

Until Help Arrives

Firestone Collections Emergency Quick Guide For Library Staff

In an emergency call **8-3221** to reach Firestone Security

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

DO NOT ENTER AREA UNDER CONSTRUCTION

- **Be prepared to answer the following questions:**
 - What is the nature of the event? (What and where? i.e. water, fire, smoke - 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.
- **Alert relevant library staff.** This may be an immediate supervisor or staff responsible for the affected collection(s).
- **If necessary, evacuate the affected area(s).** If physical safety is a concern, alert nearby patrons and staff to clear the area.
- **Protect at risk collections.** If possible, relocate at-risk materials to remove them from immediate danger. Public Safety has access to the emergency supply closet in Firestone and can provide plastic sheeting, water diverters, and other supplies to protect collections until the source of the emergency can be addressed.

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

