

# **DISASTER PREPAREDNESS & RECOVERY PLAN: Walton Public Library**

## **A. INTRODUCTION**

The Disaster Plan for the Walton & Tipton Township Public Library was written to comply with the State Library Standards. In the writing of this plan, the specific location of the library and its construction have been taken into consideration to optimize disaster preparedness and expedite recovery. Natural flooding is not a disaster we anticipate. Any water damage that we might have would come from storms or the result of a fire. Thus there is no flooding component in this plan. A copy of this disaster recovery plan is available at Cass County Emergency Management Agency and on the portable USB drive kept with the director at all times. This plan will be reviewed on an annual basis or as needed.

## **B. PURPOSE**

The purpose of this plan is to identify possible hazards in the library that could lead to a disaster. By identifying possible hazards we have developed a prevention component to this plan that consists of a list of potential hazards and a hazard checklist that will be checked on an as-needed basis.

The second purpose is preparedness. Possible disasters have been identified, possible damage to the building is listed, and lists of actions to be taken by the staff to ensure the safety of the patrons, staff, and building have been created.

The next purpose is recovery. The steps to salvage materials have been listed.

The final purpose is community need. In the event of a community-wide disaster, the library building will be available on an as-needed basis for services.

## **C. IMPLEMENTATION AND CONTINUATION**

The Library Board of Directors is committed to providing continued library service to the community in the event of a disaster. During the recovery from a disaster, library services will resume as soon as possible.

## **D. POTENTIAL HAZARD LIST**

### **CIRCULATION AREA/Staff Work Area/Storage**

- Paper Cutter/Scissors
- Copier
- Windows
- Personal fans

### **STORAGE ROOM/JANITORIAL CLOSET**

- Shelves with supplies
- Cleaning supplies - Refrigerator
- Faucet
- Water heater
- Furnace

### **MAIN LIBRARY/FOYER BATHROOMS**

- Windows
- Furniture
- Shelves of books
- stepstools

### Computer Electronic room

- pathway to circuit breaker not clear
- electrical equipment

### Kitchen

- water faucet
- refrigerator
- Bunn Coffee maker
- microwave

### Bathrooms

- wet floors
- faucets
- mirrors

### Sidewalks

- snow or ice covered
- loose debris objects

## **EMERGENCIES OF THE LIBRARY**

### **E. FIRE**

If the fire is small and confined to a small area (wastebasket, etc.) two fire extinguishers are placed upstairs and four are placed downstairs. **Do not risk life to save property.** If, however, there is any doubt about whether the fire can be controlled, immediately clear the building, be sure to check the basement, bathrooms, and kitchen; call **911** or pull a fire alarm behind circulation desk, exits or near the stairwells.

If a fire is discovered in any part of the building when people are present, the staff shall order all persons to leave the building at once, using the door at the opposite part of the building. Remember, during a fire the elevators will not function and should not be used regardless. All staff should meet across the street at the Sheriff's Department, until everyone is accounted for. **DO NOT RE-ENTER THE BUILDING UNDER ANY CIRCUMSTANCES!**

If a fire is discovered when school children in an organized group (grade school, story time, or pre-school) are in the library, then grade school children should be sent back to school, escorted by their teacher, leaving the building by a door away from the fire. Pre-school or story time children shall be taken from the building by a staff member and any other adult in the building using the most convenient door away from the fire.

When the Security Alarm Sounds: The security system will take over the phone line. If it is a FALSE ALARM you will need to bypass the signal to get it to shut off. To do this you need to read the panel that is located in the Computer electronic area in the basement. Open the Red Door on the System and read the display.

### **F. HEALTH EMERGENCIES**

Staff members should exercise extreme caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from unneeded 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. Indiana does have a Good Samaritan law so do what you feel is necessary such as administering CPR or use of the AED.

If the problem is not serious, give assistance to the injured party by administering first aid. The first aid kit is located in the second drawer of the upstairs circulation desk. The rescue squad (911)/Police should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to a patron by a library staff member unless advised by Emergency Dispatch.

### **G. SEVERE THUNDERSTORM/TORNADOES**

Some thunderstorms and tornadoes can be seen approaching, while others hit without warning. It is important to learn and recognize the danger signs and to plan ahead.

- Dark, towering, or threatening clouds
- Distant lightning and thunder
- An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible.
- Before a tornado hits, the wind may die down and the air may become very still.
- Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.
- A severe thunderstorm or tornado watch is issued when storms are likely to develop.
- A severe thunderstorm or tornado warning is issued when a storm has been sighted or indicated by weather radar.

**The Children's Library in the basement is safest. Get under a table, if possible.**

- Remain calm and instruct everyone to move to the basement.
- Check bathrooms and Meeting Rooms.
- Everyone should sit on the northwest wall with their arms and hands covering their heads.

Remain in the basement until the all-clear siren sounds.

### **H. EARTHQUAKE**

Earthquakes strike suddenly, violently, and without warning. The first indication of a damaging earthquake may be a gentle shaking motion. Light fixtures may start to sway, objects may wobble on the shelves and glassware may jingle in the cabinets. The first indication of a strong earthquake may be a violent jolt. You may hear a low rumbling noise similar to thunder. After these first warnings the shaking is greatly amplified and it will become very difficult to stand or move from one place to another. Therefore, when you get the first warning signals, be prepared to immediately take protective measures to ensure the safety of our patrons and ourselves.

In case of an earthquake the staff members should announce, **"DROP TO THE FLOOR AND COVER YOUR HEAD. FACE AWAY FROM WINDOWS, STAY UNDER FURNITURE UNTIL THE SHAKING STOPS."** Patrons and staff who are able should crawl under tables, place their heads between their knees and cover their heads with their arms.

Safe places are:

- Under sturdy furniture such as a table.
- Against an inside wall of the hall or an interior door way.
- Away from windows, mirrors, pictures, or where heavy bookcases or furniture could fall over.

**The most dangerous thing to do during an earthquake is to try to leave the building.**

After the earthquake:

- Ask patrons to stay where they are until damage can be assessed.
- It should be determined if evacuation is necessary. Evacuation may be necessary immediately in case of fire or gas leak.
- Make sure all staff and patrons are accounted for.

- Administer first aid to those in need or call 911 for more serious injuries.
- Staff should shut off gas, water mains, and circuit breaker.
- Be prepared for aftershocks. Aftershocks can occur in the first hours, days, weeks, or even months after the quake and can cause weakened structures to come down.

### **I. UTILITIES**

If you smell gas or hear blowing or hissing noise, open a door and quickly leave the building. Turn off the gas at the outside main valve if you can and call **Nipsco** from a nearby business. If you turn off the gas it **MUST** be turned back on by a professional.

If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main circuit breaker. Do not do this if you have to step in water. Call the Town Hall of Walton.

If you suspect sewage lines are damaged, avoid using the toilets and call a plumber or the Town Hall. Avoid using water from the tap or drinking fountain.

### **J. BOMB THREAT**

If you receive a bomb threat:

- Stay calm.
- Assume any threat is real.
- Try to write down every word spoken by the caller, write the exact time of the call, you can check caller ID on main phone. When speaking with the caller repeat each detail back to the caller.
- If the caller does not indicate the location of the bomb, type of the detonation, ask for this information.
- Call 911 **IMMEDIATELY!**
- The Director and the authorities will decide if the situation warrants an evacuation.
- If the caller has indicated that detonation is imminent, evacuate immediately!
- Check all areas of the library including bathrooms and meeting rooms.
- If you find something suspicious **DO NOT TOUCH!**
- Lead everyone away from the building and **DO NOT RE-ENTER!**
- Emergency personnel will give the all clear!

### **K. TRAIN DERAILMENT**

In the case of a train derailment, follow emergency personnel instructions. They will advise the community if there is a need to evacuate due to hazardous chemicals.

### **OTHER COMMUNITY EMERGENCIES**

In the case of a community emergency, follow emergency personnel instructions. They will advise the community if there is a need to evacuate the area, stay indoors, quarantine, or take other emergency action. On the advice of EMA the director will inform the staff as to when it is safe to leave the library or to return to work. Employees will not be penalized if the library is closed due to emergency status..

### **EVACUATION OF THE LIBRARY**

**Exit signs are located above all doorways and emergency exits.**

Announce to all patrons to please evacuate the building as soon and as calmly as possible.

- Be prepared to direct patrons out of the building. The predetermined location outside of the facility for everyone to meet is the Sheriff's Department Parking lot across the street.

- There are three exit doors in the library.
- West exit door from the main library.
- East exit door, Learning Center Exit.

- South exit door from the main library entrance.
- Staff, if able, should check the building for anyone left behind. Check restrooms, meeting room/kitchen, Children's library, and storage rooms.

### **LOCATION OF EMERGENCY SUPPLIES**

- First aid kit, non-latex gloves, disinfectant wipes—second drawer in the circulation desk
- Flashlights are in the director's office top desk drawer; Children's circulation desk.
- Fire Extinguishers: upstairs by the fish tank and by the Bishop Street entrance door. Downstairs: in the elevator room, between the double doors by the furnace room, by the new bathrooms and in the kitchen.
- Fire Alarm boxes are located next to all exit doors and behind the circulation desks.
- Electrical breaker box is located on the east wall downstairs computer electronic room. **NOTE, this door is locked. Most staff have a key.**
- Gas meter and shutoff is located on the east side of the building between the new HVAC units.
- Buckets, mops, towels--in the cleaning closet, janitor's closet and towels are in the kitchen.
- Wet-vac/shop-vac--located in the furnace room off of the children's area.
- Phones are located at all staff desks.
- Battery powered weather radio is located by the fax machine. **NOTE, batteries are located in the top drawer of the island.**
- Paper towels, trash bags, rubber gloves are located in the janitor's storage room.
- Tool kit is located in the top drawer of the island in the staff work room.

### **DISASTER RECOVERY**

Keep in mind that mold will form within 48 to 72 hours in a warm, humid environment. You must work quickly to salvage damaged materials and to prevent additional damage from occurring. 95% of all disasters will result in water-damaged materials.

#### **L. ASSESS THE DAMAGE**

How much damage has occurred? What kind of damage is it? (fire, smoke, soot, clean water, dirty water, etc.) Is it confined to one area or is the entire building damaged? How much of the collection has been affected? What types of materials have been damaged? Are the damaged items easily replaced or are they irreplaceable? Can they be salvaged by the in-house recovery team, or will outside help be required?

Walk through the entire area and take extensive notes (use a pencil, ink will run). Photographs should be taken to document the damage. Do not open wet books that are closed. Do not close wet books that are open.

Contact the insurance carrier, sources of supplies and services, the Indiana State Library Development Office, and a professional cleaning service, if necessary.

#### **M. STABILIZE THE ENVIRONMENT**

The environment must be stabilized to prevent the growth of mold. An ideal condition for a recovery operation is 65 degrees Fahrenheit and 50% relative humidity. The following equipment should be readily accessible to help stabilize the environment:

- Portable generators, in case of power failure
- Pumps, to remove large quantities of standing water
- Fans to circulate air
- Thermometers, hygrometers to measure the temperature and humidity

- Dehumidifiers can help lower the humidity, but they usually are only effective in small, enclosed areas, and tend to increase the temperature in a room
- Air should be circulated in the damaged area

**N. PRIORITIZE THE RECOVERY**

The following items should be recovered in this order when possible:

- Library’s cash drawer located in top drawer of circulation desk and petty cash in bookkeeper’s drawer.
- Financial and meeting records located in file cabinets, boxes and binders on gray shelf in the computer electronic room.
- Artwork located throughout the library.
- Main Circulation Desk.

**O. ACTIVATE AN IN-HOUSE DISASTER RECOVERY TEAM**

Organize work crews and be sure their responsibilities are clearly defined. No salvage activity should begin until the team leader has determined a plan of action. Disaster and recovery areas should be inaccessible to the public. Frequent rest breaks should be provided for workers. Food and/or beverages should be available.

**P. RESTORE THE AREA**

After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Walls, floors, ceilings and all furniture and equipment must be scrubbed with soap and water and a fungicide. Carpeting and especially the padding under it, should be carefully examined, as mold will develop rapidly. Only professionals should perform removal of smoke odor and fogging with fungicides or insecticides.

**Q. WATER-DAMAGED MATERIALS**

A number of options are available for treating water-damaged materials. The choice of treatment will depend on the extent and type of damage incurred, and the manpower, expertise and facilities available.

**Freezing**

Freezing wet materials will stabilize them and provide you with time to determine your course of action. Mold will not grow and further deterioration from water will not occur when materials are in a frozen state. Books have been left in a freezer for ten years and successfully thawed and air-dried with no resultant damage. Freezing will also help eliminate smoke odor from materials.

Rapid freezing is recommended to minimize damage from ice crystals (the faster the materials are frozen, the smaller the ice crystals will be.) Temperatures below 15 F will freeze and dry out wet materials. If freezer space is not immediately available, and the outside temperature is below 15 degrees F, place the materials in a secure area outside. Cover them with plastic but do not seal, if rain or snow is expected.

**Air-drying**

Air-drying should be performed only in a stable environment to inhibit the growth of mold. The ideal environment for air-drying is 50-60 degrees F and 25-35% humidity. Instructions are outlined below.

**The following procedures are recommended for volumes that are to be frozen:**

**Removal**

- Clear the floors and aisles first.
- Begin with the wettest materials.
- Dirt and mold should be removed and treated before freezing.
- Pack materials on site if possible.

- Keep accurate records of the locations from which materials are removed.

### **Packing**

- Remove volumes from shelves in order.
- Insert one piece of freezer paper/wax paper between volumes.
- Pack crates one layer only, snugly enough that volumes will not slide or lean.
- Wrap open books as found and place on top of a packed container. Do not place more than one open volume in a container.
- If books are stuck together, do not attempt to separate them, but pack them as one volume.
- Pack items in the condition in which they were found. Do not attempt to open or close volumes that are wet.

### **Record Keeping**

- Label each container with the library's name and assign a number.
- On a separate sheet of paper, record the box number, call numbers and number of books in each container.
- Note which containers are sent to which freezer location.
- Keep records of discarded items.

### **Transporting**

- Materials should be placed in a freezer facility as quickly as possible to prevent the growth of mold.
- Materials should be placed in refrigerated trucks if they cannot be frozen within 48 hours.

### **The following procedures are recommended for volumes that are to be air-dried:**

#### **Washing**

- Keep the book tightly closed and hold it under cold, clean running water.
- Dab gently with a sponge to remove as much mud as possible from the binding only.
- Squeeze the book gently and with even pressure to remove excess water and to reshape the binding.

#### **Do not wash**

- Open or swollen volumes.
- Full or partial leather bindings.
- Fragile or brittle materials.
- Works of art on paper.
- Water-soluble components (inks, tempura, watercolors, dyes, charcoal, etc.)
- Manuscripts.
- Non-paper materials.

### **Saturated volumes**

- Do not open – wet paper tears easily
- Set volumes on the heads on absorbent paper. Pages tend to droop within the binding when a volume is shelved upright. Plastic sheeting should be placed under the paper toweling to protect tabletops.
- Covers may be opened to support volumes.
- Freezer paper/waxed paper may be placed between the cover and the end leaf to prevent staining from the binding dyes.
- When most of the water has drained, proceed to the next section on damp volumes.

### **Damp volumes**

- Very carefully open the book (not more than a 30-degree angle).
- Begin interleaving from the back and keep the volume in an upright position.
- Place interleaving sheets at intervals of 25 leaves (50 pages) unless they will distort the volume.
- Continue to change the paper underneath and remove from the area.

### **Slightly damp volumes/volumes with only wet edges**

- Stand volumes on its head and fan open slightly. Paperback books may support each other with a barrier between them or they may be wedged with Styrofoam pieces. Fan should not be directed on the books, the air should circulate but books should not be in the path of the fan.
- When almost dry, lay the volumes flat and place weights (Not other drying books) on them to minimize distortion. Do not stack wet volumes.
- Lightweight volumes (less than six pounds) may be hung on lines to dry.
- Mono filament nylon lines, not more than 1/32" diameter, not more than five or six feet long, spaced approximately one-half inch apart.
- Do not line dry a saturated volume as the mono filament will cut through the wet paper.

### **Photographic materials**

Do not expect to salvage color photographs, as the colored layers will separate and the dyes will fade quickly. However, if you wish to try, freeze them immediately.

### **Removing odors**

A small garbage can with a tight-fitting lid can be used to aid in deodorizing materials. If the materials are bound, stand them up and fan their leaves open. In a small container, place baking soda, activated charcoal or charcoal briquettes (make sure you do not use quick lighting briquettes or ones that have lighter fluid in them). Place the container containing the deodorizer inside the larger container and seal the larger container. Do not place the container of deodorizer on top of or touching the library materials.

## **R. CONTINUATION OF SERVICES**

In the event that the computers are not operational:

- The library will require patrons to present their identification card for checking out materials.
- The patron's name and phone number will be written down along with the bar code of the item and the date the item is checked out. If it is not a patron you are familiar with, you can access the rolodex to find their actual card.
- Interlibrary loans will not be available without the use of computers.
- Date-due slips will be stamped and placed in the materials.