Mattoon Public Library

Disaster Plan

Plan Last Updated: January 5,2009, to be reviewed on an annual basis

Evacuation Plans: Should the building need to be evacuated during open hours:

Fire:

- Pull alarm (if not already sounding) to alert other floors. Alarm being pulled will also alert fire department.
- If fire is small and contained, use a fire extinguisher to put it out.
- If the fire is not small, clear all patrons and staff and leave through the nearest, *safe* exit.
- DO NOT use the elevator in the case of a fire. Each floor's staff is responsible for evacuating both patrons and staff from their floors.
- In the case of a disabled patron, assist where you can, but allow the fire department to assist too.
- Gather across 16th St. at the bank building so that everyone's safety can be ensured.
- When children and parents are on different floors, do not wait for parents to come after children. A staff member will take the children with them to the safe location and parents and children will be reunited there.

Tornado:.

- The elevator should **not** be used in high weather due to potential electrical outages. Call the fire department (911) for assistance in moving disabled patrons.
- During a tornado warning, relocate all staff and patrons to the lower basement. Do not allow anyone to leave until the sirens have been shut off.

Power Outage

If a power outage occurs:

- Remain calm.
- Provide assistance to visitors and staff in your immediate area.
- If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
- If you are in an elevator, stay calm. Use the intercom or the emergency button to notify building staff.
- If instructed to evacuate, go to a designated area.
- Secure the building from vandalism, intrusion, and fire.

General Evacuation Plan:

Employee Evacuation Procedure

In advance, each staff person and volunteer should:

- Understand the evacuation plan.

- Recognize the sound of the evacuation alarm.
- Know at least two ways out of the building from your regular work space.

When you hear the evacuation alarm or are told to evacuate the building:

- Remain calm.
- Immediately shut down any hazardous operations.
- Leave quickly.
- The highest ranking person who is physically present in each department is responsible for insuring all members of his/her department evacuate the area. In addition, employees should check that all others in the work space are leaving as instructed.
- As you exit, quickly check nearby rest rooms, workrooms, closets, etc.
- Accompany and help handicapped personnel, visitors, and any co-workers who appear to need direction or assistance.
- Take with you: your car keys, purse, briefcase, etc. Do not attempt to take large or heavy objects.
- Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke and water.
- Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
- Once out of the building, move away from the structure.
- Go to the staff assembly area (across 16th St. on sidewalk in front of bank building). Do not block roadways that emergency vehicles might use. Follow separated child policy stated above.
- All staff and volunteers must be accounted for promptly. Assist in a head count

Staff Members to be called in the event of a disaster:

Library Director: Ryan A. Franklin
Work #: 234-2621
Home #: 345-5318
Cell#: 502-9885

Maintenance Person: Jasmine Jones
Work #: 234-2621
Home #: 345-9409
Cell: #:

Library Board President: Liana Hite
Work #:
Home #: 234-9035
Cell #:

All personnel will work on disaster recovery efforts as directed by the Library Director or Board President.

Hazard Response:

Generally, local public authorities can handle most incidents impacting the library: Call following agencies to stimulate the proper response to the situation. Most responses begin with a call to 911. Calmly articulate the problem and the public safety dispatch agency will send the proper authorities and responders.

Event	**Agency**	**Telephone Number**
Chemical Spill	Fire Dept.	911
Medical effects from chemical Spill	Fire Dept. Hospital IL Poison Control Center	911 258-2525 1-800-222-1222
Occupational Exposures	Coles Co. Health Dept.	348-0530
Pests	Coles Co. Health Dept.	348-0530
Water Supply Contamination	Coles Co. Health Dept. City of Mattoon Water	348-0530 235-5483
Flooding	Emergency Management Coles Co. Health Dept.	618-662-4474 348-0530
Tornado	Emergency Management EMS	618-662-4471 911
Earthquake	Emergency Management EMS	618-662-4471 911
Fire	Fire Dept.	911

Off-site Services to be called, if needed

Service	**Telephone Number**
Emergency Management Agency	618-662-4474
Insurance Claims	Judy Winn, City Hall 235-5654
Legal Advisor	Preston Owen, City 235-5654
AmerenCIPS (Electric & Gas)	1-888-789-2477
Water Company	235-5483

Consolidated Communications	1-800-500-9000
Commercial Electric	235-0616
O'Dell Plumbing	234-8417
Don Baker Pest Control	235-3039
Thyssenkrupp Elevator	309-691-2596
Perry's Locksmith	234-3867
Stalcup Glass	235-0558
Hance, Utz & Associates (Architect)	235-4181
Heating & Air Conditioning (Industrial Mechanical)	234-6487

Off-site services to be called, continued

Rental Stores Five-Star Rental	348-5656
City Administrator Alan Gilmore	235-5654
Lincoln Trail Library System	352-0047

Elevator

The elevator is serviced by Thyssenkrupp Elevator (309-691-2596)

If someone is trapped inside the elevator, turn off the main elevator switch located in elevator equipment room (Lower Basement across from the elevator). After a couple of seconds, turn it back on. It should reset and be ok.

If not, turn off the main switch again. Try to determine which floor the elevator is stuck on and use the key (also located inside the elevator equipment room) to open the outside later of the elevator door.

The inside layer of the door may then be opened manually.
Always turn off the main switch before attempting this!!!!

If all else fails, call the elevator company.
Never use the elevator in the case of an emergency.

Flashlights & Disaster Kits

- Flashlights and Disaster kits are located at both service desks.
- They are also located in staff kitchen, the director's office, and in the lower basement kitchen.

Heat Pump Alarm
The Heat Pump Alarm is inside the boiler room. To silence the alarm, press the Alarm button. On the screen it will tell why the alarm is going off.

Make note of what this says so you can relay the information to the Staff at Industrial Mechanical. Call Industrial *immediately.*

Disaster Plan Books are kept in:

Director's office (in bookcase)
Both Service Desks
At Director's Home (14005 E CR 300 N, Charleston (on the other side of Lerna).)
At Board President's Home (2004 Shelby Ave.)

Computer Equipment
In the event of an emergency that prevents the normal operation of computer equipment, the following people should be contacted:

Brian Johanpeter – City Technical Support
Cell #: 259-6698

Hans Warner – City Technical Support
Cell #: 254-8327

Ryan A. Franklin
Work #: 234-2621
Home #: 345-5318
Cell #: 502-9885

All Horizon Data is stored at Lincoln Trail Library System, and will not be affected by a local emergency.

An inventory of all computer equipment (as of October 2007) has been attached to this document.

Disaster Recovery (from the Illinois State Library)
If a disaster strikes when the building is occupied, your first concern should be for the safety of the individuals inside. Escape routes, alternate routes and procedures for evacuating the building should be clear to all personnel and visitors. Practice drills should be conducted on a regular basis to eliminate panic during a real emergency.

Most disasters tend to occur when the building is unoccupied. In the event of a major disaster, do not enter the building until it has been declared safe to do so by emergency personnel. 95% of all disasters will result in water-damaged materials. Keep in mind that mold will form within 48 to 72 hours in a warm, humid environment.

The following steps are recommended for an effective recovery operation.

Assess the damage:

- How much damage has occurred? What kind of damage is it (fire, smoke, soot, clean water, dirty water, etc.)? Is it confined to one area or is the entire building damaged? How much of the collection has been affected? What types of materials have been damaged? Are the damaged items easily replaced or are they irreplaceable? Can the in house recovery team salvage them, or will outside help be required?
- Walk through the entire area and take extensive notes. Photographs should be taken to document the damage. Contact the insurance carrier, sources of supplies and services, LTLS, and the Illinois State Library. Stabilize the environment:
- The environment must be stabilized to prevent the growth of mold
- The following equipment should be readily accessible to help stabilize the environment:
- Portable generators, in case of power failure
- Pumps, to remove large quantities of standing water
- Fans to circulate air
- Thermometers, hygrometers, hygrothermographs and/or sling psychrometers, to measure the temperature and humidity.
- Dehumidifiers can help lower the humidity, but they usually are only effective in small, enclosed areas, and tend to increase the temperature in a room. They can also freeze up in lower temperatures required for salvage and recovery operations. Raising the temperature will not lower the humidity; it will only accelerate mold growth. Temperature and humidity should be monitored closely.
- Air should be circulated in the damaged area. This may be accomplished by running fans constantly. If possible, they should expel the humid air from the area. Extreme caution must be taken, as standing water can conceal hazards.

Activate the in house disaster recovery team

- Organize work crews and be sure their responsibilities are clearly defined. No salvage activity should begin until the team leader has determined a plan of action.

Restore the area

- After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Walls, floors, ceilings and all furniture and equipment must be scrubbed with soap and water. Carpeting, especially the padding under it, should be carefully examined, as mold will develop rapidly. Only professionals should perform removal of smoke odor and fogging with fungicides or insecticides.

Water-Damaged Materials

A number of options are available for treating water-damaged materials. The choice of treatment will depend on the extent and type of damage incurred, and the manpower, expertise and facilities available.

Freezing

- Freezing wet materials will stabilize them and provide you with time to determine your course of action. Mold will not grow and further deterioration from water will not occur when materials are in a frozen state. Books have been left in a freezer for ten years and successfully thawed and air-dried with no resultant damage. Freezing will also help eliminate smoke odor from materials.
- Rapid freezing is recommended to minimize damage from ice crystals (the faster the materials are frozen, the smaller the ice crystals will be.) Temperatures below 15 F will freeze and dry out wet materials. If freezer space is not immediately available, and the outside temperature is below 15 degrees F, place the materials in a secure area outside. Cover them with plastic but do not seal, if rain or snow is expected.
- Freezing is an intermediate stage. After materials have been removed from the freezer, they must be placed in a vacuum freeze dryer or air-dried.

Vacuum freeze-drying

- Vacuum freeze-drying is the safest and most successful method, although it is the most expensive. Materials must be already frozen when they are placed in a sublimation chamber. This type of chamber operates under high vacuum and high heat, and turns the ice crystals in and on the frozen materials to water vapor. The vapor is then collected on a cold panel that is chilled to at least -200 degrees F, so it cannot go back on the materials. If they are not frozen when they are put into the chamber, the materials will freeze on the outside and the water molecules on the inside will be forced through the frozen barrier as the vacuum is pulled. This action can cause the book or document to explode.
- When materials are removed from the vacuum freezer chamber, they will be very dry and should acclimate for at least one month before they are opened to avoid cracking the spine and/or binding (this is especially true for leather bindings).
- Materials so treated will not look like new, but show sings of swelling and distortion. Stanford University Library staff members reported that they needed an additional 12% of shelf space for materials that had been treated in Lockheed's chamber. Photographs will not be damaged by this treatment, but rubber cement will dissolve and stain the pages to which it has been applied.

Air-drying

Air-drying should be performed only in a stable environment to inhibit the growth of mold. The ideal environment for air-drying is 50-60 degrees F and 25-35% relative humidity. Instructions are outlined below. This process is not recommended for coated stock materials such as art books.

Vacuum drying

Vacuum drying involves the placement of wet materials in a chamber that pulls the moisture by means of a vacuum. This method is not recommended as the heat involved is damaging to paper (especially bound paper) and photographic materials. Microwave ovens should not be used, for the same reason.

The following salvage procedures are recommended for volumes that are to be frozen:

Removal

- Clear the floors and aisles first.
- Begin with the wettest materials. These will usually be on the lowest shelves, unless water has come in through the ceiling.
- Dirt and mold should be removed and treated before freezing. If time does not permit these activities, dirty and/or moldy books may be frozen (mud will easily brush off when it is dry.) Silt should be washed out immediately, as it is almost impossible to remove when it is dry.
- Pack materials on site if possible. If possible, remove by human chain.
- Keep accurate records of the locations from which materials are removed.

Packing

- Remove volumes from shelves in order.
- Insert one piece of freezer paper/wax paper between volumes.
- Pack crates one layer only, snugly enough that volumes will not slide or lean.
- Wrap open books as found and place on top of a packet container. Do not place more than one open volume in a container. Be sure there is a freezer paper barrier between the packet volumes and the open volume to prevent staining from binding dyes.
- If books are stuck together, do not attempt to separate them, but pack them as one volume.
- Pack items in the condition in which they were fond. Do not attempt to close open volumes or open closed volumes that are wet.

Record keeping

- Label each container with your institution's name and assign it a number.
- On a separate sheet of paper, record the box number, call numbers of the first and last volumes packed and the total number of books in each container. If they are not in call number order, not the location where found.
- If the containers are sent to more than one freezer, note which containers are sent where.
- Keep records of discarded items.

Transporting

- Materials should be placed in a freezer facility as quickly as possible to prevent the growth of mold. Care should be taken that containers do not fall over during transport, as further damage may result.
- Materials should be placed in refrigerated trucks if they cannot be frozen within 48 hours. The following salvage procedures are recommended for volumes that are to be air-dried:

Washing procedure

- Keep the book tightly closed and hold it under cold, clean running water.
- Dab gently with a sponge to remove as much mud as possible from the binding. Do not rub or use brushes and do not sponge the pages or edges, as these actions can force mud into the spine or the wet pages and cause further
- damage to the volume. Let the motion of the running water clean off the dirt.
- Squeeze the book gently and with even pressure to remove excess water and to reshape the binding.

Do not wash

- Open or swollen volumes
- Vellum or parchment bindings or pages
- Full or partial leather bindings
- Fragile or brittle materials
- Works of art on paper
- Water-soluble components (inks, tempura, watercolors, dyes, charcoal, etc.)
- Manuscripts
- Non-paper materials

Saturated volumes

- Do not open - wet paper tears easily
- Set volumes on their heads on absorbent paper. Pages tend to droop within the binding when a volume is shelved upright, so setting it on its head will counteract this tendency. Plastic sheeting should be placed under the paper toweling or unprinted newsprint to protect tabletops. Turn the volumes right side up when changing the paper beneath them. Their position should be reversed each time the paper is changed and the wet paper removed from the area.
- Covers may be opened to support volumes.
- Freezer paper/waxed paper may be placed between the cover and the end leaf to prevent staining from the binding dyes.
- When most of the water has drained, proceed to the next section, damp volumes.

Damp volumes

- Very carefully open the book (not more than a 30 degree angle).
- Begin interleaving from the back and keep the volume in an upright position.
- Place interleaving sheets at intervals of 25 leaves (50 pages) unless they will distort the volume.

- Change interleaving frequently. Do not reuse the sheets.
- Continue to change the paper underneath and remove from the area.
- Slightly damp volumes/volumes with only wet edges
- Stand volume on its head and fan open slightly. Paperback books may support each other with a barrier between them or they may be wedged with Styrofoam pieces. Fan should not be directed on the books, the air should circulate but books should not be in the path of the fan.
- When almost dry, lay the volumes flat and place weights (not other drying books) on them to minimize distortion.

Do not stack wet volumes

- Lightweight volumes (less than six pounds) may be hung on lines to dry.
- Use monofilament nylon lines, not more than 1/32" diameter, not more than five or six feet long, spaced approximately one half inch apart.
- Do not line dry a saturated volume as the monofilament will cut through the wet paper.

Documents/unbound materials

- Freeze as found.
- Do not remove from the file cabinet drawers, document cases or folders.
- Use sponges or paper towels in a gentle blotting manner to remove excess water from containers.

Separation of wet sheets

- Place a sheet of polyester film, such as Mylar, on top of a stack of wet, unbound papers.
- Gently utilize a bone folder or your palms, surface friction will cause the wet paper to adhere to the film.
- Peel back the top sheet and place it on top of a piece of polyester web, such as Reemay or Hollytex.
- Remove the polyester film.
- Place another sheet of polyester web on top of the wet sheet.
- Repeat the entire process, separating the wet sheets one at a time and interleaving them with polyester web. (Materials may be frozen at this stage.)
- Air-dry the sheets (supported by the polyester web) by placing them on absorbent paper on tables or on top of closely spaced monofilament lines. Air in the room should be kept circulating, but fans should not blow directly on the materials.
- The papers may be flattened when they are almost dry by placing them between two sheets of blotting paper (to remove excess moisture) and applying even pressure with weights. Blotting paper should be larger than the item being dried, and should be changed regularly.

Photographic materials

Do not expect to salvage color photographs, as the colored layers will separate and the dyes will fade quickly. However, if you wish to try, freeze them immediately, or transport them to a photographic laboratory. Photographic materials should not be allowed to dry out after they become wet, as they will stick to their envelopes or to each other. Any attempt to separate them after they have dried together will result in damage to the emulsion or the image. Remove the materials from their protective enclosures and wash off any mud or dirt under cold, clean running water.

The following options are available for salvaging photographic materials.

- Air-dry prints and photographs flat on paper towels, with the image up.
- The Eastman Kodak Company provides free emergency service for cleaning and drying its own black and white roll microfilm. Their Disaster Recovery Program rescues and restores damaged film. If disaster strikes, you can call leave a message at 1-800-352-8378. Staff will then call you back to assess your situation and advise you on how to proceed. Personnel and equipment will be scheduled to deal with your microfilm when it arrives.

Mold

Mold and mildew are interchangeable names for fungi. They are difficult to kill and can remain dormant for many years. Spores are always present in the air and will grow when the environment is warm and humid. Freezing will inhibit the growth of mold and is recommended if time does not permit immediate treatment.

- Mold can develop within 48 to 72 hours in an environment where the temperature is over 75 degrees F and the relative humidity is over 60%.
- Separate the affected materials to prevent spreading. Remove these volumes to an area where the environment is cool and dry, to help inactivate the mold as soon as possible.
- If the materials are wet and mold is beginning to develop, interleave with regular paper towels, and make sure the paper towels are thrown away and removed from the treatment area. Deal with mold once the volume is dry, the environment has been stabilized, and the mold is inactive.
- Keep the air circulating in the room.
- Mold is easier to remove when it is dry. Use a HEPA (high energy particular air) vacuum to remove mold or brush it off onto paper. When mold removal is complete, throw away all materials used to clean moldy materials, including any brushes or paper used to collect mold spores. Remove these materials from the area.
- Materials that will be fumigated should be removed from plastic crates, as plastic will absorb fungicides. Only a professional chemist or conservator should do fungicide fogging.

Materials Damaged by Dust and/or Soot

This procedure only works on dry materials. Using a soft, dry brush or a chemical sponge (made of vulcanized rubber that does not contain chemicals, and is also

referred to as a dirt eraser, soot sponge or dirt sponge) gently brush the cover of the volume to remove the dust or soot. Then, hold the volume so it is tightly closed and gently brush the top and bottom of the pages from the spine to the fore edge. Lastly, brush the fore edge of the pages, from top to bottom. When brushing the pages, be careful not to force dust or soot particles between the pages.

Removing Odors

A small garbage can with a tight fitting lid can be used to aid in deodorizing materials. If the materials are bound, stand them up and fan their leaves open. In a small container, place baking soda, activated charcoal or charcoal briquettes (make sure you do not use quick lighting briquettes or ones that have lighter fluid in them). Place the container containing the deodorizer inside the larger container and seal the larger container. Do not place the container of deodorizer on top of or touching the library materials.