

Mount Pleasant Public Library

Emergency/Disaster Policy

2009

Approved by the Board of Trustees

Procedures and policies to be followed by the staff of the Mount Pleasant Public Library in case there is an emergency or a disaster.

Disaster Prevention Guidelines:

Keep the Disaster Plan available at main desk, children's desk, staff workroom and safe deposit box. Make sure the staff is familiar with its layouts and contents.

Identify and inspect several times a year all area and equipment which may cause or be subject to a disaster.

Update the supply inventory at least twice a year, noting in particular the supplies on hand and those which would have to be purchased in an emergency.

Review the Disaster Plan regularly, updating as necessary any of the following:

- Names, addresses, and telephone numbers as necessary of any personnel, consultants, services, etc.

- Names of personnel assigned specific titles.

- Emergency procedure.

- Location of supply rooms and local stores

- Floor plans

- Insurance coverage and physical inventory

- List of past disasters.

Housekeeping Guidelines:

Ensure that internal fire doors are kept closed.

Ensure that emergency equipment (e.g. fire hoses, fire extinguishers, first-aid kits, rescue equipment) is always accessible and in good working order. Do not under any circumstances, place furniture, display cases, coat-racks, etc... in front of a fire-hose cabinet, fire extinguisher, or manual box fire alarm system. Fire Extinguishers are dry chemical which is good for all types of fires.

Close drawers of storage cabinets when not in use.

Do not leave exposed any materials, especially original documents or other archival material, on desks or tables overnight.

Maintain a stable climatic environment in the library.

Identify and store cellulose nitrate-based film safely apart from the rest of the collection and have it copied at the earliest opportunity. In addition to the high combustibility, cellulose nitrate slowly decomposes under normal storage conditions, releasing gases

Store valuable materials in fire-proof and dust-proof cabinets, preferably made of steel and treated with a non-corrosive, non-staining, and non-combustible paints.

Ensure books are not shelved too tightly. This measure not only prevents user damage to the bindings when books are pulled off the shelves, but also ensures that, if flooding occurs, the water will not cause the books to swell to the point where they burst from their shelving units. This applies to a lesser degree to other materials.

Shelve materials so that they are set back a short distance from the edge. This precaution prevents user wear, the vertical spread of fire from one shelf to another, and books “walking off” shelves during minor earthquakes.

Ensure that appropriate standards (e.g. dust control and supplies storage) are established and met by janitorial staff. Doors may be weather-stripped to minimize entry of dust and insects.

Risk Assessment:

Climate:

Area is subject to extremes or to sudden changes in temperature and relative humidity.

After failure of HVAC the building has an hour to two hours before the climate in the building becomes unacceptable.

The materials most subject to extremes and fluctuations in temperatures and humidity are the local history material and paper used in printers and copier.

Area can have several of days of snow and rain in a row and is subject to severe storms including tornadoes and blizzards.

Topography:

Building is not situated by water, but basement is at water table level.

Area is subject to earthquakes.

Building Structure:

Building is brick with a flat roof, skylights, clerestory windows and doors to roof. At this time no known cracks to structure. Cracks were fixed in fall of 2008. No

collections are in basement, but there are some decorations, shelving etc. stored in basement.

There is a sprinkler system in the ceiling of the library and it is over the collection.

Hazardous Material

Paints etc. are stored in basement area. Staff is not trained in handling hazardous material. Books with possible lead paint are in collection. There are regular inspections of the elevator and fire extinguishers. There are up-to-date drawings of the building regular and emergency exits located for easy access by patrons and staff.

We are responsible for telephone and internet access in the library only.

Do not have plans for or drawings for heating and other fuel sources, electricity, water, sewer. This is handled by the city. Staff has been shown water shut-off valve. Do not know of plans for back-ups of these services. Do not know if water pressure adequate for fighting fire.

Building Safety Checklist

Locks for library not always secure, but library keys are accounted for. Burglar alarms for library are secure & connected to security service as is fire alarm.

Disaster manual and emergency phone numbers are available at customer service desk, children's desk and staff desks.

Do not know last building inspection by fire marshal or other appropriate authority.

Fire extinguishers location – Appendix

Fire alarms are operable & connected to monitoring service.

Sprinkler system has not been checked to see if operable.

Building has no smoke detectors.

Emergency exits are functioning properly.

Unsure if emergency lighting is operable & available where needed.

There are transistor radios available with batteries, also flash lights. First aid kits are available by customer service desk and children's desk.

Staff is familiarized with locations of fire extinguishers, radios, flashlights, first aid kits, tornado shelter and Emergency Team.

Other potential unsafe or damaging conditions

Exits, corridors, aisles or stairwells have been blocked.

Exit signs are not visible from all areas in library.

Doors tend to warp and stick.

Roof leaks in NW corner of library.

Plumbing was not completely renovated so does cause problems.

Water pipes have frozen and caused damage.

Ceilings are water stained by desk and NW corner.

Don't know how often air conditioning checked.

Exposed wiring in outside light by south entrance.

Electrical wiring inside is OK and there are no tripping hazards.

Emergency Telephone Numbers

It is the responsibility of the person first observing the disaster to call the director of the library and a member of the disaster team.

		WORK	HOME
Director of Library	Gayle Trede	319 385-1490	319 385-9552
City Administrator	Brent Schliesman	319 385-1473	319 931-1515
Emergency Management	Ed Farley	319 385-1479	

Disaster Team

Gayle Trede	319 385-1490	319 385-9552
Jennifer Crull	319 385-8012	319 385-4592
Tracy Beasley	319 385-7700	319 986-6969
Gary Grunow	319 385-1475	319 217-1125
Lori Davis	319 385-1475	319 931-1515
Martha Ridenour	319 385-1490	319 385-4089
Susan Mast	319 385-1490	319 931-4546

Emergency Services Numbers

Police, Fire & Ambulance –	911
Poison Control	1-800-222-1222
Oil & Toxic Chemical Spills	911- Police
Security-Electronic Engineering	319-385-7650
Per Mar	319-752-9608

Service Vendors

Plumbers – C & M Cooling & Heating	319-385-4125
Electrician – Mt. Pleasant Electric	319-385-3711
Windows – Mt. Pleasant Glass	319-385-8804
Insurance – Mike Vens	319-385-4240
Lawyer – Pat Brau	319-385-2511
Locksmith – Dave’s Lock & Key	319-385-7531
Telephone – Iowa Telecom	611
Construction Managers – BSW	319-385-3415
Utilities	
Electrical/Water – Mt. Pleasant Utilities	319-385-2121
Gas – Alliant Energy	800-255-4268
Deep Freeze Facility	
Vacuum or Freeze Drying Facility	
Midwest Freeze Dry Limited	847-679-4756

Procedures

All Evacuations of Building are to US Bank Parking Lot

Director of Library is to be called any time there is an emergency or disaster

Earthquake

During the shaking:

Remain where you are.

If indoors, take cover under a desk, heavy table, or stand in a doorway, hallway or by a wall.

Move away from glass and falling objects.

If outdoors move away from power poles or lines, lamp posts and tall buildings.

After the shaking:

Follow instructions given by local authorities.

When you have access to the library:

Check for fire or fire damage.

Check for flooding or water damage.

Theft or Vandalism

If vandalism or theft has occurred, police are to be called. Staff should wait outside for police to arrive in case there is still someone in the building. Nothing is to be disturbed until police give their permission.

Power Outage

If power outage lasts more than 1 hour **CLOSE THE LIBRARY.**

Assist patrons in evacuating the building. Check all bathrooms to make sure patrons are not trapped inside without light.

There are emergency back-up lights by all the exits. If lights fail to work notify the director so they can be repaired.

There are flashlights by both desks, in the staff lounge and in the staff workroom.

Turn off computers including the server at start of power outage.

If director is not in the building, call and notify of problem.

Emergency closings

Weather

The director will make the decision on whether to close the library because of snow. If the director is out of town the board president will make the decision.

HVAC

If after one hour there is no heat or air conditioning the library is closed. If the director is not in the building call and notify about the problem.

Health Emergencies

Staff members should exercise caution when administering first aid even if it appears minor in nature, because of the safety of the injured individual and the potential liability of the staff member. Do not move the injured person.

Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

911 should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

First Aid supplies are located in the cabinet above the refrigerator in the staff workroom and in the children's workroom.

Bomb Threats

Keep the caller on the line as long as possible.

Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call 911.

Evacuate the building.

Tornado

In case of tornadoes or high winds move away from windows and doors.

If there is a tornado warning, all patrons and staff are to use the north emergency exit to go down to the basement.

Take a radio, flashlight and cell phone with you.

Do not leave area of safety until all clear is given.

Fire

Always call fire department.

Evacuate to the US Bank parking lot.

Emergency Fire Exits: In Library

In the Children's Programming Room leads to AEA Parking Lot

In the Teen Area leads to AEA Parking Lot

By the Genealogy Room leads to Northwest Parking Lot

Emergency Fire Exits: On second floor (Meeting room & Staff Lounge)

East end of the hallway leading to the Civic Center Meeting Room exit leads to the AEA Parking Lot.

North end of the meeting room leads to Northwest Parking Lot

If regular exits are not blocked use them.

NEVER USE THE ELEVATOR

Do not panic, but do not under-estimate the potential danger to patrons or staff represented by a fire.

At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire.

Fight the fire ONLY IF:

You know how

The fire is small.

Confined to the area where it started.

You have a way out.

You can work with your back to the exit.

You have the right type of extinguisher.

You feel confident that you can operate it effectively.

DO NOT fight the fire if:

You have any doubts about fighting it.

It is spreading beyond the area where it started.

It could block your escape route.

After you have taken the above steps:

Call the director of the library-Gayle Trede 385-9552 home

Call the city administrator-Brent Schliesman 385-1473 or 931-1515

If they cannot be reached, call the persons listed below in the order listed, until you reach someone.

Gary Grunow 385-1475-work or 217-1125-cell

Lori Davis 385-1475-work or 931-7540-cell

Jennifer Crull 385-4592-home or 385-8012-work

Tracy Beasley 986-6969-home

After the fire:

Look for water damaged materials.

Look for smoke, soot, dirt on library materials.

Look for fallen materials.

For Water Damage there is less than 48 hours to take action

For other types of damage there is “all the time in the world to...make evaluative judgment about restoration.

Flooding or Water Damage:

If you are the first person to notice or detect water damage to library materials or if you are the first person to enter the library, a flooded area of the library, or accessing wet materials after a major disaster:

DO NOT touch or step into standing water. It could be electrified.

DO NOT touch a person who has been electrocuted.

Turn off, or ask building maintenance to turn off the source of water, if it is possible.

DO NOT TOUCH OR MOVE wet books or other library materials.

CALL a person especially trained or authorized to determine how these books and materials should be handled.

Director – Gayle Trede 319-385-9552 - home

Midwest Freeze Dry Ltd. 847-679-4756

If neither is available, call another member of the Emergency Team.

Disaster Re-Entry Checklist

The first step in disaster response should always involve addressing human safety. Everyone known or believe to have been inside must be accounted for all and all injuries attended to. No one should enter a disaster site until civil authorities have granted clearance. Only after clearance is granted and the cause of the emergency is under control, may staff proceed to carefully enter the site to begin to assess damages.

Has permission been given by civil authorities to re-enter?

Fire, police, health, local government, National Guard

Is building structurally sound?

Are utilities safe to use?

Do you have a “buddy” to accompany you?

Are you equipped with appropriate protective equipment?

Hardhat, boots, respirator, gloves, protective goggles

Are communications established through necessary equipment?

Walkie-talkies, cell phones

Does equipment work inside the building?

Is there back-up equipment or alternatives?

Are you prepared for quick initial documentation?

Paper & pen, Camera, Measuring tape, Camcorder ,Tape recorder

Extra batteries for the various equipment

This is not a salvage or recovery mission, but initial assessment only.

Identify specific locations, types and extent of damage in general terms only and in broad strokes.

Damage Assessment Checklist

How big is the damaged area?

What kinds of records have been damaged?

How long have items been wet?

Any signs of mold?

What team members/additional personnel are needed?

What supplies are needed?

TURN OFF HEAT in the building.

TURN ON AIR CONDITIONING, even in winter. Call Brent Schliesman at 385-1473 or 931-1515.

OPEN DOORS to create maximum air flow.

USE FANS and DEHUMIDIFIERS to create air currents if electrical facilities are operational.

The extent and the source of the flooding will dictate if emergency personnel (police, fire, hospital etc.) need to be called or if water or electricity must be turned off/on.

Get plastic sheets to cover materials under running water.

Get paper towels to absorb (don't wipe) water on shelves or books.

Get mops and pails for clean up.

Remove library materials from the floor if they are dry.

Assess Damages:

What has been damaged:

Books, paper files, audio and video tapes must be salvaged/treated within 48 hours.

Microforms can wait a maximum of 3 days.

Computer disks and art works require specialized attention.

Where are the damaged materials?

How many items have been damaged?

Can the damaged items be handled locally or do specialized services need to be called?

How wet are the materials?

Submerged paper will not develop mold.

Wet and covered with debris.

Wet and tightly packed books on shelves develop mold more slowly.

Wet and loosely stacked books are more susceptible to molding.

How long have items been wet?

Books and paper materials, less than 48 hours?

If more than 48 hours, consider mold treatment.

Black and white film less than 3 days? If more than 3 days consult photographic specialist.

Colored film, less than 48 hours? If more than 48 hours consult a photographic specialist.

Recovery Plan

Call for assistance giving dress code and meeting point:

Disaster Recovery personnel, and other library staff as needed for in-house salvage of materials.

Service-providers for pack-out.

Neighboring libraries or volunteers to assist in major disaster.

Get supplies

Retrieve from storage areas.

Order from commercial vendors.

Appendix

Supplies/Suppliers: in-house, off-site, vendors

Appendix

Open purchase order which can be duplicated in emergencies.

Prepare staging area as near as possible to disaster area and with best access to supplies and shipping (if required).

Have table or other work surfaces.

Have supplies (boxes and freezer paper, set up on a paper spool to tear off) delivered close to the area.

Observe safety precautions for workers, take security measures for materials, or, request assistance from city and security providers if circumstances, extent of project or value of materials, warrant it.

Assign Responsibilities

Name group leaders.

Assign helpers to groups according to skill or experience.

Divide the work among groups: searchers/transporters of wet materials, and wrappers/boxers. Transfer workers from one task to another as necessary to avoid exhaustion and stress.

Supervise the operation

Act as liaison and public relations officer.

Revise priorities/procedures as deemed necessary.

Contact the names and phone numbers needed to facilitate recovery.

Pack-out

Books:

Searcher/transporters:

After the cleanup operation remove all the wet books from the shelves and place them on book trucks.

Look on top and bottom shelves first, if water has dripped down from the ceiling.

When full, wheel the book trucks to the staging area.

Do not attempt to remove mud, to open, or to separate leaves off of wet books.

Do not leave any books to dry out by themselves.

Wrappers/boxers

Wrap volumes in freezer paper, slick side toward the book, without folding in the head and tail ends of the paper.

Place the wrapped books side by side in boxes, spine edge down.

Fill the box one layer deep only.

Load boxes onto trucks and deliver to the freezing facility as soon as possible.

Do not stack boxes more than 3 high.

Photographic materials

Place photos, negatives, films, microforms in plastic garbage cans with cold clean water and ship to reprocessor.

Deliver to reprocessor within 48 hours for color and 72 hours for black and white.

Remove from the water what cannot be treated with the 48 and 72 hour limits, and arrange for blast of rapid freezing.

Compact Discs, CD-Roms and DVDs

Immediately dry discs. Dry paper enclosures within 48 hours.

Do not scratch surfaces.

Preparations for Drying

Remove discs from cases. Rinse discs with distilled water. Do not rub the discs because dirt could scratch. If necessary, blot, do not rub, with a soft lint-free cloth.

Drying Methods

Paper enclosures may be freeze dried. Do not freeze dry the discs. Air dry discs vertically in a rack.

Essential/Vital Records Salvage Priorities

Records should be classified according to their level of importance to the operations of the organization or agency. Keep a hard copy of the inventory in your facility; at least one hard copy at a nearby offsite location, and one copy outside of the region.

Decisions will be based on, but not necessarily in accordance with, the priorities defined by the Library staff.

The collection priorities list is a guide but, because each disaster is unique, the decisions made will consider the circumstances and limiting factors (time, access to materials, availability of resources, etc.) which may require deviations from the plan.

Description	Format	Quantity	Location	Priority
Local History & Genealogy Material	Books, Folders, Files, Microfilm, Microfiche, Maps		Local History & Genealogy Room	ONE
Personnel History	File Folders		Fireproof File Cabinet in Staff Workroom	THREE
Books	Hardcover		Adult, Teen, New Books & Children's Area	TWO
CDs, DVDs	Video, Music & Children's AV Area		Mezzanine, Adult Non-Fiction & Children's Area	THREE
Reference	Books		Reference on Main floor	FOUR
Policies	Folders & Director's Computer		On computers & Paper format & copy kept in Safe Deposit Box	LOW
Staff papers	Folders & Computers		Staff needs to back up papers on thumb drive & keep in fireproof safe	LOW
Periodicals	On shelves or in boxes		Periodical Area	LOW