

# **EMERGENCY MANUAL**

**W.D McIntyre Library  
University of Wisconsin-Eau Claire  
Eau Claire, Wisconsin 54702**

Prepared by:

Library Emergency Committee

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## INTRODUCTION

The W.D. McIntyre Library Emergency Manual should be consulted whenever a question arises regarding emergencies and what to do about them. During normal hours, questions about proper procedures should be referred to the Library Director's Office (x36-3715). During evenings or weekends, contact the Circulation Supervisor (x36-3856).

After an emergency has been resolved, the staff member in charge should write a brief summary of the incident and submit it to the Director or the Director's designee as soon as possible. If your supervisor was not present, report the incident to them as soon as possible. All emergencies have been classified as listed in the Table of Contents. Reports of incidents should be made on the Incident Report Form available in the Library Office, the Circulation Desk or online at the following URL address:

<http://www.uwec.edu/Library/aboutus/emergency.htm>

### NOTE:

1. The EMERGENCY MANUAL should be kept in a prominent location.
2. The EMERGENCY MANUAL can be found on the library's website at the following URL address:  
<http://www.uwec.edu/Library/aboutus/emergency.htm>
3. All library staff should become thoroughly familiar with the emergency procedures, preventive measures, location and function of equipment, etc., described in this manual.
4. The EMERGENCY MANUAL should be part of every student's training program.
5. Promptly file updates into the manual.

## EMERGENCY PHONE NUMBERS

### Emergencies

#### 9-911:

This is the Eau Claire Police/Emergency Department. There will be a seven to eight second delay before you are connected so you will need to stay on the line. If they feel that it is not a true emergency, they will tell you to call back on their non-emergency number so the 911 line can remain open. Emergencies can be reported in the following situations:

- Person in need of medical attention
- Report a fire, smoke, or a possible fire
- Report a crime in progress
- Report a traffic accident with personal injury
- Report a bomb threat, downed power line, or other life threatening situations
- Other emergencies

(Emergency phone numbers continued on next page)

## **EMERGENCY PHONE NUMBERS (continued)**

### **Non-Emergencies**

#### **36-2222:**

This phone number is for University Police and can be reached during business hours- 7:45 am to 4:30 pm. This number should be used in the following situations:

- Report a crime that is not in progress
- Report patron stuck in elevator
- Report a non-injury accident
- General University Police Office business

#### **9-577-9045:**

This is for non-emergency service-type requests and calls a squad car cellular telephone. If the officer isn't in the car, you will reach a voice mailbox. Leave your message and a pager will signal the officer to listen to your message.

Contact the cellular phone in the following situations:

- Report a facility malfunction that requires a maintenance person
- Car lockouts
- Other routine service requests

#### **9-839-4972:**

This is the Eau Claire Communication Center (University Police) non-emergency telephone number and should be used for non-emergencies that occur after business hours. They can also radio an officer directly.

This service should be used in the following situations:

- Report suspicious circumstances
- Report urgent situations which require prompt police response

## **FIRST AID, CPR, AND AED LOCATION AND INFORMATION**

First Aid Kits are located at:

- The circulation desk (in a drawer next to the opening to the reference area)
- Staff Lounge in the basement, on top of the refrigerator
- The Library Conference room- room 3020, in the cupboard above the sink
- Library office on third floor
- The Special Collections office on the fifth floor

Clean-up kits for blood and other infectious materials are located at the circulation desk in the drawer next to the desk opening, and in the third floor Library Office.

The AED (automated external defibrillator) is located on first floor, on the east wall, next to the plasma screens.

- An employee that provides emergency care to a victim should be trained in CPR and AED use. This training will conform to the American Heart Association or the American Red Cross CPR and AED standards.
- The campus AED program is coordinated with the Eau Claire EMS. Key elements shared with the local EMS include the location of AED's on the campus, transfer of patient care concerns and the sharing of event data.
- Responsibility for development, coordination, and maintenance of the AED program at UWEC will reside with the Director of Loss Prevention and Safety.

**See page 12 for list of staff trained in First Aid, CPR, and AED.**

## **ANNOUNCEMENTS**

### **Emergency announcements over public address system**

From time to time we receive requests to page individuals who are supposedly studying in the library. The requests may be made via telephone or in person. In handling such requests, the following guidelines may be helpful.

1. As a matter of policy, announcements over the public address system are restricted to genuine emergencies. Such might involve accident, illness, etc.
2. The staff member on duty at the Circulation Desk is authorized to make the decision based on the general policy and application of "common sense." In the event that a staff member is not available at circulation but one is scheduled at Reference, that staff member shall make the decision. As a rule, such decisions should be referred to University Police (x36-2222).
3. If only student assistants are available when a request to page is received, they are responsible for the decision.
4. Calls received in various library units should be transferred to the Circulation Desk (x36-3856).
5. The individuals paged should be asked to report to the Circulation Desk so that we will know if a contact has been made.

(Announcements continued on next page)

## ANNOUNCEMENTS (continued)

### Campus emergency notification service

Students and employees can now take advantage of UW-Eau Claire's new phone and e-mail emergency notification service. The new service will send campus emergency and closure notifications instantly and simultaneously to all registered mobile phones, wireless PDAs, pagers, smartphones, satellite phones, landline phones and e-mail addresses.

**NOTE:** Subscribers to UW-Eau Claire's previous text emergency notification service WILL NOT automatically be signed up for the new service and must register to ensure continued receipt of emergency notifications. Registration for this service is voluntary, and you may opt in or opt out at any time.

Please take a moment to sign up to receive notifications via text, voice and/or e-mail message in the event of a campus emergency or closure. You also may sign up for notifications via Twitter and RSS feed at this time, with additional notification options expected in the near future.

Registration is available online at <https://web.uwec.edu/emergency/signup/>. You will be asked to log in to the secure registration page using your UW-Eau Claire username and password. Once you have logged in, please follow the sign-up directions provided. In addition to your own phone and/or e-mail address, you may register an additional cell phone number and e-mail address (such as those of a parent or spouse).

## **ELEVATOR MALFUNCTIONS**

### *Immediate Action*

#### DAYTIME HOURS 7:30-4:30

1. If someone is trapped in elevator refer to page 7.
2. In other situations such as elevators that fail to respond or doors that won't open or close properly call Facilities Management at 36-3411.
3. Put "out of order" signs on door frame of the elevator on the first floor. (Kept in drawer to the left of the column at the Circulation Desk.)

#### EVENINGS AND WEEKENDS

1. If someone is trapped in elevator refer to page 7.
2. If one elevator is down, place out of order sign on door frame of the elevator on first floor and leave a note for the Circulation Supervisor.
3. If more than one elevator is down
  - a. Determine the amount of traffic in the library, this warrants a call for the repair person to respond quickly.
  - b. If two elevators are down on Saturday (9:00am-5:00pm) or Sunday (11:00 am-9:00pm), then the repair person should be called to come as soon as possible.
  - c. If two elevators are down at any time, the repairperson does not have to come until the next regular work day.
  - d. Call Kone Elevator at 9-1-800-799-0811 and leave a message with the following information:
    - Your name
    - Your location (University Library at UW- Eau Claire, WI.)
    - The problem, including elevator # and floor it is on
    - If the elevators need immediate service or if they can be serviced on the next regular workday.
  - e. Leave a note for the Circulation Supervisor of the problems and the information that has been passed to the elevator company.

## **ELEVATOR ALARM**

### *Immediate Action*

1. Contact University Police (x36-2222 – from 7:30am to 4:30pm). Evenings and weekends, call 9-911.

Give the following information:

- Your name
- The problem: elevator emergency includes elevator number, the floor it is on, and the number of the people inside if known
- Your location (University Library)
- Phone number you are calling from
- Request that an officer be sent to the library immediately.

(Continued on next page)

## **ELEVATOR ALARM (continued)**

### **2. Locate elevator and provide reassurance**

If there are two employees at the circulation desk, one should wait for the UW police officer. When the officer arrives, the employee should inform the officer of the location of the stopped elevator. While waiting, the other employee should try to talk to the people who are trapped and tell them the following:

- The University police have been notified and are on their way
- They are in no immediate danger and must not attempt to get out. Continue to talk with the elevator occupant(s) until the university police arrive. If any of the occupants begin to panic, have them sit on the floor of the elevator and continue to reassure them in a calm matter.

If there is only one employee at the circulation desk and the elevator is on first floor, reassure the occupants as above. If the elevator is not on first floor, if possible send another library employee or a patron to the floor to reassure the occupant(s) as above. Wait at the circulation desk for the officer. When the officer arrives, the employee should inform the officer of the location of the stopped elevator.

### **3. Complete Incident Report form at the following URL address:**

<http://www.uwec.edu/Library/aboutus/emergency.htm>

#### *General Information*

- Always know the status of the stopped elevator:
  - Which elevator car is stopped (the car number is listed on the right corner of each elevator on the 1st floor)
  - The floor the stopped elevator is on
  - The number of people in the stopped elevator
- Being trapped in an elevator during normal elevator stoppages or power failures is not in itself harmful to those who are trapped. However, an attempt at elevator evacuation by untrained persons has the potential to be extremely dangerous.
- If people are trapped in the elevator, **DO NOT** attempt to evacuate the elevator.

## **FIRE ALARM**

### *Immediate Action*

As soon as the alarm sounds, the person in charge of the circulation desk should do the following:

1. Call 9-911, do not assume someone else has, and report the fire alarm has gone off in McIntyre Library on campus.
2. Urge patrons to evacuate the building as you leave the building. Use the emergency exit doors if they are the closest exit. You are not responsible for patrons who refuse to leave. Do not re-enter the building.
3. Meet University Police officer outside Garfield entrance.  
(More information on fire alarm on next page)

## **FIRE ALARM (continued)**

### **For all staff members:**

1. Leave the building through the exit nearest the unit they are in at the time of the alarm.
2. Authoritatively urge patrons to leave. Do not delay evacuation by attempting to persuade reluctant patrons to leave. Report their whereabouts to University Police or Fire Department officers.
3. Assist any handicapped persons to evacuate your area.
4. Make certain that emergency exit doors are opened.
5. Once outside, station yourself near entrances to help prevent people from entering the building. Keep people a safe distance from outside walls.
6. Nights and weekends: Be certain someone is stationed at each main entrance to prevent anyone from entering until the “all clear” is given.
7. For more information, see the Evacuation Procedures section of the Campus Emergency Contingency Plan at the following URL: <http://www.uwec.edu/lps/plans/emergency.htm>

### **NOTE:**

The “all clear” will be given to the library staff by a University Police officer or by the highest-ranking fire official on the scene. At that time, help with the orderly re-entry of the building. “Orderly reentry” means that all persons reentering the main or “new” building must enter through the security gate entrance. Once the incident is taken care of, complete an incident report form.

## **FIRE**

### *Immediate Action*

NOTE: Contact 9-911 first always, even if it is a small fire.

1. Observe smoke or fire
    - a. Pull the nearest fire alarm
    - b. CALL 9-911 (don't assume someone else has)  
Give following information:
      - Location of fire
      - Nature of fire
      - Your name
      - Request them to notify University Police
    - c. Close doors to rooms if possible
    - d. Evacuate building
    - e. If the fire is small enough call 9-911 and use fire extinguisher
    - f. Circulation staff and staff with information meet Campus Police at Garfield entrance
    - g. For more information, find the Emergency Procedures Guide found throughout the library.
- (More information on fire on next page)

## **FIRE (continued)**

2. Smell as if burning
  - a. Call Campus Police from 7:30-4:30 weekdays 36-2222
  - b. Call Communications Center evenings and weekends at 9-839-4972
  - c. Give following information:
    - Your name
    - Problem
    - Location
    - Phone number
3. Complete Incident Report form.

## **POWER OUTAGES**

### *Immediate Action*

#### **1. Safety**

In case of power failure, the first concern of the staff is for the safety of the people in the library. Follow these steps:

- a. Ask everyone to remain where they are. Don't evacuate the building unless notified to do so.
  - b. Locate flashlights, and assign a person to each stairwell to help those in need.
  - c. Check restrooms and elevators.
2. Dial 9-839-4972 and report the failure. Follow their instructions.
    - a. Contact Library Administration (36-3715) during office hours.
    - b. Evacuation - follow these steps:
      - Ask people to leave following the evacuation plan
      - Assign staff to areas without natural light and follow evacuation plan.
      - Be alert for handicapped persons and escort them accordingly.

### *General Information*

#### **1. Emergency Lighting**

Ceiling panel lights should come on within a few seconds of the power failure, if not, notify Library Administration (36-3715).

#### **2. Flashlights**

Located in each department's desk. Make monthly checks to see that they are in working order.

#### **3. Complete Incident Report form.**

## **BOMB THREATS**

### Immediate Action

1. Get maximum information. Keep the caller on the telephone if possible, and WRITE DOWN as much information as you can obtain. Try to find the following:

- Approximate location of the bomb (floor, room, area, etc.)
- What time will the bomb go off?
- What type of bomb is it?
- What is the reason for the bomb being placed in the library?
- Any other information, which might prove useful in determining the location of the bomb or the identity of the caller. Listen especially for background noises from the caller's location, and write down any unusual sounds or noises.

2. Do Not Panic

If you believe that an explosion may occur immediately, announce "Building emergency – please evacuate immediately" over the PA system. A calm and orderly evacuation is preferable. Do NOT pull the fire alarm. An explosive device could be wired to the fire alarm system. If an explosion does not appear imminent, phone campus police and follow their instructions.

3. IMMEDIATELY contact Eau Claire Emergency Center (9-911) and report the following:

- Describe the threat in detail, especially the claimed time of explosion and the exact location.
- Give your name and phone number
- Follow the instructions given to you by the officer on duty.

4. Searching for the bomb

It is not your responsibility to risk your life or that of any other staff member by searching for a bomb. You have the right to refuse the order of a university police officer, or any of the library's staff if asked to search. At an individual's own risk, anyone may volunteer to look for suspicious objects. This may prove very helpful since the library staff can more readily spot unusual circumstances due to their familiarity with the building.

5. Complete Incident Report form.

## **INJURIES OR LIFE-THREATENING MEDICAL EMERGENCIES**

### *Immediate Action*

DO NOT ATTEMPT TO GIVE FIRST AID OR CPR IF YOU HAVE NOT BEEN PROPERLY TRAINED.

1. Unconscious person
  - a. Do not presume death has occurred. Act quickly and bring emergency medical help. Dial 9-911
  - b. Look for a "Medic Alert" tag on the neck, arm, or wallet. This will indicate special medical problems.
  
2. Immediately dial 9-911

*Give the following information:*

  - a. Exact location (University Library, floor, room #).
  - b. Description of the situation.
  - c. Your name and phone number.
  
3. First Aid, CPR, and AED

First Aid, CPR, the AED should be given/used only by a trained person. Trained staff available are:

  - Mary Hable, Cataloging (36-3439)
  - Kong Yang, Circulation (36-5383)
  - John McCrackin, Interlibrary Loan (36-5377)
  - Bryan Vogh, Library Systems (36-4962)
  - Stephanie Wical, Periodicals (36-3508)
  - Brad Gehrke, Research and Instruction (36-5961)
  - Jill Markgraf, Research and Instruction (36-5357)
  - Mary Hayden, Research and Instruction (36-3421)
  - Robin Miller, Research and Instruction (36-3132)
  - Gregory Kocken, Special Collections (36-3873)
  
4. Complete Incident Report form

## **NON- LIFE THREATENING EMERGENCIES**

**1.** If it is obvious that the injury or illness is serious or life threatening, call 9-911 immediately.

- If you question the patron to determine if they can walk to a more private area of the library and they do not feel they can walk, call 9-911 and do not attempt to move the person.
- If you should call 9-911 and after questioning you then determine that the injury or illness is not serious, they will ask you to call them back on their non-emergency line so the 911 line stays open.
- Complete Incident Report form.

**2.** If the library staff is not sure if the illness or injury is serious enough to call 9-911:

- If you question the patron and they feel they can walk to a more private area of the library, assist them to the area.
- If after questioning the patron, you determine that additional help is needed to determine the extent of the illness or injury, call the Communication Center number (9-839-4972). They will ask you for details and then determine if 911 should be called or what the proper procedure should be.
- If the patron feels they just want to contact a friend or relative for assistance or a ride, assist them as much as possible.
- Complete Incident Report form.

## **INFORMATION**

If 9-911 is called, the dispatcher will determine if an ambulance should be sent. If the ambulance is used to transport the patron, then the patron is charged. The patron may refuse to be transported by ambulance even if that is the recommendation of the emergency personnel, but the patron will probably have to sign a waiver.

Anyone rendering emergency care is covered under the “Good Samaritan” law that prevents a “rescuer” from being sued for “wrongdoing”.

First Aid kits are located at the Circulation Desk (in the lower drawer next to the opening that separates Circulation from the Reference area), in the staff lounge in the basement (on top of the refrigerator), in the Conference Room on the third floor (Rm 3020, above the sink), in the Library Office, and in Special Collections on the fifth floor (above the sink in the student workroom).

## **EMERGENCY EXIT ALARM**

### *Immediate Action*

- 1.** When the emergency exit alarm on any of the exits doors is set off and there is no emergency, the circulation staff should turn off the alarm and lock the door with the “exit alarm key” located in the cabinet in the circulation office. Any staff in the vicinity should try to determine who set off the alarm and whether it was intentional or not.
- 2.** If the alarm was set off deliberately, detain the person if possible and call Campus Police (x36-2222). Evenings and weekends, contact the Communication Center (9-938-4972). Following the incident, complete an incident report form.

## **ARMED ROBBERY**

The overriding concern during a robbery attempt is safety. **Take no action that might provoke a violent response.** Do not try to delay or forestall the robbery. Be as calm as possible and do what is asked of you. Do nothing that isn't asked. Do not volunteer information or open drawers you have not been ordered to open.

Comply with demands promptly, being careful not to move or gesture in a way that could be misunderstood as defensive action or the triggering of an alarm. Make a mental note of facial features, stature, and color of clothing that can later be used for identification. Look out windows to try to get direction of travel, description of car, or any other details. Write down details by yourself as soon as possible, noting what was said, weapons used, descriptions, what you handed out, etc. **Please do not discuss the details among witnesses to the robbery.**

When the threat is over, call the Eau Claire Communication Center (9-911) Emergency Number and give them what information you have. **Preserve any evidence.** If a note was given to you, lay it aside with as little handling as possible so that it can later be examined in the state crime lab. If a weapon should be fired, the ejected shell casings may prove invaluable. Post guards in the hallways to prevent loss of evidence if necessary.

**Safety is paramount.** We are not financially responsible for money that is taken. The only accountability we have under these circumstances is the physical well-being of ourselves and those students and visitors who may be present in the office or hallways.

## **PHYSICAL PLANT MALFUNCTIONS**

Any equipment failures must be reported promptly to the maintenance staff at Facilities Management (36-3411).

*Physical Plant Malfunctions include:*

- Water leakage
- Heating, ventilating, or air conditioning failure
- Broken doors, windows, or locks
- Electrical problems, including momentary power outages
- Plumbing, drainage, and flooding problems
- Other failures of equipment which is part of the building

*Immediate Action*

1. Stay out of the area, especially if it is flooded
2. In case of water leaks, cover the affected area with drop cloths. Do not attempt to move damaged materials.
3. Guard the area. Post a staff member or student.
4. Between 7:30 and 4:30 on weekdays call Facilities Management.
5. On weekends and after hours call the Service Center (36-2637).  
In both cases, give the following information:
  - a. Exact location of the problem
  - b. Description of the problem
  - c. Your name and phone number
6. Notify the Library Administration (36-3715) and complete Incident Report Form.

## **SEVERE WEATHER**

### *Immediate Action*

1. If severe weather is observed or Civil Defense sirens sound, listen to the weather radio in room 1013 to get details and instructions.
2. Use P.A. system to inform library patrons of the situation. Use the following announcement:

May I have your attention please. The National Weather Service has issued a [tornado warning] for the [city/county] of Eau Claire until [time].

At this time, we are requesting that all patrons take your belongings and proceed in an orderly manner to the basement. For your safety, please use the stairs and do not use the elevators. Stay away from all windows.

Again, there is a [tornado warning] in effect until [time]. Please move to the basement using only the stairs and remain there until we announce that it is safe to move about the building. Please do not leave the library.
3. Take flashlights(s) with you when going to the lower level. When power goes out, the Lower Level is in darkness. Flashlights are located in each department's desk.
4. Complete Incident Report form.

## **VANDALISM AND OTHER CRIMES**

### *Immediate Action*

- 1.** If a crime such as vandalism or indecent exposure occurs, or if patron is viewing pornography, contact University Police at 36-2222 from 7:30am- 4:30pm. Contact the Communications Center evenings and weekends at 9-839-4972.
- 2.** Complete the Incident Report Form.

## **BUILDING TAKEOVER**

### *Immediate Action*

**1. Keep Calm**

Don't panic, you will only panic others.

**2. Do not defend the library.**

It is not your responsibility to act as a police officer. Resistance may only increase the possibility of destruction and bring bodily harm to staff and patrons.

**3. Contact University Police**

**a.** How many people are there?

**b.** Is there an obvious objective?

**c.** Give your name and phone number of the library.

**4. Notify the Library Administration (36-3715) during office hours.**

Complete Incident Report form.

**5. Talk**

If there appears to be a rational leader, a supervisor should talk to that person in order to learn the purposes of the takeover and any other relevant information. However, if it is a mob acting irrationally, your first responsibility is for your own life and safety; your second responsibility is for the lives and safety of others in the building.

**6. Evacuation Procedures**

If there appears to be any danger to individuals, begin to evacuate the building by asking people to leave. **DO NOT USE** the fire alarm to evacuate the building since this may cause panic in the crowd occupying the building. A discussion with the leader of the takeover may prove useful in effecting a peaceful, orderly evacuation.

**7. Contact Communication Center at 9-839-4972 on weekends.**

Do this if a large crowd gathers, whether the takeover is an actuality or simply appears to be possible.

Give the following information:

**a.** Exact location (University Library, floor, room #)

**b.** Describe the circumstances clearly.

Where are the people?

Is damage being done?

Is the building occupied?

Does the crowd seem rational and organized?

## **LOCKDOWN**

In the event that a high-ranking university administrator (University Chancellor or his/her designee) orders an Emergency Lockdown of the library, please wait for instructions from library staff. Lockdowns are security measures to protect people inside a building from danger and can only be ordered by someone in command. A partial lockdown means that the doors to the library will be locked and people may exit, but not enter or re-enter the building. A full lockdown of the library means that people must stay where they are and may not enter or exit the facility. If people are in hallways of the library, they will be instructed to move to a secure room or office during a full lockdown. An active shooter situation on campus may require a lockdown.

## **DRUG/PSYCHIATRIC PROBLEMS**

### *Immediate Action*

#### **1. Your Behavior**

Stay calm. Be aware of the possibility of violence or unpredictable behavior. Do not argue with the person.

#### **2. Contact University Police at 36-2222, 7:30 am - 4:30 pm. On evenings and weekends call the Communication Center (9-839-4972)**

Give the following information:

- a.** Your name
- b.** The person's symptoms
- c.** The person's location (University Library, floor, room #)
- d.** Your location and number
- e.** Request an officer be sent to the library immediately

#### **3. While waiting for University Police**

- a.** Stay near the person
- b.** Be considerate and understanding
- c.** Keep onlookers away
- d.** Try to talk to the person in a calm, rational manner
- e.** Don't act as if you expect antagonistic behavior

#### **4. Complete Incident Report Form**

### *General Information*

#### **1. Causes**

Psychiatric problems can stem from scholastic pressure to drug abuse. Treat the person as a normal individual.

#### **2. Your Attitude**

You should be considerate and understanding. This lessens the chance of physical harm to both parties. Be very careful.

## **PATRON BEHAVIOR**

- 1.** If a patron reports inappropriate, strange or threatening behavior of another patron, write down the reporting patron's name, address and telephone number. Also ask for a description of the individual in question, their location in the library, and their specific behavior. Record this information as well. Ask the reporting individual to remain in the area.
- 2.** If the situation is serious or life threatening, call 9-911. If the situation is not dangerous, phone University Police 36-2222 (7:30 am – 4:30 pm) or Eau Claire County Communication Center at 9-839-4972 (after 4:30pm) and relay the information you were given. Indicate that the witness or witnesses will be near the Circulation Desk to give the officer(s) any additional information that is helpful. If the patron causing the problem leaves before the police arrive, try to note the direction they go and any other information that could be helpful in locating them.
- 3.** If you are not sure if the behavior described is inappropriate enough to call University Police, contact a supervisor. If a supervisor is not available, contact the University Police, describe the situation and explain that you are not sure if the situation needs their immediate attention or not. They will make the decision based on the information you give them.
- 4.** Complete Incident Report Form.

## **FUMES**

### *Immediate Action*

#### **1. Evacuate the area**

If the presence of toxic fumes is suspected, clear the area of people. If the fumes can be contained within a room, close off area.

**NOTE:** There is no Natural Gas in the library.

If necessary evacuate entire building, following evacuation procedure.

#### **2. Contact Eau Claire Emergency Center (9-839-4972). After normal weekday hours dial 9-911.**

Give the following information:

- a.** Exact location (University Library, floor, room #)
- b.** Describe the situation
- c.** Your name and phone number

#### **3. Notify the Library Administration office (36-3715) during office hours. Complete Incident Report Form later.**

#### **4. Treatment**

- a.** Remove the person showing symptoms from the contaminated area. Refer to section on "Death and Life-Threatening Emergencies."
- b.** Do not attempt to give first aid until you have contacted University Police or trained staff:

*The list of trained staff will be updated soon.*

University Police (36-2222) from 7:30am - 4:30pm on weekdays

**NOTE:** OSHA "Right to Know"/MSDS inquiries should be made to the Library Administration Office (36-3715).

## **ANIMAL BITES**

### *Immediate Action*

**1. Rabies Danger:**

Try to prevent a repeated attack against the victim, others and yourself.  
Do not touch the animal.

**2. Contain the Animal–If safe to do so.**

Try to isolate the animal

**3. Contact University Police (36-2222)**

*Give the following information:*

- a.** Exact location
- b.** Description of the incident including a description of the animal and behavior
- c.** Name of the person bitten
- d.** Name of animal's owner, if known
- e.** Your name and phone number

**4. Notify Library Administration Office (36-3715) and complete Incident Report Form.**

## **INSECT BITES**

### *Immediate Action*

#### **1. Watch for allergic reactions:**

- Difficulty breathing
- Chest pain
- Swelling or blotchy appearance around the bite
- Ask person if they are allergic

#### **2. Contact University Police (36-2222)**

If a reaction is taking place call 9-911

Give the following information:

- a. Exact location (University Library, floor, room#)
- b. Describe the situation
- c. Your name and phone number

#### **3. First Aid**

If it appears to be necessary, refer to section on "Life-threatening Emergencies". **DO NOT ATTEMPT TO GIVE FIRST AID UNTIL YOU HAVE CONTACTED PUBLIC SAFETY OR TRAINED STAFF:**

*The list of trained staff will be updated soon.*

Only give aid if reaction appears to be life threatening

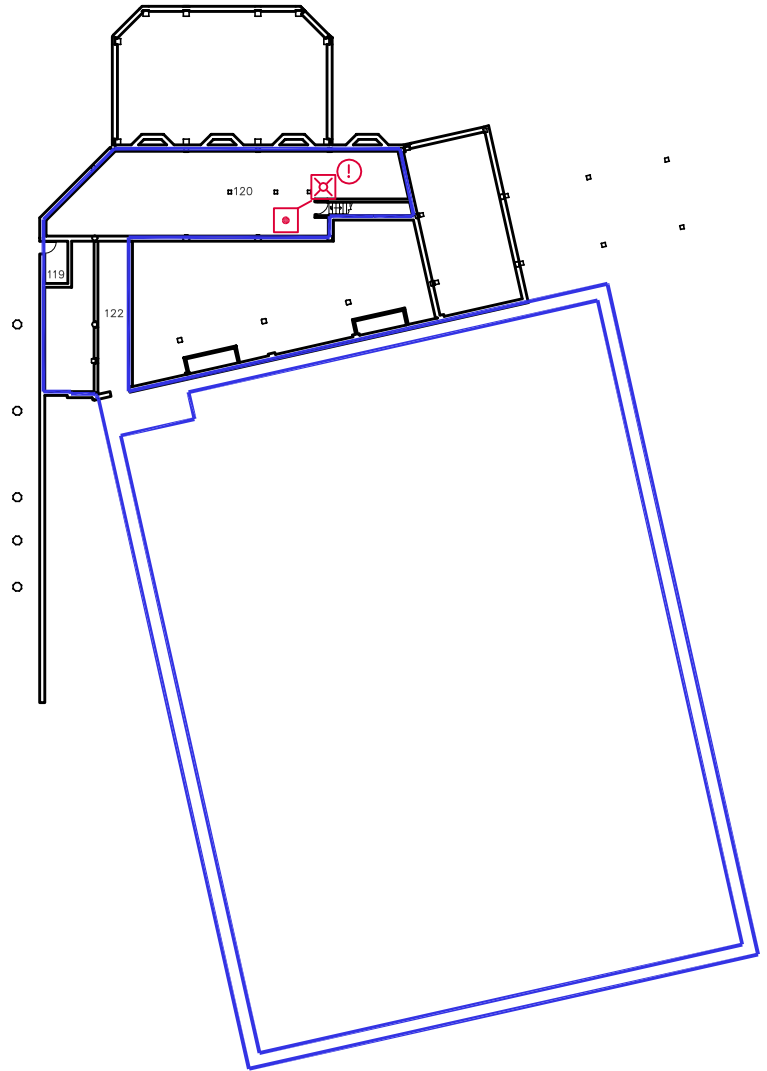
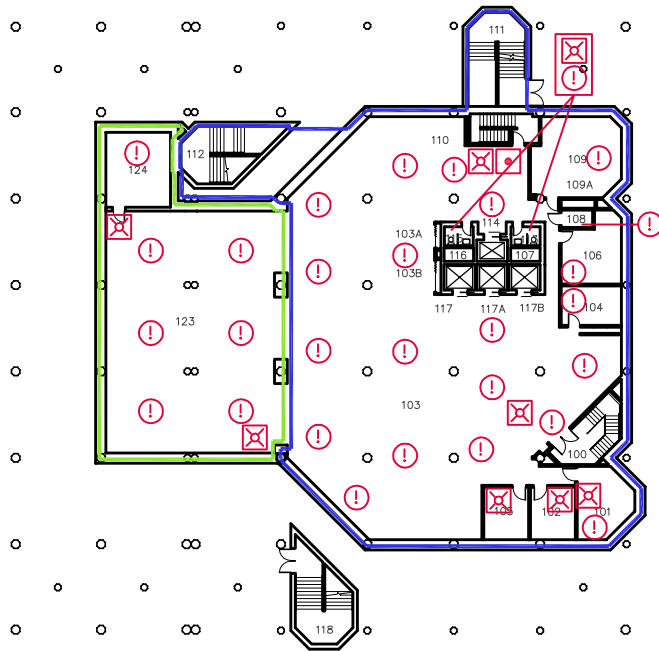
#### **4. Complete Incident Report Form**

### *General Information*









1. Severe reactions may be caused by stings in the mouth or throat tissue, or directly into the bloodstream. The person's throat may be swollen.
2. If a person has been bitten, suggest calling a doctor if there is a concern. Call UWEC Health Services 36-4311, 7:45am- 4:30pm Monday- Friday.

**Incident Report  
McIntyre Library  
University of Wisconsin-Eau Claire**

<b>TO:</b> Director of Libraries	<b>Date of Report:</b>
<b>Report Submitted by: (Name, Unit)</b>	
<b>Date &amp; Time of Incident:</b>	
<b>Place of Incident:</b>	
<b>Nature of Incident:</b>	
<input type="radio"/> Elevator	
<input type="radio"/> Fire / Smoke (actual or alarm)	
<input type="radio"/> Medical	
<input type="radio"/> Power Failure	
<input type="radio"/> Problem Patron	
<input type="radio"/> Theft	
<input type="radio"/> Safety	
<input type="radio"/> Other	
<b>If this incident could have been prevented by action of the Library or the campus authorities, suggest preventative action to be taken:</b>	



**FIRE ALARM SYSTEM KEY**

-  FIRE ALARM CONTROL PANEL
-  FIRE ALARM ANNUNCIATOR PANEL
-  FIRE ALARM PULL
-  SMOKE DETECTOR
-  FLAME/HEAT/THERMAL DETECTOR
-  FIRE ALARM STROBE
-  FIRE ALARM HORN
-  FIRE ALARM HORN & STROBE

DSF Bldg No: 285-0C-0004 ---  
 UW-EC Bldg No: 040 ---  
 Address: 103 Garfield Ave

DSF Bldg No: 285-0C-0004A ---  
 UW-EC Bldg No: 041 ---  
 Address: 103 Garfield Ave

DSF Bldg No: 285-0C-0004B ---  
 UW-EC Bldg No: 042 ---  
 Address: 103 Garfield Ave.  
 Eau Claire WI 54701



1" = 50'-0"

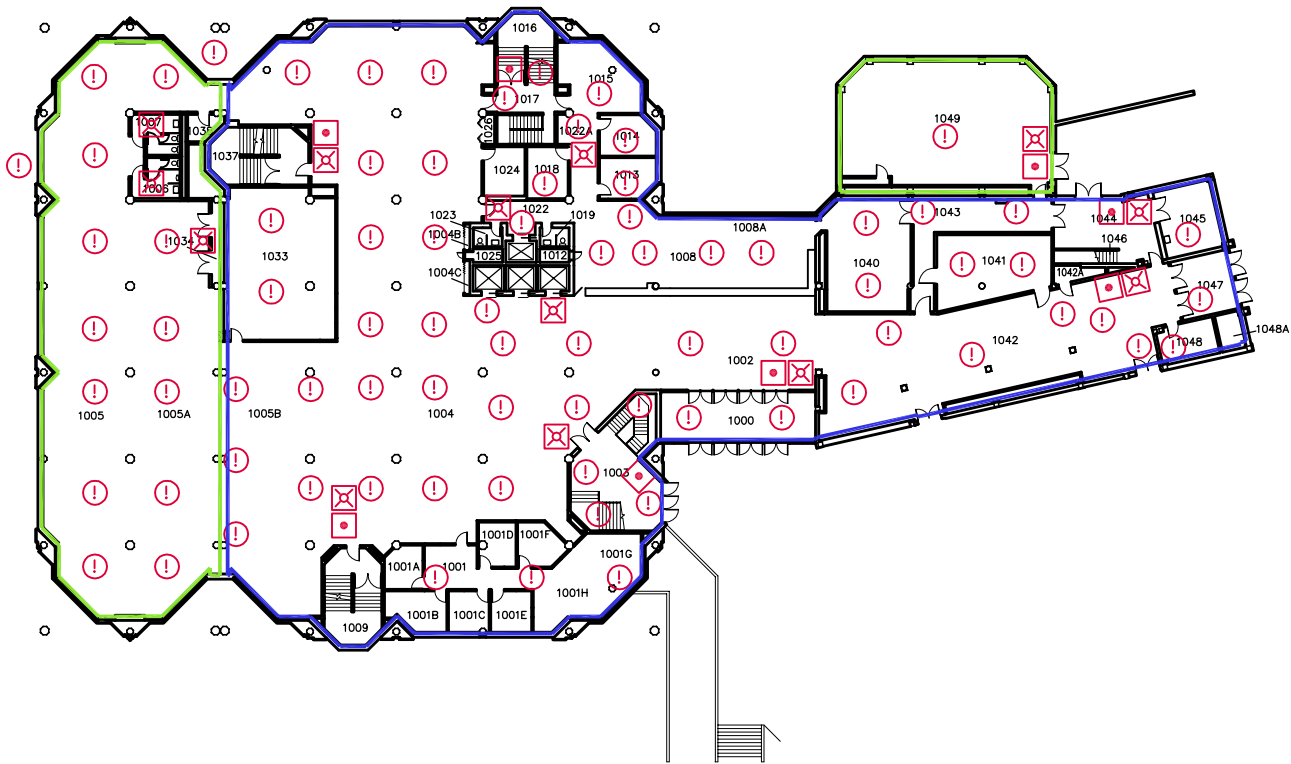


University of Wisconsin-Eau Claire

Facilities Planning

**McIntyre Library  
Lower level Plan**

DATE: Feb 2010
DWG NO: 1



FIRE ALARM SYSTEM KEY	
	FIRE ALARM CONTROL PANEL
	FIRE ALARM ANNUCIATOR PANEL
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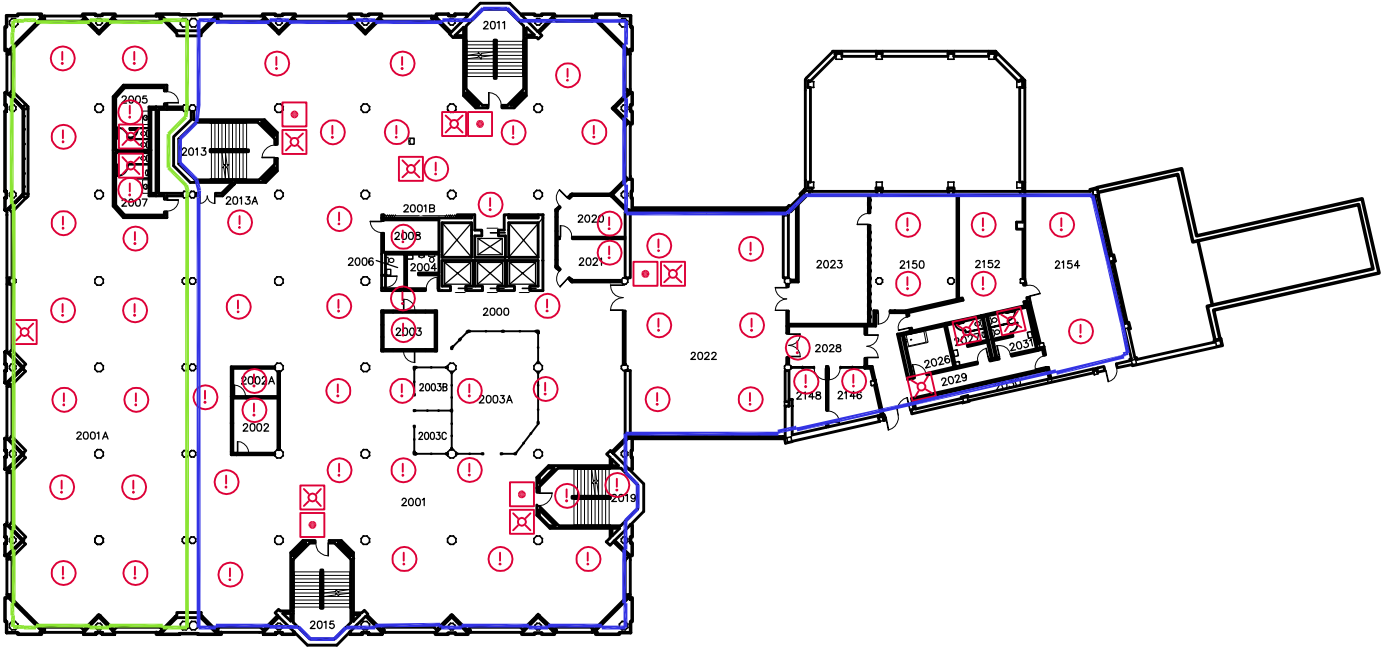
1" = 50'-0"











University of Wisconsin-Eau Claire Facilities Planning


# McIntyre Library First Floor Plan


DATE:	JAN 2010
DWG NO:	2




**FIRE ALARM SYSTEM KEY**


-  FIRE ALARM CONTROL PANEL
-  FIRE ALARM ANNUNCIATOR PANEL
-  FIRE ALARM PULL
-  SMOKE DETECTOR
-  FLAME/HEAT/THERMAL DETECTOR
-  FIRE ALARM STROBE
-  FIRE ALARM HORN
-  FIRE ALARM HORN & STROBE

DSF Bldg No: 285-0C-0004    


UW-EC Bldg No: 040    


Address: 103 Garfield Ave

DSF Bldg No: 285-0C-0004A    

UW-EC Bldg No: 041    

Address: 103 Garfield Ave

DSF Bldg No: 285-0C-0004B    

UW-EC Bldg No: 042    

Address: 103 Garfield Ave.  
Eau Claire WI 54701



1" = 50'-0"



University of Wisconsin-Eau Claire

Facilities Planning

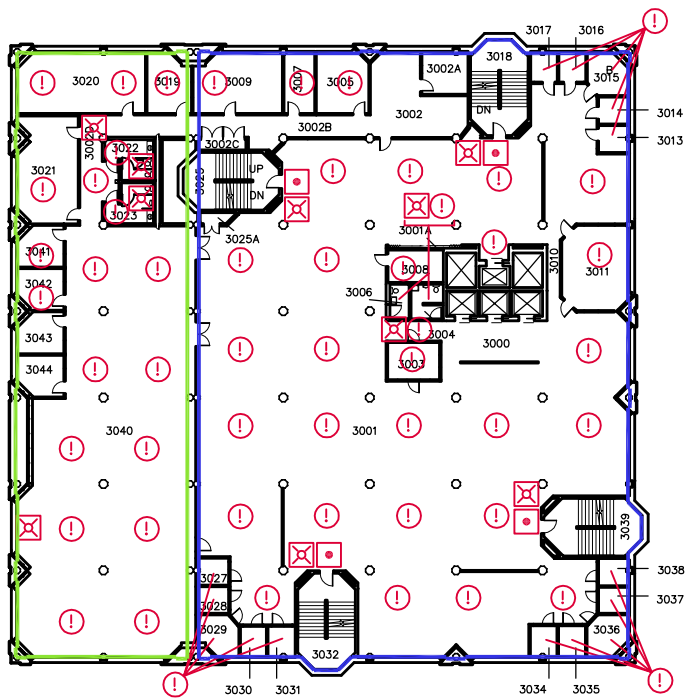
**McIntyre Library  
Second Floor Plan**

DATE:









JAN 2010







DWG NO:

3



**FIRE ALARM SYSTEM KEY**

-  FIRE ALARM CONTROL PANEL
-  FIRE ALARM ANNUCIATOR PANEL
-  FIRE ALARM PULL
-  SMOKE DETECTOR
-  FLAME/HEAT/THERMAL DETECTOR
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- UW-EC Bldg No: 041 
- Address: 103 Garfield Ave
- DSF Bldg No: 285-0C-0004B 
- UW-EC Bldg No: 042 
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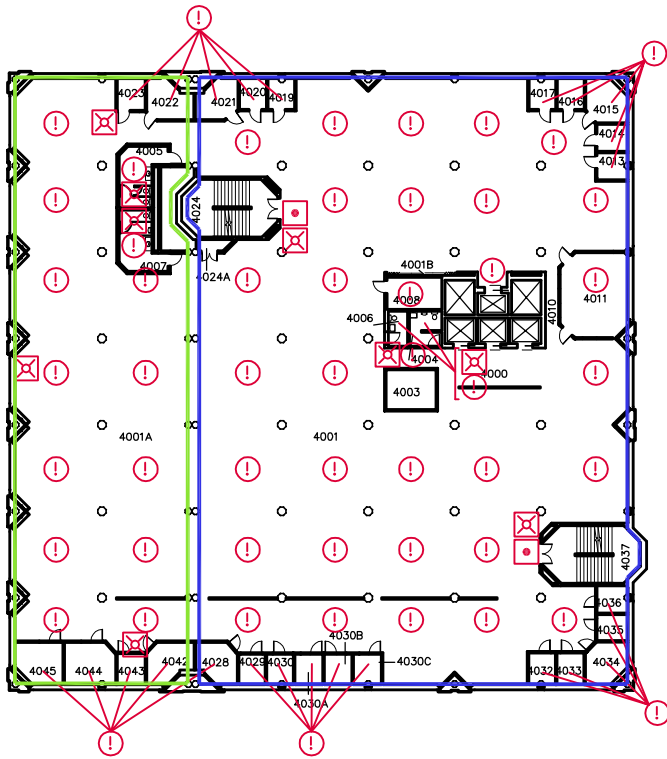
1" = 50'-0"











University of Wisconsin-Eau Claire Facilities Planning













**McIntyre Library  
Third Floor Plan**

DATE: Feb. 2010
DWG NO: 4



**FIRE ALARM SYSTEM KEY**

-  FIRE ALARM CONTROL PANEL
-  FIRE ALARM ANNUNCIATOR PANEL
-  FIRE ALARM PULL
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1" = 50'-0"



University of Wisconsin-Eau Claire

Facilities Planning

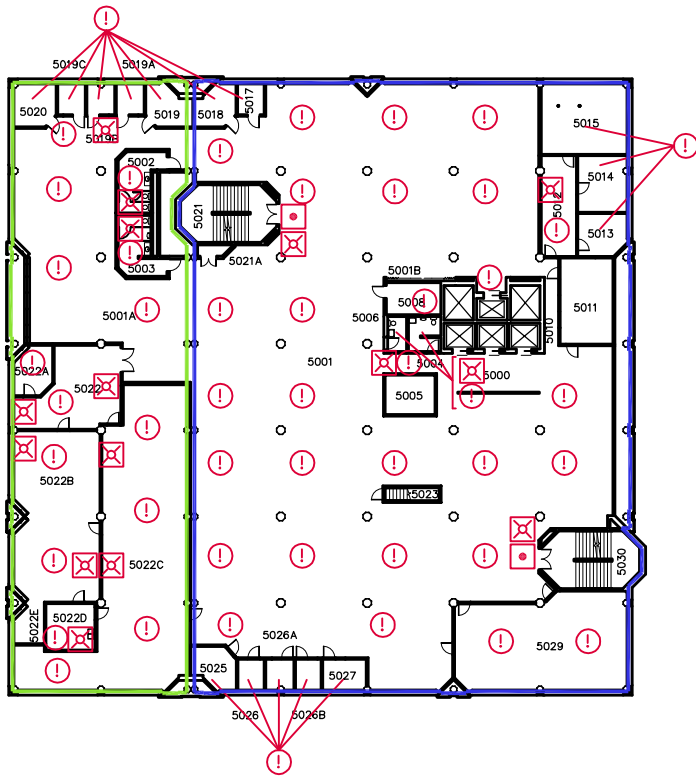
**McIntyre Library  
Fourth Floor Plan**

DATE:









Feb. 2010

DWG NO:

5



**FIRE ALARM SYSTEM KEY**

-  FIRE ALARM CONTROL PANEL
-  FIRE ALARM ANNUNCIATOR PANEL
-  FIRE ALARM PULL
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DSF Bldg No: 285-0C-0004B ---  
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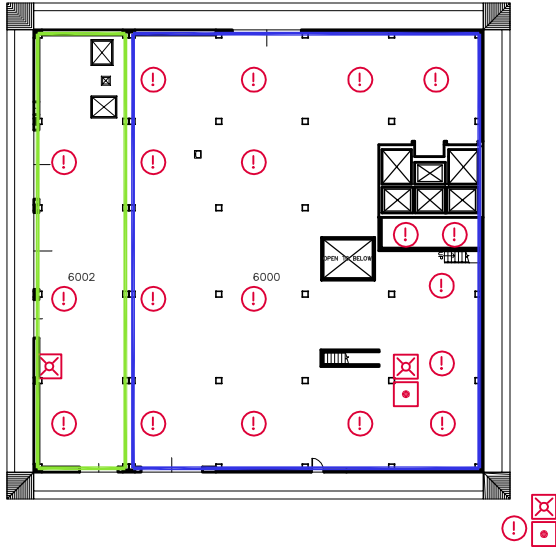


University of Wisconsin-Eau Claire









Facilities Planning



**McIntyre Library  
Fifth Floor Plan**

DATE: Feb. 2010
DWG NO: 6




**FIRE ALARM SYSTEM KEY**

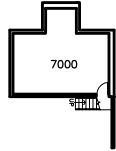
-  FIRE ALARM CONTROL PANEL
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1" = 50'-0"

	University of Wisconsin-Eau Claire	Facilities Planning	DATE: Feb. 2010
	<h2 style="margin: 0;">McIntyre Library Penthouse</h2>		DWG NO: 7



1" = 50'-0"

	University of Wisconsin-Eau Claire	Facilities Planning	DATE: Feb. 2010
	McIntyre Library Seventh Floor		DWG NO: 8