not return to the evacuated building until given permission by a Max Chambers Library staff member or UCO Police officer.

5. If the airborne release occurs outside of the facility, please instruct all occupants and guests to “please close all windows and doors to the outside and turn off all air conditioning/heating units and fans”, and await further instructions from UCO Police Services or Max Chambers Library personnel. If possible turn off all central air conditioning/heating units to the building.

6. Whether outside or inside of a facility, if the gases begin to bother you, hold a wet cloth or handkerchief over your nose and mouth. Inform a UCO Police officer or Max Chambers Library staff member immediately.
Emergency Operations Plan

Biological or Chemical Threat

UCO Police Services
- Calling from campus: *2345
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: *3361
- Calling from off-campus: (405) 974-3361

In the event of a Biological or Chemical Threat (or if a suspicious object or package is found) in the Max Chambers Library, please take the following actions:

1. Don’t panic!
2. Immediately notify UCO Police Services.
3. Begin evacuating the building if instructed to do so by UCO Police.
4. Do not use the elevators in the building (if equipped).
5. Once outside please move to a clear area at least 500 feet away from the building and make your way to the appropriate Emergency Rally Point for the building. Keep streets and walkways around the building clear for emergency crews and vehicles.

   East Hall Field

6. Do not return to the evacuated building until given permission by a Max Chambers Library staff member or UCO Police officer.
Bomb Threat

UCO Police Services
- Calling from campus: *2345
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: *3361
- Calling from off-campus: (405) 974-3361

In the event of a **Bomb Threat** in the Max Chambers Library, please take the following actions:

1. Don’t panic!
2. Carefully listen to the caller and begin filling out the Bomb Threat Checklist (Attachment #1).
3. Keep the caller on the line as long as possible and ask as many questions from the Bomb Threat Checklist as possible.
4. Using a different telephone, notify UCO Police Services and the EDMCL immediately.
5. Begin evacuating the building if instructed to do so by UCO Police.

**6. DO NOT PULL/SOUND THE BUILDING FIRE ALARMS!**

7. Do not use the elevators in the building (if equipped).

8. Once outside please move to a clear area at least 500 feet away from the building and make your way to the appropriate Emergency Rally Point for the building. Keep streets and walkways around the buildings clear for emergency crews and vehicles.

   **East Hall Field**

9. Do not return to the evacuated building until given permission by a Max Chambers Library staff member or UCO Police officer.
Emergency Operations Plan

Chemical or Hazardous Material Spill

UCO Police Services
- Calling from campus: *2345
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: *3361
- Calling from off-campus: (405) 974-3361

In the event of a Chemical or Hazardous Material Spill in the Max Chambers Library, please take the following actions:

1. Immediately notify UCO Police Services and the EDMCL.
2. When you report the Chemical or Hazardous Material Spill, please provide UCO Police the following information:
   a. Your name
   b. Name of chemical or hazardous material, if known
   c. Estimated amount
   d. Exact location of the spill
   e. Any injuries that may have occurred as a result of the spill
   f. Any actions you, or any other staff, may have taken

3. If a chemical or hazardous material comes in contact with a person, please do the following:
   a. Report this to the UCO Police immediately
   b. Remove all contaminated clothing
   c. If a chemical or hazardous material comes in contact with a person’s eyes, thoroughly rinse the eyes with water for at least fifteen (15) seconds
   d. If a chemical or hazardous material comes in contact with a person’s skin, thoroughly rinse the person’s skin under water for at least fifteen (15) seconds and wash the affected area with soap and water.

4. Vacate and seal off the affected area to prevent further contamination.

5. Begin evacuating the building if instructed to do so by UCO Police. You may pull the building’s fire alarms.

6. Once outside please move to a clear area at least 500 feet away from the building and make your way to the appropriate Emergency Rally Point for the building. Keep streets and walkways around the buildings clear for emergency crews and vehicles.

   East Hall Field

7. Do not return to the evacuated building until given permission by a Max Chambers Library staff member or UCO Police officer.
Earthquake

UCO Police Services
- Calling from campus *2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library
- Calling from campus *3361
- Calling from off-campus (405) 974-3361

In the event of an Earthquake on the UCO Campus, please take the following actions:

1. Don’t panic!

2. If inside, seek cover immediately in one of the following ways:
   a. Take cover under a desk, table, or some other heavy piece of furniture
   b. Brace yourself underneath a doorway in a position where a swinging door cannot harm you
   c. Move against an interior wall and sit while covering yourself with a pillow, heavy blanket, or similar object
   d. Be sure to stay away from windows, as the glass may break, and objects that may fall, such as a bookcase

3. If outside, move away from buildings, utility poles, light posts, and other structures.

4. After the initial earthquake, survey the immediate area around you and call UCO Police immediately if there are any injuries. Please be prepared for any associated aftershocks.

5. Report all noticeable damage to Max Chambers Library Facilities and UCO Police, if necessary.

6. Do not use the elevator in your building if so equipped.

7. If there is a noticeable odor of gas, please notify Max Chambers Library Facilities and UCO Police immediately.
Explosion

UCO Police Services
- Calling from campus: *2345
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: *3361
- Calling from off-campus: (405) 974-3361

In the event of an Explosion in the Max Chambers Library, please take the following actions:

1. Don’t panic!
2. Immediately seek shelter underneath a desk, table, or other heavy piece of furniture.
3. After the effects of the explosion have subsided and you deem it safe to come out from under your shelter, notify UCO Police immediately. Please give your name and location of the explosion to the UCO Police.
4. Begin evacuating the building if instructed to do so by UCO Police by pulling the building fire alarms, if they are in working order.
5. Do not use the elevators in the building (if equipped).
6. Once outside please move to a clear area at least 500 feet away from the building and make your way to the appropriate Emergency Rally Point for the building. Keep streets and walkways around the buildings clear for emergency crews and vehicles.

**East Hall Field**

7. Do not return to the evacuated building until given permission by a Max Chambers Library staff member or UCO Police officer.
Emergency Operations Plan

Fire

UCO Police Services
- Calling from campus: *2345
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: *3361
- Calling from off-campus: (405) 974-3361

In the event of a Fire in the Max Chambers Library, please take the following actions:

1. Activate the facility’s fire alarm by pulling one of the fire alarm pull stations (located at each stairwell on each floor except the central stairwell).

2. If the fire is small and you have the proper training, use the proper fire extinguisher to combat the fire. Know where fire extinguishers are located on your floor.

3. Do not endanger yourself and others by trying to combat a fire you are not trained to combat.

4. Evacuate the building through the closest exit. Please assist persons with disabilities to evacuate.

5. Do not use the elevators in the building (if equipped).

6. Once outside please move to a clear area at least 500 feet away from the building and make your way to the appropriate Emergency Rally Point for the building. Keep streets and walkways around the buildings clear for emergency crews and vehicles.

   East Hall Field

7. Do not return to the evacuated building until given permission by a Max Chambers Library staff member or UCO Police officer.
Emergency Operations Plan

Flash Flood

UCO Police Services
- Calling from campus: *2345
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: *3361
- Calling from off-campus: (405) 974-3361

In the event of a Flash Flood in the Max Chambers Library, please take the following actions:

1. The EDMCL will receive Flash Flood probability information from the EMC early in the morning.

2. When notified by the EDMCL, begin evacuating occupants and guests to the upper floors of the facility.

3. Remain calm until the flooding subsides.

4. Do not return to the evacuated floors until given permission by a Max Chambers Library staff member.
Flood or Broken Water Pipe

UCO Police Services
- Calling from campus: *2345
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: *3361
- Calling from off-campus: (405) 974-3361

In the event of a Flood or Broken Water Pipe in the Max Chambers Library, please take the following actions:

1. Locate the reported Flood or Broken Water Pipe.
2. Immediately notify the EDMCL.
3. Attempt to locate the source of the Flood or Broken Water Pipe.
4. If the source is located, attempt to shut off the water supply.
5. **Do not attempt to shut off the water supply if the source is surrounded by electrical devices.**
6. Begin clearing out any furniture or items that may be damaged by the water.
Ice Storm

UCO Police Services
- Calling from campus: *2345
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: *3361
- Calling from off-campus: (405) 974-3361

In the event an Ice Storm takes place in the Edmond area, please take the following actions:

**During Business Hours**

1. The EDMCL will receive the information from the EMC.
2. MCL Staff will post the Winter Weather Advisory (Attachment #3).
3. The EDMCL should make as much of their staff aware as possible of the watch.
4. The Ice Storm Information Sheet (Attachment #3) should be taken down, by the MCL Staff once the watch/warning expires and placed back in the Emergency Procedures binder.
5. Should an Ice Storm hit during business hours, the Facilities Management will begin spreading salt/sand on the northeast entrance to the building.

**After Business Hours**

1. The EDMCL will receive the information from the EMC.
2. The MCL Staff will post the information on the Ice Storm Information Sheet (Attachment #3), located in the Emergency Procedures binder...
3. The Ice Storm Information Sheet (Attachment #3) should be taken down once the watch/warning expires by the MCL Staff and placed back in the Emergency Procedures binder.
Infectious Disease Outbreak

UCO Police Services
- Calling from campus  *2345
- Calling from off-campus  (405) 974-2345
- Emergency  911

Max Chambers Library
- Calling from campus  *3361
- Calling from off-campus  (405) 974-3361

In the event that of an Infectious Disease Outbreak, the Mercy Health Clinic at UCO, the EDMCL, the President's office, the EVP's office, the VPAA's office, the VPSA's office, UCO Police Services, and the Oklahoma City-County Health Department will be involved. Please take the following actions should an Infectious Disease or Condition be reported:

1. Stay calm.

2. Contact UCO Police Services immediately and provide them with the following information:
   a. Your name
   b. Your precise location
   c. Affected occupant's or guest's name, if known

3. After contacting UCO Police Services, contact the EDMCL.

4. The Mercy Health Clinic at UCO will work closely with the Oklahoma City-County Health Department to determine strategies and obtain instructions for UCO to follow.

5. Following consultation the Mercy Health Clinic at UCO, the EDMCL, the President's office, the EVP's office, the VPAA's office, the VPSA's office, UCO Police Services, and the Oklahoma City-County Health Department will provide you with detailed instructions and guidelines related to the specific potential outbreak for the affected building/facility.

6. If the situation requires urgent medical attention, contact UCO Police Services immediately and then contact the EDMCL.
Medical Emergency

UCO Police Services
- Calling from campus: *2345
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: *3361
- Calling from off-campus: (405) 974-3361

In the event of a Medical Emergency, please take the following actions:

1. Assess the scene for safety concerns.
2. Please be aware of any blood-borne pathogens and take proper precautions.
3. Contact UCO Police Services and 9-1-1 dispatch should the situation require.
4. Contact the EDMCL and the EHS office.
5. Ask the occupant or guest what they need and listen.
6. Encourage the occupant or guest to go to the Mercy Health Clinic at UCO.
7. If the Mercy Health Clinic at UCO is not open, encourage the occupant or guest to go to the emergency room.
8. **Max Chambers Library staff should not transport the student/guest to the hospital!**
9. **Max Chambers Library staff should not play doctor and/or offer any medicine to the guest!**
10. Remain with the guest until the appropriate help arrives, if applicable.
Natural Gas Leak

UCO Police Services
- Calling from campus: *2345
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: *3361
- Calling from off-campus: (405) 974-3361

In the event of a Natural Gas Leak in the Max Chambers Library, please take the following actions:

1. Don’t panic!
2. Immediately notify UCO Police Services and the EDMCL.
3. Begin evacuating the building if instructed to do so by UCO Police Services or the EDMCL. DO NOT pull the building’s fire alarms.
4. Do not turn on any lights or electrical appliances.
5. Once outside please move to a clear area at least 500 feet away from the building and make your way to the appropriate Emergency Rally Point for the building. Keep streets and walkways around the buildings clear for emergency crews and vehicles.
   East Hall Field
6. Do not return to the evacuated building until given permission by a Max Chambers Library staff member or UCO Police officer.
Student/Guest in Distress

UCO Police Services
- Calling from campus *2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library
- Calling from campus *3361
- Calling from off-campus (405) 974-3361

In the event that a **Student/Guest is in Distress**, please take the following actions:

1. Stay calm.

2. Assess the scene for any safety concerns.

3. Contact UCO Police Services immediately and provide them with the following information:
   - Your name
   - Your precise location
   - Observed behaviors
   - Affected student/guest's name, if known

4. Listen to the student/guest. Please remain pleasant, considerate, and understanding. This will alleviate aggravating or upsetting the affected student/guest.

5. Remain with the student/guest until the appropriate help arrives.

6. If another person is available and is able to leave the area, have them meet the UCO Police officer. Have them provide the information listed above to the UCO Police officer.

7. Do not try to confront or restrain the affected student/guest if he/she is violent or agitated.

8. If the affected student/guest tries to leave, note the general direction in which they went. **Do not try to restrain them!**
Sexual Assault

UCO Police Services
- Calling from campus *2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library
- Calling from campus *3361
- Calling from off-campus (405) 974-3361

In the event that a student/guest has been Sexually Assaulted, please take the following actions:

1. Stay calm.
2. Contact the EDMCL and/or UCO Police Services (if the victim has agreed) immediately and provide them with the following information:
   a. Your name
   b. Your precise location
   c. Affected victim’s name, if known.
3. If another person is available and is able to leave the area, have them meet the EDMCL and/or UCO Police. Have them provide the information listed above to the EDMCL and/or UCO Police.
4. Listen to the victim. Please remain pleasant, considerate, and understanding. This will alleviate aggravating or upsetting the affected resident.
5. Ask the victim what they need for you to do for them.
6. Ask the victim if they would like for you to call UCO Police Services.
7. Do not touch the victim!
8. Let the victim make all of the decisions.
9. Keep other passersby away from the scene.
10. Maintain crowd control to the best of your ability.
11. Be sure to get help for yourself!
In the event of a **Student/guest Death** at the MCL, please take the following actions:

1. Stay calm.
2. Do not touch anything.
3. Close off and seal the immediate area.
4. Contact UCO Police Services and the EDMCL immediately and provide them with the following information:
   a. Your name
   b. Your precise location
   c. Affected victim’s name, if known
5. Keep other passersby away from the scene.
6. Maintain crowd control to the best of your ability.
7. Be sure to get help for yourself!
Emergency Operations Plan for Chambers Library

Suspicious Mail or Package

UCO Police Services
- Calling from campus: *2345
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: *3361
- Calling from off-campus: (405) 974-3361

In the event an occupant or guest reports receiving/spotting a Suspicious Mail or Package in the Max Chambers Library, please take the following actions:

If the occupant or guest has not opened the Suspicious Mail or Package:

1. Contact UCO Police Services and the EDMCL immediately.
2. Do not touch the Suspicious Mail or Package.
3. Isolate the Suspicious Mail or Package immediately by clearing the area.
4. Wash your hands with soap and water and have the reporting occupant or guest do the same.

If the occupant or guest has opened the Suspicious Mail or Package:

1. Contact UCO Police Services and the EDMCL immediately.
2. Isolate the Suspicious Mail or Package immediately by clearing the area.
3. Wash your hands with soap and water and have the reporting occupant or guest do the same.
4. If you, or the occupant or guest, develop any unusual symptoms within 2 to 14 days after opening the Suspicious Mail or Package, notify UCO Police Services, the EDMCL, and Mercy Health Clinic at UCO immediately.
Tornado/Severe Weather

UCO Police Services
- Calling from campus: **2345**
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: **3361**
- Calling from off-campus: (405) 974-3361

The **EMC** will be responsible for monitoring current weather situations and keep in constant communication with the **EDMCL**.

In the case that a **Tornado or Severe Weather** is possible for any given day, the following procedures will go into effect:

1. The MCL Staff will receive the information from the EDMCL early in the morning.
2. The MCL Staff will post the possibility of a **Severe Weather Possible Today** (Attachment #4), located in the Emergency Procedures binder, around the building.
3. Once the possibility has been upgraded to a **tornado/severe weather watch**, those procedures will be put into effect.
4. If the possibility of a tornado or severe weather expires, the information worksheets should be taken down by the MCL Staff and placed back in the Emergency Procedures binder.

A **tornado/severe weather watch** indicates that conditions are favorable for the development of a tornado or severe weather. Procedures for a tornado/severe weather watch are as follows:

**During Business Hours**

1. The MCL Staff will receive the information from the EDMCL early in the morning.
2. The MCL Staff will post the **Tornado Watch Advisory** (Attachment 6) around the building.
3. If the possibility of a tornado or severe weather expires, the information worksheets should be taken down by the MCL Staff and placed back in the Emergency Procedures binder.

**When the Library is NOT Open for Business**

1. The EMC will work with Police Services to open the Library basement Tornado Shelter.
2. The EMC will work with Housing to bring students to the Library from dorms as needed.
3. Police Services and Housing staff will clear the basement when the severe weather expires and make sure all Library doors are locked.

*UCO requires the use of Primary shelters. Alternate shelters should only be used under extenuating circumstances.*
Emergency Operations Plan for Chambers Library

Tornado/Severe Weather

A **tornado/severe weather warning** indicates that a tornado or severe weather has been sighted/spotted in the immediate area. Procedures for a tornado/severe weather warning are as follows:

1. UCO Police Services will unlock all shelters when a warning is issued to the immediate Greater Oklahoma City area.
2. The City of Edmond will activate the tornado warning sirens when a warning has been issued for Edmond.
3. Once you hear the tornado warning sirens or are notified by a Max Chambers Library Staff member, proceed to inform occupants of your area to make their way to the appropriate shelter, or alternative shelter, for the building:

   **Basement of the MCL**

4. The Max Chambers Library does have alternative shelters within the building. Restrooms on the First Floor.
5. UCO Primary Tornado Shelter Map (Attachment 5, page 39)

**When the Library is NOT Open for Business**

4. The **EMC** will work with Police Services to open the Library basement Tornado Shelter.
5. The EMC will work with Housing to bring students to the Library from dorms as needed.
6. Police Services and Housing staff will clear the basement when the severe weather expires and make sure all Library doors are locked.

*UCO requires the use of Primary shelters. Alternate shelters should only be used under extenuating circumstances.*
Emergency Operations Plan for Chambers Library

Weapon Found or Noticed

UCO Police Services
- Calling from campus: *2345
- Calling from off-campus: (405) 974-2345
- Emergency: 911

Max Chambers Library
- Calling from campus: *3361
- Calling from off-campus: (405) 974-3361

In the event that you find or see a **Weapon** in the Max Chambers Library, please take the following actions:

1. Don’t panic and remove yourself from the immediate area!
2. Immediately notify UCO Police Services and the EDMCL immediately.
3. Follow any instructions given to you by UCO Police.
4. Do not pick up the weapon or try to take the weapon away from the person that is carrying it.
Attachment 1: Bomb Threat Checklist

Crisis Response Plan

General Policy:
All bomb threats should be taken seriously and cannot be considered a prank or hoax call to be dismissed by a hit-or-miss search of a building. The incidents of today require that every threat be treated as actual until proven otherwise. Below is a bomb threat checklist, to be filled out if and when a bomb threat is called in to a front desk or an individual.

BOMB THREAT CHECKLIST (To be used to record information pertaining to a bomb threat)

Phone Ext. ___________ Time call received: ___________ Date: ___________________

Exact words of Caller’s Threat:

Calmly, after caller pauses, ask as many as possible of the following questions. Most bomb threats are so short, that it may not be possible to conduct this entire procedure. Just ask what you can. It is very important that you remember as much about the call as possible. In all cases contact UCO Police Services at *2345.

After the caller hangs up, immediately get a dial tone and dial *57. By using *57 the phone company can trace the last call received from your phone. You will hear a recording letting you know that your call has successfully been traced and you will be given a 1-800 number. Write the number down and hang up. Call UCO Police Services from another phone.

QUESTIONS TO ASK THE CALLER:

1. When is the bomb going to explode? __________________________________
2. Where is the bomb exactly? __________________________________
3. What kind of bomb is it? __________________________________
4. What sets it off? __________________________________
5. What does it look like? __________________________________
6. What is it supposed to destroy? __________________________________
7. Why did you place the bomb? __________________________________
8. If you didn’t, who did? __________________________________
DESCRIPTION OF CALLER'S VOICE:

Sex: M F Age: _______ Accent: Y N _______________________________

CALLER'S VOICE CHARACTERISTICS:

Rational tone of voice? Y N Did the caller seem upset? Y N

Choose as many as applicable:

Calm Nasal Soft Angry Stutter Loud Excited Lisp Laughter
Slow Rasp Crying
Rapid Deep Distinct
Normal Slurred Whispered
Ragged Clearing Throat Crackling
Disguised Accent Deep Breathing

Was the voice familiar? (explain)

CALLER'S LANGUAGE (choose as many as applicable):

Well Spoken (Educated) Incoherent Foul Taped Read Irrational
Rehearsed

BACKGROUND SOUNDS (choose as many as applicable):

Street Noises Machinery Voices Crockery Clear P A System Static Animal Noises Music
House Noises Local Long Distance
Motor Office Noises Booth Other

Other Background Noises (list):

Time Caller Hung Up: ______________

Remarks:

Name, address, phone number of recipient: 
Be advised that a Winter Weather Advisory is in effect for the Edmond area.

Please be aware of your surroundings as you go out!

To obtain school closing information, visit the UCO Closing Information Web site at http://www.uco.edu/resources/closing_info.asp or call the UCO Weather Closing Information Hotline at (405) 974-2002.
Attachment 4: Severe Weather Possible Today

SEVERE WEATHER POSSIBLE TODAY

BE ADVISED THAT SEVERE WEATHER IS POSSIBLE FOR THE EDMOND AREA UNTIL:

MAKE SURE YOU KNOW THE SHELTER LOCATIONS FOR YOUR BUILDING.
Attachment 5: UCO Primary Tornado Shelter Map

Primary Shelters Highlighted in Light Blue

UCO Chambers Library

Primary Tornado Shelter Map

1. Administration, Lillard
2. Alumni House
3. Art & Design
4. Baptist Student Union
5. Baseball Field
6. Broncho Apartments
7. Broncho Lake
8. Business
9. Central Cafeteria
10. Central Plant
11. Central Plaza
12. Communications
13. Coyner Health Sciences
14. Department of Public Safety
15. Edmond Chamber of Commerce
16. Edmond Fire Station
17. Education
18. Evans Hall
19. Facilities Management
20. Hamilton Field House
21. Health, Physical Ed
22. Housing
23. Howell Hall
24. Human Environmental Sciences
25. Laboratory Annex Building
26. Liberal Arts
27. Library, Chambers
28. Math/Computer Science
29. Melton Gallery
30. Mitchell Hall
31. Murdock Hall
32. Music
33. Nigh University Center
34. Old North
35. Plunkett Park
36. Soccer Field
37. Softball Field
38. Student Health Center
39. Tennis Courts
40. Thatcher Hall
41. University Commons Apartments
42. University Commons Clubhouse
43. University Suites
44. Waitland Hall
45. Waitland Stadium
46. Wellness Center
47. West Hall
48. Y Chapel
Attachment 6: Tornado Watch Advisory

BE ADVISED A TORNADO WATCH HAS BEEN ISSUED FOR THE EDMOND AREA UNTIL:

__________

MAKE SURE YOU KNOW THE SEVERE WEATHER SHELTER LOCATIONS FOR THE NIGH UNIVERSITY CENTER.

Chambers Library
### Collection Salvage Supplies

<table>
<thead>
<tr>
<th>On-Site Location or Off-Site Source</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freezer or wax paper Dining Services</td>
<td>974-4638</td>
</tr>
<tr>
<td>Gloves, rubber Wal-Mart, Target</td>
<td>216-0520, 844-5072</td>
</tr>
<tr>
<td>Interfacing (Pellon) Hobby-Lobby, Hancock’s Fabrics</td>
<td>348-8260, 216-9997</td>
</tr>
<tr>
<td>Masks Physical Plant</td>
<td>974-2247</td>
</tr>
<tr>
<td>Milk crates, plastic North Star, Wal-Mart</td>
<td>775-7100, 216-0520</td>
</tr>
<tr>
<td>Mylar polyester sheets Archives, Gaylord</td>
<td>x2888, 1-800-448-8160</td>
</tr>
<tr>
<td>Newsprint, blank Daily Oklahoman, Edmond Sun</td>
<td>475-3311, 341-2121</td>
</tr>
<tr>
<td>Notepads &amp; clipboards Wal-Mart, Target</td>
<td>216-0520, 844-5072</td>
</tr>
<tr>
<td>Nylon monofilament (fishing) line Wal-Mart, Academy</td>
<td>216-0520, 715-4530</td>
</tr>
<tr>
<td>Paper towels (no dyes) GCA, Wal-Mart</td>
<td>974-2264, 216-0520</td>
</tr>
<tr>
<td>Sponges GCA, Wal-Mart</td>
<td>974-2264, 216-0520</td>
</tr>
<tr>
<td>Trash bags, plastic GCA, Wal-Mart</td>
<td>974-2264, 216-0520</td>
</tr>
</tbody>
</table>

### Equipment & Supplies

<table>
<thead>
<tr>
<th>On-Site Location or Off-Site Source</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aprons, smocks Lowes, Home Depot</td>
<td>330-4166, 330-0151</td>
</tr>
<tr>
<td>Book trucks, metal UCO Library, Metropolitan Library System - Edmond</td>
<td>974-3661, 341-9283</td>
</tr>
<tr>
<td>Boots, rubber Academy, Bass Pro Shop</td>
<td>715-4530, 218-5200</td>
</tr>
<tr>
<td>Brooms GCA, Physical Plant</td>
<td>974-2264, 974-2247</td>
</tr>
<tr>
<td>Buckets &amp; trash cans, plastic Physical Plant</td>
<td>974-2247</td>
</tr>
<tr>
<td>Camera (to document damage) UCO Library, Vista</td>
<td>974-3361 / 974-2589</td>
</tr>
<tr>
<td>Dehumidifiers Lowes, Home Depot</td>
<td>330-4166, 330-0151</td>
</tr>
<tr>
<td>Extension cords, grounded Physical Plant, GCA</td>
<td>974-2247, 974-2264</td>
</tr>
<tr>
<td>Fans Physical Plant, GCA</td>
<td>974-2247, 974-2264</td>
</tr>
<tr>
<td>Flashlights Physical Plant, Westlake Ace Hardware</td>
<td>974-2247, 341-2442</td>
</tr>
</tbody>
</table>
## EQUIPMENT & SUPPLIES (continued)

<table>
<thead>
<tr>
<th>On-Site Location or Off-Site Source</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forklift</td>
<td>974-2247</td>
</tr>
<tr>
<td>Generator, portable</td>
<td>974-2247</td>
</tr>
<tr>
<td>Hard hats</td>
<td>974-2247</td>
</tr>
<tr>
<td>Lighting, portable</td>
<td>974-2247</td>
</tr>
<tr>
<td>Mops, pails</td>
<td>974-2247, 974-2264</td>
</tr>
<tr>
<td>Pallets</td>
<td>974-2247</td>
</tr>
<tr>
<td>Paper towels</td>
<td>974-2264</td>
</tr>
<tr>
<td>Plastic sheeting, heavy</td>
<td>330-4166, 330-0151</td>
</tr>
<tr>
<td>Refrigerator trucks</td>
<td>348-2995</td>
</tr>
<tr>
<td>Safety glasses</td>
<td>974-2247, 330-4166</td>
</tr>
<tr>
<td>Sponges, industrial</td>
<td>974-2264, 341-2442</td>
</tr>
<tr>
<td>Sponges, natural rubber</td>
<td>341-2442</td>
</tr>
<tr>
<td>Sump pump, portable</td>
<td>974-2247</td>
</tr>
<tr>
<td>Tables, portable</td>
<td>974-2247</td>
</tr>
<tr>
<td>Trash bags, plastic</td>
<td>974-2264, 216-0520, 844-8072</td>
</tr>
<tr>
<td>Vacuum, wet</td>
<td>974-2264, 974-2247</td>
</tr>
<tr>
<td>Water hoses</td>
<td>974-2247</td>
</tr>
<tr>
<td>Water-proof clothing</td>
<td>715-4530, 218-5200</td>
</tr>
</tbody>
</table>

Other:
- Duct-Tape - Physical Plant       | 974-2247           |
- Spatula - Archives, Gaylord      | 974-2888, 1-800-448-6100 |
-                                      |                     |
Attachment 8: Max Chambers Library list of Salvage Priorities for each department, area and/or office.

**COLLECTION SALVAGE**

This section lists the collection salvage priority decisions reached by Library staff. At a glance the priorities inform Library staff, fire department, or other authorities which parts of the collections are to be protected if possible or salvaged first. When priorities have been reached in advance it eases the stress of making quick and often uninformed decisions immediately following a disaster. There is agreement among all involved that certain collections must receive priority attention if many have been affected. In addition, priorities have been set within individual collections or departments. These priorities may be found in the following appendix.

Priority decisions have been based upon a number of considerations including the following:

- What collections and equipment would be needed to provide service to UCO faculty and students as soon as possible?
- What collections are irreplaceable?
- What collections have the highest value or uniqueness?
- What collections are in highest demand?
- What is the availability of replacements?
- What materials secure legal and fiscal responsibility

**DISASTER RECOVERY PRIORITIES**

In the event that a major disaster strikes the Chambers Library, the following general priorities should be observed in the protection of, response to, and recovery of the collections. Priorities for isolated emergencies within departments or areas of the Library can be found listed in the appendix and should be followed carefully under the direction of the appropriate Disaster Response Team Leader. The Emergency Telephone Notification List must be activated before any salvage is initiated.

**Priority I - Reference and necessary equipment (department priorities in appendix)**

1. Microfilm reader printer and a copy machine
2. Oklahoma Titles Unique to Reference Collection.
3. Valuable out of print titles.
4. High use

**Priority II Archives & Special Collections (department priorities in appendix)**

1. Legal and fiscal material and vital records
2. Rare and unique materials in Special Collections

**Priority III –Circulation, ILL, and Reserves (department priorities in appendix)**

1. ILL and Reserves
2. 3rd floor book collection
3. Government Documents
4. Periodicals
5. Multimedia
### Salvage Priorities—Reference Collections

<table>
<thead>
<tr>
<th>Priority</th>
<th>Call Number</th>
<th>Location</th>
<th>Size of Collection</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>E78.O45 A69 1990</td>
<td>1st Floor N</td>
<td>1 volume</td>
<td>Oklahoma Title Unique to Ref Coll</td>
</tr>
<tr>
<td>2</td>
<td>G1365 .D4 1998</td>
<td>1st Floor N</td>
<td>1 volume</td>
<td>Oklahoma Title Unique to Ref Coll</td>
</tr>
<tr>
<td>3</td>
<td>G4021.E65 O4 1966</td>
<td>1st Floor N</td>
<td>1 volume</td>
<td>Oklahoma title unique to Ref Coll. Unique issue from Archives and Gov Info copies</td>
</tr>
<tr>
<td>4</td>
<td>HA575 .S45 1993</td>
<td>1st Floor N</td>
<td>1 volume</td>
<td>Oklahoma title unique to Ref Coll</td>
</tr>
<tr>
<td>5</td>
<td>PS283.O5 M3 1978</td>
<td>1st Floor N</td>
<td>1 volume</td>
<td>Oklahoma title unique to Ref Coll</td>
</tr>
<tr>
<td>6</td>
<td>QK181 .M31x 1987</td>
<td>1st Floor N</td>
<td>1 volume</td>
<td>Oklahoma title unique to Reg Coll</td>
</tr>
<tr>
<td>7</td>
<td>F 600 - F 705</td>
<td>1st Floor N</td>
<td>3'</td>
<td>Many in Archives. Salvage depending on the condition of titles in Archives</td>
</tr>
<tr>
<td>8</td>
<td>AI3 .W45</td>
<td>1st Floor N</td>
<td>5 vol. -- 11&quot;</td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
<tr>
<td>9</td>
<td>BL311 .M95</td>
<td>1st Floor N</td>
<td>1 volume</td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
<tr>
<td>10</td>
<td>D804.3 .N54 2000</td>
<td>1st Floor N</td>
<td>1 volume</td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
<tr>
<td>11</td>
<td>D107 .G85 1982</td>
<td>1st Floor N</td>
<td>1 volume</td>
<td>Valuable out of print and/or high-use title. Listed as hard to find in BIP</td>
</tr>
<tr>
<td>Reference Collections Continued</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------------------</td>
<td>------------</td>
<td>------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>13. 20,000 years of fashion : the history of costume and personal adornment</td>
<td>GT510 .B6713</td>
<td>1st Floor N</td>
<td>1 volume</td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
<tr>
<td>14. Baker's dictionary of music</td>
<td>ML100 .S635 1997</td>
<td>1st Floor N</td>
<td>1 volume</td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
<tr>
<td>15. Sister Wendy's 1000 masterpieces</td>
<td>ND50 .S396 1999</td>
<td>1st Floor N</td>
<td>1 volume</td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
<tr>
<td>16. History of art : a survey of the major visual arts from the dawn of history to the present day</td>
<td>N5300 .J3 1986</td>
<td>1st Floor N</td>
<td>1 volume</td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
<tr>
<td>17. Dictionary of American nursing biography</td>
<td>RT34 .D53 1988</td>
<td>1st Floor N</td>
<td>1 volume</td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
<tr>
<td>23. American mass-market magazines</td>
<td>PN4877 .A48 1990</td>
<td>1 volume</td>
<td></td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
<tr>
<td>Reference Collections Continued</td>
<td></td>
<td></td>
<td>Value:</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>24 Dictionary of scientific biography</td>
<td>Q141 .D5</td>
<td>18 vol. -- 27&quot;</td>
<td>Valuable out of print and/or high-use title. Major set no longer in print; not in Biography Reference Bank</td>
<td></td>
</tr>
<tr>
<td>American bibliography; a chronological dictionary of all books, pamphlets, and periodical publications printed in the United States of America</td>
<td>Z1215 .E923</td>
<td>1st Floor N</td>
<td>14 vol. -- 2'</td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
<tr>
<td>American literary magazines : the twentieth century</td>
<td>Z1231.P45 A44 1992</td>
<td>1st Floor N</td>
<td>1 volume</td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
<tr>
<td>In Black and white. a guide to magazine articles, newspaper articles, and books concerning more than 6,700 Black individuals and groups</td>
<td>Z1361.N39 S655 1980</td>
<td>1st Floor N</td>
<td>3 vol. -- 6&quot;</td>
<td>Valuable out of print and/or high-use title. Listed as Hard to find in BIP</td>
</tr>
<tr>
<td>GT Manners and Customs</td>
<td>GT 490s - gt 730s</td>
<td>1st Floor N</td>
<td>3'</td>
<td>Valuable out of print and/or high-use title. Focus on costume/fashion titles</td>
</tr>
<tr>
<td>GV Recreation ... Dance</td>
<td>GV 1585 - 1787</td>
<td>1st Floor N</td>
<td>3'</td>
<td>valuable out of print and/or high-use titles. Focus on Ballet/Dance titles</td>
</tr>
<tr>
<td>M-ML Literature of Music</td>
<td>M - 100 ?</td>
<td>1st Floor N</td>
<td>45'</td>
<td>Valuable out of print and/or high-use title. Excludes Grove Dictionary of Music if it is in print</td>
</tr>
<tr>
<td>Reference Collections Continued</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>--------</td>
<td>--------</td>
<td>----------------------</td>
<td>----------------------------------------------------------------</td>
</tr>
<tr>
<td>31 N - Fine Arts</td>
<td>Entire</td>
<td></td>
<td>24'</td>
<td>Valuable out of print and/or high-use title. Excludes Grove Dictionary of Art if it is in print; Excludes Art Index</td>
</tr>
<tr>
<td>32 NA - Architecture</td>
<td>Entire</td>
<td></td>
<td>10'</td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
<tr>
<td>33 NK - Decorative Arts</td>
<td>Entire</td>
<td>1st Floor N</td>
<td>9'</td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
<tr>
<td>34 PN 41-PN 1110 Literature -- Contains many high use out of print titles</td>
<td>Entire</td>
<td>1st Floor N</td>
<td>65'</td>
<td>Valuable out of print and/or high-use title. Excludes Masterplots, Magill's larger sets, &amp; Gale Literature Criticism Series Titles</td>
</tr>
<tr>
<td>35 PR 99-PS 3600 - Contains many high use out of print titles</td>
<td>Entire</td>
<td>1st Floor N</td>
<td>43.5'</td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
<tr>
<td>36 TR - TT Photography to Crafts</td>
<td>Entire</td>
<td>1st Floor N</td>
<td>5'</td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
<tr>
<td>37 National Union Catalog</td>
<td></td>
<td>1st Floor N</td>
<td>179'</td>
<td>Valuable out of print and/or high-use title.</td>
</tr>
</tbody>
</table>
### Salvage Priorities—Archives & Special Collections

<table>
<thead>
<tr>
<th>Priority</th>
<th>Call Number</th>
<th>Location</th>
<th>Size of Collection</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Donor Gift Agreements</td>
<td>KFO1327.A73 N37x</td>
<td>2nd floor South, 215</td>
<td>1-Lateral File Cabinet Drawers</td>
</tr>
<tr>
<td>2</td>
<td>Townsite Case Microfilm</td>
<td>2nd floor North, 215</td>
<td>94 reels of microfilm</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>All manuscript material</td>
<td>2nd floor North, 215 cage and Basement 3 cages, BC1; BC2; BC3</td>
<td>4 ranges with 6 section in 215 cage; 3 cages in basement</td>
<td>All rare and unique material</td>
</tr>
<tr>
<td>4</td>
<td>Photograph Collection</td>
<td>2nd floor North, 215</td>
<td>2 rolling cabinets and 2 lateral file cabinets</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>UCO Thesis Collection</td>
<td>LD4294.Ojax</td>
<td>2nd floor North, 215</td>
<td>32 shelves of hardback materials</td>
</tr>
<tr>
<td>6</td>
<td>Bronze Book Collection</td>
<td>2nd floor North, 215</td>
<td>1 section</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Map Cabinets</td>
<td>2nd floor North, 215</td>
<td>3 file stacks</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Vertical Files</td>
<td>2nd floor North, 215</td>
<td>4 file cabinets</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>University Collection</td>
<td>GV1469.3.C645-Z733.U653U84</td>
<td>2nd floor North, 215</td>
<td>All uniquely published on campus</td>
</tr>
<tr>
<td>10</td>
<td>Hampton Collection</td>
<td>AE5.E363--VA40.K3</td>
<td>2nd floor North 215 and 3rd floor,</td>
<td>1 range 6 sections</td>
</tr>
<tr>
<td>12</td>
<td>Oklahoma Collection</td>
<td>AC1.E8--Z7996.R4C37</td>
<td>2nd floor South, 215</td>
<td>2 ranges 6 section each</td>
</tr>
<tr>
<td>13</td>
<td>McConathy Collection</td>
<td>AC1.E8--Z5784.M9G66</td>
<td>2nd floor North, 215</td>
<td>2 ranges 6 sections each</td>
</tr>
<tr>
<td></td>
<td>George Nigh Collection</td>
<td>BJ1261.I57--Z1325.O443</td>
<td>2nd floor North, 215</td>
<td>2 sections</td>
</tr>
<tr>
<td>14</td>
<td>Archives and Special Collections Continued</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Bill Burkhardt Collection</td>
<td>BF408.M343</td>
<td>2nd floor North, 215</td>
<td>6 sections</td>
</tr>
<tr>
<td>16</td>
<td>Microfilm Collections</td>
<td></td>
<td>2nd floor North, 215</td>
<td>4 files cabinets</td>
</tr>
</tbody>
</table>
## Salvage Priorities-Circulating Collections

<table>
<thead>
<tr>
<th>Priority</th>
<th>Call Number</th>
<th>Location</th>
<th>Size of Collection</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ILL material</td>
<td>1st Floor South</td>
<td>Varies</td>
<td>materials belonging to another institution</td>
</tr>
<tr>
<td>2</td>
<td>Reserve Range in Circulation</td>
<td>1st Floor South</td>
<td>76' (varies)</td>
<td>materials belonging to professors</td>
</tr>
<tr>
<td>3</td>
<td>New Books and Ruby Canton collections</td>
<td>1st Floor South</td>
<td>Varies</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>British Parliamentary Papers DS703</td>
<td>3rd Floor North</td>
<td>8'</td>
<td>Oversize book 14&quot; tall</td>
</tr>
<tr>
<td>5</td>
<td>British Parliamentary Papers DS882</td>
<td>3rd Floor North</td>
<td>2'</td>
<td>Oversize book 14&quot; tall</td>
</tr>
<tr>
<td>6</td>
<td>British Parliamentary Papers HD8389</td>
<td>3rd Floor North</td>
<td>6'</td>
<td>Oversize book 14&quot; tall</td>
</tr>
<tr>
<td>7</td>
<td>British Parliamentary Papers HD9861</td>
<td>3rd Floor North</td>
<td>2'</td>
<td>Oversize book 14&quot; tall</td>
</tr>
<tr>
<td>8</td>
<td>WWII series D769</td>
<td>3rd Floor North</td>
<td>11'</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Holocaust series D810</td>
<td>3rd Floor North</td>
<td>18&quot;</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>British Foreign Policy series DA566</td>
<td>3rd Floor North</td>
<td>13'</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>New American State Papers E93</td>
<td>3rd Floor North</td>
<td>19&quot;</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>New American State Papers E181</td>
<td>3rd Floor North</td>
<td>26&quot;</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>New American State Papers E182</td>
<td>3rd Floor North</td>
<td>14&quot;</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>New American State Papers HD1759</td>
<td>3rd Floor North</td>
<td>33&quot;</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>New American State Papers HD8070</td>
<td>3rd Floor North</td>
<td>12&quot;</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>New American State Papers HE204</td>
<td>3rd Floor North</td>
<td>12&quot;</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>New American State Papers HF3025</td>
<td>3rd Floor North</td>
<td>77&quot;</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>New American State Papers J33</td>
<td>3rd Floor South</td>
<td>24&quot;</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>New American State Papers Q127</td>
<td>3rd Floor South</td>
<td>24&quot;</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Indian General Council series E94</td>
<td>3rd Floor North</td>
<td>43&quot;</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>War of the Rebellion series E464</td>
<td>3rd Floor North</td>
<td>31&quot;</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Hearings on the President John F. Kennedy Assassination series E842.9</td>
<td>3rd Floor North</td>
<td>37&quot;</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Bancroft History series F851</td>
<td>3rd Floor North</td>
<td>91&quot;</td>
<td></td>
</tr>
</tbody>
</table>
### Circulating Collections

<table>
<thead>
<tr>
<th>Call #’s</th>
<th>Location</th>
<th>Shelf Number</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>E, D, &amp; F (History)</td>
<td>3rd Floor North</td>
<td>2878’</td>
<td>All Hardbacks first, paperbacks secondly</td>
</tr>
<tr>
<td>PN (Literature)</td>
<td>3rd Floor South</td>
<td>738’</td>
<td>All Hardbacks first, paperbacks secondly</td>
</tr>
<tr>
<td>PR (Literature)</td>
<td>3rd Floor South</td>
<td>1444’</td>
<td>All Hardbacks first, paperbacks secondly</td>
</tr>
<tr>
<td>PS (Literature)</td>
<td>3rd Floor South</td>
<td>1384’</td>
<td>All Hardbacks first, paperbacks secondly</td>
</tr>
<tr>
<td>Rest of call # P</td>
<td>3rd Floor South</td>
<td>976’</td>
<td>All Hardbacks first, paperbacks secondly</td>
</tr>
<tr>
<td>N (Art)</td>
<td>3rd Floor South</td>
<td>574’</td>
<td>All Hardbacks first, paperbacks secondly</td>
</tr>
<tr>
<td>RC (Nursing)</td>
<td>3rd Floor South</td>
<td>374’</td>
<td>All Hardbacks first, paperbacks secondly</td>
</tr>
<tr>
<td>Rest of call # R</td>
<td>3rd Floor South</td>
<td>412’</td>
<td>All Hardbacks first, paperbacks secondly</td>
</tr>
<tr>
<td>Anchor Bible Series</td>
<td>BS192.2</td>
<td>3rd Floor North</td>
<td>131”</td>
</tr>
<tr>
<td>Luthers Works series</td>
<td>BR330</td>
<td>3rd Floor North</td>
<td>88”</td>
</tr>
<tr>
<td>B (Philosophy, Psychology, Religion)</td>
<td>3rd Floor North</td>
<td>1304’</td>
<td>All Hardbacks first, paperbacks secondly</td>
</tr>
<tr>
<td>H (Social Sciences)</td>
<td>3rd Floor North</td>
<td>3291’</td>
<td>Begin at end with call number HX and move forward through call numbers HV, HQ, HM, HG, HF, HE, HD, HC, to H.</td>
</tr>
<tr>
<td>M (Music)</td>
<td>3rd Floor South</td>
<td>310’</td>
<td>All Hardbacks first, paperbacks secondly</td>
</tr>
<tr>
<td>LB1525.4 EdMark 2 Boxes</td>
<td>3rd Floor South</td>
<td>12”x8” (2)</td>
<td></td>
</tr>
<tr>
<td>L (Education)</td>
<td>3rd Floor South</td>
<td>1206’</td>
<td>Do not salvage LD4294 which is the theses which are available electronically.</td>
</tr>
<tr>
<td>QA (Mathematics, Computer Science)</td>
<td>3rd Floor South</td>
<td>456’</td>
<td>All Hardbacks first, paperbacks secondly</td>
</tr>
<tr>
<td>QD (Chemistry)</td>
<td>3rd Floor South</td>
<td>356’</td>
<td>All Hardbacks first, paperbacks secondly</td>
</tr>
<tr>
<td>Circulating Collections</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Continued</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41  Rest of call # Q</td>
<td></td>
<td>3rd Floor South</td>
<td>1338'</td>
</tr>
<tr>
<td>42  Call # TR (Photography)</td>
<td></td>
<td>3rd Floor South</td>
<td>60'</td>
</tr>
<tr>
<td>43  Rest of call # T</td>
<td></td>
<td>3rd Floor South</td>
<td>710'</td>
</tr>
<tr>
<td>44  Juvenile Collection – Non-fiction</td>
<td></td>
<td>3rd Floor South</td>
<td>543'</td>
</tr>
<tr>
<td>45  Juvenile Collection – 2) Fiction</td>
<td></td>
<td>3rd Floor South</td>
<td>345'</td>
</tr>
<tr>
<td>46  Juvenile Collection – 3) Picture</td>
<td></td>
<td>3rd Floor South</td>
<td>167'</td>
</tr>
<tr>
<td>47  Juvenile Collection – 4) Kits</td>
<td></td>
<td>3rd Floor South</td>
<td>28'</td>
</tr>
<tr>
<td>48  Call # G</td>
<td></td>
<td>3rd Floor North</td>
<td>504'</td>
</tr>
<tr>
<td>49  Call # C</td>
<td></td>
<td>3rd Floor North</td>
<td>103'</td>
</tr>
<tr>
<td>50  Call # J</td>
<td></td>
<td>3rd Floor South</td>
<td>494'</td>
</tr>
<tr>
<td>51  Call # K</td>
<td></td>
<td>3rd Floor South</td>
<td>308'</td>
</tr>
<tr>
<td>52  Call # S</td>
<td></td>
<td>3rd Floor South</td>
<td>124'</td>
</tr>
<tr>
<td>53  Call # U</td>
<td></td>
<td>3rd Floor South</td>
<td>126'</td>
</tr>
<tr>
<td>54  Call # V</td>
<td></td>
<td>3rd Floor South</td>
<td>30'</td>
</tr>
<tr>
<td><strong>United Nations Documents</strong></td>
<td></td>
<td>Z6482</td>
<td>91&quot;</td>
</tr>
<tr>
<td>55  Index</td>
<td></td>
<td>3rd Floor South</td>
<td>91&quot;</td>
</tr>
<tr>
<td>56  Call # Z</td>
<td></td>
<td>3rd Floor South</td>
<td>358'</td>
</tr>
</tbody>
</table>

- Kits are in plastic bags which may or may not be sealed. Would need to be checked to see if water entered bag.
- Begin at end with call number GV and move forward to call numbers GT, GR, up to G. Atlases are oversized and will have to be air dried. Cannot be packed for shipping to be frozen.
<table>
<thead>
<tr>
<th>Call</th>
<th>Section</th>
<th>Location</th>
<th>Quantity</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>57</td>
<td>Call # AM</td>
<td>3rd Floor North</td>
<td>4'</td>
<td>Hardbacks first, paperbacks secondly; rest of call # A (109') excluding encyclopedias (available online)</td>
</tr>
<tr>
<td>58</td>
<td>Maps</td>
<td>3rd Floor North</td>
<td></td>
<td>Sponge standing water out of map drawers. Remove the drawers from the cabinet and freeze them stacked up with 1&quot; x 2&quot; strips of wood between each drawer.</td>
</tr>
<tr>
<td>59</td>
<td>Curriculum</td>
<td>3rd Floor South</td>
<td>1060'</td>
<td>Remove plastic tubs, then Hardbacks, then paperbacks</td>
</tr>
</tbody>
</table>
## Salvage Priorities-Gov Docs Collections

<table>
<thead>
<tr>
<th>Priority</th>
<th>Call Number</th>
<th>Location</th>
<th>Size of Collection</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CIS Congressional Indexes</td>
<td>KF 40</td>
<td>2nd floor south, Docs reference</td>
<td>24'</td>
</tr>
<tr>
<td>2</td>
<td>American Statistical Index</td>
<td>HA 1.A452</td>
<td>2nd floor south, Docs reference</td>
<td>18'</td>
</tr>
<tr>
<td>3</td>
<td>Serial Set (books and fiche)</td>
<td>Y 1.1/2</td>
<td>2nd floor south</td>
<td>480' books, 5' fiche</td>
</tr>
<tr>
<td></td>
<td>Congressional Record (1789-present) (film and books)</td>
<td>X 1.1:</td>
<td>2nd floor south</td>
<td>111' film, 117' paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>film first, books second</td>
</tr>
<tr>
<td>4</td>
<td>US Statutes</td>
<td>KF 70</td>
<td>2nd floor south, Docs reference</td>
<td>60'</td>
</tr>
<tr>
<td>5</td>
<td>Handbook of North American Indians</td>
<td>E 77.H25</td>
<td>2nd floor south, Docs reference</td>
<td>5'</td>
</tr>
<tr>
<td>6</td>
<td>US Treaties Index</td>
<td>JX 231.U58</td>
<td>2nd floor south, Docs reference</td>
<td>3'</td>
</tr>
<tr>
<td>7</td>
<td>GPO Indexes</td>
<td>J 83</td>
<td>2nd floor south, Docs reference</td>
<td>6'</td>
</tr>
<tr>
<td>8</td>
<td>Encyclopedia of US Foreign Relations</td>
<td>E 183.7</td>
<td>2nd floor south, Docs reference</td>
<td>1'</td>
</tr>
<tr>
<td>9</td>
<td>Documents on Germany</td>
<td>E 183.8</td>
<td>2nd floor south, Docs reference</td>
<td>1'</td>
</tr>
</tbody>
</table>

Max Chambers Library Emergency Operations and Materials Recovery Plan
Prepared by Norman D. Nieves and the Library Staff
<table>
<thead>
<tr>
<th>Gov Docs Collections Continued</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Document on Soviet/US Relations</td>
<td>E 183.8 S65</td>
<td>2nd floor south, Docs reference</td>
<td>1'</td>
</tr>
<tr>
<td>12 Papers of the Continental Congress</td>
<td>J 10.A1</td>
<td>2nd floor south, Docs reference</td>
<td>2'</td>
</tr>
<tr>
<td>13 Letters of the Delegates to the Congress, 1774-1789</td>
<td>JK 1033.L47</td>
<td>2nd floor south, Docs reference</td>
<td>2'</td>
</tr>
<tr>
<td>14 Oklahoma Session Laws</td>
<td>L 1300.4</td>
<td>2nd Floor south, OK Collection</td>
<td>12'</td>
</tr>
<tr>
<td>15 Oklahoma Statutes, Historic</td>
<td>L 1300.4</td>
<td>2nd Floor south, OK Collection</td>
<td>15'</td>
</tr>
<tr>
<td>16 Treaties and Other International Agreements</td>
<td>S 9.12:</td>
<td>2nd floor south</td>
<td>36'</td>
</tr>
<tr>
<td>17 Documents on American Foreign Policy</td>
<td>S 1.71/2:</td>
<td>2nd floor south</td>
<td>9'</td>
</tr>
<tr>
<td>18 Bureau of Education Bulletins</td>
<td>FS 5.3:/I 16.3:</td>
<td>2nd floor south</td>
<td>10'</td>
</tr>
<tr>
<td>19 Vital Stats of the US</td>
<td>HE 20.6210:</td>
<td>2nd floor south</td>
<td>24'</td>
</tr>
<tr>
<td>20 Documents on Disarmament</td>
<td>AC 1.11/2:</td>
<td>2nd floor south</td>
<td>6'</td>
</tr>
<tr>
<td>21 WPA Research Monographs</td>
<td>FA 4.35:</td>
<td>2nd floor south</td>
<td>2'</td>
</tr>
<tr>
<td>Gov Docs Collections Continued</td>
<td>2nd floor south</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 Reports of General MacArthur</td>
<td>3'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 WWII Series, all branches</td>
<td>27'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 Naval Documents of American Revolution</td>
<td>2'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Documents of an Emerging Nation</td>
<td>3'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 Naval War College International Studies</td>
<td>6'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27 Hearings of the Civil Rights Commission</td>
<td>9'</td>
<td>mostly paperback</td>
<td></td>
</tr>
<tr>
<td>28 Foreign Relations of the United States</td>
<td>90'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29 Public Papers of the Presidents</td>
<td>24'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Oklahoma Administrative Code</td>
<td>6'</td>
<td>In 3-ring binders</td>
<td></td>
</tr>
<tr>
<td>31 Code of Federal Regulations</td>
<td>24'</td>
<td>Hardback first, then paperback</td>
<td></td>
</tr>
<tr>
<td>Oklahoma Statutes (Current)</td>
<td>3'</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Max Chambers Library Emergency Operations and Materials Recovery Plan  
Prepared by Norman D. Nieves and the Library Staff  
Page 56
<table>
<thead>
<tr>
<th>Gov Docs Collections Continued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Catalog of Government Publications</td>
</tr>
<tr>
<td>Census</td>
</tr>
</tbody>
</table>

Rest of collection can be replaced with online editions, requests to national needs and offers lists, and supplements from ODL.
# Salvage Priorities: Serials Collections

<table>
<thead>
<tr>
<th>Priority</th>
<th>Call Number</th>
<th>Location</th>
<th>Size of Collection</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>4th floor north office area, in front of center office</td>
<td>three three-ring binders (two white, one black)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>AP2.A6</td>
<td>4th floor southeast</td>
<td>2 1/2 shelves 48 boxes 6' 7 1/2&quot; length</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>D839.C87</td>
<td>4th floor southeast</td>
<td>8 1/2 shelves 165 boxes 23'9 1/2&quot; length</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>D839.C87</td>
<td>behind Periodicals desk</td>
<td>six 8.5 x 11&quot; spiral or regular bound books</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>HQ1180.H4</td>
<td>4th floor south</td>
<td>4 1/2 shelves 90 boxes 12'8&quot; length</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>behind Periodicals desk</td>
<td>2 table-of-contents lists and 2 supplements</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>PN4878.3.L5</td>
<td>1 shelf 31 microfiche holders 1' length</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>PR1.B7</td>
<td>4th floor south</td>
<td>43 shelves 902 boxes</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>behind Periodicals desk</td>
<td>two 8.5x11&quot; books and 36 half-size, staple-bound pamphlets</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>PR1.B75</td>
<td>4th floor south</td>
<td>1 1/2 shelves 31 boxes 4'8&quot; length</td>
<td></td>
</tr>
</tbody>
</table>
## Serials Collections Continued

<table>
<thead>
<tr>
<th>Serials Collections</th>
<th>Location Details</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indexes to Early British Periodicals Literary microfilm</td>
<td>behind Periodicals desk</td>
<td>16 half-size, staple-bound pamphlets</td>
</tr>
<tr>
<td>English Literary Periodicals</td>
<td>PR1.E5</td>
<td>4th floor south</td>
</tr>
<tr>
<td>LAC microfiche (Library of American Civilization)</td>
<td>4th floor southwest</td>
<td>13 drawers in 2 file cabinets</td>
</tr>
<tr>
<td>Indexes for LAC</td>
<td>Z1236.L5 1971</td>
<td>4th floor southwest center, record range from left</td>
</tr>
<tr>
<td>LEL microfiche (Library of English Literature)</td>
<td>4th floor southwest</td>
<td>7 drawers in 2 file cabinets</td>
</tr>
<tr>
<td>Indexes for LEL</td>
<td>Z2011.L73</td>
<td>4th floor southwest center, record range from left</td>
</tr>
<tr>
<td>Underground Newspaper Collection</td>
<td>4th floor northeast, 2nd range</td>
<td>21 ¾ shelves 446 boxes</td>
</tr>
<tr>
<td>Indexes for Underground Newspaper collection</td>
<td>behind Periodicals desk</td>
<td>seven 8.5x11&quot; books</td>
</tr>
</tbody>
</table>
## Salvage Priorities-Multimedia Collections

<table>
<thead>
<tr>
<th>Priority</th>
<th>Call Number</th>
<th>Location</th>
<th>Size of Collection</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M1-M5000</td>
<td>4th floor south</td>
<td></td>
<td>Rare and obscure composers and/or pieces first... (if you've heard of them, probably not the first to be salvaged)</td>
</tr>
<tr>
<td>2</td>
<td>M2 C544</td>
<td>4th floor south</td>
<td>4'</td>
<td>Parts of collected works could...</td>
</tr>
<tr>
<td>3</td>
<td>M3 B8</td>
<td>4th floor south</td>
<td>18&quot;</td>
<td>...be replaceable. Other parts...</td>
</tr>
<tr>
<td>4</td>
<td>M3 B1133</td>
<td>4th floor south</td>
<td>5'</td>
<td>...are out of print. Some...</td>
</tr>
<tr>
<td>5</td>
<td>M3 C55</td>
<td>4th floor south</td>
<td>9&quot;</td>
<td>...collected works are being...</td>
</tr>
<tr>
<td>6</td>
<td>M3 G478</td>
<td>4th floor south</td>
<td>3&quot;</td>
<td>...added to continuously as new...</td>
</tr>
<tr>
<td>7</td>
<td>M3 J377</td>
<td>4th floor south</td>
<td>4&quot;</td>
<td>...volumes are added to the set.</td>
</tr>
<tr>
<td>8</td>
<td>M3 L377</td>
<td>4th floor south</td>
<td>14&quot;</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>M3 M658</td>
<td>4th floor south</td>
<td>12&quot;</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>M3 M668</td>
<td>4th floor south</td>
<td>12&quot;</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>M3 M896</td>
<td>4th floor south</td>
<td>11'</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>M3 O28</td>
<td>4th floor south</td>
<td>9&quot;</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>M3 S915</td>
<td>4th floor south</td>
<td>16&quot;</td>
<td></td>
</tr>
<tr>
<td>Multimedia Collections Continued</td>
<td>Dance Videos (DVDs and VHS)</td>
<td>GV1500 - GV1800</td>
<td>4th floor south</td>
<td>15′</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>-----</td>
</tr>
<tr>
<td>14</td>
<td>Jazz LPs</td>
<td>M1350 - M1366</td>
<td>4th floor south</td>
<td>8′</td>
</tr>
</tbody>
</table>