



UNIVERSITY OF  
**Central Oklahoma**

## **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**

The development of this Plan was funded by a \$6,000 Award from the National Endowment for the Humanities. This project was designated a National Endowment for the Humanities “We the People” project to encourage and strengthen the teaching, study, and understanding of American history and culture. “Any views, findings, conclusions, or recommendations expressed in this publication do not necessarily reflect those of the National Endowment for the Humanities.”

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## Emergency Operations Plan

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## Emergency Operations Plan

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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. 2<sup>nd</sup> 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

## Emergency Operations Plan

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### 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.



## Emergency Operations Plan

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### 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.

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**Emergency Operations Plan**

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**List of Acronyms**

EDMCL.....	Executive Director of the Max Chambers Library
EHS.....	Department of Environmental Health and Safety
EMC.....	University Emergency Management Coordinator
EOP.....	Emergency Operations Plan
EVP.....	Executive Vice President
FS.....	Facilities Supervisor
MCL.....	Max Chambers Library
PIO.....	Public Information Officer
POC.....	Point of Contact
SCO.....	Student Conduct Officer
STS.....	Safety and Transportation Services
VPAA.....	Vice President for Academic Affairs
VPSA.....	Vice President for Student Affairs



**Emergency Operations Plan**

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**Max Chambers Library Emergency Contact Numbers**

**UCO Police Services**

- o Calling from campus \*2345
- o Calling from off-campus (405) 974-2345
- o Emergency 911

**Max Chambers Library**

- o Calling from campus \*3361
- o 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.

<u>Name</u>	<u>Ext.</u>	<u>Cell</u>	<u>Home</u>
McNeely, Bonnie Ph.D.	2883	405-471-2745	405-216-8745

**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)	

## Emergency Operations Plan

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### 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.



## Emergency Operations Plan

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### 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.



## Emergency Operations Plan

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### 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:

	<u>Ext</u>	<u>Cell</u>	<u>Home</u>
1. McNeely, Bonnie Ph.D.	2883	405-471-2745	405-216-8745

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

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

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



## Emergency Operations Plan

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### Safety and Communications Equipment in the Max Chambers Library

**Keys Location:** Room 211B in the Library Admin Offices on 2<sup>nd</sup> 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 device 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**



## Emergency Operations Plan

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### 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 4<sup>th</sup> floor of the Nigh University Center. Disability Support Services is located on the 3<sup>rd</sup> 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

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### 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

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### 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.

## Emergency Operations Plan

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### 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

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### 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.

## Emergency Operations Plan

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### 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.



## Emergency Operations Plan

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### 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 of 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 Filed

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

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### 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

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### 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.

## Emergency Operations Plan

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### 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.

## Emergency Operations Plan

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### 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 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.

## Emergency Operations Plan

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### 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**.

## Emergency Operations Plan

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### 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 that 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.

## Emergency Operations Plan

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### 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.



## Emergency Operations Plan

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### 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:
  - a. Your name
  - b. Your precise location
  - c. Observed behaviors
  - d. 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!**

## Emergency Operations Plan

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### 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!

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## Emergency Operations Plan for Chambers Library

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### Student/Guest Death

#### 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 **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

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### 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.



## Emergency Operations Plan for Chambers Library

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### 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

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### 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

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### 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.



## Emergency Operations Plan for Chambers Library

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### 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:

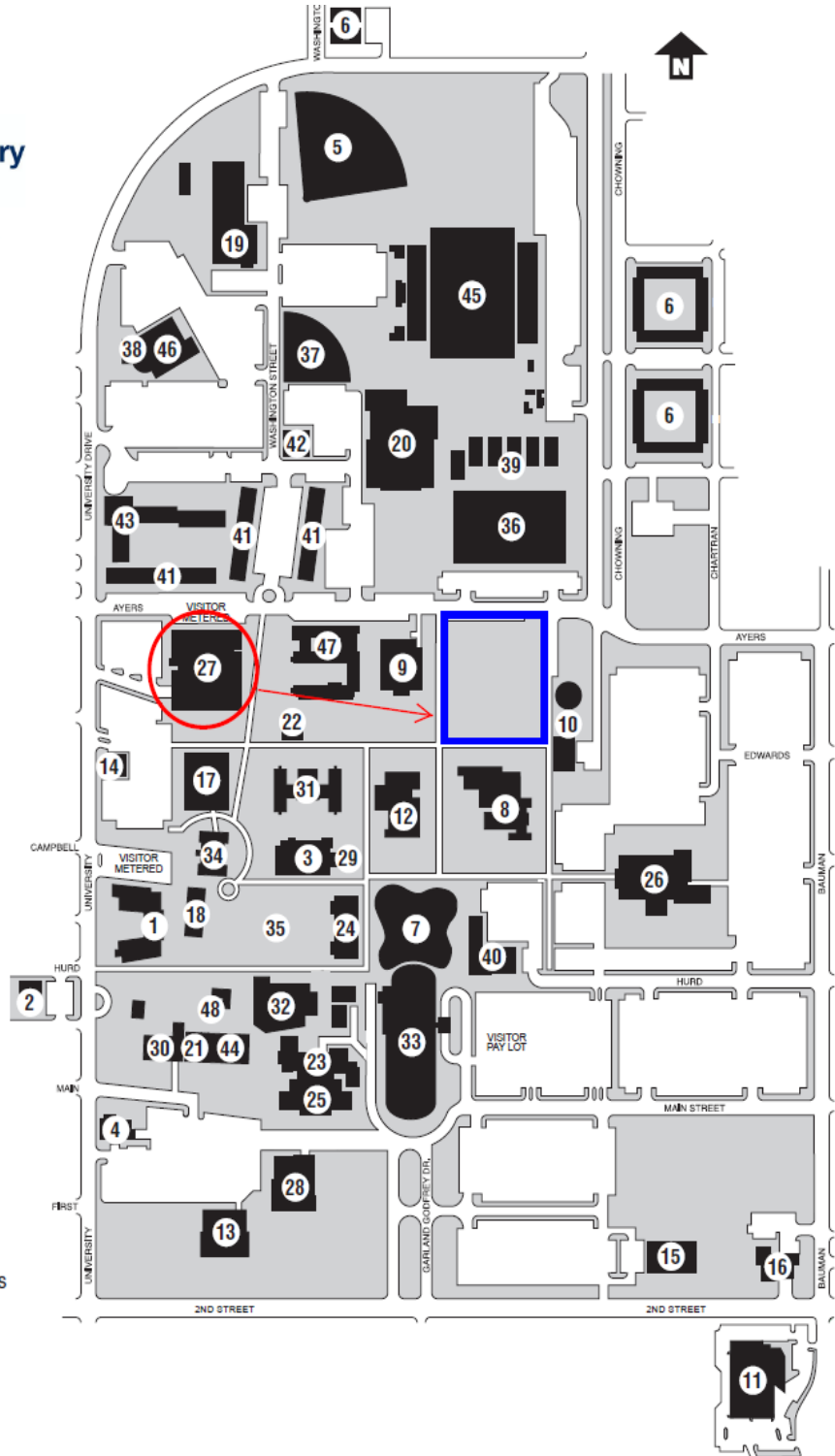
Name, address, phone number of recipient:

## Attachment 2: Library Emergency Rally Point



### Emergency Rally Point

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. Murdaugh 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. Wantland Hall
45. Wantland Stadium
46. Wellness Center
47. West Hall
48. Y Chapel



# WINTER WEATHER ADVISORY

**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](http://www.uco.edu/resources/closing_info.asp)  
or call the UCO Weather Closing Information Hotline at  
**(405) 974-2002.****



**Chambers Library**

**SEVERE WEATHER  
POSSIBLE TODAY**

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

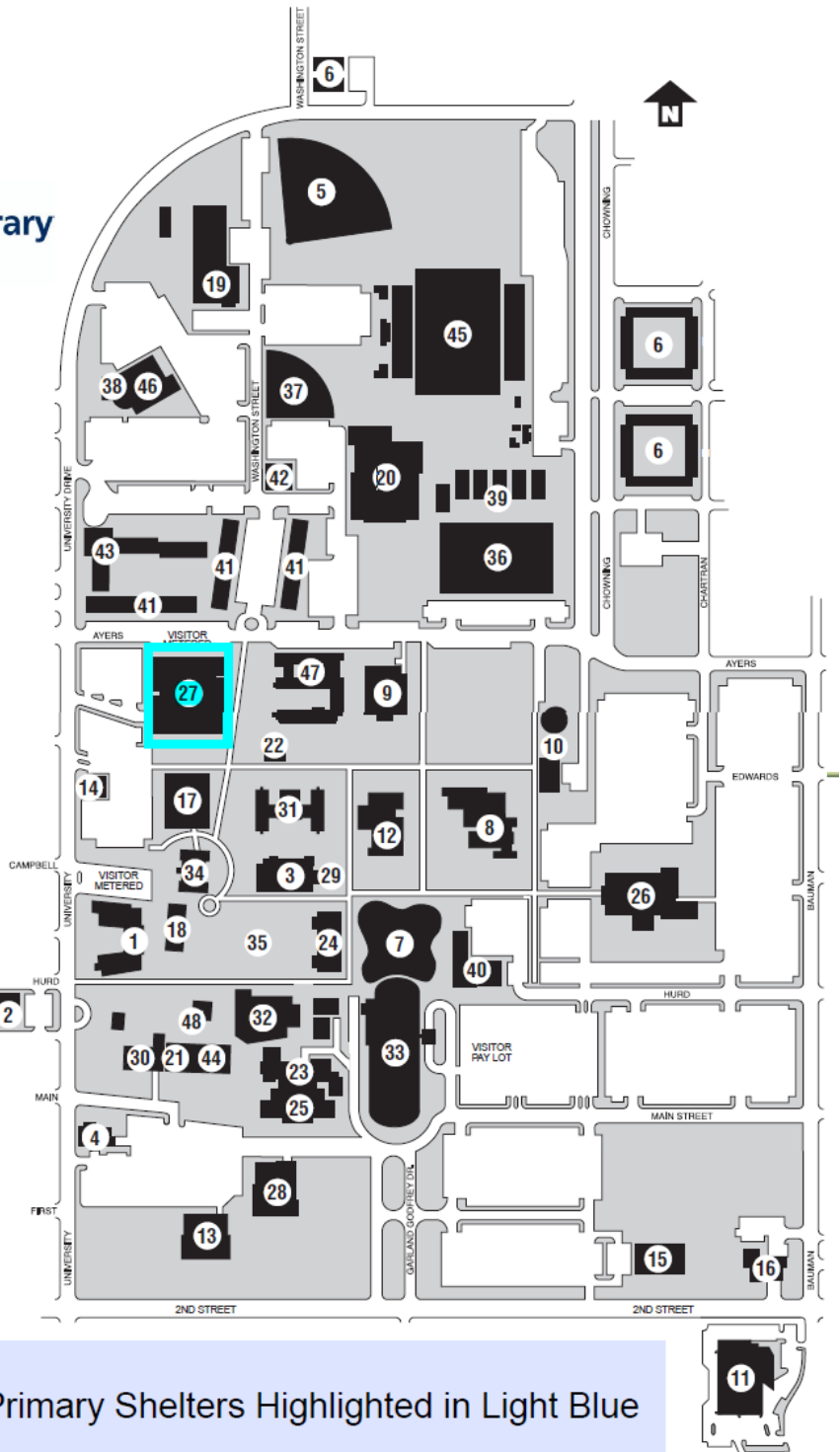
**MAKE SURE YOU KNOW THE SHELTER  
LOCATIONS FOR YOUR BUILDING.**

# Attachment 5: UCO Primary Tornado Shelter Map



## Primary 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. Murdaugh 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. Wantland Hall
45. Wantland Stadium
46. Wellness Center
47. West Hall
48. Y Chapel



# **TORNADO WATCH**

**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**

## Attachment 7: Max Chambers Library Collection Salvage Supplies needed for Collections Recovery and Equipment and Supplies list

### COLLECTION SALVAGE SUPPLIES

	<u>On-Site Location or Off-Site Source</u>	<u>Phone #</u>
<input type="checkbox"/> Freezer or wax paper	Dining Services	974-4638
<input type="checkbox"/> Gloves, rubber	Wal-Mart, Target	216-0520, 844-5072
<input type="checkbox"/> Interfacing (Pellon)	Hobby-Lobby, Hancock's Fabrics	348-8260, 216-9997
<input type="checkbox"/> Masks	Physical Plant	974-2247
<input type="checkbox"/> Milk crates, plastic	North Star, Wal-Mart	775-7100, 216-0520
<input type="checkbox"/> Mylar polyester sheets	Archives, Gaylord	x2888, 1-800-448-6160
<input type="checkbox"/> Newsprint, blank	Daily Oklahoman, Edmond Sun	475-3311, 341-2121
<input type="checkbox"/> Notepads & clipboards	Wal-Mart, Target	216-0520, 844-5072
<input type="checkbox"/> Nylon monofilament (fishing) line	Wal-Mart, Academy	216-0520, 715-4530
<input type="checkbox"/> Paper towels (no dyes)	GCA, Wal-Mart	974-2264, 216-0520
<input type="checkbox"/> Sponges	GCA, Wal-Mart	974-2264, 216-0520
<input type="checkbox"/> Trash bags, plastic	GCA, Wal-Mart	974-2264, 216-0520

### EQUIPMENT & SUPPLIES

	<u>On-Site Location or Off-Site Source</u>	<u>Phone #</u>
<input type="checkbox"/> Aprons, smocks	Lowe's, Home Depot	330-4166, 330-0151
<input type="checkbox"/> Book trucks, metal	UCO Library, Metropolitan Library System - Edmond	974-3661, 341-9283
<input type="checkbox"/> Boots, rubber	Academy, Bass Pro Shop	715-4530, 218-5200
<input type="checkbox"/> Brooms	GCA, Physical Plant	974-2264, 974-2247
<input type="checkbox"/> Buckets & trash cans, plastic	Physical Plant	974-2247
<input type="checkbox"/> Camera (to document damage)	UCO Library, Vista	974-3361 / 974-2589
<input type="checkbox"/> Dehumidifiers	Lowe's, Home Depot	330-4166, 330-0151
<input type="checkbox"/> Extension cords, grounded	Physical Plant, GCA	974-2247, 974-2264
<input type="checkbox"/> Fans	Physical Plant, GCA	974-2247, 974-2264
<input type="checkbox"/> Flashlights	Physical Plant, Westlake Ace Hardware	974-2247, 341-2442

## EQUIPMENT & SUPPLIES (continued)

	<u>On-Site Location or Off-Site Source</u>	<u>Phone #</u>
<input type="checkbox"/>	Forklift Physical Plant	974-2247
<input type="checkbox"/>	Generator, portable Physical Plant	974-2247
<input type="checkbox"/>	Hard hats Physical Plant	974-2247
<input type="checkbox"/>	Lighting, portable Physical Plant	974-2247
<input type="checkbox"/>	Mops, pails Physical Plant, GCA	974-2247, 974-2264
<input type="checkbox"/>	Pallets Physical Plant	974-2247
<input type="checkbox"/>	Paper towels GCA	974-2264
<input type="checkbox"/>	Plastic sheeting, heavy (stored w/ scissors, tape) Lowes, Home Depot	330-4166, 330-0151
<input type="checkbox"/>	Refrigerator trucks Anderson Tank Truck Service INC	348-2995
<input type="checkbox"/>	Safety glasses Physical Plant, Lowes	974-2247, 330-4166
<input type="checkbox"/>	Sponges, industrial GCA, Westlake Ace Hardware	974-2264, 341-2442
<input type="checkbox"/>	Sponges, natural rubber Westlake Ace Hardware	341-2442
<input type="checkbox"/>	Sump pump, portable Physical Plant	974-2247
<input type="checkbox"/>	Tables, portable Physical Plant	974-2247
<input type="checkbox"/>	Trash bags, plastic GCA, Wal-Mart, Target	974-2264, 216-0520, 844-5072
<input type="checkbox"/>	Vacuum, wet GCA, Physical Plant	974-2264, 974-2247
<input type="checkbox"/>	Water hoses Physical Plant	974-2247
<input type="checkbox"/>	Water-proof clothing Academy, Bass Pro Shop	715-4530, 218-5200
Other:		
<input type="checkbox"/>	Duct-Tape - Physical Plant	974-2247
<input type="checkbox"/>	Spatula - Archives, Gaylord	974-2888, 1-800-448-6160
<input type="checkbox"/>		
<input type="checkbox"/>		

## **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. 3<sup>rd</sup> floor book collection
3. Government Documents
4. Periodicals
5. Multimedia

### Salvage Priorities-Reference Collections

Priority	Call Number	Location	Size of Collection	Special Notes
1	American Indian resource materials in the Western History Collections, University of Oklahoma E78.O45 A69 1990	1st Floor N	1 volume	Oklahoma Title Unique to Ref Coll
2	Oklahoma atlas & gazetteer GPS grids, topo maps of the entire state, back roads, outdoor recreation G1365 .D4 1998	1st Floor N	1 volume	Oklahoma Title Unique to Ref Coll
3	Companion to the literary map of Oklahoma G4021.E65 O4 1966	1st Floor N	1 volume	Oklahoma title unique to Ref Coll. Unique issue from Archives and Gov Info copies
4	Population projections for Oklahoma and its counties by age and sex, and for its cities, 1980-2010 / HA575 .S45 1993	1st Floor N	1 volume	Oklahome title unique to Ref Coll
5	Handbook of Oklahoma writers PS283.O5 M3 1978	1st Floor N	1 volume	Oklahoma title unique to Ref Coll
6	Oklahoma wildflowers QK181 .M31x 1987	1st Floor N	1 volume	Oklahoma title unique to Reg Coll
7	Oklahoma History materials F 600 - F 705	1st Floor N	3'	Many in Archives. Salvage depending on the condition of titles in Archives
8	Wellesley index to Victorian periodicals, 1824-1900 AI3 .W45	1st Floor N	5 vol. -- 11"	Valuable out of print and/or high-use title.
9	Mythology : an illustrated encyclopedia BL311 .M95	1st Floor N	1 volume	Valuable out of print and/or high-use title.
10	Columbia guide to the Holocaust D804.3 .N54 2000	1st Floor N	1 volume	Valuable out of print and/or high-use title.
11	Kingdoms of Europe : an illustrated encyclopedia of ruling monarchs from ancient times to the present D107 .G85 1982	1st Floor N	1 volume	Valuable out of print and/or high-use title. Listed as hard to find in BIP

Reference Collections Continued					
12	Cambridge encyclopedia of China	DS705 .C35 1991	1st Floor N	1 volume	Valuable out of print and/or high-use title.
13	20,000 years of fashion : the history of costume and personal adornment	GT510 .B6713	1st Floor N	1 volume	Valuable out of print and/or high-use title.
14	Baker's dictionary of music	ML100 .S635 1997	1st Floor N	6 vols. -- 11"	Valuable out of print and/or high-use title.
15	Sister Wendy's 1000 masterpieces	ND50 .B396 1999	1st Floor N	1 volume	Valuable out of print and/or high-use title.
16	History of art : a survey of the major visual arts from the dawn of history to the present day	N5300 .J3 1986	1st Floor N	1 volume	Valuable out of print and/or high-use title.
17	Dictionary of American nursing biography	RT34 .D53 1988	1st Floor N	1 volume	Valuable out of print and/or high-use title.
18	American nursing : a biographical dictionary	RT34 .A44 1988	1st Floor N	1 volume	Valuable out of print and/or high-use title.
19	Larousse encyclopedia of prehistoric and ancient art; art and mankind.	N5310 .H813x 1967		1 volume	Valuable out of print and/or high-use title.
20	Oxford collocations dictionary : for students of English	PE1464 .O946x 2002		1 volume	Valuable out of print and/or high-use title.
21	Chaucer A to Z : the essential reference to his life and works	PR1903 .R67 1999		1 volume	Valuable out of print and/or high-use title.
22	Which Shakespeare? : a user's guide to editions	PR3071 .T48 1991		1 volume	Valuable out of print and/or high-use title.
23	American mass-market magazines	PN4877 .A48 1990		1 volume	Valuable out of print and/or high-use title.

Reference Collections Continued					
24	Dictionary of scientific biography	Q141 .D5		18 vol. -- 27"	Valuable out of print and/or high-use title. Major set no longer in print; not in Biography Reference Bank
25	American bibliography; a chronological dictionary of all books, pamphlets, and periodical publications printed in the United States of America	Z1215 .E923	1st Floor N	14 vol. -- 2'	Valuable out of print and/or high-use title.
26	American literary magazines : the twentieth century	Z1231.P45 A44 1992		1 volume	Valuable out of print and/or high-use title.
27	In Black and white. a guide to magazine articles, newspaper articles, and books concerning more than 6,700 Black individuals and groups	Z1361.N39 S655 1980		3 vol. -- 6"	Valuable out of print and/or high-use title. Listed as Hard to find in BIP
28	GT Manners and Customs	GT 490s - gt 730s	1st Floor N	3'	Valuable out of print and/or high-use title. Focus on costume/fashion titles
29	GV Recreation ... Dance	GV 1585 - 1787	1st Floor N	3'	valuable out of print and/or high-use titles. Focus on Ballet/Dance titles
30	M-ML Literature of Music	M - 100 ?	1st Floor N	45'	Valuable out of print and/or high-use title. Excludes Grove Dictionary of Music if it is in print

<b>Reference Collections Continued</b>					
31	N - Fine Arts	Entire section		24'	Valuable out of print and/or high-use title. Excludes Grove Dictionary of Art if it is in print; Excludes Art Index
32	NA - Architecture	Entire section		10'	Valuable out of print and/or high-use title.
33	NK - Decorative Arts	Entire section	1st Floor N	9'	Valuable out of print and/or high-use title.
34	PN 41-PN 1110 Literature -- Contains many high use out of print titles	Entire section	1st Floor N	65'	Valuable out of print and/or high-use title. Excludes Masterplots, Magill's larger sets, & Gale Literature Criticism Series Titles
35	PR 99-PS 3600 - Contains many high use out of print titles	Entire section	1st Floor N	43.5'	Valuable out of print and/or high-use title.
36	TR - TT Photography to Crafts	Entire section	1st Floor N	5'	Valuable out of print and/or high-use title.
37	National Union Catalog		1st Floor N	179'	Valuable out of print and/or high-use title.

## Salvage Priorities-Archives & Special Collections

Priority	Call Number	Location	Size of Collection	Special Notes
1 Donor Gift Agreements		2nd floor South, 215	1-Lateral File Cabinet Drawers	We are looking to get a fireproof water proof cabinet to house these files
2 Townsite Case Microfilm	KFO1327.A73 N37x	2nd floor North, 215	94 reels of microfilm	
3 All manuscript material		2nd floor North, 215 cage and Basement 3 cages, BC1; BC2; BC3	4 ranges with 6 section in 215 cage; 3 cages in basement	All rare and unique material
4 Photograph Collection		2nd floor North, 215	2 rolling cabinets and 2 lateral file cabinets	
5 UCO Thesis Collection	LD4294.Ojax	2nd floor North, 215	32 shelves of hardback materials	
6 Bronze Book Collection		2nd floor North , 215	1 section	
7 Map Cabinets		2nd floor North, 215	3 file stacks	
8 Vertical Files		2nd floor North, 215	4 file cabinets	
9 University Collection	GV1469.3.C645- -Z733.U653U84	2nd floor North, 215		All uniquely published on campus
10 Hampton Collection	AE5.E363-- VA40.K3	2nd floor North 215 and 3rd floor,	1 range 6 sections	Many rare out of print titles
11 John George Collection	B5234.M36A4-- Z997.G367	2nd floor North, 215	4 sections	Many rare out of print titles
12 Oklahoma Collection	AC1.E8-- Z7996.R4C37	2nd floor South, 215	2 ranges 6 section each	
13 McConathy Collection	AC1.E8-- Z5784.M9G66	2nd floor North, 215	2 ranges 6 sections each	Large Art Books first
George Nigh Collection	BJ1261.I57-- Z1325.O443	2nd floor North, 215	2 sections	All copies signed by authors

14	<b>Archives and Special Collections Continued</b>				
15	Bill Burkhardt Collection	BF408.M343	2nd floor North, 215	6 sections	
16	Microfilm Collections		2nd floor North, 215	4 files cabinets	

### Salvage Priorities-Circulating Collections

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

Circulating Collections Continued					
24	Call #'s E,D,&F (History)		3rd Floor North	2878'	All Hardbacks first, paperbacks secondly
25	Call # PN (Literature)		3rd Floor South	738'	All Hardbacks first, paperbacks secondly
26	Call # PR (Literature)		3rd Floor South	1444'	All Hardbacks first, paperbacks secondly
27	Call # PS (Literature)		3rd Floor South	1384'	All Hardbacks first, paperbacks secondly
28	Call # Rest of call # P		3rd Floor South	976'	All Hardbacks first, paperbacks secondly
29	Call # N (Art)		3rd Floor South	574'	All Hardbacks first, paperbacks secondly
30	Call # RC (Nursing)		3rd Floor South	374'	All Hardbacks first, paperbacks secondly
31	Rest of call # R		3rd Floor South	412'	All Hardbacks first, paperbacks secondly
32	Anchor Bible Series	BS192.2	3rd Floor North	131"	
33	Luthers Works series	BR330	3rd Floor North	88"	
34	Call # B (Philosophy, Psychology, Religion)		3rd Floor North	1304'	All Hardbacks first, paperbacks secondly
35	Call # H (Social Sciences)		3rd Floor North	3291'	Begin at end with call number HX and move forward through call numbers HV, HQ, HM, HG, HF, HE, HD, HC, to H.
36	Call # M (Music)		3rd Floor South	310'	All Hardbacks first, paperbacks secondly
37	LB1525.4 EdMark 2 Boxes		3rd Floor South	12"x8" (2)	
38	Call # L (Education)		3rd Floor South	1206'	Do not salvage LD4294 which is the theses which are available electronically.
39	Call # QA (Mathematics, Computer Science)		3rd Floor South	456'	All Hardbacks first, paperbacks secondly
40	Call # QD (Chemistry).		3rd Floor South	356'	All Hardbacks first, paperbacks secondly

Circulating Collections Continued					
41	Rest of call # Q		3rd Floor South	1338'	All Hardbacks first, paperbacks secondly
42	Call # TR (Photography)		3rd Floor South	60'	All Hardbacks first, paperbacks secondly
43	Rest of call # T		3rd Floor South	710'	All Hardbacks first, paperbacks secondly
44	Juvenile Collection – Non-fiction		3rd Floor South	543'	All Hardbacks first, paperbacks secondly
45	Juvenile Collection – 2) Fiction		3rd Floor South	345'	All Hardbacks first, paperbacks secondly
46	Juvenile Collection – 3) Picture		3rd Floor South	167'	All Hardbacks first, paperbacks secondly
47	Juvenile Collection – 4) Kits		3rd Floor South	28'	Kits are in plastic bags which may or may not be sealed. Would need to be checked to see if water entered bag.
48	Call # G		3rd Floor North	504'	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.
49	Call # C		3rd Floor North	103'	All Hardbacks first, paperbacks secondly
50	Call # J		3rd Floor South	494'	All Hardbacks first, paperbacks secondly
51	Call # K		3rd Floor South	308'	All Hardbacks first, paperbacks secondly
52	Call # S		3rd Floor South	124'	All Hardbacks first, paperbacks secondly
53	Call # U		3rd Floor South	126'	All Hardbacks first, paperbacks secondly
54	Call # V		3rd Floor South	30'	All Hardbacks first, paperbacks secondly
55	United Nations Documents Index	Z6482	3rd Floor South	91"	
56	Call # Z		3rd Floor South	358'	All Hardbacks first, paperbacks secondly

<b>Circulating Collections Continued</b>				
57	Call # AM		3rd Floor North	4'
				Hardbacks first, paperbacks secondly; rest of call # A (109') excluding encyclopedias (available online)
58	Maps		3rd Floor North	
				Sponge standing water out of map drawers. Remove the drawers from the cabinet and freeze them stacked up with 1" x 2" strips of wood between each drawer.
59	Curriculum		3rd Floor South	1060'
				Remove plastic tubs, then Hardbacks, then paperbacks

## Salvage Priorities-Gov Docs Collections

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

Gov Docs Collections Continued					
11	Document on Soviet/US Relations	E 183.8 S65	2nd floor south, Docs reference	1'	
12	Papers of the Continental Congress	J 10.A1	2nd floor south, Docs reference	2'	
13	Letters of the Delegates to the Congress, 1774-1789	JK 1033.L47	2nd floor south, Docs reference	2'	
14	Oklahoma Session Laws	L 1300.4	2nd Floor south, OK Collection	12'	
15	Oklahoma Statues, Historic	L 1300.4	2nd Floor south, OK Collection	15'	
16	Treaties and Other International Agreements	S 9.12:	2nd floor south	36'	
17	Documents on American Foreign Policy	S 1.71/2:	2nd floor south	9'	
18	Bureau of Education Bulletins	FS 5.3:/I 16.3:	2nd floor south	10'	
19	Vital Stats of the US	HE 20.6210:	2nd floor south	24'	
20	Documents on Disarmament	AC 1.11/2:	2nd floor sout	6'	
21	WPA Research Monographs	FA 4.35:	2nd floor south	2'	

Gov Docs Collections Continued					
22	Reports of General MacArthur	D 114.2:	2nd floor south	3'	
23	WWII Series, all branches	D 114.7:	2nd floor south	27'	
24	Naval Documents of American Revolution	D 207.12:	2nd floor south	2'	
25	Documents of an Emerging Nation	AE 1.114/3:	2nd floor south	3'	
26	Naval War College International Studies	D 208.207:		6'	
27	Hearings of the Civil Rights Commission	CR 1.2:	2nd floor south	9'	mostly paperback
28	Foreign Relations of the United States	S 1.1:	2nd floor south	90'	
29	Public Papers of the Presidents	AE 2.114:	2nd floor south	24'	
30	Oklahoma Administrative Code	KFO 1235	2nd floor south, Docs reference	6'	In 3-ring binders
31	Code of Federal Regulations	KF 70	2nd floor south, Docs reference	24'	Hardback first, then paperback
32	Oklahoma Statues (Current)	KFO 1230	2nd floor south, Docs reference	3'	

Gov Docs Collections Continued				
33	Monthly Catalog of Government Publications	GP 3.6:	2nd floor south	12' books, 12' film
34	Census	C 3.223	2nd floor south	84' film first, hardback second

Rest of collection can be replaced with online editions, requests to national needs and offers lists, and supplements from ODL.

### Salvage Priorities-Serials Collections

Priority	Call Number	Location	Size of Collection	Special Notes
1 Vendor licenses and renewal agreements		4th floor north office area, in front of center office	three three-ring binders (two white, one black)	
2 American Popular Culture Series microfilm	AP2.A6	4th floor southeast	2 1/2 shelves 48 boxes 6' 7 1/2" length	
3 Current Digest of the post Soviet Press microfilm	D839.C87	4th floor southeast	8 1/2 shelves 165 boxes 23'9 1/2" length	
4 Index to the Current Digest of the Post-Soviet Press microfilm		behind Periodicals desk	six 8.5 x 11" spiral or regular bound books	
5 Herstory microfilm	HQ1180.H4	4th floor south	4 1/2 shelves 90 boxes 12'8" length	
6 Index to Herstory microfilm		behind Periodicals desk	2 table-of-contents lists and 2 supplements	
7 Little Magazine Series 1910-1940 microfiche	PN4878.3.L5		1 shelf 31 microfiche holders 1' length	
8 Early British Periodicals General microfilm	PR1.B7	4th floor south	43 shelves 902 boxes	
9 Indexes to Early British Periodicals General microfilm		behind Periodicals desk	two 8.5x11" books and 36 half-size, staple-bound pamphlets	
10 Early British Periodicals Literary microfilm	PR1.B75	4th floor south	1 1/2 shelves 31 boxes 4'8" length	

<b>Serials Collections Continued</b>				
11	Indexes to Early British Periodicals Literary microfilm		behind Periodicals desk	16 half-size, staple-bound pamphlets
12	English Literary Periodicals	PR1.E5	4th floor south	46 ¼ shelves 968 boxes
13	LAC microfiche (Library of American Civilization)		4th floor southwest	13 drawers in 2 file cabinets
14	Indexes for LAC	Z1236.L5 1971	4th floor southwest center, second range from left	4 books (one each: Author Catalog, Subject Catalog, Title Catalog, and Biblio-Guide Index)
15	LEL microfiche (Library of English Literature)		4th floor southwest	7 drawers in 2 file cabinets
16	Indexes for LEL	Z2011.L73	4th floor southwest center, second range from left	4 books (one each: Author Catalog, Title Catalog, Beginning-1660, and 1660-1784)
17	Underground Newspaper Collection		4th floor north east, 2nd range	21 ¼ shelves 446 boxes
18	Indexes for Underground Newspaper collection		behind Periodicals desk	seven 8.5x11" books

## Salvage Priorities-Multimedia Collections

Priority	Call Number	Location	Size of Collection	Special Notes
1 Scores	M1-M5000	4th floor south		Rare and obscure composers and/or pieces first... (if you've heard of them, probably not the first to be salvaged)
2 L'Opera Francais (French Opera) Collected Works	M2 C544	4th floor south	4'	Parts of collected works could...
3 Brahms Collected Works	M3 B8	4th floor south	18"	...be replaceable. Other parts...
4 Bach Collected Works	M3 B1133	4th floor south	5'	...are out of print. Some...
5 Chopin Collected Works	M3 C55	4th floor south	9"	...collected works are being...
6 Gesualdo Collected Works	M3 G478	4th floor south	3"	...added to continuously as new...
7 Janequin Collected Works	M3 J377	4th floor south	4"	...volumes are added to the set.
8 Di Lasso Collected Works	M3 L377	4th floor south	14"	
9 Phillippe De Monte Collected Works	M3 M658	4th floor south	12"	
10 Monteverdi Collected Works	M3 M668	4th floor south	12"	
11 Mozart Collected Works	M3 M896	4th floor south	11'	
12 Obrecht Collected Works	M3 O28	4th floor south	9"	
13 Strauss Collected Works	M3 S915	4th floor south	16"	

Multimedia Collections Continued					
14	Dance Videos (DVDs and VHS)	GV1500 - GV1800	4th floor south	15'	Dance uses primarily visual media for instruction purposes. Many dance videos are not available on DVD and may be out of print. Most dance media costs \$100-300 per item.
15	Jazz LPs	M1350 - M1366	4th floor south	8'	