

2014

# Leslie F. Malpass Library

## Library Emergency Operations Plan

Western Illinois University

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Prepared By: Library Emergency Building  
Coordinators Team (LEBCT)

Maps Prepared By: Alonso Rubio, Access  
Services Unit



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## Library Emergency Building Coordinators Team (LEBCT)

The Library Emergency Building Coordinators Team (LEBCT) members are those with key positions in the operations of the library. The team members listed below serve as the initial responders to the emergency and relinquish the authority to the First Responders once they arrive on scene. First Responders include Office of Public Safety (OPS), Macomb Fire Department, and other emergency response teams. Please follow any directions/instructions given by LEBCT members or first responders. The LEBCT members are expected to:

1. Stay current on protocols and training.
2. Serve as communication liaison between campus officials and library staff during an emergency.
3. Determine the type of emergency and implement procedures stated in this document to provide the best safety to Malpass Library building occupants.
4. Ensure that the appropriate emergency and University services are contacted.
5. Coordinate the use of any emergency supplies and equipment designated for the Malpass Library.

<b>Team Member</b>	<b>Title</b>	<b>Phone Number</b>	<b>Unit</b>	<b>E-mail Address</b>
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Mary Day	Administrative Assistant	298-2764	Administration	MR-Day@wiu.edu
Lora Adcock	Administrative Clerk	298-2762	Administration	LJ-Adcock@wiu.edu
Chet Derry	Library Computer Services Unit Coordinator	298-2758	Library Computer Services	CE-Derry@wiu.edu
Julie Hannen	Access Services Unit Coordinator	298-2759	Access Services	J-Hannen@wiu.edu
Alonso Rubio	Access Services Evening Supervisor	298-2705	Access Services	AO-Rubio@wiu.edu
Felix Chu	Associate Dean – University Libraries	298-2749	Administration	F-Chu@wiu.edu

**Contact Information**  
**Malpass Library Unit/University Offices**

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## Record of Changes

<b>CHANGE NUMBER</b>	<b>SUBJECT OR PAGE NUMBER</b>	<b>ENTERED BY</b>	<b>DATE ENTERED</b>
1	Original Document	Diane Billeter	4/16/10
2	Revised Document – Removed Diane from Team and added Phyllis	Peggy Roth	4/27/10
3	Revised Appendix A – Building Emergency Evacuation Plan – Designated Emergency Assembly Area and Area of Rescue Assistance – otherwise minor tweaks to name of (LEBC) group – included 150 yard perimeter around building	Peggy Roth	8/26/10
4	Added PA announcement to Active Threat, Bomb Threat, Hostage Situation, and Chemical/Radiation Spill, Appendix A – added the secondary emergency assembly area to Appendix A – added phone tree information to Appendix A	Peggy Roth	9/2/10
5	Minor changes on page 21 under Fire, page 25 under Flood – Revised Material and conservation procedures per changes provided by Dean Howd	Peggy Roth	9/10/10
6	Change map for 1 <sup>st</sup> and 2 <sup>nd</sup> floor	Peggy Roth	10/7/10
7	Added information under Building Safety Systems to include Public Address System	Peggy Roth	11/5/10
8	Made changes per information received from University Relations	Peggy Roth	11/11/10
9	Added Appendix E: Suspicious Containers on Page 73 – Included reference to page in Responsibilities of LEBCT, Active Threat, Bomb Threat & Vandalism Threat	Peggy Roth	11/24/10
10	Added link to Use of Public Address System to Appendix A	Peggy Roth	12/1/10
11	Updated Formatting for Consistency	Christian Neuschwanger	1/10/2011
12	Updated personnel changes to document	Peggy Roth	6/14/2012
13	Updated personnel changes. Changed personal names to unit function/title (p. 32, 36 & 39)	Felix Chu	2/6/2013
14	Rewrite plan Maps updated	Felix Chu Alonso Rubio	3/10/2014 2/20/2014

*After this document's adoption, record any changes of this document on this page. A copy of this revised plan should be sent to the Assistant Vice President of Administrative Services for approval. Any changes made to this document should also be changed in the Master Copy of the Western Illinois University Emergency Operations Plan, which is maintained in the office of the Vice President for Administrative Services.*

## Essential Procedures for Reporting and Disseminating Information

- When approached by media on the scene, refer them to University Relations (309-298-1993) or the WIU webpage ([www.wiu.edu](http://www.wiu.edu)) for information. Do not give them additional information.
- When calling 911, use a University landline telephone whenever possible. Then the call will go to Office of Public Safety (OPS). There may be a three to ten second delay before OPS picks up—please be patient. Dialing 911 on a cell phone will direct the call to the McDonough County 911. So there may be a further delay in response time.
- Unless solicited by first responders, relay any information through a Library Emergency Building Coordinators Team (LEBCT) member.
- For more policy or procedural information, refer to the [University Risk Management and Emergency Preparedness](#) Web page.

## Introduction

The Western Illinois University Malpass Library Emergency Operations Plan covers the building-specific tactical and operational procedures not covered by the University Emergency Operations Plan. It describes evacuation procedures, communications structure, reporting procedures and event follow-up process. It is the responsibility of library staff to be familiar with [Western Illinois University Emergency Operations Plan](#) and this plan. The Library Emergency Building Coordinators Team (LEBCT) may schedule training exercises for library staff. The LEBCT will review and update this plan as necessary.

Like the University Plan, this Library Plan is to be implemented in those instances that cannot be handled by routine procedures. Since emergencies may arise at any time, this plan must be flexible to accommodate conditions as they occur in order to protect life and property. The University Plan outlines four levels of emergency status. These are:

1. **Normal Campus Conditions** (No Emergency) – No unusual response necessary.
2. **Critical Incident** (Minor Emergency) – Affects a specific segment or sub-group, but not overall institutional operations.
3. **Crisis** (Major Emergency) – An event that disrupts the orderly operations of the university or its mission, raising concerns or questions over whether to close the university.
4. **Disaster** (Severe Emergency) – An event that not only affects university operations but those of the surrounding communities.

The major points to be noted are:

1. Most incidents will be handled locally.
2. Plans must be flexible.
3. When requested, outside assistance may be delayed.
4. Operations put into place must be sustainable if required.
5. Manage communication, personnel movement, media, and other emergency procedures so that response will not be impeded.
6. Communicate with Office of Public Safety (OPS), university administration and other external entities.
7. Incident reporting and other follow-up activities are essential.

As stated in the University Plan, emergencies are declared by the President or his/her designee, which will then put into operation initial response procedures such as the WIU Emergency Alert System and establish a command structure. Please refer to [University Emergency Operations Plan](#) for more details on procedures in notification, responses and follow-up reporting. The University Plan is maintained in the Office of the Vice President for Administrative Services. The Malpass Library Emergency Operations Plan will be maintained in Library Administration.

## WIU Emergency Operations Plan

The University Plan covers guidelines regarding emergency declaration, authorization, initial response, notification and reporting procedures with institutional focus, particularly with regard to communication to partner agencies and National Incident Management System (NIMS) requirements. Institutional guidelines in dealing with specific emergencies are available from the [Emergency Reference Guide](#). Links to response procedures are available for:

- [Reporting Emergencies](#)
- [General Evacuation Procedures](#)
- [Civil Disturbance or Demonstration](#)
- [Explosion or Aircraft Crash](#)
- [Tornado](#)
- [Earthquake](#)
- [Medical & First Aid](#)
- [Chemical/Radiation Spill](#)
- [Bomb Threat](#)
- [Fire](#)
- [Violent/Criminal Behavior, Active Shooter](#)
- [Utility Failure](#)
- [Sexual Assault](#)
- [Numbers to Know](#)

Library responses for the four emergency levels are:

1. **Normal Campus Conditions** (No Emergency)  
These are handled through normal library procedures. The incidents may be addressed by one or more of the [library policies](#).
2. **Critical Incident** (Minor Emergency)  
Incidents are localized to Malpass Library and normally would not have a direct effect on other parts of the campus. The Library Plan will address necessary response procedures.
3. **Crisis** (Major Emergency)  
Responses are handled primarily at the institutional level. The Library Plan will address internal response procedures, building evacuation plans, follow-up reporting and other related processes. The Dean of University Libraries or designee will be in communication with the Provost Office.
4. **Disaster** (Severe Emergency)  
Responses are handled primarily at the institutional level. The Library Plan will address internal response procedures, building evacuation plans, follow-up reporting and other related processes. The Dean of University Libraries or designee will be in communication with the Provost Office.



## WIU Information – Macomb Campus

In some circumstances, University operations may be limited or shut down because of dangerous weather conditions, violence on campus, or other emergencies. The President or designee is authorized to announce the following:

1. Nonessential employees, scheduled for shifts during a notice of a University Advisory, are to seek instruction from their supervisor on whether to stay or leave campus. Employees leaving work shall use accrued vacation time, compensatory time, or approved leave without pay.
2. Nonessential employees, scheduled for shifts starting after notice of a University Advisory, are to contact their supervisors for approval not to report for work. Employees not reporting for work shall use accrued vacation time, compensatory time, or approved leave without pay.
3. Employees in essential positions may be required to work their regular shifts at straight-time pay during this period.\*

### University Shutdown

1. If the University is shut down, employees will be dismissed from and paid for their regular working shift. Employees working in essential positions may be required to work their regular hours during a total shutdown.
2. Essential versus nonessential employees will be determined by the supervisor and will depend on the nature of the advisory situation.\*
3. If classes are not canceled, students should arrange with faculty to complete academic course requirements missed during the time of the advisory. Individual faculty members are responsible for their academic course requirements and it is the individual faculty member's decision whether or not to grant a request to make up work that has been missed as a result of a "University Advisory."
4. If classes only are canceled, faculty, administrative, and civil service employees will be required to be at all regular work assignments, consistent with provisions listed above.
5. If classes only are canceled, faculty members will inform students at a later time how missed course activities will be satisfied.

**\*The Dean of University Libraries will be in contact with the Provost and other University officials concerning whether Malpass Library building will be open during emergencies.**

## Malpass Library Emergency Operations Plan

The Malpass Library Emergency Operations Plan covers the building-specific tactical and operational procedures not covered by the University Emergency Operations Plan. It outlines the function of the Library Emergency Building Coordinators Team (LEBCT), procedures for moving occupants to safe areas, evacuation, re-entry into the building, and follow-up tasks. Emergency procedures for the branch libraries (Music, Physical Sciences, Curriculum, Quad Cities) will follow their respective building plan and communicate with Library Administration.

### Malpass Library Building Information

#### Building Description

The Leslie F. Malpass Library was built in 1978 and is the main branch of Western Illinois University Libraries. The building has a seating capacity for about 1,300 people and consists of six levels, encompassing over 200,000 square feet. The building is designed with a four winged or pinwheel shape on all levels. The fourth and sixth levels, however, were rotated 45 degrees thereby creating eight protruding exterior bays. This variation in design creates thirty-eight interior balconies with all exterior walls above the third level rising two stories high.

#### Building Safety Systems

**Fire Alarms:** The fire alarm system in the building is activated by manual pull stations. All alarms are immediately sent to the Macomb Fire Department. After activating the alarm, call 911 using a land line phone from a safe location to provide additional information to OPS. See Building Emergency Evacuation Maps (p. 16-21) for pull station locations.

**Automatic Sprinkler System:** The sprinkler system is activated by pre-set conditions as detected by smoke/heat detectors. The sprinklers will begin extinguishing the fire and immediately send an alarm to OPS. Individual sprinkler heads will open only when the temperature reaches the prescribed setting. It is important that at least 18" of clearance be kept at all times below the line of sprinklers to allow proper water distribution over the fire. Sprinklers must never be painted and should be protected from being struck and damaged or broken off. Leaks or other problems with the automatic sprinkler system should be reported promptly to Physical Plant (298-1834).

**Emergency Lighting:** Emergency lighting in corridors and stairways are powered by an emergency generator in the event of power failure.

**Fire Doors:** These must be kept shut at all times during emergencies to provide a safe means of exit in stairways and corridors. Fire doors that are normally open have release mechanisms that will close the doors upon alarm activation or power failure.

**Fire Extinguishers:** Always notify OPS from a safe location after using a fire extinguisher. Never block or obstruct extinguishers with furniture or equipment. See Emergency Evacuation Maps (p. 16-21) for fire extinguisher locations.

**First Aid Kit:** The first aid kit is to be used for minor injuries not requiring medical attention. See [Medical & First Aid](#) at the WIU Web page for additional information.

**Public Address System:** The Library public address system will be used to alert individuals of emergency situations. This will include emergency situations such as Bomb Threats in other buildings on campus. The message will be:

“This is not a drill. This is not a drill. There is a Bomb Threat in Tanner Hall. Please refer to your WEAS message or the University Website for further information.  
This is not a drill. This is not a drill.” Repeat as necessary.

**Emergency Call Boxes:** Emergency call boxes are located at strategic locations on the University Campus. The boxes have a blue light on top and are marked “EMERGENCY.” To use the Emergency Call Box, push the emergency button to alert the Dispatcher. When the Dispatcher answers, hold in the button and relay your emergency to the Dispatcher. The emergency call boxes can also be used to disseminate warning messages.

## Moving Library Occupants to a Safe Area

During emergencies such as tornadoes or other extreme weather conditions, it may become necessary to move library occupants to the 1st level for safety. Access Services staff will announce over the public address system to alert everyone. **During the day** when Malpass Library is fully staffed, staff members in the following units will help direct building occupants to the first level after the announcement. Those who choose to leave the building will leave at their own risk.

Archives & Special Collections	5th and 6th Levels
Government, Legal, Spatial and Data Services	4th Level
Library Administration	3rd Level
Access Services	2nd Level
Library Computer Services	1st Level

The following procedures should be followed:

1. Library Computer Services clears the Atrium area of 1st level and storage area, and then proceed to move building occupants to interior hallways or rooms. **Stay Away From the Atrium Area.**
2. Library or university units are responsible for their own areas. This includes CITR, UTech, Honors College and University Writing Center.
3. When possible, a LEBCT member will stay in the Atrium Area of the 2nd level to inform anyone entering the building that we are under a tornado warning and then direct them down to the first level.
4. After the assigned area has been cleared, staff members will go down to the 1st level and communicate to an LEBCT member that the assigned floors have been cleared.
5. Access Services and Library Administration will take their tornado kit to the first level.

**During evening and weekend hours**, the Access Services supervisor will assume the role of coordinator. Library employees and student workers are expected to cooperate with him/her in clearing all levels in the building. The Access Services Supervisor will stay in the Atrium Area of the 2nd level to inform anyone entering the building that we are under a tornado warning and then direct them down to the first level.

## **Building Emergency Evacuation Plan**

Potential emergencies at Leslie F. Malpass Library, such as fire, explosion, chemical spill, bomb threat or other emergencies may require occupants to evacuate the building. An emergency evacuation plan minimizes threats to life and property. This plan applies to all emergencies where employees and building occupants must evacuate for personal safety.

### **General Guidelines**

1. All personnel must be familiar with safe evacuation procedures. Refresher training is necessary whenever the employee's responsibilities or designated actions under the plan change and whenever the plan itself is changed.
2. The training may include use of floor plans and workplace maps that clearly show the emergency escape routes included in the evacuation plan. Floor plans and maps should be posted at all times in prominent and visible areas such as elevator lobbies of Malpass Library to provide guidance in an evacuation.
3. Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by a first responder or an LEBCT member.
4. No employee is permitted to re-enter the building until advised by a first responder or an LEBCT member.

### **LEBCT Members Are Responsible For The Following Areas:**

1. Library Computer Services Supervisor or another LEBCT member is in charge of the West Entrance in his/her absence.
2. Access Services is in charge of the North Entrance.
3. Administration is in charge of the East Entrance.
4. An LEBCT member is in charge of the 2nd floor Atrium area.

### **Responsibilities of the Person In Charge of Each Entrance**

1. Individuals in charge of entrances must have radios and be able to communicate with those inside the building, those giving reports of missing/handicapped persons needing assistance in Rescue Assistance Areas, those in charge of the other entrances, and the first responders that show up on the scene.
2. The individual at the West Entrance is in charge of relaying pertinent information from first responders to each entrance during the emergency situation. This includes

reporting any missing person/someone needing assistance to first responders, relaying when first responders have deemed the building safe to re-enter, etc.

### **Evacuate the Building—Day Hours**

Library staff members in the following Units will be responsible for clearing the following levels:

Archives & Special Collections	5th and 6th Levels
Government, Legal, Spatial and Data Services	4th Level
Library Administration	3rd Level
Access Services	2nd Level
Library Computer Services	1st Level

Library or university units are responsible for their own areas. This includes CITR, UTech, Honors College and University Writing Center.

### **Evacuate the Building—Night/Weekend Hours**

1. Any staff working in Library Computer Services or Government, Legal, Spatial and Data Services (this includes student employees) contact the Access Services Supervisor immediately for instructions in clearing all floors and storage.
2. The Access Services Supervisor will go to the 2nd level Atrium area to provide back-up to the entrances and to help relay information to the first responders.
3. After library employees have completed clearing their assigned floor(s), the Access Services Supervisor will then assign them to take charge of an entrance.
4. The Access Services Supervisor will stay in the Atrium until all entrances are covered and all staff clearing floors have exited the building. The Access Services Supervisor will then exit to the West Entrance; the Supervisor is in charge of relaying pertinent information from first responders to the other entrances during the emergency situation.

### **Responsibilities of Clearing the Floors**

1. Please make sure no one is in the following places: each wing on the floor, bathrooms, stairwells, study carrels, conference rooms, lounges, atrium, etc.
2. After the assigned area has been cleared, the staff person should communicate to the LEBCT member at the point of exit (or the Access Services Supervisor during night/weekend hours) which floor has been cleared. (NOTE: The person clearing the floor is the LAST person to leave the floor)

3. Make note of anyone missing/needing assistance and then relate this information to the LEBCT member (or the Access Services Supervisor during night/weekend hours).
4. The LEBCT member is responsible for communicating any missing/handicapped persons needing assistance to the LEBCT member at the West Entrance who will relay the information to the first responders. **Do Not Go Back Into the Building to Look For Anyone.**
5. Each library or university unit is responsible for making note of anyone missing and then relating those missing to the LEBCT member (or the Access Services Supervisor during night/weekend hours) at the point of exit.

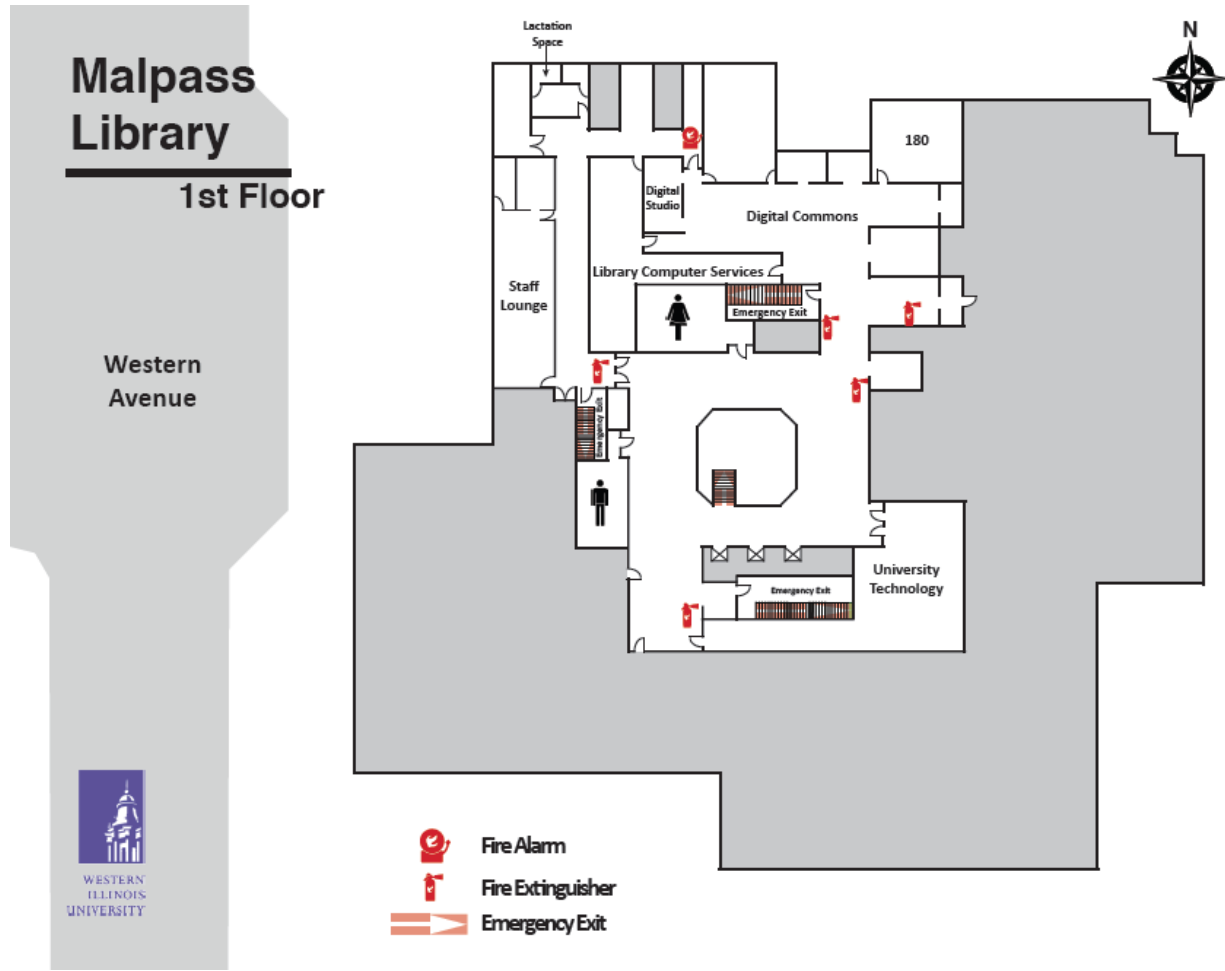
### **Stand Clear of the Building**

1. After an evacuation, stay at least 150 yard away from the building.
2. Individuals should evacuate from the Malpass Library to the **PRIMARY** Emergency Assembly Area, which is by the flagpole on the north side of the University Union. The **SECONDARY** Emergency Assembly Area is the north entrance of Hanson Field. Keep the loading dock area clear should first responders need to enter the building from the loading dock.
3. Those in charge of entrances will give their best effort to prevent anyone from entering the building until first responders have informed staff it is safe to enter. **No One Can Re-Enter the Building Until the LEBCT Member At the West Entrance Has Made the Announcement That the Building Is Safe For Re-Entry.**

### **Evacuation Procedures For Disabled Building Occupants**

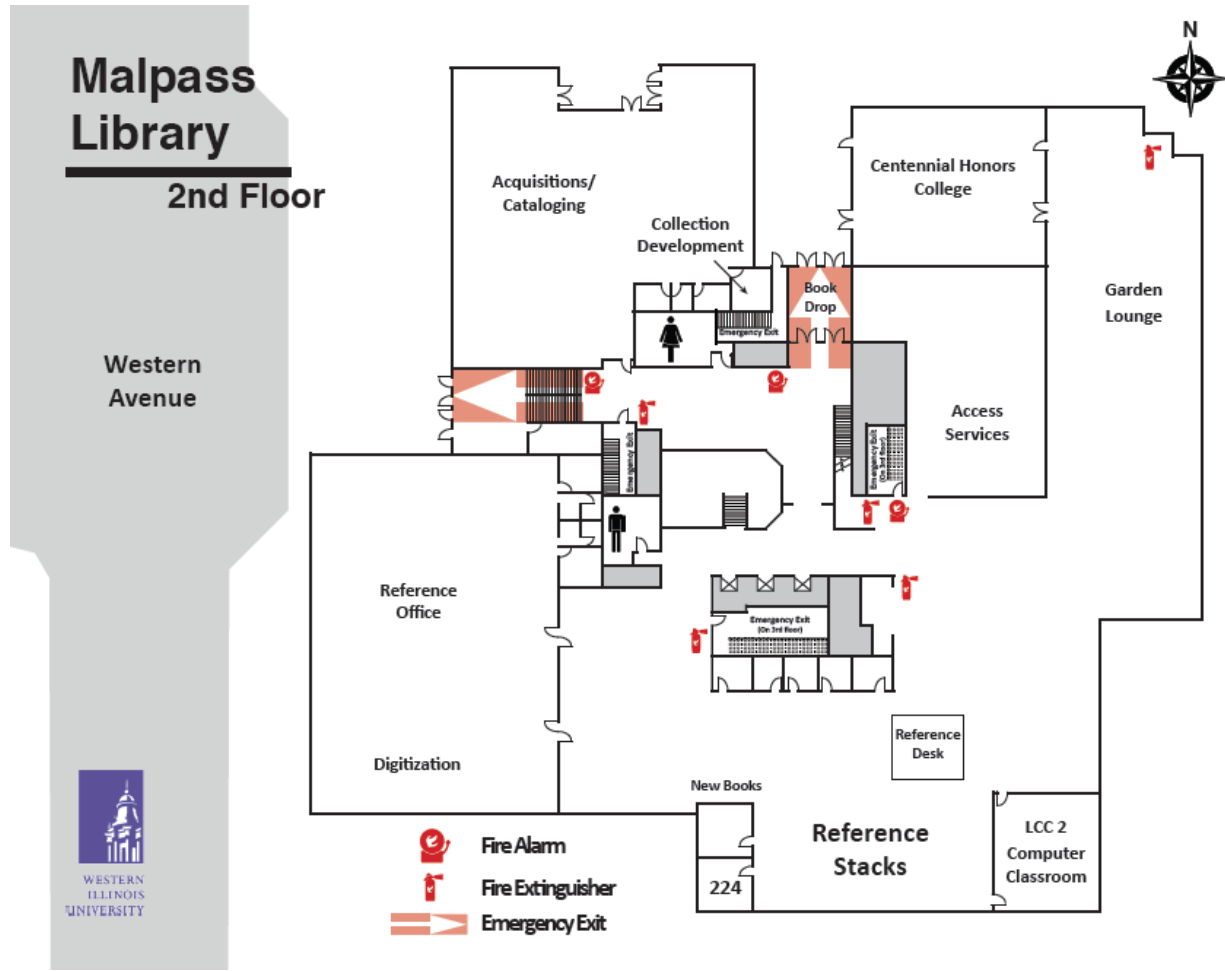
1. If a building occupant is unable to exit the building using the stairs, he/she should go to a **Rescue Assistance Area**, which is located in the stairwell behind the public elevators on each level to wait for help.
2. Be sure to tell a first responder or LEBCT member the location of disabled occupant upon exiting the building.
3. Be sure to keep pathways clear for access to proper handicap accessible exits.

# Building Emergency Evacuation Maps – 1st Level

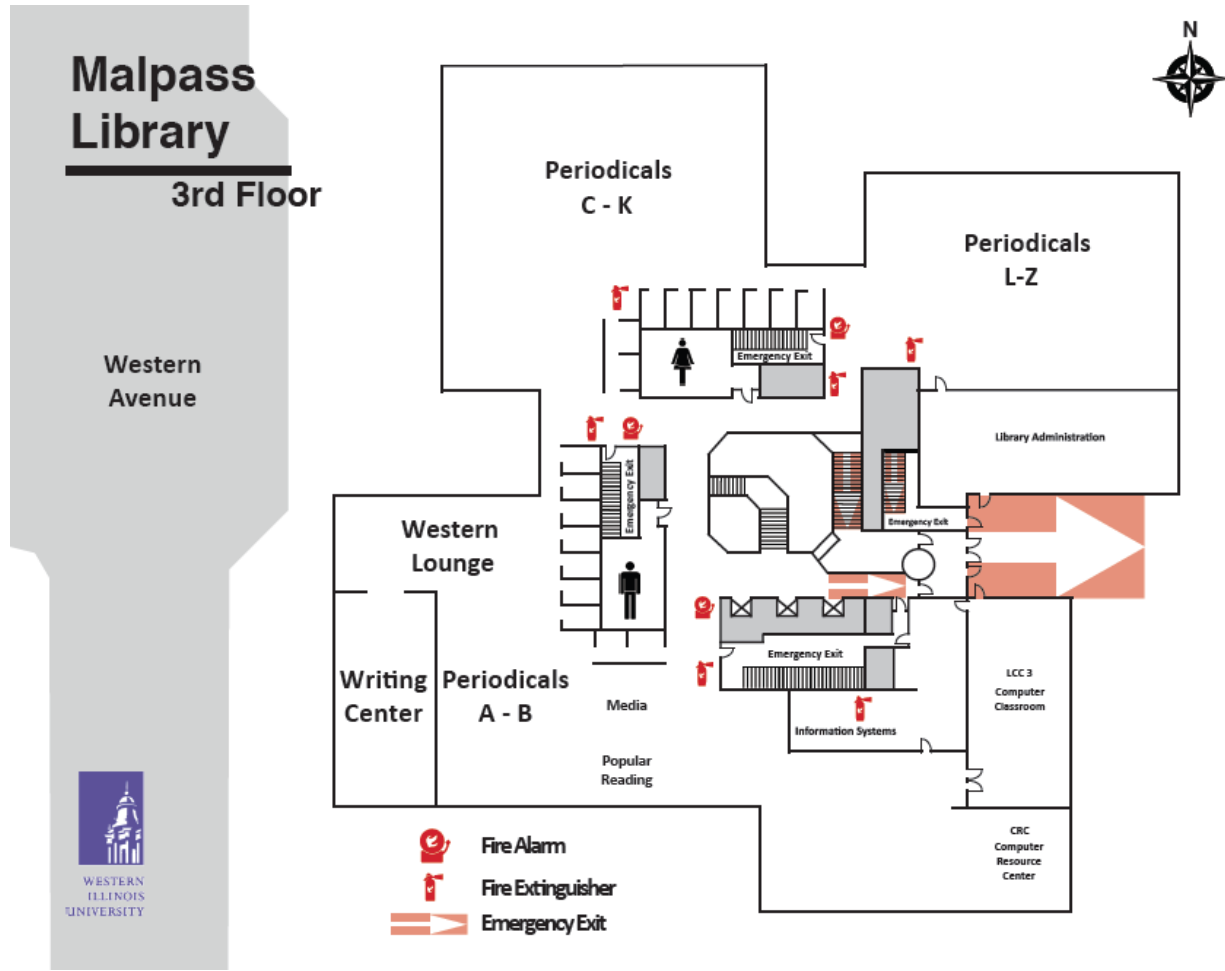




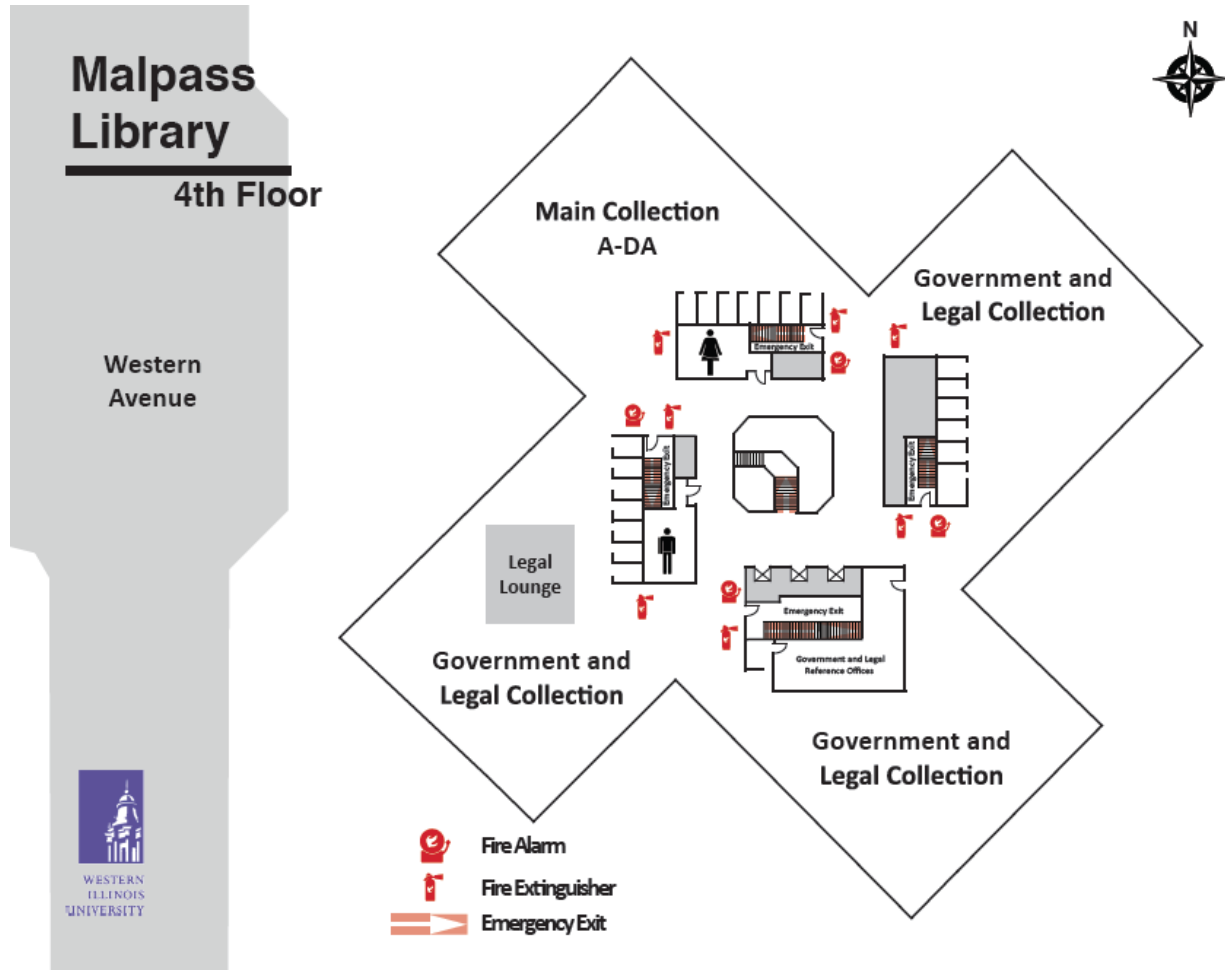
# Building Emergency Evacuation Maps – 2nd Level



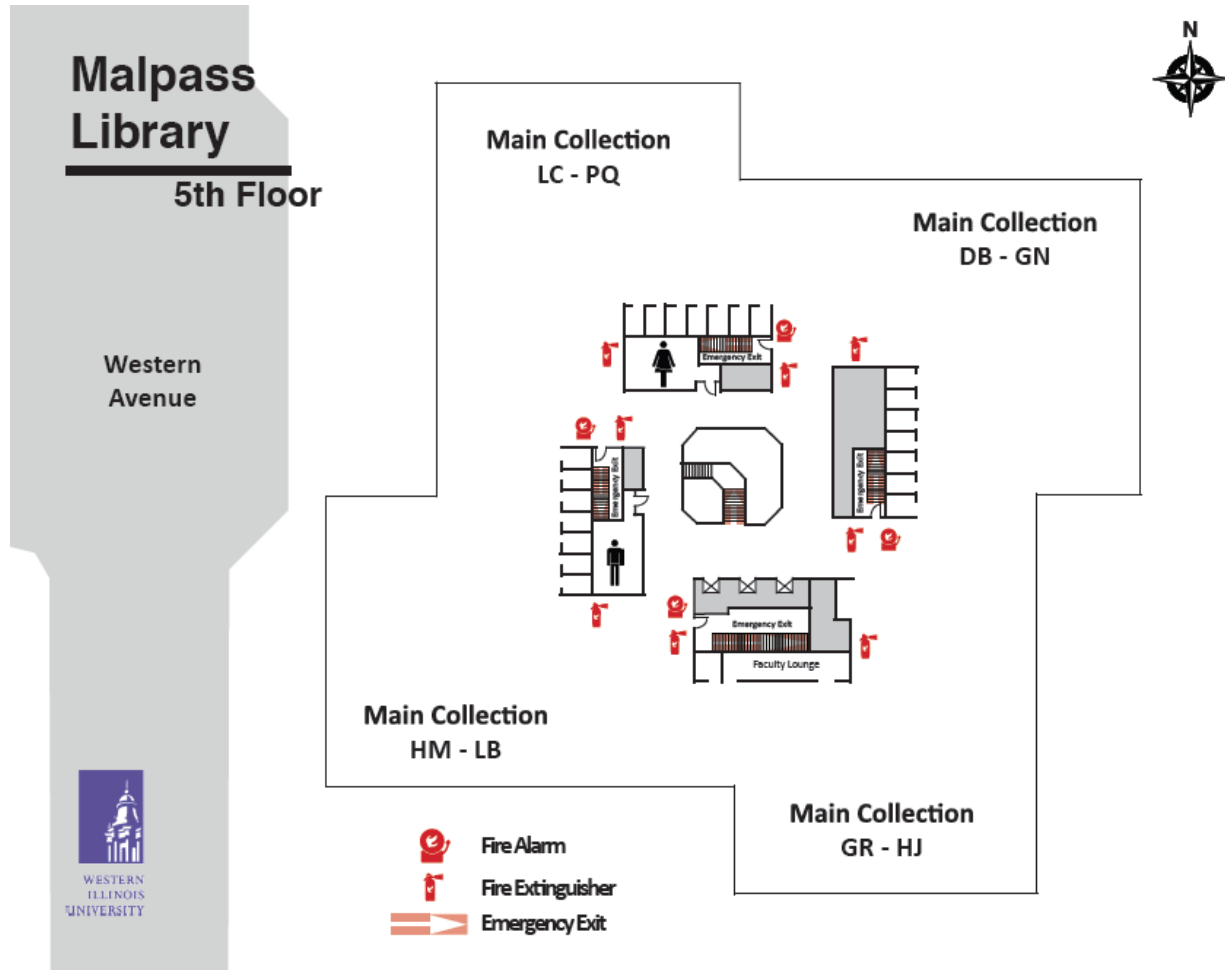
## Building Emergency Evacuation Maps – 3rd Level



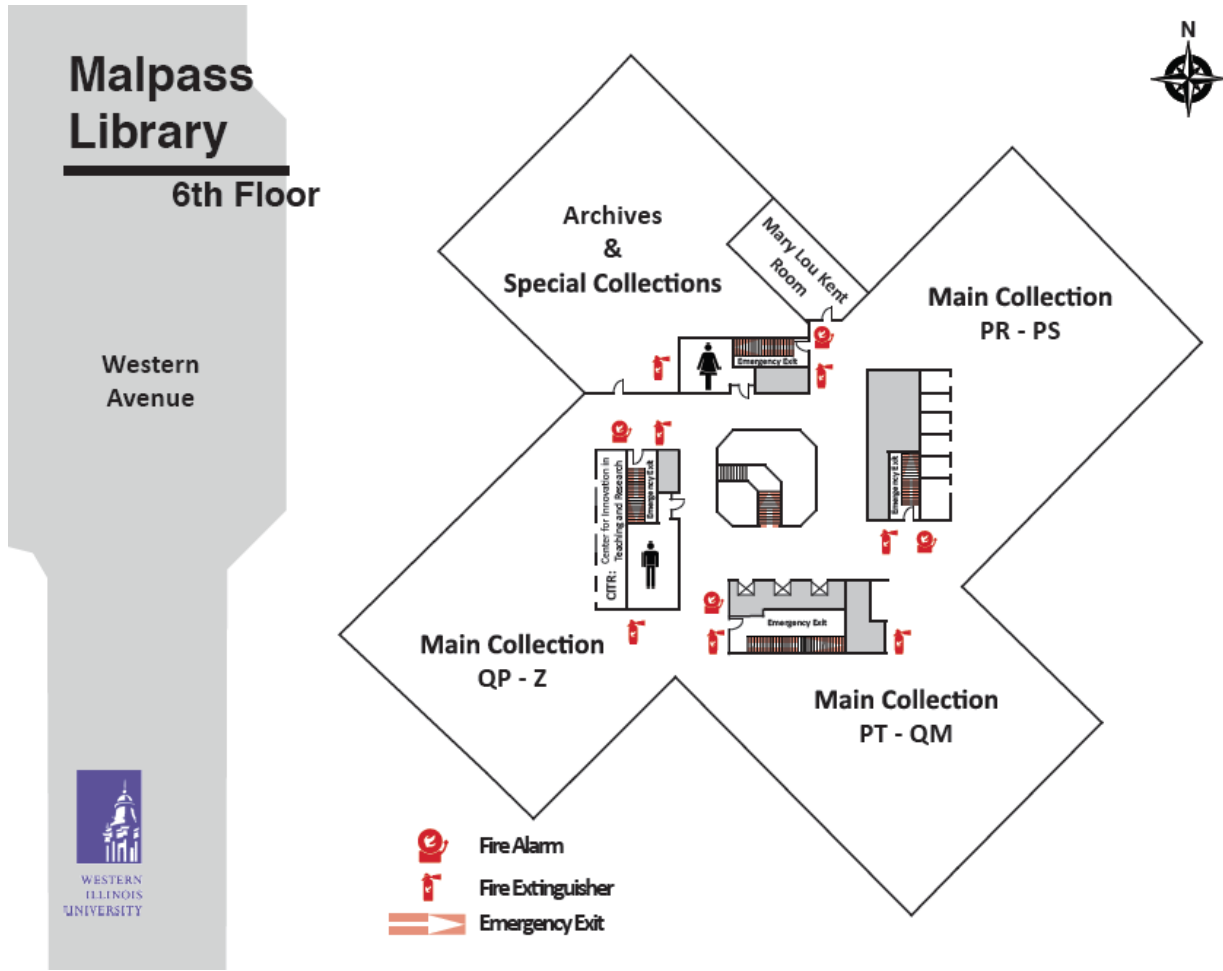
# Building Emergency Evacuation Maps – 4th Level



# Building Emergency Evacuation Maps – 5th Level



# Building Emergency Evacuation Maps – 6th Level



## Materials Conservation and Preservation Procedures

When an emergency strikes, a library's collection and other resources may be damaged or even destroyed. This is a guide for library faculty and staff to help mitigate possible damage or loss. Procedures covered include those taken, for example, in preparation before the arrival of severe weather, during flooding due to a broken water pipe, or dealing with smoke or water damage after a fire. The following people have primary responsibility for different areas within Malpass Library:

Unit Coordinator for Collection Development (298-2720)	Main Stacks and Periodicals
Unit Coordinator for Library Computer Services (298-2758)	1st level, including Storage
Unit Coordinator for Government, Legal, Spatial and Data Services (298-2719)	4th level*
Unit Coordinator for Archives & Special Collections (298-2718)	Unit areas.

\* Government publications are properties of federal or state agencies. While many procedures described below also apply, there are specific steps in reporting that are described in the next section.

### The Responsibilities Are:

- ❖ To be aware of all risks and vulnerabilities.
- ❖ To mitigate all identified risks and vulnerabilities.
- ❖ To account for staff members in your area.
- ❖ To understand the physical layout in the areas of responsibility.
- ❖ To ensure staff members are prepared to take an active role in preventing loss.
- ❖ To ensure good lines of communication with LEBCT and key staff in other units who are likely to be involved in disaster prevention, response and recovery.

### Please Be Aware Of the Following:

1. Preservation of life is first priority. If you have advance warning, do the following preventive measures as appropriate:
  - Move or secure vital records/high priority items, only if it can be done safely.
  - Move items away from windows, as well as below ground storage to water resistant areas.
  - Verify master switch shut-off (water, gas, electricity) by trained staff.
  - Before severe weather, board or tape windows to prevent shattering glass.
  - Wrap shelves, cabinets, and other storage in heavy plastic sealed with waterproof tape.

2. Follow these steps in preparation as appropriate and when possible:
  - Establish a meeting place and account for staff members, assign tasks and review salvage priorities.
  - Establish a **Command Center** equipped with office supplies (computers, photocopiers) and communication tools (walkie-talkies and cell phones). May only need one for the entire library.
  - Create a secure salvage area with locks, fans, tables, shelves, plastic sheeting, drying materials, and clean water.
  
3. Stabilize the building and environment after re-entry if necessary:
  - Some building contents may be contaminated. Do not enter without current tetanus shots, protective gloves/clothing, hardhat, and NIOSH-approved respirator mask.
  - Identify and repair, remove or contain structural hazards and debris.
  - Reduce temperature and relative humidity at once to prevent mold outbreak. Ideal targets are less than 70° F and less than 45% relative humidity.
  - If warm outside, use coldest air conditioning setting and cover broken windows with plastic.
  - In cool, low-humidity weather open windows and use fans to improve air circulation.
  - Do not turn on heat unless required for human comfort.
  - Remove standing water and empty items containing water.
  - Remove wet carpets and furnishings.
  - If everything is soaked, use commercial dehumidification.
  - Purchase needed supplies.
  
4. Document the event:
  - Once it is safe to enter the building, take a preliminary tour of all affected areas (Wear protective clothing if necessary).
  - Do not move collections without documenting their condition.
  - Photograph or videotape conditions of collections and structure.
  - Make sure images clearly record damage.
  - Make notes and voice recordings to accompany photographs.
  - Assign staff to keep written records or contacts with insurance agents and other investigators.
  - Keep written records of staff decisions on retrieval and salvage of collections.
  - Make visual, written, and voice records for each step of salvage procedures.

## 5. Retrieval and Protection

- Leave undamaged items in place if the environment is stable and area is secure.
- If environment is not stable and secure, move the items to a secure and environmentally controlled area.
- If no part of the building is dry, protect all objects with loose plastic sheeting.
- When moving collections give priority to undamaged items and items on loan.
- Until salvage begins, maintain each group in the same condition you found it.
- Keep wet items wet, dry items dry, and damp items damp.
- Retrieve all pieces of broken objects and label them.
- Check items daily for mold. If mold is found, handle objects with extreme care and isolate them.

## 6. Follow-up damage assessment

- Notify emergency officials of extent of damage.
- You may need an on-site evaluation before taking action to remove threats to worker safety, status of security system and status of books and other resources.
- Contact peer institutions or professional groups for help.
- Contact service providers for freezers, drying or freeze drying services, refrigerator trucking and other preservation options or repairs.
- Notify the office of the Vice President for Administrative Services (298-1800).
- Make a rough estimate of the type of materials affected and the extent and nature of damage.
- Repeat assessments as conditions change.

## 7. Salvage Priorities

- Establish salvage priorities by groups of materials, not item by item.
- Focus first protection efforts and salvage work on vital institutional information:
  - ✓ Employee records
  - ✓ Items on loan from individuals or other institutions
  - ✓ Database backups
  - ✓ Collections that most directly support the institutions mission
  - ✓ Unique collections that are most used, most vital for research, most representative of subject areas, least replaceable or most valuable.
  - ✓ Items prone to continued damage if untreated
  - ✓ Materials most likely to be successfully salvaged



## 8. Material-Specific Emergency Salvage

- Books
  - ✓ If rinsing is necessary, hold book closed.
  - ✓ For partly wet or damp books stand on top or bottom edge with covers opened to 90-degree angle; air dry.
  - ✓ For very wet books lay them flat on a clean surface; interleave less than 20% of book with absorbent material; replace interleaving when damp
  - ✓ If there are too many books to air dry in 48 hours wrap them in freezer or waxed paper, pack spine down in sturdy containers and freeze them.
  
- Paper, Maps, Posters, etc.
  - ✓ Air dry flat as individual sheets or small piles up to 1/4" Interleave; replace interleaving when damp.
  - ✓ Do not unfold or separate individual wet sheets.
  - ✓ If there are too many items for air drying interleave (by groups or individual) with freezer or waxed paper, pack papers or files supported and standing up in sturdy containers (pack containers only 90% full) and freeze them.
  
- Electronic Records
  - ✓ Avoid scratching surfaces
  - ✓ Use distilled or very clean water for rinsing
  - ✓ Contact a data recovery firm for large jobs
  
- Audio/Video Tapes
  - ✓ If cassette or reel is damaged, disassemble case and remove it.
  - ✓ Rinse dirty tape while still wound; air dry on blotting material.
  - ✓ Reassemble and copy.
  
- Computer Diskettes
  - ✓ Remove diskette from casing; rinse and blot with lint-free cloth.
  - ✓ Insert dry disk into a new casing and copy.
  - ✓ Freeze diskettes that cannot be dried in 72 hours.
  
- CD and DVDs
  - ✓ Remove from enclosures and rinse.
  - ✓ Air-dry vertically on a rack.
  - ✓ Do not freeze dry disks.
  
- Textiles
  - ✓ Provide adequate physical support when moving heavy textiles
  - ✓ Do not unfold delicate wet textiles
  - ✓ Rinse, drain and blot items with clean towels/cotton sheets to remove excess water
  - ✓ Block and shape each damp textile back into its original form

## **Human Health Risks**

Some molds that grow on library collections pose a health hazard to people. Mold spores begin to germinate when water or high relative humidity (>55%) provides the necessary moisture with temperatures above 70°. Both active and inactive mold can have a distinctive smell, which most people describe as musty. The degree of risk from exposure to mold is determined by a person's general health and pre-existing sensitivity to mold, as well as the concentration of the mold. Staff members with compromised immune systems or known sensitivity to mold (e.g.: allergy to penicillin) should not have contact with mold in its active or inactive state.

## **Risks to Collections**

Active mold produces enzymes that can digest organic materials such as paper, book cloth, paint, or vinyl, weakening or destroying them. Colorful blooms can cause stains that cannot be removed. Active mold poses an immediate risk and should be addressed immediately. Inactive mold poses no immediate danger to collections, except that it can be spread through handling and air currents, and will readily bloom if favorable environmental conditions occur.

## **Management Strategies**

Handle carefully all materials that are suspected of mold contamination. If possible sequester contaminated materials from library staff and collections immediately.

Work in an area with good ventilation and wear protective gloves. For those sensitive to latex, there are Nitrile and vinyl gloves of various sorts for this purpose. Many of these can be bought at local drug stores.

Well fitted goggles can help to prevent eye irritation.

Wear protective respirators to avoid inhaling mold spores. Ordinary dust masks do not provide adequate protection. N100 masks, available at hardware stores for around \$10 each, are NIOSH approved for working in moldy environments. They are not to be shared. They are reusable and should be applied, removed and stored in a clean, dry environment. If possible, inspect materials outdoors or under a fume hood.

Examine materials just enough to determine if the mold is active or inactive. For books, look particularly at the covers, edges and end sheets; and inside the spine hollow. Take precautions to avoid inhaling or touching mold spores.

Carefully consider the significance of the affected materials and whether they should be discarded. Materials that have sustained mold damage will never regain their original appearance and will be especially susceptible to mold bloom in the future. It may be wise to identify duplicates in the WIU collections or obtain replacements if they are available, rather

than to salvage moldy materials. Materials earmarked for discard may be thrown in the regular exterior trash bins.

If moldy materials must be retained, keep them isolated from other library holdings, in environmental conditions inhospitable to mold growth. Active mold will return to a dormant state and inactive mold will remain dormant as long as it is denied the moisture required for blooming. If mold is active and no clean, dry storage space is immediately available. Box the infected materials, wrap boxes in plastic and freeze them until arrangements can be made for drying and cleaning.

Restore stacks and/or processing areas to cool, dry conditions as quickly as possible, and before library materials are reintroduced.

- Dry, remove or control sources of excessive moisture (e.g.: install dehumidifiers, vacuum water out of carpet)
- Reduce relative humidity to below 50% (30% is ideal). Note: This will be impossible at Malpass Library when the temperature outside is above freezing.
- Increase ambient air circulation
- Clean shelving with mild detergent

Once all materials are very dry and mold is dormant, it is possible to remove many (but not all) spores. Contaminated materials can be cleaned in Storage at the mold cleaning station (or set up a station outdoors if weather permits) using a HEPA vacuum and brushes. Wear nitrile or vinyl gloves, and respirators. Salvaged materials must always be stored under appropriate conditions, or a mold bloom may reoccur.

## **Pest Management**

- A variety of insects and other pests attack binding materials, adhesives, and other substances in library archival collections. This poses a threat to the integrity of the collection. Any pests found may be an indication of more in hiding. Damage, nests, droppings, remains, or odor may also indicate pest problems.
- Physical plant and contracted pest control specialists are professional in dealing with pest control. The best way for library staff to combat any pest problem is to report any evidence of pests in the building to the collection emergency coordinator.

## Government Publications Conservation and Preservation Procedures

It should be noted that the federal depository collection is the property of the U.S. Government through the Federal Depository Library Program (FDLP). The plant patents collection is the property of the U.S. Patent and Trademark Office. The Illinois Depository Collection is the property of the State of Illinois through the Illinois State Library. The Government, Legal, Spatial and Data Services Unit (298-2719) is responsible for the following required Immediate Emergency Procedures.

1. If government publications are damaged, or there will be a disruption of public service for government information, contact the State's Regional FDLP Library (The Government Documents Manager at the Illinois State Library) as soon as possible.
2. The Regional Library needs to approve the discarding of any federal or Illinois Depository material. In the event that damaged material needs to be discarded immediately, every effort should be made to create an inventory of the material being discarded.
3. FDLP legal requirements for FDLP libraries state that "in the event of a natural or man-made disaster, depository library staff must also immediately inform the [Federal Depository Library Program's] Library Services and Content Management unit through email at [FDLPOutreach@gpo.gov](mailto:FDLPOutreach@gpo.gov), or by phone at (202) 512-1119. Library staff must make every reasonable effort to replace or substitute, as appropriate, any depository receipts that have been lost or damaged."
4. FDLP legal requirements for FDLP libraries also state that "when depository libraries find their operations disrupted, library staff are required to submit a contingency plan to [FDLPOutreach@gpo.gov](mailto:FDLPOutreach@gpo.gov) outlining how the library staff will provide access to depository services and collections to the general public during the period of disruption." Such a plan should also be shared with the FDLP Regional.
5. Contact the Patent and Trademark Resource Center (PTRC) of the United States Patent and Trademark Office if the plant patent collection is damaged and/or if there will be a disruption of service in assisting users with patent and trademark information.
6. FDLP legal requirements for FDLP libraries also state that "Each depository library is entrusted with the custody of depository materials and must ensure that they are properly preserved and protected from theft, deterioration, or damage, in a manner comparable to other library collections and in a way that facilitates their use. FDLP resources must be included in the insurance coverage for the library's collections."
7. FDLP guidelines indicate that government publications should get at least the same level of care and attention that purchased collections receive.

8. Appropriate public relations announcements should be coordinated with Library Administration and University Relations to notify the public if access and service to the various depository collections is disrupted.

## Building Emergency Equipment

**All Malpass Library staff must be trained on building emergency equipment before use by the Library Emergency Building Coordinators Team (LEBCT). Call the Library Building Representative, 298-2764, for more information.**

<b>Fire Alarms</b>	See Floor maps, p.16-21
<b>Fire Extinguishers</b>	See Floor maps, p.16-21
<b>Heating/Cooling System</b>	Contact Malpass Library Building Representative
<b>Keys</b>	Contact Library Administration
<b>Main Utilities</b>	Contact Library Building Representative
<b>Moisture Detector</b>	Contact Archives

## Building Emergency Supply List

**Each library unit listed after the supply is responsible for maintaining the item in their area. Please call Library Administration, 298-2762, to update any disaster supply item.**

Batteries	Access Services/Library Computer Services
<b>Battery Powered Radio</b>	Administration
<b>Blanket</b>	Access Services
<b>Digital Camera</b>	Library Computer Services/Access Services
<b>Clipboards</b>	Access Services
<b>Cutters/Scissors</b>	Access Services/Administration/Library Computer Services
<b>Duct Tape</b>	Access Services/Administration/Library Computer Services
<b>Dust Masks</b>	Access Services/Government Publications/Storage
<b>Extension Cords</b>	Library Computer Services
<b>First Aid Kit (Large)</b>	Access Services/Administration/Library Computer Services
<b>First Aid Kit(Small)</b>	All Malpass Library Units (except for the above)
<b>Flashlights</b>	Access Services/Administration/Library Computer Services
<b>Legal Note Pads</b>	Access Services/Administration
<b>Mops/Buckets</b>	Building Service Worker Closets
<b>Paper Towels</b>	Building Service Worker Closets
<b>Permanent Ink Pens</b>	Access Services/Administration
<b>Plastic Sheeting</b>	Access Services
<b>Rubber Gloves</b>	Access Services
<b>Temperature/Humidity Control</b>	Archives/Government Publications
<b>Wheel Chair/Walker</b>	Access Services

## Telephone Numbers

Access Services	298-2705
Beu Health Center	298-1888
Crisis intervention Hotline	298-3211
Library Administration	298-2762
Library Building Representative	298-2764
Macomb Fire Department	309-836-7800 or 911 (from a non-campus phone)
McDonough District Hospital Ambulance	309-837-4500, or 911 (from a non-campus phone)
McDonough District Hospital	309-833-4101 or 911 (from a non-campus phone)
Office of Public Safety	911(from a campus phone) or 298-1949
Physical Plant	298-1834
Psychology Clinic	298-1919
University Counseling Center	298-2453
University Relations	298-1993
WEMS personnel	911 (from a campus phone)
Western Illinois Regional Council Sexual Assault Program	309-837-5555 (24 hour hotline)
WIU Women's Center	298-2242