**Risk Assessment and Remediation Worksheet**

**The Library Building**

Are you aware of building structural problems? How are they being addressed?

Are you familiar with the building construction materials (wood frame, brick, etc.)?

Are you familiar with all entrances and exits, including windows, ventilation ducts, etc?

How old is the building? Has original wiring, plumbing, etc. been replaced? If so, when?

Was your building built as it now stands or has it been added on to? Are there problems or concerns where the old and new sections join?

Has there been significant interior remodeling since the building was built?

Is there a history of insect or rodent infestations, mold or mildew, or other problems? Have steps been taken to prevent future problems?

**Utilities and Building-Wide Systems**

Do you have a fire suppression system?

Do you have door alarms, motion detectors, security cameras, etc?

Do alarms signal somewhere off-site? Are they audible outside the building?

Are you familiar with your HVAC systems?

Who is responsible for maintaining these systems?

Are all alarms and detectors (fire, security, etc) regularly checked and tested?

**Building Exterior and Grounds**

Is the exterior of the building in good condition?

Do you have flat roofs? Are drains inspected regularly?

Does water drain away from the building rather than towards it?

* Downspouts and roof drains
* Sidewalks, driveways, and other hard surfaces
* Land contours

Do you know the roof’s snow weight capacity is and have you made provisions for removing heavy snow?

Are there trees or tree limbs that could fall and damage the building?

Is the exterior of the building lighted at night?

Are any pipes, drainage ditches, electrical lines, etc. located on the grounds (buried or overhead)?

Are bushes and other landscaping trimmed away from the building walls?

Are outside utilities properly secured and protected?

Are air conditioning units secure and protected?

Are there any flammables immediately adjacent to the building?

Sidewalks in good condition?

**Natural Disasters**

What are the most common weather-related concerns for your area?

Are you located in a flood zone or near a body of water?

Can you hear community tornado sirens in the building?

Do you have a weather-alert radio? Is it turned on?

**Man-Made Disasters**

Are you near any major highways, train tracks, or pipelines?

Who are your neighbors? Are there any factories, warehouses, or other industrial plants?

Are there any construction projects happening, either on your building or nearby?

**Building Maintenance**

Is building generally kept neat and clean?

Is trash regularly removed from the building?

Are dumpsters separated from building in case of fire?

Are cleaning products, paint, and other chemicals safely stored?

Are flammables stored in a fire-safe cabinet?

Are HVAC systems regularly inspected and serviced?

Are spills promptly cleaned up?

Are sidewalks and parking areas cleared of ice and snow right away?

Are signs of pests (insects, rodents, bats, etc) immediately addressed?

If you have a basement, is it kept clean, dry, and ventilated? Is all storage raised in case of water?

Do you have a sump pump?

Do you have a water detection system for the basement or lowest level? Have you tested it lately?

Are any items stored under water pipes covered in case of leaks?

**Safety and Security**

How are non-public areas secured?

Who has control of keys? Is distribution of keys limited?

Are detectors and alarms regularly checked?

* Fire: both smoke detectors and pull alarms
* Emergency exit alarms
* Motion detectors and burglar alarms

Do Fire Department personnel do a regular walk-through looking for potential problems?

Do you have any tripping hazards (loose carpet, changes in floor level, etc?)

Do you have a bookdrop on an exterior wall that empties into the building? If so, does it empty into a fire-rated area?

How close are the police and fire departments? Are police and fire personnel familiar with your building?

Are there dark corners, odd stairwells, etc. where someone could hide?

Do your closing procedures ensure that everyone has left the building?

* Staff areas as well as public
* All doors and windows

Do staff ever work alone during library open hours? Is there a “panic button” or other way to summon emergency help without obviously using the phone?

Do electrical outlets have baby safety plugs?

Are fire extinguishers inspected as recommended?

If you have an Automated External Defibrillator (AED) do staff know how to operate it?

Do you have emergency contact information for all staff (who to call in case of staff accident or illness)?

Do you hold fire drills? How often?

Do you hold tornado drills? How often?

Have you prioritized the importance of different parts of the collection?

1. First Priority: Unique, very rare, or highly valuable items
2. Second Priority: Other local history and genealogy
3. Third Priority : Everything else that can be easily replaced

**Staff Training**

Do staff know where fire extinguishers are and how to use them?

Do staff know where fire pull alarms are and how to react to false alarms?

Do staff know who to call in case of emergency? Are there emergency numbers for evenings and weekends?

Do staff know where water, electrical, and gas shutoffs are located and how to operate them?

Are staff familiar with building systems? Do they know how to contact the appropriate persons and shut off alarms?

* Fire detection (heat or smoke detectors)
* Fire supression
* Security systems
* Utilities

Do staff have keys to mechanical rooms and janitorial closets?

Are staff safety procedures in place for crisis situations? Are they reviewed regularly?

**Remediation**

Do you have a disaster response plan covering more likely incidents?

Do you have property insurance that covers replacement costs?

* Building
* Contents (collection, furniture, equipment, etc.)
* Temporary exhibits or displays (items that don’t belong to the library)
* Rider for items of special value
* “Acts of God” coverage

Do you have liability insurance?

* Staff, volunteers, and library users
* Accidents in the building and on the grounds
* Groups using meeting rooms
* Library activities off the library grounds

Has insurance coverage kept up with inflation?

Do you conduct regular inventories?

* Library collection
* Computers and other equipment
* Other items of value

Do you have a list of who to call for emergency building problems? Is this list posted and available for ***all*** staff?

* Plumber
* Electrician
* Heating and cooling
* Elevator
* Broken windows and doors
* Leaking roof
* Burglar, fire, or other alarm systems
* Fire-suppression systems

Are documents available off-site if building is inaccessible? These could be either physical documents or digital copies stored online.

* Emergency contact lists
* Disaster plan
* Inventories
* Copies of insurance documents