



UNIVERSITY OF
Central Oklahoma

Emergency Operations and Library Materials Recovery Plan

**Max Chambers Library
100 N. University Dr., Box 192
Edmond, OK 73034-5209
(405) 974-3361
(405) 974-3874 fax
<http://library.uco.edu>**

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November 2019**

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Emergency Operations Plan

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Emergency Operations Plan

**Location of
Emergency Operations and Library Materials Recovery Plan**

In Library

1. Information Desk
2. Research & Learning
3. Advancement and Communications
4. Innovation Studio
5. Archives and Special Collections
6. Administrative Office
7. Systems
8. Acquisitions
9. Metadata & Cataloging
10. Stacks Management
11. Interlibrary Loan
12. Serials

In Staff Cars

1. Habib Tabatabai
2. Nicole Willard
3. Carolyn Mahin
4. Beth Jones
5. Deborah Thompson
6. Gray Hale
7. Amber Cannon
8. Aaron Sterba
9. Julie Baker
10. Ben Hardwick
11. Brian Buckley
12. Cory Castoe
13. Charles Melson
14. Carole Sites-Walker

Introduction

Purpose

An effective Emergency Operations Plan is able to identify and define the following:

- Effective preparedness and planning for a crisis
- Effective response during a crisis
- Effective recovery efforts after a crisis

The purpose of this Emergency Operations Plan is to ensure that the Max Chambers Library is prepared for any number of different types of events that could occur. Being situated in Edmond, Oklahoma the University of Central Oklahoma is located in a tornado/severe weather-prone area. However, tornadoes and severe weather are not the only risks to the campus. This plan will also ensure the safety of the guests of the Max Chambers Library as well as provide guidelines for the Max Chambers Library staff to follow before, during, and after the occurrence of an incident.

Scope

This Emergency Operations Plan will apply to all Max Chambers Library staff and visitors. This plan will have jurisdiction over all property and/or grounds owned and/or operated by the Max Chambers Library.

Development of the Plan

This Emergency Operations Plan will be developed by the Emergency Management Coordinator in conjunction with the Max Chambers Library, Safety and Transportation Services, and the City of Edmond Office of Emergency Management.

NIMS Compliance

The Max Chambers Library EOP complies with the National Incident Management System (NIMS), as required by FEMA. The NIMS provides a nationwide template enabling federal, state, local, and tribal governments and private sector nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size or complexity. Use of the NIMS at UCO facilitates the university's ability to communicate and coordinate response actions with other jurisdictions and external emergency response agencies.

Under NIMS compliance, UCO will respond to emergencies using the Incident Command System (ICS). ICS is the model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual departments and agencies as they work towards the common goal of stabilizing an incident and protecting life, property, and the environment. For UCO emergencies, an Incident Command Post will be set up at the scene of the emergency or disaster, which will be run by an Incident Commander. The highest ranking official from the primary responding agency or department on scene will act as the Incident Commander.

Emergency Operations Plan

Definitions of Emergencies

Minor Incident: A minor incident is any situation that can be handled in-house by Max Chambers Library staff. Examples include minor policy violation incidents.

Major Incident: A major incident is any situation that requires the assistance of another campus entity such as Police Services or the Physical Plant. Examples include major policy violations requiring the assistance of UCO Police Services and a major water main break.

Emergency: An emergency is any situation that requires the assistance of an off campus entity such as the Edmond Fire Department or EMSA.

Catastrophic Event: For our purposes a catastrophic event is one in which our entire campus community is affected, specifically the Max Chambers Library. This event could lead to multiple buildings being affected, including but not limited to, the crippling of a building's ability to function and loss of life. An event of this magnitude could disrupt the everyday operations of a department and have long-term negative effects.

Declaration of a State of Emergency: The authority to declare a State of Emergency rests with the President or his/her designated person upon consultation with the appropriate personnel (the Director of the Max Chambers Library in this case). When a state of emergency is declared, Max Chambers Library staff may limit access to the facilities to critical staff.

List of Acronyms

EDMCL.....	Executive Director of the Max Chambers Library
EHS.....	Department of Environmental Health and Safety
EMC.....	University Emergency Management Coordinator
EOP.....	Emergency Operations Plan
FS.....	Facilities Supervisor
MCL.....	Max Chambers Library
PIO.....	Public Information Officer
POC.....	Point of Contact
SCO.....	Student Conduct Officer
STS.....	Safety and Transportation Services
VPAA.....	Vice President for Academic Affairs
VPFO.....	Vice President for Finance & Operations
VPSA.....	Vice President for Student Affairs



Emergency Operations Plan

Max Chambers Library Emergency Contact Numbers

UCO Police Services

- o Calling from campus 2345
- o Calling from off-campus (405) 974-2345
- o Emergency 911

Max Chambers Library

- o Calling from campus 3361
- o Calling from off-campus (405) 974-3361

Max Chambers Library Staff

The following numbers are provided for the Max Chambers Library, Police Services, the Division of Academic Affairs, and the Division of Administration and Finance staff. In case of an emergency please reference the numbers below.

<u>Name</u>	<u>Ext.</u>	<u>Cell</u>
Tabatabai, Habib Executive Director (EDMCL)		

Division of Academic Affairs

Barthell, John Ph.D. Provost and VPAA	3371	
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Division of Administration and Finance

Freeman, Kevin VPFO	2446	
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City of Edmond Emergency Services

City of Edmond Police	911 (emergency)	359-4420 (non-emergency)
City of Edmond Fire	911 (emergency)	359-4308 (non-emergency)
EMSA	911 (emergency)	

Max Chambers Library Staff Responsibilities

Facilities/Maintenance Staff: The Facilities and Maintenance Staff's role will be to provide support to the first responders and the MCL Staff. This support might be in the way of repairs or to provide assistance during the incident. The Facilities and Maintenance Staff will communicate with the EDMCL.

Vice President of Academic Affairs Staff: The Vice President of Academic Affairs Staff *could* provide back up to the MCL Staff in terms of decision-making. The Vice President of Academic Affairs Staff could help with the gathering and disseminating of information.

Vice President for Finance and Operations Staff: The Vice President for Finance and Operations Staff *could* provide back up to the MCL Staff in terms of decision-making. The Vice President for Finance and Operations Staff could help with the gathering and disseminating of information.

Vice President of Student Affairs Staff: The Vice President of Student Affairs Staff *could* provide back up to the MCL Staff in terms of decision-making. The Vice President of Student Affairs Staff could help with the gathering and disseminating of information.

Emergency Operations Plan

Max Chambers Library Occupant and Guest Responsibilities

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

During an incident or an emergency, all Max Chambers Library occupants and guests have a specific role to play that can assist the community (or facility) as a whole. Please refer to the following responsibilities as a Max Chambers Library occupant or guest:

- **Safety**-Please immediately report any suspicious or unusual activity to UCO Police Services or 9-1-1 dispatch center.
- **Emergency Preparedness**-Please take the information and resources provided by the Max Chambers Library staff and on the Max Chambers Library website (<http://library.uco.edu>) seriously. Be proactive about your specific hall's evacuation or tornado shelter plan.
- **Emergency situations**-Please respond to all directives from any Max Chambers Library staff member during an emergency situation.

Max Chambers Library Chain-of-Command in Emergencies

Decisions that affect the Max Chambers Library shall be made by the Executive Director of the Max Chambers Library:

	<u>Ext</u>	<u>Cell</u>
1. Tabatabai, Habib	2865	[REDACTED]

In the absence of the Executive Director, the following Library Directors may be called upon for decision-making purposes:

<u>Disaster Team</u>	<u>Ext</u>	<u>Cell</u>
2. Nicole Willard	2885	[REDACTED]
3. Carolyn Mahin	2595	
4. Beth Jones	2883	
5. Deborah Thompson	2880	

<u>Expanded Disaster Team</u>	<u>Ext</u>	<u>Cell</u>
6. Info. Desk Gray Hale	2875	[REDACTED]
7. R&L Aaron Sterba	2862	
8. Innov. Studio Luci Seem	5161	
9. Administration Julie Baker	2884	
10. Systems Ben Hardwick	2861	
11. M&C Shay Beezley	2918	
12. Stacks Mgmt Cory Castoe	3792	
13. ILL Charles Melson	2876	
14. Serials Carole Sites-Walker	2917	

Safety and Communications Equipment in the Max Chambers Library

Data Storage: The library web server, departmental shares, FTP, and print servers are hosted by OIT and backed up nightly to off-site storage. All other servers are backed up nightly. Archives content is also backed up. 4 weeks of backup RDX cartridges are kept (3 weeks of backup RDX cartridges are kept in the College of Business Server Room). Library Information System (Alma/Primo) is hosted in the cloud and backups are performed according to the vendor's backup and storage plan.

Fire Extinguishers (Red ones are Type ABC – Combination) (know where FE are located on your floor)

Defibrillator (Located on the first floor near the east entrance/exit by the security gates)

Fire Alarm Pull Boxes (at all stairwells on each floor except central stairwell) (know where FAPB are located on your floor)

Smoke and Heat Detectors – located throughout the building

Two Way Radio for Communications Located: Information Desk

Weather radio Located: Information Desk

First Aid Kits Located: Information Desk, R&L, Stacks Management, Innovation Studio and Periodicals

Flashlights Located: Information Desk (3), Archives (2), Stacks Management (1) and Periodicals (1)

Public Address System: Information Desk. However, the public address system can be used from any Library telephone by dialing 1234 and making the announcement.

Bull Horn: Information Desk

Library Basement is Civil Defense Shelter, Tornado Shelter



Emergency Operations Plan

Key Locations and Departments

Emergency Rally Points: Emergency Rally Points will vary depending on the location of the crisis. The following is a list of Emergency Evacuation Areas for the Max Chambers Library:

Field south of West Hall and Buddy's

Information Center: The MCL Disaster Team will determine the location for the primary information center at the time of the crisis.

Volunteer Station: *should volunteers be needed, in conjunction with the Volunteer Center*

UCO Counseling Center: *The Counseling Center and Disability Support Services could provide counseling services and assistance to those affected by the crisis. The UCO Counseling Center is located on the 4th floor of the Nigh University Center. Disability Support Services is located on the 3rd floor of Nigh University Center.*

Safety and Transportation Services: *STS could provide security to affected areas and serve as a secondary Information Center. The Police Services building is located on the west side of parking lot number 27.*

Division of Academic Affairs: *The Office of the Vice President of Academic Affairs could serve as a secondary Information Center. The Office of the Vice President of Academic Affairs is located in room 228 of the Lillard Administration Building.*

Division of Finance and Operations: *The Office of the VPFO could serve as a secondary Information Center. The Office of the Vice President of Finance and Operations is located in room 210F of the Lillard Administration Building.*

Division of Student Affairs: *The Office of the Vice President of Student Affairs could serve as a primary or secondary Information Center. The Office of the Vice President for Student Affairs is located in room 404 of Old North.*



Emergency Operations Plan

Airborne Release

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event of an **Airborne Release** in the Max Chambers Library, please take the following actions:

1. If the release occurs inside of a facility, evacuate the building through the closest exit. Please assist persons with disabilities to evacuate.
 - a. **MCL Staff**-notify MCL offices that "there has been an airborne release inside the building and we need to evacuate the facility". Once outside, MCL staff should ask all occupants and guests to make their way to the appropriate Emergency Rally Point – the field south of West Hall and Buddy's -- and check in with the Point of Contact. The Point of Contact will be the EDMCL (or designee). Be sure to provide assistance to any ADA occupants and guests.
2. Do not use the elevators in the building (*if equipped*). Use of an elevator may pump outdoor air in and out of a building as it travels up and down.
3. Once outside please move to a clear area at least 500 feet away from the affected building and make your way to the appropriate Emergency Rally Point for your building. Keep streets and walkways around the buildings clear for emergency crews and vehicles.

Field south of West Hall and Buddy's

4. Do not return to the evacuated building until given permission by a Max Chambers Library staff member or UCO Police officer.
5. If the airborne release occurs outside of the facility, please instruct all occupants and guests to "please close all windows and doors to the outside and turn off all air conditioning/heating units and fans", and await further instructions from UCO Police Services or Max Chambers Library personnel. Contact Facilities Management at extension 2247 and request they turn off all central air conditioning/heating units to the building.
6. Whether outside or inside of a facility, if the gases begin to bother you, hold a wet cloth or handkerchief over your nose and mouth. Inform a UCO Police officer or Max Chambers Library staff member immediately.

Emergency Operations Plan

Biological or Chemical Threat

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event of a **Biological or Chemical Threat** (or if a suspicious object or package is found) in the Max Chambers Library, please take the following actions:

1. Don't panic!
2. Immediately notify UCO Police Services.
3. Begin evacuating the building if instructed to do so by UCO Police.
4. Do not use the elevators in the building (*if equipped*).
5. Once outside please move to a clear area at least 500 feet away from the building and make your way to the appropriate Emergency Rally Point for the building. Keep streets and walkways around the building clear for emergency crews and vehicles.

Field south of West Hall and Buddy's

6. Do not return to the evacuated building until given permission by a Max Chambers Library staff member or UCO Police officer.

Emergency Operations Plan

Bomb Threat

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event of a **Bomb Threat** in the Max Chambers Library, please take the following actions:

1. Don't panic!
2. Carefully listen to the caller and begin filling out the Bomb Threat Checklist (Attachment #1 – Page 35).
3. Keep the caller on the line as long as possible and ask as many questions from the Bomb Threat Checklist as possible.
4. Using a different telephone, immediately notify:
 - a. UCO Police at 2345
 - b. The EDMCL at 2865
5. Begin evacuating the building if instructed to do so by UCO Police.
6. **DO NOT PULL/SOUND THE BUILDING FIRE ALARMS!**
7. Do not use the elevators in the building (*if equipped*).
8. Once outside please move to a clear area at least 500 feet away from the building and make your way to the appropriate Emergency Rally Point for the building. Keep streets and walkways around the buildings clear for emergency crews and vehicles.

Field south of West Hall and Buddy's

9. Do not return to the evacuated building until given permission by a Max Chambers Library staff member or UCO Police officer.

Emergency Operations Plan

Chemical or Hazardous Material Spill

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event of a **Chemical or Hazardous Material Spill** in the Max Chambers Library, please take the following actions:

1. Immediately notify:
 - a. UCO Police Services at 2345
 - b. EDMCL at 2865
2. When you report the **Chemical or Hazardous Material Spill**, please provide UCO Police the following information:
 - a. Your name
 - b. Name of chemical or hazardous material, if known
 - c. Estimated amount
 - d. Exact location of the spill
 - e. Any injuries that may have occurred as a result of the spill
 - f. Any actions you, or any other staff, may have taken
3. If a chemical or hazardous material comes in contact with a person, please do the following:
 - a. Report this to the UCO Police immediately
 - b. Remove all contaminated clothing
 - c. If a chemical or hazardous material comes in contact with a person's eyes, thoroughly rinse the eyes with water for at least fifteen (15) seconds
 - d. If a chemical or hazardous material comes in contact with a person's skin, thoroughly rinse the person's skin under water for at least fifteen (15) seconds and wash the affected area with soap and water.
4. Vacate and seal off the affected area to prevent further contamination.
5. Begin evacuating the building if instructed to do so by UCO Police. You may pull the building's fire alarms.
6. Once outside please move to a clear area at least 500 feet away from the building and make your way to the appropriate Emergency Rally Point for the building. Keep streets and walkways around the buildings clear for emergency crews and vehicles.

Field south of West Hall and Buddy's

7. Do not return to the evacuated building until given permission by a Max Chambers Library staff member or UCO Police officer.

Emergency Operations Plan

Earthquake

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event of an **Earthquake** on the UCO Campus, please take the following actions:

1. Don't panic!
2. If inside, seek cover immediately in one of the following ways:
 - a. Take cover under a desk, table, or some other heavy piece of furniture
 - b. Brace yourself underneath a doorway in a position where a swinging door cannot harm you
 - c. Move against an interior wall and sit while covering yourself with a pillow, heavy blanket, or similar object
 - d. Be sure to stay away from windows, as the glass may break, and objects that may fall, such as a bookcase
3. If outside, move away from buildings, utility poles, light posts, and other structures.
4. After the initial earthquake, survey the immediate area around you and call UCO Police immediately if there are any injuries. Please be prepared for any associated aftershocks.
5. Report all noticeable damage to Max Chambers Library Facilities and UCO Police, if necessary.
6. Do not use the elevator in your building if so equipped.
7. If there is a noticeable odor of gas, please notify Max Chambers Library, Facilities Management (ext. 2247) and UCO Police immediately.

Emergency Operations Plan

Explosion

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event of an **Explosion** in the Max Chambers Library, please take the following actions:

1. Don't panic!
2. Immediately seek shelter underneath a desk, table, or other heavy piece of furniture.
3. After the effects of the explosion have subsided and you deem it safe to come out from under your shelter, notify UCO Police immediately. Please give your name and location of the explosion to the UCO Police.
4. Begin evacuating the building if instructed to do so by UCO Police by pulling the building fire alarms, if they are in working order.
5. Do not use the elevators in the building (*if equipped*).
6. Once outside please move to a clear area at least 500 feet away from the building and make your way to the appropriate Emergency Rally Point for the building. Keep streets and walkways around the buildings clear for emergency crews and vehicles.

Field south of West Hall and Buddy's

7. Do not return to the evacuated building until given permission by a Max Chambers Library staff member or UCO Police officer.

Fire

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event of a **Fire** in the Max Chambers Library, please take the following actions:

1. Activate the facility's fire alarm by pulling one of the fire alarm pull stations (located at each stairwell on each floor except the central stairwell).
2. *If the fire is small and you have the proper training, use the proper fire extinguisher to combat the fire. Know where fire extinguishers are located on your floor.*
3. Do not endanger yourself and others by trying to combat a fire you are not trained to combat.
4. Evacuate the building through the closest exit. Please assist persons with disabilities to evacuate.
5. Do not use the elevators in the building (*if equipped*).
6. Once outside please move to a clear area at least 500 feet away from the building and make your way to the appropriate Emergency Rally Point for the building. Keep streets and walkways around the buildings clear for emergency crews and vehicles.

Field south of West Hall and Buddy's

7. Do not return to the evacuated building until given permission by a Max Chambers Library staff member or UCO Police officer.

Flash Flood

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event of a **Flash Flood** in the Max Chambers Library, please take the following actions:

1. The EDMCL will receive **Flash Flood** probability information from the EMC early in the morning.
2. When notified by the EDMCL, begin evacuating occupants and guests to the upper floors of the facility.
3. Remain calm until the flooding subsides.
4. Do not return to the evacuated floors until given permission by a Max Chambers Library staff member.

Emergency Operations Plan

Flood or Broken Water Pipe

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event of a **Flood or Broken Water Pipe** in the Max Chambers Library, please take the following actions:

1. Locate the reported **Flood or Broken Water Pipe**.
2. Immediately notify the EDMCL at 2865.
3. Attempt to locate the source of the **Flood or Broken Water Pipe**.
4. If the source is located, attempt to shut off the water supply.
5. **Do not attempt to shut off the water supply if the source is surrounded by electrical devices.**
6. Begin clearing out any furniture or items that may be damaged by the water.

Emergency Operations Plan

Ice Storm

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

Consult the UCO website for all weather-related closing information.

In the event an **Ice Storm** takes place in the Edmond area, please take the following actions:

During Business Hours

1. The EDMCL will receive will receive the information from the EMC.
2. The EDMCL should make as much of their staff aware as possible of the watch.
3. Should an Ice Storm hit during business hours, the Facilities Management will begin spreading salt/sand on the northeast entrance to the building.

After Business Hours

1. The EDMCL will receive the information from the EMC.

Emergency Operations Plan

Infectious Disease Outbreak

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event that of an **Infectious Disease Outbreak**, the OU Physicians Health & Wellness Clinic at UCO, the EDMCL, the President's office, the EVP's office, the VPAA's office, the VPSA's office, UCO Police Services, and the Oklahoma City-County Health Department will be involved. Please take the following actions should an **Infectious Disease or Condition** be reported:

1. Stay calm.
2. Contact UCO Police Services immediately and provide them with the following information:
 - a. Your name
 - b. Your precise location
 - c. Affected occupant's or guest's name, if known
3. Please contact the following:
 - a. UCO Police at 2345
 - b. EDMCL at 2865
4. The OU Physicians Health & Wellness Clinic at UCO will work closely with the Oklahoma City-County Health Department to determine strategies and obtain instructions for UCO to follow.
5. Following consultation the OU Physicians Health & Wellness at UCO, the EDMCL, the President's office, the EVP's office, the VPAA's office, the VPSA's office, UCO Police Services, and the Oklahoma City-County Health Department will provide you with detailed instructions and guidelines related to the specific potential outbreak for the affected building/facility.
6. If the situation requires urgent medical attention, contact UCO Police Services immediately and then contact the EDMCL.



Emergency Operations Plan

Medical Emergency

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event that of a **Medical Emergency**, please take the following actions:

1. Assess the scene for safety concerns.
2. Please be aware of any blood-borne pathogens and take proper precautions.
3. Contact UCO Police Services and 9-1-1 dispatch should the situation require.
4. Please contact the following:
 - a. EDMCL at 2865
 - b. EHS at 2217
5. Ask the occupant or guest what they need and listen.
6. Encourage the occupant or guest to go to the OU Physicians Health & Wellness Clinic at the UCO Wellness Center.
7. If the OU Physicians Health & Wellness Clinic at UCO is not open, encourage the occupant or guest to go to the emergency room.
8. **Max Chambers Library staff should not transport the student/guest to the hospital!**
9. **Max Chambers Library staff should not play doctor and/or offer any medicine to the guest!**
10. Remain with the guest until the appropriate help arrives, if applicable.

Emergency Operations Plan

Natural Gas Leak

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event of a **Natural Gas Leak** in the Max Chambers Library, please take the following actions:

1. Don't panic!
2. Immediately notify:
 - a. UCO Police Services at 2345
 - b. EDMCL at 2865
3. Begin evacuating the building if instructed to do so by UCO Police Services or the EDMCL. **DO NOT pull the building's fire alarms.**
4. Do not turn on any lights or electrical appliances.
5. Once outside please move to a clear area at least 500 feet away from the building and make your way to the appropriate Emergency Rally Point for the building. Keep streets and walkways around the buildings clear for emergency crews and vehicles.

Field south of West Hall and Buddy's

6. Do not return to the evacuated building until given permission by a Max Chambers Library staff member or UCO Police officer.



Emergency Operations Plan

Student/Guest in Distress

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event that a **Student/Guest is in Distress**, please take the following actions:

1. Stay calm.
2. Assess the scene for any safety concerns.
3. Contact UCO Police Services immediately and provide them with the following information:
 - a. Your name
 - b. Your precise location
 - c. Observed behaviors
 - d. Affected student/guest's name, if known
4. Listen to the student/guest. Please remain pleasant, considerate, and understanding. This will alleviate aggravating or upsetting the affected student/guest.
5. Remain with the student/guest until the appropriate help arrives.
6. If another person is available and is able to leave the area, have them meet the UCO Police officer. Have them provide the information listed above to the UCO Police officer.
7. Do not try to confront or restrain the affected student/guest if he/she is violent or agitated.
8. If the affected student/guest tries to leave, note the general direction in which they went. **Do not try to restrain them!**

Emergency Operations Plan

Sexual Assault

UCO Police Services

- o Calling from campus 2345
- o Calling from off-campus (405) 974-2345
- o Emergency 911

Max Chambers Library

- o Calling from campus 3361
- o Calling from off-campus (405) 974-3361

In the event that a student/guest has been **Sexually Assaulted**, please take the following actions:

1. Stay calm.
 2. If the victim has agreed, immediately contact the following:
 - a. UCO Police Services at 2345
 - b. EDMCL at 2865
- And, provide the following information:
- a. Your name
 - b. Your precise location
 - c. Affected victim's name, if known.
3. If another person is available and is able to leave the area, have them meet the EDMCL and/or UCO Police. Have them provide the information listed above to the EDMCL and/or UCO Police.
 4. Listen to the victim. Please remain pleasant, considerate, and understanding. This will alleviate aggravating or upsetting the affected resident.
 5. Ask the victim what they need for you to do for them.
 6. Ask the victim if they would like for you to call UCO Police Services.
 7. **Do not touch the victim!**
 8. Let the victim make all of the decisions.
 9. Keep other passersby away from the scene.
 10. Maintain crowd control to the best of your ability.
 11. Be sure to get help for yourself!

Emergency Operations Plan for Chambers Library

Student/Guest Death

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event of a **Student/guest Death** at the MCL, please take the following actions:

1. Stay calm.
2. Do not touch anything.
3. Close off and seal the immediate area.
4. Immediately contact the following:
 - a. UCO Police Services at 2345
 - b. EDMCL at 2865

Provide the following information:

- a. Your name
 - b. Your precise location
 - c. Affected victim's name, if known
5. Keep other passersby away from the scene.
 6. Maintain crowd control to the best of your ability.
 7. Be sure to get help for yourself!

Emergency Operations Plan for Chambers Library

Suspicious Mail or Package

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event an occupant or guest reports receiving/spotting a **Suspicious Mail or Package** in the Max Chambers Library, please take the following actions:

If the occupant or guest **has not** opened the Suspicious Mail or Package:

1. Contact the following immediately:
 - a. UCO Police Services at 2345
 - b. EDMCL at 2865
2. Do not touch the Suspicious Mail or Package.
3. Isolate the Suspicious Mail or Package immediately by clearing the area.
4. Wash your hands with soap and water and have the reporting occupant or guest do the same.

If the occupant or guest **has** opened the Suspicious Mail or Package:

1. Contact UCO Police Services and the EDMCL immediately.
2. Isolate the Suspicious Mail or Package immediately by clearing the area.
3. Wash your hands with soap and water and have the reporting occupant or guest do the same.
4. If you, or the occupant or guest, develop any unusual symptoms within 2 to 14 days after opening the Suspicious Mail or Package, notify UCO Police Services, the EDMCL, and Mercy Health Clinic at UCO immediately.

Emergency Operations Plan for Chambers Library

Tornado/Severe Weather

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

Consult the UCO website for all weather-related closing information.

The **EMC** will be responsible for monitoring current weather situations and keep in constant communication with the **EDMCL**.

In the case that a **Tornado or Severe Weather** is possible for any given day, the following procedures will go into effect:

1. The MCL Staff will receive the information from the **EDMCL** early in the morning.
2. Once the possibility has been upgraded to a *tornado/severe weather watch*, tornado /severe weather procedures will be followed.

A *tornado/severe weather watch* indicates that conditions are favorable for the development of a tornado or severe weather. Procedures for a tornado/severe weather watch are as follows:

During Business Hours

1. The MCL Staff will receive the information from the **EDMCL** early in the morning.

When the Library is NOT Open for Business

1. The **EMC** will work with Police Services to open the Library basement Tornado Shelter.
2. The EMC will work with Housing to bring students to the Library from dorms as needed.
3. Police Services and Housing staff will clear the basement when the severe weather expires and make sure all Library doors are locked.

*UCO requires the use of Primary shelters. Alternate shelters should only be used under extenuating circumstances.

Emergency Operations Plan for Chambers Library

Tornado/Severe Weather

A **tornado/severe weather warning** indicates that a tornado or severe weather has been sighted/spotted in the immediate area. Procedures for a tornado/severe weather warning are as follows:

1. UCO Police Services will unlock all shelters when a warning is issued to the immediate Greater Oklahoma City area.
2. The City of Edmond will activate the tornado warning sirens when a warning has been issued for Edmond.
3. Once you hear the tornado warning sirens or are notified by a Max Chambers Library Staff member, proceed to inform occupants of your area to make their way to the appropriate shelter, or alternative shelter, for the building:

Basement of the MCL

4. The Max Chambers Library does have alternative shelters within the building. Restrooms on the First Floor.
5. UCO Primary Tornado Shelter Map (Attachment 3)

When the Library is NOT Open for Business

4. The **EMC** will work with Police Services to open the Library basement Tornado Shelter.
5. The EMC will work with Housing to bring students to the Library from dorms as needed.
6. Police Services and Housing staff will clear the basement when the severe weather expires and make sure all Library doors are locked.

*UCO requires the use of Primary shelters. Alternate shelters should only be used under extenuating circumstances.

Emergency Operations Plan for Chambers Library

Weapon Found or Noticed

UCO Police Services

- Calling from campus 2345
- Calling from off-campus (405) 974-2345
- Emergency 911

Max Chambers Library

- Calling from campus 3361
- Calling from off-campus (405) 974-3361

In the event that you find or see a **Weapon** in the Max Chambers Library, please take the following actions:

1. Don't panic and remove yourself from the immediate area!
2. Immediately notify:
 - a. UCO Police Services at 2345
 - b. **EDMCL** at 2865
3. Follow any instructions given to you by UCO Police.
4. Do not pick up the weapon or try to take the weapon away from the person that is carrying it.

Emergency Operations Plan for Chambers Library

Attachment 1: Bomb Threat Checklist**Crisis Response Plan****General Policy:**

All bomb threats should be taken seriously and cannot be considered a prank or hoax call to be dismissed by a hit-or-miss search of a building. The incidents of today require that every threat be treated as actual until proven otherwise. Below is a bomb threat checklist, to be filled out if and when a bomb threat is called in to a front desk or an individual.

BOMB THREAT CHECKLIST (To be used to record information pertaining to a bomb threat)

Phone Ext. _____ Time call received: _____ Date: _____

Exact words of Caller's Threat:

Calmly, after caller pauses, ask as many as possible of the following questions. Most bomb threats are so short, that it may not be possible to conduct this entire procedure. Just ask what you can. It is very important that you remember as much about the call as possible. In all cases contact UCO Police Services at *2345.

After the caller hangs up, immediately get a dial tone and dial *57. By using *57 the phone company can trace the last call received from your phone. You will hear a recording letting you know that your call has successfully been traced and you will be given a 1-800 number. Write the number down and hang up. Call UCO Police Services from another phone.

QUESTIONS TO ASK THE CALLER:

1. When is the bomb going to explode? _____
2. Where is the bomb exactly? _____
3. What kind of bomb is it? _____
4. What sets it off? _____
5. What does it look like? _____
6. What is it supposed to destroy? _____
7. Why did you place the bomb? _____
8. If you didn't, who did? _____

DESCRIPTION OF CALLER'S VOICE:

Sex: M F Age: _____ Accent: Y N _____

CALLER'S VOICE CHARACTERISTICS:

Rational tone of voice? Y N Did the caller seem upset? Y N

Choose as many as applicable:

Calm Nasal Soft Angry Stutter Loud Excited Lisp Laughter
Slow Rasp Crying
Rapid Deep Distinct
Normal Slurred Whispered
Ragged Clearing Throat Crackling
Disguised Accent Deep Breathing

Was the voice familiar? (explain)

CALLER'S LANGUAGE (choose as many as applicable):

Well Spoken (Educated) Incoherent Foul Taped Read Irrational
Rehearsed

BACKGROUND SOUNDS (choose as many as applicable):

Street Noises Machinery Voices Crockery Clear P A System Static Animal Noises Music
House Noises Local Long Distance
Motor Office Noises Booth Other

Other Background Noises (list):

Time Caller Hung Up: _____

Remarks:

Name, address, phone number of recipient:

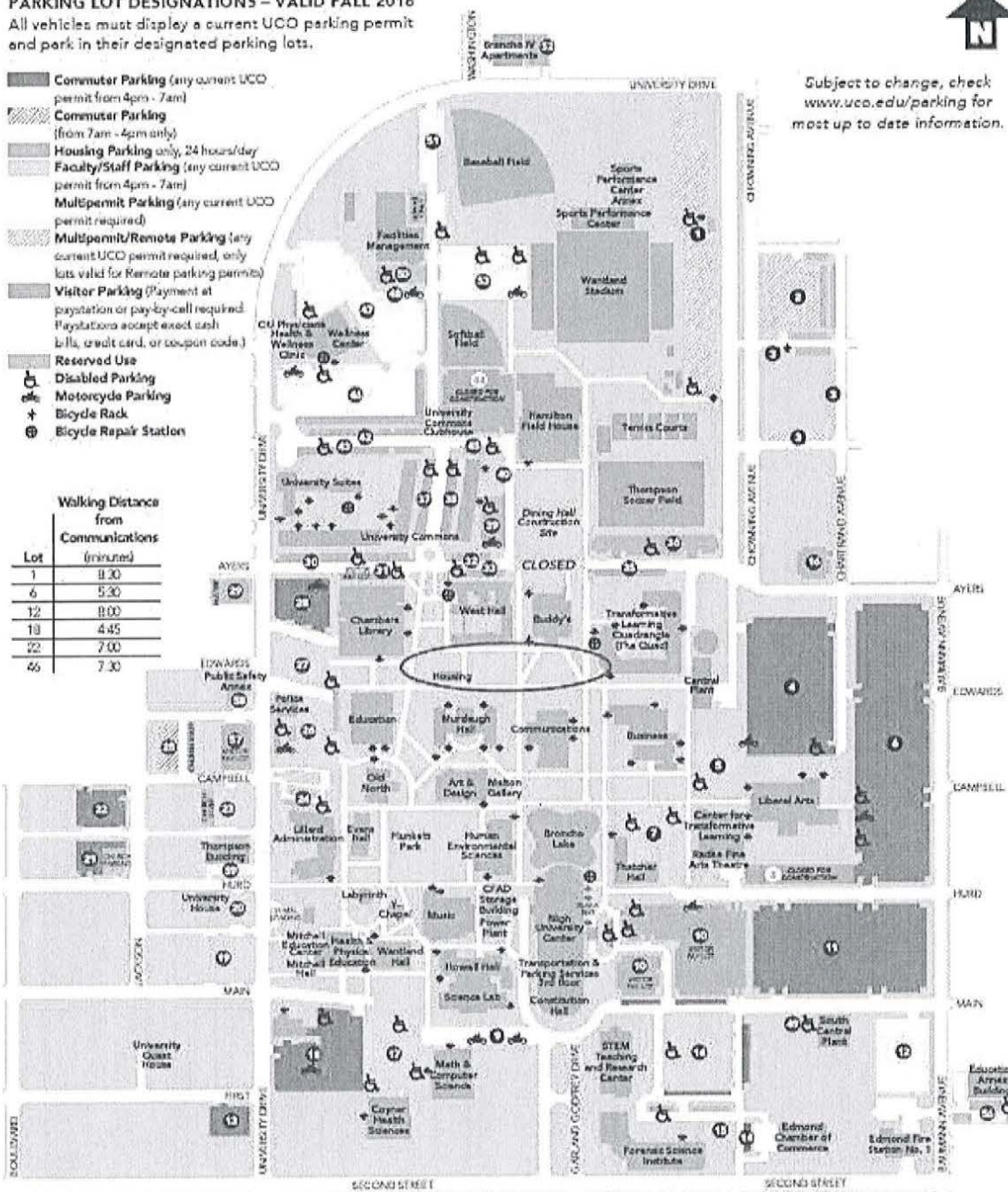
Attachment 2: Library Emergency Rally Point

PARKING LOT DESIGNATIONS – VALID FALL 2018

All vehicles must display a current UCO parking permit and park in their designated parking lots.


-  **Commuter Parking** (any current UCO permit from 4pm - 7am)
-  **Commuter Parking** (from 7am - 4pm only)
-  **Housing Parking** only, 24 hours/day
-  **Faculty/Staff Parking** (any current UCO permit from 4pm - 7am)
-  **Multipermit Parking** (any current UCO permit required)
-  **Multipermit/Remote Parking** (any current UCO permit required, only lots valid for Remote parking permits)
-  **Visitor Parking** (Payment at paystation or pay-by-call required. Paystations accept exact cash bills, credit card, or coupon code.)
-  **Reserved Use**
-  **Disabled Parking**
-  **Motorcycle Parking**
-  **Bicycle Rack**
-  **Bicycle Repair Station**

Lot	Walking Distance from Communications (minutes)
1	8:30
6	5:30
12	8:00
18	4:45
22	7:00
46	7:30



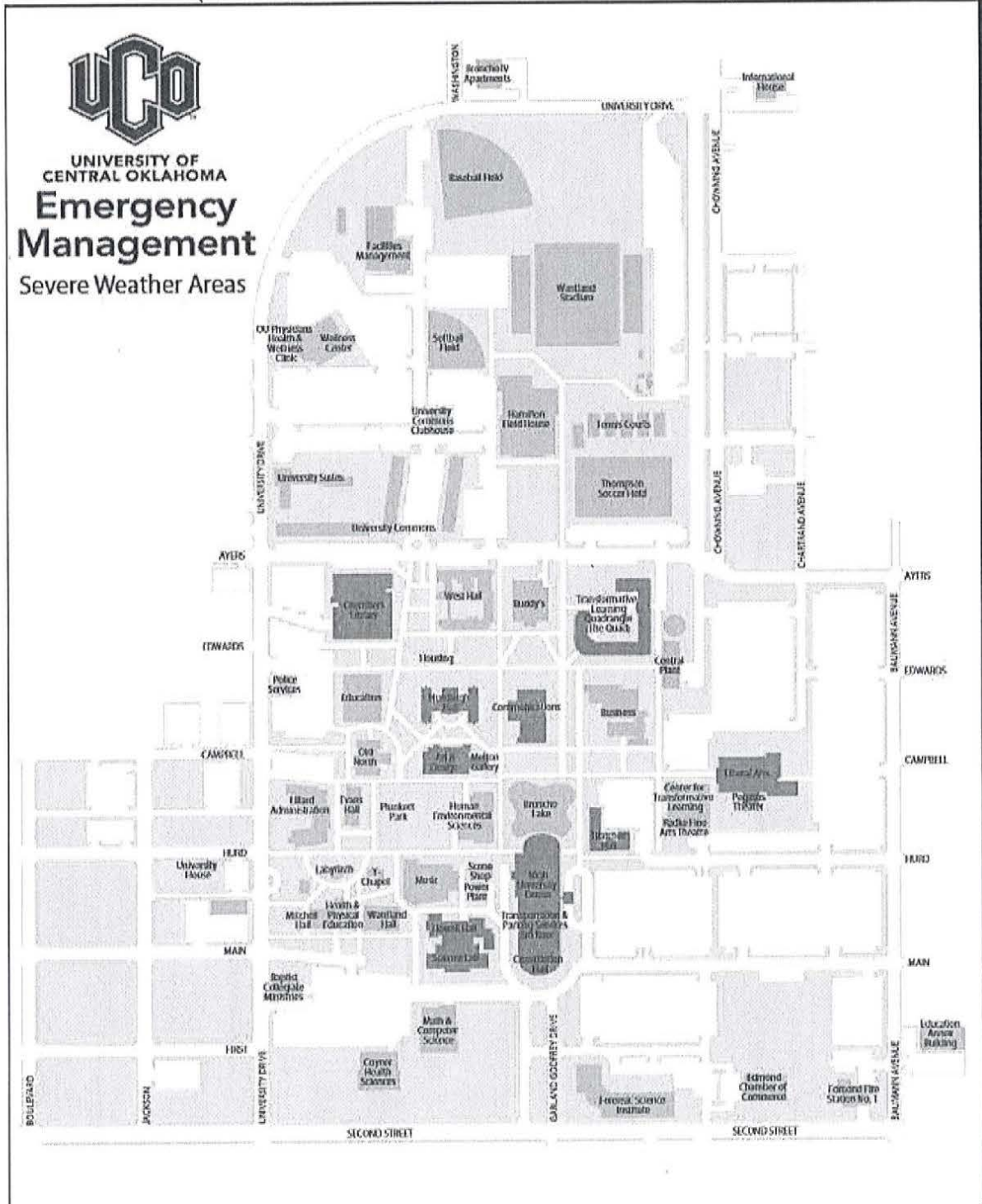
Subject to change, check www.uco.edu/parking for most up to date information.



www.uco.edu/parking | parking@uco.edu | (405) 974-2799 |  UCOParking

Attachment 3: UCO Primary Tornado Shelter Map

(Consult the UCO website for all weather-related closing information.)



Attachment 4: Max Chambers Library Collection Salvage Supplies needed for Collections Recovery and Equipment and Supplies list

COLLECTION SALVAGE SUPPLIES

	<u>On-Site Location or Off-Site Source</u>	<u>Phone #</u>
Freezer or wax paper	Dining Services, Staples Adv	974-4628, 842-5933
Gloves, rubber	Staples Adv, Target	842-5933, 844-5072
Interfacing (Pellon)	Hobby Lobby, Walmart	340-0349, 216-0520
Masks	Physical Plant	974-2247
Milk crates, plastic	Walmart, Amazon	216-0520
Mylar polyester sheets	Archives, Gaylord	974-2885, 800-448-6160
Newsprint, blank	Daily Oklahoman, Edmond Sun	475-3311, 341-2121
Notepads & clipboards	Staples Adv, Target	842-5933, 844-5072
Nylon monofilamont (fishing line)	Walmart, Academy	216-0520, 715-4530
Paper towels (no dyes)	Target, Walmart	842-5933, 216-0520
Sponges	Target, Walmart	842-5933, 216-0520
Trash Bags, plastic	Target, Walmart	842-5933, 216-0520

EQUIPMENT & SUPPLIES

	<u>On-Site Location or Off-Site Source</u>	<u>Phone #</u>
Aprons, smocks	Lowe's, Home Depot	330-4166, 330-0151
Book Trucks, metal	UCO Library, Metro Library System - Edmond	947-3661, 341-9283
Boots, rubber	Academy, Cabela's	715-4530, 546-3500
Brooms	Physical Plant, Lowe's	974-2247, 330-0151
Buckets & trash cans, plastic	Physical Plant	974-2247
Camera (to document damage)	UCO Library, Vista	974-3361, 974-2589
Dehumidifiers	Lowe's, Home Depot	330-4166, 330-0151
Extension cords, grounded	Physical Plant, WFF	974-2247, 974-2264
Fans	Physical Plant, WFF	974-2247, 974-2264
Flashlights	Physical Plant, Lowe's	974-2247, 330-4166

EQUIPMENT & SUPPLIES continued

	<u>On-Site Location or Off-Site Source</u>	<u>Phone #</u>
<input type="checkbox"/> Forklift	Physical Plant	947-2247
<input type="checkbox"/> Generator, portable	Physical Plant	947-2247
<input type="checkbox"/> Hard hats	Physical Plant	947-2247
<input type="checkbox"/> Lighting, portable	Physical Plant	947-2247
<input type="checkbox"/> Mops, pails	Physical Plant, WFF	974-2247, 974-2264
<input type="checkbox"/> Pallets	Physical Plant	974-2247
<input type="checkbox"/> Paper Towels	WFF	974-2264
<input type="checkbox"/> Plastic Sheeting, heavy (stored with scissors, tape)	Lowes, Home Depot	330-4166, 330-0151
<input type="checkbox"/> Refrigerated trucks	Anderson Tank Truck Service INC	348-2995
<input type="checkbox"/> Safety glasses	Physical Plant, Lowes	974-2247, 330-4166
<input type="checkbox"/> Sponges, industrial	WFF, Lowes	974-2264, 330-4166
<input type="checkbox"/> Sponges, natural rubber	Westlake Ace Hardware	341-2442
<input type="checkbox"/> Sump pump, portable	Physical Plant	974-2247
<input type="checkbox"/> Tables, portable	Physical Plant	974-2247
<input type="checkbox"/> Trash bags, plastic	Target, Walmart	842-5933, 216-0520
<input type="checkbox"/> Vacuum, wet	Physical Plant, WFF	974-2247, 974-2264
<input type="checkbox"/> Water hoses	Physical Plant	974-2247
<input type="checkbox"/> Water-proof clothing	Academy, Cabela's	715-4530, 546-3500
Other:		
<input type="checkbox"/> Duct-Tape	Physical Plant	974-2247
<input type="checkbox"/> Spatula	Archives, Gaylord	974-2888, 800-448-6160
<input type="checkbox"/>		
<input type="checkbox"/>		

Attachment 5: Max Chambers Library list of Salvage Priorities for each department, area and/or office.

COLLECTION SALVAGE

This section lists the collection salvage priority decisions reached by Library staff. At a glance the priorities inform Library staff, fire department, or other authorities which parts of the collections are to be protected if possible or salvaged first. When priorities have been reached in advance it eases the stress of making quick and often uninformed decisions immediately following a disaster. There is agreement among all involved that certain collections must receive priority attention if many have been affected. In addition, priorities have been set within individual collections or departments. These priorities may be found in the following appendix.

Priority decisions have been based upon a number of considerations including the following:

- What collections and equipment would be needed to provide service to UCO faculty and students as soon as possible?
- What collections are irreplaceable?
- What collections have the highest value or uniqueness?
- What collections are in highest demand?
- What is the availability of replacements?
- What materials secure legal and fiscal responsibility

DISASTER RECOVERY PRIORITIES

In the event that a major disaster strikes the Chambers Library, the following general priorities should be observed in the protection of, response to, and recovery of the collections. Priorities for isolated emergencies within departments or areas of the Library can be found listed in the appendix and should be followed carefully under the direction of the appropriate Disaster Response Team Leader. The Emergency Telephone Notification List must be activated before any salvage is initiated.

Priority I - Archives & Special Collections (department priorities in appendix)

1. Legal and fiscal material and vital records
2. Rare and unique materials in Special Collections

Priority II - Reference and necessary equipment (department priorities in appendix)

1. Microfilm reader printer and a copy machine
2. Oklahoma Titles Unique to Reference Collection.
3. Valuable out of print titles.
4. High use

Priority III –Circulation, ILL, and Reserves (department priorities in appendix)

1. ILL and Reserves
2. 3rd floor book collection
3. Multimedia
4. Periodicals
5. Government Documents

Salvage Priorities-Reference Collections

	Priority	Call Number	Location	Size of Collection	Special Notes
1	American Indian resource materials in the Western History Collections, University of Oklahoma	E78.O45 A69 1990	1st Floor N	1 volume	Oklahoma Title Unique to Ref Coll
2	Companion to the literary map of Oklahoma	G4021.E65 O4 1966	1st Floor N	1 volume	Oklahoma title unique to Ref Coll. Unique issue from Archives and Gov Info copies
3	Population projections for Oklahoma and its counties by age and sex, and for its cities, 1980-2010	HA575 .S45 1993	1st Floor N	1 volume	Oklahoma title unique to Ref Coll
4	Handbook of Oklahoma writers	PS283.O5 M3 1978	1st Floor N	1 volume	Oklahoma title unique to Ref Coll
5	Wellesley index to Victorian periodicals, 1824-1900	A13 .W45	1st Floor N	5 vol. -- 11"	Valuable out of print and/or high-use title.
6	20,000 years of fashion : the history of costume and personal adornment	GT510 .B6713	1st Floor N	1 volume	Valuable out of print and/or high-use title.
7	Baker's dictionary of music	ML100 .S635 1997	1st Floor N	6 vols. -- 11"	Valuable out of print and/or high-use title.
8	History of art : a survey of the major visual arts from the dawn of history to the present day	N5300 .J3 1986	1st Floor N	1 volume	Valuable out of print and/or high-use title.
9	Oxford collocations dictionary : for students of English	PE1464 .O946x 2002		1 volume	Valuable out of print and/or high-use title.
10	Chaucer A to Z : the essential reference to his life and works	PR1903 .R67 1999		1 volume	Valuable out of print and/or high-use title.
11	Which Shakespeare? : a user's guide to editions	PR3071 .T48 1991		1 volume	Valuable out of print and/or high-use title.
12	American literary magazines : the twentieth century	Z1231.P45 A44 1992		1 volume	Valuable out of print and/or high-use title.

Reference Collections Continued					
13	M-ML Literature of Music	M - 100 ?	1st Floor N	45'	Valuable out of print and/or high-use title. Excludes Grove Dictionary of Music if it is in print
14	N - Fine Arts	Entire section		24'	Valuable out of print and/or high-use title. Excludes Grove Dictionary of Art if it is in print; Excludes Art Index
15	NA - Architecture	Entire section		10'	Valuable out of print and/or high-use title.
16	NK - Decorative Arts	Entire section	1st Floor N	9'	Valuable out of print and/or high-use title.
17	PN 41-PN 1110 Literature -- Contains many high use out of print titles	Entire section	1st Floor N	65'	Valuable out of print and/or high-use title. Excludes Masterplots, Magill's larger sets, & Gale Literature Criticism Series Titles
18	PR 99-PS 3600 - Contains many high use out of print titles	Entire section	1st Floor N	43.5'	Valuable out of print and/or high-use title.
19	TR - TT Photography to Crafts	Entire section	1st Floor N	5'	Valuable out of print and/or high-use title.

Salvage Priorities-Archives & Special Collections

Priority	Call Number	Location	Size of Collection	Special Notes	
1	Townsite Case Microfilm	KF01327.A73	2nd floor North, 215	94 reels of 35 mm microfilm	
2	Melton Legacy Art Collection		Basement Rm 006	64 pieces of artwork	
3	UCO Art Collections		Basement Rm 006	718 pieces of artwork	This collection continues to grow so salvage all artwork in Basement 006
4	All Manuscript Materials		2 nd floor North 215A	4 ranges with 6 sections	
			2 nd floor North 215A	8 black stack cabinets	
			2 nd floor South 208AA	13 ranges with 3 sections	
			2 nd floor North 215B	3-file cabinets 4 drawer 2-file cabinets 5 drawer 1-file cabinet 3 drawers	
			Basement BC1	6 ranges with 6 sections 1 range with 5 sections	
			Basement BC2	5 ranges with 6 sections	
			Basement BC3	4 ranges with 6 sections 1 range with 4 sections	
5	UCO Historical Photo Collection		2nd floor 215B	2 rolling cabinets 2 lateral file cabinets	
6	PSA Print Photo Collection		2 nd floor 208G1	5000 images in 146 boxes	This is the closet area in 208G
7	Vista Newspaper Collection		2 nd floor 215	1 black stack cabinet	
8	Map & Poster Collections		2 nd floor 215 2 nd floor 215B	1 Flat file cabinet 3 Flat file cabinets	
9	UCO Thesis Collection	LD4294.Ojax	2nd floor 215	2-half height ranges	
10	Vertical/Subject Files		2nd floor 215B	3 lateral and 1 5-drawer cabinet	

Archives and Special Collections Continued					
11	Bronze Book Collection		2nd floor 215	1-section	
12	University Collection	GV1469.3- Z733.U653U84	2nd floor 215	3 sections	
13	Melton Art Reference Library	AG25.L25- Z6828.M23	2nd floor 215	3 ranges with 6 sections each	Cataloging of this collection has not been completed so the call number range will change.
14	Hampton Collection	AE5.E363- VA40.K3	2nd floor 215 3 rd floor 313	1-range with 6 sections 1 section	
15	John George Collection	B5234.M36A4- Z997.G367	2nd floor 215	1 range with 6 sections	
16	Oklahoma Collections	AC1.E8- Z7996.R4C37	2nd floor 215	2 ranges with 6 sections each	This collection grows every year so the call numbers range may change
17	McConathy Collections	AC1.E8- Z5784.M9G66	2 nd floor 215	2 ranges with 6 sections each	This collection grows every year so the call numbers range may change
18	George Nigh collection	BJ1261.I57- Z1325.O443	2 nd floor 215	1-section	
19	Bill Burkhardt Collection	BF 408.M434- Z1601.T5	2nd floor 215		
20	Microfilm Collection		2nd floor 215	2-MM cabinets, 10 drawers 1-MM cabinet 8 drawers 1-MM lateral cabinet 8 drawers	

Salvage Priorities-Circulating Collections

Priority	Call Number	Location	Size of Collection	Special Notes	
1	ILL material	1st Floor South & 4 th Floor North	Varies	materials belonging to another institution	
2	Reserve Range in Circulation	1st Floor South	76' (varies)	materials belonging to professors	
3	New Books and Ruby Canton collections	1st Floor South	Varies		
4	WWII series	D769	3rd Floor North	11'	D 769.A533
5	Holocaust series	D810	3rd Floor North	18"	
6	British Foreign Policy series	DA566	3rd Floor North	13'	
7	New American State Papers	E93	3rd Floor North	19"	
8	New American State Papers	E181	3rd Floor North	26"	
9	New American State Papers	E182	3rd Floor North	14"	
10	New American State Papers	HD1759	3rd Floor North	33"	
11	New American State Papers	HD8070	3rd Floor North	12"	
12	New American State Papers	HE204	3rd Floor North	12"	
13	New American State Papers	HF3025	3rd Floor North	77"	
14	New American State Papers	J33	3rd Floor South	24"	
15	New American State Papers	Q127	3rd Floor South	24"	
16	Indian General Council series	E94	3rd Floor North	43"	
17	War of the Rebellion series	E464	3rd Floor North	31'	
18	Hearings on the President John F. Kennedy Assassination series	E842.9	3rd Floor North	37"	
19	Bancroft History series	F851	3rd Floor North	91"	
20	Call #'s E,D,&F (History)		3rd Floor North	2878'	All Hardbacks first, paperbacks secondly

Circulating Collections Continued					
21	Call # PN (Literature)		3rd Floor South	738'	All Hardbacks first, paperbacks secondly
22	Call # PR (Literature)		3rd Floor South	1444'	All Hardbacks first, paperbacks secondly
23	Call # PS (Literature)		3rd Floor South	1384'	All Hardbacks first, paperbacks secondly
24	Call # Rest of call # P		3rd Floor South	976'	All Hardbacks first, paperbacks secondly
25	Call # N (Art)		3rd Floor South	574'	All Hardbacks first, paperbacks secondly
26	Call # RC (Nursing)		3rd Floor South	374'	All Hardbacks first, paperbacks secondly
27	Rest of call # R		3rd Floor South	412'	All Hardbacks first, paperbacks secondly
28	Anchor Bible Series	BS192.2	3rd Floor North	131"	
29	Luthers Works series	BR330	3rd Floor North	88"	
30	Call # B (Philosophy, Psychology, Religion)		3rd Floor North	1304'	All Hardbacks first, paperbacks secondly
31	Call # H (Social Sciences)		3rd Floor North	3291'	Begin at end with call number HX and move forward through call numbers HV, HQ, HM, HG, HF, HE, HD, HC, to H.
32	Call # M (Music)		3rd Floor South	310'	All Hardbacks first, paperbacks secondly
33	LB1525.4 EdMark 2 Boxes		3rd Floor South	12"x8" (2)	
34	Call # L (Education)		3rd Floor South	1206'	Do not salvage LD4294 which is the theses which are available electronically.
35	Call # QA (Mathematics, Computer Science)		3rd Floor South	456'	All Hardbacks first, paperbacks secondly
36	Call # QD (Chemistry).		3rd Floor South	356'	All Hardbacks first, paperbacks secondly
37	Rest of call # Q		3rd Floor South	1338'	All Hardbacks first, paperbacks secondly
38	Call # TR (Photography)		3rd Floor South	60'	All Hardbacks first, paperbacks secondly
39	Rest of call # T		3rd Floor South	710'	All Hardbacks first, paperbacks secondly
40	Juvenile Coll. – Non-fiction		3rd Floor South	543'	All Hardbacks first, paperbacks secondly

Circulating Collections Continued					
41	Juvenile Collection – 2) Fiction		3rd Floor South	345'	All Hardbacks first, paperbacks secondly
42	Juvenile Collection – 3) Picture		3rd Floor South	167'	All Hardbacks first, paperbacks secondly
43	Juvenile Collection – 4) Kits		3rd Floor South	28'	Kits are in plastic bags which may or may not be sealed. Would need to be checked to see if water entered bag.
44	Call # G		3rd Floor North	504'	Begin at end with call number GV and move forward to call numbers GT, GR, up to G. Atlases are oversized and will have to be air dried. Cannot be packed for shipping to be frozen.
45	Call # C		3rd Floor North	103'	All Hardbacks first, paperbacks secondly
46	Call # J		3rd Floor South	494'	All Hardbacks first, paperbacks secondly
47	Call # K		3rd Floor South	308'	All Hardbacks first, paperbacks secondly
48	Call # S		3rd Floor South	124'	All Hardbacks first, paperbacks secondly
49	Call # U		3rd Floor South	126'	All Hardbacks first, paperbacks secondly
50	Call # V		3rd Floor South	30'	All Hardbacks first, paperbacks secondly
51	United Nations Documents Index	Z6482	3rd Floor South	91"	
52	Call # Z		3rd Floor South	358'	All Hardbacks first, paperbacks secondly
53	Call # AM		3rd Floor North	4'	Hardbacks first, paperbacks secondly; rest of call # A (109') excluding encyclopedias (available online)
54	Maps		3rd Floor North		Sponge standing water out of map drawers. Remove the drawers from the cabinet and freeze them stacked up with 1" x 2" strips of wood between each drawer.
55	Curriculum		3rd Floor South	1060'	Remove plastic tubs, then Hardbacks, then paperbacks

Salvage Priorities-Gov Docs Collections

In general, start with the Oklahoma documents on the southwest side of the floor and work your way toward the southeast side of the floor giving priority where you can to the following items.

Priority	Call Number	Location	Size of Collection	Special Notes
1	Oklahoma Session Laws L 1300.4	2nd Floor south, OK Collection	12'	
2	Oklahoma Statues, Historic L 1300.4	2nd floor south, OK Collection	15'	
3	Oklahoma Administrative Code KFO 1235	2nd floor south, OK Collection	6'	In 3-ring binders
4	Oklahoma Statues (Current) KFO 1230	2nd floor south, OK Collection	3'	
5	Papers of the Continental Congress J 10.A1	2nd floor south	2'	
6	Letters of the Delegates to the Congress, 1774-1789 JK 1033.L47	2nd floor south	2'	
7	Treaties and Other International Agreements S 9.12:	2nd floor south	36'	
8	Documents on Disarmament AC 1.11/2:	2nd floor south	6'	
9	WPA Research Monographs FA 4.35:	2nd floor south	2'	

Gov Docs Collections Continued					
10	Reports of General MacArthur	D 114.2:	2 nd floor south	3'	
11	WWII Series, all branches	D 114.7:	2nd floor south	27'	
12	Naval Documents of American Revolution	D 207.12:	2nd floor south	2'	
13	Documents of an Emerging Nation	AE 1.114/3:	2nd Floor south	3'	
14	Naval War College International Studies	D 208.207:	2nd Floor south	6'	
15	Hearings of the Civil Rights Commission	CR 1.2:	2nd floor south	9'	Mostly paperback

Rest of collection can be replaced with online editions, requests to national needs and offers lists, and supplements from ODL.

Salvage Priorities-Serials Collections

Priority	Call Number	Location	Size of Collection	Special Notes
1 Vendor licenses and renewal agreements		Serials area - 4th floor north office area, in front of center office	three three-ring binders (two white, one black)	
2 American Popular Culture Series microfilm	AP2.A6	4th floor southeast	2 1/2 shelves 48 boxes 6' 7 1/2" length	
3 Current Digest of the post Soviet Press microfilm	D839.C87	4th floor southeast	8 1/2 shelves 165 boxes 23'9 1/2" length	
4 Index to the Current Digest of the Post-Soviet Press microfilm		behind Periodicals desk (Temporarily located in Carole's office)	six 8.5 x 11" spiral or regular bound books	
5 Herstory microfilm	HQ1180.H4	4th floor south	4 1/2 shelves 90 boxes 12'8" length	
6 Index to Herstory microfilm		behind Periodicals desk (Temporarily located in Shay's office)	2 table-of-contents lists and 2 supplements	
7 Little Magazine Series 1910-1940 microfiche	PN4878.3.L5		1 shelf 31 microfiche holders 1' length	
8 Early British Periodicals General microfilm	PR1.B7	4th floor south	43 shelves 902 boxes	
9 Indexes to Early British Periodicals General microfilm		behind Periodicals desk (Temporarily located in Carole's office)	two 8.5x11" books and 36 half-size, staple-bound pamphlets	

Serials Collection Continued				
10	Early British Periodicals Literary microfilm	PR1.B75	4th floor south	1 ½ shelves 31 boxes 4'8" length
11	Indexes to Early British Periodicals Literary microfilm		behind Periodicals desk (Temporarily located in Carole's office)	16 half-size, staple-bound pamphlets
12	English Literary Periodicals	PR1.E5	4th floor south	46 ¼ shelves 968 boxes
13	LAC microfiche (Library of American Civilization)		4th floor southwest	13 drawers in 2 file cabinets
14	Indexes for LAC	Z1236.L5 1971	4th floor southwest center, second range from left	4 books (one each: Author Catalog, Subject Catalog, Title Catalog, and Biblio-Guide Index)
15	LEL microfiche (Library of English Literature)		4th floor southwest	7 drawers in 2 file cabinets
16	Indexes for LEL	Z2011.L73	4th floor southwest center, second range from left	4 books (one each: Author Catalog, Title Catalog, Beginning-1660, and 1660-1784)
17	Underground Newspaper Collection		4th floor north east, 2nd range	21 ¼ shelves 446 boxes
18	Indexes for Underground Newspaper collection		behind Periodicals desk (Temporarily located in Shay's office)	seven 8.5x11" books

Salvage Priorities-Multimedia Collections

Priority	Call Number	Location	Size of Collection	Special Notes
1 Scores	M1-M5000	4th floor south		Scores are essential for music study. Collected works take priority (M3s and M2s). Beyond that, salvage rate and obscure composers (ones you haven't heard of).
2 Book, Anna Heyer <i>Historical Sets, Collected Editions, and Moments of Music</i>	ML 113 .H52 1969	4th floor south	1"	THE index for collected works. Rare and only available used.
3 Dance DVDs	GV1500 – GV1800	4th floor south	20'	Dance uses primarily visual media for instruction purposes. Most dance media costs \$100-\$300 per item.
Priority for Collected Works				Collected works are expensive and often not replaceable.
4 Handel Hallische Ausgabe	M3 H26	4th floor south	7'	
5 Mozart Neue Ausgabe	M3 M896	4th floor south	11'	
6 Beethoven Werke	M3 B44	4th floor south	4'	
7 Schubert Neue Ausgabe	M3 S38	4th floor south	5'	
8 Bach Neue Ausgabe	M3 B1133	4th floor south	5'	
9 Strauss Collected Works	M3 S915 and M1500 S89	4th floor south	16" And 26"	
10 Buxtehude Collected Works	M3 B96	4th floor south	11"	
11 Brahms Samtliche Werke	M3 B8	4th floor south	18"	

Multimedia Collections Continued					
12	Rameau Oeuvres Completes	M3 R25	4th floor	3'	
13	Chopin Complete Works	M3 C55	4th floor south	9"	
14	Monteverdi Collected Works	M3 M668	4th floor south	12"	
15	L'Opera Francais (French Opera) Collected Works	M2 C544	4 th floor south	4'	
16	New Obrecht Edition Di Lasso Samtliche	M3 O28	4 th floor south	9"	
17	Werke	M3 L377	4 th floor south	14"	
18	New Josquin Edition	M3 J68	4 th floor south	10"	
19	Phillippe De Monte Collected Works	M3 M658	4 th floor south	12"	
20	Janequin Chansons Polyphoniques	M3 J377	4 th floor south	4"	
21	Gesualdo Collected Works	M3 G478	4 th floor south	3"	