



# Silvis Public Library

105 8th Street  
Silvis, Illinois 61282  
(309) 755-3393

## SILVIS PUBLIC LIBRARY DISASTER PLAN

Adopted 2007

Amended  
2009, 2012, 2013, 2015, 2016

Approved at Board Meeting 01-08-2018
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## **DISASTER PLAN**

NAME OF INSTITUTION: Silvis Public Library  
806 1<sup>st</sup> Avenue  
Silvis, IL 61282-1146  
(309) 755-3393  
(309) 755-1816 Fax

### ***TO BE CALLED IN THE EVENT OF A DISASTER:***

#### **DISASTER TEAM**

##### Silvis Public Library

Nancy Ashbrook (Director-cell)	(847) 271-6032
Jason Jensen (Computer Tech-cell)	(309) 496-1996

##### Silvis Public Library Board

Diane Madden (President-cell)	(309) 278-2176
Beth Tepen (Vice-President-cell)	(217) 320-2055

## OFF-SITE SERVICES TO BE CALLED:

NAME	PHONE
<b>EMERGENCY</b>	911
<b>Fire Department</b>	(309) 792-1821
<b>Police Department</b>	(309) 792-1841
<b>Insurance Company</b>	(309) 792-9181
IL Municipal League Risk Management Association (IMLRMA)	
City Clerk's Office	6/1/2015
Jim Nelson	Risk Management Coordinator
Ives Ruilova	Insurance Clerk
<b>Legal Advisor</b>	(309) 676-1381
Phil Lenzini	(888) 804-0587
301 SW Adams Street, Suite 700, Peoria, IL 61602	
<b>Mid-American Energy</b>	
Gas emergency	(800) 595-5325
Electric emergency	(800) 799-4443
806 1 <sup>st</sup> Ave – account # 45180-69010	
105 8 <sup>th</sup> St – account # 44550-69010	
<b>Water Company</b>	
City of Silvis	(309) 792-9181
<b>Electrician</b>	
Hunter Electric	(309) 792-3183
713 Valley View Drive, Silvis, IL 61282	
Tri City Electric	(309) 322-7181
415 Perry Street, Davenport, IA 52808	
<b>Plumber</b>	
All Action Plumbing	(309) 755-2493
805 1 <sup>st</sup> Avenue, Silvis IL 61282	

Total Maintenance, Inc. (309) 799-8018  
1017 State Street, Bettendorf, IA 52722

**Exterminator**

Thymet Pest Control (309) 764-4663  
3719 16<sup>th</sup> Street, Moline, IL 61265

**Air conditioning/Heating**

Total Maintenance, Inc. (563) 265-3882  
1017 State Street, Bettendorf, IA 52722

**Glass Replacement**

East Moline Glass Co. (309) 755-1422  
1333 13th St, East Moline, IL 61244

**Computers**

RAILS (309) 799-3155  
Coal Valley, IL

**Smoke & Fire Alarms**

On Guard Security (309) 269-4735  
Account #27-1197

**Illinois Emergency Services &  
Disaster Agency**

(800) 782-7860  
[www.illinois.gov/iema/Pages/default.aspx](http://www.illinois.gov/iema/Pages/default.aspx)

**State Library Preservation Office**

(217) 524-5866 (weekdays)  
(217) 546-2782 (other times)

## LOCATIONS OF IN-HOUSE EMERGENCY EQUIPMENT

### Cut-off switches and valves:

#### Electric

- two breaker boxes in far back room
- breaker box in staff break room
- large breaker box in center storage room

#### Gas

- turnoff above the water heater
- turnoff for the furnaces must be done by gas company

#### Water

- outside back door
- turnoff behind small door at beginning of aisle 1
- below small recess for fire extinguisher

### Extension cords

- on shelves in the far back room

### Fans

- far back room

### Fire alarms

- by east main entrance
- by south emergency exit door near Book Sale items
- on pole next to thermostat near Children's computers
- between bathroom doors
- by south Handicapped/staff entrance/exit
- by south emergency exit door near Adult books
- by west emergency door

### Fire extinguishers

- behind Front Desk between bulletin boards & Cataloging office
- in wall recess by east main entrance
- in wall recess by south emergency exit door near Book Sale items
- in wall recess outside Program Room near beginning of aisle 1
- on pole next to thermostat near Children's computers
- by south Handicapped/staff entrance/exit

#### First aid kit

- on shelf above sink in staff break room
- on Hold shelf behind Front Desk

#### Flashlights and batteries

- in bottom drawer behind Front Desk
- next to Computer #1 at Front Desk
- above the sink in Staff Break Room
- next to sink in Program Room

#### Masks

- cabinet above sink in staff break room

#### Mops

- in janitor area of far back room

#### Paper towels

- in all bathrooms
- in janitor's area of far back room

#### Plastic bags

- in blue crate in staff restroom
- in janitor's area of far back room

#### Rubber gloves

- in janitor's area of far back room
- above sink in staff break room

#### Sponges, pails, brooms

- in janitor's area of far back room

#### Tables

- in staff break room
- in the Programming Room

#### Water hoses

- Anchor or staff will bring in

#### Weather Radio

- behind Front Desk in staff workroom

Wet/dry vacuum

- rent from Triple A Rent or staff will bring in



## **SOURCE OF OFF-SITE EQUIPMENT AND SUPPLIES**

Dehumidifiers, Generators Fans, Tables, Pumps	Triple A Rent 4500 3 <sup>rd</sup> Street, Moline, IL 61265 (309) 762-7571
Cold Storage	Hawkeye Ice Company, Rock Island, IL (309) 786-4233
Dumpsters	Landrum Disposal (563) 332-2555  Quad City Roll Off Containers (563) 650-3332
Fire & Water Damage	Blaze Restoration Inc. 5310 Avenue of the Cities, Moline, IL (309) 762-7252  Werner Restoration Services Inc. 102 Innovation Way, Colona, IL (309) 792-0912
Freeze Drying	Midwest Freeze-Dry Limited 7326 N. Central Park, Skokie, IL 60076 (847) 679-4756
Pallets	Anchor 1505 1st Avenue, Silvis, IL (309) 792-0050  FCA Inc. 7601 John Deere Parkway, Moline, IL 61244 (309) 792-3444
Wet-dry vacuums	Triple A Rent 4500 3 <sup>rd</sup> Street, Moline, IL 61265 (309) 762-7571

## **EMERGENCY PROCEDURES**

The following procedures are included:

Telephone/Armed Threat  
Medical Emergency  
Disorderly Behavior  
Drug and Psychiatric Problems  
Earthquakes  
Evacuation of Building  
Fainting/Unconsciousness  
Fire  
First Aid and Minor Medical Problems  
Flooding and Water Leaks  
Fumes  
Insect Bites  
Machinery and Equipment Accidents  
Power Failures  
Sexual Offenses  
Shelving Collapse  
Theft  
Tornado/Severe Weather

### **ALL EMERGENCIES**

- 1) Follow outlined procedures in this Disaster Plan.
- 2) Complete an INCIDENT REPORT as soon as possible.
- 3) Notify Director of Library promptly.

INCIDENT REPORTS are available in Master Forms file or under Staff Files → Forms  
→ Incident Report. Fill out INCIDENT REPORTS with as much information as possible. Give to Director.

## ***TELEPHONE THREATS***

### **BOMB THREATS:**

Get maximum information:

Remain calm and be polite. Keep caller on the phone as long as possible and write down as much of the following information as you can:

1. Where is the bomb?
2. What time will the bomb go off?
3. What kind of bomb is it?
4. Any other information that might be useful in determining location of the bomb or identity of caller. Was telephone number displayed on caller ID?
5. Notify the senior person in charge.

Evacuate building:

Without risking your safety, quietly and quickly begin evacuating the building. Make sure people move away from the building.

Meet the police:

Direct them to the bomb if known. Tell them all information gathered as quickly as possible.

Searching for bomb:

Let the authorities search for the bomb. It is not your responsibility to risk your life by searching for a bomb. You have the right to refuse if asked to search.

### **ARMED THREATS:**

Call EMERGENCY 911:

Report that there is a violent person in the library. Give exact location of the person within the library.

Evacuate building:

If possible without risking your safety, quietly and quickly evacuate the building.

Meet police:

Direct the police to the proper location.

## ***MEDICAL EMERGENCY***

Call EMERGENCY 911:

Give the following information:

1. Description of the situation.
2. Exact location in or around library.

Administer first aid:

Do not presume death has occurred. A trained person should administer first aid. Look for "medic Alert" tags around arm, neck or in a wallet. This indicates special medical problems.

Meet ambulance at door:

A staff person should meet the ambulance at the door and direct them to the person needing assistance.

Additional information:

Staff members with serious medical problems should notify other staff of the problem as well as any standard emergency treatment related to the problem.

## ***DISORDERLY BEHAVIOR***

Severe disorderly or threatening behavior should be handled in the following manner:

Stay calm:

Be diplomatic. Do not get into an argument. Speak calmly and firmly to the person involved. Do not touch the person; such action could be interpreted as an attack. Do not attempt to physically remove the person from the building. Do not tell the person you are calling the police.

Call EMERGENCY 911:

If the person refuses to calm down, leave or exhibits any potential for violence, immediately call the police and give the following information:

1. Nature of disturbance.
2. Person's name, if known.
3. Description of the person.
4. Exact location of person.
5. Your name.

Meet police at door:

Point out the offender. If person has left the building, give description and direction in which he went.

## ***DRUG AND PSYCHIATRIC EMERGENCIES***

Stay calm:

Do not get into an argument. Speak calmly and firmly to the person.

Listen:

Listen to the person's point of view.

Be patient:

Gain as much time as possible since a person's perception may be only temporarily distorted.

Be alert for violence:

If violence occurs, call EMERGENCY 911 and give the following information:

1. Location of the person.
2. The symptoms exhibited.
3. Your name.

Meet police at door:

Point out the disturbed person. If he has left the building, give the police a description and the direction in which he went.

General information:

Causes: Psychiatric crises can be caused by many things ranging from drug withdrawal to scholastic pressures.

Actions: Psychiatric antagonism may be either directed against one's self or someone else. Suicide and homicide are the most extreme forms

Library personnel should always be pleasant, considerate, helpful and understanding. A slightly abrasive experience may be the only thing required to set off an act of desperation.

## ***EARTHQUAKE***

Evacuate the building:

If possible, evacuate the building. Once outside, get away from potential hazards such as falling walls and flying glass.

If it is not possible to get outside, seek shelter under a heavy piece of furniture or in an interior doorway.

Assist patrons in finding shelter, if possible, but not at the risk of your own life. Be prepared for aftershocks.

Administer first aid:

After quake subsides, administer basic first aid and call for ambulance or rescue personnel if needed.

General information:

If quake was severe, the building may be unsafe. It may be necessary to evacuate the building.

Complete an INCIDENT REPORT.

## ***EVACUATION OF BUILDING***

Stay calm:

Don't panic. Try to keep patrons calm.

Procedure for evacuation:

Staff member should in a loud voice inform patrons there is a problem and they must evacuate the building. Staff member should flash lights to gain attention of hearing impaired patrons, & patrons wearing headphones/ear buds.

One person should check and assist anyone in the Children's Area or Adult book stacks area. Other staff member should check all restrooms. Do not pull the fire alarm unless the fire department is needed.

Staff should meet outside the main entrance in the parking lot to confirm that the building has been cleared.

## ***FAINTING/UNCONSCIOUSNESS***

Respond quickly:

Fainting/unconsciousness may be associated with many medical problems, such as diabetic coma, epilepsy, heart attack, stroke or hypoglycemia. Quick action is necessary.

Check for medical information:

Check for Medic Alert bracelet, necklace or wallet card. If victim has been accompanied by another person, ask if they know of victim's medical history.

Call EMERGENCY 911:

Call EMERGENCY 911 and give the following information:

1. Description of situation.
2. Exact location in library.
3. Your name.

Do not move victim:

Serious unseen injuries may exist, such as internal bleeding. Keep victim warm and administer CPR if necessary.

Meet ambulance at door:

A staff person should meet the ambulance at the door and direct them to the proper location.

Complete an INCIDENT REPORT.



## ***FIRE***

### Set off alarm:

The fire alarm will go off automatically in event of a fire. If you see a fire or heavy smoke and the alarm has not yet sounded, set off nearest alarm. If fire is small and contained, use nearest fire extinguisher to put out fire.

### Stay calm:

Don't panic. Try to keep patrons calm.

### Evacuate the building

### General information:

If there is time and it is safe to do so, staff should shut doors and check for stray patrons. Do not stop to pick up purses or coats. Do not attempt to move your car. Try to insure that everyone has left the building before you leave, but do not endanger your own life to do so. Once out move all people at least 500 feet from the building. All staff should go out the main entrance to the parking lot.

Treat any alarm as if it were a fire. Do not under any circumstances re-enter the building until some kind of all clear is given by the fire department. If you suspect someone of pulling a false alarm, report it to the Director, or a senior staff member.

Complete an INCIDENT REPORT.

## ***FIRST AID AND MINOR MEDICAL PROBLEMS***

Administer first aid:

For minor injuries (cuts, scrapes, etc.) administer first aid as needed (i.e. apply compress to stop bleeding, apply Band-Aids, etc.). First aid supplies are stored in a box above the sink in the staff lounge. Follow Blood Borne Pathogen policy if appropriate.

Do NOT give any medication, including aspirin, to patrons.

Offer to call an ambulance for any injured or ill patron, no matter how minor the injury or illness.

Call EMERGENCY 911:

For serious injuries or illness, call for emergency help and give the following information:

1. The nature of the illness or injury.
2. Location in the library.
3. Your name.

Meet the ambulance:

Meet the ambulance at the door and direct them to the proper location.

Complete an INCIDENT REPORT.

## ***FLOODING AND WATER LEAKS***

### Stay out:

Do not enter the flooded area until an electrician has disconnected the power. There is extreme danger of shock.

### Guard access:

If necessary, post a staff member at the entrance to the flooded area to keep out unauthorized personnel.

### Call for help:

Call staff listed on the first page of the disaster plan.

### Salvage materials:

Transfer water-soaked books and materials or those in danger of being damaged to a safe location. They should be put in a place that is adequately ventilated and contains no carpeting, such as the back room, staff break room, staff workroom, or the Front Desk area.

### Clean up:

If necessary and it is safe to do so, mop up the water or use a wet/dry vacuum.

### For water leaks:

Collect water in containers. Move materials as necessary to prevent them from getting wet. If possible, identify where the leak originated and inform the director.

Complete an INCIDENT REPORT.

## ***FUMES (POSSIBLY TOXIC)***

In a library setting, the chief concern is carbon monoxide poisoning. Symptoms include headache, irritability, shortness of breath, chest pain, dizziness, nausea and fainting.

Evacuate the area:

If the presence of possibly toxic fumes is suspected, clear the area.

Call EMERGENCY 911:

Call Emergency 911 and give the following information:

1. Description of situation.
2. Exact location.
3. Your name.

Treat victims:

Remove any person showing symptoms of a problem from the contaminated area. If necessary, give CPR and/or treat for shock.

Complete an INCIDENT REPORT.

## ***INSECT BITES***

Watch for reactions:

Ask the person bitten if they have had previous bad reactions and if they carry any emergency medications.

An allergic reaction may come on quickly or slowly. When someone has been bitten look for signs of difficulty in breathing, severe chest pains, severe swelling or blotchy appearance in the area of the sting.

Call EMERGENCY 911:

If an allergic reaction appears to be taking place, call Emergency 911. Report the following information:

1. Cause of the problem.
2. Description of the reaction.
3. Location of the injured person.
4. Your name.

Administer first aid:

For even mild or normal reactions apply ice or cold water on the bite.

General information:

Encourage all staff with known allergic reactions to know what should be done for them and carry any medication that is necessary. The most severe reactions may be caused by stings directly into the blood-stream and stings of the mouth or throat tissue. In the latter case, the throat may close and the person cannot breathe. Generally, if a person has been bitten, it might be suggested they call a doctor if they have any concern whatsoever. If a little child is involved and no parent/adult is accompanying them, try to ascertain name, address and telephone number and notify the parents or guardian.

## ***MACHINERY AND EQUIPMENT ACCIDENTS***

Failure of heat/air conditioning:

In event of problems with the heating or air conditioning, call director and TMI at 563-355-8686.

General information:

The causes of problems with machinery and equipment fall into four main categories:

1. Fire.
2. Shock.
3. Mechanical Crushing.
4. Fumes.

Call EMERGENCY 911, if necessary, and give description of situation, exact location, and your name.

Do whatever is necessary in terms of first aid, fire extinguishing, etc. as an immediate measure.

All of the fire extinguishers can be used on an electrical fire.

Complete an INCIDENT REPORT.

## ***POWER FAILURE***

Keep calm:

Try to keep patrons calm and keep people from moving about in the dark. The emergency lights will come on automatically.

Flashlights are located:

1. Above the sink in the break room.
2. In drawers behind Front Desk.
3. In drawers of Directors' and Assistant Directors' offices.

## ***SEXUAL OFFENSES***

Call EMERGENCY 911:

If you experience, see, or have reported to you any kind of sexual offense such as indecent exposure, molestation, assault, rape, etc., call the police immediately and give the following information:

1. Nature of the offense.
2. Whether an ambulance is needed.
3. Offender's name, if known.
4. Description of offender.
5. Exact location.
6. Victim's name, if known.
7. Your name.

Take victim to quiet area:

Victim may be very upset. Take to a quiet area be supportive, assuring them that help is coming.

Meet police at door:

Point out offender. If person has left the building, give a description and, if possible, direction in which he went.

General information:

If a child unaccompanied by a parent or adult is involved, get the parents' name and telephone number and contact them immediately.

Complete an INCIDENT REPORT.

## ***SHELVING COLLAPSE***

Determine nature and extent of injuries:

If injuries are present, call EMERGENCY 911 and give the following information:

1. Location in the library.
2. Description of injury.
3. Your name.

Barricade the area:

Barricade the area to keep people out of a potentially dangerous area. Assign a staff member to watch area until help arrives.

Meet ambulance at door:

Meet the ambulance at the door and direct to proper location in the library.

Complete an INCIDENT REPORT.

## ***THEFT***

Call EMERGENCY 911:

If you witness theft, vandalism of library or property or if a theft is reported to you, call 911 and report the following.

1. Description of stolen or vandalized property.
2. Description of culprit.
3. Name of culprit, if known.
4. Name of victim.
5. Location of theft.
6. Your name.

Be alert:

If possible, detain the person, without physical contact. If he leaves the building, try to find out what direction he took. Ask victim of the theft and any witnesses to remain until the police arrive.

Complete an INCIDENT REPORT.



## ***TORNADO/SEVERE WEATHER***

### Tornado Watch:

Early warnings are given by the Weather Bureau for a tornado watch. This means you should be prepared to go to a place of safety. A place of safety in this building is the staff break room.

### Tornado Warning:

A tornado warning is given by the Weather Bureau when an actual sighting has been made in the vicinity. In the event such a warning is given and the sighting is in the general area of the library, it is advisable that you explain to patrons that they should remain at the location until the storm passes. We cannot detain anyone who wishes to leave the building, but common sense dictates that we alert the public to the conditions. The public should be evacuated to the staff break room.

### General information:

If power lines are knocked down during a storm, do not allow anyone to approach the area of the downed lines. Report all downed lines to the power company. Tornadoes do not always come singly. Be alert for subsequent tornadoes during the same storm.

## ***ORGANIZATION OF DISASTER PERSONNEL***

### Prevention of Disaster:

The Disaster Team has as its chief responsibility the prevention of foreseeable disaster. This committee shall meet no less than annually to review and update the disaster plan. The ongoing responsibilities of the Disaster Team are as follows:

1. Arrange for annual training of library staff in disaster preparedness.
2. Check emergency equipment, fire extinguishers and disaster supplies on an annual basis.
3. Search for potential safety hazards in the library.

The Disaster Team shall be comprised of the Silvis Public Library Board, the Rock River Library District Board and staff members, who have the ability to assess the extent of damage to the collection, assign priorities and make value judgments about salvaging and discarding. Responsibilities of the Disaster Team are as follows:

1. To aid in establishing a command post at the disaster site, complete with desk, office supplies, and access to a phone.
1. The insurance company will offer assistance with phones, electricity, etc.
2. To assess damage and gather appropriate equipment and supplies to begin recovery efforts.
3. To stabilize the environment of the disaster area and help direct and record the removal of damaged materials.
4. To keep a copy of this disaster plan at their residence.

### **LIBRARY DIRECTOR:**

The Director has the following responsibilities in the event of a disaster:

1. To ensure that all disaster team members are notified as soon as possible after the detection of a disaster.
2. To establish a command post at the scene of a disaster to coordinate all immediate conservation efforts including control of access to the disaster site after officials have deemed the area safe for recovery operations to begin.
3. To review and report on all actual disasters.

## ***DISASTER PREVENTION MEASURES***

In order to reduce the likelihood of man-made disaster, it is imperative that the following measures be taken:

### **FIRE**

1. No smoking observed in all areas of the library.
2. Identify all fire exits clearly.
3. Maintain and inspect fire extinguishers annually.
4. Train ALL personnel on location and proper use of all fire extinguishers.
5. Maintain and service all electrical facilities regularly.
6. Use common sense with extension cords, receptacles, etc.
7. Keep stored combustible materials in a safe manner.
8. Hold periodic fire drills.

### **WATER**

1. Inspect all plumbing for corrosion and leakage annually.
2. Note and report any slow running drains.
3. Maintain storm sewer drains.
4. Observe and report any discolored or water stained ceiling tiles.
5. Maintain toilet facilities to prevent leakage.
6. Inspect all public and non-public areas for signs of leaks after any major storm.

### **STRUCTURAL**

1. Maintain roof and gutter structures.
2. Inspect and maintain all mechanical systems regularly.

### **ANY AND ALL**

1. Update the Disaster Plan contact list annually.
2. Be familiar with floor plan of entire building and location of safety devices.

## ***RECOVERY PROCESS***

The recovery process should not begin until the emergency situation has been brought under control, the site has been given official safety clearance and authorization to enter the area has been received from fire department or appropriate authority.

Documentation in the form of photographs should be taken prior to the start of any salvage operations for insurance purposes. As soon as it is safe to do so, remove the separate hard drive device located in the Director's office. This device is used on a weekly basis as a back-up for computer operations and is invaluable in recovery of all digital records.

However speed is of the essence. A major concern with wet paper is the danger of mold development which, given the right conditions of heat and relative humidity, will begin within 48 hours. A temperature of not more than 65 degrees should be maintained at the disaster site. A photographic record of the entire recovery process would be a valuable aid in the post-disaster assessment. Before the salvage process begins, remember the following inflexible rules:

1. Do not open or close wet books.
2. Do not separate single sheets of paper.
3. Do not remove book covers.
4. Do not press wet books or wet paper.
5. Do not wipe off mud or dirt.
6. Do not disturb wet file boxes, prints or photographic material.

## ***SALVAGE PROCEDURES***

Establish command post:

1. Desk or station of operation near disaster site. (could use portable storage unit)
2. Equipped with phone and office supplies.

Assess damage:

1. Gather needed equipment and supplies for in-house supply.
2. Director makes assignments and meets with appropriate staff and Disaster Team members.
3. Gather necessary supplies from outside sources.

Stabilize environment:

1. Standing water should be pumped out and mopped up.
2. Ventilation should be maintained, windows, door open.
3. Fans, dehumidifiers and air conditioners should be turned on close to disaster site to lower temperature and humidity.
4. Removal of non-essential wet materials.
  - a. Furniture
  - b. Papers
  - c. Replaceable collection, paperbacks, phone books, etc.

Removal of damaged collection materials

1. Assess water damaged materials for salvage.
  - a. Cost of salvage outweighs cost of replacement.
2. Use Wet Materials Instruction Guide to salvage important collection.
  - a. Arrange freezing facilities.
  - b. Gather crates, pallets, trucks, etc.
  - c. Follow instruction guide for freezing in Wet Materials
3. Undamaged and fire damaged materials that are only charred or dirtied should be left until last. These are stable.
  - a. Remove dry undamaged materials to facilitate clean up.
  - b. Fire damaged materials should be assessed and only irreplaceable items kept--stored flat until a later time.
  - c. Check dry storage often for signs of mold or mildew.

**The library has a replacement policy on the contents of the building.**