

Emergency Response Plan in the Event of a Utility Failure*

Endorsed by Leadership Council on March 4, 2015

Depending on the time of the utility failure, the following procedures should be followed:

A) Power is out at scheduled opening time:

Monday – Friday (plus expected outage on Saturday and/or Sunday): The building will not be opened and “Building Closed Due to Power Outage” signs will be posted on all entry doors while a decision is sought from supervisors and/or Library Facilities. Library Administration will determine whether employees should report to work.

Saturday – Sunday (unexpected): The building will not be opened and “Building Closed Due to Power Outage” signs will be posted on all entry doors if possible. Onsite Circulation Coordinator/GML Operations Manager or Head of Access Services/Head of GML will determine whether employees will be released to go home. If a clear determination is not possible, Library Administration will be consulted for a decision.

B) Power is disrupted during daylight hours:

Equipment will be turned off and users relocated to light/safe areas.

C) Power is disrupted after dark and remains disrupted for more than one hour or power is disrupted after dark within one hour of closing time:

Before 7pm: The library will close and appropriate signage will be posted. A verbal evacuation of all floors will take place. Library users will be informed to take their belongings with them. Library Administration will determine whether employees will be released to go home.

After 7pm: The library will close and appropriate signage will be posted. A verbal evacuation of all floors will take place. Library users will be informed to take their belongings with them. Onsite Circulation Coordinator/GML Operations Manager or Head of Access Services/Head of GML will determine whether employees will be released to go home. If a clear determination is not possible, Library Administration will be consulted for a decision.

Communication Plan

In the event of a utility failure:

- Library IT will send liball emails keeping everyone up-to-date as to the status of technology-related services.
- Head of Access Services/Head of GML will send liball email if utility failure results in the closure(s) of buildings.
- Head of Access Services/Head of GML will send email to AULs and University Librarian if utility failure results in employees being released to go home.

*To be used in conjunction with the information provided on the UCI Procedures Flip Chart.