# Paola Free Library Disaster Preparedness and Recovery

Last Updated November 2020

It is the goal of Paola Free Library's Director and Board of Trustees to train every employee in the proper procedures to follow when disaster strikes. Our primary responsibility is to protect staff and patrons, then the collection and equipment as much as possible, during an actual disaster.

The Library will have a step-by-step plan as to actions to be taken at the earliest signs of an impending disaster as well as for recovery following any disaster such as tornado, fire, or flood. Plans to be followed at the outset of a disaster will be memorized through staff education and practice. Recovery plans will be kept in a safe place outside of the building so that they may be accessed readily.

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## Part I: Protecting Irreplaceable Material

A. Identify items within this category
B. Determine the best available storage for protection for all items
C. Place a list of "Most Valuable Items" with the Fire Chief, City Hall's safe, and in the Library Director and all adult employees' homes.

## Paola Free Library Most Valuable Items

| Item Description | Location within Building | Protection |
|---|---|---|
| Historical Album | Book repair room, black metal cabinet | Inside archival box |
| Historical File on Miami County & Paola | In 2 cardboard storage boxes, Book repair room, black metal cabinet | None |
| 2 Vol. Andreas History of Kansas—black & gold | Currently in book repair room | None |
| Books on History of Miami County | In Round Room Inside 2 narrow shelf units | None—these need to be accessible at all times to public |
| Servers | IT room lower level, middle door in south wall of craft room | Cloud backup |
| Historical Library Board Minutes / Scrapbook items | In Storage/Book Repair Room downstairs | None |
| 2 Watercolor pictures Of Library Building | Both in upstairs reading room (west wing). | On display |
| Oil painting of boy Reading | Hangs above double shelf unit on north wall, upstairs reading room | On display |
| Lithograph by Jo Sickbert | Currently stored atop storage shelves, storage room downstairs, top shelf of shelves on south wall | None |
| PHS Yearbooks | Behind circulation desk, Above mailboxes, 2nd set of cupboards | None |

## Part II: Staff Training

Incorporate into bi-annual staff in-service, disaster training on the following subjects:

1. Fire
    - Location of extinguishers and how to use them
    - Escape routes
    - Step by step procedures should a fire start in the building

2. Flood
    - Step by step procedures in case of flooding
    - Procedures for drying wet books

3. Tornado
    - Location of safest areas within the building
    - Procedure to follow when Library is open during a tornado warning

4. Bomb Threat
    - Procedure for evacuating the building
    - Phone numbers to call

## Staff Training: Fire Extinguishers

A. Take a tour of the building, locating all 5 extinguishers.
B. Staff will memorize the acronym PASS and what each letter stands for.
C. Staff will also learn the location of the sprinkler shut off valve and how to operate it.

## Staff Training: Tornadoes

A. From every room in the Library, staff will practice the best routes to the safest places in the library. These areas are summarized in the Action Steps.

B. The Library building will remain open during a tornado siren so that people not close to a shelter can enter. A pre-made sign should be available to post on the door, indicating the location of the safest places within the building.

## Staff Training: Bomb Threats

A. Staff will learn the procedures to follow when taking the call which declares a bomb to be in the building.

B. Staff will practice evacuating patrons and other staff via the nearest exit and moving away from the building as far as determined is safe.

C. The supervisor in charge will use a cell phone carried with him / her to call emergency personnel. 911 and other emergency numbers will be stored in all staff cell phones.

## Part III. Action Steps

**Fire**

1. The acting supervisor will get make sure everyone gets out of the building via the proper fire exits to the best of their ability. Supervisors should have a good idea of how many people are in the building at all times in order to perform a headcount outside the building and inform firefighters if they think anyone might still be in the building. Library staff evacuating patrons should direct patrons to gather with them across the street from the front entrance of City Hall.
2. The first staff member outside at the gathering point will call 911 on their cell phone.
3. The supervisor may determine whether the fire is in a contained enough area that a fire extinguisher or two might be used to try and control or extinguish the fire while the fire department is on its way. Otherwise, all staff should evacuate the building.
4. If sprinklers have come on unnecessarily, the acting supervisor should locate the sprinkler shut-off valve in the boiler room and shut off the sprinklers.

**Flooding** (staff will wear rubber boots and gloves if they are participating in any clean-up efforts)

1. Upon the first observation of standing water or a wet area in the building, any staff member who observes this must inform the supervisor on duty. If the library director is not on site, the supervisor on duty will call City Hall and Public Works to report the incident and then the library director. If the incident occurs outside of City Hall and Public Works' business hours, then the supervisor will call the Library Director (and the Assistant Director if the Director is not immediately available) and the police department to report the incident. The Library Director will contact the Assistant Director and the Technology Manager to help evaluate damage to library property.
2. On site staff should unplug servers, computers, printers and the copier and move equipment, books, and other documents away from water if possible. Computer equipment, items in the Kansas Room and items on the Most Valuable list (pg. 2) should be protected first if necessary.
3. If not already on site, the Library Director, Assistant Director, and Technology Manager will report to the building as soon as they are able to. If it is safe to enter the building, they will assess damage to library property and determine whether items need to be moved off-site and arrange for their transport and storage.

**Tornado**

1. All staff should have emergency weather alerts on their cell phones. During a tornado warning, onsite staff will direct everyone in the building to the safest pre-designated room(s) or area. These currently are located downstairs: the Book Repair/Storage Room, the IT Office, the Security Room, under tables in the Arts & Crafts Room, or the downstairs bathrooms/hallway outside the bathrooms (as far away from entrance to the hallway as possible). Which and how many of these areas will be used will depend on how many people need to take shelter.
2. Staff will take a cell phone, a portable handset to the land line, and flashlights into these areas and will listen for the warning siren, if there is one, to clear. Flashlights should already be mounted to walls in the three designated rooms, otherwise, there should be at least two flashlights stored behind each circulation desk.
3. Those in the shelter will not be allowed out until the all clear.
4. Before allowing any children to leave, they will be asked to use a cell phone, or the land line if it is available, to call a parent or guardian for instructions on what they should do.

**Bomb Threat**

1. Staff will evacuate everyone in the building through the nearest exit and make sure they leave immediately in their cars or walk to a distance several blocks away.
2. The supervisor on duty will call 911 and then the library director (if the director is not on site).

+ shooter
+ glass hammer
PD - mace
rope ladder

## Part IV: Library Chain of Command & Roles

CHAIN OF COMMAND:

1. Library Director
2. Assistant Director
3. Assigned Supervisor of staff member with the most seniority.

Staff (last updated November 2020)

Library Director: Officer In Charge

Emily Burgdorf

(816) 510-2275 (cell)

No house phone.

eburgdorf@cityofpaola.com (work e-mail)

eschwarz@g.emporia.edu (personal e-mail)

- Coordinates with City Administration in the event of a disaster.
- With staff, assesses the condition of the library's adult collection, most valuable items and adult programming/décor items in storage.
- Maintains a line of communication with insurance agent.
- Oversees all recovery efforts.
- Serves as a point of contact for media.

Assistant Library Director/Youth Services Director

Cari Vogeler-Michael

(785) 241-1079 (cell)

youthservices@cityofpaola.com (work e-mail)

Personal E-mail: vogeler-michael@hotmail.com

No house phone.

- Assists Director as needed

- With staff, assesses the conditional of the library's youth collection and programming materials in storage.
- Communicates updates to the public on social media

Assistant Librarians:

Ada Verhaeghe (Start date April 2015): Assists in assessing damage to patron records.
(913) 787-6607 (cell)
averhaeghe@cityof paola.com (work e-mail)
Personal E-mail: thewayout.4stories@gmail.com
House phone: 913-849-3699

Kelly Stewart (Start date Feb. 2014): Assists in assessing damage to repair and processing materials and cataloging materials.
(913) 594-8246 (cell)
kstewart@cityofpaola.com (work e-mail)
ksmusic55@outlook.com (personal e-mail)

Alexandra Chadwick (Start date Jan. 2020): Assists others as needed with assessing damage to the library and the contents within and serves as the Safety Officer for the library in relation to her service on the City's Safety Board.
913-215-4626 (cell)
achadwick@cityofpaola.com (work e-mail)
alexchadwick1014@gmail.com (personal e-mail)

Kristen Green (Start date Jan. 2020): Assists in assessing damage to ILL materials
(913) 424-8219 (cell)
kgreen@cityofpaola.com (work e-mail)
thegreenpearl3@gmail.com (personal e-mail)

Technology Manager:

Peter Trull (start date August 2015): Assists in assessing damage to all technology equipment and software. Maintains off-site back-up servers.
(913) 961-1077 (cell)
House phone: 913-783-4336
ptrull@cityofpaola.com (work e-mail)

Personal E-mail: ptrull@yahoo.com

## Part V. City of Paola Emergency Resources [attached pdf]