

Library Collections Disaster Procedures

FLOOD - EARTHQUAKE - COLLAPSE

Your Safety is First!

- Evacuation, fire, medical and other 911 emergencies take precedence over collections. See the UW "Emergency Procedures" poster →
- Do **NOT** enter a damaged area without clearance from fire or safety officials.



Make These Phone Calls

1. Building Damage

Building Coordinator: _____ Phone: _____ (office/pager)

Libraries Facilities: Phone **206-543-2009** (office, admin staff can page)

After Hours UW Facilities Services: **206-685-1900** (after hours dispatched thru UW Police)

2. Collection Damage

Library Collections Disaster Team - call until one is reached.

After Hours (pager) 206-314-7333 *text or leave 10-digit call back phone number*

Stephanie Lamson 206-543-4890

Kathryn Leonard 206-543-2273

Linda Ambre 206-543-1763

Chelle Batchelor 206-543-1832

Siôn Romaine 206-543-7014

Ariel Altaras 206-543-1837

3. Administration

Unit Head: _____ Phone: _____

Libraries Administration: **206-543-1760**

Water Leak or Flood

Limit Damage

- Get water stopped
- Make appropriate phone calls and get help (see Building Damage numbers above)
- Remove materials from water path
- Cover collections with plastic (see locations below)
- Remove standing water

Water Disaster Supplies Locations

Sheet Plastic: _____

Mop and Pail: _____

Wet-vacuum: _____

DO NOT

- open or close books
- separate single sheets
- press wet books
- remove book covers
- disturb wet file boxes, prints, drawings or photographs