University of Louisville
Emergency Plan
Robot Retrieval System
Belknap Campus – Ekstrom Library

Introduction and Assumptions

The Robot Retrieval System (RRS) is located in Ekstrom Library and spans an area from the basement up to the third floor level commonly referred to as “The Box.” This system has over a half million volumes being stored within it. There are two cranes that service the system and each crane weighs about 7,000 pounds and reaches 50’ into the air. During maintenance and repair operations workers much use the cranes to gain access to the equipment. In the event a worker suffers a medical emergency or is injured, this emergency plan will be put into effect.

Units with Assigned Responsibilities

University Libraries
University Police Communications
UofL Police
Physical Plant
Department of Environmental Health and Safety

Emergency Notification

When an event occurs that involved a worker becoming ill or being injured when above basement level in the RRS, anyone becoming aware of the event will call 911 for assistance. The following information should be relayed to the person answering the 911 call.

- An emergency has occurred in the Robot Retrieval System room in Ekstrom Library
- Ekstrom Library is located at 2215 South Third Street
- The person involved in the emergency is could be located as high as 50’ above ground level and will require a specialized rescue
- Explain any injuries or illnesses
- That the power to the crane has been cut and will remain until the fire department arrives
- Provide the building name if not on a VOIP phone

Version 1.1
DEHS is the Custodian of this Document
May 30, 2013
Follow the 911 call with a call to University Police Communications at 852-6111 and ask that police, an electrician and DEHS respond.

University Libraries
University Libraries staff (typically the BEC or the Robot Retrieval System Supervisor) will immediately take action to ensure that the crane is locked in manual mode and that no one operates the crane prior to the fire department’s arrival.

Staff will be sent to the front and back of the library to meet the fire department. Upon the arrival of the fire department, the staff member will explain the situation and accompany the fire department to the RRS room.

Staff will provide access to any area required by the fire department. RRS staff and/or the BEC will advise the fire department of the closest access to move equipment into the back of “The Box.” Typically this will include a suggestion to use the loading dock entrance on the south side of the library and take the elevator down to the basement level. They will then follow the corridor to the back of “The Box” with either the library staff or University Police providing access via their proximity card.

University Police Communications
The dispatcher will dispatch an officer to the library to assist and liaison with the fire department. The dispatcher will also dispatch a Physical Plant electrician to the scene and notify the Emergency Manager or alternate.

UofL Police
University of Louisville Police units will be dispatched to the scene to assist Louisville Fire and Rescue units and/or Louisville metro Emergency Medical Services access to the Robot retrieval Area. If Physical Plant is not on the scene, UofL Police will provide access to any areas required by Louisville Fire and Rescue.

Physical Plant
Physical Plant will have an electrician or zone maintenance person respond to the RRS room at the Ekstrom Library and will work with the fire department to de-energize equipment as required to safely make a rescue on the injured or ill person. The Physical Plant staff person responding must have master keys that include the circuit breaker rooms in the basement. The electrician or zone maintenance person will remain on the scene until released by the fire department.
University Emergency Manager

Once notified of the situation or event, the University Emergency Manager will respond to the scene and assist in coordination with the fire department. The Emergency Manager is also responsible for notifying the VPBA and the Office of Communications and Marketing.

Site Map

Building 9 is Ekstrom Library. Best access to the RRS room is via the loading dock on the south side of the building, near the fire hydrant denoted in red. W. Centennial Walk is capable of supporting fire apparatus.
Building Floor Plans – Lower Level
Top is north

Area 7 is the RRS area also referred to as “The Box.”

Building Floor Plans – First Floor
Top is north
Blueprint Lower Level

W025 is the Robot Retrieval Area, also known as “The Box”