Press 7 to dial out

#	NAME
_	Alyssa Murphy
-	Amy Slagter
364	
343	
359	,
-	Bryan Bednarek
316	Bryan Blank
<u>434</u>	•
351	Carol Chlystek
352	•
	Charlotte Dorsey
	Christi Hawn
	Christina Racibozynski
	Christy Soldano
342	Colette Dever
	Courtney Castilla
	, Darlene Twaragowski
	Eva Bialecki
332	Fiona Dolce
<u>331</u>	Hayley Rightnowar
<u>360</u>	Heather Forster Jensen
<u>309</u>	Jameson Smith
<u>330</u>	Jeremy Slayton
<u>336</u>	•
<u>340</u>	Kathryn Guinan
<u>344</u>	•
<u>318</u>	
<u>365</u>	•
<u>326</u>	Lori Hoegler
<u>329</u>	Maddie Loy
<u>313</u>	Malini Ramadorai
<u>305</u>	Marcy Rodriguez
<u>304</u>	Mary Beth Harper
<u>303</u>	Mary Pellico
<u>325</u>	Mary Smith
<u>366</u>	Molly Arnold Neil Bonk
<u>369</u> 333	Nuala Maloney
338	Paul Hartsaw
<u>374</u>	Rachael Mason
<u>307</u>	Sam Cresswell
350	Sherri Dryden
339	Trae Lemons
363	Violet Pope
334	Will Cotton

PHONE DIRECTORY

DEPT./POSITION **ADS - Assistant Head of Adult Services** KIDS - Children's Program Coordinator **ADS - Lead Advisory Specialist IT - IT Technician** MKTG - Head of Marketing **MKRY - Head of the Makery** ADS - Head of Adult Services **B&G - Building Custodians KIDS - Library Assistant I MKTG - Communications Specialist TECH - Cataloging Supervisor** ADS - Librarian **ADS - Technology Learning Coordinator CIRC - Lead Circulation Clerk TECH - Cataloger Librarian** IT - IT Associate CIRC - Assistant Head of Circulation **MKTG - Marketing Specialist KIDS - Middle School Coordinator ADS - Inclusive Services Librarian KIDS - School Services Coordinator CIRC - Lead Materials Clerk ADS - Digital Collections Librarian** MKTG - Adult & Teen Program Coord. **TECH - Copy Cataloging Clerk** KIDS - Early Childhood Svsc. Librarian ADS - Librarian **ADS - Teen Engagement Librarian** KIDS - Assistant Head of Kids' Library ADS - Library Specialist **CIRC - Lead ILL Clerk ADMN - Assistant Library Director ADMN - Library Director ADMN - HR Generalist KIDS - Head of Kids' Library MKTG - Graphic Designer** IT & Tech - Head of IT & Tech **KIDS - Library Associate TECH - Receiving Clerk ADS - Human Services Specialist CIRC** - Head of Circulation ADMN - Accts. Payable & Admin. Asst. **TECH - Acquisitions Tech** ADS - Library Specialist **B&G - Head of Building & Grounds**

<u>#</u> EMERGENCY BUILDING-WIDE ALERT - See back for details

- 262 All Clear
- 263 Building Lockdown
- 261 Evacuate the Building
- 264 Tornado

4/2/2024

LOCATION 384 Admin Conference Room 421 ADS Info Desk 1 & 2 315 ADS TS Clerk Desk 308 Circ Back Office 311 Circ Checkout Desk 354 Circ Drive-Up 314 Circ ILL Desk 301 Circ Phone Console 349 Coffee Shop 434 Building & Grounds 443 IT Dept 345 Kids' Assistants 322 Kids' Help Desk 362 Kids' Program Room 370 Kossmann Room 386 Large Meeting Room A 371 Large Meeting Room B 358 Makery Help Desk 335 Staff Lounge # **RING GROUP** 450 Admin

- 421 ADS Info Desks
- 434 Building & Grounds
- 454 Circ *(Circ's preferred #)
- 443 IT Dept
- 422 Kids' Library Help Desk
- 458 Makery
- 459 Marketing
- 441 Tech Services

<u>#</u>	PAGE GROUP
4	Page All (Button On Phone)
<u>821</u>	1st Floor Public Area
<u>823</u>	1st & 2nd Floor Public Area
<u>822</u>	2nd Floor Public Area
<u>811</u>	Admin
<u>813</u>	ADS Workroom
<u>815</u>	Building & Grounds
<u>812</u>	Circ
<u>818</u>	IT Dept
<u>814</u>	Kids' Workroom
<u>819</u>	Makery
<u>820</u>	Marketing

817 Tech Services

630-688-8782
708-925-6331

EMERGENCY BUILDING-WIDE ALERT DETAILS

THESE ALERTS WILL NOT CALL 911 DIAL 911 FOR EMERGENCY SERVICES

262 - All Clear

- Notifies staff and public that an emergency is over.
- Clears an emergency building-wide alert, such as "Building Lockdown", "Evacuate the Building", and "Tornado".

263 - Building Lockdown

- Notifies staff and public that an emergency situation is occurring outside the building.
- Lobby doors will lock and prevent entry into the building but will still allow exiting.
- Amber strobe light in lobby will flash when doors are on lockdown.
- Use "All Clear" when emergency is over.

261 - Evacuate the Building

- Notifies staff and public to evacuate the building in an emergency.
- Use "All Clear" when emergency is over.

<u> 264 - Tornado</u>

- Notifies staff and public of a tornado warning.
- The automated weather alerts should issue tornado warnings, but if not use this alert.
- Automated Alerts check the National Weather Service every 2 minutes. If the alert is still active, another message will be broadcast.
- Use "All Clear" when emergency is over.