

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
Curriculum  
Learning Resources & Instructional Materials Department

**EMERGENCY PREPAREDNESS FOR LIBRARY MEDIA CENTERS**

**OVERVIEW**

In order to cope successfully with an emergency, it is essential that the library media staff be very familiar with preparation and recovery procedures.

**PERSONNEL**

Identify the appropriate personnel and their contact information. Complete the blanks in this manual to create a plan for your library media center. Share the plan with your administrator and building maintenance staff and, of course, with your media center staff. Keep this manual in a clearly labeled and easily accessible file.

Emergency Telephone Numbers

| <u>Type of Service</u>         | <u>Dept./Contact Person(s)</u> | <u>Phone Number</u> |
|--------------------------------|--------------------------------|---------------------|
| Medical/Fire                   |                                |                     |
| Custodian (Evening)            |                                |                     |
| Principal (Evening)            |                                |                     |
| Media Specialist (Evening)     |                                |                     |
| Director of Learning Resources | Michele Rivera                 | 754 321-3320        |
| Specialist, Media              | Lynne Oakvik                   | 754 321-3320        |
| Risk Management                |                                | 754 321-4200        |
| Special Investigative Unit     |                                | 754 321-0725        |
| Compass                        |                                | 754 321-4490        |
| ETS Help Desk                  |                                | 754 321-0411        |
| Other                          |                                |                     |

**SUPPLIES**

In case of water damage from a storm, the following materials should be available. It is recommended that you keep as many recovery materials as possible on-site.

1. Holding or moving materials

Book trucks  
Hand trucks

Garbage bags  
Milk crates/cardboard  
cartons

Boxes  
Ribbon, bright-colored plastic  
(for roping off area)

2. Items for clean up

Buckets  
Paper towels  
Masks, air filtration  
Sponges, squeegees

Duct tape  
Disinfectant  
Trash bags  
Broom

Mops  
Garbage cans, large  
Rubber gloves, boots  
Tape, strapping

- |  |   |                               |
|--|---|-------------------------------|
| 3. Protective materials                                      |   |                               |
| Tarps  | Plastic sheeting                          | Plastic trash bags            |
| 4. Equipment for removing water/drying materials or facility |   |                               |
| Fans   | Wet/dry vacuum                            |                               |
| 5. Equipment for documenting damage                          |   |                               |
| Camera (film, memory disks)                                  |   |                               |
| 6. Miscellaneous supplies                                    |   |                               |
| Cell phone   | Hammer                                    | Pliers                        |
| Scissors and/or box cutter                                   | Labels (waterproof)                       | Clipboards                    |
| Pens/pads of paper   | Permanent markers                         | Screwdrivers (Phillips, slot) |
| Radio, battery operated, CB                                  | Flashlights and battery operated lanterns | Extension cords, heavy duty   |

### **PLANNING FOR DISASTERS**

1. If a disaster strikes when the building is occupied, the first concern should be for the safety of the individuals inside. Procedures for evacuating the building should be understood by all staff, students, and volunteers.
2. Keep an up-to-date inventory of all print and nonprint materials, as well as equipment and furniture. One copy of this information should be kept in a file on-site and marked "Disaster Plans," one copy should be sent to the school district's administrative office for inclusion in the disaster planning file, and one should be kept at the library media specialist's home.
3. Make sure supplies necessary for recovery procedures are on hand and accessible.
4. Determine additional workspace for recovery operations, alternate sites of operation, office workspace, collection inventory records, and telecommunications equipment.

#### **Provide a Floor Plan:**

Include a simple floor plan of your existing facility that shows the location of various types of books, materials, and equipment. Indicate location and salvage priority for the following:

1. All types of print and nonprint materials
2. Equipment
  - all types of equipment, including computers, copy machines, etc.
  - audiovisual equipment
  - electrical fuses or circuit breakers
  - emergency equipment, such as fire extinguishers, flashlights, emergency lights, smoke detectors, fire pulls, etc.
3. Other
  - Supplies

**Determine Collection Priorities:**

All library media center staff should be aware of special collections and irreplaceable materials, which might include local history materials, reference collections, or other expensive items. The collection priority locations should be indicated on a floor plan.

Questions to help determine priorities:

- Can the items be replaced?
- Would the cost of replacement be more or less than restoration of the item?
- How important is the item to the collection?
- Is the item available elsewhere?

Priority #1

Salvage at all costs \_\_\_\_\_

Priority #2

Salvage if time permits \_\_\_\_\_

Priority #3

Salvage as part of general cleanup \_\_\_\_\_

**Disaster Recovery Team Leader:**

The library media specialist serves as the disaster recovery team leader for the library media center. An alternate should be designated in the event the library media specialist is unavailable. The disaster recovery team leader is responsible for the overall management of the salvage operation. The Team Leader (or alternate) will:

- establish the command post in safe proximity to the disaster
- assess damage
- set priorities
- make all decisions on the best use of time, personnel, and energy
- maintain telephone and radio communication
- coordinate with the administrative office for wages, supplies, transportation and services

**Disaster Recovery Work Crew:**

Personnel provided to carry out recovery plan will be designated by the team leader. This may include removal of damaged materials from the disaster site, record keeping and inventory, photographing of damaged items, etc. The work crew should:

- assemble and oversee distribution of necessary supplies and equipment
- assess the damage to materials
- arrange for photographing of damage and recovery
- inventory and record materials that were destroyed or damaged
- separate materials to be repaired in-house, materials to be discarded, and those to be sent to the commercial bindery, if any
- determine repairs needed
- contact necessary repair agencies

## PREPARATIONS WHEN A DISASTER IS APPROACHING

Precautions must be taken before, during, and after a disaster to reduce loss or damage to library media materials.

### 1. Books and other materials:

- Relocate books and audiovisual materials to the upper shelves in the media center.
- If water damage is anticipated, make the following preparations:
  - For water from above, cover stacks with plastic sheets located in \_\_\_\_\_ or move books off shelves, using book trucks located \_\_\_\_\_.
  - For water from below, move books higher on the shelves or move books off shelves to another location.

### 2. Computers:

- Shut down computer and servers and turn off peripheral devices.
- Disconnect equipment from power and data lines.
- Move equipment away from windows and off floor, if possible.
- Cover with waterproof covering.
- Lock doors to prevent theft.

### 3. Library.Solution:

Programs – A back up of all programs and data will be done by the district's Technical Support staff. Since a central fileserver stores all of the data, the individual media center does not have to back up the library management program.

## POST-DISASTER PROCEDURES

### Assess the Damage:

- \_\_\_\_\_ Evaluate how much damage has occurred
- \_\_\_\_\_ Determine what kind of damage it is (fire, smoke, soot, chemical, clean water, dirty water, heat, humidity)
- \_\_\_\_\_ Discover if it is confined to one area or if the entire building is damaged
- \_\_\_\_\_ Determine what types of materials have been damaged (books, documents, photographs, computer and audiovisual software, etc.)
- \_\_\_\_\_ Estimate how much of the book collection has been affected (estimate the number of volumes)
- \_\_\_\_\_ Determine if the damaged items will be easily replaced or if they are irreplaceable
- \_\_\_\_\_ Can damaged items be salvaged by the in-house recovery team or will outside help be required?
- \_\_\_\_\_ Walk through the entire area and take extensive notes
- \_\_\_\_\_ Work with school administrators to make contact with the insurance company and to contact sources of supplies and services

Call Learning Resources Department if you need assistance in assessing the damage.

### Stabilize the Environment:

If water is the primary cause of the disaster, the environment must be stabilized to prevent the growth of mold. Ideal conditions for a recovery operation are 75 degrees and 50-60% humidity. The following equipment should be accessible in the district to help stabilize the environment:

- portable pumps, to remove large quantities of standing water
- wet vacuum, to remove excess water
- fans, to circulate the air
- thermometers and a sling psychrometer, to measure the temperature and humidity

Any standing water should be pumped from the area. Extreme caution must be taken, as standing water can conceal hazards. The air should be kept circulating in the damaged area. This may be accomplished by running fans constantly (see Mold and Mildew below).

In the summer, turn on the air conditioning. In the winter, turn off the heat.

### **Restore the Area:**

After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Only after the disaster area is repaired, cleaned, and disinfected can collections be returned to their proper location. Walls, floors, ceilings, and all furniture and equipment must be scrubbed with soap and water and a fungicide. Carpeting and, especially, the padding under it should be carefully examined, as mold will develop rapidly. Removal of smoke odor and fogging with fungicides or insecticides should be performed only by professionals.

All materials must be absolutely dry and free of mold before any items are reshelved. Often materials still need to be sorted, cleaned, or repaired. They may require new pockets, barcodes, or spine labels. If the disaster has been a large one, this sorting and rehabilitation process may take a long time. All collections should be examined on a regular basis to ensure that mold development does not occur.

### **AIR DRYING BOOKS**

Air drying is the oldest and most common method of dealing with wet books and records. It is most suitable for small numbers of damp or slightly wet books and documents. Because it requires no special equipment, it is often seen as an inexpensive method of drying. But it is extremely labor-intensive, can occupy a great deal of space, and result in badly distorted bindings and text blocks.

Air-drying is most suitable for books that are damp or are water-damaged only around the edges.

- Separate the water-soaked materials from those only slightly wet. Books that are wet all the way through will suffer structural distortion and likely develop mildew. They should be discarded.
- Stand books to be air-dried on edge with pages fanned out. Due to space constraints, this is not practical with a large number of books.
- The ideal environment for air-drying is 50-68 degrees Fahrenheit and 50% relative humidity.

### **MOLD AND MILDEW**

Mold can develop within 48 to 72 hours in an environment where the temperature is over 75 degrees Fahrenheit and the relative humidity is over 60%. Dehumidifiers will help keep the humidity low. Mustiness or a musty odor often precedes mold, and it also accompanies mold. Ventilation, lowering humidity, and improved air circulation will often dissipate mustiness and can help prevent mold growth. Keep the air circulating in the room.

Separate the affected materials to prevent spreading.

Face masks and gloves should be worn.

### **Record the Disaster Activities:**

Document with photographs and written reports.

### **Prepare Materials for Discard and Removal:**

Keep records of discarded items

- pull the barcode from the item
- tape barcodes to a sheet of paper
- send labels to Learning Resources for removal from the database
- keep careful records of kind and number of items discarded

Removal and packing of discarded items

- clear the floors and isles first
- begin with the wettest material (These will usually be on the lowest shelves, unless water has come in through the ceiling.)
- pack items in boxes, tape them shut, and have them removed from the media center as quickly as possible

Equipment discards

- Fill our Form #3290A for those pieces of equipment that are too damaged to be repaired.

### **Do Follow-up Assessment Report:**

Prepare a written report, noting the effectiveness of the response plan, changes that should be made, evaluations of all suppliers of equipment and off-site facilities used, extent and nature of the disaster, and locations in the building where the disaster struck. Include photographs and dates.

---

The Safety Department has a manual entitled *Emergency Preparedness Manual* that covers many different kinds of emergencies, including hurricanes. The manual can be found online at <[www.broward.k12.fl.us/safetydept/epview.htm](http://www.broward.k12.fl.us/safetydept/epview.htm)>. Password is: "safety" and Media center information begins on page 62 and continues on page 81.

9/5/08kpEmergencyPreparedness