

# Emergency & Disaster Plan

Sidney-Richland County Library

**Sidney-Richland County Library  
Emergency and Disaster Plan**

**121 Third Avenue NW  
Sidney, MT 59270**

**Prepared by: Kelly Reisig, Director**

**Last Updated: December 21, 2017**

# Contents

CHAPTER 1: INTRODUCTION .....	3
1.1 General Information.....	3
1.2 Distribution of the Plan .....	3
1.3 How to Use this Plan.....	3
1.4 Review and Updating of the Plan .....	3
1.5 Scope and Goals of the Plan.....	3
CHAPTER 2: RESPONSE & EVACUATION PROCEDURES.....	4
2.1 General Procedures.....	4
2.2 Clearing the Building Procedure .....	4
2.3 Assembly Area .....	4
2.4 Emergency Numbers.....	4
2.5 List of Staff/Key Personnel.....	6
2.6 Disaster Response Team .....	8
2.6.1 Disaster Team Member Job Descriptions .....	9
2.7 Advance Warning & Emergency Preparations .....	10
2.7.1 Thunderstorms/Lightning.....	10
2.7.2 Severe Winter Storm .....	11
2.7.3 Flooding.....	12
2.7.4 Tornado .....	13
2.7.5 Wildfire.....	14
2.7.6 Pandemic Outbreaks .....	14
2.8 Emergency Instructions .....	17
2.8.1 Water Damage (Minor) .....	17
2.8.2 Fire .....	17
2.8.3 Mold .....	18
2.8.4 Earthquake.....	18
2.8.5 Hazardous Materials Incident.....	18
2.8.6 Gas Leak .....	19
2.8.7 Power Outage .....	19
2.8.8 Sewer System Backup .....	20
2.8.9 Explosion In or By the Building.....	20
2.8.10 Bomb Threat.....	20
2.8.11 Water Main Break.....	23
2.9 Salvage Priorities .....	23
2.10 Initial Response Steps.....	24
2.10.1 Major Collections Damage.....	24
2.10.2 Notify Appropriate Personnel .....	24
2.10.3 Assess the Damage .....	24
2.10.4 Describe the Accident/Give A Timeline .....	25
2.10.5 Communicate with the Media and the Public .....	25
CHAPTER 3: RECOVERY & GENERAL SALVAGE PROCEDURES .....	26
3.1 General Salvage Procedures.....	26
3.1.1 Freezing .....	26
3.1.2 Drying Options.....	26
3.1.3 Packing.....	28
3.1.4 Documentation .....	29
3.1.5 Fire Damage.....	29
3.2 Salvage of Specific Media .....	29

3.2.1 Audio Recordings, Compact Discs .....	29
3.2.2 Books, General Collection .....	30
3.2.3 Computer CDs/CD-ROMs .....	30
3.2.4 DVDs.....	30
3.2.5 Newspapers .....	30
3.2.6 Serials .....	30
CHAPTER 4: REHABILITATION .....	31
APPENDIX A: FACILITIES INFORMATION .....	33
A.1 Utility/Shut-Off Control Locations and Procedures.....	33
A.2 Fire Protection System .....	34
A.3 Building Access.....	34
APPENDIX B: FLOOR PLANS .....	35
APPENDIX C: VENDOR LISTS.....	36
APPENDIX D: EMERGENCY/SHELTER IN PLACE SUPPLY LIST .....	37

# Chapter 1

## INTRODUCTION

### 1.1 General Information

This disaster plan was completed by Kelly Reisig on October 13, 2017. It is meant to assist in preparing for and recovering from events ranging from a minor emergency to a major disaster. However, in an emergency it is important to keep in mind that human safety is always the highest priority. Recovery of collections should not begin until all staff and patrons are safe.

### 1.2 Distribution of the Plan

Copies of this plan are available at the Front Desk, in the Back Room Work Area and in the Director's Office.

### 1.3 How to Use this Plan

This plan consists of three main sections (response, recovery, and rehabilitation) and a number of appendices. The body of the plan is designed for ease of use during the early stages of a disaster. Thus, summary information is provided in the body of the plan and more detailed information (e.g., detailed salvage priorities, or additional sources of information) can be found in the appendices. Once initial response is underway, consult the appendices for more information as a recovery strategy is mapped out.

Information on mitigating risks and preventing disasters (including a customized list of existing risks, as well as various forms and checklists) is also included in the appendices. This information should be consulted and updated regularly.

### 1.4 Review and Updating of the Plan

This plan is updated annually. Review and revised dates of approval are listed at the end of this plan.

### 1.5 Scope and Goals of the Plan

The scope of this plan is to provide guidance for both the immediate and long-term response to an emergency or disaster. Each response first serves to ensure the safety of staff and patrons. Second, the plan provides an actionable plan to respond to an immediate threat. Third, and finally, the plan provides guidance for continuity of services, and use of the library to leverage its services, to assist in community-wide response and recovery efforts.

## Chapter 2

### RESPONSE AND EVACUATION PROCEDURES

#### **2.1 General Procedures**

Remain calm.

Always respond to an evacuation order. Do not assume the situation is a drill or a false alarm.

Remember that human safety is always the highest priority.

Assist anyone who requires help in leaving the building.

Evacuate in an orderly fashion according to the evacuation routes that have been established (see Clearing the Building Procedure listed below).

Move away from the building to the primary assembly area (see Assembly Areas listed below). Be sure not to block the street, driveway, or entrances.

Do not reenter the building until instructed to do so.

#### **2.2 Clearing the Building Procedure**

Library Floor, Entry Level will be cleared by the staff assigned to the front desk for that day. This area includes the bathrooms.

Library Floor, Second Floor will be cleared by the Library Director and staff assigned to the back room work area for that day. This area includes the back room work area, as well as the staff bathroom.

The basement will be cleared by the Library Director and a second volunteer staff member. This area includes the bathrooms and back stairwell area.

Staff and patrons will be evacuated through the main entrance door. Disabled persons will be assisted to evacuate by utilizing the wheelchair ramp.

If the front door is blocked, all will be instructed to evacuate through the back door.

Emergency exits are marked.

#### **2.3 Assembly Areas**

Staff and patrons should gather in the following locations after an evacuation:

Primary Gathering Space: North Courthouse Lawn

Secondary Gathering Space: Foundation for Community Care Corner

#### **2.4 Emergency Numbers**

In an emergency, call 9-1-1. A list of non-emergency numbers is also provided below. The Disaster Response Team Leader Kelly Reisig must always be notified as soon as possible [478-3686]. The Library Director, acting as the Disaster Response Team Leader, will establish a list of additional people to be contacted. A list of contacts can be found below.

## In An Emergency Always Dial 9-1-1

### **City of Sidney Police**

Name: Chief Frank DiFonzo  
Work Phone: 433-6846  
Home Phone: 488-4462  
Cell Phone: 480-5001

### **Richland County Sheriff**

Name: Sheriff John Dynneson  
Phone: 433-6844  
Cell Phone: 489-2803

### **Richland County Undersheriff**

Name: Undersheriff Bob Burnison  
Work Phone: 433-6848  
Cell Phone: 489-1361

### **City of Sidney Fire Department**

Name: Chief Larry Christenson  
Dispatch: 433-2210  
Phone: 433-1122

### **Richland County Ambulance**

Name: Ambulance Director Greg Simon  
Phone: 488-2180

### **Richland County Emergency Services**

Name: DES Coordinator Deb Gilbert  
Work Phone: 433-2220  
Home Phone: 488-1486  
Cell phone: 489-2763

### **Montana Highway Patrol**

Name: Captain Joe Dow  
Dispatch: 1-800-525-5555  
Work Phone: 377-5238  
Home Phone: 377-1697  
Cell Phone: 939-0913

### **Montana Highway Patrol**

Name: Sergeant Ed Hilbert  
Dispatch: 1-800-525-5555  
Work Phone: 377-5238  
Home Phone: 377-1630  
Cell Phone: 939-0913

**Richland County Coroner**

Name: Margaret Gist

Work Phone: 488-2805

American **Red Cross**: 1-406-727-2212 or 1-800-272-6668

Center for **Missing & Exploited Children**: 1-800-843-5678

National **Child Abuse** Helpline: 1-800-422-4453

National **Domestic Violence** Hotline: 1-800-799-7233

National **Poison** Control Center: 1-800-222-1222

National **Substance Abuse** Helpline: 1-800-662-4357

Nationwide **Runaway** Hotline: 1-800-786-2929

**Maintenance/Utilities**

The primary contacts regarding the maintenance and building are the following:

**County Engineer: Adam Smith**

Phone: 433-2106 or 480-9244

**Maintenance Department Head: Jason Schmierer**

Phone: 480-0792

For additional information about the building and systems, see Appendix A.

**2.5 List of Staff/Key Personnel**

The following is a list of all library staff members AND other key personnel who are not staff members but are involved in disaster planning efforts.

Name: Kelly Reisig

Title: Director

Cell phone: 478-3686

Work email: kreisig@richland.org

Name: Heather Cotter

Title: Children's Librarian

Home phone: 488-5689

Cell phone: 360-669-3484

Work email: hcotter@richland.org

Name: Laura Anderson

Title: Technical Services

Home phone: 488-5689

Cell phone: 480-2925

Work email: landerson@richland.org

Name: Miranda Evenson

Title: ILL/Technical Services Asst.

Cell phone: 489-0770

Work email: mevenson@richland.org

Name: Jennifer Long  
Title: Teen/Adult Services Librarian  
Cell phone: 503-453-6475  
Work email: jlong@richland.org

Name: Bobbi Hodge  
Title: Housekeeping  
Cell Phone: 630-2725

Name: Brian McGinnis  
Title: County IT Director  
Cell phone: 489-1408  
Work email: bmcginnis@richland.org

Name: Adam Smith  
Title: County Engineer  
Work phone: 433-2106  
Cell phone: 480-9244  
Work email: asmith@richland.org

Name: Jeff Hintz  
Title: City of Sidney Public Works  
Work phone: 433-2809  
Cell phone: 480-5008  
Work email: sidneydpw@midrivers.com

Name: Robin Hernandez  
Title: Board of Trustees Chair  
Work phone: 482-3737  
Home phone: 742-3509  
Cell phone: 480-0785  
Home email: rhent@midrivers.com

Name: Rob Knotts  
Title: Board of Trustee Vice-Chair  
Home Phone: 774-3778  
Cell Phone: 974-3778  
Home Email: red@midrivers.com

Name: Deb Gilbert  
Title: County Disaster Coordinator  
Work phone: 433-2220  
Home phone: 488-1486  
Cell phone: 489-1486  
Work email: dgilbert@richland.org

Name: Jason Schmierer  
Title: County Maintenance Department Head  
Work phone: 480-0792

Name: Becky Bradley  
Title: Employee Safety Coordinator  
Work phone: 433-6887  
Cell phone: 415-279-7848  
Work email: bbradley@richland.org

Name: Duane Mitchell  
Title: County Commissioner  
Work Phone: 433-1706  
Home Phone: 488-3502  
Cell Phone: 489-1003

Name: Loren Young  
Title: County Commissioner  
Work Phone: 433-1706  
Home Phone: 747-5351  
Cell Phone: 489-5351

Name: Shane Gorder  
Title: County Commissioner  
Work Phone: 433-1706  
Cell Phone: 489-1983

## **2.6 Disaster Response Team**

The following list contains the members of the disaster team and their specific roles during an emergency, as well as specific descriptions of the duties of each team member.

**Disaster Response Team Leader:** Director Kelly Reisig  
Backup#1: Technical Services Manager Laura Anderson  
Backup#2: ILL/Technical Services Asst. Miranda Evenson

**Administrator/Supplies Coordinator:** Director Kelly Reisig  
Backup#1: Technical Services Manager Laura Anderson  
Backup#2: ILL/Technical Services Asst. Miranda Evenson

**Collections Recovery Specialist:** Director Kelly Reisig  
Backup#1: Children's Librarian Heather Cotter  
Backup#2: Technical Services Manager Laura Anderson

**Subject Specialists:**  
*All collections:* Director Kelly Reisig  
Backup #1: Technical Services Manager Laura Anderson  
Backup #2: Technical Services Asst. Miranda Evenson

*Work Crew Coordinator:* Director Kelly Reisig  
Backup #1: Technical Services Manager Laura Anderson  
Backup #2: Children's Librarian Heather Cotter

*Technology Coordinator:* IT Director Brian McGinnis  
Backup #1: IT Technical Assistant Tyler Radke  
Backup #2: IT Technical Assistant Chris O'Clair

*Building Recovery Coordinator:* County Engineer Adam Smith  
Backup #1: City of Sidney Public Works Jeff Hintz

*Security Coordinator:* Director Kelly Reisig  
Backup #1: Board of Trustees Chair Robin Hernandez  
Backup #2: Board of Trustees Vice-Chair Rob Knotts

*Public Relations Coordinator:* Director Kelly Reisig  
Backup #1: Board of Trustees Chair Robin Hernandez  
Backup #2: Board of Trustees Vice-Chair Rob Knotts

*Documentation Coordinator:* Director Kelly Reisig  
Backup #1: Technical Services Manager Laura Anderson  
Backup #2: Technical Services Asst. Miranda Evenson

### **2.6.1 Disaster Team Member Job Descriptions**

**Disaster Team Leader:** Activates the disaster plan; coordinates all recovery activities; consults with and supervises all members of the disaster team; establishes and coordinates an internal communications network; and reports to the director or governing body, as appropriate. If needed, this person will appoint people for the following rolls:

**Administrator/Supplies Coordinator:** Tracks personnel working on recovery; maintains in-house disaster response supplies; orders/coordinates supplies, equipment, and services with other team members; authorizes expenditures; coordinates with insurance company.

**Collections Recovery Specialist:** Decides on overall recovery/rehabilitation strategies; coordinates with administrator regarding collections-related services/supplies/equipment, such as freezing and vacuum-freeze-drying services; trains staff and workers in recovery and handling methods.

**Work Crew Coordinator:** Coordinates the day-to-day recovery work of library staff and volunteers to maintain an effective workflow; arranges for food, drink, and rest for staff, volunteers, and other workers.

**All Collections Specialist:** Assesses damage to the collections under his/her jurisdiction; decides what will be discarded and what will be salvaged; assigns salvage priorities among collections. Unless the institution is very small, there will be more than one subject specialist.

**Security Coordinator:** Maintains security of collections, building, and property during response and recovery; oversees response to medical emergencies.

**Public Relations Coordinator:** Coordinates all publicity and public relations, including communication with the media and the public. Provides regular updates of information to the media and the public. Takes names and phone numbers of potential volunteers.

**Documentation Coordinator:** Maintains a list of the priorities for recovery; keeps a written record of all decisions; maintains a written and photographic record of all damaged materials for insurance and other purposes; tracks collections as they are moved during salvage and treatment.

**Technology Coordinator:** Assesses damage to technology systems, such as hardware, software, and telecommunications; decides on recovery/rehabilitation strategies; sets priorities for recovery; coordinates with administrator for external services/supplies/equipment related to technology.

**Building Recovery Coordinator:** Assesses damage to the building and systems; decides on recovery/rehabilitation strategies for the building; coordinates with administrator for external services/supplies/equipment related to building recovery.

## **2.7 Advance Warning and Emergency Preparations**

This section describes precautions to be taken if you have advance warning of an emergency (e.g., severe storm, flood, wild fire).

### **2.7.1 Thunderstorms/Lightning**

Thunderstorms are fairly common occurrences, (normally May through August) but they can cause severe damage. They can involve heavy rain (which can in turn cause flash flooding), high winds, lightning, and hail. They can also cause tornadoes. Lightning is a serious danger whenever there is a thunderstorm. Lightning is very powerful; it can start fires, cause electrical failures, and seriously injure or even kill people. Hail (which can be as large as a softball) can also cause damage and injury.

A *severe thunderstorm watch* is issued for a three to six-hour period when a thunderstorm exhibits one or more of the following:

Large Hail (hailstones that are one inch diameter or greater, roughly the size of a quarter or larger)  
Wind gusts of 58 miles per hour or greater  
A tornado.

Review the following checklist in preparation for a possible warning. Preparing in advance of a thunderstorm can minimize damage to the building and collections.

- ✓ Observe signs that a thunderstorm is imminent (threatening clouds, distant thunder and lightning).
- ✓ Locate the disaster and emergency kit in the back work room and move the kit to the front circulation desk (For a full list of kit supplies, See Appendix D).
- ✓ Review Appendix A (Facilities Information) and Appendix B (Floor Plan) that outline the locations for turning off gas, electricity or water in case this would become necessary. Do not turn off the gas unless instructed to do so by the authorities. If you turn off the gas, a professional must turn it back on.
- ✓ Check gutters and downspouts to insure they are functioning properly.
- ✓ Tie down loose objects outside the building (bicycles, garbage cans, etc.), or move them indoors.
- ✓ Check for hazards near the library, such as dead or rotting trees and branches that could fall during a severe thunderstorm.

A *severe thunderstorm warning* is issued for thirty to sixty minutes when a severe thunderstorm

has been reported or identified on radar. Once a warning has been issued, it is important to shelter in place inside the library. Because a library is a safe shelter that is open to the public, it's important to keep in mind that the library could receive a number of individuals at this point. If you have not followed the checklist for a watch, first review the proceeding section's checklist.

For warnings, please follow this short checklist:

- ✓ Encourage all staff and patrons to remain in the building.
- ✓ Shut down all computers, both public and staff, because lightning could follow the wire. During this time books will not be checked in or out and the public will not be allowed to utilize the work stations.
- ✓ Turn on the battery-operated radio with weather band.
- ✓ Avoid water faucets and sinks because metal pipes can transmit electricity.

### **2.7.2 Severe Winter Storm**

A *winter weather advisory* is issued for an event that will cause minor to moderate impacts to travel/commerce, which may include any one or combination of the following:

- ✓ Snow that causes minor to moderate impacts to travel/commerce
- ✓ Any accumulating amount of snow of a half inch or more if there is no snow already on the ground and/or there has been significant snowfall (>1") in the past two weeks
- ✓ Wind driven snow that occasionally reduces visibilities down to a ¼ mile
- ✓ Wind Chill Advisory criteria along with falling snow and/or blowing snow reducing visibility to down to ¼ mile
- ✓ Sleet
- ✓ An event that transitions to or from Freezing Rain into any of the above criteria

**ACTION:** Continue to monitor the weather via the computer by opening a browser window to the Glasgow, MT weather station (<http://www.weather.gov/ggw/>) or by listening to one of two local radio stations (95.1 or 93.1)

A *winter storm watch* is issued when there is the potential for significant and hazardous winter weather within 48 hours. It does not mean that significant and hazardous winter weather will occur...it only means that it may occur.

**ACTION:** Contact the Disaster Response Team Leader Kelly Reisig (478-3686) to establish a timeline. Depending upon the expected weather conditions, combined with the time of day, the Disaster Response Team Leader Kelly Reisig may choose to close the library so that staff can safely travel home.

Recommended procedures are as follows:

- ✓ Locate the disaster and emergency kit in the back work room and move the kit to the front circulation desk (For a full list of kit supplies, See Appendix D).
- ✓ Review Appendix A (Facilities Information) and Appendix B (Floor Plan) that outline the locations for turning off gas, electricity or water in case this would become necessary. Do not turn off the gas unless instructed to do so by the authorities. If you turn off the gas, a professional must turn it back on.
- ✓ Perform a controlled shut-down of the computer system, and disconnect other electrical equipment that is not being used.

A *winter storm warning* is issued when a significant combination of hazardous winter weather is occurring or imminent:

- ✓ 6 inches of snow or more in 12 hours or 8 inches of snow or more in 24 hours
- ✓ Sustained winds of less than 34mph causing blowing snow (with or without snowfall occurring) reducing visibility to occasionally ¼ mile for 3 hours or more

✓ Wind chill of  $\leq 40$  degrees with winds of  $\geq 10$ mph occurring with any of the above criteria  
**ACTION:** If the Disaster Response Team Leader Kelly Reisig (478-3686) has not been contacted already, call immediately to advise and establish an immediate schedule depending on current weather conditions, etc.

A *blizzard warning* issued when the following conditions are expected to prevail for 3 hours or longer:

- ✓ Sustained winds or gusts of 35mph AND
- ✓ Considerable falling or blowing snow, reducing visibilities frequently to less than  $\frac{1}{4}$  mile

**ACTION:** If the Disaster Response Team Leader Kelly Reisig (478-3686) has not been contacted already, call immediately to advise and establish an immediate schedule depending on current weather conditions, etc.

### **2.7.3 Flooding**

The library is located near the Yellowstone River and within the flood plain of Fort Peck Dam and Fox Creek Dam. The Library, since it is located in the center of town, will be protected as they would dike up outer areas before water got to the Library. There are a number of flood watches and warnings that could be issued by forecasters. Preparing in advance of flooding can minimize damage to the library and collections.

A *flood advisory* is issued for flooding of low lying areas, but not threatening life or property.

**ACTION:** Notify the Disaster Response Team Leader Kelly Reisig of current conditions and work cooperatively to formulate a schedule and plan for the upcoming hours.

A *flood warning* is issued when a flood is occurring or is imminent. In the latter case, time and location is usually provided, and orders are given to evacuate vulnerable areas.

**ACTION:** Contact the Disaster Response Team Leader Kelly Reisig to establish a schedule and possible shut-down of the library.

A *flash flood warning* is issued when life threatening flooding is expected within 6 hours.

**ACTION:** Contact the Disaster Response Team Leader Kelly Reisig immediately to establish a schedule and shut-down of the library.

- ✓ If a flood warning or flash flood warning is issued, follow the checklist:
- ✓ Be prepared to evacuate at any time.
- ✓ Ensure that all collections are at least 4 inches off the floor.
- ✓ Check with the Disaster Team Coordinator, Kelly Reisig, to review Section 2.8, which lists the salvage priorities for collections. Utilize book trucks to move any priority locations to a safer area if needed.
- ✓ Perform a controlled shut-down of the computer system.
- ✓ If the local authorities instruct you to do so, turn off all utilities at the main power switch. Go over the floor plans (Appendix C & D) that outline the locations for turning off gas, electricity or water in case this would become necessary. Do not turn off the gas unless instructed to do so by the authorities. If you turn off the gas, a professional must turn it back on.
- ✓ Use sand bags to keep water out of the building if flooding seems likely.

## 2.7.4 Tornado

Tornadoes generally occur between May and August, mostly during the afternoon or evening. It is important to remember that due to the violence of these storms and the short advance warning, human safety will likely be the highest priority. Tornadoes have not touched down in the valley but sightings out of the valley have occurred. Tornadoes are very violent and destructive storms; they have a funnel shape and sound like a roaring train when they approach. Tornadoes are more localized and less easy to predict than other storms; there is often little warning.

It is very important to know what to do and where to go if a warning is issued. Taking measures to protect the library and knowing what to do when a tornado strikes can save lives and minimize damage to the building and collections.

A *tornado watch* is issued when tornadoes and/or severe thunderstorms are likely to strike an area.

**ACTION:** Notify the Director to cooperatively establish a plan, a list of additional contacts and schedule for the upcoming hours.

If a tornado watch is issued, follow this checklist:

- ✓ Open windows on the side of the building away from the tornados predicted approach (to equalize air pressure)
- ✓ Tie down or move loose objects outside the building (bicycles, garbage cans for example).
- ✓ Move collections to an interior location away from windows, with valuable collections taking first priority.
- ✓ Perform a controlled shut-down of the computer system.
- ✓ Locate the disaster and emergency kit in the back work room and move the kit to the front circulation desk (For a full list of kit supplies, See Appendix D).
- ✓ Review Appendix A (Facilities Information) and Appendix B (Floor Plan) that outline the locations for turning off gas, electricity or water in case this would become necessary. Do not turn off the gas unless instructed to do so by the authorities. If you turn off the gas, a professional must turn it back on.

A *tornado warning* is issued when the funnel of the tornado has been sighted in the area. At that point, human safety must be the highest priority. Immediate shelter must be sought and there will be no time to secure collections.

**ACTION:** Human safety is the highest priority. Staff and patrons must stay indoors and immediately relocate to the basement, away from windows and doors. Taking cover under heavy furniture can provide additional protection. Otherwise sit down on the floor in the following position:



### **2.7.5 Wildfire**

If you are warned of a nearby fire, follow this list:

- ✓ Listen to a battery-operated radio for up-to-date information.
- ✓ Remove any combustible materials from around the building (e.g., firewood, outdoor furniture).
- ✓ Take down any flammable drapes or curtains and close other non-combustible window coverings.
- ✓ Close all doors and windows to prevent drafts.
- ✓ Close the main gas valve and turn off any pilot lights. Remember that if you turn off the gas, a professional must turn it back on.
- ✓ If you have a water source and adequate hoses, leave sprinklers on the roof.
- ✓ Be ready to evacuate immediately when instructed to do so.

If you are not directly threatened by fire, but your building will be exposed to smoke:

- ✓ Set the HVAC system to use only recirculated air, if possible. Close all doors, windows, and outside air vents.
- ✓ If possible, install HEPA filters in the building. Check with your HVAC service provider to see if you can use more effective filters within the system to reduce the effects of smoke. Do not use electrostatic filters, as they produce ozone (which can be damaging) and allow dust and smoke particles to settle out onto the collections.
- ✓ Grass Fires during drought seasons. The Library, being in the center of Sidney, is not at much risk.

### **2.7.6 Pandemic Outbreaks**

The focus of pandemic planning is prevention, preparedness, and response. The table on pages 16-17 is part of the New Hampshire Department of Health and Human Services, Division of Public Health Services, Influenza Pandemic Public Health Preparedness & Response Plan issued February 12, 2007.

The table is divided into 3 sections; inter-pandemic period, pandemic alert period, and pandemic period.

- During the inter-pandemic period the library will monitor the situation and post updates from the World Health Organization (WHO) and the United States Department of Health and Human Services. Updates will be given via the library Facebook page and website utilizing a variety of media such as podcasts, RSS feeds and shared status updates. Flyers will also be created for library patrons to access the information with a library workstation or personal computer, laptop, or mobile device.
- During the pandemic alert period, the library response will be the same as inter-pandemic in cases where the cluster(s) are not limited to eastern Montana or western North Dakota.
- In cases where the cluster(s) are locally limited to eastern Montana or western North Dakota, the library will begin prevention, preparedness, and response equal to the pandemic period. During the pandemic period, the library will follow these guidelines:
  - The library will remain open as long as two library team members are available to staff the library during hours of operation. Policies regarding sick leave are located in the Richland County Personnel Manual.
  - Library closures will be announced via the library Facebook page, Twitter platform, and website. A press release will also be created by the Library Director and sent to all local media.

- If possible, the Library Director will try to arrange for employees to telecommute if healthy enough to work during library closure. Timesheets and requests with the Clerk and Recorder regarding benefits and payroll will be sent via email with a “cc” to the Library Director.
- If the library is able to remain open, every other computer station will be shut down so that patrons are not sitting close to one another.
- Fabric chairs will be covered with plastic to allow for sterilization nightly.
- All programs and events at the library will be temporarily suspended so as not to encourage patrons are not centralized in one particular area.
- The number capacity of the library will be limited to 100. An anonymous number will be assigned to each patron so that numbers can be kept within the guidelines.
- Headphones will be removed from the childrens’ computer area.
- Masks will be available free of charge at the front desk.
- Hand sanitizing stations will be temporarily installed.
- Cleaning staff will wear gloves and masks to sanitize at least once daily. Any computer stations belonging to an individual who has become ill will be thoroughly cleaned and all desk items with porous surfaces will be bagged and sealed. A cleaning schedule will be established by the Library Director.
- If the library is closed for an extended period of time, the Library Director will work with the Maintenance Department to ensure that the needs of the facility are attended to, including boiler and building checks.
- In cases where the library is closed one month or more, the Library Director and Board of Trustees will evaluate ways to strengthen alternatives to supplement library services or expand online offerings.

<b>WHO Phases</b>		<b>Federal Government Response Stages</b>	
<b>INTER-PANDEMIC PERIOD</b>			
<b>1</b>	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused a human infection may be present in animals. If present in animals, the risk of human disease is considered to be low.	<b>0</b>	New domestic animal outbreak in at-risk country.
<b>2</b>	No new influenza virus in humans. However, a circulating animal influenza subtype poses a substantial risk of human disease.		
<b>PANDEMIC ALERT PERIOD</b>			
<b>3</b>	Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.	<b>0</b>	New domestic animal outbreak in at-risk country.
		<b>1</b>	Suspected human outbreak overseas.
<b>4</b>	Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.	<b>2</b>	Confirmed human outbreak overseas
<b>5</b>	Larger cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.		

<b>PANDEMIC PERIOD</b>			
<b>6</b>	Pandemic phase; increased and sustained transmission in general population.	<b>3</b>	Widespread human outbreaks in multiple locations overseas.
		<b>4</b>	First human case in North America
		<b>5</b>	Spread throughout United States
		<b>6</b>	Recovery and preparations for subsequent waves.

## **2.8 Emergency Instructions**

### **2.8.1 Water Damage (Minor)**

These instructions cover cases in which a small amount of clean (not contaminated) water leaks into a collection area. If sewage or other dangerous substances contaminate the water, protective clothing must be worn, and it is best to contact the Disaster Response Team Leader Kelly Reisig (478-3686) so that a professional service can be contacted. Prior to making the call, follow this checklist:

- ✓ If possible, determine the source of the water leak.
- ✓ Contact the Maintenance Department Head, Jason Schmierer (480-0792).
- ✓ Locate the disaster and Emergency Kit in the back work room and move the kit to the front circulation desk (For a full list of kit supplies, See Appendix D).
- ✓ Review Appendix A (Facilities Information) and Appendix B (Floor Plan) that outline the locations for turning off gas, electricity or water in case this would become necessary. Do not turn off the gas unless instructed to do so by the authorities. If you turn off the gas, a professional must turn it back on.
- ✓ Protect the collections from further damage as appropriate by:
  - ✓ To the extent possible, move wet or vulnerable items to a dry, secure location nearby.
  - ✓ If water is coming from above, protect collections by covering them with plastic sheeting found in the Emergency Kit (See Appendix D for the full list of supplies).
  - ✓ If water is coming in on the floor, use book trucks to relocate materials to a safe area, starting with the materials closest to the floor.
  - ✓ See the Recovery section of this plan for instructions on drying wet collections.

### **2.8.2 Fire**

- ✓ If it is safe to do so, determine the location and source of the fire. If possible, utilize one of the fire extinguishers to extinguish the fire.
- ✓ If the fire is too large to be contained, call 9-1-1 and begin evacuation procedures. See the Evacuation Procedures, Section 2.1.
- ✓ From a safe location, contact the Disaster Response Team Leader Kelly Reisig and develop a list of people to contact from the Emergency Numbers, Section 2.2.

### **2.8.3 Mold**

#### **If you discover mold on collections:**

- ✓ Alert the Disaster Response Team Leader Kelly Reisig immediately, either in person or by phone (478-3686).
- ✓ Contact the Maintenance Department Head, Jason Schmierer (480-0792).
- ✓ If possible, try to find out what is causing the mold growth. Look first for an obvious source of moisture such as a water leak. If there is no obvious source of moisture, look for less obvious problems, such as high humidity in a particular area, poor air circulation, or condensation along an outside wall.
- ✓ Do not handle any materials yourself.
- ✓ Try to modify the environment so that it is no longer conducive to mold growth. Stop any leaks and remove standing water.
- ✓ Ideally, the climate should be kept well below 70 degrees Fahrenheit and 50 percent relative humidity. Be sure to monitor temperature and humidity with a reliable monitoring instrument. Also minimize air circulation, as this can spread mold spores to other areas of the collection. Open and close doors as little as possible, block off air return vents (if possible) so that spores are not spread in the air.
- ✓ If there will be a delay in transferring wet materials to a salvage company, freeze the affected items to avoid further mold damage. They can later be thawed and dried in small batches, or they can be vacuum freeze dried (with the exception of photographs) later.

### **2.8.4 Earthquake**

#### **If an earthquake occurs:**

- ✓ Drop, cover, and hold on in a supported doorway or under a piece of sturdy furniture if possible, but do not move more than a few steps to find a safe place.
- ✓ Stay indoors until the shaking stops and you're sure it's safe to go out. Do not try to run outside as you may be hurt by falling debris. When you do go outside, move away from the building quickly.
- ✓ Stay away from windows, in case they shatter.
- ✓ Instruct patrons to move out of the "stacks" and away from the windows.

### **2.8.5 Hazardous Materials Incident**

#### **If the library is advised that a hazardous materials incident has happened near the facility follow this checklist:**

#### **If you are asked to shelter in the library:**

- ✓ Locate the disaster and emergency kit in the back work room and move the kit to the front circulation desk (For a full list of kit supplies, See Appendix D).
- ✓ Review Appendix A (Facilities Information) and Appendix B (Floor Plan) that outline the locations for turning off gas, electricity or water in case this would become necessary. Do not turn off the gas unless instructed to do so by the authorities. If you turn off the gas, a professional must turn it back on.
- ✓ Instruct staff and patrons to go to the pre-designated "shelter in place area" in the library.
- ✓ Utilizing the instruction sheet and materials from the Emergency Kit located in the back work room area, seal the area so that the hazardous material cannot enter (e.g., close and lock windows and doors; seal gaps around windows, doors, and vents with duct tape and plastic sheeting; turn off ventilation systems; and close any fireplace dampers).
- ✓ If contaminants might have entered the building, distribute small cloths or towels from the kit and instruct that patrons and staff breathe shallowly through a cloth or towel.
- ✓ Listen to a battery-powered radio for further updates.
- ✓ Do not eat or drink anything that might have been contaminated. Supplies have been set

aside in the disaster and emergency kit.

**If you are told to evacuate by local authorities:**

- ✓ Evacuate immediately, following routes recommended by the local authorities. Take the disaster kit with you.
- ✓ If there is time, close windows and shut-off vents to minimize entry of contaminants into the building.

**2.8.6 Gas Leak**

**If you smell gas indoors:**

- ✓ First try to identify the source of the smell.
- ✓ If the smell is strong or it is apparent there is some sort of leak, evacuate the building immediately
- ✓ If possible, open doors and windows as you leave the building. This will lower the concentration of gas inside the building.
- ✓ All staff should meet in the pre-designated safe place away from the building.
- ✓ Primary Gathering Space: North Courthouse Lawn
- ✓ Secondary Gathering Space: Foundation for Community Care Corner
- ✓ Call the gas company to report the leak.
- ✓ Advise the Disaster Response Team Leader Kelly Reisig of the incident (478-3686).
- ✓ Do not reenter the building until it is declared safe by the authorities.

**If you smell gas outside your building:**

- ✓ Call the local gas company immediately, from an area where you cannot smell gas (do not use the phone in an area where you can smell gas, as phones can create spark that could cause an explosion). Do not assume that someone else has already called.
- ✓ Avoid any sources of flame in the area
- ✓ Shut down motorized equipment and do not use cell phones in the area (such equipment can give off sparks).
- ✓ If the gas smell is strong and located close to your building, follow the above instructions for a possible leak indoors.

**2.8.7 Power Outage**

**If there is a power outage in the building or in your local area:**

- ✓ If the power outage is intermittent, inform patrons that the computer stations will take some time to power back on completely. Check equipment (particularly circulation computers and public computers/printers) for any further problems as a result of the intermittent outage. Contact the Disaster Response Team Leader Kelly Reisig with any problems on the server or computer equipment (480-2207).
- ✓ If the power remains off and you suspect the outage is only within your building, check the fuse box located on the lower floor of the library next to the easy non-fiction section (see Appendix A for a detailed map).
- ✓ If you cannot determine the cause of the outage, call Lower Yellowstone Rural Electric, 488-1602.
- ✓ Notify patrons of the status of the outage.
- ✓ Contact the Disaster Response Team Leader Kelly Reisig as soon as possible, 478-3686.

### **2.8.8 Sewer System Backup**

#### **If a sewer backup occurs:**

- ✓ Avoid contact with sewage-contaminated water.
- ✓ Quickly move any items (collections or otherwise) that are in danger but not yet affected to a safe area.
- ✓ Ensure that all collections in the area are at least 4 inches off the floor.
- ✓ Contact the Disaster Response Team Leader Kelly Reisig (478-3686) and the Maintenance Department Head, Jason Schmierer (480-0792) immediately.
- ✓ Explosion In or By the Building

### **2.8.9 Explosion In or By the Building**

#### **If an explosion occurs in or by the library:**

- ✓ Locate the disaster and emergency kit in the back work room and move the kit to the front circulation desk (For a full list of kit supplies, See Appendix D).
- ✓ Remain calm. Follow evacuation procedures for staff to get out and away as quickly as possible. Meet at the following pre-designated locations:
  - Primary Gathering Space: North Courthouse Lawn
  - Secondary Gathering Space: Foundation for Community Care Corner
- ✓ Stay away from windows, mirrors, or anything that might fall on you.
- ✓ If items are falling, shelter under sturdy furniture.
- ✓ Avoid using the telephone (except in a life-threatening situation) and do not use matches or lighters, in case of a gas leak.
- ✓ If there is a fire, stay low to the floor and cover nose and mouth with a wet cloth. Feel any closed doors and do not open them if hot to the touch.

### **2.8.10 Bomb Threat**

Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain as much information as possible.

#### **If you receive a bomb threat over the telephone:**

- ✓ Remain calm. Keep the caller on the phone for as long as possible. DO NOT HANG UP, even if the caller does.
- ✓ Listen carefully. Be polite and show interest.
- ✓ Try to keep the caller talking to learn information.
- ✓ If possible, write a note to a colleague to call the authorities, or, as soon as the caller hangs up, immediately notify them yourself.
- ✓ If your phone has display, copy the number and/or letters on the window display.
- ✓ Complete the bomb threat checklist immediately. Write down as much detail as you can remember. Try to get the exact words.
- ✓ Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions

**If you receive a bomb threat by handwritten note** be sure to handle the note as minimally as possible and **call 9-1-1**.

**If you receive a bomb threat by email** do not delete the message and **call 9-1-1**.

**If you find a suspicious package:**

- ✓ DO NOT use two-way radios or a cellular phone. Radio signals have the potential to detonate the bomb.
- ✓ DO NOT touch or move a suspicious package.

**BOMB THREAT CHECKLIST**

DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_  
CALLER ID: \_\_\_\_\_  
TIME CALLER HUNG UP: \_\_\_\_\_

Ask Caller

Where is the bomb located? (Building, floor, room, etc.) \_\_\_\_\_  
\_\_\_\_\_

When will it go off? \_\_\_\_\_  
\_\_\_\_\_

What does it look like? \_\_\_\_\_  
\_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_  
\_\_\_\_\_

What will make it explode? \_\_\_\_\_  
\_\_\_\_\_

Did you place the bomb? \_\_\_\_\_  
\_\_\_\_\_

Why? \_\_\_\_\_  
\_\_\_\_\_

What is your name? \_\_\_\_\_

**Exact Words of Threat**

---



---



---



---

**Information about Caller**

Where is the caller located? (background noise) \_\_\_\_\_

Estimated Age: \_\_\_\_\_

Is the voice familiar? If so, who does it sound like? \_\_\_\_\_

---

**Check off any of the following that apply:**

Caller's Voice	Background Sounds	Threat Language
Female	Animal Noises	Incoherent
Male	House Noises	Message Read
Accent	Kitchen Noises	Taped Message
Angry	Street Noises	Irrational
Calm	Booth	Profane
Clearing Throat	PA System	Well-Spoken
Coughing	Conversation	
Cracking Voice	Music	
Crying	Motor	
Deep	Clear	
Deep Breathing	Static	
Disguised	Office Machinery	
Distinct	Factory Machinery	
Excited	Local	
Laughter	Long Distance	
Lisp		
Loud		
Nasal		
Normal		
Ragged		
Rapid		
Raspy		
Slow		
Slurred		
Soft		
Stutter		

## 2.8.11 Water Main Break

### If a water main breaks:

- ✓ Contact the City of Sidney Water Department immediately, 433-2809.
- ✓ If it is safe to do so, shut off utilities to the affected area.
- ✓ If it is safe to do so, try to stop or contain the leak.
- ✓ Do not enter the area if you can see any wet power outlets or live electrical wires.
- ✓ Move collections away from the water main break to a safe area
- ✓ Any remaining collections around the break that cannot be moved must at least be relocated to shelves at least 4" above the ground and then covered with plastic sheeting.
- ✓ Contact the Disaster Response Team Leader Kelly Reisig (478-3686) and the Maintenance Department Head, Jason Schmierer (480-0792) immediately.

## 2.9 Salvage Priorities

Setting priorities for salvaging collections, institutional records, and other important materials is one of the most important aspects of disaster planning. If an emergency occurs, there may be very little time for salvage. Materials could be lost while valuable time is wasted deciding what to save.

Included is a list of the most important materials (collections, office files, computers, and/or data) to salvage in case of a disaster.

Priority 1			
Title	Call Number	Volumes	Location
Montana History Book Collection			Located in the wooden unit on the west wall of the work room. The collection is located on the bottom 2 shelves.
The Story of Civilization	909 DUR	1-10	Adult Non-Fiction, Upper Level
The Harvard Classics	808.8 HAR	1-50	Adult Non-Fiction, Upper Level
Lectures on the Harvard Classics	808.8 HAR LEC		Adult Non-Fiction, Upper Level
Great Books of the Western World	028.3 GRE	1-54 Missing Volumes 23 & 24	Adult Non-Fiction, Upper Level

The Critical Perspective; 20th Century Criticism of British & American Literature to 1904	820.9	1-11	Adult Non-Fiction, Upper Level
<b>Priority 2</b>			
<b>Title</b>	<b>Call Number</b>	<b>Volumes</b>	<b>Location</b>
Repair Books	684's	N/A	Adult Non-Fiction, Upper Level
DIY Home Repair	690s	N/A	Adult Non-Fiction, Upper Level
Family & Medical Guide	613		Adult Non-Fiction, Upper Level
Mosby's Medical Dictionary	610.3	1-9	Adult Non-Fiction, Upper Level
Teens & PTSD	615.85 PAR		YA
Tears of a Warrior; a family's story of combat and living with PTSD	615.85 SEA		YA
Teens & Depression	J616.85 STE		Adult Non-Fiction, Upper Level

Also see "Appendix G: Floor Plans" for a floor plan showing the location of the highest priority materials.

## **2.10 Initial Response Steps**

### **2.10.1 Major Collections Damage**

This section provides a general outline of the initial steps that will need to be taken when an emergency causes more than minor damage to collections. Depending on the scope of the disaster, some of these actions may be carried out concurrently, while some may not be needed at all.

In all cases, do not begin collection recovery efforts until the safety of staff and patrons has been assured.

### **2.10.2 Notify Appropriate Personnel**

Contact the Disaster Response Team Leader, Kelly Reisig (478-3686). You will work together to establish a list of who should be notified next from the emergency contacts.

### **2.10.3 Assess the Damage**

Once it is possible to enter the building, make a detailed damage assessment. This should be done by the Disaster Response Team Leader, Kelly Reisig, with assistance from other members of the team as needed.

Begin to determine the extent of the damage. Answers to the following questions will need to be compiled. Provide as much detail as possible.

#### **2.10.4 Describe the accident and give a timeline.**

- ✓ What kind of damage is it (e.g., water, fire, smoke)? Include details about the source of the problem, the approximate amount of water and if there are still circumstances complicating the recovery efforts.
- ✓ Approximately how many items are affected?

If possible divide the number of items affected in the following categories:

- General collection
  - Local history material
  - CDs
  - DVDs
  - Computers & Equipment
- ✓ Remember to take photographs or video to document the damage.
  - ✓ The Disaster Response Team Leader will call Jeremy Norby at Seitz Insurance and/or Richland County Clerk and Records Office to begin the claim process.

#### **2.10.5 Communicate with the Media and the Public**

The Disaster Response Team Leader serves as the Public Relations Coordinator and will be responsible for all interaction with the media and the public. It is essential that no one else provide information.

Press releases will be issued periodically to local newspapers, and to TV and radio stations. It is important to inform patrons and other interested parties of the extent of the damage and the progress of recovery efforts.

In the absence of the Disaster Response Team Leader Kelly Reisig, the Board of Trustees Chair Robin Hernandez, or Vice-Chair Rob Knotts, will serve as the Public Relations Coordinator.

## Chapter 3

### RECOVERY AND GENERAL SALVAGE PROCEDURES

#### 3.1 General Salvage Procedures

This section provides general background information on salvage techniques for water, mold, and fire-damaged collections.

##### 3.1.1 Freezing

If wet materials cannot be dried within 48-72 hours, they should be frozen because they are at risk of developing mold, particularly if there is high humidity. Freezing wet materials also stabilizes them, keeping water damage from worsening. Water causes a variety of damage to paper-based collections: book bindings and pages swell and distort, pages and documents cockle, water-soluble inks can bleed, and coated papers begin to adhere to each other as soon as the volumes begin to dry. However, once wet collections are frozen, no additional damage occurs. Thus, if freezing occurs quickly there is less physical damage and more chance that the materials can be salvaged rather than replaced.

It is difficult to transfer wet collections directly to a salvage company for freezing quickly enough to prevent mold and minimize water damage, since there are only a few of these companies nationwide. In addition, libraries often require time to make decisions about what should be done and allocate funding for salvage. Thus, it is usually best to freeze collections locally, even if they will ultimately be sent to a salvage company to be vacuum freeze dried. A commercial blast freezer will provide the best results; materials should be frozen at -10 degrees Fahrenheit or lower.

If there is no local freezer facility available (due to a widespread disaster or other reason), a refrigerated truck may be needed to transport materials to the nearest freezer facility. A refrigerated truck will not freeze the collections, but it may keep them cool enough to avoid mold growth.

##### 3.1.2 Drying Options

There are several options for drying wet collections. The method chosen will depend on the extent of the damage to collections and to the building, the amount of material involved, the rarity/scarcity of the damaged material, the number of staff or others available to provide assistance, and the funding available for salvage. If you choose to contract out for drying services, it is important to put a contract in place with the vendor. A sample contract is provided in Appendix K: Disaster Recovery Contract.

A general summary of the drying options is provided here to assist the library in making decisions. Remember that no drying method will undo the damage that has already been done, however. The materials will not look better after drying than they looked before drying began. However, some drying methods can minimize or prevent additional damage, and in general, the quicker collections can be dried (or frozen, as described above) the less damage there will be.

##### *Air-Drying*

Air-drying is best used for small numbers of damp or slightly wet books or documents. It is less successful for large numbers of items or for items that are very wet. It requires no special equipment and can be done on-site using staff or volunteers, but it is very labor-intensive, requires

a lot of space, and often results in bindings and paper that are distorted. It is seldom successful for drying bound volumes with coated paper. There will also likely be additional costs for rehabilitating collections, such as rebinding, flattening of single sheets, and additional shelf space to store volumes that remain distorted after drying. It is important to always contact a conservator or other preservation professional about drying unique or rare materials; they will sometimes choose to air-dry the item(s) using special techniques, or they will suggest another drying option.

In general, air-drying must be done in a clean, dry environment where the temperature and humidity are as low as possible. At a minimum, temperature must be below 70 degrees Fahrenheit and humidity must be below 50%. The air should be kept moving at all times to accelerate the drying process and discourage mold growth, but care must be taken not to blow away loose documents. Single documents can be laid out on tables, floors, and other flat surfaces, protected if necessary by paper towels or clean, unprinted newsprint. Bound volumes can be dried on tables covered with plastic or unprinted newsprint. The volume should be interleaved about every fifty pages with paper towels or unprinted newsprint, and then stood on its head, fanned open, and placed on several sheets of absorbent paper. If the edges are only slightly wet, interleaving is not required. When volumes are dry, but still cool to the touch, they should be closed, laid flat on a table or other horizontal surface, gently formed into their normal shape, and held in place with a light weight. Do not stack drying books on top of each other, and check frequently for mold growth, particularly along the gutter margin.

The above instructions provide only very general guidance; additional instructions will be needed if air-drying is to be undertaken.

### ***Freezer-Drying***

Books and records that are only damp or moderately wet may be dried successfully in a self-defrosting blast freezer if left there long enough. Materials should be placed in the freezer as soon as possible after becoming wet. Books will dry best if their bindings are supported firmly to inhibit initial swelling. The equipment should have the capacity to freeze very quickly, and temperatures must be below 10 degrees Fahrenheit to reduce distortion and to facilitate drying. Expect this method to take several weeks to several months, depending upon the temperature of the freezer and the extent of the water damage. Caution is advised when using this method for coated paper, as leaves of coated paper may stick to each other.

### ***Vacuum Freeze-Drying***

This process calls for very sophisticated equipment and is especially suitable for large numbers of very wet books and records as well as for coated paper. Books and records must be frozen, then placed in a vacuum chamber. The vacuum is pulled, a source of heat introduced, and the collections, dried at temperatures below 32 degrees Fahrenheit, remain frozen. The physical process known as sublimation takes place; that is, ice crystals vaporize without melting. This means that there is no additional swelling or distortion beyond that incurred before the materials were placed in the chamber.

Many coated papers can be difficult to dry without sticking together once they are wet. Because it is nearly impossible to determine which papers will block, all coated papers should be treated the same way for the purpose of vacuum freeze-drying:

Before any drying takes place, and ideally within six hours of becoming wet, materials should be frozen at -10 degrees Fahrenheit or lower.

Then they may be vacuum freeze-dried with a high potential for success.

Rare and unique materials can be dried successfully by vacuum freeze-drying, but leathers and

vellums may not survive. Photographs should not be dried this way unless no other possibility exists.

Although this method may initially appear to be more expensive because of the equipment required, the results are often so satisfactory that additional funds for rebinding are not necessary, and mud, dirt, and/or soot is lifted to the surface, making cleaning less time-consuming. If only a few books are dried, vacuum freeze-drying can indeed be expensive. However, companies that offer this service are often willing to dry one client's small group of books with another client's larger group, thus reducing the per-book cost and making the process affordable.

### ***Vacuum Thermal Drying***

Books and records that are slightly to extensively wet may be dried in a vacuum thermal drying chamber into which they are placed either wet or frozen. The vacuum is drawn, and heat is introduced. Drying typically occurs at temperatures above 100 degrees Fahrenheit, but always above 32 degrees Fahrenheit. This means that the materials stay wet while they dry. It is an acceptable manner of drying wet records, but often produces extreme distortion in books, and almost always causes blocking (adhesion) of coated paper. For large quantities of materials, it is easier than air-drying and almost always more cost-effective. However, extensive rebinding or recasting of books should be expected. Given the elevated temperature used in drying, it is most appropriate for materials with short-term (under 100 years) value.

### ***On-Site Dehumidification***

This is one of the more recent methods to gain credibility in the library and archival world, although it has been used for many years to dry out buildings and the holds of ships. Large commercial dehumidifiers are brought into the facility with all collections, equipment, and furnishings left in place. Temperature and humidity can be carefully controlled to specifications. Additional testing is being undertaken, but the technique is certainly successful for damp or moderately wet books, even those with coated paper, as long as the process is initiated before swelling and adhesion have taken place. The number of items that can be treated with dehumidification is limited only by the amount of equipment available and the expertise of the equipment operators. This method has the advantage of leaving the materials in place on the shelves and in storage boxes, eliminating the costly, time-consuming step of moving them to a freezer or vacuum chamber.

### **3.1.3 Packing**

Whether collections are to be moved to another location for immediate air-drying or transported to a local freezer or commercial drying facility, the materials will need to be properly packed and the location/transport of all items will need to be documented.

The order for packing collections will depend on the extent of the damage and the institutions salvage priorities. If collections will be frozen and vacuum-freeze dried, it is usually best to begin with the wettest materials first so that they can be frozen quickly. If only air-drying will be possible, however, it is better to begin with the collections that are the least damaged and most easily salvaged.

If cardboard boxes are used they should be no larger than 1.5 cubic feet and lined with heavy-duty trash bags to prevent them from becoming wet. Boxes should never be stacked more than four boxes high.

If materials are muddy, sandy, or otherwise dirty, it may be necessary to rinse them before packing (assuming enough time and personnel are available). The area to be used for rinsing must have

running water and good drainage.

If deposits of dirt are light, individual folders or volumes can be rinsed with a garden hose with a spray nozzle, keeping the item tightly closed to avoid transferring dirt between the pages. If deposits are heavy, a series of 3-8 large plastic garbage cans should be set up with a garden hose running into each can and the nozzle resting at the bottom. The water should be turned on to provide a slow but continuous flow into each can. Each item should be taken to the first can, held tightly closed, and immersed, and then to subsequent cans. The last station should have a hose with a spray nozzle for a final rinse. Excess water should then be squeezed from the volumes or folders.

Do not try to remove mud or stubborn stains; this slows down the rinsing process and may further damage the materials. Note that the same rinsing procedure can be used for photographic materials and computer media, except that shallow dishpans or photo processing trays may be used instead of garbage cans.

### **3.1.4 Documentation**

It is essential to document where collections were moved and what was done with them. This documentation allows the library to keep track of which collections were damaged and where they have been taken. It will also be needed for insurance purposes. Both written and photographic documentation should be maintained. In general, all boxes or other containers must be labeled on all four sides. The contents should be described as appropriate (e.g., by shelf range, call number, cabinet, drawer, record group, and series). It is also helpful to indicate the quantity of material, the type of damage, the priority ranking of the material, and the destination of the container (e.g., freezer, air-drying). Alternatively, each container can be given a brief designation (e.g., floor/section and box number) and the Packing and Inventory forms can be used to record the detailed information described above.

### **3.1.5 Fire Damage**

Collections that have been involved in a fire often also suffer water damage, which has been addressed above. Problems that result specifically from fire include charring (either completely or just around the edges), smoke or soot deposits, and smoke odor.

If collections have been charred but are still readable, they can be microfilmed or photocopied if they are of value, but great care must be exercised because the paper may be extremely brittle. Bound volumes that have been smoke-damaged or charred only around the edges can be sent to a library binder for trimming and rebinding. General materials with smoke or soot deposits on the edges can also be sent to a library binder for trimming, or they can be cleaned in-house using natural latex sponges to remove the deposits. Any rare, archival, or special collections materials should not be cleaned this way, however; a conservator should evaluate them.

## **3.2 Salvage of Specific Media**

Following are very basic initial salvage instructions for the types of material found in the library's collection.

### **3.2.1 Audio Recordings, Compact Discs**

Immediately air dry discs. Dry paper enclosures within 48 hours. Do not scratch the surface. Pack vertically in crates or cardboard cartons. Dry discs vertically in a rack. Do not vacuum freeze dry. However, CD cases and paper booklets can be vacuum freeze dried.

### **3.2.2 Books, General Collection**

General books and pamphlets should be frozen or dried within 48 hours. Do not open or close wet books, and do not remove book covers. Gently shape closed books to reduce the distortion set into the book on drying. If the water is very dirty, and there is enough time and help, consider rinsing.

To pack wet books, lay a sheet of freezer paper around the cover and pack spine down in a milk crate or cardboard box. Fill boxes only one layer deep. If books have fallen open, pack them as is in cartons or trays, stacking them in between sheets of freezer paper and foam. Oversized volumes can be packed flat in cartons or bread trays, 2-3 books deep.

Books with coated papers will stick together unless frozen or dried quickly. Freeze them, or keep them wet in cold water until they can be air dried.

### **3.2.3 Computer CDs/CD-ROMs**

Immediately air dry discs. Dry paper enclosures within 48 hours. Do not scratch the surface during rinsing or packing. Pack vertically in crates or cardboard cartons.

### **3.2.4 DVDs**

Immediately air dry discs. Dry paper enclosures within 48 hours. Do not scratch the surface. Pack vertically in crates or cardboard cartons. Dry discs vertically in a rack. Do not vacuum freeze dry.

### **3.2.5 Newspapers**

Bound or loose newspapers should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. Pack oversize materials flat.

### **3.2.6 Serials**

Serials not on coated paper should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. Do not open or close wet volumes, and do not separate the covers. To pack them, separate with freezer paper and pack spine down in a milk crate or cardboard box. The box should be filled only one layer deep.

Serials on coated paper should be frozen or dried immediately to prevent the pages from sticking together. Vacuum freeze drying is preferred, although air drying by fanning the pages and interleaving is possible. Do not open or close wet volumes, and do not separate the covers. Keep the items wet and pack them spine down in containers lined with garbage bags.

## Chapter 4

### REHABILITATION

(The following is adapted from Disaster Preparedness Workbook for U.S. Navy Libraries and Archives, by Lisa Fox, Joanna Wellheiser, and Scott Jude, and An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries and Records Centres.

Rehabilitation of collections is the process of returning collections to a usable state once they have been salvaged. Once wet collections have been dried, they are not simply ready to put back on the shelf. Depending on the nature and extent of the disaster, the rehabilitation process may be relatively quick and easy, or it may take a great deal of time and money. If there is a great deal to be done, it may be necessary to hire and/or train additional personnel to handle the work. Unfortunately there is no quick or easy way to make rehabilitation decisions; all damaged items must be examined and sorted, and categorized according to their needs.

Options for rehabilitation of water-damaged collections include:

- **Cleaning:** Some materials may have been rinsed before being allowed to dry. If dry paper-based collections still have mud or other debris, they can be cleaned by brushing or vacuuming. If materials have sewage contamination, they should be discarded or cleaned by a professional.
- **Repair and Rebinding:** It may be possible to do minor repairs to books and paper documents in-house. If there are a large number of books that require rebinding, they should be sent to a commercial binder.
- **Professional Conservation Treatment:** Treatment by a conservator is usually reserved for materials of significant value, due to the high cost of treating individual items. Treatment might include cleaning, removal of stains, rebinding, etc.
- **Rehousing/Relabeling:** Water-damaged boxes, folders, envelopes, sleeves, etc. Will need to be replaced. Be sure to copy all identification information to the new enclosures. It may also be necessary to replace labels, card pockets, book plates, security tags, and other items.
- **Data Verification:** Tapes and disks that have been dried onsite or sent out to a commercial company for recovery need to be checked to verify that the data is readable.

Options for rehabilitation of fire-damaged materials include:

- **Cleaning:** Dry-cleaning can be used to remove smoke and soot deposits. Vacuuming, cleaning with dry-chemical sponges, or dry-cleaning powder and erasers are common methods. Wet cleaning should not be used.
- **Odor Removal:** For collections with a residual smoke odor, there are professional companies that specialize in deodorization. Treatment in an ozone chamber will reduce the odor, but ozone is a powerful oxidizing agent that accelerates the aging of paper, so it should not be used on archival or other intrinsically valuable materials. Another possibility is to use storage boxes that incorporate zeolites; these have been shown to be effective in odor reduction. Placing collections in an enclosed container with baking soda, activated charcoal, or kitty litter may also help (these materials should not come into direct contact

with the collections, however).

- **Charred Items:** In rare cases of collections that are badly charred but very important, it may be possible for a forensic science laboratory to retrieve information from the materials. This treatment is very expensive and would only be justified for unusually valuable items.
- **Repair and Rebinding:** As with water-damaged collections, charred items can be repaired and rebound. Charred edges would be trimmed and the volumes rebound, as long as the pages are not too brittle.
- **Rehousing/Relabeling:** Boxes, folders, and other enclosures that have suffered fire damage will need to be replaced. In addition, items that have suffered fire damage may be very brittle and may need special enclosures to protect them from future damage.
- **Record Updates:** Also remember that additional activities will be required before collections can be returned to the shelves. Catalog records and finding aids will need to be updated to reflect any withdrawals, replacements, or other changes. Furnishings and shelving will need to be cleaned, repaired, and/or replaced. Finally, the collections themselves will need to be re-shelved or refiled.

In some cases, rehabilitation of the collections may not be possible due to excessive damage, or rehabilitation may be more expensive than other options such as replacement. Thus, in making rehabilitation decisions, there are several alternatives that must be considered. It may be possible to discard some damaged materials, if they are non-essential or easily replaced. There are several options for replacement: photocopying, microfilming, purchase of a replacement copy, or purchase of a reprint or other edition.

## **Appendix A: FACILITIES INFORMATION**

### **A.1 Utility/Shut-Off Control Locations and Procedures** **(see Appendix A for a detailed map of locations)**

Item	Location	Procedures
Main Water Shut-Off	Valve is located in the little room under the back basement stairway	Call Maintenance Department Head Jason Schmierer, 480-0792 OR Call the City of Sidney Water Department, 433-2809
Main Electrical Shut-Off	Valve is located in the basement room straight back from the back stairway	Call Maintenance Department Head Jason Schmierer, 480-0792 OR Call LYREC, 488-1602.
Main Gas Shut-Off	Valve is located outside across on the south wall of the courthouse, beneath the IT work room window.	Call Maintenance Department Head Jason Schmierer, 480-0792 OR Call the Emergency Number for MDU, 1-800-638-3278. MDU's local office number is 638-3278
Heating System Controls	Double doors in the back work room. Power shut-off is located on the right wall when facing furnace. AND power shut-off for second system is in the closet next to the main entrance.	
Climate System Controls	There are two controls. One is located by the front entrance over the book drop. The second is located on the second floor by the nonfiction stacks.	

## **A.2 Fire Protection Systems**

<b>Fire Extinguishers</b>		
<b>Just inside the main entrance door</b>	<b>Just outside the door to the back work room area</b>	<b>Inside the meeting room area in the basement</b>
<b>Inside the generator room in the basement</b>		
<b>Just outside of Housekeeping office in the basement</b>		

## **A.3 Building Access**

If no staff are available to access the building, the Richland County Locksmith, Chris O'Clair, may also be contacted at 433-6887.

<b>Access Point</b>	<b>Who Has a Key</b>
<b>Front Entry Door</b>	<b>All Staff</b>
<b>Inner Entry Door - Front</b>	<b>All Staff</b>
<b>Front Basement Entrance</b>	<b>All Staff</b>
<b>Director's Office</b>	<b>Library Director</b>
<b>LVA Office</b>	<b>LVA Director Bernie Braden</b>
<b>Back Entry Door</b>	<b>All Staff</b>
<b>Inner Entry Door – Back</b>	<b>All Staff</b>
<b>Server Room</b>	<b>Library Director, IT Department</b>
<b>Maintenance/Housekeeping Office</b>	<b>Housekeeping Worker, Key at Circ Desk</b>

# Appendix B: Floor Plans

# Appendix C: Vendor Lists

## **Appendix D: Emergency/Shelter in Place Kit Supplies**

- 5 Gallon Air-Tight Container with included Snap-on toilet seat for emergency sanitation purposes. (1)
- 5 in 1 Safety Whistle (1)
- Box of Waterproof Matches (1)
- Duct Tape Roll, Grey, 2in x 10 yards (1)
- Duct Tape Roll, Orange, 59in x 1.9in (4)
- Dust Mask (55)
- Emergency Candle (5)
- ER Emergency Food Bar (4)
- First Aid Kit, 25-person (1)
- Light Stick, Green, 12-hour (12)
- Light Stick, Yellow, 12-hour (1)
- Package of Toilet Chemicals (1)
- Pair Work Gloves (1)
- Pairs Vinyl Gloves (in first aid kit) (2)
- Pry/Crow Bar, 15-inch (1)
- Sanitation/Toilet Bag (12)
- Shelter-in-Place Plastic Sheeting Package, 10ft x 10ft (1)
- Shelter-in-Place Plastic Sheeting Roll, 10ft x25ft (5)
- Solar/Hand-Crank Powered LED Flashlight and AM/FM NOAA Weather Band Alert Radio with USB Cell Phone/Device Charger (1)
- Survival Guide (1)
- Thermal Blanket (5)
- Tissue Pack (5)
- Water Pouch (24)
- Water Purification Tablet (30)