EMERGENCIES:
NEEDS IMMEDIATE ATTENTION; TAKES PRIORITY OVER ALL ELSE

Consult the emergency manual for exact instructions.

Copies of the Emergency Manual for the Law Library are kept in various places, including the Reference Desk and the Circulation Desk. Be sure to refer to it when an emergency occurs. Each manual is in a red binder labeled Emergency Manual. ALL DESK STAFF MUST LOCATE AND READ THIS MANUAL DURING THE FIRST WEEK OF WORK.

Call Safety (3-1131) when anything occurs that threatens the well being of the building, the collection or any of the occupants of the building. Call when there is a suspicious occurrence of any nature; you don’t have to wait for something to go wrong to call!

If there is an immediate problem that should be brought to the attention of an administrator, or if Safety requires an “OK” before proceeding, call a department head or the director, i.e. Barbara Vaccaro, Bobbie Snow or Margaret Leary. Call information or check the Ann Arbor phone book for home numbers of anyone above, or check rolodex at Reference Desk or Circulation Desk.

- Learn where the one in your department is kept; be familiar with arrangement
- Organization:
  1. Instructions for calling 911 and 3-1131 (Campus security) (pink)
  2. Specific situations for a variety of emergencies. (yellow)

A. Life threatening danger

B. Fire (Yellow tab: Fire systems and procedures)

C. Water leaks (Yellow tab: Leaks)

D. Tornado Warning/Severe weather (Yellow tab: Tornado/Weather Warning)

E. Bomb Threats: (Yellow tab: Bomb threats)

F. Power Outages: (Yellow tab: Power outage)