**APPENDIX XIII**

**MILLEDGEVILLE PUBLIC LIBRARY**

**SAFETY POLICY, DISASTER PREPAREDNESS AND RECOVERY PLAN**

**2015**

**REVISED from the April 2012 Wysox Township Library Policy**

**1.0 PURPOSE**

The Safety Policy and Disaster Preparedness and Recovery Plan predetermines, to the extent possible, actions to be taken by the Milledgeville Public Library, Milledgeville, Illlinois, to prevent accidents and disasters if possible; to reduce the vulnerability of library patrons and employees to any accidents and disasters that may strike; to establish capabilities for protecting patrons and employees from the effects of an emergency; and to respond effectively to the actual occurrence of an emergency. The Plan reflects risk management for both accidents and disaster possibilities. Neither is predictable but both can be mitigated with proper effort. Since there is only one person on staff on any given day, the Director or his/her substitute for the day is the only member of the Safety and Disaster Response Team until such time as Library Board members and community emergency teams are called upon to act as additional members of the Safety and Disaster Response Team. This disaster plan must be accessible and easy to use.

The objectives of the Safety Policy are threefold:

1. Provide a safe and healthy environment for employees and patrons

2. Provide information to ensure safety guidelines are followed.

3. Identify potential areas/possibilities of risk.

The objectives of the Disaster Preparedness and Recovery Plan are threefold:

1. Plan for reducing injuries to employees and patrons including evacuation procedures.

2. Stabilize the condition of the materials and salvage the maximum number of materials

3. Minimize restoration and rebinding costs.

To achieve these objectives, the Safety Policy and the Disaster Preparedness and Recovery Plan:

1. Provides the basis for a systematic response to accidents and disasters.

2. Identifies the role of the Director and the Library Board

3. Establishes procedures and priorities for the recovery of materials.

4. Identifies sources of supplies, equipment and services for recovery and restoration of

damaged materials.

**2.0 SAFETY POLICY**

**2.1 Situations and Assumptions**

1. The Milledgeville Public Library may be exposed to many hazards, all of which have the potential to disrupt the library, cause damage, and create casualties. Possible accidental hazards include bodily fluid exposure and unsafe office, housekeeping, and equipment practices. Even with the best planning and accident mitigation accidents or utility failures may happen.
2. It is necessary for Milledgeville Public Library to plan for an to be prepared to carry out emergency response to protect patrons and employees who may be at the Milledgeville Public Library at the time of the emergency.
3. Responsibility for the protection of the lives and property of Milledgeville Public Library patrons and employees rests with the Milledgeville Public Library Director and its Board.
4. The Library Director is designated the Safety Officer.

**2.2 General Safety Guidelines**

To best administer and monitor our safety policies, employees will:

1. Comply with Library programs, rules, regulations, procedures, and instructions that are applicable to his/her own actions and conduct.
2. Refrain from any unsafe act that might endanger him/her or patrons.
3. Use any safety devices and personal protective equipment provided for his/her protection.
4. Report all hazards, incidents, and near-miss occurrences to the Director or, in the case of the Director being involved, to the President of the Board.
5. Promptly report all injuries and suspected work-related illnesses, however slight, to the Director, or in the case of the Director being affected, to the President of the Board.
6. Fill out an incident report and submit it as soon as possible to the Director or, if the Director is involved, to the President of the Board. See Appendix XIV for incident report form.

**2.3 Office Safety**

1. Practice good housekeeping throughout the library. Do not leave materials or position telephone or electrical cords in the aisles.
2. Report of correct obvious hazards as soon as they are discovered.
3. Do not carry articles weighing more than twenty (20) pounds when ascending or descending stairs that rise more than five (5) feet.
4. Close files and desk drawers. Arrange contents in the file cabinets to prevent tipping when drawers are open. Store heavier materials in lower drawers. Do not open more than one drawer at a time as tipping may occur. Secure cabinets to each other as necessary.
5. Report damaged furniture or broken veneer surfaces immediately.
6. Take precautions to prevent materials from falling from the top of the cabinets or desks.
7. Do not stand on chairs, desks, boxes, wastebaskets, or any other substitutes for an approved step-stool or step-ladder.
8. Report slippery floor surfaces to the Director or, if the Director, correct it.
9. Be aware of all locations of all fire extinguishers.

**2.4 Housekeeping Safety**

1. Practice good housekeeping by keeping your work area, aisles, walkways, stairways, or any other point of egress clean and clear of all hazards.
2. Stores and/or return parts, materials, tools, and equipment so as not to create a tripping hazard.
3. Clean up excess materials. Place trash and scrap in proper waste or recycle containers.
4. Keep work area floors clean, dry, and free of oils and liquids. Remove all spills immediately.
5. Remove or bend down nails or sharp protrusions. Store parts, materials, or equipment with protruding sharp ends or edges where persons cannot accidentally bump into them.
6. First Aid and Bloodborne Pathogen kits are located under the sink, behind the east door of the built-in cabinet in the circulation area.
7. If you use the last of a specific item in the first aid kit, report it to the Director or, if the Director, order it.

**2.5 Equipment Safety**

1. Cords and hoses must be kept out of walkways and off stairs and ladders. They must be placed so as not to create a tripping hazard or become damaged.
2. No one shall ride in or on any equipment not specifically designed or adapted for the transportation of employees.
3. Do not operate or attempt to operate machines, tools, or equipment for which you are not authorized or trained.
4. Do not stand, walk, or work under suspended loads or loads being moved to overhead equipment.

**2.6 Bodily Fluids Safety**

Bloodborne Pathogen Kits for the removal and cleaning of body fluid spills are located behind the west door of the built-in cabinet in the circulation area.

**1. Procedure for Handling a Bodily Fluid Spill:**

1. Always wear gloves when potentially infectious fluids are present. Do not use torn or punctured gloves.
2. Shake powder from kit directly on the spills.
3. Allow five minutes to congeal.
4. Use the scoop and spatula provided in the kit to pick up gelled material.
5. Disinfect area with cloth.

**2. Procedure for Disposal**

1. For spills involving blood or other potentially infectious fluids, use the biohazard bag provided in the kit.
2. Dispose of bag in accordance with local regulations.

**3. Bloodborne Pathogens Policy**

1. While normal library operations are not likely to involve circumstances exposing employees or patrons to bloodborne pathogens, the Milledgeville Public Library complies with Illinois Department of Labor regulations to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.
2. *Exposure Determination*: No particular job classification of the Library has occupation exposure meaning “reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”; however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees may be called upon to respond with assistance. Or, emergencies with “out of control” individuals(e.g. biting, spitting, etc.) could present an individual threat.
3. *Universal Precautions*: All potential circumstances of exposures must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodbornepathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.
4. *Exposure Control Plan*: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged material (e.g. Band-Aids, gauze, cotton, clothing, etc.) etc. If advisable, a professionalhazardous/contaminated cleanup firm shall be provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.
5. *Training and Immunizations*: The Library shall provide directly or through System, State, or associational programs, annual in-service training/educations programs for employees. Any employee who has occupational exposures shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

2.7 **Outside Safety**

1. Contracted employees and regularly employed personnel are responsible for cleaning sidewalks, steps, ramp, landing, and handrails when needed after a snowfall or when slippery conditions exist. Shoveling, plowing, and/or use of salt will be utilized to minimize the risk of falling.
2. If problems arise with the outdoor security lighting such as a burnt out bulb, the Director shall be responsible for its repair by changing the bulb or securing the services of an electrician if needed.

**3.0 DISASTER PREPAREDNESS**

**3.1 Situations and Assumptions**

The Milledgeville Public Library may be exposed to many hazards, all of which have the potential to disrupt the library, cause damage, and create casualties. Possible natural hazards include tornadoes and earthquakes. There is also the threat of war-related or terrorist incidents such as a nuclear, biochemical, or conventional attack. Other disaster situations could develop from a hazardous materials accident, nuclear power plant accidents, major transportation accident, terrorism or civil disorder. In addition, even with the best planning and accident mitigation, accidents and disasters may happen.

**3.2** **Protection of Patrons and Employees**

It is necessary for Milledgeville Public Library to plan for and to be prepared to carry out emergency response to protect patrons and employees who may be at the Milledgeville Public Library at the time of the emergency

1. Responsibility for the protection of the lives and property of Milledgeville Public Library patrons rests with the Milledgeville Public Library Director and Board of Trustees. The ultimate responsibility in an emergency disaster situation rests with Milledgeville Emergency Services.
2. The mayor of Milledgeville may declare a disaster and shall assume responsibility in coordinating the town’s resources so that local, county, state and federal assistance can be coordinated for effective response.
3. Duties and tasks for the various emergency agencies during emergency operations will generally correspond with their normal day to day functions. Each agency is responsible for the direction and control of their personnel. In addition, each agency will arrange for the activation and release of emergency personnel to provide for a continuous 24 hour manning of emergency functions during emergency conditions.
4. The entire planning effort of the Milledgeville Public Library is based on the four phases of emergency management.
5. mitigation – actions taken to reduce or minimize the possibility of, or impact of a disaster.
6. preparedness – actions taken to insure the readiness of the Milledgeville Public Library to respond to and recover from the effects of a disaster
7. response – actions taken to meet the immediate life saving needs of the Milledgeville Public Library following a disaster.
8. recovery – actions taken, both short and long term, to restore the Milledgeville Public Library to its pre-disaster condition.
9. Direction and control – the ultimate responsibility for emergency preparedness for the Milledgeville Public Library belongs to the President of the Library Board.
10. Continuity of Government
    1. Succession of Command – The line of succession of the Milledgeville Public Library Board is from the president to the vice-president, to the secretary, to the treasurer, then through the remainder of the board members in order of their seniority on the board
    2. Preservation of Records – Preservation of important records and measures to ensure continued operation and reconstitution shall be the responsibility of the Milledgeville Public Library Board.

**3.3 Organization and Assignment of Responsibilities**

1. General – Milledgeville Emergency Services have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures.
2. Emergency Organization – The Milledgeville Fire Department, Milledgeville Police Department and Milledgeville ESDA shall have the responsibility to respond to emergencies at the Milledgeville Public Library
3. Task Assignments – Milledgeville Public Library Board and employees will cooperate and follow any and all instructions from the above-named emergency organizations

**3.4 Plan Development**

1. The full Milledgeville Emergency Operation Plan was developed in 2005 with the Help of the Carroll County ESDA Coordinators.
2. Each assigned organization will update its portion of the plan as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency organizations. These updates are to be done biannually.
3. The Milledgeville Public Library Board will revise its plan as new emergency management services are estabalished, and also when new information and techniques are discovered that improve the efficiency and overall effectiveness.
4. The Milledgeville Public Library Board will review and revise the plan after an actual emergency or disaster has occurred and after each responding agency critiques the disaster response.
5. The Milledgeville Public Library Board will work with the appropriate organizations to ensure that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.

**3.5 Authorities and References**

1. Federal
   1. Federal Civil Defense Act of 1950, Public Law 81-920 as amended.
   2. The Disaster Relief Act of 1974, Public Law 93-298, as amended.
   3. Emergency Management and Assistance 44 US Code 2.1 October 1, 1980
2. State
   1. Emergency Services and Disaster Agency Act of 1975, as amended. Il. Rev. Stats., Ch 127, pars. 1101 et seq. (BS-22; App.2)
   2. Local and Inter-jurisdictional Disaster Plans, 29 IL. Adm. Code 205
   3. Hazardous Materials Act, Ch 127. Par 1251-1259; Inc Revisions and amendments (BS-47; App 3)
   4. Nuclear Safety Preparedness Act, Ch 111 ½ Par 4301-4309
   5. Chemical Safety Act. Public Act 84-852; Inc. Revisions and Amendments. (BS-58 App 5)
   6. Illinois Emergency Management Act (P.A. 87-168, Eff. January 1, 1992 (BS-66; App. 5)
3. Local
   1. Carroll County Emergency Services and Disaster Agency ordinance of 8 April 1976. (BS-18; App1)

**3.6 Emergency and Preparedness Exercise.**

1. Each year a drill will be conducted to determine revisions needing to be made to improve response and recovery operations as described in the full county plan. The Milledgeville Public Library Board will cooperate with any drill thus conducted and make any revisions revealed through the drill.

**3.7 General Guidelines**

1. Do Not Panic
2. Evaluate the situation so that you can report the incident accurately. Investigate quickly but carefully.
3. Call 911; be calm, be specific; our address is 18 West 5th St.
4. Evaluate the Library, both upstairs and downstairs; close all doors but do not lock them. If there is a fire, do not use the elevator. If handicapped (wheelchair) patrons are in the library and the electricity is out, backup batteries in the elevator make it usable. If there is a fire and the elevator cannot be used by wheelchair patrons, BE SURE TO TELL 911 THAT WHEELCHAIR PEOPLE ARE UNABLE TO BE EVACUATED.

**3.8 Fire – Immediate Response**

1. If you see a fire that is small enough to be easily and immediately contained, use one of the fire extinguishers. The top floor extinguisher is located on the north wall next to the thermostat. The extinguisher on the bottom floor is located to the left of the kitchen entrance.
   1. Call 911 and request fire department at 18 West 5th St.
   2. Evacuate the library, both upstairs and downstairs.

**3.9 Tornado – Immediate Response**

1. All people requiring the use of the elevator will be contacted at the start of the tornado season and will be advised not to visit the library during times of inclement weather.
2. Warning Sirens
   1. Approach of tornado or high winds – sirens operate for 3 minutes
3. Go to lower level of the Library and remain until reasonably certain danger has passed.

**3.10 Utility (Electricity) Failure – Immediate Response**

1. Turn off electrical applicances that were on if the power goes off, i.e., computers, copiers, fax machines, scanners and printers, to avoid a power surge and possible damage to them when power is restored.
2. If telephones are working, call and report outage. If not, call on a cell phone if one is available.
3. Wait for further instructions from authorities.
4. If directed to evacuate, assist disabled persons and go to sidewalk in front of library.

**3.11 Water Line / Sewer Failure – Immediate Response**

1. Notify utility company immediately. Advise them of the severity and location of the problem. Indicate if anything or anyone is in imminent danger.
2. Use extreme caution if any electrical appliances/outlets are near the water.
3. Look for broken or leading gas lines, flooded electric circuits, submerged electrical appliances.
4. If you see sparks or broken/frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker if you can. Otherwise, if you have to step in water to get to the fuse box or circuit breaker, call an electrician for advice.
5. If the source of the water is known and you are confident it can be stopped, unclog the drain, turn off the water, etc., and do so cautiously.
6. Examine walls, floors, doors, and windows to make sure that the building is not in danger of collapsing.
7. Watch for loose plaster and/or ceilings that could fall
8. If you feel you should evacuate or if you are directed to evacuate, assist disabled persons to sidewalk in front of the library.

**3.12 Civil Disorder and Demonstrations/Terrorism**

1. Notify authorities immediately of any information received, factual or rumored, of a demonstration or other form of civil disorder, which is planned, or in progress in the vicinity of the library.
2. Follow the instructions of any emergency personnel.
3. Assist with protecting objects.
4. If an explosion occurs, take cover immediately and anticipate further explosions.
5. Notify authorities of any potential/actual hazards; (e.g., fire bomb threat) which occur during a threatening situation.
6. Stay indoors and away from windows unless directed to evacuate by emergency preparedness personnel.
7. Evacuate when directed and follow evacuation procedures.
8. Assemble on the sidewalk in front of the library unless directed to do otherwise.

**3.13 Bomb Threat**

1. If received by phone, listen carefully. Listen for any background noises that could give a clue to the caller’s location.
2. Listen closely to the voice (male or female), voice quality (calm or excited), and accent and/or speech impediments. Be polite and show interest.
3. Try to keep the caller talking to learn more information, i.e., type of bomb, location of the bomb and when it will be detonated.
4. Do not hang up the phone that the call was received on, even if the caller hangs up. Sometimes the caller can be traced.
5. If possible, write a note to a patron to call the authorities or, as soon as the caller hangs up, immediately notify them by another means (not same phone)
6. Survey work area for unusual packages in unusual places. If anything looks strange, do not touch it. Make a quick visual study of the size and location of the area.
7. **DO NOT TOUCH!**
8. Write down as much detail as you can remember.
9. If time allows, open windows and doors to minimize blast and fragmentation damage.
10. Follow instructions of emergency preparedness personnel.
11. Evacuate when directed and assemble on the sidewalk in front of the library unless directed otherwise.

**3.14 Suspicious Mail**

1. If you receive a suspicious letter or package:
   1. Handle with care. Don’t shake or bump.
   2. Isolate it immediately.
   3. Do not open, smell, touch or taste.
   4. Treat it as suspect. Call local law enforcement authorities.

(Things to look for on suspicious letters or packages: No return address and/or restrictive markings; oily stains, discolorations or crystallization on wrapper or envelope, excessive tape or string, rigid or bulky, strange odor – do not sniff!, lopsided or uneven edges, misspelled words, addressed to title only, incorrect title or badly typed or written address, possibly mailed from a foreign country.)

1. If a parcel is open and/or a threat is identified:
   1. For a bomb – EVACUATE IMMEDIATELY.
      1. Call the police
      2. Contact postal inspectors (if package came in the mail)
      3. Call local fire department/Hazardous Materials unit at 911.
   2. For radiological
      1. Limit exposure – don’t handle
      2. Evacuate area
      3. Shield yourself from the object
      4. Call the police
      5. Contact postal inspectors (if the package came in the mail
      6. Call local fire department/HAZMAT unit.
   3. For biological or chemical
      1. Isolate – don’t handle.
      2. Evacuate immediate area.
      3. Wash your hands with soap and warm water.
      4. Call the police
      5. Contact postal inspectors
      6. Call the local fire departments/HAZMAT unit.

**3.15 Explosion**

1. Take cover under a table
2. Be prepared for possible further explosions.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and shelving.
4. Evacuate calmly, when directed, to the assembly area on the sidewalk in front of the library.
5. Do not move seriously injured persons unless they are in immediate danger; (e.g. fire, building collapse, etc.)
6. Open doors carefully; watch for falling objects.
7. Avoid using the telephone, except in a life threatening situation.
8. Do not use matches or lighters.
9. Contact emergency personnel by use of cell phones if possible.
10. Do not reenter the affected area until directed to do so by emergency personnel.

**. 4.0 RECOVERY PLAN**

**4.1 Key Personnel and their Role**

1. Director
   1. Notify and assemble necessary personnel (Board Members if needed)
   2. Notify insurance company: Sally Frederick, First Class Insurance 815-225-7777; home: 815-225-7981
   3. Assess damage to the collection and/or building structure;
   4. Decide in consultation with Board members if a professional clean-up/restoration company is needed.
      1. if outside firm is needed, coordinate with their personnel
      2. if in house cleanup is feasible,
         1. Procure and assemble the necessary supplies
         2. assign priorities to materials, including the decision to discard
         3. eliminate hazards
         4. make a handwritten detailed assessment of the damage
         5. cleanup

**4.2 Guidelines for Recovery Operations for Water Damage**

Although it is unlikely that the books and other media located in the Milledgeville Public Library will be affected by flood damage, the basement could flood and cause mold in the upstairs book collection. It is also possible, but unlikely, that broken water pipes may inflict water damage on our books or a heavy wind or tornado may destroy the front windows and rain may blow onto books stored upstairs. Nevertheless, it is better to be prepared in case the unthinkable does happen.

**4.3 General guidelines**

1. Verify that the area is safe to enter. Quick action is necessary but there are 48 to 72 hours before onset of mold.
2. Set up a command post. Staff, board members and volunteers (recovery team) should report to the command post every morning and get briefed on the recovery operations for that day.
3. Before taking any action, be sure to give the recovery team clear, simple instructions. The basic principles are to minimize handling of damaged materials, and to keep the materials in order. The best way to achieve this is to organize a plan of action and communicate it with all members of the recovery team.
4. The environment must be stabilized to prevent the growth of mold. Ideal conditions for a recovery operation are: 65 degrees and 50% humidity. Use fans and dehumidifiers to help stabilize the environment. Raising the temperature will not lower the humidity - it will only accelerate mold growth. Temperature and humidity should be monitored constantly. The 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.
5. Remove books from the disaster area and place in the basement where tables are. Handle materials carefully. Wet paper is very fragile. As books are moved, keep them in their current condition. Trying to close a book when it has swelled from water damage will force the spine to break. Do not try to treat them by cleaning or squeezing the water out. At this point, the most important task is to remove the damaged materials from the disaster area.
6. Frequently, the best way to remove damaged materials is by using a human chain. The number of people on hand and the extent of the damage will determine the feasibility of this method. This helps to keep the materials in order as they are moved.
7. Line tables with plastic sheets or waxed paper. Keep the books from coming into contact with wooden tables. Books will adhere to the varnish when they are wet.
8. It is crucial to keep air circulating and low humidity/temperature in the recovery area. Stock the area with supplies such as waxed paper and freezer paper, paper towels, boxes, and other supplies as needed.
9. An inventory should be kept if material is removed from the library. Record keeping is very important throughout the recovery operations.

**4.4 Minor flood involving less than 500 books**

1. The most effective treatment is to air dry materials using fans, and dehumidifiers with constant low temperatures and humidity.
   1. How to handle wet books: air dry technique
      1. In a large open, clean space, set up a work area that has a low relative humidity and low temperature. The heat should be turned off. Set up several circulating fans to accelerate the evaporation and drying process. Using large tables (or a flat area) covered with plastic sheeting for air drying the materials.
      2. Carefully place paper towels between the wet pages, interleaving every 30-50 pages. The purpose of the paper towel is to wick the water out of the book. They should extend beyond the book’s edge, allowing for the least amount of damage to the binding.
      3. Stand books upside-down with the covers slightly opened. When half dry, rotate the book to stand right-side up. Drying time can take from one to seven days.
      4. Change and add dry paper towels frequently, interleaving on different pages each time. Wet paper towels should be removed from the work room.
      5. Check for signs of mold throughout the entire drying process. Mold starts on the covers and works inward. Damp books are more susceptible to mold than wet ones.
      6. When paper and bindings are dry, remove all paper towels and lay the book flat. Apply weight or place in book press to regain its shape. If required, the books can be rebound. Random inspection of the water damaged site should be periodically checked for one year for mold growth.
      7. In preparing to return the collection to its original location, clean and disinfect the disaster area after the water leak has been repaired and the area is dry. Such cleaning should be done by professionals that understand disinfection methods.
   2. How to handle very wet books
      1. Do not open. Send to a freeze dry company (contact information is under section 9.0).
      2. Align the book along the edge of a table. Gently and firmly apply pressure from your hand along the spine and the foredge, pushing out excess water. Make sure there are dry paper towels under the book.
      3. Soaked books already open should remain open. They can be lifted and moved using trays or similar supports.
      4. If the cover of the book is bleeding or coming off, remove it and put it in a safe place. In many cases, books will need to be rebound.
      5. When you have more than a few books to send to a freeze dry company, wrap every other book in waxed paper.
      6. Pack books, loosely, spine down, in boxes.
      7. Label each box with the call number range and the condition of the books.
      8. Deliver to a freeze dry company.
   3. Damp or wet documents
      1. Lay documents flat and air dry using paper towels and fans. Lower the temperature and humidity.
      2. As documents dry, place them under a light weight.
      3. Wet paper tears very easily. Handling of unsupported individual sheets should be avoided.
      4. When moving individual leaves of paper, keep them in their original containers.
      5. When moving piles of soaked papers, loose documents, rolled or unsupported items, use support underneath. Individual leaves can be supported on polyester sheets.
      6. When moving large quantities of loose leaves, use bread trays or similar devices for support.

**4.5 Major Flood Involving More than 500 Books**

When more than 500 books are affected by water, the Library needs to contact outside vendors to help salvage the materials. There are not enough resources of staff/volunteers and space to treat this many volumes on site. Staff will need to prepare the materials for packaging and sending to a commercial recovery service.

**4.6 Mold**

It is recommended that major mold removal be performed by a professional service.

**4.7 Photographs**

Air drying is the preferred method for most photographic materials. Vacuum drying causes blocking and sticking of gelatin layers in stacked photographs. Freeze drying is suggested as the treatment only for documentary photographs mounted in an album which has historical captions of some value. Otherwise, freeze drying should not be attempted since it causes loss of surface gloss. Moreover, as water sublimates in the freeze drying process, impurities in the water are left behind on the film. A professional drying service is preferred. Otherwise:

1. Place the prints in a tray and fill with cold water
2. Agitate the tray and change the water several times
3. After half an hour (15 minutes if color prints), drain off the water and hang the prints up to air dry.

**4.8 Computer Files and Equipment**

Whatever method of drying is used, salvage will be determined after it is dried. If it works, it is salvaged. Commercial recovery sources can be used in a drying salvage effort but will probably fail due to moisture inside the computer. It is possible to salvage information on a damaged computer if necessary.

**5.0 POST DISASTER ACTIONS**

5.1 Coordinate building rehabilitation if necessary

5.2 If needed, investigate procedures to fumigate the building or the collections.

5.3 Prepare a report on operations.

5.4 Conduct follow up with all personnel involved in salvage and recovery operations.

5.5 Modify disaster plan as needed.

5.6 Provide additional training as needed.

5.7 Inventory supplies and order replacements immediately.

5.8 Update lists of suppliers if necessary.

5.9 Monitor affected collections on a regular basis.

**6.0 MAKING THE PLAN WORK**

It is necessary to review the disaster plan often because there is a lot of information on the subject, and sometimes there is conflicting information about the contents of a disaster preparedness plan.

**6.1 Distribution of the Plan**

1. The library director and all board members will have a copy of the plan and will decide on updates as needed.
2. Copies of the plan will also be given to the Fire Department and Milledgeville Police department, the city clerk’s office and both the Carroll County Disaster Control officer and the Milledgeville Disaster Control Officer.

**6.2 Updating the Plan**

1. Updating activities include adding new information about disaster recovery as it becomes available.
2. Modification of the plan as a result of any disaster experience.
3. Inventory of disaster preparedness supplies.
4. Review of the communication components as well as telephone numbers.
5. Review of resources with a check of supply and service availability.
6. Review and revise plan in September of every year.

**7.0 Resources**

Midwest Freeze Dry Emergency Services - 847-679-4756

Supreme Cleaners 2015 N. Brinton Ave. Dixon 815-288-1644

Servepro of Rockford (document drying) 815-964-0599

Environmental Health Services 5295 28th Ave. Rockford 815-226-4756

Farthing Fine Binding 627 James Ave. Rockford 815-226-8464

William and Mary Computers Rock Falls IL 61071 815-626-3282

RestorX, Freeport, IL 61032

ULine (Bloodborne Pathogen Kits) – 800-295-5510

Staples (Bloodborne Pathogen Kits)