WHEN DISASTER STRIKES…
GOT A PLAN?

TERRI RABURN, CINDY MUMFORD, & ELIZABETH SCHAUER
WE NEED A PLAN
THE 2012 SERVICE CONTINUITY PLAN

• THIS PLAN WAS PREPARED BY THE LIBRARY STAFF AS PART OF AN OVERALL CAMPUS PLAN

• THIS WAS NEVER COMPLETED, CONTACTS WERE MISSING OR OUT OF DATE

• INCLUDED A 1-PAGE “EMERGENCY PROCEDURES” PLAN THAT BRIEFLY COVERED TORNADO, FIRE, AND MEDICAL EMERGENCIES

• THIS WAS AN EMERGENCY PLAN, NOT A DISASTER PLAN
OUR 2012 PLAN

Continuity Action Steps/Procedures

The Team Leader(s) will assess the situation and contact the Institution Emergency Management Team (EMT) leader to apprise him of the current state of affairs, and recommend if a disaster should be declared.

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EMT Co-Leaders can be reached as follows:
1. Name, Title - cell XXX-XXX-XXXX
2. Name, Title - cell XXX-XXX-XXXX
3. Name, Title - cell XXX-XXX-XXXX

If Leaders cannot be reached, contact Name, Title at XXX-XXX-XXXX, or Name, Title at XXX-XXX-XXXX.

Also contact Name, Title at XXX-XXX-XXXX, or Name, Title - cell XXX-XXX-XXXX

Other Senior Staff members:
Name, Title - cell XXX-XXX-XXXX, home XXX-XXX-XXXX
Name, Title - cell XXX-XXX-XXXX
Name, Title - cell XXX-XXX-XXXX
Name, Title - cell XXX-XXX-XXXX
Name, Title - cell XXX-XXX-XXXX
Name, Title - cell XXX-XXX-XXXX
Name, Title - cell XXX-XXX-XXXX
Name, Title - cell XXX-XXX-XXXX

Facilities contacts:
Name, Title - cell XXX-XXX-XXXX
Name, Title - cell XXX-XXX-XXXX

Information Technology Services contact:
Name, Title - XXX-XXX-XXXX
Name, Title - XXX-XXX-XXXX
Name, Title - XXX-XXX-XXXX

Media Relations contact:
Name, Title - cell XXX-XXX-XXXX
Name, Title - home XXX-XXX-XXXX

Through discussion with the EMT, consider recovery location options and determine appropriate choices for recovery.
Verify that recovery location has the required resources available. If recovering to homes consider: Electricity, network access, internet access, telephone, etc.

Cochrane Woods Library
Emergency Procedures

All library personnel should know the location of flashlights and the medical kit.

A. Tornado Watch or Warning.
1. Watch: When you become aware that the area is under a tornado watch, be sure all other staff members are informed. Check that the basement door is open and the lights turned on. Check emergency flashlights to be sure they are working.
2. Warning: Word of a tornado warning or alert will usually arrive by Campus Alerts and/or tornado sirens. Do the following in the order listed:
   a. Call the elevator to first floor and turn off the elevator.
   b. Put signage in central area between west doors, elevator doors and stairway to basement/helion indicating that tornado shelter is in the basement.
   c. Go to basement. Help people get as comfortable as possible.
   d. Wait for the all-clear.
   e. When emergency is over send an email to library@nebrwesleyan.edu summarizing the event and making suggestions for improvements to procedures.

B. Fire or Smoke.
1. When fire alarm sounds call elevator to ground floor and turn off elevator.
2. Exit building. Library staff will gather in front of the McDonald Theatre building north door.
3. When drill or fire danger is past, return to building and check all emergency exits to be sure they are properly secured.
4. When the emergency is over write an email to library@nebrwesleyan.edu detailing event and suggesting changes.

C. Medical Emergency.
1. In the case of a medical emergency in the building call 911.
2. Alert Security as well. Tell them you have called 911.
3. Making any affected persons as comfortable as possible, performing first aid if necessary, and control spectators.
4. When medical personnel become involved, all staff will remain available to assist in any way requested by such medical personnel. Be mindful not to impede the medical personnel in anyway.
5. When the emergency is over, write an email, while the incident is fresh in your mind and send it to library@nebrwesleyan.edu.

D. Alterations or physical threats.
1. If anyone is threatening another person, call 911.
2. Alert Security as well. Tell them you have called 911.
3. When the emergency is over, write a detailed email, while the incident is fresh in your mind and send it to library@nebrwesleyan.edu.
STILL NEED A PLAN

THE 2015 EMERGENCY PROCEDURES PLAN

• THIS PLAN WAS PREPARED BY THE NWU MAINTENANCE DEPT.

• WE COULDN’T FIND ON NWU’S WEBSITE, WE FINALLY FOUND IT THROUGH GOOGLE

• INCLUDED FIRE, MEDICAL EMERGENCY, TORNADO, AND BOMB THREAT PROCEDURES

• ONCE AGAIN THIS WAS AN EMERGENCY PLAN, NOT A DISASTER PLAN
2015 NWU PLAN

EMERGENCY PROCEDURES

EMERGENCY NUMBERS

City Police
Emergency 911
(After calling 911, call campus security response team at 432-9238)
Non-Emergency 441-6000

Nebraska Wesleyan University
Campus Security (24/7)
432-9238
WE NEED A CUSTOMIZED PLAN

• SPRING 2018 – OUR LIBRARY DIRECTOR ASKED US TO DEVELOP A DISASTER PLAN SPECIFICALLY FOR OUR LIBRARY AND ARCHIVES

• THE 2012 AND 2015 PLANS HAD SOME USEFUL INFORMATION, BUT THEY WERE VERY GENERAL AND DIDN’T ADDRESS WHAT WE SHOULD DO AFTER AN INITIAL EMERGENCY WAS OVER

• WE NEEDED A CUSTOMIZED PLAN THAT ADDRESSED SALVAGE AND RECOVERY FOR OUR LIBRARY AND ARCHIVES
THE RESEARCH
DISASTER PLANNING 101
DISASTER PLANNING 101

• We watched videos and webinars on how to develop a disaster plan as well as how-to videos on salvaging collections and recovery.

• We read articles and books on disaster planning for libraries and archives.

• We looked at disaster plans from other libraries.

• We compared disaster plan templates available on the internet.

• Little by little, we brought together the bits and pieces we thought were valuable to develop our library’s disaster plan.
THE FOLLOWING FOUR WEBINARS ARE FROM THE DISASTER PREPAREDNESS SERIES FROM THE FEDERAL DEPOSITORY PROGRAM

• WATER DAMAGE AND MOLD
• PLANNING AND CRISIS COMMUNICATION
• WEATHER EVENTS
• THEFT, ARSON & VANDALISM
PUBLICATIONS


- S. VICTOR FLEISCHER & MARK J. HEPPNER (2009) DISASTER PLANNING FOR LIBRARIES AND ARCHIVES: WHAT YOU NEED TO KNOW AND HOW TO DO IT, LIBRARY & ARCHIVAL SECURITY, 22:2, 125-140, DOI: 10.1080/01960070902904167

- KAHN, M. DISASTER RESPONSE AND PLANNING FOR LIBRARIES. AMERICAN LIBRARY ASSOCIATION, 2012


DISASTER PLAN TEMPLATES

- US NAVY - HTTP://RESOURCES.CONSERVATION-US.ORG/DISASTER/DISASTER-PREPAREDNESS-WORKBOOK/
- GENERIC PLAN WORKBOOK - HTTPS://CALPRESERVATION.ORG/DISASTERS/Generic/
- ILLINOIS STATE UNIVERSITY - HTTP://COOL.CONSERVATION-US.ORG/BYTOPIC/DISASTERS/PLANS/ISUDIS.HTML
- UNL - HTTPS://LIBRARIES.UNL.EDU/EMERGENCY-PROCEDURES
- UT ARLINGTON - HTTP://COOL.CONSERVATION-US.ORG/BYTOPIC/DISASTERS/PLANS/UT-ARL.HTML
- AMIGOS LIBRARY SERVICES - HTTPS://WWW.AMIGOS.ORG/PRESERVATION/DISASTERPLAN.PDF
- NEDCC - DPLAN - HTTP://WWW.DPLAN.ORG/
WHY CUSTOMIZE?

• GOING THROUGH ALL THE RESOURCES HELPED US CUSTOMIZE OUR DISASTER PLAN

• IT SHOWED US WHAT WAS MOST IMPORTANT FOR OUR AREA – LINCOLN NEBRASKA
  • WE KNEW WE NEEDED TO INCLUDE MORE INFORMATION ON TORNADO SAFETY THAN EARTHQUAKES

• USING THE TEMPLATES AND LOOKING AT OTHER DISASTER PLANS ALSO HELPED US ELIMINATE THE UNNECESSARY SECTIONS
  • WE ARE NOT A GOVERNMENT DEPOSITORY AND WE DO NOT HAVE CASSETTE TAPES IN OUR COLLECTION
LOCATION, LOCATION, LOCATION?

THE NEED FOR MAPS

• LIBRARY EMERGENCY SYSTEMS

• SALVAGE PRIORITIES

• STAFF EMERGENCY EVACUATION
LIBRARY EMERGENCY SYSTEMS

A. Main Utilities
   1. Main water shut-off valve: Basement Level – Small mechanical room, NE corner within the United Methodist Archives. There are 2 water valves. Main water shut-off valve is on the right and has a meter attached. (See on basement floor plan for location)
   2. Sprinkler shut-off valve: Same as above; sprinkler shut-off valve is to the left of main water valve. Sprinklers are only located in the basement ceiling. (See on basement floor plan for location)
   3. Main electrical cut-off switch: Basement Level – Main mechanical room, NE corner (labeled Main Electrical Disconnect) (See on basement floor plan for location)
   4. Main gas shut-off: None (gas is no longer used)
   5. Heating/cooling system controls: None in library. Computer controlled via Heating Plant

B. Fire Suppression Systems
   1. Fire extinguishers: See locations on library floor plans.
      a. Type ABC – combination: These are located throughout the building
      b. Halon: There is only one of these and it’s located in the Print Lab, First Floor
   2. Fire hoses: None
   3. Other: None

C. Water Detectors: None

D. Keys
   1. All Keys: See Jim Rudicka, Head of Physical Plant
   2. Fire Alarm Key: Elizabeth Schauer, 1st Floor Office (see 1st Floor plan)

E. Fire Alarm Pull Boxes (see floor plans for locations)

F. Heat Detectors: Located in the ceilings on all floors.

G. Smoke Detectors: There are no smoke detectors on any floor.

H. Radios
   1. Weather/Transistor radios (for news): (see library Floor plans)
      a. Basment Disaster Kit, Library Storage
      b. Elizabeth Schauer, 1st Floor Office
   2. Two-way radio (for communication): Physical Plan

J. First Aid Kits: (see library floor plans)
   1. Basement Disaster Kit
   2. Library Staff Room

GROUND (BASEMENT) FLOOR
COCHRANE-WOODS LIBRARY

Fire extinguishers Fire alarm pulls Fire Exits
ALL FLOOR MAPS WERE CREATED USING MICROSOFT PUBLISHER. EMERGENCY SYSTEM SYMBOLS WERE COPIED AND PASTED FROM MICROSOFT VISIO.

BONUS! FROM HERE, WE CREATED FLOOR PLANS TO INCLUDE EACH FLOOR’S ARRANGEMENT OF FURNISHINGS WHICH ARE CURRENTLY POSTED BY THE ELEVATOR ON EACH FLOOR, COMPLETE WITH A ‘YOU ARE HERE’ STICKER. THESE FLOOR PLANS WERE ALSO PERFECT FOR USE IN OUR PATRON USABILITY STUDY.
SALVAGE PRIORITIES

**PRIORITY: 1A**
3RD FLOOR
ARCHIVES
RM. 315

**PRIORITY: 1B**
3RD FLOOR
KLOEFKORN
RM. 308

**PRIORITY: 1C**
2ND FLOOR
ARCHIVES
“ROUND ROOM”

**PRIORITY: 2**
3RD FLOOR
RAREBOOKS
RM. 309-310

**PRIORITY: 3**
BASEMENT LEVEL
ARCHIVES

**COLLECTION PRIORITIES**
STAFF EMERGENCY EVACUATION

EVACUATION MAP

In case of an emergency evacuation, all library staff will meet directly west of the library by the sculpture.
DISASTER PLANNING RESOURCES WE FOUND USEFUL
VENDORS

COLLECTIONS HELP
MILLARD REFRIGERATED SERVICES
(402) 474-2491
(FREEZER SPACE)

INDUSTRIAL HYGIENIST
OSHA CONSULTATION PROJECT DIRECTORY
(402) 471-4717
(MOLD)

OSHA-OMAHA AREA OFFICE
(402) 553-0174

BELFOR USA
(800) 856-3333
(817) 535-6793
(DISASTER RECOVERY SERVICES,
VACUUM FREEZE DRYING)

SUPPLIES
GAYLORD/DEMCO
(800) 634-6307
(SUPPLIES FOR ARCHIVES AND BOOKS)

METAL EDGE
(800) 862-2268
(ARCHIVES SUPPLIES)

GANE BROTHERS AND LANE
(800) 323-0596
(BINDERS’ BOARD, HEAVY BINDING EQUIPMENT)

ASSISTANCE AND ADVICE
NEBRASKA STATE RECORDS CENTER MANAGER
(402) 471-4156

NATIONAL HISTORIC PUBLICATIONS & RECORDS COMMITTEE
(202) 357-5045

AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY
(615) 320-3203

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
(800) 621-FEMA(3362)
WEBINAR:

• NCOMPASS LIVE - IS YOUR LIBRARY PREPARED FOR DISASTER? FIND OUT WHAT YOU NEED TO KNOW AT THIS INTRODUCTION TO DISASTER PLANNING WITH MICHAEL STRAATMANN, UNL ACCESS SERVICES COORDINATOR. HTTP://NLC.NEBRASKA.GOV/SCRIPTS/CALENDAR/EVENTSHOW.ASP?PROGID=17364

DISASTER PLANNING VIDEOS

• DISASTER PLANNING FOR LIBRARIES – STATE LIBRARY OF IOWA

• DISASTER PREPAREDNESS AND PLANNING – ALCTS
  HTTPS://WWW.YOUTUBE.COM/WATCH?V=2LBXCNFJONA
WEBSITES

• READY.GOV - HTTPS://WWW.READY.GOV/

• HTTPS://LIBGUIDES.ALA.ORG/DISASTER - ALA LIBRARY DISASTER PREPAREDNESS & RESPONSE LIBGUIDE

• HTTPS://SCRLC.LIBGUIDES.COM/C.PHP?G=327923&P=2201996 - SCRLC DISASTER PLANNING AND RECOVERY FOR LIBRARIES: WRITING A DISASTER PLAN

• NATIONAL RESOURCE GUIDE FOR DISASTER PREPAREDNESS WWW.CCAHA.ORG

• HTTPS://CCAHA.ORG/SITES/DEFAULT/FILES/ATTACHMENTS/2019-04/NATIONAL%20RESOURCE%20GUIDE%20FOR%20DISASTER%20PREPAREDNESS%202019.PDF

• COMPILING A DISASTER PLAN FOR ARCHIVAL COLLECTIONS – MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

• HTTPS://MARAC.MEMBERCLICKS.NET/ASSETS/DOCUMENTS/MARAC_TECHINCAL_LEAFLET_13.PDF

• DISASTER PREPAREDNESS & RECOVERY – NEW JERSEY STATE LIBRARY HTTPS://WWW.NJSTATELIB.ORG/SERVICES_FOR_LIBRARIES/RESOURCES/DISASTER_PLANNING/
TABLE TOP EXERCISES

• FEMA.GOV ORGANIZATIONAL TABLETOP EXERCISE POWERPOINT -
  HTTPS://WWW.FEMA.GOV/MEDIA-LIBRARY/ASSETS/DOCUMENTS/103590
HOW-TO RECOVERY VIDEOS

- INTRO TO SALVAGE [HTTPS://WWW.YOUTUBE.COM/WATCH?V=JHTWAF8JKU8](HTTPS://WWW.YOUTUBE.COM/WATCH?V=JHTWAF8JKU8)
- DOCS [HTTPS://WWW.YOUTUBE.COM/WATCH?V=Y0IAUJvHYSS](HTTPS://WWW.YOUTUBE.COM/WATCH?V=Y0IAUJvHYSS)
- AIR DRYING FOR BOOKS [HTTPS://WWW.YOUTUBE.COM/WATCH?V=JRW5CGDWSWY](HTTPS://WWW.YOUTUBE.COM/WATCH?V=JRW5CGDWSWY)
- INDIVIDUAL PHOTOS [HTTPS://WWW.YOUTUBE.COM/WATCH?V=2NUY0ZOAJEY](HTTPS://WWW.YOUTUBE.COM/WATCH?V=2NUY0ZOAJEY)
FOR THE STUDENT WORKERS

Tornado Warning

- Word of a tornado warning or alert will usually arrive by Campus Alerts and/or tornado sirens. Do the following in the order listed:
- Call the elevator to the first floor and turn off the elevator
- Put signage in central area between west doors, elevator doors and stairway to basement/shelter indication that the tornado shelter is in the basement
- Go to the basement. Help people get as comfortable as possible.
- Wait for the all-clear.
- When emergency is over send an email to library@nebrwesleyan.edu summarizing the event and making suggestions for improvements to procedures.

Fire or Smoke

- When fire alarm sounds call elevator to ground floor and turn off elevator.
- Exit building. Library staff will gather at the at the book/french fry sculpture directly in front of the library.
  - Encourage patrons to come with you

- When drill or fire danger is past, return to building and check all emergency exits to be sure they are properly secured.
- When the emergency is over write an email to library@nebrwesleyan.edu detailing events and suggesting changes.

Maintenance Emergency

- Call (402) 613-6698 – Leave a voicemail if necessary
- Drinking fountain malfunctioning? Mac Lab feels like it is 100°? Can’t wait to submit a maintenance ticket?
- If they don’t answer and the situation is dire – call security
  - they will reach out through their radios (402) 432-9238
- Be sure to email library@nebrwesleyan.edu detailing the events and what maintenance’s response was.

Altercations or Physical Threats

- If anyone is threatening another person, call 911.
- Alert Security as well. Tell them you have called 911.
- When the emergency is over, write a detailed email, while the incident is fresh in your mind and send it to library@nebrwesleyan.edu.
ACCIDENT IN YOUR LIBRARY?

TABLE TOP DISASTER TRAINING
Handling Wet Paper
WHAT YOU WILL NEED:

• DAMAGED PAPER
• TOTE WITH WATER
• LAMINATING PLASTIC SHEETS
• PAPER TOWELS
Packing Wet Records
WHAT YOU WILL NEED:

• CARDBOARD BOX
• TRASHBAG
• WAX PAPER
• PERMANENT MARKER
Drying Wet Records
WHAT YOU WILL NEED:

• FAN
• BLOTTING PAPER
• LAMINATE
• WEIGHTS
EMAIL
ESCHAUER@NEBRWESLEYAN.EDU
FOR INFORMATION HEARD TODAY