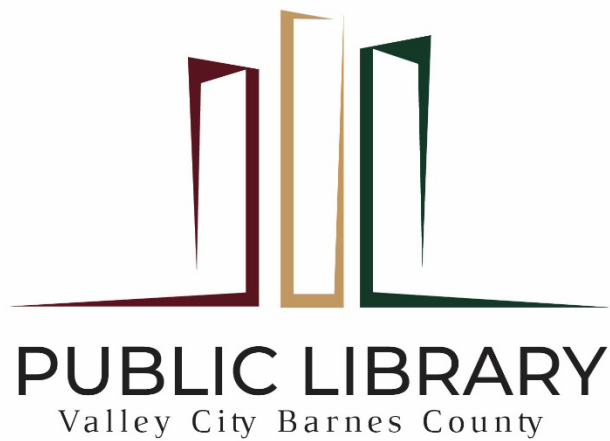


Valley City Barnes County Public Library

410 N Central Ave

Valley City, ND 58072

(701)-845-3821



Disaster Plan

Approved January 2024

Emergency Call List

Emergency Line	911
ElectroWatchman, Alarm company	(701)-235-9511
Anita Tulp, Director	(701)-320-9058
Melissa Lloyd, Assistant Director	(701)-226-7663
Sara Nordland, Youth Services Librarian	(701)-730-5405
Hilde van Gijssel, Library Board President	(240)-462-8785

Off-site Services

Custodial Services	Open Door Center	845-1124 (Contact Cindy Schopper)
City/County Services	Barnes County Dispatch	845-8181
	VC Police department Non-emergency	845-3110
	BC Sheriff's office	845-8530
	VC Fire Department Non-emergency	845-3351
	VC Public Works Office	845-0380
Fire Alarm	Electro Watchman	701-235-9511
Electrician	Kohn Electric	845-6887
Plumber	Great Plains/ RJs	845-1147/845-8913
HVAC	Keiths	845-3786
Insurance	Dacotah Insurance	800-811-5611
Elevator	Otis Elevator	800-233-6847
Phone/Internet	BEK	701-845-0355

Locations of In-House Emergency Equipment

Cut-Off Switches and Valves:

Water – Floor panel in women’s staff bathroom closet

Electricity – Boiler room

Fire Extinguishers:

Top Floor:

Outside Adult and Tech Services office

Outside of Assistant Director/Accounting office

Bottom Floor:

Middle room

Outside Children’s library

Hallway between Multi-purpose room and Middle room

First-Aid Kit:

Top Floor: Above Adult Services Coordinator’s desk

Bottom Floor: In Cabinet next to Children’s librarian’s desk

Flashlights: Underneath or next to each circulation desk

Fuse Boxes/Circuit Breakers: In boiler room

Emergency Procedures

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Statements to the Media

In all cases of a tragic event at the library, any statement to the media will be made by the Library Director and/or Library Board President. All staff will refrain from making any public statements to any reporter or media source. If necessary, the appropriate agency (police/sheriff/Emergency personnel) will gather witness statements from staff and patrons.

Documentation and reporting of incidents: Whenever possible, a staff person will document the incident/event by taking notes of what happened, names of person(s) involved, names of witnesses, person(s) notified, and steps taken during the event. This will aid in a clear report of the event or incident.

Death or Severe Medical Problem

Call EMERGENCY 911:

Give the following information:

1. Description of the situation.
2. Exact location of the incident
3. Your name, department, and phone number

Administer first aid:

Do not presume that death has occurred. A trained person (staff or patron) should administer first aid. This person must wear latex/medical gloves. Look for Medic Alert tags around the arm, neck, or in wallet to indicate special medical conditions. If the victim is accompanied by another person, ask if they know of the victim's medical history.

Meet ambulance at the door:

A staff member should meet the emergency personnel at the door, then direct them to the person needing assistance.

Document and file an incident report:

Complete the report giving the name of the victim (if available), names of witnesses, and actions taken.

Fainting/Unconsciousness

Respond quickly:

Fainting/unconsciousness may be associated with medical problems, such as diabetic coma, epilepsy, heart attack, stroke, or hypoglycemia (insulin shock). Quick action is necessary. Do not attempt to move the person.

Check for medical information:

If the person is conscious, ask for their name and any medical information they can provide. If they are unconscious, check for MedicAlert bracelet, necklace, or wallet card. If the victim is accompanied by another person, ask if they know of the victim's medical history.

Call 911:

Give the following information:

1. Description of the situation
2. Exact location in library
3. Your name, department, and phone number

Do not move the victim:

Serious unseen injuries may exist, such as internal bleeding. Keep the victim warm and administer CPR if necessary.

Meet ambulance at the door:

A staff member should be assigned to meet the ambulance at the door and direct the paramedics to the proper location.

File an incident report:

Complete incident report giving the name of the victim if known and all actions taken.

Drug and Psychiatric Emergencies

Any person who exhibits the signs and symptoms of being under the influence of alcohol or drugs, whose judgement is affected, or whose behavior in the library is disruptive or potentially dangerous should be handled as follows:

Remain calm:

Speak firmly but do not get into an argument. Listen to the person's point of view. If violence occurs, call 911. Give the following information:

1. Location of the person
2. Symptoms exhibited
3. Your name, department, and phone number.

Meet police at door:

Point out the disturbed person. If they have left the building, give the police a description and the direction they may have gone

File incident report:

Complete report giving all details and actions taken.

First Aid and minor medical problems

For minor injuries (cuts, scrapes, etc.) administer first aid as needed

Administer first aid:

Be sure to wear latex/medical gloves. Apply compress to stop bleeding or use Band Aids. Do not give any medication, including aspirin, to patrons. Offer to call an ambulance for any injured or ill patron, no matter how minor the injury or illness.

File incident report:

Complete incident report giving name of victim if known, extent of injuries and actions taken.

Assault/Abuse

Assault and abuse are the willful infliction of physical pain, injury, mental anguish, or unreasonable confinement. Staff and patron safety are the first priority in any physically threatening situation. The protection of property is of secondary importance. This guideline applies to any physically threatening situation in the library, including incidents between patrons as well as between patrons and staff.

Remain calm:

Do not attempt to physically overpower the person. Comply with any demands that may defuse the situation.

Call 911:

If unable to call 911 yourself, use a prearranged signal to notify another staff member to call the police. When calling, give the following information:

1. Description of incident including description of the person. Be as specific as possible.
2. Exact location.
3. Your name and department.

Emphasize that immediate help is needed. Have a staff person meet the emergency help at the door.

Assess risk:

Evaluate risk to other patrons and staff and evacuate building if necessary.

Do not detain person:

If the person attempts to leave the building, do NOT interfere, or attempt to detain the person. If possible, observe the person's vehicle and direction of travel and/or obtain vehicle description and license number.

Administer first aid:

Administer appropriate basic first aid to stop any bleeding. Be sure to wear latex or medical gloves.

File incident report:

Include name of victim, description of attacker, and names of witnesses.

Behavior Problems

The library is designed for use by all members of the public. Patrons are expected to observe the rights of other patrons and staff members and to use the library for its intended purposes.

1. The library director and assistant director shall have the responsibility for enforcing discipline within the library. If a staff member notices a patron displaying behavioral problems, they will notify either the director or assistant director.
2. The library director and assistant director will determine when the behavior is inappropriate in the library.
3. Response to inappropriate behavior will be immediate.

Please see the patron conduct policy.

Obscene Telephone Calls

Obscene phone calls are defined as a caller who asks questions of a sexual nature, breathes heavily, offers or requests sexual favors, uses obscenities, etc.

Hang up:

Hang up the phone immediately. Alert other staff about the calls.

Notify police:

If calls persist, notify the police by way of non-emergency number and the telephone company. Provide as much information as possible, such as male/female, voice quality, content of call.

File incident report:

Complete an incident report giving as much information as possible and any action taken.

Sexual Misconduct

Acts such as exposure, masturbation, sexual harassment, offensive touching, sexual solicitation, etc. are covered under this section.

Non-critical situations:

If the situation is not critical (E.g., watching, following, leering), alert management of situation. Let the person know you are aware of them by asking if you can assist them in finding something in the library. If the problem persists, call the police.

Critical situations:

In the event of a critical situation (E.g., indecent exposure, molestation, assault, rape, etc.), call Emergency 911 immediately and give the following information.

1. Nature of offense
2. Whether an ambulance is needed
3. Description of offender and name if known
4. Exact location
5. Victim's name, if known
6. Your name, department, and phone number

Take victim to quiet area:

The victim may be very upset. Provide privacy for the victim, away from public area. Be sympathetic and understanding. Encourage, but do not force the victim to report the incident to the police. If the victim is a child, notify the parent or

caregiver immediately or have a staff member present when police question the child.

Meet police at the door:

Point out offender. If the person has left the building, give a description and if possible, direction in which they went. If an ambulance is required, direct emergency personnel to the exact location in library.

File incident report:

Complete an incident report, giving name of victim, nature of offense, description of offender, and any action taken.

Weapons, Possession of

A weapon is defined as a gun, rifle, shotgun, knife, switchblade, or other object used in a dangerous or threatening manner. Any gun seen is to be considered threatening. Act promptly.

Remain calm:

Alert other staff of the situation. Do not provoke a confrontation.

Inform of policy:

All entrances to the library have signage stating that all firearms and weapons are prohibited in the library. If you feel it is safe to do so, advise the patron that weapons are prohibited in the library and that the weapon must be taken out of the building.

Threatening situation or refusal to comply:

If the patron is threatening others with the weapon or refuses to leave, call 911 and report the following:

1. Description of the incident
2. Exact location
3. Your name, department, and telephone number

Keep others away from the area:

Keep other staff and patrons away from the person with the weapon until police arrive.

File incident report:

Include name of person if known, description of person, type of weapon, and any action taken.

Elevator Failure

Reassure those trapped:

If a person is stranded in the elevator, it is important to give them reassurance until help can be secured. Assign someone to maintain voice contact.

Do not force doors:

Do not attempt to force open the doors. Forcing the doors may cause additional damage to the elevator.

Phone for help:

Call Otis Elevator at (800) 233-6847

File incident report:

Complete incident report giving the names of persons trapped in the elevator, cause of failure (if known), and actions taken.

Shelving Collapse

Determine extent of injuries:

If injuries are present, call 911 and give location in library, a description of injury, and your name.

Barricade the area:

Barricade the area to keep people out of a potentially dangerous area. Assign a staff member to watch the area until help arrives.

Clean up:

Alert supervisor/management to arrange for cleanup of area.

File incident report:

Complete an incident report giving location of collapse and cause, if known. Also include name(s) of those injured, extent of injuries, and location of materials if moved.

Evacuation of the Building

In certain circumstances it may be necessary to evacuate the building. Staff should remain calm and evacuate the building in an orderly manner. The distance for evacuation during a disaster event is 300 feet or about one city block and is the measure used here for determining safe areas.

Remain calm:

Try to keep the patrons calm. Talk in a normal tone of voice and ask patrons to please leave the building immediately.

Procedure for evacuation of the library:

Upstairs:

Staff should make sure that all patrons in adult and young adult halves of the building are aware of evacuation and proceed to show them to the nearest door that allows for safe exit of the building.

Downstairs:

Staff should make sure that all patrons in the children's library, middle room, bathrooms, and multi-purpose room are aware of evacuation and proceed to show them to the nearest door that allows for safe exit of the building.

Staff will direct patrons to one of two designated safe areas depending on which door they exited. Patrons exiting from the west doors will gather in the parking lot across from the HAC or on the north side of Our Savior's Lutheran Church. Patrons exiting the south doors will gather at the north end of the alley across 4th Street or on the front side of the Post Office. Staff, preferably management and/or supervisors, should remain outside across the street from doorways into the building to make sure that no one tries to enter the building until emergency services arrive. Once emergency services arrive and have control of the scene, staff will join the waiting patrons. Staff should also direct patrons to wait in the safe areas until emergency services have said it is safe to return to the building and approach their cars.

Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Victims are selected at random and events are unpredictable and evolve quickly. In a library setting, patrons may look to staff to assist them and ensure their safety.

If staff is alerted to an active shooter event (by noise, alarm, or camera), that person should attempt to communicate the immediate vicinity of the occurrence. Use of the

phone/intercom system will inform building occupants that an event is in progress and signal departments to take action.

If you are in the path of an active shooter, act immediately. The main priority in an event is to prevent harm to victims.

Run

Activate duress alarm, call law enforcement – give as much information as possible
Evacuate using a planned escape route
Leave belongings behind, keep hands visible while exiting the building

Hide

Locate a safe place, out of the shooter's view
Lock door, block or barricade entry
Silence phone, remain quiet
Evacuate, if the opportunity arises

Fight

Improvise weapons
Act aggressively, commit to action
Attempt to incapacitate shooter

The majority of active shooter events last less than fifteen minutes. Police/first responders on the scene will focus their attention on containing and disarming the threat. Additional teams will then assist with medical attention, secondary evacuation, and questioning and interviewing witnesses.

Do not vacate the scene or area of an event until instructed to do so by local authorities.

Bomb Threat

A bomb threat is a telephone call, note, or verbal message that indicates that a bomb has been placed in or near the library building. All bomb threats should be taken seriously.

If the bomb threat is made by telephone:

- Stay calm
- Keep the caller on the phone
- Try to elicit as much information as possible
 - Exact location of the bomb (floor, room, etc.)
 - When the bomb is supposed to explode
 - Type of bomb

- What will cause the bomb to explode
 - Listen for clues about the caller, including their accent and any background noise
 - Use the Bomb Threat Checklist, which can be found on the next page
 - Signal or send a silent message to someone telling them to call law enforcement
- If you receive a written threat or a suspicious package or if you find a suspicious object anywhere on the premises:

- Keep anyone from handling it or going near it
- Notify your supervisor immediately
- Call the police
- Promptly write down everything you can remember about receiving the letter or package, or finding the object. Security and police interviewers may need this information
- Remain calm and do not discuss the threat with other staff members
- If evacuation is ordered, go to a designated area

After Receiving a Threat

Contact the Library Director

Evacuate the building by sounding the fire alarm in all parts of the building.

Instruct people to move at least 300 feet away from the building

Do not use cell phones or walkie-talkies. They may detonate the bomb.

Do not search for the bomb; do not risk your life or that of others.

BOMB THREAT CHECKLIST

If you receive a bomb threat by telephone, this form can be used as a guide to document the call. Get as much information as possible.

<p style="text-align: center;">DO NOT HANG UP ON THE PERSON MAKING THE CALL</p> <p>QUESTIONS TO ASK</p> <ol style="list-style-type: none"> 1. When is the bomb going to explode? 2. Where is the bomb? 3. What does it look like? 4. What kind of bomb is it? 5. What will cause it to explode? 6. Did you place the bomb? 7. Why? 8. Where are you calling from? 9. What is your address? 10. What is your name? <p>EXACT WORDING OF THE THREAT:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>Sex of caller: Age: Time: Date: Length of call: Extension at which call is received:</p>	<p>CALLER'S VOICE</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Calm</td> <td><input type="checkbox"/> Nasal</td> </tr> <tr> <td><input type="checkbox"/> Angry</td> <td><input type="checkbox"/> Stutter</td> </tr> <tr> <td><input type="checkbox"/> Excited</td> <td><input type="checkbox"/> Lisp</td> </tr> <tr> <td><input type="checkbox"/> Slow</td> <td><input type="checkbox"/> Raspy</td> </tr> <tr> <td><input type="checkbox"/> Rapid</td> <td><input type="checkbox"/> Deep</td> </tr> <tr> <td><input type="checkbox"/> Soft</td> <td><input type="checkbox"/> Ragged</td> </tr> <tr> <td><input type="checkbox"/> Loud</td> <td><input type="checkbox"/> Clearing Throat</td> </tr> <tr> <td><input type="checkbox"/> Laughter</td> <td><input type="checkbox"/> Deep Breathing</td> </tr> <tr> <td><input type="checkbox"/> Crying</td> <td><input type="checkbox"/> Voice Disguised</td> </tr> <tr> <td><input type="checkbox"/> Normal</td> <td><input type="checkbox"/> Distinct</td> </tr> <tr> <td><input type="checkbox"/> Slurred</td> <td><input type="checkbox"/> Accent</td> </tr> <tr> <td><input type="checkbox"/> Familiar</td> <td></td> </tr> </table> <p>If the voice is familiar, whom does it sound like? _____</p> <p>BACKGROUND SOUNDS:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Street Noises</td> <td><input type="checkbox"/> Factory Machinery</td> </tr> <tr> <td><input type="checkbox"/> Crockery</td> <td><input type="checkbox"/> Animal Noises</td> </tr> <tr> <td><input type="checkbox"/> Static</td> <td><input type="checkbox"/> PA System</td> </tr> <tr> <td><input type="checkbox"/> Local</td> <td><input type="checkbox"/> Music</td> </tr> <tr> <td><input type="checkbox"/> House Noises</td> <td><input type="checkbox"/> Long Distance</td> </tr> <tr> <td><input type="checkbox"/> Booth</td> <td><input type="checkbox"/> Office Machinery</td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td></td> </tr> </table> <p>THREAT LANGUAGE:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Well Spoken (educated)</td> <td><input type="checkbox"/> Taped</td> </tr> <tr> <td><input type="checkbox"/> Incoherent</td> <td><input type="checkbox"/> Irrational</td> </tr> <tr> <td><input type="checkbox"/> Foul</td> <td><input type="checkbox"/> Message read by threat maker</td> </tr> </table>	<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal	<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter	<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp	<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy	<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep	<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged	<input type="checkbox"/> Loud	<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> Laughter	<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> Crying	<input type="checkbox"/> Voice Disguised	<input type="checkbox"/> Normal	<input type="checkbox"/> Distinct	<input type="checkbox"/> Slurred	<input type="checkbox"/> Accent	<input type="checkbox"/> Familiar		<input type="checkbox"/> Street Noises	<input type="checkbox"/> Factory Machinery	<input type="checkbox"/> Crockery	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Static	<input type="checkbox"/> PA System	<input type="checkbox"/> Local	<input type="checkbox"/> Music	<input type="checkbox"/> House Noises	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Booth	<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Other:		<input type="checkbox"/> Well Spoken (educated)	<input type="checkbox"/> Taped	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Irrational	<input type="checkbox"/> Foul	<input type="checkbox"/> Message read by threat maker
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Building Explosion

An explosion is a release of energy in a sudden, loud, and often violent manner with the generation of high temperature and usually with the releases of gases. Because the cause of a major explosion often cannot be determined immediately, it is best to take the same precautions as for a fire.

If there is an explosion in the library:

- Remain calm
- Call 911 and give them as much information as you can
- Take cover under something sturdy, such as a table or desk
- Be prepared for possible further explosion(s)
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, etc.
- Evacuate the building to the designated area, which should be at least 300 feet away from the building
- Do not move seriously injured persons, unless they are in immediate danger
- Open doors carefully
- Watch for falling objects and flying debris
- Use the stairs, not the elevators
- Do not light matches or lighters, in case there is explosive gas present

Do not re-enter the affected area until directed by emergency preparedness personnel.

Fire

If you discover a fire in the building:

- Remain calm
- Pull the fire alarm
- Evacuate the area, closing doors and windows behind you to confine the fire
- Notify your supervisor of the location and extent of the fire
- Do not use elevators
- Do not return to the area until cleared by emergency personnel
- Fight the fire only if:
 - The fire is small
 - The fire is confined to the area where it started
 - You have a way out and can keep your back to the exit

- You have the right type of extinguisher and know how to operate it effectively
- Do not fight the fire if:
 - The fire is large
 - You have any doubts about your ability to fight it
 - The fire is spreading beyond the area where it started
 - The fire could block your escape route

Power Failure

Remain calm:

Try to keep the patrons calm. Limit movements to avoid an accident. If someone is stuck in the elevator reassure them (see elevator failure) and alert other staff.

Emergency lighting:

Emergency lighting has been installed in the basement and is designed to come on when there is a power failure. Flashlights are located in each department.

Contact power company:

Contact VC Public Works Office at 845-0380

File an incident report:

Complete an incident report giving time and date of power outage and length of time power was out. Also provide information on those stuck in the elevator.

Tornado/Severe Weather

Tornado Watch:

Conditions are favorable for the development of a tornado in the immediate area. This means everyone should be prepared to go to a place of safety. A place of safety in the library is in the basement level. Staff will monitor the radio during severe weather for tornado watches/warnings.

Tornado Warning:

A tornado has been sighted in the immediate area. If a tornado warning is given, and the sighting is in the general area of the library, it is advisable that staff explain to the patrons that they should remain at the location until the storm passes. Staff cannot detain anyone who wishes to leave the building, but common-sense dictates that the public should be alerted to the conditions.

Direct patrons to basement:

In the event of a tornado warning, patrons and staff should be directed to the basement level. Stay away from windows and move to the center of the room. Take flashlights and a radio. Stay in the basement until “all clear” is given on radio.

Blizzard Watch/Warning:

For blizzard watches/warnings the library follows the school in regard to closing due to inclement or severe weather. So, if school closes early or closes school for the day, the library will follow suit and advertise closure notices through the radio, NewsDakota, and social media. Patrons in the library will be notified the library is closing early due to the weather. In the case of a storm when school is not in session (such as during Christmas break), the director will utilize weather reports, road closures, and No travel advisories to decide on closure of the library.

General information:

If power lines are knocked down during a storm, do not allow anyone to approach the area of the downed lines. Report all downed lines to VC Public Works Office at 845-0380.

Flooding and Water leaks

Stay out:

Do not enter the flooded area until an electrician has disconnected the power. Water can carry electricity and there may be extreme danger of shock.

Guard access:

If necessary, post a staff member at the entrance to the flooded area to keep out unauthorized personnel.

Call for help:

Call Hi-Line Electric or Kohn Electric and if needed, contact staff listed on the front page of the emergency call list. Library Board members should be informed of the leak as the library will need to be closed.

For water leaks:

When it is safe to do so, collect water in containers. Move materials as necessary to prevent them from getting wet. If the source of the leak is known, call the appropriate entity listed in the emergency contacts: a plumber or the VC Public Works Office.

Salvage materials:

Do not open wet books. Transfer water-soaked books and materials or those in danger of being damaged to a safe location. They should be in a place that is well ventilated and contains no carpeting.

General information:

Water-damaged materials are fragile. Refer to the “Salvage and Recovery” section of this manual for instructions on how to handle these materials.

Disaster Recovery

Most disasters occur when the building is unoccupied – during the early morning hours, weekends, or holidays. In the event of a major disaster, do not enter the building until it has been declared safe to do so by emergency personnel.

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

The following steps should be taken for an effective recovery operation:

- 1. Establish a command post.**
 - A.** Set up a desk or table for operations near the disaster site.
- 2. Assess the damage.**
 - A.** How much damage has occurred? What kind of damage is it? Is it confined to one area or is the entire building damaged? What types of materials have been damaged? Are the damaged items easily replaced or are they irreplaceable? Can the in-house recovery team salvage the items, or will outside help be required?
- 3. Gather the necessary supplies; stabilize the environment.**
 - A.** The environment must be stabilized to prevent the growth of mold. Ideal conditions for a recovery operation are 65 degrees Fahrenheit and 50% relative humidity. Portable generators, fans and pumps should be accessible to help stabilize the environment.
 - B.** Dehumidifiers help lower humidity, but they tend to increase the temperature in the room. Raising the temperature will not lower humidity but only accelerate mold growth. Air should be circulated in the damaged area. This may be accomplished by running fans, turning on the air conditioning or by opening doors and windows. Any standing water should be pumped from the area. Extreme caution must be taken as standing water may conceal hazards.

Remember the following rules:

1. Do not open or close wet books.
2. Do not separate single sheets.
3. Do not remove book covers.
4. Do not press wet books or paper.
5. Do not wipe off mud or dirt.

Activate the in-house disaster recovery team:

Organize work crews and be sure that 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. Rest breaks, food, and beverages should be available for workers.

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, furniture, and equipment must be scrubbed with soap, water, and fungicide. Carpeting and carpet padding should be carefully examined, as mold will develop rapidly. Professionals should perform tasks such as fogging with fungicides and removing smoke odor.

Salvage Procedures for Water-Damaged Materials

Several 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 staff with time to determine a course of action. Mold will not grow and further deterioration from water will not occur when materials are in a frozen state. Freezing will also help to eliminate smoke odors 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 degrees Fahrenheit will freeze and dry out wet materials. If freezer space is not immediately available, and the outside temperature is below 15 degrees Fahrenheit, place the materials in a secure area outside. Cover them with plastic if snow or rain is expected.

Freezing is an intermediate stage. After materials have been removed from the freezer, they must be placed in a vacuum freeze drier, or they must be air-dried.

Vacuum freeze-drying:

Vacuum freeze-drying is the safest and most successful method, although it is the most expensive. Materials must be already frozen when they are placed in a sublimation chamber. This type of chamber operates under high vacuum and high heat and turns the ice crystals in and on the frozen materials to water vapor. The vapor is then collected on a cold panel that has been chilled to at least –200 degrees Fahrenheit, so it cannot go back on the materials. If they are not frozen when they are put in the chamber, the materials will freeze on the outside and the water molecules on the inside will be forced through the frozen barrier as the vacuum is pulled. This action can cause the book or document to “explode”.

When materials are removed from the vacuum freeze chamber, they will be very dry and should acclimate for at least one month before they are opened to avoid cracking the spine and/or binding (this is especially true for leather bindings). They may be placed in a high humidity room to accelerate the acclimation process but must be monitored closely for signs of mold. Materials treated this way will not look like new but will show signs of swelling and distortion.

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 Fahrenheit and 25%-35% relative humidity. Instructions are outlined in the following salvage procedures.

Vacuum Drying

Vacuum drying involves the placement of wet materials in a chamber that pulls the moisture by means of a vacuum. This method is not recommended as the heat involved is damaging to paper (especially bound paper) and photographic materials.

The following salvage procedures are recommended:

Volumes to be Frozen:

Removal:

1. Clear the floors and aisles first.
2. Begin with the wettest materials. These will usually be on the lowest shelves unless water has come in through the ceiling.
3. Dirt and mold should be removed and treated before freezing. If time does not permit these activities, dirty and /or moldy books may be frozen (mud will easily brush off when it is dry). Silt should be

washed out immediately, as it is almost impossible to remove when it is dry.

4. Pack materials on-site, if possible. If not possible, remove them by human chain.

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

Packing:

1. Remove volumes from shelves in order.

2. Wrap freezer paper around each volume (waxed side next to the volume) and place in plastic crates spine down.

3. Pack crates one layer only, snugly enough that volumes will not slide or lean.

4. Wrap open books as found and place them on top of a packed container. Do not place more than one open volume in a container. Be sure that there is a freezer paper barrier between the packed volumes and the open volume to prevent staining from binding dyes.

5. If books are stuck together, do not attempt to separate them, but pack them as one volume.

6. Pack items in the condition in which they were found. Do not attempt to close open volumes or open closed volumes that are wet.

Record-keeping:

1. Label each container with your institution's name and assign it a number.

2. On a separate sheet of paper, record the box number, call numbers of the first and last volumes packed, and the total number of books packed in each container. If the books are not in call number order, note the location where found.

3. If the containers are sent to more than one freezer, note the places to which containers are sent.

4. Keep records of discarded items.

Transporting:

1. Materials should be placed in a freezer facility as quickly as possible to prevent the growth of mold. Care should be taken that containers do not fall over during transport, as further damage may result.

2. Materials should be placed in refrigerated trucks if they cannot be frozen within 48 hours.

Volumes to be air-dried:

Washing procedure (to be performed off-site only).

1. Keep the book tightly closed and hold it under cold, clean running water.
2. Remove as much mud as possible from the binding by dabbing it gently with a sponge. Do not rub or use brushes and do not sponge the pages or edges as these actions can force mud into the spine or wet pages, causing further damage. Let the motion of the running water clean off the dirt.
3. Squeeze the book gently and with even pressure to remove excess water and to reshape the binding.

Do Not Wash:

- open or swollen volumes
- vellum or parchment bindings or pages
- full or partial leather bindings
- fragile or brittle materials
- works of art on paper
- water-soluble components (inks, tempera, watercolors, dyes, charcoal, etc.)
- manuscripts
- non-paper materials

Saturated volumes

1. Do not open saturated volumes. Wet paper tears easily.
2. Set volumes on their heads on absorbent paper. Pages tend to droop within the binding when a volume is shelved upright, so setting it on its head will counteract this tendency. Plastic sheeting should be placed under paper toweling or unprinted newsprint to protect tabletops. Turn the volumes right side up when changing the paper beneath them. Their position should be reversed each time the paper is changed, and the wet paper is removed from the area.
3. Covers may be opened to support the volume.
4. Aluminum foil may be placed between the cover and the end leaf to prevent staining from the binding dyes.
5. When most of the water has drained, proceed as for "Damp volumes".

Damp Volumes:

1. Very carefully open the book (no more than a 30-degree angle).
2. Begin interleaving from the back and keep the volume in an upright position.

3. Place interleaving sheets at intervals of 25 leaves (50 pages) unless they will distort the volume.
4. Change interleaving frequently. Do not reuse unless the sheets are being impregnated with fungicide. If using fungicide, make sure the area is well ventilated. Ortho-Phenyl Phenol (O-PP) has been found to be less toxic than thymol and is recommended. Mix one pound of O-PP to one gallon of acetone or ethanol (do not use methanol, as it will cause inks to bleed). Safety equipment (mask, eye goggles and rubber gloves) should be worn when preparing and using this solution.
5. Continue to change the paper underneath and remove from the area.

Slightly Damp Volumes/Volumes with Wet Edges:

1. Stand volume 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. Position volumes in the path of circulating air.
2. When almost dry, lay the volumes flat and place weights (not other drying books) on them to minimize distortion. Do not stack wet volumes.
3. Lightweight volumes (less than six pounds) may be hung on lines to dry.
4. Use monofilament nylon lines, not more than 1/32" diameter, not more than six feet long, spaced approximately one-half inch apart.
5. Do not line dry a saturated volume as the monofilament will cut through wet paper.

Volumes with Coated Stock Paper:

Volumes with coated stock paper should be handled with care, as the print will slide off the wet pages as it is rubbed. Do not allow wet books with coated stock paper to dry in a closed state as the pages will permanently bond together. Keep volumes submerged until the pages can be separated. Then interleave every page and air dry.

Documents/Unbound Materials:

Freeze as found.

1. Do not remove from file cabinet drawers, document cases or folders.
2. Do not turn containers upside down to empty or drain.

Separation of wet sheets.

1. Place a stack of polyester film on top of a stack of wet, unbound papers (or the first page of a bound volume).
2. Run gently with a bone folder as surface friction will cause the wet paper to adhere to the film.
3. Peel back the top sheet and place it on top of a piece of polyester web.
4. Remove the polyester film.
5. Place another sheet of polyester web on top of the web sheet.
6. Repeat the entire process, separating the wet sheets one at a time and interleaving them with polyester web. (Materials may be frozen at this stage).
7. Air-dry sheets (supported by polyester web) by placing them on absorbent paper on tables or on top of closely spaced monofilament lines. The air in the room should be kept circulating, but fans should not blow directly on the materials.
8. The papers may be flattened when they are almost dry by placing them between two sheets of blotting paper (to remove excess moisture) and applying even pressure with weights.

Non-book materials:

Audio tapes, video tapes, and floppy disks.

1. Water is especially damaging to magnetic materials. The longer they have been wet, the greater the damage will be. Do not attempt to play any damaged tapes or disks, as they can damage the equipment on which they are being played. The following procedures are recommended if the library staff wishes to attempt to salvage tapes.
2. Break open the cassettes.
3. Wash in clean or distilled water.
4. Air-dry.

Compact discs, CD-ROMs, and DVDs

Clean water probably will not damage sound recordings, but flood water carries silt, which will scratch a disc. Discs should be washed and dried with a soft, lint-free cloth. Protective packaging and paper inserts should be discarded as they can trap moisture and may develop mold.

Mold:

Mold and mildew are interchangeable names for fungi. They can never be killed and can remain dormant for many years. Spores are always present in the air and will grow when the environment is warm and humid. Freezing will inhibit the growth of mold and is recommended if time does not permit immediate treatment.

1. Mold can develop within 48 to 72 hours in an environment where the temperature is over 75 degrees Fahrenheit, and the relative humidity is over 60%.
2. Separate the affected materials to prevent spreading.
3. If the materials are wet and mold is beginning to develop, interleave the volumes with papers impregnated with fungicide.
4. Keep the air circulating in the room.
5. Mold is easier to remove when it is dry. Vacuum or brush it off and remove spores from the area.
6. Materials that will be fumigated should be removed from plastic crates, as plastic will absorb the fumigants. Fungicidal fogging should be done only by a professional chemist or conservator.

Do Not, Under Any Circumstances:

1. Enter an area until it has been declared safe.
2. Attempt to open a wet book.
3. Attempt to close an open book that is swollen.
4. Use mechanical presses on wet materials.
5. Attempt to separate books that are stuck together.
6. Write on wet paper.
7. Use bleaches, detergents, water-soluble fungicides, adhesives, paper clips, or staples on wet materials.
8. Use colored paper of any kind during salvage and recovery operations.
9. Pack newly dried materials in boxes or leave them unattended for more than two days.

Library Incident/Accident Report

Use this form to report patron accidents, injuries, medical situations, criminal activities, traffic incidents on library property, and behavior issues, as well as disasters (fire, flood, tornado, etc.), and any failure of property which affects patrons or interrupts library services (elevator failure, power outage, shelving collapse, etc.).

Date/Time Occurred: _____ Date/Time Reported: _____

Type of incident: _____ Reported by: _____

Describe the incident/accident in the chronological order the event(s) occurred. Attach additional pages if necessary. _____

Name, address, and phone number of the patron(s) involved. If this was an incident, please provide a description of the perpetrator: _____

Names, addresses, and phone numbers (if possible) of any witnesses: _____

Was an outside agency called? If so:

Which agency? _____ Responding officer? _____

Was an arrest made? _____ Medical Services provided? _____

Describe any action taken by library staff, i.e., evacuation? Medical care? _____

Was any library property damaged? If so, please describe. _____

Staff member filing this report: _____

Provide any additional information on the back or on additional pages.