

Until Help Arrives

Branch Library Collections Emergency Quick Guide

In an emergency dial **8-3333** or **911** on a campus phone to reach Public Safety.

ENSURE PERSONAL SAFETY FIRST.
DO NOT ENTER A FLOODED AREA IF THERE IS
RISK OF ELECTRIC SHOCK!

1. **Be prepared** to answer the following questions:

- What is the nature of the event? (What and where? i.e. fire, smoke, water - is the water clean or dirty? Where is it coming from? What is the scope?)
- Have collections been damaged or are in danger of becoming damaged? If yes, Public Safety will dispatch Preservation to the site.

2. If necessary, evacuate the affected area(s). If physical safety is a concern, alert nearby patrons and staff to clear the area.

3. Alert relevant library staff members responsible for the affected collection(s).

4. Protect at risk collections by locating the nearest emergency response kit (there is one located in each branch/building) and following enclosed instructions. Relocate at risk materials if possible, or use plastic sheeting inside kit to cover collections.

Princeton University Library Preservation Office
<http://library.princeton.edu/preservation>

