

# Disaster Plan

**Rochester Public Library District**  
**Updated January 2014**  
*Complete review of plan will be held annually.*

## Table of contents

### General Information

- Locations where the plan and follow up reports are on file .....3
- Critical Phone Numbers .....4
- Sources of Preservation/Conservation Information and Supplies .....7

**Introduction .....8**

**Evacuation.....10**

### Disasters

- Fire.....11
- Health Emergencies .....12
- Bomb Threats.....12
- Earthquake.....13
- Tornado .....15

**During a Disaster .....16**

**After the Disaster... Recovery & Concerns.....16**

**Initial Assessment Form .....17**

**In the event of a disaster, the Library Board has a copy of the Library Phone Tree.**

**Keys to the Library are held by:**

All paid employees & The Rochester Police Department

**In-house Disaster Recovery Team members:**

Board President

Vice-President

Treasurer

Secretary

**LOCATIONS WHERE THIS PLAN AND FOLLOW-  
UP REPORTS ARE ON FILE:**

**In-house**

Director's Desk

**Off-site**

Board President's home  
Online

# CRITICAL TELEPHONE NUMBERS

## POLICE DEPARTMENT

**ROCHESTER POLICE**.....Emergency .....911  
Non-emergency.....498-7125  
Squad Room .....498-8443  
Chief Marass.....498-8424

**SHERIFF – Sangamon County**.....Emergency .....911  
Non-emergency.....753-6666

**ROCHESTER FIRE DEPARTMENT**.....Emergency .....911  
Non-emergency.....498-7121

## AMBULANCE

Rochester Rescue Squad.....Emergency .....911  
Non-emergency.....498-7125

## HOSPITAL

St. John’s Hospital .....535-3100  
Memorial Medical Center.....788-3000

## RED CROSS

American Red Cross,  
Illinois Capital Area Chapter .....787-7602

**SANGAMON COUNTY PUBLIC HEALTH** .....535-3100  
Emergency after hours.....753-6666

**ILLINOIS POISON CONTROL CENTER** .....800-222-1222

## MEDIA

Springfield State Journal-Register  
Newsroom.....788-1513  
General .....788-1300  
Rochester Times.....438-6155  
WTAX 1240 AM  
News center.....753-2020  
General .....753-5400  
WMAY 970 FM  
General .....629-7077

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WAND Channel 17	
TV .....	424-2500
WCIA Channel 3	
TV .....	544-3691
WICS Channel 20	
TV .....	753-5620
News .....	753-5656

**LEGAL ASSISTANCE**

Jon K. Ellis, <i>attorney</i>	Office .....	528-6835
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**INSURANCE COMPANY**

Lee/O'Keefe Insurance Agency, Inc	Cheri Plummer, <i>agent</i> .....	217-528-5679
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**CITY & COUNTY OFFICES**

Rochester Post Office .....	498-7212
Rochester Village Office .....	498-7192
Sangamon County Office of Emergency Management .....	747-5150
Sangamon County Department of Public Health .....	535-3100

**UTILITY COMPANIES &  
TECHNICAL/MECHANICAL ASSISTANCE**

AmerenCILCO.....	800-232-2477
JULIE .....	800-892-0123
Rochester Water Department.....	498-7192

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# SOURCES OF PRESERVATION/CONSERVATION

## Information and Supplies

### VENDORS

University Products  
517 Main St.  
Holyoke, MA 01041  
800-628-1912

The Hollinger Corporation  
9401 Northeast Dr.  
Fredericksburg, VA 22408  
540-898-7300

Conservation Resources International, Inc  
8000 H Forbes Place  
Springfield, VA 22151  
703-321-7730

K & L Resources  
8512 Oakford Dr.  
Springfield, VA 22152  
703-455-1503

## Information Sources

Cullom-Davis Library  
Bradley University  
1501 W. Bradley Ave.  
Peoria, IL 61625  
309-677-2850/FAX 309-677-2827

Library of Congress  
National Preservation Program Office  
101 Independence Ave. SE #240  
Washington, DC 20540  
202-707-5000

Illinois State Library  
Preservation Office  
Illinois State Library  
300 S. Second  
Springfield, IL 62701  
782-7848

Illinois Heartland Library System  
345 W. Eldorado St.  
Decatur, IL 62522  
429-2586 FAX 428-1852

Northeast Document Conservation Center  
100 Brickstone Square  
Andover, MA 01810  
978-470-1010

# Introduction

Decision making should be executed by the appropriate emergency responders.

The Disaster Plan for the Rochester Public Library District was written to comply with the Department of Labor requirements and updated to reflect the changes in the building site. In the writing of this plan, the specific location of the library and its construction has been taken into consideration. Natural flooding is not a disaster we anticipate. Any water damage that we might have would come from storms, the roof leaking or the result of a fire. Thus, there is no flooding component in this plan.

## Purpose

An element essential to the effective and efficient provision of library services is planning. Planning has relevance for programs, collections, staffing, equipment, financial resources and physical facilities. Disaster preparedness impacts all areas of library operations. The purpose of this plan is to ensure that the library has contingency plans in place for prevention – those routine activities that reduce the likelihood of a disaster taking place; preparedness – plans and procedures to be implemented in the event of a disaster; recovery – implementation of the plans and procedures after the disaster. The objectives of this plan are to: ensure the safety of patrons and staff; minimize loss and exposure; reduce disruption to normal operations; ensure an orderly recovery through planning and preparation; fulfill the FY2008 Per Capita Grant requirement.

## Prevention

The library will have routine inspections of the facility. Cleaning and spraying for insects is performed on a monthly basis. Leaky pipes, frayed electrical wires, untended machinery, and structural damage will be fixed immediately. All aisles and work areas must be free of materials and trash. Machinery must be unplugged when not in use. Rules regarding food, beverages, smoking and unauthorized access will be strictly enforced. Security checks will be made at closing time by senior staff member to ensure that all exits and windows are locked, all equipment turned off, no cigarettes are smoldering and no unauthorized people are in the building.

Routine inspection to identify potential problems that cause a disaster will be scheduled by the Village of Rochester. Preventative measures include:

- Check for overloaded electrical outlets
- Check for exposed or otherwise faulty wiring
- Check water pipes
- Check for storage of flammable materials
- Insure the existence of current maps of the library
- Conduct regular inventories of the library's collections
- Determine the locations of turn-offs for heating, electricity, water, sewers and telephones
- Make arrangements for the regular maintenance and inspection of heating and cooling system, fire detection and fire extinguishing systems
- Store a listing of the library's holdings at an off-site location (POLARIS Database at IHLS)
- Keep areas free of unprocessed materials and trash
- Clean periodically and spray for insects

Staff members must all be familiar with the layout of the building. They must know the location of all fire extinguishers and how to operate them. Fire exits and escape routes are clearly marked and evacuation procedures must be followed. Staff must be trained in CPR and in the use of the portable defibrillator (located in the foyer of the building). This training is provided bi-annually or as needed by the Rochester Fire Department and Rescue Squad.



## **Checklist**

### **Daily Procedures: (completed by senior staff)**

- Lock doors and windows
- Make sure no pipes, faucets, toilets or air-conditioning units are leaking
- Unplug electrical equipment and make sure there are no frayed wires
- No signs of structural damage
- No burning materials in wastebaskets
- No unauthorized people in the building

### **Periodic Procedures:**

- Emergency numbers are posted by each phone
- Inspection by the Rochester Fire Department – annually
- Fire extinguishers inspected - Coe Service and Sales 725-4320 – annually in June
- Change batteries in all flashlights and radios – annually (when return to standard time)
- Fire drill and tornado drill – annually
- Fire alarm and heat detector systems checked annually (ADT)
- Update inventory as needed or at least annually (copy of this is kept at Insurance Agency)
- Backup workstations
- Check public address system – monthly
- Check battery on defibrillator - weekly

## **Implementation and Continuation**

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

In any of the emergency situations, the senior staff member on duty is responsible for coordinating the response: alerting staff and patrons; collecting all necessary materials – emergency box and first aid kit, disaster plan binder, and laptop; moving to the designated gathering point; and coordinating the flow of people and information.

The Board President will be the designated spokesperson when dealing with the media. The President may delegate this responsibility as he deems appropriate.

# Evacuation of the Library & Community Room

## Exit signs are located:

- Main exit of the library building
- Children's area of the Library – exits into Rachel's Garden
- Main exit/entrance of the Community Room
- Northeast and Northwest corners of the Community Room – into Rachel's Garden

The predetermined location outside of the facility for the staff to meet is by the dumpster enclosure in the northeast section of the parking lot, by the police department.

The senior staff member on duty during the emergency will be in charge of making the evacuation announcement and alert patrons of an emergency.

Evacuation	
1	Call 911
2	Dial 61 and announce
3	Person-to-person/area check including Community Room and Garden
4	Direct and assist evacuation

## Steps:

1. Announce the emergency first through the paging system connected with the phone. Pick up the hand set, dial 61 and make the announcement. Script to announce the evacuation of the library: **“Please evacuate the building as quickly as possible. There is an emergency and everyone needs to leave as calmly and quickly as possible. Staff will assist you if you so need it.”** This page will **not** be heard in the Community Room. Staff will need to go into the room to make the announcement.
2. The senior staff member will call for help by using the 911 emergency system.
3. After the announcement is made, staff will use the person-to-person approach to notify all patrons of the emergency, to insure all are informed and to offer assistance as necessary.
4. Be prepared at this time to assume your duties of directing patrons out of the building. The senior staff member will assign, as she/he sees fit, other staff to certain areas of the building to be in charge.

## Checking the Library:

After the announcement is made, the senior staff member will assign staff members to check specific areas of the library for patrons who have not responded to the announcement.

These areas are as follows:

- Children's area/Rachel's Garden
- Non-fiction stacks/Adult fiction stacks/Circulation desk area/Reading Areas/Audio books shelving
- Assistant's office/Director's office/Staff workroom/Storage room/Staff bathroom
- Community Room including storage room & electrical room/Kitchen/Public Restrooms

Patrons and staff should be *at least 100 feet from the building* after exiting. Those exiting out the rear part of the building should walk to the east side of the building and meet at the dumpster enclosure across from the police department. Those exiting out of the front of the building should walk to the east side of the building and meet at the dumpster enclosure across from the police department.

# Fire

## Immediate Action

At the first indication of smoke or flame, ask all patrons to calmly vacate the premises while a “spot investigation” is accomplished by the senior staff member. To make the announcement, dial 61 and announce “**Please evacuate the building as quickly as possible. There is an emergency and everyone needs to leave as calmly and quickly as possible. Staff will assist you if you so need it.**” This page will **not** be heard in the Community Room. Staff will need to go into the room to make the announcement.

- Call 911
- Keep calm – you help no one by panicking and you may panic others, but do not under-estimate the potential danger to patrons and staff represented by a fire.
- Notify the other staff members
- Evacuate the building following the evacuation procedure
  - Any fire at the front entrance exit out either Rachel’s garden or through the Community Room
  - Any fire at the back, exit through the Library’s main entrance or the Community Room
  - Any fires occurring at the center of the building – go out the nearest exit.

If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. Fire extinguishers are located on the west wall just beyond the vertical file cabinets by the Adult Fiction shelves, in the Children’s area by the door to Rachel’s Garden, in Technical Services (work room) by the entrance to the storage room, on the east wall (near the entrance) in the Adult Audio books area and under the sink in the kitchen. Immediately call 911 and make sure the building is cleared. In the event of a fire that is contained, the Rochester Fire Department should still be contacted to examine the premises and give an all-clear.

The senior staff member on duty should report the fire or ask another staff member to do so. Call 911.

- *Give name*
- *Give location:* Rochester Public Library #1 Community Drive, Rochester
- *Describe the situation, including the location of the fire in the library.*
- *Repeat name and location.*

Once outside, DO NOT go back into the burning building! Move away from the building. Until the fire department determines a safety zone, *move at least 100 feet away from the building.* All staff members are to meet by the dumpster enclosure across from the Police Department.

### Fire

1. Dial 61 and announce “**Please evacuate the building as quickly as possible. There is an emergency and everyone needs to leave as calmly and quickly as possible. Staff will assist you if you so need it.**”
2. Call 911 – provide name and location, repeat information
3. Person-to-person/area check including Community Room and Garden
4. Direct and assist evacuation to 100 feet away from building. Staff will meet by the dumpster
5. Do not return to building until the Rochester Fire Department examines the premises and gives and all-clear.

# Health Emergencies

Staff members should exercise extreme caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from unneeded disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The Rochester Rescue Squad and Police (911) should be called immediately in the event of any problem.

*No medication, including aspirin, should ever be dispensed to a patron by a library staff member.*

- If someone has been seriously injured, and is in need of emergency help, call 911.
- When you call, report:
  - *The problem*
  - *The name and location of the library, Rochester Public Library #1 Community Drive, Rochester*
- Whoever makes the call should meet the emergency personnel at the door.
- Look for “Medic Alert” type tag with standard physician’s symbol. This may be located around the arm, neck or in wallet. This would indicate special problems.
- Do not move an injured person.

In the event of an individual experiencing sudden cardiac arrest, follow the early defibrillation response protocol approved by St. John’s Hospital SAMIC EMS.

## **Serious Health Emergencies**

1. Call 911 and meet emergency personnel at the door. Indicate problem and our location (*Rochester Public Library #1 Community Drive, Rochester*)
2. Look for “Medic Alert” type tag possibly located around the arm, neck or in wallet.
3. Do not dispense medicine, only keep the patron comfortable.

## **Non-serious Health Emergencies**

1. Do not dispense medicine, only keep the patron comfortable.
2. The first aid kit is located in the Technical Services room on top of the file cabinet by the staff restroom.

# Bomb Threats

- Keep the caller on the line as long as possible.
- Ask the caller to repeat the message and try to write down every word spoken by the person.
- While on the phone, try to get the attention of another staff member so they might call 911.
- Vacate the building.
- Refrain from using cell phones
- Do not re-enter until receive an all clear from Police/Fire Department.

# Earthquake

Most injuries and casualties during an earthquake are caused by falling objects and debris. During an earthquake, the earth moves or sways, which causes shocks that damage or destroy buildings.

## Some potential earthquake hazards:

- Glass – windows, display cases, can shatter and throw glass about. We must be aware of them and try to protect our patrons and ourselves from them if at all possible.
- Anything stored above your head that can be thrown or topple onto patrons.
- Shelving that can topple over onto patrons.
- Cabinets in the workroom, kitchen or storage room can fly open and objects be thrown out.
- Desks, tables, filing cabinets, chairs, etc. that are not securely fastened can also be thrown over onto someone.
- Ceiling fans and lights can crash down on patrons.
- Water and gas pipes may rupture.

The first indication of a damaging earthquake may be a gentle shaking motion. Ceiling fixtures may start to sway, objects may wobble on shelves and glassware may jingle in the cabinets. The first indication of a strong earthquake may be a violent jolt (such as a sonic boom). You may hear a rumbling noise such as thunder. After these first warnings the shaking is greatly amplified and it will become very difficult to stand or move from one place to another. Therefore, when you get the first warning signals, be prepared to immediately take protective measures to ensure the safety of our patrons and ourselves. Unfortunately, sometimes you do not get any warning signals.

## During an earthquake the following may happen:

- Objects may slide and crash together
- Shelving, cabinets, and other furniture may fall over or be thrown about.
- Objects mounted on the walls may shake loose and fly across the room.
- Suspended ceiling components, light fixtures, ceiling vents and other fixtures may come down.
- Door and window frames could bend causing glass to become loose and shatter, sending shards of glass into the room.
- Noise level may become extremely high, which can cause emotional stress, especially on the children in the library.

In case of an earthquake, the senior staff member on duty at that time will announce, ***“DROP TO THE FLOOR AND COVER YOUR HEAD. FACE AWAY FROM WINDOWS, STAY UNDER SHELTER UNTIL THE SHAKING STOPS!”*** Patrons and staff who are able should

### Earthquake

1. Dial 61 and announce *“Drop to the Floor and cover your head. Face away from windows, stay under shelter until the shaking stops.”*

### Following Earthquake

1. Announce *“Remain where you are until the damage is assessed.”*
2. Determine if evacuation is needed/
3. Administer First Aid.
4. Check to see if all patrons are accounted for.
5. Prepare for after shocks.
6. Listen to radio - WTAX 1240 AM.
7. Supplies are under the counter by the printer at the circulation desk.

crawl under desks or tables, place their heads between their knees and cover their heads with their arms or larger books. Toddlers and babies may be covered by adults. Patrons who are in a large open area should move to an interior wall, crouch down and cover their heads with their arms.

### **After the earthquake:**

- Senior staff member, if able, should announce for everyone to remain where they are until the damage is assessed.
- Structural damage at this time should be assessed. It should be determined at this time if evacuation is necessary. Evacuation may be necessary immediately in case of a fire breaking out or a break in a gas or water pipe.
- The first aid chest is located in the technical services room on top of the file cabinet next to the staff restroom.
- Small fires need to be extinguished if we cannot immediately evacuate the building.
- A knowledgeable staff member should shut off gas, water mains and electrical service.
- Make sure all staff and patrons are accounted for.
- It may be necessary for the building to be self-sufficient for a matter of hours or perhaps days. Staff and patrons could be isolated from surroundings because of highway damage or telephone or power lines that may be down.
- Be aware of after shocks that may occur and be prepared to take shelter once again.
- A radio is located under the counter by the printer at the circulation desk, another one is located in the technical services area by the first aid kit. Monitor WTAX 1240 AM for important information.
- Extra batteries for the radio, candles and matches will be located with the radios.

Calm diligent actions will be the best way to assure safety and efficiency during and after an earthquake.

# Tornado

Illinois is located at the northeastern edge of the nation's tornado-prone region. The months of April, May and June account for more than 50% of all tornadoes.

A tornado's funnel-shaped cloud can carry rotary winds exceeding 300 miles per hour, and is usually accompanied by hail, severe thunderstorms, and lightning.

## Preparing for Twisters

A **WATCH** simply means that conditions are favorable for tornadoes to develop. This is an early warning given by the Weather Bureau and means you should prepare to go to a place of safety.

When the weather looks threatening the radio should be turned on and monitored.

If a tornado watch occurs, you should:

- Monitor the weather web site
- Prepare to move to safety

A **WARNING** means that a tornado has actually been sighted. If a warning is issued for our area, do the following:

- Announce to library at large that a tornado warning has been issued (follow notification procedure outlined in Evacuation of the Library and Community Room.)
- Stay away from windows and doors.
- Staff should grab the Emergency Box located under the counter by the printer in the circulation desk area, and the laptop computer and with patrons should move to the Community Room. Sit in the areas marked on the attached "Tornado Evacuation Safety Plan". If possible cover the back of your head with your hands to reduce neck injury.
- A portable radio and flashlight are in the Emergency Box. Use the radio and laptop to monitor the weather.
- If no time to get out of the main area of the Library, patrons and staff should get under the tables.

Once the danger has passed and an all clear has been issued, check to be sure everyone is all right. Check the building for damage. Call the Library Director if damage is detected and she will activate the disaster recovery team if necessary.

### **Tornado Watch – *tornado possible***

Monitor radio or websites  
([www.wunderground.com](http://www.wunderground.com) or  
<http://www.crh.noaa.gov/ilx>)  
Prepare

### **Tornado Warning - *tornado sighted***

Dial 61 and announce.  
Get Emergency Box from under counter by the printer in the circulation desk area, and the laptop computer.  
Move to safe areas as indicated on map.  
Cover your head.  
Monitor weather with laptop until clear.

***If no time to get out of main area, immediately get under tables.***

## During a disaster

Let the professionals do their work and stay out of the way while the building is burning, etc. However, here's what to do:

1. **Evacuate!** Make sure everyone gets out of the building safely. Know which areas have been evacuated and be able to update the fire chief immediately upon his arrival.
2. **Establish a Command Post** – the gathering point is by the dumpster
3. **Assist** the Fire Department/emergency personnel in any way possible
4. **Begin making important phone calls.**
  - Activate the phone tree
  - Call remaining Board members for an emergency meeting
  - Call the restoration contractor, Evans Services, Inc. Bob Krell (888)653-8267 or after hours 528-2878
5. **Relocation Plan** – if the building is unsafe – an emergency Board of Trustees meeting will be called and the Board will determine what action should be taken.

## After the Disaster ... Recovery & Concerns

### Secure the building

The recovery team will inspect the property with the fire chief and the restoration contractor.

1. Determine which areas are safe
2. Identify any life threatening situations
3. Determine whether or not the library can return to operation:
  - How much damage has occurred?
  - What kind of damage is it?
  - How much of the collection is damaged?
  - What types of materials have been damaged?
  - Are the damaged items easily replaced or are they irreplaceable?
4. Photographs should be taken to document the damage

### Implement loss prevention technique

#### Fire / Smoke Damage:

- DO NOT enter any area without permission from the fire chief.
- Before entering the area make sure the power and gas are turned off – if not already done; contact the power company to do this.
- If there is any structural or ceiling damage, wear hard hats, and wear hard soled shoes, not sneakers.
- If the building is still smoking or smoldering – do not enter.
- Do not enter any affected areas and light a match.
- NO SMOKING!



### **Water Damage:**

Water damage can occur due to fire fighting techniques, burst plumbing lines, a leaky roof, etc. Often with a fire, there is more damage caused by the water than the fire itself. The following guidelines help control water damage and minimize loss. Make sure the power and gas are turned off. Beware of plaster or light fixtures falling – wear hard hats!

- Locate the source of the water and shut it off. The shut off valve to the library is located in the janitor's closet. The shut off valve to the Community Room is in its storage room.
- Poke small weep holes in wet ceilings to allow the water to drain. Be sure to place buckets underneath the holes (buckets are in the storage room, janitors closet and kitchen)
- Relocate what furnishings we can to a dry location if possible (Church of St. Jude and Rochester United Methodist Church have given permission to use their centers/gyms in such an emergency.)
- Do not turn the heat up high. Too much heat can accelerate damage.
- Contractor will begin removing water – extract carpeting, towel dry furnishings with absorbent cloths, open drawers and doors of furniture to prevent them from swelling shut but do not force.

### **Health Concerns about water damage**

Proper water damage restoration is imperative in this era of environmental health. The primary concern is controlling and terminating the growth of bacteria, mold and mildew. Be alert for the following signs of microbial growth

- Musty, stuffy odors
- Black/gray patches along the bottom of walls
- Deterioration of backing on carpeting and/or dust covers on the bottom of furniture.

### **Stabilize the environment:**

Ideal condition for recovery operation is 65 degrees Fahrenheit and 50% relative humidity.

### **Activate the in house recovery team**

Organize the work crews - Director

#### **Team leaders:**

Food – Library Director

Cleaning – Youth Services Director

Packing – Vice President

Media – Board President

Computer Recovery – Library Director

Moving equipment and furniture – Board President

Breaks – Library Director

Health and Safety – Board Secretary

Security – Police Chief

#### **Priority List:**

1. *Salvage at all costs* – local history collection and library board records.
2. Salvage as part of general clean up – everything else

## INITIAL ASSESSMENT FORM

*To be completed by Director or Library Board Trustee*

**Date and time:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Location of disaster:**

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**Estimated date/time damage began:**

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**Description of disaster:**

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**Amount of damage:**     Few materials     One stack range or less     Several stacks  
                                   Entire Collection     Workroom and/or Office

**Types and number of materials:**     Collection     Files

**General condition of materials:**     Submerged in water     Soaked     Damp  
   Moldy     Smoke damage     Burnt

**Are the following available?**     Electricity     Water     Heat     Air conditioning

**Library access:**     Open     Closed to public  
                                   Closed to employees