



# Rock Island Public Library Disaster/Emergency Response & Recovery Plan

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**\*\* NOTE:**

*This Plan should be reviewed periodically to familiarize the staff with safety procedures and incorporate any new advances in disaster/emergency recovery techniques. It is recommended that this document be reviewed quarterly by the Library Disaster/Emergency Response & Recovery Team, and by the Board as necessary, but no less than every three years.*

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### **What is the difference between a disaster and an emergency?**

A disaster is an unexpected occurrence inflicting widespread destruction and distress and having long-term adverse effects on operations.

An emergency is generally of short duration and causes interruption of normal operations for a week or less.

### **What is a Library Disaster/Emergency Response & Recovery Plan?**

A Library Disaster/Emergency Response & Recovery Plan describes the steps that a library takes to prepare for and prevent a disaster/emergency. Should a disaster/emergency occur, it outlines the procedures the library will follow to respond to the disaster/emergency and recover from it.

### **Disaster/Emergency Plan Objectives:**

- To protect life
- To protect library property
- To anticipate possible disasters and introduce measures to reduce the effects should a disaster occur
- To ensure that library staff are informed and trained in disaster procedures
- To ensure that the fire department inspects the building annually and check that all library work areas are in compliance with OSHA standards
- To establish a Library Disaster/Emergency Response & Recovery Team
- To establish the duties of the Library Disaster/Emergency Response & Recovery Team
- To ensure that disaster response procedures are well-planned
- To ensure emergency and evacuation procedures are posted within each building
- To ensure that disaster supplies and equipment are readily available
- To establish salvage priorities to determine the order in which items are rescued and recovered
- To restore the library's collection and computer systems as quickly as possible
- To ensure library services are re-established as soon as possible after a disaster occurs

### **Scope of the Library Disaster/Emergency Response & Recovery Plan:**

Since an emergency or natural disaster can occur at any time, day or night, when the building is occupied or not, or when the library is opened or closed, each emergency or disaster will be unique. The Rock Island Public Library's Disaster/Emergency Response & Recovery Plan must adapt to meet the scope of each type of disaster or emergency.

**However, during or after any emergency or disaster, the protection of human life must be the unquestioned first priority.**

**\*\* Note:** *Since it has been well-documented that 95% of all disasters will result in some water damage this plan will outline commonly used procedures to address major and minor water damage.*

## **Disaster Prevention Actions**

### **For the Library Building:**

- perform frequent preventative maintenance and/or update HVAC, plumbing, and electrical systems
- make sure all exits are clearly marked
- check all fire alarms and fire extinguishers in the building

### **For the Library Collection:**

- review insurance policy information and coverage every three years
- identify a list of high-priority salvage items
- maintain a list of approved salvage techniques
- develop a list of library material preservationists to consult

### **For Library Employees:**

- hold regular employee safety training and building evacuation sessions
- create and post emergency procedures and building evacuation plans

Employee training is an important element in disaster preparedness, emergency response, and also the recovery of materials and re-establishment of library services. All library staff members will be required to attend scheduled safety and emergency training sessions to familiarize themselves with basic safety procedures.

All employees will learn the layout of the library building in which they work, review the building map to learn the location of all fire alarms and fire extinguishers, and also learn how to use a fire extinguisher safely. Staff will also be made aware of all fire exits, alternate escape routes and appropriate building evacuation procedures in the event of any type of emergency (fire, tornado, bomb threat, hostage situation, or earthquake). Specific departments will be assigned the task of determining whether the building has been completely evacuated.

If a major emergency occurs during working hours, any library employee may call 9-911 for help. A library administrator should be informed as quickly as possible regarding any library emergency situation. However, if an emergency or natural disaster occurs after library hours, **the Library Director will immediately notify the Library Disaster Response & Recovery Team, who will be designated and led by the Director Business Office & Facilities.** Instructions will be given regarding where to meet to help assess the overall damage, establish salvage priorities, recovery operations, and the continuation of library services.

All injuries or illnesses incurred at the disaster site should be reported to the Rock Island Public Library's Administrative staff and the City of Rock Island Human Resources Department as soon as possible. Employees should also report any health or safety concerns to the Rock Island Public Library Administrative Staff that could possibly arise in the workplace.

## **Disaster Response**

### **Duties of the Library Director:**

- Be the official and authoritative source of dispensing "public" information on any library emergency or disaster. This includes periodic updates for the library staff concerning library closure.
- Meet with the Library Disaster Response & Recovery Team to help assess the damage and carry out an outlined response, clean-up, and recovery plan.
- Designate an official Disaster Team Recorder and Photographer to help document the disaster throughout the damage assessment and recovery efforts.
- Access all insurance policy information from the City's Risk Manager, and contact all city departments who may assist in the library's disaster response and recovery efforts.
- Set up an Emergency Response Command Post, if necessary.
- Be responsible for coordinating the budget and all administrative services
- Propose staffing and public service alternatives.
- Supervise the salvage of office files and collection records in the library (personnel records, wages, and employee schedules).
- Prepare a recovery timetable and budget.
- Prepare a final report detailing the entire disaster response and recovery operation including a comprehensive photographic record of the disaster.
- Create a Post-Disaster Assessment - including what went right and wrong.
- Send out letters of appreciation to everyone who helped in the recovery effort.

### **Duties of the Library Disaster Response & Recovery Team**

- **The Team will be minimally comprised of staff from the following positions: Director, Director Business Office & Facilities, Maintenance Worker, Security, PR Liaison, IT System Admin, and one Supervisor who will represent each location.**
- Assist the Library Director in assessing the extent of the damage after the Police and Fire Departments secure the area.
- Capture a photographic and written record of the disaster area.
- Establish salvage priorities (including a list of high-priority salvage items).
- Train and supervise staff in salvage and rehabilitation operations if a Disaster Recovery Service is used.
- Supervise the in-house cleaning of the premises and the cleaning and drying of damaged library materials.
- Organize the orderly return of clean library materials to safe, sturdy shelving.
- Monitor the progress and orderly restoration of the stack area.
- Supervise the training of volunteers in the making and packing of boxes for pack-out materials (to be shipped out for freezing), if necessary.
- Review Disaster Plan every three years for modifications.

## **Initial Response Following a Disaster**

### **Library Director's Response:**

- The Library Director will gather the Library Disaster Response & Recovery Team at the disaster site.
- No one should enter the library until the Police and/or Fire Department declares it safe to enter the building. Then the Director and the Library Disaster Response & Recovery Team will survey the situation.
- In the event of water damage, make arrangements to have the heat turned off and the air-conditioning set to full capacity. If the regular power source is not available, it is necessary to provide back-up means to lower the temperature and dehumidify the stacks with portable generators. Also, turn off the water and gas.
- The Library Disaster Response & Recovery Team will inspect the affected areas and assess the amount and type of damage, documenting with photographs.
- The Library Director along with the Library Disaster Response & Recovery Team will decide on the salvage action to be taken and the amount and type of help needed. The amount of damage may require services, staff members, and/or volunteers.
- Water cleanup.
- Create a recovery area for damaged materials on site.
- In the event of water damage, contact City Risk Manager.
- Stabilize the environment.

### **Stabilization of the Environment:**

- The disaster area should be secured and inaccessible to the public.
- In the event of water damage, turn off the heat.
- Reduce temperature as much as possible.
- Keep air conditioning systems operable and set at lowest temperature possible and use portable air conditioners wherever necessary to prevent mold growth. Mold growth typically begins within 48-72 hours.
- Use pumps to remove large quantities of standing water.
- Use fans to circulate the air and dehumidifiers with fans where necessary to lower the humidity of the stacks
- If the power is off, use portable generators for electrical services. All lines must be waterproofed and grounded.
- Arrange for the collection and/or purchase of necessary emergency supplies or contact a Disaster Recovery Service Company.
- The Disaster Recovery Service will use hygrometers, hygrometers and thermometers to monitor the site.

### **Establishing an Emergency Command Post:**

- Depending on the magnitude of the disaster, the Library Director may have to create an emergency command post to assess the damage to the library and enforce safety and salvage procedures.

- The Library Director will designate one specific place as the official Emergency Command Post, which will coordinate activities, staff, equipment and supplies during the emergency or disaster.
- The command post will also coordinate disaster recovery activities and function as a central reference point for information concerning the disaster.
- Please refer to the suggested supply list for a Command Post on the following page.

## **Command Post Supplies**

### **Suggested Office Equipment and Supply Check List**

- |   |   |
|---|---|
| <input type="checkbox"/> Buckets  | <input type="checkbox"/> Mops                           |
| <input type="checkbox"/> Calendar   | <input type="checkbox"/> Name badges                    |
| <input type="checkbox"/> Camera (digital)   | <input type="checkbox"/> Paper clips                    |
| <input type="checkbox"/> Caution tape   | <input type="checkbox"/> Permanent ink pens and markers |
| <input type="checkbox"/> City employee phone list   | <input type="checkbox"/> Photocopier and paper          |
| <input type="checkbox"/> Computers and laptops  | <input type="checkbox"/> Plastic sheeting               |
| <input type="checkbox"/> Computer paper   | <input type="checkbox"/> Portable filing cabinet        |
| <input type="checkbox"/> Copies of Disaster Recovery Plan                                     | <input type="checkbox"/> Printer                        |
| <input type="checkbox"/> Facemasks  | <input type="checkbox"/> Radio – (weather & regular)    |
| <input type="checkbox"/> Flashlights and extra batteries                                      | <input type="checkbox"/> Rubber boots                   |
| <input type="checkbox"/> Hard hats  | <input type="checkbox"/> Rubber gloves                  |
| <input type="checkbox"/> Heavy-duty grounded extension cords                                  | <input type="checkbox"/> Safety cones                   |
| <input type="checkbox"/> Labels   | <input type="checkbox"/> Safety goggles                 |
| <input type="checkbox"/> Leather gloves   | <input type="checkbox"/> Staplers                       |
| <input type="checkbox"/> Legal pads, note pads  | <input type="checkbox"/> Tables and chairs              |
| <input type="checkbox"/> Library board member list  | <input type="checkbox"/> Tape – various types           |
| <input type="checkbox"/> Library employee list, employee emergency contacts, & work schedules | <input type="checkbox"/> Telephones and/or cell phones  |
| <input type="checkbox"/> Miscellaneous office supplies  |   |



## **Evacuation Procedures: Departmental Responsibilities**

If an emergency requires the evacuation of the Rock Island Public Library, the following procedures will be observed. Department staff members will assume the responsibility for checking and evacuating specific areas of the building.

**Reference Services**—guide patrons in Reference area to appropriate exit. Use the front main entrance, emergency exit doors at the east of the stacks and the west stairway leading to ground floor. Be sure microfilm and historical rooms are vacated. Desk staff should take a copy of the work schedule out of the building with them. All persons are to meet in the parking lot directly across 19<sup>th</sup> Street from the library's main entrance.

**Circulation Services**—guide patrons to the appropriate exit. Use the front main entrance, emergency exit doors at the east side of the stacks, and the west stairway next to the desk. Be sure to check the mezzanine. Those on the mezzanine can exit through the east fire exit door or down the two sets of stairs to the library's entrance. They should **not** use the elevator. Desk staff should take a copy of the work schedule out of the building with them. All persons are to meet in the parking lot directly across 19<sup>th</sup> Street from the library's main entrance.

**Technical Services**— staff should take a copy of the work schedule out of the building with them. Exit through the back of the room through the Receiving Area. If this exit is blocked, alternate exits include through Dept. Heads Office and out the Children's Room east fire exit door; out the south public entrance; or out through the north 4<sup>th</sup> Avenue fire exit in the Children's Room. All persons should meet in the parking lot across 19<sup>th</sup> Street from the library's main entrance.

**Children's Services**—guide patrons to the appropriate exit. These include south public entrance door, east fire exit door to staff parking lot, north fire exit door to 4<sup>th</sup> Avenue, or through Dept. Heads office to Receiving Area exit. Desk worker should check the restroom and the Dept. Head's Office. Desk staff should take a copy of the work schedule out of the building with them. All persons should meet in the parking lot across 19<sup>th</sup> Street from main library's entrance.

**Staff workroom**—exit out through the door to the south public entrance. If this entrance is blocked, alternate exits include out through the north fire exit in the Children's Room to 4<sup>th</sup> Avenue, out through Tech Services to Receiving Area exit, or out through Tech Services to Dept. Heads office and then through the east fire exit in the Children's Room to parking lot. Do **not** use the boiler room door. Staff should meet in the parking lot across 19<sup>th</sup> Street from the library's main entrance.

**Leased Space Area(s)**—ensure the lower level leased space is vacated. Exit through the north fire exit door. If it is blocked, go out the south public entrance, occupants should meet in the parking lot across 19<sup>th</sup> Street from the library’s main entrance.

**Staff lounge**—exit through the south public entrance. If this exit is blocked, go through the staff restroom and out through the north fire exit in Children’s Room to 4<sup>th</sup> Avenue. Staff should meet in the parking lot across 19<sup>th</sup> Street from the library’s main entrance.

**Youth Services Office**— Staff should take a copy of the work schedule out of the building with them. Exit through the Receiving Area door or through the Children’s Room east fire exit to parking lot. All staff should meet in the parking lot across 19<sup>th</sup> Street from the library’s main entrance.

**Business Office** – ensure bathrooms and Community Room is vacated. Staff should take a copy of the work schedule out of the building with them. Exit out the fire exit in the Community Room, down the stairs to first floor or as a last resort; climb out on the roof through the Business Office window. Do not use elevator. Staff should meet in the parking lot across 19th Street from the library’s main entrance. **Call other location(s) to inform staff of the situation.**

**Maintenance Staff** – staff should take a copy of the work schedule out of the building with them. Exit through the nearest exit.

**Southwest Staff**—ensure Community Room, bathrooms and library are vacated. Desk staff should take a copy of the work schedule out of the building with them. Exit through the nearest exit. There are 3 exits in the building—front public door, Community Room exit and rear emergency exit. Meet in the church parking lot across from Ridgewood Road and as soon as possible. **Call other location(s) to inform staff of the situation.**

**30/31 Staff**—**Let volunteers in book sale room know of emergency and advise them to let all persons in the room to leave via the nearest exit. Check the bathrooms, computer room, children’s room and main floor to guide patrons to the nearest exit. Desk staff should take a copy of the work schedule out of the building with them. Exit through closest exit. There are four exits in the building, front public entrance, front staff entrance, porch exit and book sale room exit on the south side of the building. All staff should meet in the Baptist Church parking lot across the street on the 30th Street side. Call other location(s) to inform staff of the situation.**

## Fire Safety Procedures:

### Fire Detected

- Fire alarm sounds. If no alarm sounds, pull the nearest alarm. The alarm will be relayed to the Fire Department and Per Mar electronically.
- See Library building maps for locations of fire alarms and extinguishers.
- If you choose to use a fire extinguisher, do not compromise your own safety – **DO NOT** try to put out a fire if it is larger than an office trash can.
- Maintain an escape route at all times.

### Evacuating the Rock Island Public Library

- When you hear a fire alarm, leave the building promptly. Do not retrieve your personal belongings (i.e., purse, coat, keys).
- Do not use the elevators.
- All exits are marked with signs throughout the Library and on Library building maps.
- Use the nearest available exits, or if it is safe to do so, evacuate the Rock Island Public Library in the following manner:

**Reference Services**—First floor: Stacks, Historical Room, Restrooms, Microfilm Room, circ and ref area

**Circulation Services** –Mezzanine

**Technical Services/Children’s Staff**—Ground Floor: Children’s Library, Department Heads, Restrooms, workroom, staff break room

**Administration** – Second floor including Business Office, restrooms and Community Room.

**Main Library** staff and patrons will meet in the parking lot across from 19th Street entrance. In the event of inclement weather, move inside Project NOW building on 19th Street. **Call other location(s) to inform staff of the situation.**

**Southwest Branch** staff and patrons will meet in the church parking lot across Ridgewood Road and as soon as possible. **Call other location(s) to inform staff of the situation.**

**30/31 Branch staff will let volunteers in book sale room know of an emergency and advise them to let all persons in the room leave via the nearest exit. Check the bathrooms, computer room, children’s room and main floor to guide patrons to the nearest exit. Exit through closest exit. There are four exits in the building: front public entrance, front staff entrance, porch exit, and book sale room exit on the south side of the building. Staff and patrons will meet in the Baptist Church**

**parking lot across the street on the 30<sup>th</sup> Street side. Call other location(s) to inform staff of the situation.**

- **Patrons requiring assistance** (i.e. wheelchair patrons) on the mezzanine or second floor should be moved close to the top of the staircase. Leave them and immediately report where they are located to a first responder – police or fire.
- Supervisory staff should account for staff from their department.
- Seek emergency treatment if necessary.
- No one should re-enter the building until the fire department gives the “all clear” that it is safe to do so.
- Staff should not move their vehicles unless directed to do so by the fire department.

#### **False Alarms**

- If staff sees someone pull a false alarm, it should be immediately reported to a library supervisor who should provide this information to the fire incident commander.
- Do not try to physically detain this individual.
- Proceed with the evacuation.
- Let fire personnel check the building to ensure a safe return.
- Provide Library Administration with an incident report. *\*See Incident Report Policy.*

#### **Fire Drills**

- Both the Fire Department and Per Mar \*\* (the library’s security system) must be notified prior to a fire drill.
- The fire department one week prior to coordinate their personnel with our drill.
- The drills should be run using the test and reset features of the building’s security system panels.

**\*\*Per Mar (563)359-4800 or (563)326-3292.**

## Bomb Threat Procedures

### If you receive a telephone bomb threat:

- **Try to keep caller on phone as long as possible - ask the caller the following questions and write down the answers(refer to bomb threat checklist p.36):**
  - Where is the bomb located in the building?
  - When is the bomb set to explode?
  - What does it look like?
  - What kind of bomb is it?
  - Why did you place the bomb?
  - Note the time of the call.
  - Note the phone number if one is displaying on the caller ID.
  - Note the gender, tone of voice, and emotional state of the caller.
- Immediately notify the police of the situation. Call 9-911.
- **Assume the bomb threat is real and evacuate the Library immediately by pulling the fire alarm.**
- Follow established Library emergency departmental evacuation guidelines.
  - Staff evacuating from Main should meet in the parking lot west of the building.  
**Staff evacuating from 30/31 should meet in the parking lot at the Baptist Church across the street on the 30<sup>th</sup> Street side.**
  - Staff evacuating from Southwest should meet in the parking lot across Ridgewood Road.
- Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Supervisory staff should account for staff from their department.
- Notify Library Administration as soon as it is safe to do so.
- Prepare an incident report.
- Do not return to the Library until it has been given “the all clear” by bomb squad personnel.

### If you observe a suspicious package or potential bomb in the Library:

- Do not handle the object.
- If safe to do so, contact a library administrator.
- If you feel uneasy, call **9-1-1**.
- Follow instructions from the Police Department.
- Follow established Library emergency evacuation guidelines if instructed to do so.
  - Staff evacuating from Main should meet in the parking lot west of the building.  
**Staff evacuating from 30/31 should meet in the parking lot at the Baptist Church across the street on the 30<sup>th</sup> Street side.**
  - Staff evacuating from Southwest should meet in the parking lot across Ridgewood Road.
- Direct patrons to the nearest exit.
- Supervisory staff should account for staff from their department.

- Notify Library Administration of the situation as soon as it is safe to do so.
- Prepare an incident report.
- Do not return to the Library until cleared to do so by bomb squad personnel.

### **Building Explosion**

An explosion is a release of energy in a sudden, loud and often violent manner with the generation of high temperature and usually the release of gases. Because the cause of a major explosion often cannot be determined immediately, it is best to take the same precautions as for a fire. See page

- If safe to do so, call **9-1-1**. Give your name, location and department. Advise them of the situation.
- If safe to do so, notify administration
- Do what seems reasonable to protect yourself: take cover under sturdy furniture, stand near walls by elevators or leave the building.
- Use stairs, if possible to leave the building. Do not use the elevator.
- Watch out for flying debris and stay away from windows.
- Do not light matches or lighters in case there is explosive gas or other material present.

### **Crime in Progress**

- Do not attempt to apprehend or interfere with the suspect.
- Do, if safe, get a good description of the suspect. Note height, weight, sex, color, age, clothing, method and direction of travel, and name, if known. If suspect is entering a vehicle, note the license plate number, type, make, model, color and outstanding characteristics of vehicle.
- Do, if safe, call **9-1-1**. Give your name, location, and department. Advise them of the situation and, if safe to do so, remain where you are until contacted by an officer.
- Complete an incident report form as soon as possible.

### **Earthquake Procedures:**

#### **If Indoors:**

- Do not go outside until shaking stops.
- Duck, cover and hold. Seek refuge in a load bearing doorway or under a sturdy desk or table and hold on. If there isn't a table or desk near you, cover your face with your arms and crouch in an inside corner of the building. Stay away from glass windows, shelves, heavy equipment, and anything that could fall, such as lighting fixtures or furniture.
- Do not use the elevators to evacuate.

- Be aware that the electricity may go out and fire alarm may turn on.

**If Outdoors:**

- Stay there.
- Move to a clear area to avoid falling hazards: move away from buildings, utility poles, trees, and other structures.
- Avoid power or utility lines as they may be energized.
- Once in the open, stay there until shaking stops.

**After an Earthquake:**

- When the shaking stops, look around to make sure it is safe to move. Then exit the building and do not re-enter.
- Expect aftershocks. Aftershocks can happen in the first hours, days, weeks or months. They are less violent but can continue damage to weak structures.
- After the initial shock, evaluate the situation, and call **9-1-1** if emergency help is necessary.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Supervisory staff should account for staff from their department.
- Notify Library Administration of the situation as soon as it is safe to do so. Report any injuries or damage to facilities via an incident report.
- Keep alert for gas leaks and power failures as these create special hazards. If an emergency exists, evacuate the building immediately. Call Mid-American Energy (800-595-5325) to report a gas leak and (800-799-4443) to report down power lines.
- Be aware of small fires. Fire is the most common hazard after an earthquake.

## **Elevator Malfunction Procedures**

**If elevator alarm bell sounds:**

- Check to see if anyone is trapped in the elevator
- If someone is in the elevator, ask if he or she has used the marked button to call for elevator assistance.
- Reassure the person that help is on the way.
- Do not force the elevator doors open. A person climbing out could be crushed if the elevator moves unexpectedly.
- Report the problem to administration.

**If elevator alarm does not sound, but you become aware that elevator is stuck:**

- Determine whether anyone is in the elevator.
- If someone is in the elevator, if possible, communicate with them to press the call button.
- Reassure person that help is on the way.
- Report the problem to administration.

## **Hazardous Materials Release**

- If there is a spill or release of hazardous materials in the area, library personnel should follow instructions given by emergency personnel.

## **Medical Emergencies--Patrons**

- Know the location of first aid kit nearest you.
- Help with minor emergencies only with consent of the victim. Identify yourself by name and offer assistance. Instruct victim to contact personal physician.
- Use latex gloves and face mask when blood or bodily fluids are present.
- When a child is injured, offer first aid supplies to the parent for their use. Call the parent if not present.
- For major emergencies, call **9-1-1**.
- Do not move or lift victim unless directed by **9-1-1**.
- Do not offer food or drink unless directed by **9-1-1**.
- Fill out incident report and turn in to supervisor.

## **Medical Emergencies--Staff**

- Staff should report all on the job injuries regardless of severity to a supervisor immediately. Supervisor will coordinate assistance.
- If possible, call City Nurse and or City Risk Manager, who will coordinate paperwork.
- Help with minor emergencies only with consent of victim
- For major medical emergencies, call **9-1-1**.
- Do not move or lift victim unless directed by **9-1-1**.
- Do not offer food or drink unless directed by **9-1-1**.
- Fill out incident report and turn in to supervisor.
- Before returning to work after an injury requiring the attention of a medical professional, the staff member must present a return to work form from the medical professional. This form must be given to the supervisor before the staff member can return to work.

## **Power Failure**

\*Note - Refer to *Adverse Weather Policy*

1. Remain calm.
2. Find flashlights.
3. Guide patrons to exits.
4. Call Per Mar.
5. Call MidAmerican Power Company.



## **Tornado and Severe Weather Procedures:**

\*Note – Dept safety responsibilities – follow fire procedure guidelines (p.12).

### **Severe Weather**

- If the weather appears that it may become severe, public service desks at all locations will turn on their weather radio. Suggest a specific person or persons be responsible for ensuring staff turn on radios.
- Other staff will be notified by their supervisor that we are under a Severe Weather Alert (Watch or Warning) and to be prepared to move to the designated safety area in their building.
- If Severe Weather Alert occurs after 5pm, the Supervisor or Librarian in Charge, and Security that night will ensure weather radios are turned on and all staff notified of Alert.

### **Severe Thunderstorm Warning and Tornado Warning**

- A tornado warning is sounded by the Weather Bureau when an actual sighting has been made in the area or if a severe thunderstorm is imminent. The sirens notify persons to seek safety. Employees should notify patrons and staff in their areas that a tornado warning or severe thunderstorm warning is occurring, that staff will be seeking shelter in the designated safety areas and that they should follow.
- Do not compromise your own safety if patrons will not follow. If patrons leave building, do not leave designated safety area to give them re-entry.
- Shut inside doors, \*lock and post signage for entrances, and lock elevator – 1st Floor signage should direct outsiders to the south entrance which will remain unlocked.
- Staff should take the weather radios from the public service desks, a flashlight (if necessary), and a staff schedule with them to the designated safety areas.
- Protect your head and neck with your arms.
- Staff and patrons should leave the designated area only after the warning is over and are given the “all clear” signal.
- Severe weather does not always happen as a single occurrence. Be alert to the possibility of more tornados or violent thunderstorms within the same day.
- If injuries have occurred or the Library has been damaged, call 9-911.
- Notify Library Administration as soon as it is safe to do so and report if the building has been damaged and/or if personal injuries have occurred. If 2 or more people are injured or death occurs, notify City Risk Manager.
- Submit an incident report detailing the situation.

**\*Note – Southwest Entrance – attempt to remotely lock entrance door. If unable to do so, call Per Mar 563.359.4800 to lock door remotely**

### **Designated Safety Areas**

- **Main Library:** Move to the ground floor at the foot of the stairs.
- **30/31 Branch & Southwest Branch:** Move to the restrooms(2@SW; 3@30/31)

### **General Storm Information**

- Do not compromise your own safety at any time.
- If power lines are downed during a storm, staff should notify the power company (Mid American Energy 800-799-4443) as soon as it is safe to do so. Do not try to move them and warn patrons not to enter the area.
- Supervisors should check flashlight and weather radio batteries during the spring daylight savings time change and replace if needed.

### **Violent Behavior, Criminal Behavior & Hostage Situation Procedures**

Be alert to suspicious situations. If you observe a criminal act or observe a suspicious person at the Library, immediately notify Library Administration to report the incident, and fill out an incident report form when all danger has ceased.

#### **If the incident is an emergency:**

- Call **9-1-1** immediately and state that you need immediate assistance.
- Take cover if weapons/explosives are involved.
- If building evacuation is necessary, pull the fire alarm.
- Follow the evacuation procedures that the Library has established.
- If it is safe to do so, meet in the parking lot to the west of the Main Library, **the Baptist Church parking lot to the west of the 30/31 Branch**, or the church parking lot across the street from the Southwest Branch
- Supervisory staff should account for staff from their department.
- The most senior staff person will report all pertinent information to first responders – fire and police.
- Seek emergency treatment or first aid as necessary.
- When it is safe to do so, notify Library Administration. Report any injuries or any damage to the Library via an incident report form.

#### **Hostage Situation:**

- Pull fire alarm if you are able to do so.
- If you are able to leave the building without placing yourself in danger, take the closest exit and go to the nearest phone and call **9-1-1**.
- If you are unable to leave the building without placing yourself in danger, go to the nearest unused office, lock and barricade the door, and call **9-1-1**.
- State clearly that you need immediate assistance.
- Give name, location, the nature of the problem, and the people or area it involves.
- If you are not in immediate danger, don't hang up until told to do so.

**What to do if you are taken hostage:**

- Try to remain calm and be observant.
- Take note of the captor's physical characteristics, ethnicity, name, clothing, weapons.
- Do not speak unless spoken to, and then, only when necessary.
- Avoid appearing hostile and avoid arguments.
- Listen to what the captor is saying. Do not minimize the captor's concerns.
- Be prepared to answer the police on the phone.

**After the hostage-taking:**

- Get medical attention for anyone as needed.
- Write down any mental notes about the captor(s) (age, physical appearance etc.)
- Obtain names of witnesses.
- Report the incident to Library Administration including the nature of the incident, location of the incident, description of person(s) involved and the description of property involved.
- Complete an incident report form.
- Staff may utilize the services of Critical Incident Stress professionals and counselors.

**Lockdown:**

- Gun or danger seen outside the building
- Call **9-1-1**
- Call or enlist help from other staff to alert Security at (9) 309-738-5602
- Quickly direct staff and customers into nearby area with a lockable door
- Lock door, turn off cell phones and lights, remain calm and quiet
- Stay away from windows and doors
- No calls or texts
- If building alarm sounds, it may be a lure. Leave only if you smell smoke.
- Do not open door. Police will enter and evacuate if necessary

**Active Shooter:**

- **RUN.** Get out if you can, then call **9-1-1** when it is safe to do so
- **HIDE.** Quickly secure your hiding place, lock doors, and turn off lights and phones. Be quiet, remain calm and stay away from windows and doors.
- If a building alarm sounds, it may be a lure. Leave only if you smell smoke.
- Do not open door. Police will enter and evacuate.
- **FIGHT.** When there is no other choice, commit to stopping the shooter by any means.

## **Water Leak or Flooding**

Water leaks or flooding occur when a roof leaks, or a water pipe or plumbing fixture breaks. This becomes a serious problem when a large amount of water covers floors or library or materials or equipment gets wet.

### **Water Leak**

- Call supervisor. Report details, including: where the leak has occurred, how bad the leak is and if floors are wet, and whether library materials are in danger.
- If the floor is wet and there is danger of electrical shock, block access to the area.

### **Flooding**

- Call supervisor. Report details, where the flooding has occurred, how bad the flooding is and if floors are wet, and whether library materials are in danger.
- Do not enter a flooded area until the electricity has been disconnected by an electrician. There is extreme danger of electrical shock in a flood.
- Block access to flooded area.

Call maintenance or supervisor to turn off water and/or electricity, if necessary.

## **Workplace Violence Policy**

### **Generally**

The City of Rock Island maintains a zero tolerance policy toward workplace violence or the threat of violence, by any of its employees, customers, the general public, or anyone who conducts business with the City. It is the intent of the City to provide a workplace that is free from intimidation, threats, violent acts and harassment. This policy and the procedures herein are in accordance with the Occupational Safety & Hazard Administration (OSHA) guidelines on workplace violence.

### **Definitions**

Harassment other than sexual: Verbal or physical conduct that denigrates or shows hostility toward an individual because of his or her race, color, religion, national origin, age, or disability or sexual orientation or that of his/her relatives, friends or associates (i.e. jokes, taunting, making fun of, stereotyping, displaying derogatory cartoons).

Intimidation: To compel or deter by or as if by threats of physical harm or attack, whether the threats are real, verbalized or non-verbalized.

Physical harm or attack: Physical harm or attack shall mean unwanted or hostile physical contact with another person such as hitting, fighting, shoving, stabbing, shooting, throwing objects, etc.

Threat: A threat is the expression of intent to cause physical harm or extreme mental anguish, verbal abuse, harassment or intimidation regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional or future.

Workplace violence: Examples of workplace violence include, but are not limited to , physical harm or attack, threats, verbal abuse, harassment, intimidation, and property damage.

### **Prevention**

The City subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, for example:

- Informing employees of this policy;
- Instructing employees about the dangers of workplace violence;
- Communicating the sanctions imposed for violating this policy;
- Providing a method for reporting incidents of violence without fear of reprisal.

### **Reporting Threats**

Each incident of violent behavior, whether the incident is committed by another employee or a non-employee, such as a customer, vendor, former employee, citizen, etc., must be reported to Management and/or Business Office immediately. The manager will assess and investigate the incident and determine the appropriate action to be taken. Department heads must inform the Business Office of all reported incidents of workplace violence, with an official incident report. In critical incidents when serious threat or injury occurs, the emergency responders such as police, fire and/or ambulance personnel shall be immediately notified.

Any employee who acts in good faith by reporting real or implied violent behavior is not to be subjected to any form of retaliation or harassment. Retaliation against or harassment of any employee who reports an act falling within this policy must be reported to the Library Director for investigation and decision regarding proper action.

### **Prohibited Actions & Sanctions**

All employees, including management employees, who engage in any act of workplace violence, will be subject to the discipline process up to and including discharge. Furthermore, depending upon the nature of the violent act, the employee or individual committing the act may be subject to criminal sanctions, as determined by appropriate law enforcement officials.

### **Security Audit**

On an annual basis or whenever physical layout of the work space is significantly altered, department heads or their designees should examine the escape routes of the work area and communicate any changes to all department employees. On an as needed basis, the department may request a security audit from the Rock Island Police

Department to determine whether any security measures, such as panic alarms, are necessary. All employees should openly communicate with each other to be aware of any unusual activity that may identify the potential for occurrence of a violent incident.

### **Training**

The supervisors will make sure all new employees are made aware of departmental procedures regarding reporting incidents falling within the purview of this policy, what to do if the employee is threatened or if an incident of violence actually takes place and dealing with the after effects of an act falling within the purview of this policy.

### **Employee Assistance Program (EAP)**

Counseling is available through the City EAP for employees who are victims of acts of workplace violence.

### **OSHA**

In the event of death or injury/treatment of 2 or more people, notification is sent to the City Risk Manager in order to meet OSHA requirements.

## Salvage Procedures

### Basic Principles - DO NOT:

- Enter an area until it has been declared safe.
- Attempt to open a wet book.
- Attempt to close a book that is swollen.
- Use mechanical presses on wet materials.
- Write on wet paper.
- Use bleaches, detergents, water-soluble fungicides, adhesive tapes, paper clips, or staples on wet materials.
- Use colored paper of any kind during the salvage and recovery operations.
- Pack newly-dried materials in boxes or leave them unattended for more than two days.

**\*\* Note:** Please refer to the list of Preservationists & Organizations in the Emergency Contact List in this manual.

### Mold:

Mold and mildew are interchangeable names for fungi. They can never be killed 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.
- If the materials are wet and mold is beginning to develop, interleave the volumes with papers impregnated with fungicide.
- Keep circulating the air in the room.
- Mold is easier to remove when it is dry. Vacuum or brush it off and remove the spores from the area.
- Materials that will be fumigated should be removed from plastic crates, as plastic will absorb the fumigants. Fungicidal fogging should always be done by a professional chemist or conservator.

## Salvage Methods

### For Paper and Non-Paper 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.

The cataloger and Disaster Recovery Team will provide plans and means of record keeping while working to separate materials to be discarded and materials to be salvaged.

### **Computer Equipment**

In the event of a critical computer system outage, our networks are backed up daily in three parts. The city servers, which hold the library financial information, are backed up daily, weekly, monthly and annually. Copies are stored both on and off site.

The library's integrated library system (ILS), The ILS, is backed up and maintained at an offsite location. The ILS includes acquisitions, cataloging, circulation, serials, and public catalog software.

The library server has a complete system backup that would be used to restore its contents if the server should become unusable and need replaced.

In the event of a disaster, information could be retrieved. First, the Disaster Response Team, along with IT personnel, would determine the feasibility of recovering and restoring the hardware, or whether alternate plans should be made. If the server at Polaris goes down, the library can go on stand alone.

\*In the event of any emergency that prevents the normal operation of the computer equipment, the following people should be notified immediately:

**Library Director or Designee**

**Library Computer Systems Administrator**

**City of Rock Island Information Technology Services Department**



## Appendix

### Includes:

Contacts Outside of Library

Library Personnel List

Rock Island Public Library Building Maps

- Main
- **30/31**
- Southwest

## List of Preservationists:

### **American Library Association**

Association for Library Collections and Technical Services  
50 Huron St, Chicago IL 60611-2795  
(312) 944-6780

### **Art Institute of Chicago**

Executive Director of Conservation  
Paintings  
111 S. Wabash Ave, Chicago, IL  
(312) 443-3600

### **Abraham Lincoln Presidential Library**

Historical Documents Conservator  
Bonnie Parr  
112 North Sixth Street, Springfield, IL 52701  
(217) 785-7934

### **National Gallery of Art**

Conservation Division  
2000B South Club Drive  
Landover, MD 20785  
del@nga.gov

### **University of Illinois at Urbana-Champaign**

Head of Preservation  
1408 W. Gregory Dr Urbana, IL 61801  
Contact: Jennifer Hain Teper  
(217) 244-5689  
jhain@illinois.edu

### **University of Iowa**

Head of the Conservation Department  
Preservation Librarian  
Contact: Nancy Kraft  
(319) 335-5286  
[nancy-e-kraft@uiowa.edu](mailto:nancy-e-kraft@uiowa.edu)

**Note: The Company responsible for creating the library's microfilm is:  
Dispatch Corp – 309.757.4954**

**Other Pertinent Emergency Contacts:**

<b>Building, Home and Retail Centers</b>	
<b>Name</b>	<b>Number</b>
Handy True Value	309.788.2330
Farm & Fleet	309.797.8183 Moline 563.391.4847 Davenport
Home Depot	563.359.7228 Bettendorf
Lowe's	309.736.1100 Moline 563.344.9000 Davenport
Menard's	309.762.4648 Moline 563. 386.6969 Davenport
Sam's Club	309.581.7128 Moline 563.355.3939 Davenport
Target	309.764.7500 Moline 563.344.9629 Davenport
Wal-Mart	309.736.2270 Moline 563.359.0023 Davenport

<b>City of Rock Island</b>	
<b>Fire Department</b>	Emergency 9-911 Non-Emergency 309.732.2800
<b>Police Department</b>	Emergency 9-911 Non-Emergency 309.732.2677
<b>Mayor</b>	309.732.2012
<b>City Manager</b>	309.732.2014
<b>City Clerk</b>	309.732.7010
<b>Admin to Mayor</b>	309.732.2012
<b>City Attorney</b>	309.786.3313
<b>Finance Director</b>	309.732.2117
<b>Park &amp; Rec Director</b>	309.732.7268
<b>HR Director</b>	309.732.2053
<b>HR – Benefits Coordinator</b>	309.732.2057
<b>HR – Risk Manager</b>	309.732.2052
<b>City Planning</b>	309.732.2921
<b>Public Works Director</b>	309.732.2239
<b>City IT</b>	309.732.2140
<b>Wellness Clinic</b>	309.732.2990

<b>Advanced Business Systems</b>	Lib Server/Router 309.797.1231
<b>American Red Cross/FEMA</b>	1100 River Drive Moline IL 61265 309.743.2166
<b>Board President</b>	Karen Phillips 2910 22 ½ Ave Rock Island IL 61201 309.373.0089
<b>Copiers</b>	Office Machine Consultants 309.786.5534
<b>Dental</b>	Delta Dental 1.800.323.1743
<b>Disaster Recovery &amp; Drying Company</b>	
<b>ServiceMaster Restoration</b>	4414 Roosevelt Rd Hillsdale IL 60162 708.789.9059
<b>Blaze Restoration Inc</b>	5310 Avenue of the Cities Moline, IL 61265 309.762.7252
<b>Door Company (Automatic and Manual Doors)</b>	Automatic Door Group (866) 511.3011 Doors Inc. 563.386.8508
<b>Electrical Repairs</b>	Art-o-Lite 309.797.2548 JW Koehler 563.386.1800
<b>Elevator Maintenance</b>	KONE 309.797.3232 877.276.8691
<b>Employee Assistance Program</b>	309.779.2273
<b>Fire Alarm</b>	Per Mar 563.359.4800
<b>Food Vending Machine</b>	Vander Vending 309.373.5502
<b>Gas/Electric Service Provider</b>	Mid-American Energy 888.427.5632 Gas Leak 800.595.5325 Down Power Lines 800.799.4443
<b>Geneseo Communications</b>	Fiber Optic 309.944.2103
<b>Hazardous Materials Removal (Asbestos/Chemicals)</b>	City of Rock Island Fire Department 9-911 Non-Emergency 309.732.2800
<b>Health Plan</b>	BCBS-IL 800.826.8551
<b>Heating/AC Professionals</b>	Kale Company 309.797.9290
<b>Heavy-duty Equipment</b>	Public Works Dept 309.732.2200
<b>Insurance Companies</b>	Risk Manager Pat Doherty 309.732.2052
<b>Internet Service Provider</b>	CS Techologies – call City IT 309.732.2140 Geneseo Communications 309.944.2103
<b>J.F. Ahern</b>	Halon System 800.532.4376
<b>Locksmiths</b>	Certified Locksmith Cell 269.0393 309.793.4613

<b>Masonry Contractors (&amp;tuck pointing)</b>	Northwest Restoration 309.586.4144 Otto Baum Masonry 309.266.7114
<b>Microfilm Readers/Repair/Toner</b>	ImageTek 800.422.1330 Cell 319.721.8790
<b>Office Cleaning</b>	Millard Group 309.787.2969
<b>Office Cleaning Supplies</b>	Greenwood Cleaning Systems 563.391.8555
<b>On Guard Security</b>	Security Camera System Cell 309.269.7608 888.693.1115
<b>Wholesale Suppliers</b>	Grainger 563.391.6015
<b>Painting Contractors</b>	Public Works Dept 309.732.2200 Then & Now Construction 765.431.6625 Scott Decorating 309.786.1221
<b>Pest Control</b>	Terminix 563.386.5105 Thymet Pest Control 309.762.4663 Orkin 309.750.8920
<b>Plastering/General Contractors</b>	Then & Now Construction 765.431.6625
<b>Plumbing</b>	Ragan Mechanical 563.528.0667
<b>Project Now</b>	418 19 <sup>th</sup> St Rock Island IL 61201 309.793.6391
<b>RI County Emerg/Disaster Services</b>	309. 799.5166
<b>Roofing Contractors</b>	Economy Roofing 563.359.6511 Public Works Dept 309.732.2200
<b>Security Access System</b>	Per Mar 563.359.4800
<b>Security Services</b>	Global Security 563.359.3896
<b>Sewer &amp; Drain Cleaning</b>	Ragan Mechanical 563.528.0667 Roto Rooter 563.388.9900 Public Works Dept 309.732.2200
<b>Snowplowing &amp; Lawn Service</b>	Kymbi Complete Kare 309.235.2364 Public Works Dept 309.732.2200
<b>Tree Removal</b>	Hyme's Tree Service 309.764.5210 Public Works Dept 309.732.2200

<b>Local Area Hospitals</b>	UnityPoint 7 <sup>th</sup> St. Campus 7th St & John Deere Rd. (Moline) (309) 779-5000
	UnityPoint West Campus 2701 17 <sup>th</sup> (Rock Island) (309) 779-5000
	UnityPoint at Terrace Park 4500 Utica Ridge Rd. (Bettendorf) (563) 742-5000
	Genesis East Emergency 1227 Rusholme St. (Davenport) (563) 421-1000
	Genesis West Emergency 1404 W. Central Pk. (Davenport) (563) 421-1000

## Newspapers

### The Moline Dispatch & Rock Island Argus

1720 5<sup>th</sup> Avenue

Moline, IL 61265

**Phone:** (309) 764-4344 **Fax:** (309) 786-7639

[www.qconline.com](http://www.qconline.com)

**News release deadline:** 3-5 days prior to publication

**Ad deadline:** 3 days prior to publication

**Frequency:** Daily

**Contacts:**

Roger Ruthhart, Managing Editor

Laura Fraembs, Associate Managing Editor – Content

Marc Nesseler, Information Editor – Sports & Recreation

Kenda Burrows, Editorial Page Editor

John Beydler, News Editor – Government/Politics/Business

Jackie Chesser, News Editor – Business/Government/Politics

**Email:** For general inquiries and news releases [press@qconline.com](mailto:press@qconline.com).

Send event press releases to [pr@qconline.com](mailto:pr@qconline.com).

List of department and reporter emails at <http://qconline.com/mdpc/contacts.php>

### The Quad City Times

500 E. Third Street

Davenport, IA 52801

**Phone:** (563) 383-2200 **Fax:** (563) 383-2370

**Newsroom:** (800) 437-4641, local 383-2375

[www.qctimes.com](http://www.qctimes.com)

**News release deadline:** 1 week prior to publication

**Ad deadline:** 3 days prior to publication

**Contacts:**

Autumn Phillips, Executive Editor, [aphillips@qctimes.com](mailto:aphillips@qctimes.com)

Dan Bowerman, Assistant Managing Editor, News – [dbowerman@qctimes.com](mailto:dbowerman@qctimes.com)

Deb Brasier, Business Editor/Night City Editor – [dbrasier@qctimes.com](mailto:dbrasier@qctimes.com)

Craig Brown, Assistant City Editor – [cbrown@qctimes.com](mailto:cbrown@qctimes.com)

Don Doxie, Assistant Managing Editor, Sports – [ddoxie@qctimes.com](mailto:ddoxie@qctimes.com)

Amanda Hancock, Entertainment and Food Editor - [ahancock@qctimes.com](mailto:ahancock@qctimes.com)

**Send Press Releases to:** [newsroom@qctimes.com](mailto:newsroom@qctimes.com).

Department emails at <http://qctimes.com/app/pages/contact/new/staff.php>

### River Cities Reader

532 West 3rd Street

Davenport, IA 52801

**Phone:** (563) 324-0049 **Fax:** (563) 323-3101

[www.rcreader.com](http://www.rcreader.com)

**News release deadline:** 1 week prior to publication at 5 p.m.

**Ad deadline:** Friday before publication

**Calendar deadline:** Wednesday prior to publication

**Frequency:** Biweekly on Wednesdays

**Contacts:** Jeff Ignatius, Managing Editor

Kathleen McCarthy, Editor & Business Manager

Todd McGreevy, Publisher & Sales Manager

**E-mail:** Send calendar listings to [calendar@rcreader.com](mailto:calendar@rcreader.com), advertising information to [sales@rcreader.com](mailto:sales@rcreader.com), press releases to [info@rcreader.com](mailto:info@rcreader.com).

Additional contact information available at [www.rcreader.com/about](http://www.rcreader.com/about)

Send news releases for posting on River Cities Reader website to Rick Martin.

### **Quad City Business Journal**

Published by the Quad City Times

500 E. Third St.

Davenport, IA 52801

[www.qcbusinessjournal.com](http://www.qcbusinessjournal.com)

**Frequency:** Monthly

**Target Market:** More than 10,000 area presidents, owners and partners in Muscatine, Clinton, Scott and Rock Island counties

**Contacts:** Online Department, 563-333-2647

**Email:** [info@qcbusinessjournal.com](mailto:info@qcbusinessjournal.com)

### **Radio**

#### **Cumulus Broadcasting**

1229 Brady Street

Davenport, IA 52803

**Phone:** (563) 326-2541 **Fax:** (563) 326-1819

[www.cumulus.com](http://www.cumulus.com)

Rock 104.9 FM – Active Rock – [www.rock1049.net](http://www.rock1049.net)

WXLP 96.9 FM Classic Hits – [www.97x.com](http://www.97x.com)

KBEA 99.7 FM Top 40 Contemporary Hits – [www.b100.net](http://www.b100.net)

KQCS Star 93.5 FM Hot Adult Contemporary – [www.star935fm.com](http://www.star935fm.com)

KJOC True Oldies 1170 AM – [www.trueoldies1170.com](http://www.trueoldies1170.com)

**Contacts:** Check with respective websites for station contacts.

### **Clear Channel Communications**

3535 East Kimberly Road

Davenport, IA 52807

**Phone:** (563) 344-7000 **Newsroom:** (563) 344-7025

**Fax:** (563) 344-7007

[www.clearchannel.com](http://www.clearchannel.com)

KCQQ 106.5 FM Classic Rock [www.q106online.com](http://www.q106online.com)

KMXG Mix 96.1 FM Adult Contemporary [www.mix96online.com](http://www.mix96online.com)

KISS 101.3 FM Top 40-Pop [www.1013kissfm.com](http://www.1013kissfm.com)

WFXN 1230 AM Fox Sports [www.wfxn.net](http://www.wfxn.net)

WLLR 103.7 FM Today's Country [www.1037wllr.com](http://www.1037wllr.com)

WOC 1420 AM News Talk Radio [www.woc1420.com](http://www.woc1420.com)

**Contacts:** Each station has different contacts. Check with their respective websites.

**Email:** Send Public Service Announcements to [qcpsa@clearchannel.com](mailto:qcpsa@clearchannel.com)

#### **KALA FM 88.5 FM & 105.5 FM**

518 W. Locust Street

Davenport, IA 52803

**Phone:** (563) 333-6216 **Fax:** (563) 333-6218

**PSAs:** (563) 333-6450 2 weeks in advance

[www.sau.edu/kala](http://www.sau.edu/kala)

**Contacts:** David Baker – Station Operations Manager/Music Director

**Email:** kala@sau.edu

**Submit a Public Service Announcement:** <http://web.sau.edu/kala/psa.html> (FREE for nonprofits; must be submitted 2 weeks in advance)

**WAUG 97.9 FM**

WAUG

Augustana College

639 38th Street

Rock Island, IL 61201

**Phone:** (309) 794-7513

<http://waug.augustana.edu>

**Contacts:** Vlad Novikov, General Manager

**Email:** waug@augustana.edu

**WDLM 89.3 FM & 960 AM**

Moody Radio Quad Cities

PO Box 149

East Moline, IL 61244

**Phone:** (309) 234-5961 **Fax:** (309) 234-5114

[www.wdlm.mbn.org](http://www.wdlm.mbn.org)

**Contacts:** Ken Brooks, Executive Producer and Operations Manager

**Email:** wdlm@moody.edu

**WVIK 90.3 FM**

639 38th Street

Rock Island, IL 61201

**Phone:** (309) 794-7551 **Fax:** (309) 794-1236

[www.wvik.org](http://www.wvik.org)

Email news releases two weeks prior to: [news@wvik.org](mailto:news@wvik.org)

**Contacts:** Jay Pearce, General Manager

Michelle O'Neill, News Editor

Herb Trix, News Director

**Email:** [news@wvik.org](mailto:news@wvik.org)

**WGVV 92.5 FM**

Non-profit, urban contemporary

Mark Jackson

1800 3rd Avenue, Suite 420

Rock Island, IL 61201

309.793-4925

**Email:** [markjackson\\_6@msn.com](mailto:markjackson_6@msn.com)

**WYEC -Rewind 93.9 FM**

[QuadCityDailyNews.com](http://QuadCityDailyNews.com)

736 Federal St. #2318 Harborview Box 11

Davenport, IA 52803

Office: 563.345.6454

The Rewind 93.9 Morning Show...5AM-10:30AM - Sean Patrick



(Music, news, weather, sports, TV/Movie content.)

Mid Morning in the Cities Weekday Mornings 10:30AM - 12:00PM - Mike Cocquit

(City Leaders, event organizers, newsmaker content.)

## **WKBF La Jefa 1270**

### **Rock Island, IL**

Latino Broadcasting, LLC

1035 Lincoln Road, Suite 205

Bettendorf, IA 52722

[www.lajefa1270.com](http://www.lajefa1270.com)

No news – maintains a calendar of events in Spanish

**Phone:** (563) 355-7973

**Request Line:** (888) 321-1270

**Email:** [latinobroadcasting@live.com](mailto:latinobroadcasting@live.com)

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## **TELEVISION**

### **Public Access Channels**

Call ahead for specific guidelines and submission requirements.

**Rock Island/Milan:** Mediacom Channel 9, Call the Administrative Services Dept. (309) 732-2050.

*Content filed through City slide service - contact is Cherise Schwabe*

## **KWQC – TV6, NBC**

805 Brady Street

Davenport, IA 52803

**Phone:** (563) 383-7000

**Newsroom Phone:** (563) 383-7048 **Fax:** (563) 383-7131

[www.kwqc.com](http://www.kwqc.com)

### **Contacts:**

John Mann, Vice President & General Manager, [jmann@kwqc.com](mailto:jmann@kwqc.com)

Local Sales Manager, Todd Grady, [tgrady@kwqc.com](mailto:tgrady@kwqc.com)

Jeff Kurz, News Director, [jkurz@kwqc.com](mailto:jkurz@kwqc.com)

**Email:** [news@kwqc.com](mailto:news@kwqc.com)

Paula Sands Live- Jacob Eastburn, [jeastburn@kwqc.com](mailto:jeastburn@kwqc.com)

Office: [563-383-7088](tel:563-383-7088) • Fax: [563-383-7131](tel:563-383-7131)

805 Brady St. • Davenport, IA • 52803

## **CBS4 – WHBF**

231 18th Street

Rock Island, IL 61201

**Phone:** (309) 786-5441 **Toll Free:** (800) 798-5024 **Fax:** (309) 788-4975

**Newsroom Phone:** (309) 786-5315 **Fax:** (309) 788-3642

[www.cbs4qc.com](http://www.cbs4qc.com)

**Contacts:** Marshall Porter, General Manager, [mporter@cbs4qc.com](mailto:mporter@cbs4qc.com)

Heather Stevenson, News Director, [hstevenson@cbs4qc.com](mailto:hstevenson@cbs4qc.com)

Patty Gilbert, Promotion Manager, [pgilbert@cbs4qc.com](mailto:pgilbert@cbs4qc.com)

Mike Colon, Assignment Editor, [mcolon@cbs4qc.com](mailto:mcolon@cbs4qc.com)

**Email:** [newsroom@cbs4qc.com](mailto:newsroom@cbs4qc.com)

### **WQAD – TV8, ABC**

3003 Park 16th Street

Moline, IL 61265

**Phone:** (309) 764-8888 **Toll Free:** (800) 798-8885 **Fax:** (309) 764-5763

**Newsroom:** 309-736-3300

**News fax:** 309-764-7181

**News email:** [news@wqad.com](mailto:news@wqad.com)

[www.wqad.com](http://www.wqad.com)

**News director:** Alan Baker 309-736-3310 or [alan.baker@wqad.com](mailto:alan.baker@wqad.com)

### **WQPT Quad Cities PBS**

3300 River Drive

Moline, Illinois 61265

**309/764-2400 Local**

**877/413-2424 Toll-free**

**309/764-2410 Fax**

[www.wqpt.org](http://www.wqpt.org)

#### **Contacts:**

*Mary Pruess, WQPT General Manager*

Lora Adams, Director of Marketing and Local Content, [LJ-Adams@wiu.edu](mailto:LJ-Adams@wiu.edu)

309/764-2400 ext. 65029

Jerry Myers, Program Manager, [JM-Myers2@wiu.edu](mailto:JM-Myers2@wiu.edu)

**Email:** [wqpt@wiu.edu](mailto:wqpt@wiu.edu).

## **Library Industry Media**

### **RAILS - <https://www.railslibraries.info/>**

Administrative Office, 125 Tower Road • Burr Ridge, IL 60527 • Fax: 630.734.5050

All Service Centers - Phone: 630.734.5000 • Toll-Free: 866.940.4081

Submitting Library News to RAILS website: <https://www.railslibraries.info/membership/news>

### **Library Journal**

- LJ is always hungry for opinion pieces and rants about topics and concerns in the library profession for Backtalk. 900 words. We'll get back to you and let you know if we're interested within 4 to 6 weeks. Email your idea or opinion piece to Meredith Schwartz at [mschwartz@mediasourceinc.com](mailto:mschwartz@mediasourceinc.com)
- News - If you have a news idea that you would like to share with us, please contact Meredith Schwartz, [mschwartz@mediasourceinc.com](mailto:mschwartz@mediasourceinc.com)
- People Announcements - For personnel news, including new hires, promotions, retirements, and deaths, please send to Meredith Schwartz, [mschwartz@mediasourceinc.com](mailto:mschwartz@mediasourceinc.com)
- Photos - If you would like to share photos of library-related events, news, or tidbits, please send to: [mschwartz@mediasourceinc.com](mailto:mschwartz@mediasourceinc.com)

**American Libraries, 50 E. Huron Street, Chicago, IL 60611 800-545-2433, fax: 312-440-0901, email: [americanlibraries@ala.org](mailto:americanlibraries@ala.org)**

Updated lists at: <http://www.americanlibrariesmagazine.org/about/contact>

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- Phil Morehart, Associate Editor, 800-545-2433, ext. 4218, pmorehart@ala.org
- Mariam Pera, Associate Editor, 800-545-2433, ext. 5282, mpera@ala.org

## Regional Carriers

### **IPTV Iowa Public Television**

6450 Corporate Drive

P.O. Box 6450

Johnston, IA 50131-6450

**Phone:** (515) 242-5400 **Toll Free:** (800) 728-2828 **Fax:** (309) 764-2410

[www.iptv.org](http://www.iptv.org)

IPTV HD and analog simulcast, Channel 36.1

IPTV Learns, Channel 36.2

IPTV World, Channel 36.3

#### **Contacts:**

Daniel Miller, Executive Director and General Manager, [dkm@iptv.org](mailto:dkm@iptv.org)

Molly Phillips, Director of Communications and Community Engagement, [molly@iptv.org](mailto:molly@iptv.org)

**Email:** [programming@iptv.org](mailto:programming@iptv.org)

### **KUNI 94.5 FM & 102.1 FM**

Iowa Public Radio

2111 Grand Avenue, Suite 100

Des Moines, IA 50312

**Phone:** (800) 861-8000

**Fax:** 319-273-2682

<http://iowapublicradio.org>

**Email:** [news@iowapublicradio.org](mailto:news@iowapublicradio.org)

## **ONLINE CALENDARS**

[www.kwqc.com](http://www.kwqc.com)

[www.qconline.com](http://www.qconline.com)

[www.qctimes.com](http://www.qctimes.com)

[www.visitquadcities.com](http://www.visitquadcities.com)

[www.whbf.com](http://www.whbf.com)

[www.wqad.com](http://www.wqad.com)

[www.weareqc.com](http://www.weareqc.com)

[City Media Distribution List \(includes city council and department heads\)](#)

[Mediadistribution@rigov.org](mailto:Mediadistribution@rigov.org)



Department of the Treasury  
Bureau of Alcohol, Tobacco & Firearms  
**BOMB THREAT CHECKLIST**



1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is address?
9. What is your name?

**EXACT WORDING OF BOMB THREAT:**

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Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_  
 Age: \_\_\_\_\_ Length of call: \_\_\_\_\_  
 Telephone number at which call is received: \_\_\_\_\_  
 Time call received: \_\_\_\_\_  
 Date call received: \_\_\_\_\_

**CALLER'S VOICE**

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal    |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Angry    |
| <input type="checkbox"/> Stutter  | <input type="checkbox"/> Loud     |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp     |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow     |
| <input type="checkbox"/> Rasp     | <input type="checkbox"/> Crying   |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep     |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Distinct |

ATF F 1813.1 (Formerly ATF F 1730.1, which still may be used) (6-97)

- |  |  |
|--|--|
| <input type="checkbox"/> Slurred   | <input type="checkbox"/> Whispered       |
| <input type="checkbox"/> Ragged  | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Deep Breathing  | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Disguised   | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Familiar (If voice is familiar, who did it sound like?) _____ |  |

**BACKGROUND SOUNDS:**

- |  |   |
|--|---|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery            |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> Crockery                     |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Clear                        |
| <input type="checkbox"/> PA System     | <input type="checkbox"/> Static                       |
| <input type="checkbox"/> Music         | <input type="checkbox"/> House noises                 |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> Local                        |
| <input type="checkbox"/> Motor         | <input type="checkbox"/> Office machinery             |
| <input type="checkbox"/> Booth         | <input type="checkbox"/> Other (Please specify) _____ |

**BOMB THREAT LANGUAGE:**

- |  |   |
|--|---|
| <input type="checkbox"/> Well spoken (education) | <input type="checkbox"/> Incoherent                   |
| <input type="checkbox"/> Foul                    | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Taped                   | <input type="checkbox"/> Irrational                   |

**REMARKS:**

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Your name: \_\_\_\_\_

Your position: \_\_\_\_\_

Your telephone number: \_\_\_\_\_

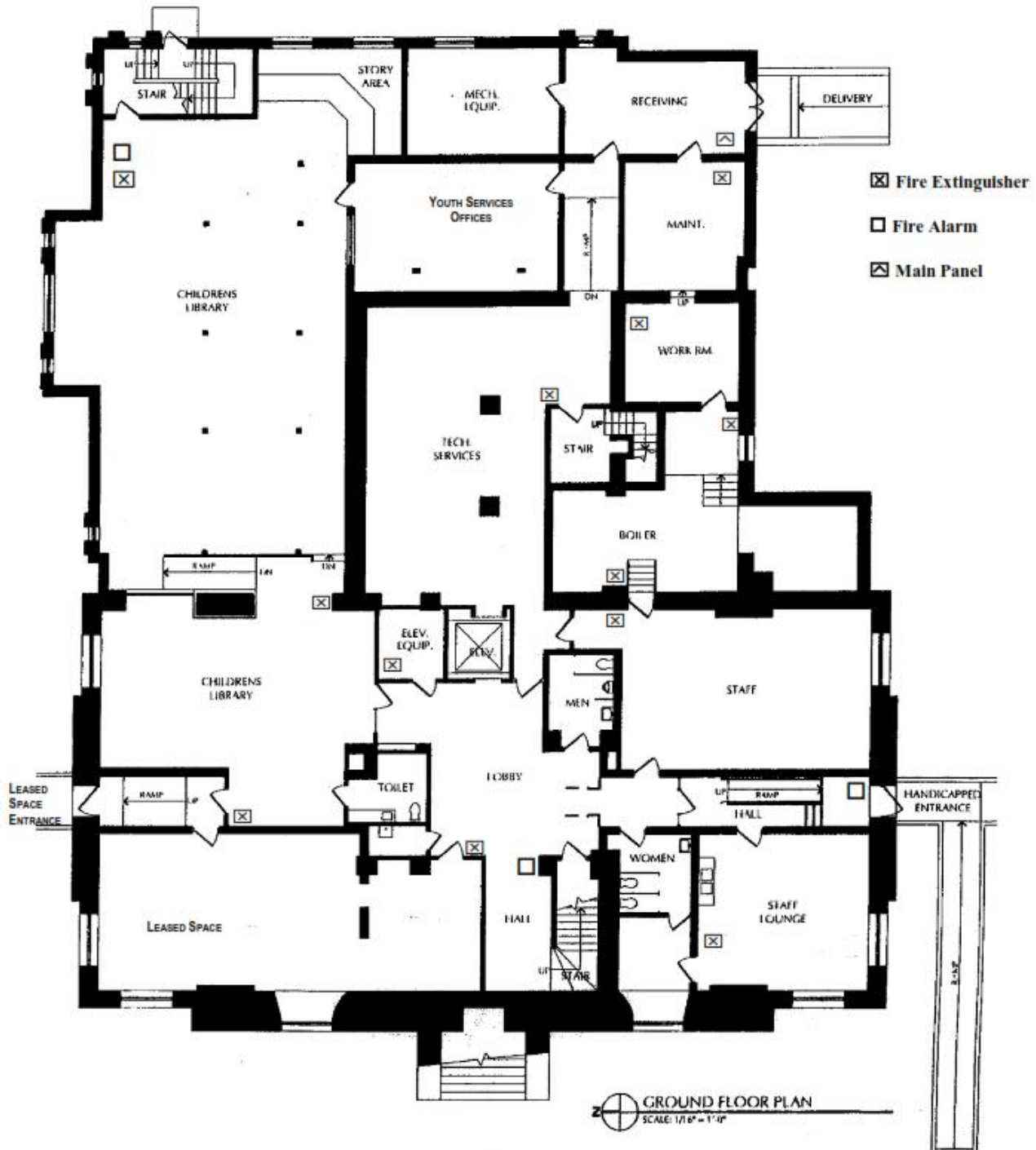
Date checklist completed: \_\_\_\_\_

ATF F 1813.1 (Formerly ATF F 1730.1) (6-97)

## Rock Island Public Library Personnel List

Last Name	First Name	Phone #
BACON	MONICA	309.292.0856
BINGER	VICKY	309.428.8014
BLOOME- MCMILLIN	LAREA	309.721.6083
BROZOVICH	KIMBERLY	309.292.1836
BURNS	STEVEN	309.798.9313
CAMPBELL	ANGELA	563.940.7844
CARDOSO	HAIDEE	309.716.7303
CECIL	EDWARD	309.781.9781
CHOUTEAU	CAROL ANNE	563.528.4169
DAVIS-NEVILLE	DANIELLE	309.631.7973
DAVISON	LISA	309.912.0731
DENNIS	RANELL	309.235.2695
ELLIS	DAYTON	309.912.3332
DEPOOTER	LINDA	309.738.1886
FOSTER	SUSAN	309.794.0871
HEFFERNAN	FRED	309.788.2955
JONES	KATHY	309.269.4850
KERNS	KELLIE	309.752.3597
KIRCHOFER	JASON	618.267.7986
LOCKHEART	LISA	309.292.7741
MORTENSON	DON	309.756.0216
NOBILING	CHRISTINA	309.644.2745
POWERS	KATHLEEN	309.737.3384
RUSSELL	BRENDA	309.787.3235
SCHOESS	VICTORIA	309.373.0826
SHEAROUSE	JAMES	309.799.3062
SISUL	AMY	309-912-2233
TEGGATZ	ANNA	309.786.1050
THOMAS	PATTI	309.791.1156
TOBIN	EMILY	517.281.5343
VALLEJO	RANESHA	309.631.8066
WAHLMANN	SUSAN	309.793.5123
WAUGH	TAYLOR	309.430.5371
WOMACK	ALMA	309.716.2949
YOUNG	SUSAN	309.716.2875

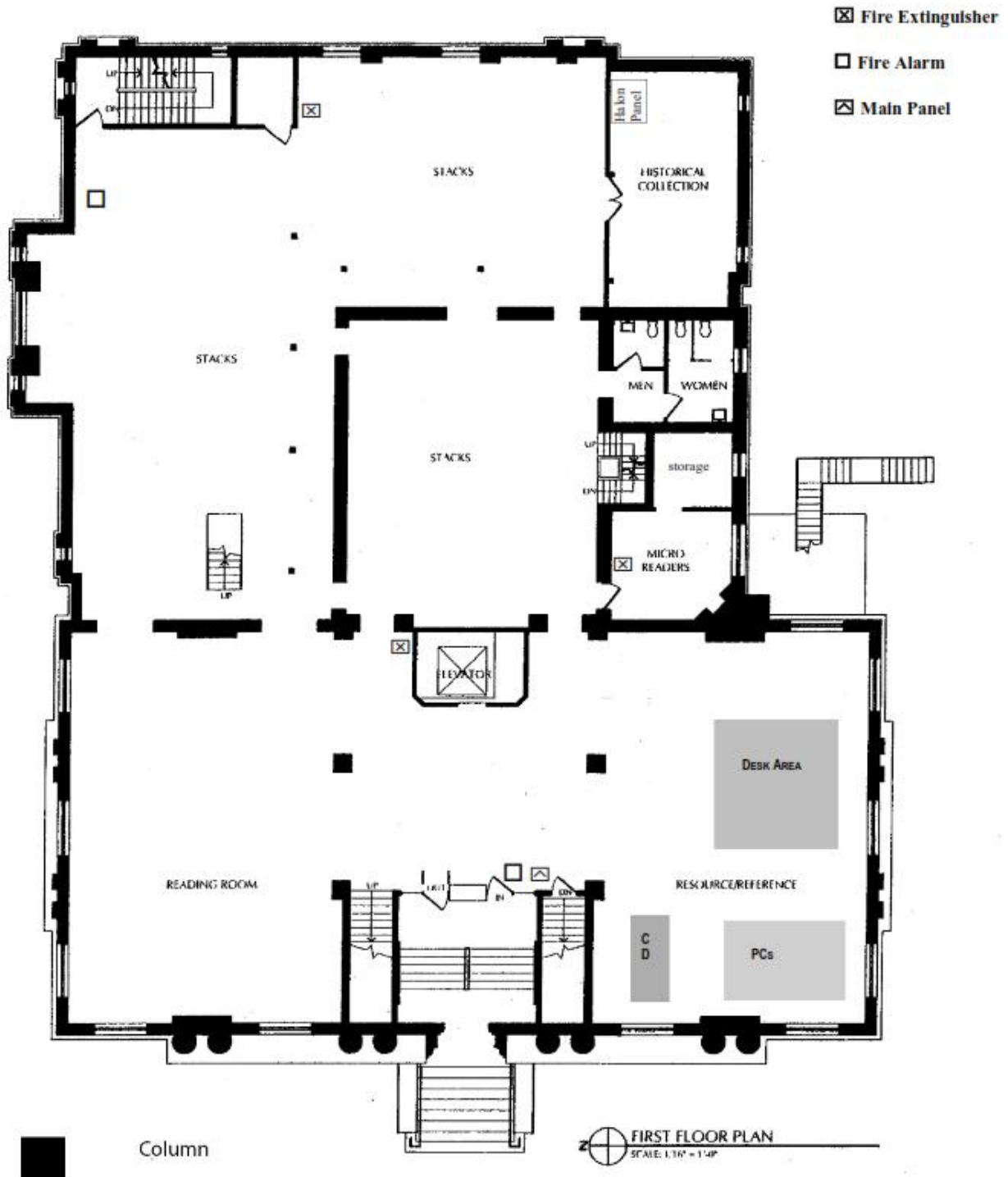
## MAIN LIBRARY: Ground Floor—Disaster Response & Recovery Plan



### ROCK ISLAND LIBRARY - MAIN LIBRARY

*Fire Extinguishers are ABC models—Approved for use on Trash Paper, Liquids or Electrical Fires*

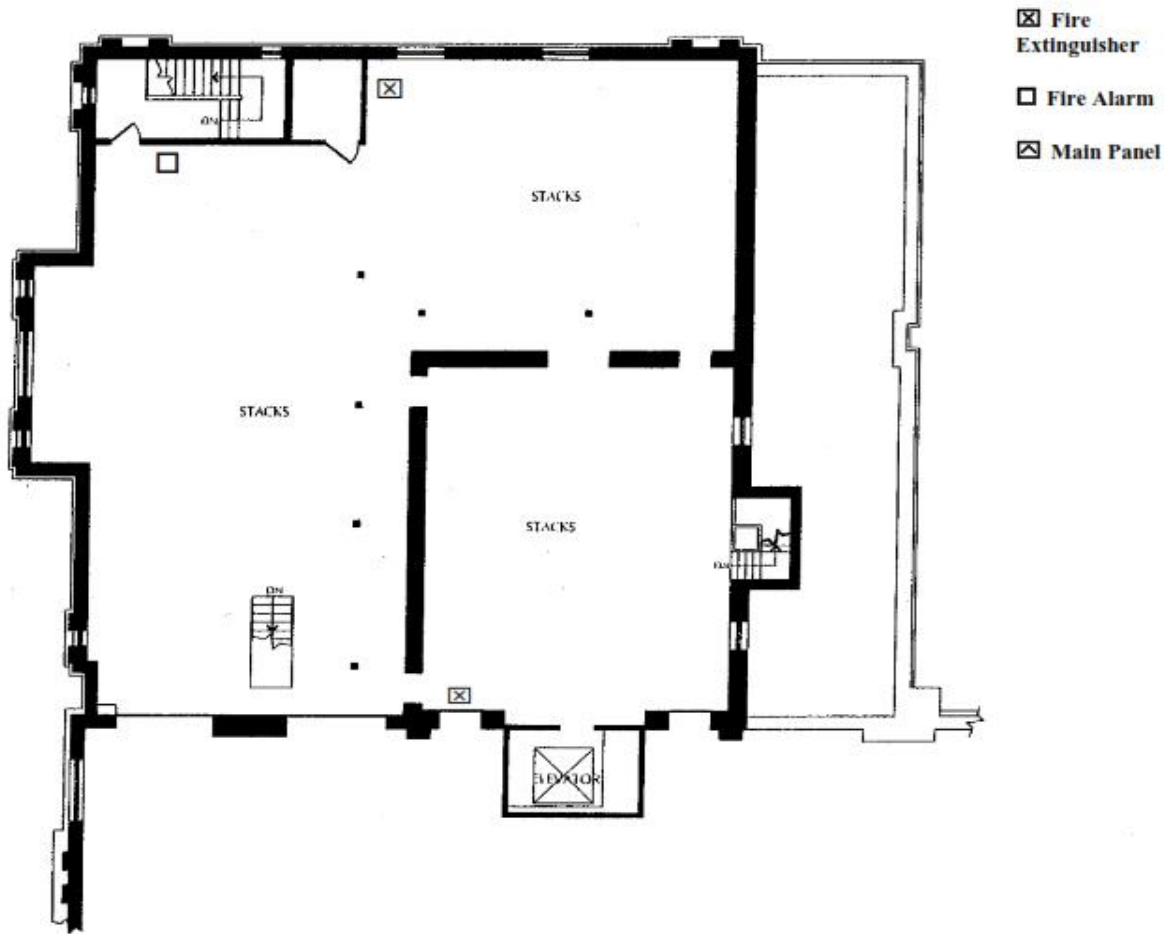
**Main Library: 1st Floor—Disaster Response & Recovery Plan Document**



**ROCK ISLAND LIBRARY - MAIN LIBRARY**

*Fire Extinguishers are ABC models—Approved for use on Trash Paper, Liquids or Electrical Fires*

**MAIN LIBRARY: Mezzanine Floor —Disaster Response & Recovery Plan Document**



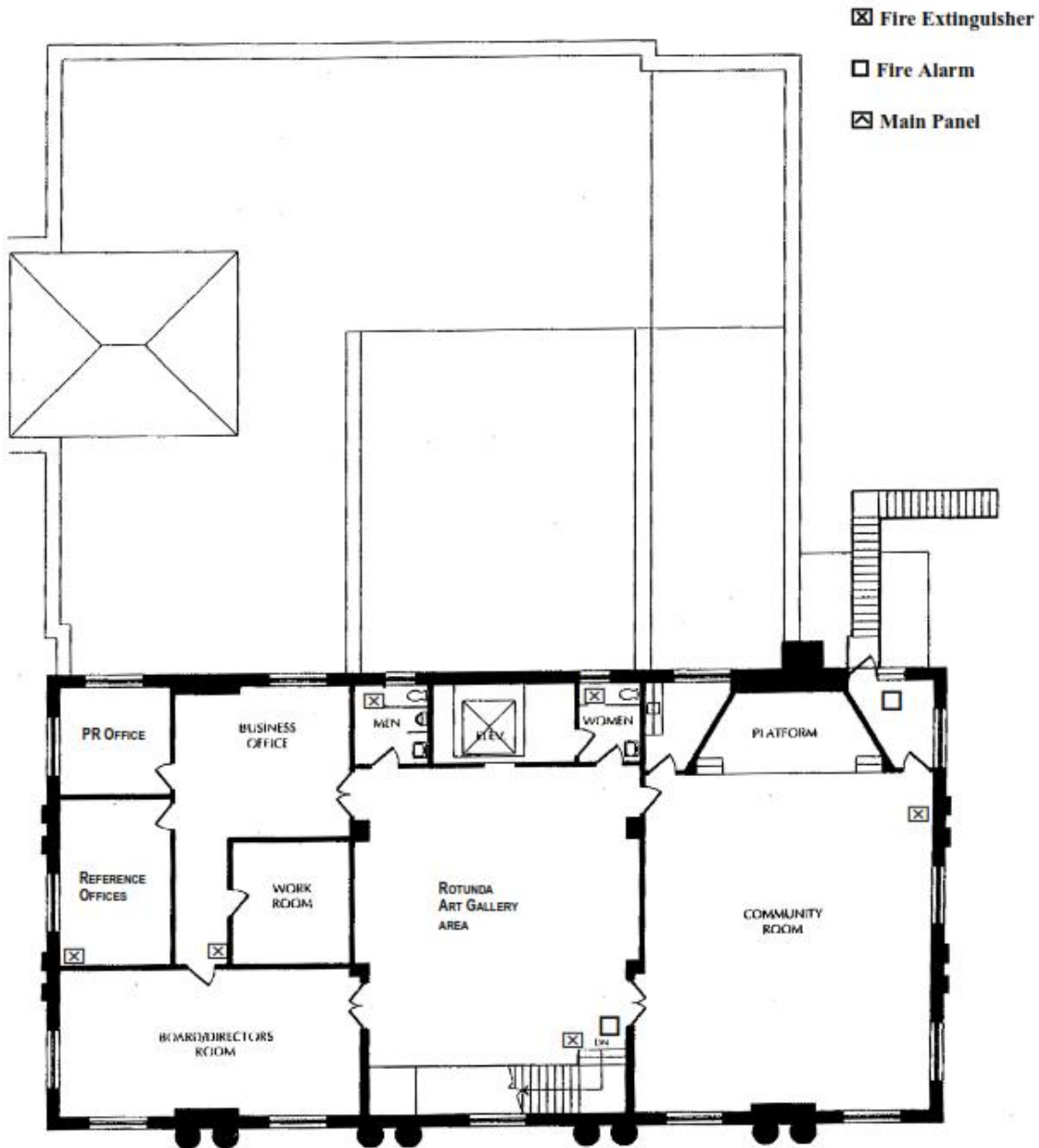
MEZZANINE PLAN  
SCALE 1/8" = 1' 0"

**ROCK ISLAND LIBRARY - MAIN LIBRARY**

*Fire Extinguishers are ABC models—Approved for use on Trash Paper, Liquids or Electrical Fires*



**MAIN LIBRARY: 2nd Floor—Disaster Response & Recovery Plan Document**

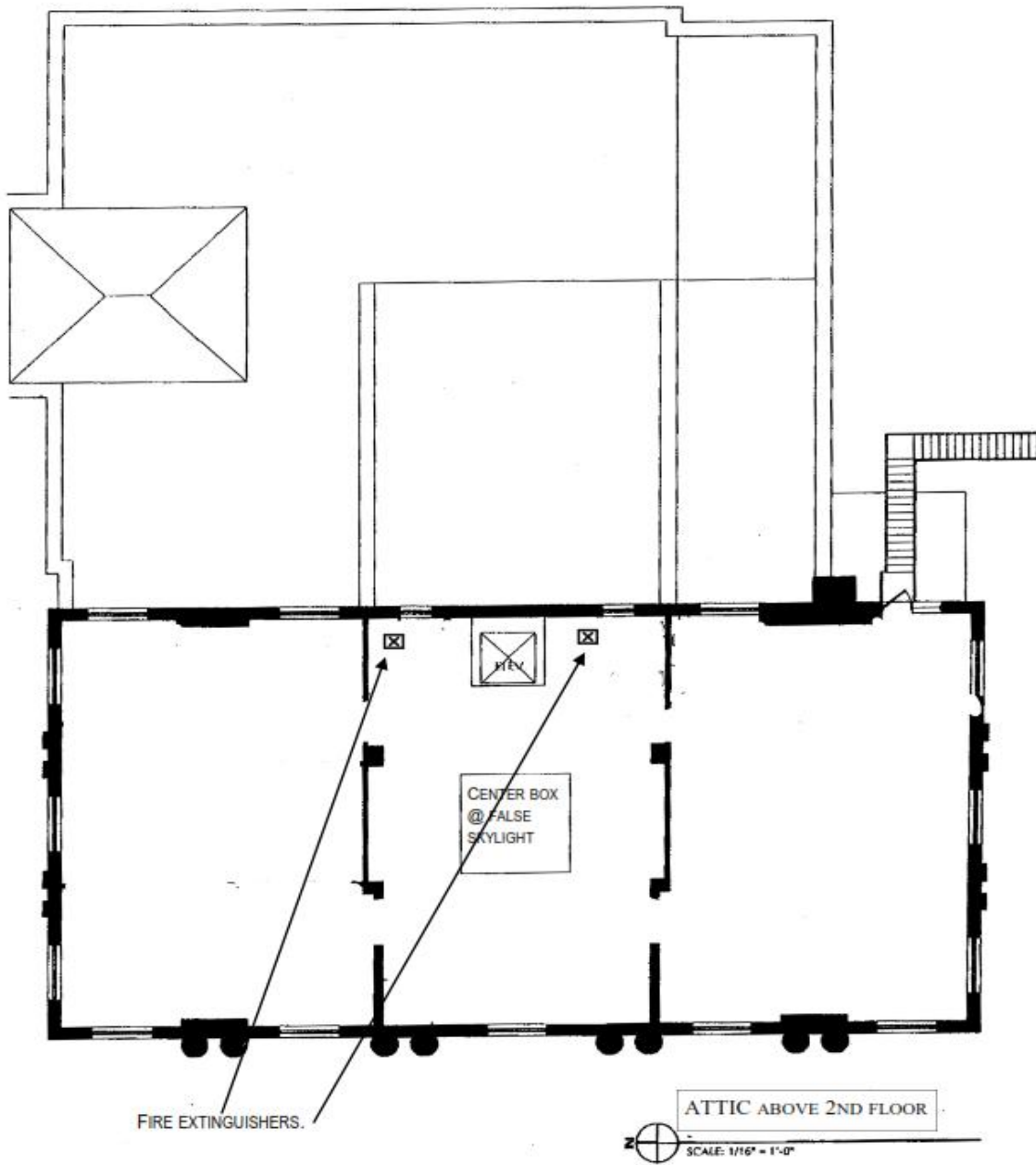


SECOND FLOOR PLAN  
SCALE: 1/16" = 1'-0"

**ROCK ISLAND LIBRARY - MAIN LIBRARY**

*Fire Extinguishers are ABC models—Approved for use on Trash Paper, Liquids or Electrical Fires*

**MAIN LIBRARY: ATTIC LEVEL —Disaster Response & Recovery Plan Document**

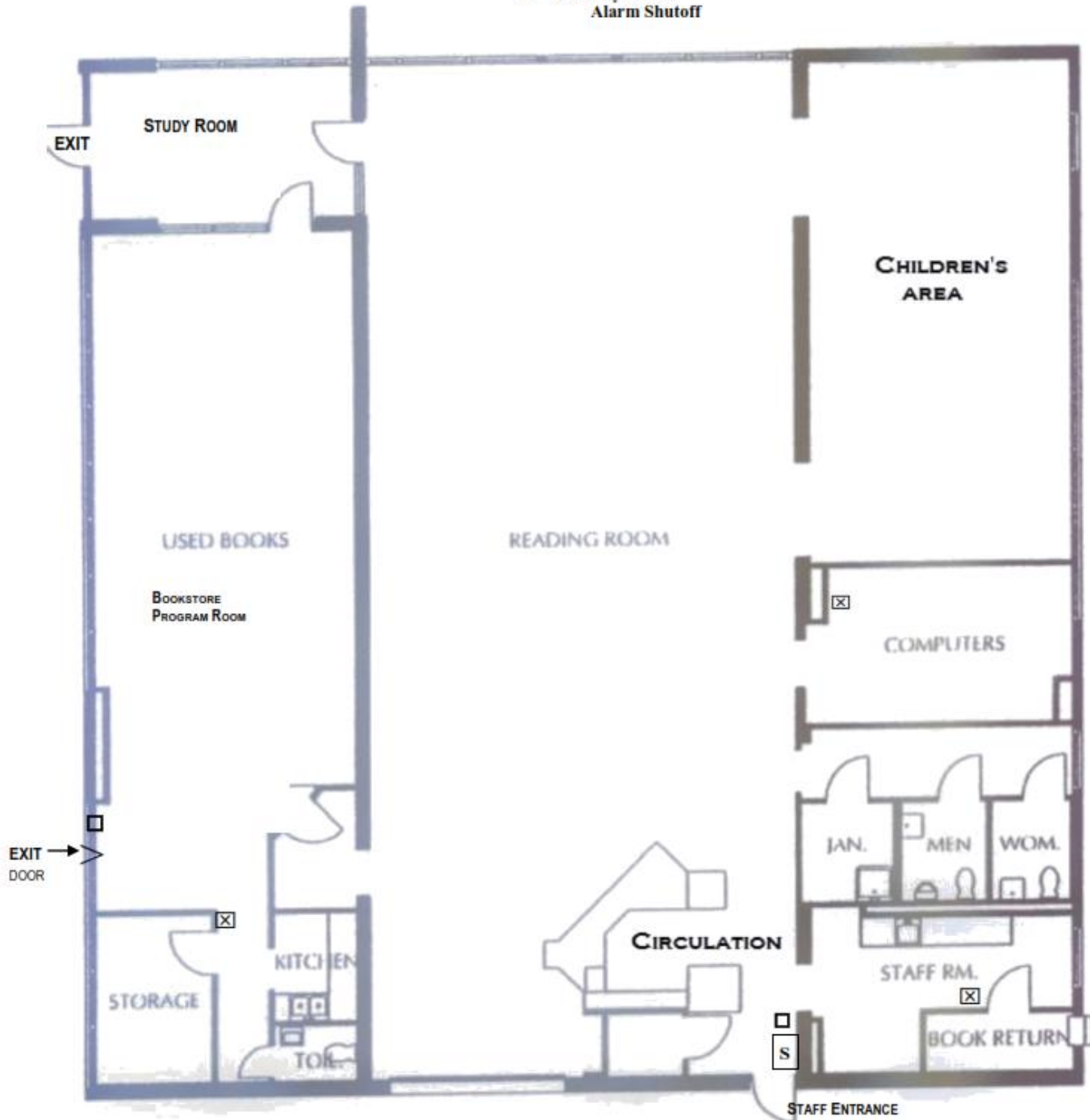


**ROCK ISLAND LIBRARY - MAIN LIBRARY**

*Fire Extinguishers are ABC models—Approved for use on Trash Paper, Liquids or Electrical Fires*

**30/31 Branch—Disaster Response & Recovery Plan Document**

- Fire Extinguisher
- Fire Alarm
- Main Panel
- Security Panel/  
Alarm Shutoff



*Fire Extinguishers are ABC models—Approved for use on Trash Paper, Liquids or Electrical Fires*

**Southwest Branch—Disaster Response & Recovery Plan Document**



*Fire Extinguishers are ABC models—Approved for use on Trash Paper, Liquids or Electrical Fires*