


Disaster Preparedness : Hoping for the Best While Planning for the Worst



Special Thanks



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Today's Topics

- Preparedness—Why Prepare
- Conducting a Risk Assessment
- Prevention
- What to do, both before and after something happens

Why Prepare?

- To prevent and minimize
 - Injury and loss of life
 - Damage and loss of property
 - Interruption of operations and services
- To discharge legal and fiduciary responsibility
- To properly care for and maintain the building and materials in your charge
- To put yourself in position to manage the situation instead of the other way around

Knowledge And Planning Can Help You And Your Staff Cope With Traumatic Events



Risk Assessment: Assess Potential for Natural and Man-Made Disasters



Natural Disasters

- Know your weather history
 - Heavy rains?
 - Severe thunderstorms?
 - Heavy snowfall?
 - Tornadoes?
- Are you in a floodplain?
- Animals or insects

Man-Made Disasters— Accidental Or Intentional

- Electronic
- Power outage or surge
- Computer hackers and viruses
- Chemical spill
- Fires
- Explosions
- Crime, theft, and vandalism
- Water main breaks
- Sewer backups

Know Your Neighbors

- Industrial facilities
- Chemical plants
- Mines
- Oil refineries
- Fertilizer plants
- Gas stations
- Railroad tracks
- Airports
- Under a flight path
- Major highways
- Oil or gas pipelines
- Abandoned buildings

What are the prevailing winds for your area?

Construction

- Library building, neighboring buildings, roads
 - Vibration
 - Fire
 - Dust and dirt
 - Impeded emergency access to building
 - Attractive nuisance
 - Easier access for rodents and insects

Risk Assessment: Building & Grounds

Carnegie Library, Ripon, Wis.

Building Exterior

- Construction materials
- Roof
- Points of entry
- Utilities
- Library grounds

Construction

- Age of building
- Has it been added on to?
- Building material: frame, brick, stone, vinyl, etc.
- Basement or slab

Roof

- Flat or peaked roof?
- How does it drain?
- Where does the drainage water go?
- Gutters and downspouts—is water draining away from the building?
- If you have a flat roof, what is the snow load?
- Eaves?

Points of Entry

- Doors and windows secure
 - Unauthorized entry or exit
 - Weather
 - Bugs, rodents, etc.
 - If a person leaves from an emergency exit or non-public door, will you be aware of it?
- Other points of entry



Library Grounds

- Trees or overhanging limbs
- Utilities
 - Water, sewer, gas, electric, fiber
 - Either above or below ground
- Drainage ditches
- Flammables near building
- Important to know for potential accidents, but also for events or installations on the grounds

Building Interior

A photograph showing the interior of a large, multi-level library. The space is filled with bookshelves on all levels. There are people sitting at tables, and a staircase is visible in the center. The lighting is warm and the atmosphere is quiet and studious.

Building Systems

- Utilities
- HVAC (Heating/Ventilation/Air Conditioning)
- Fire alarm or suppression systems
- Security systems
- Internet & Network

Building Floorplan

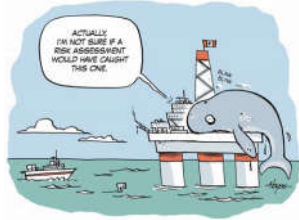
- Sightlines from Circ desk
- Dark corners or odd stairwells
- Restrooms

Mold And Mildew

- Mold needs and likes:
 - Food Source
 - Dampness
 - Darkness
 - Heat
 - Stagnant Air

The more of these factors that are present the more likely that mold will propagate.

Risk Assessment Exercise



Common Sense Prevention



Preventative Maintenance

- Annual review of building & grounds
 - Catch problems when they are small so you can fix them before they get big
- Regular inspections and maintenance for HVAC and other systems
- Replace batteries in smoke detectors, alarms, etc.
- Know the condition and life expectancy of roof, HVAC, etc. and monitor, plan, and budget for replacement

Housekeeping

- Keep things generally neat and clean
- Eliminate clutter
- Safe storage of flammables
- Empty trash daily
- Staff should know where supplies and equipment for simple jobs are stored
 - Sidewalk salt, mop, broom, etc

To Prevent Mold Growth:

Eliminate as many of the factors that mold needs/likes as possible:

- Dampness/Moisture: Remember to empty the dehumidifiers
- Darkness: Turn on the lights and keep them on 24/7
- Heat: Turn DOWN the temperature
- Stagnant Air: Keep the air moving by using fans

Staff Training

- Staff are aware of risk factors and what can be done
- Staff actually follow proper procedures, even when it's a pain in the neck
 - Building walk-throughs
 - Security checks

Prevention and Preparedness Exercise



"No doubt you're asking yourself, what are hatches? And how the heck does one go about battering them down?"

Plan For Disaster



Why Do I Need a *Written* Plan?

- The knowledgeable person may not be available
- Process of writing helps organize thoughts
- Research vendors or contractors at leisure rather than in an emergency
- Develop relationships with local emergency personnel
- Relieve confusion during and after emergency

Why Don't We Have One?

- Lack of time
- Lack of money
- "It will never happen to us"

You Can't Plan for Every Possibility



Focus on the Most Likely

Creating a Disaster Response Plan

- Think through the most likely scenarios and plan possible responses
- Write down and make available for all staff
- Review regularly
- Work with police, fire, and local emergency response leaders
 - Make sure they are familiar with your building

What Should Plan Include?

- Emergency instruction sheet
- In-house emergency team
- Building system locations
 - Utility
 - Security and fire systems
- Contact information
 - Vendors and contractors
 - Emergency personnel
- Salvage priorities

The Role Of The Library In Area-Wide Disasters

- Emergency shelter
- Community information source
- Internet access
- Phone & laptop recharging station

Meet with your municipal or county emergency response leaders. Work with them to plan the library's role.

Coping When Something Happens



In Case Of Emergency...

- Your first reaction is to jump in and do something

Don't!

Instead, Follow Your Plan



"The question is: shall we follow the 5 year, 20 million dollar, 500 page task force recommendations, or just wing it as we go along?"

Consider

- Disasters offer a wealth of opportunity for injury
 - Toxins in air, water, or as deposits on surfaces
 - Mold
 - Structural damage
 - Live electrical wires
 - Slipping & falling
 - Stress & exhaustion

Consider

- Health and safety are of primary concern—there is nothing in your building that’s worth injury or illness
- Be alert to possible structural damage
- Flood water is usually dirty; it’s very expensive to salvage damaged items
- Mold may start growing within 24 – 48 hours

Collection Salvage

- Most of what you have is easily replaceable
- Focus on the *truly* irreplaceable
 - Chief concern is mold
 - Wrap in plain white paper towel or unprinted newsprint, put in plastic bag, then freeze

Natural Disasters Generally Mean WATER

- Flood
- Fire = Use of Water
- Tornado = Wind and Water
- Broken/Frozen Pipes = Water
- Roof Leak = Water

Key Points—What To Do

- Know the risks
- Have a plan in place
- You can't prepare for *every* eventuality. Prepare for those of higher probability.
- Have plans, call lists, etc. available for all staff
- Have copies of these documents available off-site

Key Points—Priorities

- Most of what your library owns is easily replaceable. That's what insurance is for.
- Your first priority is the health and safety of staff and library users.
- Once health and safety are assured think about items that are *truly* irreplaceable.

Resources

- Winnefox extranet resource page
<http://extranet.winnefox.org/content/resources-disaster-preparedness-workshop>
<http://extranet.winnefox.org/legal-resources>
- Disaster Response: A Selected Annotated Bibliography
<http://www.ala.org/Template.cfm?Section=libraryfactsheet&Template=/ContentManagement/ContentDisplay.cfm&ContentID=25420>

Resources

- How to Salvage wet books
<http://www.lib.umich.edu/files/files/wetbooks-1.pdf>
- Midwest Art Conservation Center (24-hour emergency response)
<http://www.preserveart.org/>
- ALA Disaster Preparedness and Recovery
<http://www.ala.org/advocacy/govinfo/disasterpreparedness>



"OF COURSE HE'S ON THE LIST... TORNADOES, WILDFIRES, FLOODS, HURRICANES, ... AND DENNIS!"
