Libraries must be prepared to respond to disasters. A clear and concise plan on how to respond to a disaster is a necessity for all libraries. Each individual library has unique variables that preclude creating a one-size fits all plan. This document is intended to be used as a tool to jump start the disaster planning process at libraries that do not have a plan. The document may also be used as a comparison tool to a current plan that a library may have in place.

Many resources were consulted to create this plan. The disaster template found in the book Disaster Planning by Deborah D. Halsted, Richard P. Jasper and Felicia M. Little Neal-Schuman Publishers 2005 was very helpful in creating the template below.

Disaster Planning

Listed below are categories of information that may be beneficial to have on hand in the case of an emergency.

* **List the appropriate information for each of these categories**
	1. **The Disaster Team**
	2. **Emergency Contacts**
	3. **Procedure to Close the Library**
	4. **Emergency Evacuation Procedures**
	5. **Communication Equipment Check List**
	6. **Disaster Supplies for Immediate Response**
	7. **Emergency Systems**
	8. **Plans for Specific Emergencies**
	9. **Priority List of Collections and Administrative Records**
	10. **Recovery Services Contacts**
	11. **Insurance/ Legal Contacts**
* **After you have finished with the plan save each list on a computer and give copies to appropriate staff members. An all staff meeting to discuss the procedures is also a good idea.**
1. **The Disaster Response Team**

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| **Director: insert name**Office Phone: **insert phone number** Home Phone: **insert phone number** Cell Phone: **insert phone number** |
| **Regular Duties** | **During and After a Disaster** |
| * Calls regular meetings of the disaster team throughout the year
* Ensures the disaster plan is updated annually or as needed
* Creates and maintains a telephone tree so that employees and other important people are notified quickly after disaster strikes
* Ensures that items on the disaster supply list are available and up-to- date
* Works with campus, hospital, city, county or company-wide disaster teams to ensure compliance with the bigger picture
 | * Maintains direct communication with campus, hospital, city, state, organizational or corporate officials
* Notifies the disaster team members of imminent danger (begins the telephone tree process)
* Establishes a command center
* Ensures methods of communication both inside and outside the library
* Delegates duties
* Begins salvage operations after the building is deemed safe by facilities management or local safety officials
* Oversees overall management of recovery and salvage operations
* Supervises delivery and installation of equipment
* Assesses and records damage with other disaster team members
* Identifies storage space for priority

recovery list items |

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| **Collections Manager: insert name** Office Phone: **insert phone number** Home Phone: **insert phone number** Cell Phone: **insert phone number** |
| **Regular Duties** | **During and After a Disaster** |
| * Establishes and maintains relationships with recovery companies
* Maintains an inventory of the library collections (primarily using the OPAC)
* Identifies specific priority collections to be saved or recovered first
 | * Supervises the staff and volunteers during collection recovery efforts
* Assesses damage to the collections
* Locates specific priority collections to be saved or recovered first
* Determines which items can be recovered in-house and which need to be sent out for recovery
* Determines which parts of the damaged collection are not worth recovery efforts
* Advises director and accountant on the need of a recovery company if collections need to be dried
* Supervises in-house cleaning and drying
* Supervises the processing of all damaged materials
* Trains staff and volunteers
* Prepares a written report of the recovery and/or relocation activities
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| **Accountant/Bookkeeper: insert name** Office Phone: **insert phone number** Home Phone: **insert phone number** Cell Phone: **insert phone number** |
| **Regular Duties** | **During and After a Disaster** |
| * Establishes and maintains an inventory of library possessions
* Ensures insurance coverage is up-to-date
 | * Tracks and coordinates expenditures
* Authorizes temporary staff assignments if needed
* Authorizes payment for supplies and services needed
* Contacts recovery vendors and services at the request of the disaster team or collections manager
* Acts as financial liaison with FEMA, if appropriate
* Updates the inventory of library possessions as damaged items are discarded
* Maintains a list of possessions sent out for refurbishing, if applicable
* Submits insurance claims
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| **Security Officer: insert name** Office Phone: **insert phone number** Home Phone: **insert phone number** Cell Phone: **insert phone number** |
| **Regular Duties** | **During and After a Disaster** |
| * Creates an evacuation team with representatives from every area of the library
* Creates, with the evacuation team, evacuation procedures for the building
* Conducts periodic drills, with the disaster team leader
 | * Maintains communication with campus, city, county, state, federal or other security agencies
* Works with outside agencies to ensure the safety of the building, including reentry following the disaster
* Maintains internal library security
* Maintains security of all exterior doors
* Keeps first aid supply stocked
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| **Human Resources Representative: insert name**Office Phone: **insert phone number** Home Phone: **insert phone number** Cell Phone: **insert phone number** |
| **Duties*** Relocates employees displaced from offices or work spaces
* Arranges for food and drink for recovery workers
* Assists any employee injured in the disaster or during recovery with workman’s compensation or insurance claims
* Prepares compensation plan for employees involved in the recovery, if applicable
* Recruits volunteers and ensures they all sign a waiver form
* Enrolls the assistance of the Employee Assistance Program if necessary/available
* Maintains current list of all staff phone numbers for updating the telephone tree**.**
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| **Technology Head: insert name** Office Phone: **insert phone number** Home Phone: **insert phone number** Cell Phone: **insert phone number** |
| **Duties*** Secures and reestablishes computer network and systems
* Reestablishes telephone connections
* Reestablishes security system
* Removes damaged or destroyed equipment
* Identifies appropriate means for disposal of destroyed equipment (there are EPA guidelines for disposal of many types of equipment including printers and photocopiers)
* Works with accountant in replacement of destroyed equipment
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| **Public Relations Representative insert name**Office Phone: **insert phone number** Home Phone: **insert phone number** Cell Phone: **insert phone number** |
| **Duties*** Keeps the director, disaster team and library staff informed of latest news from outside the library
* Acts as the conduit for public information on the disaster
* Contacts media with library-related announcements, including library closure and reopening
* Photographs the damage to the collections and library contents, as well as damage to the building, if appropriate
* Maintains a photographic record of recovery efforts
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| **Facilities Manager: insert name** Office Phone: **insert phone number** Home Phone: **insert phone number** Cell Phone: **insert phone number** |
| **Duties*** With public safety officers determines when the building is safe for reentry
* Test water supply for contamination
* Restores all utilities (electricity, water, gas)
* Contracts with construction companies for building restoration
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1. **Emergency Contacts**
* Fill in phone numbers.

Police Department: **insert phone number** Fire Department: **insert phone number** Ambulance: **insert phone number** Sewer Department: **insert phone number** Janitorial Service: **insert phone number** Locksmith: **insert phone number** Gas Company: **insert phone number** Electric Company: **insert phone number**

Water Utility: insert phone number

1. **Library Closure Procedures Detail your individual procedures.**

Remember to include clear statements:

* Giving the ultimate responsibility for declaring the facility closed.
* Naming the person who notifies the media that the library is closed and when it will officially reopen.
1. **Emergency Evacuation Procedures Detail your individual procedures. Remember to include clear statements:**
* Naming a staff member from each department responsible for evacuating that department and public area.
* List locations of emergency exits.
* Specify gathering place outside.
* Attach copy of floor plan if possible.
* Hold annual evacuation drill
1. **Communication Equipment Check List**

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| --- | --- |
| Institutional Cell Phones | Two Way Radios |
| Transistor Radios (for news) | Weather Radio |
| Public Address System | Bull Horn |

1. **Disaster Supplies for Immediate Response**
* **In-house requirements:**

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| --- | --- |
| Flashlight | Bottled Water |
| Mops | Buckets |
| Disposable latex gloves | Dust masks |
| Disposable Camera | Duct Tape |
| Plastic Sheeting | Scissors |
| Batteries (replace semi-annually storedoutside of flashlight) |  Large plastic trash can with lid |
| Plastic trash bags to fit can | Lysol spray can |
| Etc. |  |

1. **Emergency Systems**
	* Create a check list and specify location

Main Utilities:

* + sprinkler and water main shut-off valve,
	+ electrical cut-off switch,
	+ heating/cooling controls, etc.

Fire Suppression Systems:

* + Sprinklers
	+ Fire alarm pull boxes (indicate on floor plan)
	+ Smoke and Heat detectors (indicate on floor plan)
	+ Halon Fire Extinguishers
		- (Labeled clearly according to type)
		- Type A – Wood, paper, combustibles
		- Type B – Gasoline, flammable liquid
		- Type C – Electrical
		- Type ABC – Combination

Keys and alarm codes

* + Create a check list and specify location
	+ Security company phone number

First aid kits

* + Create a check list and specify location

Nearest evacuation shelter(s)

* + Create a check list and specify location, phone number
1. **Plans for specific emergencies**
	* Fill in specific instructions for particular events
	* Fire
	* Geographic: earthquake, tornado, hurricane, mud slide, etc.
	* Flood/water damage
	* Theft
	* Dangerous person
	* Collection Damage
	* Power Outage / Black out
	* Civil Defense / Terrorist Attack
	* Missing Child
	* Child Left at the Library
2. **Priority List of Collections, Administrative Records and Equipment**
* **Detail policy and procedure**
1. **Recovery Services Contacts**

Conservators/Specialists:

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| --- | --- | --- |
|  | **Organization Name** | **Contact Information** |
| Paper/Books |  |  |
| Photographs |  |  |
| Audiovisual materials |  |  |
| Computer Records |  |  |

1. **Insurance / Legal Contacts:**

Insurance

* Company:
* Agent:
* Policy Number
* (Attach copy of policy): Legal Advisor:

Counseling Service:

After completing these 11 lists, print copies, and attach separate copies of:

* Floor Plans
* Phone Tree