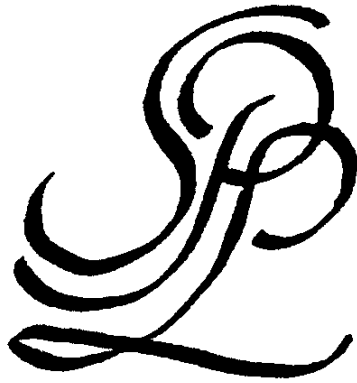


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Shenandoah Public Library



Emergency / Disaster Preparedness Plan

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Emergency Evacuation

The building is to be evacuated in any case of fire, bomb threats and, if warranted, for water problems, gas leaks, or any other incident deemed dangerous to patrons or staff.

1. Call 911.
2. Pull the fire alarm (see Appendix for alarm locations).
3. If possible, staff members will quickly check for patrons before they leave. Within reason, staff should assist patrons who may need help, direct them to the emergency exits, and hold doors open. Be sure to check all of the following areas when evacuating the building:
 - South end of the building
 - North end of the building
 - Auditorium
 - Children's Area
 - Bathrooms
 - Staff Area & Small Meeting Room
 - Elevator/Stairwells
4. Do not stop to shut off the electricity or water, just leave the building. Leave the doors unlocked.
5. See Appendix for building evacuation routes.
6. Upon reaching the Shenandoah Inn & Suites, take a count of staff to determine if anyone is missing. Try to determine if any patrons might still be in the building.
7. Be prepared to tell the first emergency vehicle arriving if anyone is still in the building and where they may be located.
8. Do not allow anyone to start or move cars. Moving cars will interfere with emergency vehicles.

Fire Emergency

For all fire situations, pull the fire alarms located next to the exit doors. There is one on the main floor next to the exterior door on the west. There are three alarms downstairs. One is between the double entry doors at the east entrance next to the south window. One is next to the back door in the janitor's room, and the third is located next to the west exterior door at the top of the stairs from the auditorium. Flashing strobe lights are located in the restrooms for those who are hearing impaired. A constant loud alarm and flashing strobe lights will alert all patrons and staff of an emergency. Evacuate the building as per instructions on the previous page. Do not re-enter the building until the Fire Department has given the okay.

If the fire is small, local, and contained, a staff member may decide to use a fire extinguisher on the blaze. If reachable, the fire alarm should be pulled to sound the alarm and the building evacuated **before** any attempt to fight the fire.

If an extinguisher is used, it is preferable that such an action be performed with another person in attendance. Both persons should have their backs to an evacuation route before using an extinguisher. If the initial attack on the fire is unsuccessful, leave the building. If the fire appears to be put out, remain at the site within the building until the Fire Department arrives. Explain to them what has been done to contain the fire.

Location of Fire Alarms and Fire Extinguishers

See the map in the appendix for the locations of the fire alarms and the fire extinguishers. Pulling the fire alarms will sound the building's fire alarm and automatically dial 911 as well as selected library staff and trustees.

When the Smoke Alarm Sounds

1. DO NOT PANIC! The automatic dialer is now calling E911 and the designated people. If you know this is a false alarm alert the Fire/Police Dept. and E911 etc. If there is a fire, follow up the automatic phone calls with a 911 call.
2. If there is no sign of a fire, go to the SEI black master box on the north wall in the basement electrical / HVAC room.
3. Depress the horn silence switch and trouble silence switch located on the master box. Investigate to find the source of the alarm. Check the manual pulls at the EXITS and if one of them has been pulled.

4. At the master box:
 - a. Push the reset button
 - b. Push horn silence and trouble silence switches.

5. Fire Alarm Automated Dialer List:

Shenandoah Fire Department/E911	911
Library	712-246-2315
Carrie Falk	712-542-6496
Carrie Falk	712-303-0000
Molly Nuckolls	712-326-5038
A.J. Lyman	712-370-3313
Joy Stortvedt	712-215-1753

6. Midwest Alarm Automated Dialer List
As above except for 911.

Using the Fire Extinguisher

Remember the word **PASS**

1. Stand 8 feet away from the fire.
2. **P**ull out the safety pin.
3. **A**im the nozzle or hose at the base of the flames
4. **S**queeze or press the handle
5. **S**weep from side to side at the base of the fire until it goes out.
6. Monitor the situation and evacuate if the fire escalates.

Library Keys

All full-time library staff, library clerks, city hall, the police department and the fire department have a master key to the library building.

First Aid

First aid supplies are located on the top shelf beneath the southside drawer of the circulation desk in the original part of the Library. There is also a first aid kit in the fourth red cupboard door from the left in the Children's area. Staff should be extremely conservative in approaching first aid situations. Staff is not to administer first aid to patrons except in emergencies. If patrons request, staff may supply bandages for patrons to use on their own. All staff members should wear non-sterile examining gloves in all situations involving blood or other body fluids.

Call 911 if the situation indicates. If a patron requests first aid, offer to contact emergency personnel.

If help needs to be summoned, do not move the injured person. Clear the area for easy access on the part of the emergency responders.

Gas Leaks

The library uses natural gas for furnaces and the water heater. The water heater is still located in the old boiler room as are some of the HVACs. Other HVACs are located in the auditorium, in a small room off of the north room storage area, in the janitor's room and in the Teen area. If a leak is suspected or any other unusual chemical odors are noted:

1. Call MidAmerican Energy at 1-800-595-5325
2. Depending in the severity of the situation, call the police department at 246-3512 or Emergency Services at 911.
3. If necessary, follow evacuation procedures and do not turn anything electrical on or off until the Fire Department has checked out the situation.

Bomb Threat

In case of a telephone bomb threat:

1. Staff member 1 should try to keep the caller on the line long enough to gather some information.
2. While on the phone, try to alert staff member 2 of the situation.
3. The staff member 2 should call 911 and begin evacuation of the building.
4. Staff member 1 should ask for the following information from the caller: location of the bomb, type of bomb, and expected time of detonation.
5. Staff member 1 should also, note the voice (age, sex) and any identifiable background noise.
6. Once the call is terminated staff member 1 should then evacuate the building as well.
7. Staff member 1 should be prepared to give pertinent information to the police or fire department.

Lockout Events

Potentially dangerous situations will involve the lockout of the Shenandoah Public Library with entry and exit restricted. The purpose is to minimize the exposure of library staff and patrons to harm, including in the most serious cases the threat to life. This procedure empowers staff to take whatever steps they deem necessary to keep themselves and others safe while working in cooperation with local law enforcement and city officials in its implementation.

NOTE: Library staff CANNOT forcibly restrain patrons from leaving the building. The request needs to be stated as an urgent, but voluntary compliance until the issue is resolved. Staff will however, lock doors and refuse admittance to the building.

NO ONE is allowed to enter the building (except responding police and emergency officers) until the lockout is cancelled.

Lockout Procedures:

1. Proceed to lock all outside doors.
2. Place a sign on both entrances stating: "The Library is in Lockout."
3. Then close and lock all sets of interior double doors to create another layer of security.
4. Announce the lockout to all patrons in the building. (Example: "The library is initiating a building lockout. We ask for your voluntary compliance and that you remain in the Library until the situation is resolved and an "All Clear" announcement is made.")
5. Patrons will be asked to move to areas away from windows for the duration. Upstairs patrons move to the east room near the computers and downstairs patrons will move to the area near the story garden and north archives for the duration of the lockout.
6. If the incident is occurring close to a shift change, incoming staff should be contacted and told not to report to work until notified.
7. Staff person in charge will assist the police and/or other emergency responders as requested.
8. Issue an "all clear" when notified by the staff person in charge.
9. Unlock doors and remove lockout signage.

Electrical

Location of Electrical Panels:

All electrical panels are in the basement in the electrical / HVAC room (former boiler room), south wall of the south staff office, or in the Server Room. The exterior lights are also controlled from a blue box on the south wall.

Kirchert Electric handles all electrical repair work for the library building: 712-379-3570.

In case of electrical outage:

1. Notify MidAmerican Energy immediately at 1-800-799-4443
2. Turn off staff and circulation PC's due to severe weather.
3. Shut down the server for a longer power outage although it has a 15-minute backup battery.
4. The blue mag light flashlight is located at the circulation desk upstairs underneath the southwest corner on the floor. In the Children's Department, their blue mag light is in the only drawer on west side of the circulation desk.

When no power is available, the library should be closed if the temperature inside the building becomes too hot or too cold, or lack of light causes concern for the safety of patrons or staff.

Water, Pipes and Floods

In case of a water emergency ...

Main Water Shutoff

The main shutoff valve is located in the closet off the north storage room, a red round wheel about a foot off the floor.

Irrigation Water Shutoff

The controls are in a gray box left inside the closet off the north storage room. The dial inside the cover should be moved to the left –to off.

Fire Suppression Shutoff

A red lever labelled with drain the system can be moved from left to right. The pressure should fall below 100.

Sink Water Shutoff

All sinks have hot and cold water shutoff valves located under each sink. Simply turn the knob clockwise until the valve is shut.

John Gowing Plumbing & Heating handles all plumbing-related repairs at the library:
712-246-1803.

Heating and Cooling

If a heating or cooling problem is detected, notify the Library Director. If the library director is not available and it is an emergency the following company takes care of the library's HVAC needs:

Wallin Plumbing 712-246-4007

Thermostats

Adult Area

There are four thermostats in the library located on the main floor. One of the thermostats is next to the circulation desk, and it controls only the heating and air conditioning in the main part of the building. Another thermostat is located at the entrance to the Wilson addition. This thermostat controls the heat and the cooling in the Wilson addition. The south end of the building also has a thermostat for heating and cooling. The fourth thermostat is in the 2012 addition on the north end next to the brickwork.

Children's Area (downstairs)

There is an HVAC thermostat on the east side of the main doors into the Children's area. Another HVAC thermostat is at the entrance to the story garden.

Auditorium

The auditorium's HVAC thermostat is located near the double exit doors.

Severe Weather

If the weather looks threatening listen for weather updates from the weather radio and monitor the situation via Internet. Check with the Library Director before deciding to close the library due to severe weather.

Tornado

When the tornado sirens sound during a severe storm follow these procedures:

1. Evacuate all patrons from the main floor and the children's area and the auditorium if it is in use.
2. Direct patrons to the tornado shelter located in the public restrooms at the lower level. Take masking tape to cover the toilet sensors.
3. Do a quick head count in the shelter to determine if patrons and staff are accounted for.
4. Remain in the tornado shelter until the all-clear signal is sounded.

Computer Emergencies

If the Apollo circulation system, the Internet, or the Local Area Network goes down, the Technology Librarian should be notified immediately. If she is not available, phone contacts for the equipment are as follows:

Biblionix Technical Support 1-877-800-5625 x2 support@biblionix.com
S.W.I.F.T (Internet) 1-800-232-7094
Carlton Computers 402-625-0000
PCS, Inc. 402-935-1815
(Network/LAN problems)

During Electrical Storms

(If electricity is flickering/ in danger of going off):

1. Shut down (turn off) all computers, printers and monitors using the proper shutdown sequence.

If Electricity Goes Off:

1. In server room, starting with main server, log in, click on start, select shutdown and chose any reason listed (It will run on emergency power supply for a FEW MINUTES ONLY). It will shut itself down automatically if you do not get there in time; however, it is better if you shut it down manually.
2. Shut down public computer server at the desk using the same process.
3. Use paper and pencil to record any checkouts.
4. When power returns, turn on the servers. When the servers are up and running, it is okay to turn on the other machines.
5. Start up other PC's and log on as usual.
6. Manually enter any checkouts into the Apollo system.

Loss of Internet Service

1. Notify the Technology Librarian.
2. If the Technology Librarian is not available, there is a black box with “Dell” written on it on the table. Unplug the power cord from it, count to 10, and plug it back in.
3. If this does not work, call SWIFT technical support at 1-800-232-7094 to troubleshoot the problem.

Loss of Functionality on One Public Internet station

1. Notify the Technology Librarian.
2. If the Technology Librarian is not available, Use Ctrl+Alt+Del to access the power menu in the lower righthand corner. Restart the station. It should log back on to where the user left off.
3. If logging off does not solve the problem, try to move the person to Computer 1 or the Genealogy Computer until you can contact the Technology Librarian or Carlton Computers to restart the computer server. You will need to make sure this does not terribly inconvenience the other users.
4. If cycling the power does not fix the problem, turn the box on the back of the monitor off, turn off the monitor, put an “out of order” sign on the monitor and leave it off until the Technology Librarian can deal with it.

Disaster Preparedness Plan

Insurance Review

Insurance Contact:

Brian Steinkuehler, Wilson Insurance Agency, 712-246-2336

In the event of a disaster the insurance company requires two things of the library.

1. A current backup of the library's holdings (from Biblionix servers)
2. Pictorial or video representation of the items in the library (vault at City Hall)

Insurance Fire Extinguisher Guidelines:

1. Minimum of 1 extinguisher for every 11,250 square feet
2. 1 extinguisher by every exit
3. Maximum of 75 feet of travel distance between fire extinguishers

Emergency Services

The Library staff and board should work to make sure that the Fire Department is familiar with the layout of the Library. An annual building inspection needs to be held with the Fire Chief and the Police Chief and a majority of the staff present. This tour is usually scheduled in conjunction with National Library Week in April. If usage of the building changes significantly, the Fire Department and Police Department should be notified immediately.

The fire department should be contacted periodically, to demonstrate fire safety techniques as well as how to fight smaller contained fires with the fire extinguishers. This should be scheduled especially when there is a significant change in the library staff.

IMALERT (Iowa Museums, Archives & Libraries Emergency Response Team)

In the event of a major disaster, the library staff should contact IMALERT as soon as possible to receive support and advice. IMALERT Hotline: **319-384-3673**.

Staff Instruction

All staff should receive emergency/disaster procedures training as part of their job orientation and have access to the written policies and procedures relating to those topics. The Disaster Recovery Team (DRT) will be responsible for reviewing these plans with all Library staff every year. The Library Director will determine the frequency and duration of emergency drills.

Disaster Recovery Team

In the event of a disaster, the Disaster Recovery Team should be the first to enter the Library after the Fire and Police have given the okay to enter the building. The DRT members are the organizers and decision makers for the cleanup and salvage process. The DRT members are assigned specific responsibilities:

Library Director makes financial decisions, deals with the insurance company, oversees proper record keeping, and makes final decisions of administrative impact.

Disaster Coordinator oversees the salvage operation. Evaluates the extent of damage and recommends proper recovery procedures.

Children's Librarian assesses damage to the Children's Department and focuses on salvage and recovery of the lower floor.

Members of the DRT do the following:

1. Review and update the Emergency/Disaster Plan each year.
2. Effectively communicate to Emergency Service Departments significant changes in the building and in the Emergency/Disaster Plan.
3. Establish salvage priorities in the event of a disaster.
4. Team members should be more knowledgeable about salvage techniques than the general staff in the event that one or more team members are unavailable at the time of the disaster.
5. Each team member will keep a current copy of the Emergency/Disaster Plan at their home, as well as other current disaster documents the team may deem important. Each team member will have a working knowledge of these documents.

Recovery Supplies List

Some or all of these materials may be needed during an emergency.

Alcohol, Q-tips & isopropyl	Pads of paper
Aluminum foil	Paper towels
Batteries	Plastic clothes pins
Borax	Plastic (polyester film, sheeting and web)
Buckets	Plastic trash bags
Camera	Plastic trash cans
Cardboard boxes	Portable generator
Clipboards	Portable pump
De-humidifiers	Rope or clothesline
Dumpsters	Rubber boots
Fans	Rubber gloves
Filament tape and dispenser	Scissors, utility knives
Fishing line	Sponges
Flashlights	Squeegees
Folding table	Two-way radio
Freezer paper	Blank newsprint
Freezer bags	Water hoses
Heavy duty grounded extension cords	Waterproof clothing
Hand trucks	Waterproof pens & pencils
Hardhats	Waterproof plastic tarps
Lysol	Wax paper
Milk crates	Wet/dry vacuum
Mops	Wheelbarrows
	Wooden pallets

First Response by Emergency Services

After Library staff has become aware of an emergency, the Fire and Police departments will be alerted through the 911 response system. In case of a fire while people are in the building, the emergency exits should have been opened if safely accessible to help speed evacuation. Pull the nearest fire alarm located on the diagrams on pages 5 A & B of the Emergency/Disaster Plan to set off the building alarm.

Any staff present at the time of the emergency should initiate evacuation procedures. Alert the first responding emergency vehicle if anyone is suspected to still be in the building. Unless the emergency services crew request further information or assistance, stay out of the building and out of their way.

If no staff is present and the Library is closed at the time of the emergency, someone from the Emergency Services will contact the Library Director or Disaster Coordinator as soon as they are able.

Before a disaster strikes, the Fire and Police Departments must be appraised of the collections priorities within the building, as this knowledge might alter their methods of response. The Fire and Police Departments should be given a tour of the building yearly around the time of National Library Week in April.

The emergency services departments will declare when it is safe for staff or patrons to re-enter the building.

First Response by Disaster Recovery Team

If staff is present when a disaster strikes, the DRT will meet as soon as the emergency services personnel have given permission to enter the building. Actions to be taken after a disaster will depend upon the severity of the situation. No staff should attempt any salvage recovery until instructed to do so by a member of the recovery team.

If no staff is present at the time of the disaster, someone from the emergency services departments will contact the Library Director, if possible, or the Disaster Coordinator.

The DRT will need to assess the character and degree of damage to the collections and to the building. As much as possible, the team should walk through the entire building together, taking extensive notes in pencil or waterproof pen. Photographs should be taken in order to document damage. Do not attempt to remove or repair items until an overall plan of salvage has been developed.

After touring the building, the team will evaluate their notes and discuss how to proceed. It must be made very clear who will perform what tasks. Even though general tasks have been indicated in this Emergency/Disaster Plan, the specifics of the current situation might alter them. Particular attention should be paid to who will be contacting outside sources such as the insurance agent. Attention should also be paid to alterations in the environment that might assist in recovery. Do not proceed until all members of the team present agree upon a plan. The team should not feel pressured into a hasty or inadequate analysis; however, speed is critical.

As soon as the team has agreed upon a plan, salvage efforts can begin. Appropriate staff or outside sources should be contacted.

Second Response, General Salvage

In all cases, follow the instructions of the DRT. Exceptions may need to be made to the following general instructions in certain situations.

Someone from the DRT will work on data recovery for insurance purposes.

If water is still dripping, cover affected stacks with plastic sheeting. Attempt to avoid any further damage to materials. Pump out water if standing anywhere in the building.

Keep accurate records in pencil or waterproof pen of items removed from the building.

Make sure the area is well ventilated. The area should be kept cool and with the lowest humidity level possible to avoid mold development. Frequently check materials to determine if mold is developing. If any mold is noted, consult a member of the DRT. To assist in lowering humidity, collections not considered salvageable should be removed from the building as soon as possible.

Most books can be salvaged and restored if proper procedures are followed, but it may be cheaper to replace them. Air drying, or freezing and then utilizing one of several drying methods are the two options available. Follow the instructions of the DRT. No attempts to clean damaged materials should be made unless so instructed. It is easier to remove mud or dirt from a book when it is dry or frozen.

The quickest method of stabilizing most materials is by freezing. Unless given priorities, pack the wettest material first and remove from the building. This lowers moisture and humidity. For specifics on packing, see the section on freezing.

The major damage to bound volumes caused by swelling will take place in the first 8 hours after they have been soaked. The paper text will expand more than the cover. The spine will assume a concave shape. This gives an indication of the extent of water damage.

Keep water mopped up during the salvage process and perform common sense cleanup. Remove damp paper toweling and rags, from the building, as quickly as possible. Keep a constant watch for mold development.

Shelves should be sanitized and completely dry before items are returned to them.

If possible, dry collections situated near a very wet collection should be moved to a dry area to avoid humidity.

Collection Prioritization

Depending on the severity of the damage and where in the building the damage was sustained this list will change. However it is a guideline to follow when deciding what order in which to start collection salvage efforts.

1. Local History/Genealogy, Iowa Reference in the Large Type Room & Reference Room
2. Iowa Archives located in the north storage room.
3. Original Artwork—Located throughout the building.
4. Bound newspapers in the lower level hallway near the auditorium.

Other collections should be salvaged only if no damage has been done to the items.

5. Audio Books and DVDs
6. Non-Fiction
7. Children's
8. Fiction
9. Teen
10. Genre Material
11. Paperbacks

Freezing

For short-term bulk freezer storage call Johnson Locker Service in Essex. The owner is Becky Jones and the phone number is 379-3314.

During the summer months we will be able to store books on a short-term basis in the Shenandoah Community Schools freezers as long as no food items are in the freezer.

Contacts are:

Kristin Edwards, Food Service Director at 246-3773
Kerri Nelson at the Administrative Office at 246-1581

For long-term professional freeze drying contact:
Midwest Freeze-Dry, Ltd.
Midwest Center for Stabilization and Conservation
7326 North Central Park
Skokie, IL 60076
847-679-4756

The time period immediately following a disaster is not the time to restore materials to their near-original state. In only 48 hours items can start to mold. Freezing is used as an intermediate stage. By freezing materials time is gained to clean the site, to make necessary building repairs, and to decide how to treat items.

Freezing puts mold in a dormant state. It prevents further swelling and warping, it keeps water soluble inks from diffusing further, it reduces stains and smoke odors, and it prevents coated papers from sticking together.

Before freezing materials, assess the value and condition of the materials. Identify the total numbers and types of materials. Then make lists of the materials which can be replaced and which can be restored. Remember, it is almost always cheaper to replace than to restore, unless the item is of significant value.

Materials need to be packed before they are sent to a freezing facility. To pack a book, wrap it loosely in wax paper or freezer paper. This prevents the books from sticking together. Do not close open volumes or open closed volumes, which are wet. Pack the items in the same condition they are found. Do not pack the boxes or crates too full; it is best if they are only about $\frac{3}{4}$ full. Crates should be turned on their sides and wrapped books stacked one on top of another spine to bottom of crate. Sturdy cardboard boxes can be used if crates are not available. They should be lined with wax or freezer paper or plastic sheeting before books are inserted.

Keep records of all salvaged items. Mark each box or crate in waterproof marker indicating the type of material and its priority. It should be labeled as property of the Shenandoah Public Library.

The best temperature to freeze is at least -20 degrees Fahrenheit. Rapid blast freezing is best because it produces fewer ice crystals. Give priority to items already molding, coated stock materials, water-soluble components (i.e., inks, dyes). Items may be left frozen indefinitely.

After the item is frozen, three options of drying methods are available. Vacuum freeze-drying is the preferred, and recommended method of drying. This method permits the ice to pass from a solid state directly to a gaseous state, avoiding re-liquefaction. One may use vacuum drying instead; this is less preferable because it returns the moisture to a liquid state and causes more wrinkling, and distortion. Air drying is the third option. If air drying is chosen, first thaw the items by leaving them in the boxes or crates they were frozen in and placing them in a low humidity environment. Do not disturb the books for at least 24 hours. Then follow the instructions on air drying.

After vacuum freeze drying, materials will be extremely dry and should be allowed to acclimate for at least one month before opening; this prevents cracking the spine or binding.

Returned, dried materials should be placed in a well-ventilated, air-conditioned area on open shelving. Check the materials periodically for mold growth, even if they were sterilized. Leave the materials in this area as long as feasible (six months is recommended) before being returned to the main stacks. This is to prevent the possible spread of mold growth.

Air Drying

Air drying is only efficient for very limited amounts of materials, unless special collections are involved. This method is never recommended for coated stock materials because the pages will stick together.

The drying area should be away from the disaster area. It needs to be a clean, controlled environment in order to avoid moisture-laden air. It should be maintained at a reasonably constant temperature, with well-circulating air. Books and other materials that are drying need almost constant attention, particularly at the first stages of the process.

Wash only materials that are soot or mud covered and will not be further damaged by more water (avoid washing water-soluble ink or dye materials). Mud and mold are often better removed after drying. Keep the book tightly closed and sponge lightly with cold, clean running water.

Books that are slightly damp or humid can be stood upright and fanned open. Set books on their heads on tables covered with plastic sheeting covered with blank newsprint. Very carefully open the book slightly and interleave sheets of paper toweling in the book. It is important to change the paper frequently. Place aluminum foil between the cover and the end leaf to prevent dye stains and further water absorption. As papers absorb moisture, transfer to another table equipped in the same fashion with newspapers and turn book to other side of spine. Remove wet or moist toweling or newsprint immediately from the site in order to reduce humidity levels.

Fans may be used to circulate air, but should not blow directly onto materials. Cool moving air and good ventilation can assist in drying. Air conditioners and de-humidifiers may also be used to remove excess moisture.

Light, damp volumes may be hung on fishing line to dry. This method may be useful to straighten spines, which have become concave due to water weight.

Before returning to library stacks, make sure that there is no mold on any item and that the items are completely dry.

Books

Books should be salvaged according to their priority. Books that remain tightly shelved following a disaster should be left that way until other very wet materials are dealt with. However, caution should be practiced because books that are extremely tight on a shelf may possibly explode off the shelf due to pressure. Tightly shelved books will usually only develop mold on the outer edges of the binding.

Do not open wet books; this may result in further damage. Do not clean or restore books while salvaging unless they are extremely muddy or contaminated with sewage. Materials that are wet should take priority over items that are only burned. Remember to keep records.

Once a plan of priorities has been established, salvage items according to that plan. For example, items that will be restored should be packaged and frozen (see Freezing), items that are only damp can be air dried (see Air Drying). Once the initial clean up is done, items that are frozen will have to be vacuum freeze dried, freeze dried, or air dried.

Magazines

Methods of salvaging magazines vary because of the different types of paper involved. Depending upon the severity of the damage to the collection, the Disaster Recovery Team should seriously consider whether salvage is worthwhile. They should keep in mind that except for local history materials, titles might be available for purchase in electronic format.

Lightweight non-coated paper magazines may be hung on fishing line and allowed to air dry. They could also be placed on tables which have been covered with plastic sheeting and blank newsprint and air dried. This would necessitate frequent changing of the newsprint and would be less efficient than the first alternative.

Wet coated papers should be handled with care because the print will slide off the page if it is rubbed. Do not allow to dry or the pages will permanently bond together. It may be desirable to leave the magazines under water or keep them in water if salvage is necessary because of local historical importance and they cannot be immediately frozen. The only option possible, but which is not always successful, is to freeze the issues while wet and later have them vacuum freeze dried.

Compact Discs (CD-ROMs, CDs, Books on CD, DVDs)

Clean water does not appear to affect the discs. Dry with a non-treated, non-abrasive clean cloth similar to cheesecloth or thread through holes on fishing line to dry. If the CD has come into contact with any chemicals, the recording may be distorted. CD's may need to be re-labeled. If moist, the paper inserts in the jewel box should be removed. They may or may not be dried using the paper sheet method, depending upon the degree of wetness. The jewel box should be thoroughly dry before a CD is re-inserted. Watch for mold.

Separate Sheets

Important documents or drawings should be frozen and their restoration left to experts.

When single materials are wetted together, it is usually better not to separate them, but to freeze as a mass. They will separate when vacuum or freeze dried. If freezing is inconvenient or uneconomical, air drying could be used. If sheets are separated, they may be line dried using plastic clothespins, or placed on a table covered with polyester film and newsprint. Then cover with polyester web. Fans should not blow directly onto the materials. Warm air and good ventilation should remove excess moisture. Air conditioners and de-humidifiers may also be used.

If air drying is chosen, and the materials are wetted together, a separation method using the special properties of polyester non-woven fabric and film can be used. This is described on page 22 in the Peter Walters booklet Procedures for Salvage of Water-Damaged Library Materials.

Equipment

Priorities and methods of salvaging equipment vary greatly depending upon the item. Items such as tables may only need to be cleaned, dried and watched for mold. Each department should carefully examine its internal records and files for water damage and mold. The Technology Librarian and the Director should be the final authorities on the server, the LAN, the Webserver and other computer equipment. The Director should be consulted about any item of high monetary value before it is considered unsalvageable and removed from the building.

Special care should be taken with water damaged equipment that utilizes electricity. Follow the advice of the Fire Department before plugging in and unplugging any of this equipment. The DRT should question the Fire Department about electricity when they are given the okay to enter the building

Summary

Decisions made during emergencies and disaster salvage can affect the library for a long time. Because we have planned ahead, effects can be minimized. Thoughtful preparation can lead to a reasoned and sensible response. The safety of patrons, staff, and collections should always be kept uppermost in mind. In any emergency situation, life is more important than property.

In this Emergency/Disaster Plan, everyday situations that could escalate to larger problems have been covered, as well as questions and procedures to be followed in the face of a larger problem. The Plan provides a solid core of information to be utilized on such occasions. Ongoing cooperation amongst the Library and emergency services departments is essential in providing the safest possible library environment for people and property.

Quick Check List of Actions

1. Immediately after disaster call Insurance Agent
2. Call Iowa Library Emergency Response Team (IMALERT)
3. Organize meeting of DRT to go over plan of action
4. Record damage and keep careful notes
5. Decide how to proceed and prioritize clean-up effort
6. Choose how to dry out materials (Freeze Dry/ Air Dry)
7. Pack boxes for freezing (label boxes and list contents)
8. Begin to air dry materials that have been chosen for that method
9. Keep constant watch for mold growth
10. Change paper often and keep a constant cool air flow
11. Clean off dirt and debris after material is dry

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Emergency / Disaster Preparedness Plan

Appendix

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