|  |  |
| --- | --- |
| [Library Name] Disaster Response Plan | [Optional Library Logo] |

#### Table of Contents

[[Library Name] Disaster Response Plan 1](#_Toc116985726)

[Immediate Response 3](#_Toc116985727)

[Additional Phone Calls 3](#_Toc116985728)

[Disaster Response Team 4](#_Toc116985730)

[Phone Tree 5](#_Toc116985731)

[Important Service Contacts 5](#_Toc116985732)

[Emergency Services 5](#_Toc116985733)

[Utilities 6](#_Toc116985734)

[Other Services 6](#_Toc116985735)

[Insurance 8](#_Toc116985736)

[Policy & Contact information 8](#_Toc116985737)

[Value Estimations 8](#_Toc116985738)

[Facilities 9](#_Toc116985739)

[Floor Plan 9](#_Toc116985740)

[Main Utilities 9](#_Toc116985741)

[Fire 10](#_Toc116985742)

[Fire Extinguishers 10](#_Toc116985743)

[Other Fire Suppression Systems 10](#_Toc116985744)

[Alarms 10](#_Toc116985745)

[Security 11](#_Toc116985746)

[Keys and Key Boxes 11](#_Toc116985747)

[First Aid 11](#_Toc116985748)

[Disaster Response Supply Inventory 12](#_Toc116985749)

[Personal Protective Equipment (PPE) 12](#_Toc116985750)

[Cleaning Supplies 12](#_Toc116985751)

[Collection Salvage Supplies 13](#_Toc116985752)

[Recordkeeping & Communication Supplies 14](#_Toc116985753)

[Salvage Priorities 15](#_Toc116985754)

[Technology 15](#_Toc116985755)

[Hardware/Software Inventory 15](#_Toc116985756)

[Collections 15](#_Toc116985757)

[Administration 16](#_Toc116985758)

[About this Plan 16](#_Toc116985759)

[Review/Revise Schedule 16](#_Toc116985760)

[Locations 16](#_Toc116985761)

[Emergency Record 17](#_Toc116985762)

[Acknowledgements 17](#_Toc116985763)

**Appendix (if applicable):**

* Additional Insurance Policies
* Value Estimations
	+ Collection Value Estimation
	+ FFE Report
* Library Floor Plan
	+ With Facility Information Marked
	+ With Salvage Priorities Marked

## Immediate Response

* Assess your personal safety and act accordingly
* Get help from a coworker or another person in the area
* Act to protect lives, then physical property

**If there is a fire, or people are hurt: Call 911**

**Give this information:**

[Library / Institution Name]

[Address]

[Phone Number]

## Additional Phone Calls

(Based on the type of emergency)

|  |  |  |
| --- | --- | --- |
| **Type of Emergency** | **Name/Title** | **Phone Number(s)** |
| **After 911, call for fire or injuries** |  |  |
| **Water incursion** |  |  |
| **Electrical issue** |  |  |
| **Building damage** |  |  |
| **Computer damage** |  |  |
| **Collection damage** |  |  |

# ­­­

## Disaster Response Team

The role of the disaster response team is to work together to coordinate the first response to an emergency.

|  |  |  |
| --- | --- | --- |
| **Responsibility** | **Primary** | **Backup** |
| **Disaster Team Leader** | Name:Number: | Name:Number: |
| **Communications Coordinator** | Name:Number: | Name:Number: |
| **Administration & Supplies** | Name:Number: | Name:Number: |
| **Collection Care** | Name:Number: | Name:Number: |
| **Documentation Coordinator** | Name:Number: | Name:Number: |
| **Facilities & Safety** | Name:Number: | Name:Number: |

## Phone Tree

## Important Service Contacts

### Emergency Services

|  |  |  |
| --- | --- | --- |
| **Service** | **Contact Person** | **Phone Number** |
| **County Emergency Management** |  |  |
| **Fire Department** |  | **Emergency: Dial 911**Non-emergency: |
| **Police Department** |  | **Emergency: Dial 911**Non-emergency: |
| **Ambulance** |  | **Emergency: Dial 911**Non-emergency: |

### Utilities

|  |  |  |
| --- | --- | --- |
| **Service Type** | **Company Name/Contact Person** | **Phone Number**(Indicate if 24/7) |
| **Electric Utility** |  |  |
| **Gas Utility** |  |  |
| **Water Utility** |  |  |
| **Internet Service Provider** |  |  |
| **Telephone Company** |  |  |

### Other Services

| **Service Type** | **Company Name/Contact Person** | **Phone Number(s)**(Indicate if 24/7) |
| --- | --- | --- |
| **Architect** |   |   |
| **Carpenter** |   |   |
| **Commercial Freezers** |  |  |
| **Electrician** |   |   |
| **Elevator** |  |  |
| **Exterminator** |   |   |
| **Fire/Alarm Detection System** |   |   |
| **General Contractor** |   |   |
| **HVAC System** |   |   |
| **IT/Computer Consultant** |   |   |
| **Janitorial Service** |   |   |
| **Lawn/Grounds** |   |   |
| **Legal Advisor** |   |   |
| **Locksmith** |   |   |
| **Mold Removal** |  |  |
| **Online Catalog/Network** |   |   |
| **Plumber** |   |   |
| **Security** |   |   |
| **Snow Removal** |   |   |
| **Sprinklers (Fire Suppression)** |  |  |
| **Tree Removal** |  |  |
| **Website Host** |   |   |

## Insurance

### Policy & Contact information

**Note:** Talk with your city about this section. Many cities in Iowa are members of ICAP (<https://www.icapiowa.com/>). Include the contact information for the person at the city responsible for managing the insurance policy(ies).

|  |  |
| --- | --- |
| **City Contact Name:** |  |
| **Phone Number:** |  |

If your library has any additional insurance policies beyond your city’s ICAP participation, note them here:

|  |  |
| --- | --- |
| **Company Name:** |  |
| **Agent Name and Phone Number:** |  |
| **Policy Number:** |  |
| **Procedures required in case of emergency or loss:** |  |

**Include a copy of your polic(ies) with this plan.**

### Value Estimations

Attach your **Collection Value Estimation** (pulled from your ILS) and **your Furniture, Fixtures & Equipment (FFE) Report** to this plan.

## Facilities

### Floor Plan

Include a copy of your floor plan with the following information clearly labeled:

* Exits
* Windows
* Stairways
* Elevators
* First-aid kits
* Water & smoke detectors
* Fire extinguishers
* Utility shutoffs

### Main Utilities

Describe/show for each (include photographs, if possible). In your facility, label the various valves & alarms where possible.

|  |  |
| --- | --- |
| **Main water shut-off valve:** |  |
| **Sprinkler shut-off valve:** |  |
| **Main electrical cut-off switch:** |  |
| **Main gas shut-off:** |  |
| **Heating/cooling system controls:** |  |

## Fire

### Fire Extinguishers

|  |  |
| --- | --- |
| **Fire Extinguisher Type (ABC, Water, CO2, Mist)** | **Location** |
|  |  |
|  |  |
|  |  |

#### Other Fire Suppression Systems (by room or area)

Describe/show for each (include photographs, if possible).

|  |  |
| --- | --- |
| **Sprinklers:** |  |
| **Fire Hoses:** |  |
| **Other:** |  |

### Alarms

Describe/show for each (include photographs, if possible).

|  |  |
| --- | --- |
| **Fire Alarm Pull Boxes:** |  |
| **Fire Alarm Annunciator Panel:** |  |
| **Smoke and Heat Detectors:** |  |
| **Main gas shut-off:** |  |
| **Water Detectors:** |  |

## Security

Describe/show for each (include photographs, if possible).

|  |  |
| --- | --- |
| **Alarm System:** |  |

### Keys and Key Boxes

|  |  |
| --- | --- |
| **Name/Title** | **Master and/or Special Keys that person has** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Key Boxes:** |  |

## First Aid

Describe/show for each (include photographs, if possible).

|  |  |
| --- | --- |
| **First Aid Kit Location(s):** |  |
| **Defibrillator Location(s):** |  |

#

## Disaster Response Supply Inventory

Be sure to keep a core supply of equipment in waterproof containers designated as part of your disaster response. These should be clearly labeled and the supplies within should not be used for other purposes. If any items are part of daily operations and not in a designated disaster response container, identify where they can be located.

|  |  |
| --- | --- |
| **Person responsible for inventorying supplies and equipment:** |  |
| **Date last checked and replenished:** |  |

### Personal Protective Equipment (PPE)

|  |  |  |
| --- | --- | --- |
| **Item** | **Quantity** | **Location** |
| Aprons/smocks |  |  |
| Caution tape |  |  |
| Ear plugs |  |  |
| Hard hats |  |  |
| Headlamps/flashlights |  |  |
| Masks |  |  |
| Nitrile gloves |  |  |
| Safety glasses |  |  |
| Waterproof boots |  |  |
| Work gloves |  |  |

### Cleaning Supplies

| **Item** | **Quantity** | **Location** |
| --- | --- | --- |
| Brooms & dustpans |  |  |
| Buckets |  |  |
| Mops |  |  |
| Paper towels |  |  |
| Portable lighting |  |  |
| Sponges |  |  |
| Toolkit |  |  |
| Utility knife & spare blades |  |  |

### Collection Salvage Supplies

|  |  |  |
| --- | --- | --- |
| **Item** | **Quantity** | **Location** |
| Blank newsprint |  |  |
| Book truck, hand cart, or dollie |  |  |
| Boxes |  |  |
| Clothes pins |  |  |
| Extension cords |  |  |
| Fans |  |  |
| Freezer paper or waxed paper |  |  |
| Nylon cord |  |  |
| Nylon netting |  |  |
| Plastic sheeting (& scissors & tape) |  |  |
| Portable Dehumidifier |  |  |
| Trash bags |  |  |
| Wet/Dry vacuum |  |  |

### Recordkeeping & Communication Supplies

| **Item** | **Quantity** | **Location** |
| --- | --- | --- |
| Clipboards |  |  |
| Disposable camera with film |  |  |
| Duct tape |  |  |
| Legal pad |  |  |
| Pencils (sharpened and sharpener) |  |  |
| Sharpies |  |  |
| Transistor Radio |  |  |
| Two-way Radio |  |  |

#

## Salvage Priorities

Include a copy of your floor plan with priority items for salvage clearly marked. Also consider labeling priority drawers & shelves with reflective tape so they can be readily seen and retrieved by a first responder.

### Technology

Be judicious about which version(s) of the plan you include login information in! However, more than one person should know where to find it, and it should be in more than one place (not just inside the building).

|  |  |
| --- | --- |
| **Desktop password:** |  |
| **Password manager login information:** (Or list passwords for specific applications and websites.) |  |
| **Website login and password:** |  |

### Hardware/Software Inventory

|  |  |  |
| --- | --- | --- |
| **Hardware (computer, tablet, etc.) Make/Model** | **Location** | **Drives, configuration, software** |
|  |  |  |
|  |  |  |
|  |  |  |

### Collections

List collections below in order of priority to salvage. Add additional rows as needed.

Iowa institutions can call the 24/7 [IMALERT Hotline](http://www.iowaconserveandpreserve.org/imalert/) at **319-384-3673** to be connected to information and expertise needed to respond to and recover from any level of incident from a leaking pipe to a major flood.

|  |  |  |  |
| --- | --- | --- | --- |
| **Priority Rank** | **Collection Name** | **Location** | **Linear Feet** (or other indication of size) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Administration

Include priorities for salvaging operational and administrative records vital to recovery, including personnel files and financial records.

|  |  |  |
| --- | --- | --- |
| **Records** | **Format** | **Location** |
|  |  |  |
|  |  |  |
|  |  |  |

## About this Plan

### Review/Revise Schedule

Review and update this plan annually.

|  |  |
| --- | --- |
| **Date plan last revised (also include revision date in the footer of this document:** |  |
| **Next revision due:** |  |
| **Person(s) responsible for revising:** |  |

### Locations

Locations where this plan is on file:

|  |  |
| --- | --- |
| **In-House:** |  |
| **Off-Site:** |  |

## Emergency Record

Use and repeat this part of the plan to document emergencies that have occurred. Take note of the details below, and update the plan as needed to respond to future events.

|  |  |
| --- | --- |
| **Date & Time of Incident:** | **Type of Disaster:** |
| **Damage to building:** |  |
| **Damage to collection:** |  |
| **Changes needed to plan:** |  |
| **Changes needed to team:** |  |
| **Changes needed to any vendors/suppliers:** |  |
| **Timeline to implement changes:** |  |

## Acknowledgements

This template is based on the publication prepared by the [Vermont Historical Records Program](https://sos.vermont.gov/vsara/partner/assistance/resource-library/disaster/) and is supported by the U. S. Institute of Museum and Library Services under the provisions of the Library Services & Technology Act, administered by the State Library of Iowa. Elements of the plan were developed by Samantha Bouwers (State Library of Iowa), with information gathered from the following sources:

* dPlan: The Online Disaster-Planning Tool
* Carwin Cowkick. (2018). *Crash Course in Disaster Preparedness*.
* Mary Grace Flaherty. (2022). *The Disaster Planning Handbook for Libraries*