



# Upper Dublin Public Library

## Emergency and Non-Emergency Procedures

**In any situation that is clearly criminal or immediately hazardous (for example, stolen belongings, uncontrollable patrons, fire, etc.), contact 9-1-1 FIRST.**

An important part of Upper Dublin Public Library's services is our facility. As UDPL staff, it is our responsibility to offer the community, to the best of our ability, an inviting and safe library in which to read, study, work, or learn. When a non-emergency facility issue is recognized, please report it to Connie Pigliacelli when she is here. Connie will determine the proper staff person or company to assist with repairs, replacements, etc. If she is not available, but you believe the issue can wait until she is back in the office, please leave her a message and she will take care of it then. **All facility issues** (including the copy machine) **must be reported to Connie Pigliacelli, even if resolved.**

Township maintenance staff is not available onsite on evenings and weekends. Therefore, any facility issues that arise during those times that you believe cannot wait until the next morning or Monday to be resolved are to be addressed to Lauren or myself first (try home & cell phone numbers below). If we cannot be reached, please contact Jerry Gaul or Dan Supplee in Public Works (in that order). If the issue might impact public safety, Cheri or Lauren will contact police to alert them "For Police Information Only".

For snow/ice removal instructions, see Snow/Ice Procedures (page 8-3).

Report staff/public computer issues to Head of Technical Services Kathleen Brannon or Head of Reference Kay Klocko. Before calling, attempt to determine where the problem lies. If you cannot tell if the problem is MCLINC network related or just local, call Abington Library (215-885-5180) to see if they are having the same problem. If they are having the same problem, assume it is a MCLINC problem and call the MCLINC Emergency Phone (610-812-9608) to report.

### **Contacts:**

**Cherilyn Fiory, UD Library Director**  
(Home) 610-293-0795, (Cell) 610-256-4259

**Lauren Smyth, UD Library Assistant Director**  
(Cell) 610-393-1723

**Kathleen Brannon, UD Library Head of Technical Services**  
(Cell) 215-896-3141

**Kay Klocko, UD Library Head of Reference and Adult Services**  
(Home) 610-313-9040, (Cell) 610-945-6559

**Photocopier** (CopySystems): 215-674-1892

**Undelivered Newspapers:** see bulletin board for individual phone numbers

## **EMERGENCY CONTACT LIST – BUILDINGS**

**Before Contacting any of these contractors notify F & F personnel in this order**

- 1. Jerry Gaul –215-920-1310– Mobile  
215-402-9124 – Home**
- 2. Dan Supplee – Mobile – 215-416-5591  
Home – 215-233-1334**

### **ELECTRICIAN**

**Reilley Electric  
Mike Reilley – 215-651-8182 Mobile**

### **PLUMBER**

**Marsden Mechanical  
Steve Marsden – 215-519-9497 Mobile**

### **FIRE ALARM**

**H & H Fire Protection  
610-631-9788**

### **HVAC SYSTEMS**

**CMS – 610-637-0819**

### **UPS SYSTEM SERVICE**

**1-800-800-339-3023  
Unit Serial #BO2-10540**

**DOMESTIC WATER PUMP**

**Robert Brown Systems**

**610-354-0200**

**Model DC61203**

**ELEVATOR SERVICE**

**Metro Elevator Company - 610-4929112**

**EMERGENCY GENERATOR**

**Emergency Systems – Steve Parker**

**215-536-4973**

**ROOFING**

**Russell Roofing – 215-887-7800**