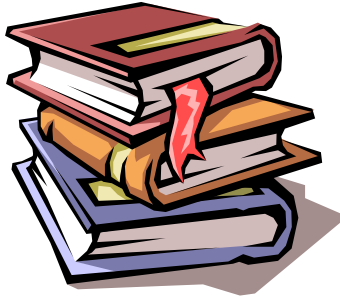


EMPLOYEE EMERGENCY PROCEDURES (EEP)

IN CASE OF **EMERGENCY CALL:**

Security Emergency	Police, then Lib. Security	9-911, then *11
Facility Emergency (Day)	Univ. Librarian's Office	3-0790
Facility Emergency (Night)	Campus Police	9-911



INTRODUCTION TO THE EMPLOYEE EMERGENCY PROCEDURES (EEP)

This booklet provides an overview of some types of emergencies that we might face at the University Library. It is not a comprehensive handbook; however, it is designed to assist you as an employee in understanding what to expect and how to respond initially. In any situation, the most important things to remember are that there is no substitute for remaining calm and using common sense.

- In the event of a library emergency closure, please call the University Librarian's Office at 217/333-0790 for current information on the status of closings and re-openings.
- For **Medical** and **Fire** emergencies, call **9-911**.
- For any emergencies that are a threat to personal safety (e.g., bomb threat, explosion, etc...), call **9-911** then call Library Security at *11 and notify the University Librarian's Office at 3-0790.
- If unable to reach the University Librarian's Office, contact the Business Office at 3-5481.
- For **non-emergency** facilities-related issues, send any pertinent information to: libfacilities@cliff.library.uiuc.edu.

∞ INTRODUCTION