

Mooresville Public Library

DISASTER PREPAREDNESS PLAN

2021

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Preface:

In no way is this manual intended to be used in place of competent, professional advice from the insurance agent, local fire department, police, etc.

The overriding advantage of any planning of this sort is that a library director and all staff at least consider the factors involved in a disaster as it might impact on the library they serve.

The greatest advantage is that it may prevent a disaster from happening. If a library takes its responsibility seriously and confers with its insurance agent, civil defense director, etc., potential dangers may be avoided.

A careful survey of storage spaces should be made: examples of damage that could be avoided; rare books should not be stored near air-conditioning equipment, nor should any books be stored on basement floors at least not on bottom shelves.

There is no substitute for good maintenance of buildings – especially roofs and gutters – of equal importance is fire and water detection equipment.

DEFINITIONS:

Partial disaster – A disastrous event has occurred which rendered the computer inoperable for up to a week, but access to the office is not affected.

Complete Disaster – A disastrous event has occurred which has affected the office to the extent that the office will be inaccessible for an extended period of time or the computer must be replaced.

CONTACT LIST

FEMA
Federal Center Plaza
500 C Street, SW
Washington, DC 20472
(202) 566-1600

Emergency First Responders:

State Police (Morgan County) – (317) 911
Morgan County Sheriff – (765) 342-5544 non-emergency
Mooresville Police – (317) 831-2323 or 911
Mooresville Fire Department – (317) 831-5354 or 911
Indiana State Police-1-800-527-4752
Emergency Management Agency – (317) 770-3381

Morgan County Emergency Management Agency – (765) 342-8467
Emergency numbers: (Revised 3/30/2020)

Library Executive Director and Deputy Director have complete contact information for library vendors & service providers. These are available at the library circulation desk for staff to consult.

DISASTER RESPONSE TEAM: Designated by the library board and/or library executive director.

PREVENTION:

Fire, smoke, door alarms, and exit signs are regularly maintained and in working order.
Fire Extinguishers are maintained on a regular basis.
Collections are stored in areas that have the least potential for destruction.
Indoor air quality and humidity levels are monitored.
Storage facilities are examined on a routine basis.
Attached is a list of consultants and conservators who can deal with damaged collection formats.
Emergency Procedure Manuals are in place and should be readily accessible if an emergency should happen.
Review insurance coverage and update as needed.
Review funds available for emergencies.
Have emergency supplies readily available.
Update contacts and vendors lists

PLANNING:

Disaster response team and responsibilities:

Director:

1. Assess the damage or the situation
2. Deals and communicates with Library Board
3. Make informed decisions
4. Authorize and allocate funds, extra staff, and disaster recovery firms if deemed necessary
5. Coordinate responsibilities and outcome with Disaster Response team

6. Determine if the building needs to be closed and for how long
7. Act as official spokesperson with media via writing, and press releases to TV, radio, and newspapers as to the situation, temporary hours and services

Youth Services Librarian:

1. Act as Team Leader
2. Work with team members and communicates with director

3. Assigns team members' responsibilities as deemed appropriate
4. Alerts staff as to where and when to report to work
5. Act in place of director if he/she is not available

Facilities Manager:

1. Arrange for security and maintenance to secure premises
2. Coordinate clean-up efforts and determine if outside help is needed
3. Arrange for temporary work location

Business Manager:

1. Contact Insurance Agent or adjuster
2. Disperse funds as needed/Contact banks
3. Contact outside assistance as determined by director or asst. director

IT Coordinator:

1. Assess damage to Library computers
2. Arrange for temporary telephone/communication service
3. Prioritize what systems and computers need to be up and running
4. Determine funding needed to get data and computers in operation

Reference/Technical Services Department Heads:

1. Assess damage to the collections
2. Prioritize collections to be saved or recovered first
3. Determine which collections can be recovered in-house and what needs to be sent out
4. Maintains contact with recovery company until the materials are returned.
5. Supervise in-house cleaning, drying and processing of all damaged materials.
5. Trains staff and volunteers
6. Contact vendors for replacement invoices and shipping instructions

Circulation Coordinator:

1. Coordinates volunteer efforts

Team Members:

Circulation Department Head
Reference Department Head
Administrative Assistant
Business Manager

1. All team members will perform duties as assigned by the director
2. Assistants in each department will act as alternate if Department Head is not available.

RESPONSE:

1. Respond immediately to notification that there is a disaster
2. Gather the team
3. Assess the situation and damage
4. Alert outside professionals of the disaster if deemed necessary
5. Determine if the building should be closed or evacuated and for how long.
6. Organize recovery steps based upon prioritization (see Planning)
7. Set up communications – internal and external
8. Begin to rescue and recover
9. Reassign/reallocate staff as needed
10. Deal with emotional issues – get counseling for staff if necessary

RECOVERY:

1. Restore primary services
2. Restore primary functions
3. Return to normal
4. Evaluate response procedures and revise the disaster response plan

LIST OF EMERGENCY EQUIPMENT AND SUPPLIES:

1. Radio
2. First Aid Kits
3. Emergency Kits
4. Flashlights
5. Food and water tins
6. Old blankets

Procedures to follow in the event of an emergency:

One cannot predict the time of an emergency, so if the Director or no one on the Disaster Team is present, the person with the Closing Responsibilities will be in charge and dispatch others to do various functions. If present the Facilities Manager will know where various shut-off valves are located.

BOMB THREAT

If it is possible, call 911: Alert the Director or person in charge if present.

Evacuate the building immediately.

If phoned in, see Checklist/Written report in the Appendix of the plan to fill in what you can at the time, when bomb will go off, etc.

After it is decided that evacuation is necessary:

1. The Director/Reference Staff will use the PA system to announce the evacuation to the public and the staff.
2. Secure the money in the appropriate safes. (if time warrants)
3. Staff should get flashlights and evacuate themselves and patrons from the library.
4. Secure all doors as though it were closing time.
5. As the evacuation proceeds, staff should look for signs of anything unusual or ways that a bomb could be hidden. Information should be given to the person in charge once outside the library.
6. Once outside the Library, staff should gather in designated spot to wait for further instructions, each department should take a head count and report any missing staff members.

DO NOT RETURN to the library until the police say that the building is secure and safe.

Some thought pertaining to Bomb Threats:

1. It is suggested by some officials that you keep the person on the telephone as long as possible.
2. Note any pertinent information, such as voice, sex, location if possible.
3. Call 911
4. Report to the Director or person in charge.
5. Follow the directions of the police and the Director. (The decision to evacuate is not the responsibility of the police)
6. If the decision is to evacuate the building, physically visit all rooms to make sure everyone is out.
7. Make sure everyone is a minimum of 350 feet from the building.

Mail Bombs:

The FBI suggests that the threat of terrorist action has increased markedly in recent years, and there have been a number of bombs placed in packages and letters. These are mailed or delivered to an unsuspecting target of the terrorist. If the time is not recognized as a potential explosive message, the recipient may be badly injured or killed. It is good to know the earmarks of parcel and mail bombs. Here are some clues:

Parcel wrapped in reused brown paper
Parcel with address handwritten directly on wrapping paper
Parcel/Letter from unexpected foreign address
Parcel/Letter with greasy marks
Parcel/Letter addressed with an illiterate hand
Parcel/Letter smelling of almonds or marzipan
Parcel that sounds of loose metal when shaken **gently**
Parcel with wires or metal strip poking out
Parcel with springing sides (press **gently**)
Parcel heavy for size
Parcel packed lopsidedly
Envelope with pinholes or perforations in odd places
Envelope stiffened with a card or with metal (flex **gently**)

If parcel or letter is suspect:

1. Put in safe place. Remember, it might explode before the experts get to it; therefore, put it where it cannot injure anyone and cannot damage the building.
2. Call the police at once
3. Never put a suspect packet/letter in water. Explosive devices are designed to go off when opened and water dissolves the gum holding the packet together.

Response to a Threat by Phone

To be posted at every phone

**If you receive a threat by telephone,
call Mooresville Police department immediately afterwards
with as much detail as possible.**

Extension call came in on: _____

Listen carefully to the message; pay careful attention to wording, inflection, indications of speaker's age and gender, background noise, and any other identifying characteristics.

Exact words:

Speech characteristics: _____ **Gender:** _____

Background noise: _____ **Age:** _____

Other audible clues:

ASK as appropriate:

When will the threatened event happen? _____

What is being threatened? _____

What kind of bomb/device is it? _____

What does it look like? _____

What will cause it to explode? _____

Where is the threat? _____

Where is the caller? _____

Who is responsible? _____

Other information to record:

Time of call _____

Date of call _____

Person & department who took the call _____

Mooresville Public Library
Procedures and Basic Guidelines for individuals present during
an **active shooting** incident:



1. Assess the situation
2. React
3. Evacuate
4. Hide out/Shelter-in-Place
5. Take action
6. Call 911 when it is safe to do so

Considerations for a public entity, such as library.

Crisis Response

Before April 20, 1999, not many people knew about Columbine, Colorado. Now, people automatically associate “Columbine” with one of the deadliest school shootings in U.S. history. Based on the learning’s from Columbine, first responding officers to active shooting crises will now quickly assess the situation and immediately take action. Anyone perceived as a vital threat will be eliminated. Pre-Columbine, law enforcement would contain the area, fully assess the situation and then attempt to negotiate with the offender(s) until resolution of the incident. If negotiation failed or the offender(s) escalated the incident, the local SWAT team/Quick Response Team

(QRT) would then initiate a tactical response. The learning's from Columbine and other massacres have proven that it is better for law enforcement to enter the situation immediately and try to stop the violence. Shooters who have the intent of harming as many victims as possible typically go into the situation not expecting to leave alive (suicide-by-cop), thus the shooter inevitably engages with police officers. Shooting incidents begin and end in such a short period of time (usually under 10 to 15 minutes) that by the time first responders arrive on the scene, the shooting is usually over and either the shooter has fled or has killed himself. Since these incidents are so spontaneous and lethal, off-duty officers and concerned citizens respond instinctively and engage the shooter. The components of a crisis response plan should address how a retailer will:

- Prepare
- Respond
- Follow-Up

Prepare: How can a Library prepare for an active shooter situation?

Create an emergency plan that addresses critical policies and procedures for:

- reporting, responding and reacting to emergencies.

The plan should be created by gathering input from several stakeholders including human resources, facilities, loss prevention, operations, safety, training

department

(if one exists), property manager/mall management, local law enforcement and/or emergency responders.

Additional considerations are below.

Align communication strategy for/with

- employee-to-employee
- Communicating to patrons and all employees (employee-to-customer)
- Law enforcement
- Team/leadership management
- Conduct regular meetings with law enforcement
- Establish points of contact between management
- Outline roles of management
- Coordinate with local law enforcement
- Provide access to the building (provide master keys)
- Provide building plans for emergency responders
- Establish relationships with law enforcement to stay abreast of any local trends and understand first responder activities
- All store phones should have 911 access or clear emergency dialing instructions so employees or customers are not put at risk

Emergency Response Protocols to Active Shooters

Include provisions for individuals with special needs and/or disabilities in plans, evacuation instructions, and any other relevant information.

Coordinate hide out/shelter-in-place and escape plans

- Pre-select potential hide out/shelter-in-place locations to identify safe areas

within the facility

- Designate an evacuation meeting location and inform all employees
- If possible, outline at least two evacuation routes that are conspicuous and well-marked
- Coordinate how to meet and account for employees on evacuation (check-in procedure)
- Outline how you will evacuate multi-floor stores
- Outline how you will account for your associates
- Train employees to encourage customers to follow them to the evacuation area
- Train employees not to leave the safe location area until law enforcement

authorities have instructed them to do so

As first responders' primary responsibility is to eliminate the threat, train associates on what to expect visually and verbally from first responders.

First responders will:

- Not be able to stop to help injured persons or answer questions until the

environment is safe

- Proceed to the area where shots were last heard
- Stop the shooting as quickly as possible, including with lethal force (if

necessary)

- Typically respond in teams of four
- May be dressed in street clothes, regular patrol uniforms or may be wearing

tactical

equipment such as external bulletproof vests, Kevlar helmets and other tactical equipment

- Arrive at the scene armed with rifles, shotguns or handguns, and might use pepper spray or tear gas to gain control of the situation
- Need to take control and mandate the actions of all persons in the area which

could include shouting out commands or even pushing individuals to the ground for their safety

Educate associates to assist law enforcement and:

- Remain calm and quiet
- Avoid asking for help or directions
- Follow instructions of first responders (Note: Law enforcement officers in

tactical gear may appear intimidating because of their protective gear.)

- Put down any items and immediately raise hands while spreading fingers apart
- Keep their hands empty & visible at all times (put down bags/packages)
- Avoid making any sudden movements
- Avoid pointing, screaming and/or yelling

Emergency Response Protocols to Active Shooters

Respond: What is the right response for your library?

Considerations for Your Response Program

- Security/Loss Prevention Personnel/Store Management on-site

- Assess the Situation

- Contact the Police (911)

- Decision to Evacuate or Hide Out/Shelter-in-Place

- Public Address Announcement

- Company Notification

- Public Relations/Media Response

Training Considerations

- Simple and instinctual response

- Implemented by various management levels

- Include drills or walkthroughs

- Follow up on a periodic basis

TERRORISM

Terrorism is behavior that is violent and/or inspires fear in order to intimidate other into granting demands. There is always the possibility, no matter how remote, that someone may choose the library as a place to terrorize people. They could threaten with extreme violence, hold people at gunpoint, take hostages, or even kill.

Because of the assumed violent nature of terrorists, the situation should be handled delicately. Nothing should be done which might upset the person(s). Attempts to inform the person in charge of the library and the police (911) should be done discretely i.e. don't use the PA system.

The staff's objective would be to minimize the number of people under the terrorist's control.

Action to be taken

1. When someone engages in terrorist activities in the library, staff should stay clear and try to do what the terrorist(s) tells them to do.
2. Employees who are aware of the activity, but are beyond the terrorist's own awareness, should attempt to call 911. It may be better to use the PA system to ask for help from another department that is away from the affected area.

3. If possible, an employee who is able should inform all departments. It may be difficult to determine which departments are affected; nevertheless, staff and patrons should not be left in ignorance to a potentially dangerous situation.
4. If possible to do so, without endangering lives, staff should evacuate themselves and patrons from the library.
5. Employees should not try to be heroes. We are not trained to handle this kind of a situation. Leave things to the police and other emergency personnel.
6. Once the danger has passed, it may be necessary to check for first aid treatment and/or call 911 for an ambulance.
7. The person in charge should see to it that an Accident Report, if necessary is filed.

EXPLOSION

Explosions may result from leaking gas, faulty heating equipment, flammable vapors or a deliberately set explosive device.

Action to be taken:

1. If there is a warning, seek shelter immediately under a heavy table. Care must be taken to protect oneself from flying glass and debris.
2. Announce over the PA system that there has been an explosion and the location.
3. The Director or person in charge will call 911 and report the explosion. The fire department should determine the source of the explosion and verify whether the building is structurally sound.
4. At the same time, staff should get flashlights and evacuate themselves and customers to the outside of the building.
5. Staff should attend to seriously injured persons until medical help arrives without endangering their own lives.
6. If the explosion has ruptured water or gas pipes, the Facility Manager or person in charge should turn them off where the pipes enter the building.
7. Once outside, staff should gather in the specified meeting area. Each department should take a head count and report any missing staff members.
8. Do not re-enter the building unless it has been declared safe. No one should interfere with the activities of emergency personnel.
9. If the explosion results in damage to library materials, follow procedures under the Recovery and Assessment section of this manual.

PUBLIC HEALTH EMERGENCY

The library board of trustees and the executive director shall adopt policies and procedures addressing public health emergencies as the need arises.

MEDICAL EMERGENCY

In a serious emergency, an ambulance should be called immediately. When in doubt, call the ambulance.

All injuries and accidents, even minor ones, should be reported on appropriate forms. Copies of the Accident Report forms are available from the library executive director.

Care should be taken to avoid communicable diseases such as AIDS. All incidents involving presence of blood or potentially infectious materials must be reported to the person in charge. (See Blood-borne Pathogens Exposure Control Plan)

Action to be taken

1. When an employee becomes aware that a staff member or patron is seriously injured or ill, he or she should call 911 and ask for an ambulance.
2. Employees with First Aid and CPR training should be contacted and proceed to the location to see if they can assist until the ambulance arrives.
3. If the injury was a result of an accident or other incident, witnesses should be sought. Names, addresses and phone numbers of witnesses should be written down.
4. All employees who are not assisting with the emergency should continue their work unless impossible. Patrons should be kept out of the way.
5. The person in charge of the library should make sure that an Accident Report is filled out promptly.
6. Special care should be taken if any body fluids are involved. Such incidents must be reported to the person in charge of the library.
7. Make sure area is cleaned up and disinfected immediately following the incident.

INTERNAL FLOOD

Internal flooding can occur as the result of pipes bursting, overflowing, or a leaking roof. The flooding is generally confined to one area.

Action to be taken

1. The employee who first notices the flooding should inform the Facilities Manager or the person in charge.
2. The Facilities Manager or the Director should determine the exact location and cause of the flooding.
3. Undamaged books and materials should be moved out of the cleanup area.
4. Steps should be taken to stop the flooding by turning off the water source or stopping the leak.
5. If necessary and possible, move all materials out of the flooded area.

6. All unnecessary staff should be evacuated from the flooded area.
7. The Facilities Manager or Director should make sure all electrical circuits into the affected area are turned off. No one should come in contact with water until an electrician has declared the area safe.
8. The area should be drained and dried as soon as possible to prevent moisture damage to books.
9. If books or other library materials are damaged, see directions under the Recovery and Assessment Section of this plan.

Power Failure

Check neighboring buildings; if they are dark, blackout could be neighborhood-wide or regional. Listen to the radio for information and instructions.

If near-by buildings have power, call the electric utility company to report your outage.

Refer to the guidance of local police or security personnel to evacuate the building or to determine if precautionary steps should be taken to safeguard the building.

Contact Library director or librarian on duty to determine if building will be closed. If in doubt, close the building if power off for 10 minutes; notify Library Director.

Fire

The library performs a Fire and Tornado drill at each annual staff in-service. There are fire evacuation exit plans posted throughout the building. If a true Fire breaks out in the library or on the grounds, follow the plan of action. Always keep patrons clear of pursuing dangers, such as emergency vehicles entering the parking lots.

As assigned response team members, take your post: Immediately call 911, pull an emergency alarm and make an announcement on the PA system: Alert the Director or person in charge if present.

Evacuate the building immediately as prescribed or as exits permit. Children's department evaluates that department via exits located in that area and move patrons to Miller's Merry Manor. All other areas of the library exit and clear the facility and move swiftly to the north courtyard area and move carefully to Friendship House. Library staff from each group shall contact the other group either via cell phone or meet at the flag post area to report status.

After it is decided that evacuation is necessary:

1. The Director/Circulation Staff will use the PA system to announce the evacuation to the public and the staff.
2. Secure the money in the appropriate safes. (if time warrants)

3. Staff should get flashlights and evacuate themselves and patrons from the library.
4. Secure all doors as though it were closing time.
5. As the evacuation proceeds, staff should look for signs of anything unusual or ways that a bomb could be hidden. Information should be given to the person in charge once outside the library.
6. Once outside the Library, staff should gather in designated spot to wait for further instructions, each department should take a head count and report any missing staff members.
7. Make sure everyone is a minimum of 350 feet from the building.

DO NOT RETURN to the library until the authorities say that the building is secure and safe.

FIRE EXTINGUISHERS: The library has several different fire extinguishers around the building. To use, remove the fire extinguisher from its storage location, position the spray arm (if the unit has one) straight out, pull the safety ring, and compress the levers together that will spray the fire retardant onto the flames.

Tornado/Severe Weather

Severe thunderstorms can produce lightning, hailstones and tornadoes.

At the discretion of the director or designee, the following safety rules will be followed:

1. Immediately turn off or disconnect all electrical or electronic equipment. Systems Department personnel will be responsible for shutting down library application servers.
2. Unplug all telephone lines and do not use the telephone unless there is an emergency.
3. Stay away from windows, doors and skylights.

A tornado watch is issued when tornadoes and severe thunderstorms are possible. A tornado warning is issued when a tornado has actually been sighted somewhere in the warning area. If a tornado approaches:

1. Move to the interior hallway of the basement of the building.
2. Get as far away from doors, windows and skylights as possible. Avoid large, open areas.
3. Take shelter and keep calm
4. Assume a curled position to protect your head and eyes.

When adverse or emergency conditions occur be sure to follow the guidelines set forth by the Safety Department. If evacuation becomes necessary, follow the evacuation plan outlined in this document.

Earthquake

A major earthquake is one in which one or more of the following occurs: book stacks collapse or become unstable, walls or floors crack or crumble, window glass breaks, electrical wires or ceiling tiles become exposed, power is lost, flooding occurs, building entrances are blocked and/or occupants are injured. They are unpredictable and strike without warning.

DURING THE EARTHQUAKE

- DROP, COVER and HOLD ON. Minimize your movements to a few steps to a nearby safe place.
- Move away from windows, skylights, suspended light fixtures or objects to avoid falling glass/objects.
- Beware of collapsing book shelves and falling objects.
- Take cover under a sturdy table or desk.

IF INDOORS

- DROP to your hands and knees.
- COVER your head and neck with your arms. This position protects you from falling and provides some protection for vital organs. Because moving can put you in danger from the debris in your path, only move if you need to get away from the danger of falling objects. If you can move safely, crawl for additional cover under a sturdy desk or table. If there is low furniture, or an interior wall or corner nearby and the path is clear, these may also provide some additional cover.
- HOLD ON to any sturdy shelter until the shaking stops.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- At night, hazards and debris are difficult to see and avoid; therefore, attempt to move in the dark with caution to prevent injury.
- DO NOT get in a doorway as this does not provide protection from falling or flying objects and you likely will not be able to remain standing if the tremors are severe.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

IF OUTDOORS

- If you can, move away from buildings, streetlights, and utility wires.
- Once in the open, DROP, COVER, and HOLD ON.
- STAY THERE until the shaking stops. Depending on the situation, you may need to duck inside a building to avoid falling debris.

AFTER THE TREMORS END

- When the shaking stops, look around to make sure it is safe to move and there is a safe way out through the debris. Then exit the building.
- Expect aftershocks and be prepared. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake. DROP, COVER, and HOLD ON whenever you feel shaking.
- As you exit, PULL THE FIRE ALARM AND EVACUATE to the designated Gathering Area away from buildings/large trees. Staff assembles and conducts a head count to ensure all staff are accounted for.
- Move injured to a safe area and render first aid as needed.
- DO NOT BLINDLY RUN OUTSIDE as parts of the building may still be falling.
- Avoid coming in contact or getting near fallen electrical lines.
- Beware of fire as it is the most common hazard after an earthquake.

AFTER EXITING THE BUILDING

- DO NOT RETURN to any building for any reason until the building is declared safe.
- Call DPS at 6-6911 to report damage and request minor medical assistance OR call Emergency Services directly at 911 for a major emergency (police, fire/rescue, ambulance).
- If telephones are not working, communicate with authorities in person or via email/text message.

Chemical or Gas Spills

Biological threats may include the following substances:

♣Chemical: Any substance designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors, such as mustard gas, nerve agents, and sarin gas.

♣Biological: Any substance involving a disease organism, such as smallpox, botulism toxin, anthrax, and ricin

♣Radiological: Any substance designed to release radiation.

For chemical, biological, or radiological contamination:

♣Isolate it—don't handle it.

♣Evacuate the area or building

♣Wash your hands with soap and warm water.

♣Call the police or have someone call the police by dialing 911. Do not hang up until directed to do so by emergency personnel.

♣Otherwise call or have someone call the fire department and hazmat unit

♣ Call Postal Inspectors at 877-876-2455 if the item was received in the mail.

Leaks/Flooding

- Once safe, move collections from harm's way.
- Drape plastic sheeting over collections or shelving units to prevent further damage.
- Stay away from standing water until electricity has been cut-off.
- Turn-off and unplug any electrical devices in water-affected area.
- Contact flood control emergency service.

Heating and Cooling

- Contact HVAC service for repairs or other service.
- Ensure that patrons and staff are safe from over-exposure to excessive heat or cold.
- Move any fragile or sensitive collection items or equipment to an environmentally-controlled place.

Rodents/Insect Infestations

- Contact pest control service for inspection or facility treatment.
- Ensure that patrons and staff are safe from exposure to rodents or insects.
- Determine location of rodents/insects and attempt to isolate from other parts of the library, such as isolating insect infested collection materials or blocking rodents from freely moving from one area of the library to another.
- For large rodents, contact Morgan County animal control for capture/removal/relocation.

Mold

To combat mold, DON'T ALLOW IT TO DEVELOP! Maintain moderate temperature and humidity (70 - 72 degrees Fahrenheit and 55% or lower relative humidity). Circulate air and dust regularly.

If mold is discovered, check to see if it is active (soft, fuzzy, smears easily) or dormant (powdery, easy to wipe). If it is active and affects only a single book, consider withdrawing the book from the collection. If it is dormant, do the following:

For wet material:

Air dry or freeze, or Brush off spores working outdoors and (if possible) with a fan blowing the spores away.

For dry material:

Brush off spores outdoors and (if possible) with a fan blowing the spores away, or

Vacuum using a triple action filtration vacuum.

Fumigation is no longer recommended for mold because fumigants are toxic to people, the residue remains on the object, and fumigation does not prevent the mold from returning.

Always wear gloves and, if possible, coveralls or a lab coat. Wash hands after handling any object with mold or that is suspected to have mold.

If mold is discovered in large portions of the collection, do not attempt to clean up without first consulting a mycologist to determine if toxic molds are present.

Before books are returned to the shelves, the shelves should be disinfected and the mold situation monitored for a period of time.

Supplies:

Dehumidifiers

Fans

Plastic Sheeting

Paper, plain (unprinted) newsprint or absorbent paper towels

Freezer Paper

Milk Crates or Cartons

Book Trucks

Labeling Supplies: masking tape, waterproof felt-tip pens

Rubber Gloves

Sponges for cleaning soot

Disinfectant for cleaning shelves

Theft/Vandalism

Note the time of the event, location, type of threat, and the characteristics of the perpetrator.

Try to keep the vandal/thief within sight until police or security personnel arrive.

Remain at the scene to direct assistance.

Recovery and Assessment

Professional staff (administrators and librarians) should assess damage to collections, equipment, furniture, and other resources to determine which may be salvaged and which must be disposed of. Any collections, equipment, furniture, or other materials suffering water damage should be dried according to industry standards, preferably using a professional service specializing in library collection rehabilitation.

Blood-Borne Pathogens Exposure Control Plan

- I. Protective equipment located in youth services, circulation, and adult services will include:

- Rubber gloves
- Antiseptic agent
- Soap
- First Aid Kit
- Closeable plastic bags for disposal of contaminated material
- Emergency guidelines

II. Guidelines to follow when helping any person with an injury or handling any material which is considered to be contaminated with blood or other bodily fluids. [Other potentially infectious material is defined as the following: human bodily fluids: saliva in dental procedures, semen, vaginal secretions, cerebrospinal, synovial, pleural, pericardial, peritoneal and amniotic fluids.]

- A. Put on gloves before handling bags and containers that are left by patrons.
B. Put on gloves before applying Band-Aids or cleaning up after any incidents.
C. After you have finished, remove gloves and put them in the plastic bag provided for that purpose and deposit in a waste container.
D. Wash your hands immediately if you have been exposed to blood.
E. Notify the library cleaning service to clean and disinfect any contaminated surface with an antiseptic agent.
F. Call 911 for any emergency situation. Never supply medications (including aspirin) to anyone
G. Report all incidents involving exposure to blood or other bodily fluids to the Library Director and the library cleaning service before the end of the work shift. The incident report should contain the names of the staff and victim, a description of the accident, and a determination of whether an exposure incident occurred.
H. If you have been exposed to blood or other bodily fluids, notify the staff member in charge of the building who will refer you to a designated medical facility.

III. Blood Borne Pathogens

- While normal library operations are not likely to involve circumstances exposing employees or customers to blood borne pathogens, the Forest Park Public Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposure to blood borne pathogens.
- No particular job classification of the Library has occupational exposure as part of the duties. However, emergencies may occur with staff or customers, particularly youth or the elderly, to which Library employees in all classifications may be called upon to respond with assistance. or emergencies with “out of control” individuals could present an individual threat.
- All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposure. Hepatitis B (HBV), human immunodeficiency

virus (HIV), and other blood borne pathogens found in human blood and other body fluids cause life threatening diseases.

- In emergency or other such circumstances when contact with blood or other potentially infectious materials may result, it is the Library's policy to treat all human blood and body fluids as if known to be infectious for HIV, HBV, and other blood borne pathogens. Work practice controls shall be used to eliminate or minimize employee exposures. If the possibility of exposure remains, personal protective equipment shall also be used.
 - A. At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined. Personal protective clothing, such as gloves, masks and gowns, shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers and blood tinged materials. The quarantine shall be effective until thorough cleanup and disposal is completed
 - B. The Library provides hand-washing facilities that must be used by the affected employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup and disposals shall be kept as required by regulations.
 - C. The Library shall provide directly or through System, State or association programs, annual in-service training for employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow up as provided in the regulations.

Airborne Pathogens Exposure Control Plan

Should the presence of airborne pathogens pose a substantial risk to library patrons and staff, immediate measures will be taken to safeguard patrons and staff from exposure, including building evacuation, quarantining of affected personnel, restricted access to affected areas, use of HazMat clothing and cleaning procedures, and contacting appropriate public health and safety organizations.

Appendix

Disaster Response & Recovery Checklist

- ☐ Assess the situation
- ☐ Alert campus police, Facilities, the library director, appropriate library personnel
- ☐ Assign a coordinator
- ☐ Set up a command post
- ☐ Review this *Disaster Plan*: contacts, services, suppliers, salvaging priorities, recovery and salvaging tips, etc.
- ☐ Eliminate hazards
- ☐ Assess damage to the collection
- ☐ Activate plans for acquiring services, supplies and staff
- ☐ Control the environment
- ☐ Organize the recovery phase
- ☐ Train staff/volunteers to stabilize and recover affected collections
- ☐ Supervise activities
- ☐ Communicate internally and externally
- ☐ Document all activities

Disaster Rehabilitation Steps

1. Design procedure to systematically examine and sort all dried materials.
2. Determine options available -- surface cleaning, in-house or outsourced repair, binding or rebinding, conservation and restoration, boxing, or discard.
3. Hire and train personnel.
4. Be on the alert for mold; treat if necessary (refer to *Mold* section)
5. Replace spine labels, pockets or security tags if necessary.
6. Stamp each item indicating that it was damaged; include date of damage. For example: *Water damaged – November 2001*
7. Return materials to shelf. Shift collection if necessary.
8. Keep records; document all activities.

Suggested Emergency Supplies

- ☐ Aprons, Rubber and/or plastic
- ☐ Boots
- ☐ Boxes – all sizes; or plastic crates
- ☐ Brooms and dustpans
- ☐ Camera and film
- ☐ Clipboard(s), Pens and Magic Markers
- ☐ Clothesline and Clothes Pins
- ☐ Crates, plastic
- ☐ Extension cord, 50 ft., heavy duty, (grounded) and/or a multi-plug electrical strip
- ☐ First-Aid kit, Band-Aids
- ☐ Flashlight(s)
- ☐ Freezer or waxed paper
- ☐ Garbage bags, plastic
- ☐ Gloves, rubber and plastic
- ☐ Marking pens, waterproof
- ☐ Mops, buckets, sponges
- ☐ Mylar or Polyester film for handling wet unbound papers/maps
- ☐ Paper towels: many packs, you'll need lots if you have to interleaf clay-coated paper
- ☐ Plastic bucket(s) and trash cans
- ☐ Plastic sheeting –many rolls, so you can drape it over collections that are in harm's way
- ☐ Protective masks/glasses
- ☐ Rags, cotton
- ☐ Rubber boots
- ☐ Scissors Tape gun(s) – plus tape, to seal boxes
- ☐ Sponges
- ☐ Tablets – to record inventory lists
- ☐ Waxed paper – many rolls; buy large economy size

Also: Emergency funds, purchase orders, institutional credit cards

Construction materials (wood, screws, nails)

Dehumidifiers, portable

Extension cords (50ft., grounded)

Fans, portable

Fire suppression

Type: [Wood, paper, combustible \(Type A\)](#) – 10 water extinguishers

[All routine types of fire \(Type ABC\)](#)- 15 dry chemical extinguishers

Generator, portable

Hard hats

Ladders

Lighting, portable

Metal book trucks

Phone, nearest off-site location:

Portable toilets

Pump, portable

Refrigerator trucks
Tables, portable
Wet vacuum

Fire Extinguisher Instructions

Fire Drill & Alarm Reset Process

Contact General Alarm 317-925-8915 to ask for system to be put in test. They will ask your personal account number.
Contact Mooresville non-emergency 831-2323 and advise you are in test and will call when complete.

Get key and place in pull down box to have it ready to re-activate.
Pull alarm (it will immediate set alarms and strobes).
Time the process- record and file

Reset system

1. insert key into the box where the alarm was activated
2. inside the box is a toggle switch; toggle switch to down position
3. close pull down lever and lock
4. go to panel in electrical room and open panel and push alarm silence.
5. push reset
6. replace key to key cabinet

Call General Alarm 317-925-8915 to advise test completed and put back in alarm.
Call Mooresville non-emergency 317-831-2323 to advise test completed.

Tornado Drill

Library staff conduct regular fire and tornado drills at bi-annual staff development in-services usually held in October and February.

First Aid Station Contents and location

First aid kits are available at the circulation desk, youth services desk, and basement. Each contains first aid essentials (bandages, tape, scissors, antiseptic, antibiotic cream, and over-the-counter pain medicine).

Existing Technology at MPL

Mooresville Public Library endeavors to maintain the latest technologies available that staff and patrons may use to obtain information and utilize software and equipment to perform a variety of

business, professional, technical, and personal functions. Technology updating is an ongoing process, dependent upon available funding and other resources.

Server Shutdown Procedures

Mooresville Public Library has established server shutdown procedures, which are available from the following staff: (1) the executive director; (2) the information technology director; and (3) the adult information/reference services director.

Safe Place Program

Mooresville Public Library participates in the Safe Place program, which provides a network of social services assistance to at-risk youth. The library complies with policies and procedures as stated on the Safe Place website at <https://indysb.org/safe-place-program/>