**Saranac Clarksville**

**District Library**

**Disaster Response Plan**

This plan addresses potential disasters that the Saranac Clarksville District Library could be faced with. This plan will be reviewed with all library staff and volunteers as well as with the board of Trustees at least once per year. The Disaster plan will be maintained in a RED binder and will be located in the following locations:

**Circulation Desk**

**Director’s Office**

**Staff Room**

**Basement of both libraries**

The Emergency Procedures will contain the phone numbers of key staff and emergency first responders.

**Evacuation Procedures**

**In the event of an emergency, the circulation desk will notify the director and any staff to assist patrons from the building. Special attention should be given to children, parents with strollers, elderly patrons and patrons with disabilities. Use a loud voice to call out evacuation instructions to patrons. If there is time, staff should do a visual inspection of the building, taking care to check the bathrooms. The meeting place for all staff and patrons will be the parking lot in the back of the library in Saranac and the far north side of the parking lot in Clarksville.**

**Emergency Procedures**

**FIRE**

1. Staff will call 911 from the nearest phone, if possible
2. Staff will follow evacuation procedures to get patrons and staff out of the building
3. Close the doors of the rooms that have been evacuated.
4. Staff will contact the Director, if Director is not at the Library, to report the fire and the location of the fire (using a cell phone or go to another business to use the phone)

**WATER**

1. Notify Director or lead staff member- call Director if not at library- 616-902-5880
2. Contact O’Mara’s at 616-527-9368 or Pine Plumbing at (616) 773-9732 for both locations.
3. Move patrons and staff from affected area.
4. Move affected materials to a dry area if possible.
5. Cover other affected materials. Plastic drop cloth is stored in the basement.

**POWER OUTAGE**

1. The generators will kick on 30 seconds after the power goes off. The generators are able to power all outlets, furnace, air conditioner and water pumps. Restrooms will be available. If the internet is also out, phones and internet will not be available.
2. Staff should use the Off Line Sierra option at the circulation desk to check items out or create an excel spreadsheet. Do not check items in, this can wait until internet is restored.
3. The library can continue regular operating hours during the outage and patrons will need to leave when the library is closes.
4. The library can be used as a warming shelter or weather shelter during normal library hours however at this time, no plans have been made to stay open later hours or to allow people to stay during closed hours. The director and board would need to determine those parameters and if the library would be allowed to be used after hours.

**TORNADO/SEVERE THUNDER STORM WARNING**

1. Circulation desk will monitor local television stations for conditions and listen for warning sirens.
2. Once a warning is issued, ALL staff will assist patrons who wish to remain in the library to a safe location. This location will be in the basement or bathroom in Saranac and the basement kitchen area in Clarksville.
3. Each staff member will take the flashlight.
4. Outside Library doors should be locked.
5. Circulation desk will use their cell phones to monitor the situation and wait for the all clear before going back upstairs.
6. If time allows, shut down all computers and equipment using normal shut down procedures.

**SEVERE WEATHER/STORM**

1. Circulation desk will monitor the local stations for conditions.
2. Circulation desk will notify the director or senior staff member of conditions.
3. The director or lead staff member will make the decision to close the library or to remain open.
4. If the library is going to close, the director or staff member will call WOOD TV 8, send a notice to Lakeland Library Cooperative, update our website, post on Facebook and post a notice on the doors of the building.
5. If the decision to close the library is made, the library staff will announce pending weather conditions to patrons and ask them to leave the library.
6. All computers and other equipment should be turned off using normal shut down procedures.
7. If travel conditions are dangerous (snow event), the director or lead staff can close the buildings for the day.

**BOMB THREAT**

1. If a bomb threat is phoned in, the person answering the phone should attempt to get as much information as possible from the caller. Questions to ask are:
2. When is the bomb going to explode?
3. Where is the bomb right now?
4. What does the bomb look like?
5. What kind of bomb is it?
6. What will cause it to explode?
7. Did you place it?
8. If possible, evacuate the building immediately
9. Once building is vacated, contact police immediately

**EXPLOSION**

1. Get under a table or sturdy table
2. Leave as quickly as possible watching for weakened floors and stairways
3. Cover nose and mouth with something if dusty or smoky
4. Stay low if there is smoke
5. Check for fires before going into another area
6. Once outside, get away from the buildings, especially doors and windows where glass could be thrown if another explosion happens

**ACTIVE SHOOTER**

1. Stay alert for strange situations or people who seem fidgety, antsy, nervous.
2. Alert others to the suspicious persons, especially the Director. If you see something, say something.
3. Observe warnings- unusual, strange or violent communications.
4. If a weapon is noticed, alert others, call 911 if possible and determine best exit/escape route or hiding location.
5. If someone is actively displaying weapon or shooting, find best escape route, throw items at the shooter and RUN. Shout while running to inform others of the situation.
6. If running is possible, find the most secure hiding location that you can, barring doors if possible. Break window to escape if possible.
7. Get to SAFE location- in Saranac go to Village Office or Fire Barn; in Clarksville go to the Hardware Store or Bank.
8. Call 911 once you are in a safe location- either inside library or outside.
9. Help the wounded
10. When law enforcement arrives, follow instructions, keep hands empty and visible

**BED BUGS**

1. Identify bed bug or bed bug damage
2. Bed bugs like the creases of the book, under the front and back covering and the book edges.
3. If live bugs are identified at check in, items must be quarantined. If the item was in the dropbox, everything in the dropbox must be quarantined as well. If the item was found on shelf with live bugs, then the entire area must be quarantined.
4. Determine the patron that had the material and determine if they have other material. If they have other material, this will have to be returned directly to staff and quarantined immediately. Patron may not be able to check out items until they have dealt with the issue in their own home (TBD- the SCDL board will need to determine policy to deal with patrons and issues)
5. To quarantine material, use a heavy duty Ziploc bag or a plastic tub with a tight fitting lid to quarantine material. The items need to be kept away from other material.
6. Contact Rose Pest to determine best way to treat the material. The library may need to close depending on what treatment needs to be used and how extensive the infestation is.
7. If dead bed bugs are found in material, staff will need to figure out how long the bugs may have been there. It may not be possible to figure out where the infestation occurred.

**EMERGENCY PHONE NUMBERS**

Police, Fire, Ambulance Fire, Medical Emergency 911

Consumer’s Power Gas Leak, Down Power Line 800-477-5050

O’Mara’s Heating, Cooling 616-527-9368

Pine Plumbing Water Leaks, plumbing problems 616-773-9732

Clorwell Electric Heat Tape in Saranac, Electrical 616-374-0966

Flat River Electric Lights in Saranac/Clarksville 616-987-0596

Central Michigan Building Services Automatic Doors, General Building Issues 616-523-4571

APCOM Electric Generator Issues (both locations) 877-272-6628

Denker’s Culligan Water Softeners (Saranac) 616-527-1770

Meadow Valley Lawncare Landscaping Issues & Snow Plowing (Clarksville)

616-443-4250

Stahl Lawncare Lawn Mowing (Clarksville) 616-693-3112

MilliCare Carpet Cleaning (both locations) 877-780-1079

Nick Heimler Computers/Server in Saranac 616-970-2662

Rose Pest Solutions Pest Control, Bee/Hornet Issues

Bed Bugs 800-654-4395

Serv Pro Water damage, smoke damage,

Mold 833-936-2558

Advantage Linen Supply Rugs at both locations 616-902-0275

**EMERGENCY CALL LIST (STAFF AND BOARD OF TRUSTEES)**

Name Phone Number

Kerry Fountain, Library Director 616-902-5880

Kim Brown, Lead Saranac 616-337-3791

Carmen Vance, Lead Clarksville 616-755-3365

Lisa Hill, Board President 616-821-5339

Mary McAlary, Board Vice President 616-401-0576

Pat Essig, Board Secretary 616-325-5738

John Gussenbauer, Board Treasurer 616-540-3908

Becky Fitzpatrick 616-308-8553

Jackie Bowen 616-430-0223

Michele Westbrook 616-902-1866

**Collections Priorities**

The collections priorities have been identified by the library staff during the planning process and approved by the library Board of Trustees. These priorities will help to guide the library staff and other authorities in determining which library materials have the highest value to the library and community and should be protected or salvaged first in a recovery effort. This list is designed to help make quick and well informed decisions.

The collection priorities list has been based on consideration of the following criteria:

**Historic Community Information**

**Valuable or Unique**

**Legal Responsibility**

**High Demand**

**Availability or replacements**

**Disaster Recovery Priorities**

If the Saranac Clarksville District Library experiences a major disaster, which requires the protection or salvage of library materials, the following priorities should be followed. The Library Director or Lead Staff Members must be contacted before any salvage attempt is initiated in any area of the library.

**PRIORITY 1- VALUABLE, IRREPLACEABLE OR HISTORIC ITEMS**

Genealogy Collection

Photographs

Plat Books

History of Ionia County, Directories, Portrait & Biographical Album

Rural Routes Directories, Cemetery Records

Books in the Local History Section

Historic Newspapers

High School Year Books

Tax Records

Employee Records, contracts, agreements, etc in Director’s Office/Basement

Inter Library Loan Material loaned from other libraries

Historic Artifacts

**PRIORITY 2- VALUABLE ITEMS**

Computers

Gaming Equipment

DVD and Audio Collection

**PRIORITY 3- CIRCULATING COLLECTIONS**

Adult Non-Fiction

Adult Fiction

Children’s and Young Adult Non-Fiction

Children’s and Young Adult Fiction

**DISASTER RESPONSE STEPS**

Disaster response covers the initial phase of the library’s reaction to an emergency. This phase lasts until the damaged collections have been removed and stabilized and the rest of the collections are protected from further damage. This section covers information needed by the Disaster Team for a fast and effective response to a collections emergency.

**GUIDE FOR IMMEDIATE EMERGENCY RESPONSE**

1. Determine who is in charge of response to this disaster
2. Work from the Disaster Plan Manual
3. Evaluate the extent of the disaster
4. What materials have been affected?
5. Which high priority materials are affected
6. How serious is the damage to the materials
7. What is the cause of the immediate disaster and is this being addressed?
8. Are the unaffected collections being protected from potential disaster?
9. Have the library staff and board been notified?
10. Have a facilities, security, insurance people been notified?
11. What supplies, equipment, services and/or space will be needed for the next steps?
12. Are required supplies available or will additional supplies or services have to be ordered or contracted? Who is doing this?
13. Will extra space be required to work or air dry or store materials? Who is arranging for this?
14. Will additional staff or volunteers be required and trained? Who is doing this?
15. Will transportation be needed to move collections? Who will take care of this?
16. How are affected materials going to be dealt with?
17. How will service be restored and when? Who is in charge of this?

**DISASTER REPONSE CHECKLIST**

1. If necessary, contact emergency responders.
2. Evaluate and insure the safety of all staff and patrons
3. If possible, control source of disaster and eliminate hazards (involve all staff that is in the library)
4. Assess the disaster situation
5. Contact Library Director, Lead Staff members or Board President to inform them of the disaster.
6. Disaster Coordinator (library director, lead staff or board president) will establish and area to organize work.
7. Assess and document initial damage to collections on site.
8. Protect undamaged collections and provide security.
9. Contact insurance provider
10. Document conditions and damages with photographs.
11. Contact consultant/conservator if necessary.
12. Set priorities for salvage (see collection priority list)
13. Decide upon stabilization and recovery needs
14. Assemble/order any necessary supplies
15. Arrange for work space as indicated by scope of damage and recovery needs
16. Contact outside vendors for services
17. Document all steps, work, resources used, and decisions. Make sure to date/time each step/document.

**DISASTER RECOVERY**

This section contains information about the techniques and methods to be used to recover damaged library materials.

**Disaster Recovery Guidelines**

Decisions regarding recovery will be made by the coordinator of the disaster recovery team using any recommendations from a library conservator or methods detailed in the document.

1. Stabilize collections as soon as possible
2. Use environmental controls to create an appropriate environment for damaged materials as well as undamaged library materials (temperature, humidity, water removal, exposure)
3. Prevent damage to materials which have not been affected by the disaster
4. Identify the appropriate recovery method for each library material type based on the type of damaged received.
5. Avoid damaging materials irreversibly in the recovery phase
6. The success of the recovery will be based on making quick and well informed decisions.

**Disaster Recovery Steps**

1. Select which recovery methods are appropriate for the type of disaster and the damage to each type of resources in the collection.

Air Dry

Dehumidify

Freeze Dry

Freeze Dry (thermal)

Vacuum Freeze Dry

1. Pack according to recommendations in the following sections and remove damaged collections to a holding and or freezing location.
2. Label all boxes being removed from the library and cross reference this box with the list being maintained on the disposition of materials and the call number or range of the materials.
3. Document where collections are being relocated
4. Document who is transporting which boxes and at what date and time.
5. Determine any cleaning of contaminated materials
6. How will the cleaning be accomplished?
7. Who will do the cleaning (and are they trained)?
8. Where will the cleaning take place?
9. What cleaning materials are needed to accomplish this task?
10. If necessary stabilized damaged and undamaged collections
11. Evaluate the need to remove undamaged materials to storage because of uncontrolled moisture, construction, exposure and other factors.
12. Wet or damp collections will require freezing while decisions are being made.
13. Air drying slightly damp materials will require space in a location that has space, ventilation, humidity and temperature control.
14. Materials may be left in place if disposition or conditions permit.
15. Documentation is needed for all materials that are packed, moved, or removed from the library.
16. Record the following information:
17. Number of items removed
18. Number of boxes, numbered on exterior
19. Number of items in each box, on exterior
20. Where boxes were sent
21. Call numbers or range
22. Estimate of damage, if possible
23. Collect and maintain data as decisions are made about materials and/or as they are moved for different treatments.
24. Initiate recovery recommended by the assisting conservator or documented procedures.
25. Selecting methods for each material
26. Route materials to appropriate location or service
27. Receive materials as they return from treatment
28. Inspect salvaged materials for return to shelves
29. Restore library services in alternate location if possible
30. Repair damaged building