

# Disaster Planning 101 *for small libraries*

Paulette Roes, North Country Library System

# *What we'll cover today*

01

Potential  
disasters

02

Preparation and  
Prevention

03

The disaster  
plan

04

Response and  
Recovery

05

Sample  
documents

06

Additional  
resources

## Introductions and disclaimers

### **North Country Library System**

- 65 member libraries, 2 of which have service populations over 25,000
- Vast and rural service area of 6,176 square miles
- Several colleges and universities, school system with 51 school libraries that we're linked with through ILL
- Army base library



#### **I am NOT:**

- A disaster expert
- Certified in any CERT training (Community Emergency Response Team)

#### **I AM:**

- A mom of 4 that has witnessed several broken bones and other traumatic events
- Trained in CPR/First Aid and AED and Mental Health First Aid
- Experienced in policy writing and review

01

Potential disasters

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## Defining a disaster:

- A sudden event, such as an accident or a natural catastrophe, that causes great damage or loss of life. - Oxford Languages
- A sudden calamitous event bringing great damage, loss, or destruction. – Merriam-Webster

**OR**

- A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts. – United Nations Office for Disaster Risk Reduction
- An event that results in great harm, damage, or death or serious difficulty. – Cambridge Dictionary

- Knowing what **types** of disasters the library could potentially face can help you be better prepared. Disasters strike everywhere, and no library, no matter the size, is immune.

## Minor

- Does not pose any threat to physical safety to staff and/or patrons
- Can usually be handled on the premises
- Small impact on library's collection and budget (involves fewer than 500 volumes)

*Burst pipes, flooded basement, HVAC breakdown, etc.*

## Major

- Can threaten physical safety to staff and/or patrons
- Significant impact on library collection
- Large number of people involved in recovery effort
- Large amount of money committed

*Hurricane, fire, riot, epidemic, etc.*

# *Types of disasters*



Medical  
Emergencies



Natural Hazards



Terrorism and  
Related Threats

# Medical Emergencies

- **Bleeding/nose bleeds** – Loss of blood (internal and external). Nosebleeds are very common and mostly occur in children between the ages of 2 to 10 years old and the elderly between the ages of 50 to 80 years old.  
(<https://www.ncbi.nlm.nih.gov/books/NBK435997/#:~:text=About%2060%25%20of%20people%20have,50%20to%2080%20years%20old.>)
- **Burns** – Overexposure to the sun, chemical or electrical contact. Burns can be a minor medical issue or a life-threatening emergency.
- **Cuts/Abrasions** - Mostly minor medical issue unless they go untreated and infection occurs.
- **Eye Injuries** – Always seek medical assistance as soon as possible when an eye injury occurs, even if it doesn't seem that serious.



- **Falls** – According to the Centers for Disease Control and Prevention (CDC) 1 out of 5 falls causes a serious injury such as a broken bone or head injury. Over 800,000 patients are hospitalized a year because of a fall injury, most often because of a head injury or hip fracture. Falls are the most common cause of traumatic brain injury (TBI). Falls often result in the fear of falling, which then results in a person becoming less active. <https://www.cdc.gov/falls/facts.html>
- **Pandemics** – Usually classified as epidemics first, which is the rapid spread of a disease across the particular area or region. **It's important to stay up to date with current regulations and guidance during a pandemic.**
- **Shock** – Life-threatening condition that occurs when the body is not getting enough blood flow. There are several types of shock (cardiogenic, anaphylactic, etc.) and it's important to know the symptoms. Always seek medical assistance when you encounter someone in shock.

# Natural Hazards

- **Earthquakes** – Sudden, rapid shaking of the ground caused by the shifting of rocks deep underneath the earth's surface. They happen without warning and often cause other disasters such as fires, tsunamis, landslides or avalanches. \*4/13, 4/23
- **Fires** - Building fires can be the result of a natural hazard such as thunderstorms and lightning. Extinguish small, self-contained fires with a fire extinguisher. Otherwise, DO NOT attempt to control a fire. Wildfires are any unplanned fire that burns in a natural area such as a forest or grassland. They can also be referred to as forest, brush, grass, range, ground or crown fires.
- **Flooding** – Overflow of water from a body of water, in which the water overtops or breaks levees. It may occur due to an accumulation of rainwater on saturated ground in an areal flood.
  - **Flash Flooding** – Rapid flooding in low lying areas occurring after heavy rain or melting ice or snow. Have a times of 6 hours or less between rainfall and onset flooding.

## Adverse Weather Events

- **Extreme heat** – Period of high heat and humidity with temperatures above 90 degrees for at least 2 to 3 days. In extreme heat your body works harder to maintain a normal temperature.

**Heat wave** – prolonged extreme heat + excessive humidity

**Heat index** – a number in degrees Fahrenheit that tells how hot it feels when relative humidity is added to the air temperature.

**Heat exhaustion** – Condition caused by overexertion in hot temperatures.

Symptoms: heavy sweating, pale clammy skin, dilated pupils, slightly elevated body temperature, cramps, weakness, dizziness, nausea, vomiting, headache, mental confusion and sometimes unconsciousness

- **Hurricanes** – Powerful storms in which winds rotate around closed circulation of low pressure in a counter-clockwise direction. Conditions that lead to a hurricane include warm waters, rotation of the earth, and the absence of wind shear.
  - \*Starts as tropical storm - winds at 39 mph
  - \*Becomes a hurricane when winds reach 74 mph or greater
  - \*Hurricane season June 1<sup>st</sup> – November 30<sup>th</sup>, peak being August and September in Northern Hemisphere
  - \* Cause strong damaging winds, heavy precipitation, and tornadoes. Can also cause storm surges and flooding in coastal areas.

# Hurricane Sandy 2012



Queens Library  
Reach your world

## EXTENDED LIBRARY HOURS THIS WEEKEND

Get out of the cold

- Charge your cell phone or laptop
- Get information on disaster recovery, applying for benefits
- Use the computers
- Just relax with a good book

<b>Howard Beach</b> 22-01 157th Avenue Saturday, Nov. 10 10:00 a.m. – 5:30 p.m. Sunday, Nov. 11 10:00 a.m. – 3:00 p.m. Monday, Nov. 12 10:00 a.m. – 3:00 p.m.	<b>Peninsula (Mobile Library)</b> 52-25 96th Avenue, Bayside Saturday, Nov. 10 10:00 a.m. – 3:00 p.m. Sunday, Nov. 11 10:00 a.m. – 3:00 p.m. Monday, Nov. 12 10:00 a.m. – 3:00 p.m.
<b>Far Rockaway</b> 1637 Central Avenue Saturday, Nov. 10 9:00 a.m. – 4:00 p.m. Sunday, Nov. 11 10:00 a.m. – 3:00 p.m. Monday, Nov. 12 10:00 a.m. – 3:00 p.m.	<b>New York Cares</b> 1637 Central Avenue, Far Rockaway Tuesday, Nov. 13 11:00 am Free Coat Distribution

www.queenslibrary.org

Photo credit: Queens Public Library

- **Tornadoes** – Violently rotating columns of air that extend from a thunderstorm to the ground. They can occur any time of the year in any part of the country.
  - \* Distinctive funnel cloud
  - \* Winds of over 200 mph
  - \* **Tornado WATCH** – tornadoes are likely to occur in the area. Be ready to act quickly and take shelter. Check supply kits and monitor news outlets for more information.
  - \* **Tornado WARNING** – Imminent threat, a tornado has been sighted in the area or indicated on radar. Take shelter immediately.

\*Since 1952, there have been 504 tornadoes reported having occurred in NYS

Date/Time	F Scale	Length (in miles)	Width (in feet)	Injury*	Fataliy**	Property Damage
Sep. 25, 2022 22:17 PM EDT	EF0	2.1	75	0 (0)	0 (0)	\$100,000
Sep. 25, 2022 17:38 PM EDT	EF1	2.29	150	0 (0)	0 (0)	\$85,000
Sep. 19, 2022 18:33 PM EDT	EF1	1.85	150	0 (0)	0 (0)	\$55,000
Jul. 28, 2022 09:40 AM EDT	EF2	10	500	0 (0)	0 (0)	\$750,000
Jul. 18, 2022 16:35 PM EDT	EFU	0.01	10	0 (0)	0 (0)	
Jul. 13, 2022 19:49 PM EDT	EF1	0.52	300	0 (0)	0 (0)	\$28,000
Apr. 25, 2022 17:42 PM EDT	EF0	0.75	75	0 (0)	0 (0)	\$25,000



Source: <https://data.democratandchronicle.com/tornado-archive/new-york/2022/>

- **Winter Weather** – Winter storms including blizzards that can bring extreme cold, freezing rain, snow, ice and high winds.
  - \* Creates a higher risks of car accident and various medical emergencies (hypothermia, frostbite, heart attacks, etc.)
  - \* Can last for several days
  - \* Can cut of heat, power and communication services
  - \* Can put vulnerable population at greater risk

**Ice Storms** – Usually occur between December and February. Ice can weigh up to 30 times more once it freezes which is why it can easily damage power lines, trees, and utility poles.

**Freezing Rain** – Occurs when cold rain comes into contact with a surface that is already below 32 degrees Fahrenheit. Ice can form, causing the area to be unsafe.

**Black Ice** – Occurs most often when snow has melted on roadways and has had a chance to refreeze overnight when temperatures drop below freezing.

- \* Most prevalent in the early morning
- \* Difficult to see

**Lake Effect Snow**– Occurs when cold northern air moves across the Great lakes. As the cold air passes over the unfrozen, warmer waters, warmth and moisture are transferred into the lowest portion of the atmosphere (National Weather Service definition)

- \* Forms narrow band that produces 2 to 3 inches of snow per hour
- \* Wind direction is key

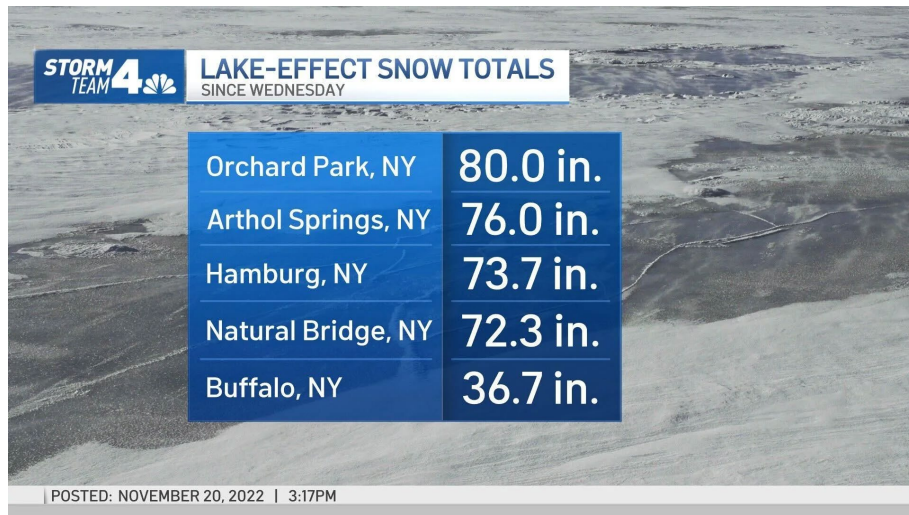


Photo credit: NBC New York

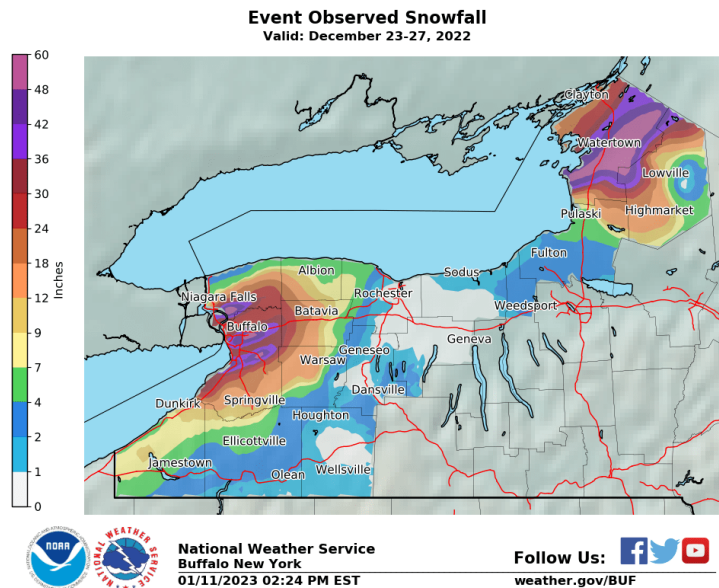
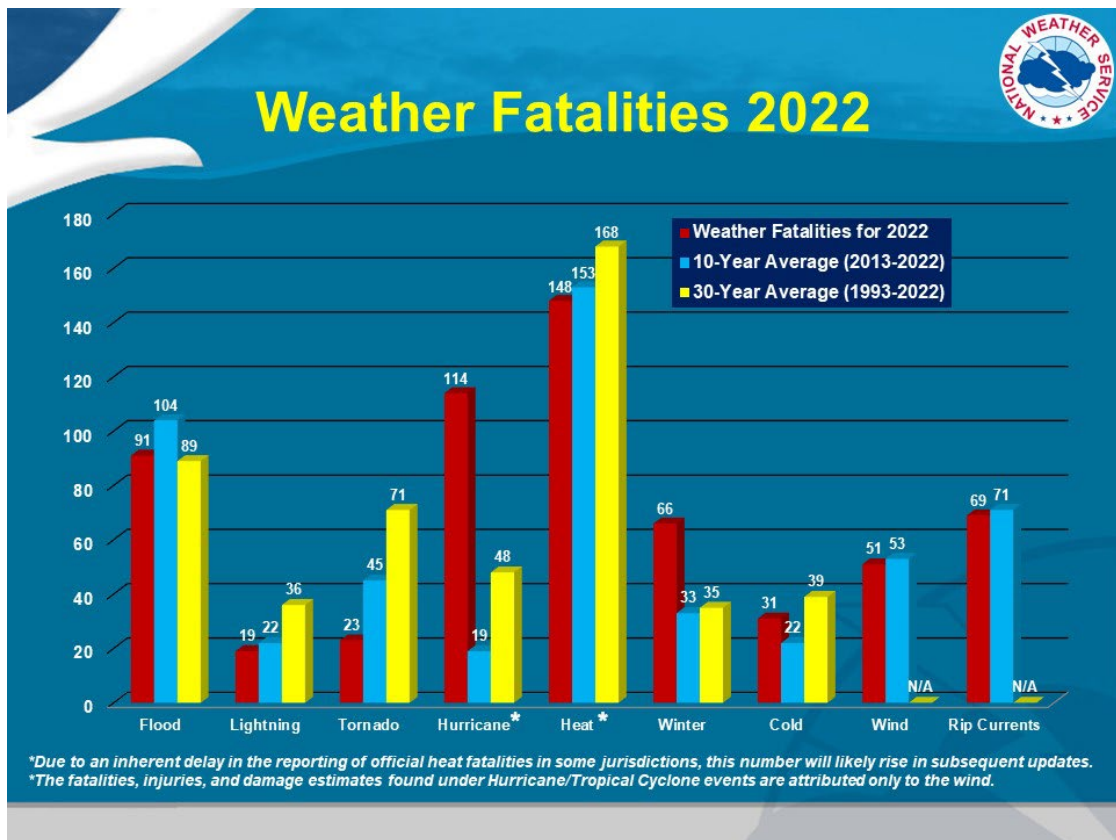






Photo credit: Wall Street Journal

## Deadliest adverse weather in 2022?

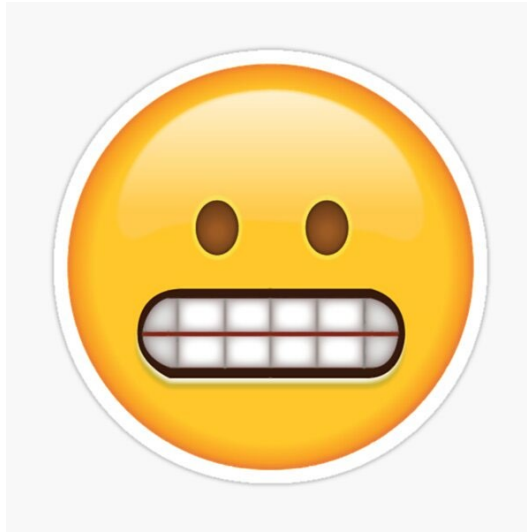


Extreme Heat

# Climate change

is causing **more** adverse weather events  
with different weather patterns





Content warning...need a break?

# Terrorism and Related Threats

- **Active Shooter** – Typically uses firearms to kill people in a confined space or populated area. Sometimes targets a certain population, sometimes no pattern to their selection of victims. Mass shootings are active shooter incidents in which 3 or more people are killed. (FBI definition)
  - In 2022 there were **50** active shooter incidents in the US (decrease from 61 in 2021)
    - \* **13** of the 50 were mass shootings
    - \* **Handguns** were used in most incidents
    - \* The most common age and gender of shooter was **male 19-34**
    - \* Most common day an event took place was **Sunday**
    - \* Texas had most active shooter incidents (6) followed by Arizona, Florida, Michigan and New York (3)

[FBI report: Active Shooter Incidents in the United States in 2022](#) (link)



**Run** – Escaping the shooter or shooters is the top priority. If it safe to do so, warn others and call 911.

**Hide** – If you cannot escape, get out of the shooter’s view and stay quiet. Silence your cell phone and try to communicate with the police quietly. Spread out and do not hide in groups.

**Fight** – Your last resort. Ambush the shooter with makeshift weapons. Team up with others and do not fight fair – you’re fighting for your life.

- **Bomb Threats** – A bomb threat or bomb scare is a threat, usually verbally or written, to detonate an explosive device to cause property damage, death, injuries and/or incite fear whether or not such a device exists. Each threat is unique and should be handled in the context of the facility in which it occurs.
  - In 2021 there were **381 bombings** in the United States, reported in Bomb Arson Tracing System (BATS)
    - \* **15** were in New York
  - **1,136 bomb threats** (23% increase over 2020)
    - \* Education facilities (517), Assembly (324), and Residential (181) locations were top were targets of bomb threats
    - \* Libraries fall under “Assembly” – in 2021 there was **1** bomb threat in a library

[United States Bomb Data Center Explosives Incident Report 2021](#) (link)

- **Suspicious packages/mail** – The chances of someone receiving a biological or chemical agent through the postal system is extremely through because of the Dangerous Mail Investigations Program. However, the public should still know what to look for.
  - Suspicious mail/packages often has no labels, excessive tape and postage, and/or misspelled or poorly written words
  - In 2021 there were **4,935 suspicious packages** left unattended (25% increase over 2020)

Type	2020	2021
Book Bag / Purse	647	931
Cargo (commercial)	20	113
Letter / Envelope	177	105
Luggage / Briefcase	445	697
Other	775	878
Package / Parcel	757	948
Person	75	40
Powder (Without Envelope)	31	53
Suspicious Container	842	906
Vehicle	170	173
Not Identified	11	91

Source: United States Bomb Data Center Explosives Incident Report 2021

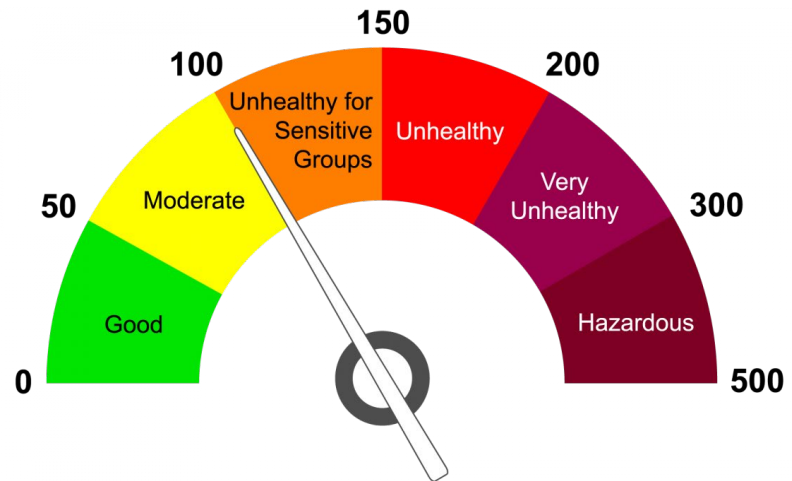
**Always report a suspicious package.**

1-866-SAFENYS or 1-866-723-3697  
 NYS Terrorism Tip Line

Figure 21. BATS Suspicious/Unattended Package Incident Types, 2020  
 BATS and TRIPwire combined, 2021



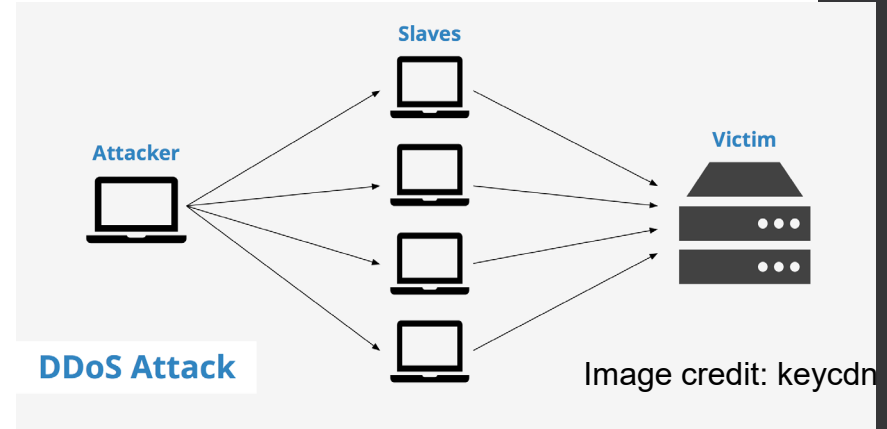
- ***Chemicals and Hazardous Materials*** – Chemical agents are poisonous vapors, liquid and solids but are difficult to deliver in deadly amounts because they dissipate quickly outdoors and are hard to produce. Other hazardous materials can include explosives, flammable and combustible substances, poisons and radioactive materials.
  - Staff and patrons are at risk when chemicals are used unsafely or released in harmful amounts in or near the library
  - Monitor air quality at [AirNow.gov](https://www.airnow.gov)



- **Cyber threats/attacks** – A harmful activity (deliberate or unintentional) with the potential of destroying data, stealing data or disrupting digital life in general.
  - **Common types:** Malware, Ransomware, Dedicated Denial of Service (DDoS), Spam and Phishing, etc.
  - Trouble logging on/files become encrypted, can't be accessed

### Online safety best practices include:

- Stronger passwords
- Updating software
- Thinking before you click on suspicious links
- Turning on MFA



A DDoS attack is a type of cyber attack in which an attacker tries to make a website or an online service unavailable by overwhelming it with traffic from multiple sources.

02

# Preparation & *Prevention*

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"The best preparation for tomorrow is doing your best today."

~ H. Jackson  
Brown

*How can libraries be better prepared for a disaster?*

- 1. Ensure staff get the training they need and want*
- 2. Conduct regular facility and risk audits*
- 3. Adopt a comprehensive disaster plan*

# Essential Staff Training

## For Medical Emergencies:

- *First Aid and CPR (FA/CPR/AED)* – [www.redcross.org](http://www.redcross.org)
- *Stop the Bleed* – Find a local class: <https://cms.bleedingcontrol.org/class/search>
- *Mental Health First Aid (MHFA)* – Find a class: <https://www.mentalhealthfirstaid.org/>
- *Narcan Training* – Find a class: <https://www.nyoverdose.org/Home/Calendar>

*\*Virtual options available for most classes, consider reaching out to local agencies for a hands-on, in-person experience*



## Considerations & Lessons Learned

*\*Not required, not all staff will want to be trained – and that's ok*

*\* **Cost** - If cost for training is incurred by employee, consider adopting a reimbursement or cost-share policy*

*\* **Legal concerns** – Liability, Duty to Act & Good Samaritan Law (Ask the Lawyer Q&A)*

- **Medical kits** – make sure contents are stocked with what you **NEED***



## For Natural Disasters:

- *Routine evacuation drills – make sure staff know evacuation route/map*
  - *Emergency exits must be clearly marked*
- *Routine Shelter – in – Place drills – make sure staff know procedures*
  - *For certain threats or after being directed by authorities, such as a tornado*
- *Fire prevention training – only employees who are trained to use fire extinguishers can utilize them (per OSHA), your local fire department will be happy to assist you with this training.*

## For Terrorism and Related Threats:

- *Routine lockdown (SiP) drills – make sure staff know procedures*
- *Active shooter training – <https://www.cisa.gov/resources-tools/training/active-shooter-preparedness-webinar> – Training series from Cybersecurity & Infrastructure Security Agency (7-minute training video: <https://www.youtube.com/watch?v=i3QBktsRKVY>)*
- *Cybersecurity training\* – <https://its.ny.gov/cybersecurity-awareness-events-and-training>, Phishing simulation/audit: <https://www.sans.org/security-awareness-training/products/security-awareness-solutions/phishing/>*

\* NY SHIELD Act - "Stop Hacks and Improve Electronic Data Security":  
<https://www.shrm.org/resourcesandtools/legal-and-compliance/state-and-local-updates/pages/new-york-shield-act.aspx>



# Conducting a Facilities and Risk Audit

- *Inspections of all building areas, inside and out*
  - *Identify and address obvious safety hazards*
    - *electrical wiring issues, crumbling infrastructure, etc.*
  - *Take sensible precautions*
    - *Store material on shelving 6” above floor – keep out of flooding areas*
    - *Move material from areas where water may come from above (water pipes, overflowing bathrooms, leaky roof, broken skylight)*
    - *Past history is a good indicator of possible future damage*
      - \**Look for stains on walls and ceiling*
    - *Make sure there is adequate air circulation **to prevent mold***
    - *Seal windows and doors*
    - *Make sure non-public areas are non-accessible to patrons*
- *Plan for routine maintenance and upgrades of equipment*
  - *Fire alarms and extinguishers*
  - *Keep track of HVAC cleaning schedules and replace filters when needed*

- Checklist format (facilities audit)

SLIPS, TRIPS, AND FALLS		No Action Green	Action Amber	Urgent Action Red	Comments
	Item				
1	Floors and stairs in good condition and have even surfaces (no cracks or holes)				
2	Carpeting is securely fitted, with no loose ends				
3	Area is generally tidy and the floor free of clutter				
4	Spills are cleaned up immediately by everyone				
5	Water machines/machinery do not leak				
6	Are there any trailing leads that pose a trip hazard?				
7	Walkways, landings and corridors clear of obstructions and trip hazards (e.g. cables)				
8	Is there enough storage space and shelving is available?				
9	Are waste disposal facilities suitable for the area?				
10	Stairwells have securely fixed handrails				

Source: Utah State Library

- **Review and update insurance policies if needed**

- *Is the library underinsured? (Is there adequate coverage for building and contents?)*
- *Is the library overinsured?*
- *Consider having an appraisal done every 4-6 years*
- *Cyber insurance?*
- *Directors and Officers Insurance?*

**\* Insurance plans are not a one-size-fits-all solution, each library has unique needs**

### Collection Value By Organization

#### Depauville Library

Adult Audiobooks (0 of 109 items excluded)	\$2,180.00
Adult Blu-rays (1 of 12 items excluded)	\$220.00
Adult DVDs (1 of 116 items excluded)	\$2,300.00
Adult Fiction (4 of 822 items excluded)	\$16,437.10
Adult Fiction Paperbacks (0 of 255 items excluded)	\$5,100.00
Adult Large Print Fiction (0 of 184 items excluded)	\$3,720.97
Adult Large Print Nonfiction (0 of 13 items excluded)	\$260.00
Adult Miscellaneous (5 of 10 items excluded)	\$190.00
Adult Nonfiction (9 of 1397 items excluded)	\$27,801.38
Adult Reference (0 of 80 items excluded)	\$1,600.00
Juvenile Blu-rays (0 of 3 items excluded)	\$60.00
Juvenile DVDs (0 of 53 items excluded)	\$1,060.00
Juvenile Easy (3 of 1362 items excluded)	\$27,145.88
Juvenile Fiction (2 of 461 items excluded)	\$8,757.58
Juvenile Graphic Novel Fiction (0 of 2 items excluded)	\$21.98
Juvenile Nonfiction (3 of 572 items excluded)	\$11,370.98
Juvenile Paperbacks (1 of 452 items excluded)	\$9,020.00
Young Adult Fiction (5 of 391 items excluded)	\$7,719.99
Young Adult Graphic Novel Fiction (0 of 9 items excluded)	\$180.00
Young Adult Graphic Novel Nonfiction (0 of 2 items excluded)	\$34.99
Young Adult Nonfiction (2 of 14 items excluded)	\$233.99

**Sub Total: (36 of 6319 excluded because they have no price on record)** \$125,414.84

**Grand Total Of Collections: (36 of 6319 excluded because they have no price on record)** \$125,414.84

# Developing a Disaster Plan

## *1. Start with a library disaster team/task force*

*- Director, board member(s), **staff**, any local personnel who could advise the library about relevant aspects of the plan (Fire/Police Chief, etc.) Each one has an assigned task in completing the plan*

## *2. Must be accessible to ALL staff members at all times*

- paper copy available at the circulation desk*
- publish on library website with other policies*

## *3. Contains the processes and procedures staff are expected to follow before, during and after a disaster (mitigation, preparation, response and recovery)*

03

The *Disaster*  
Plan

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# Essential Components of the Plan

- Task force/team members – list of names and contact information
  - Chair or head of team should be Director – makes final decisions about salvage priorities and how much money to commit
  - Collection expert
  - Building expert
  - Someone in charge of record keeping – documents losses and claims, etc.
  - Someone in charge of communications – posts notices to the public, etc.
- Emergency response contact information – local police, fire department, etc.
- Disaster response phone tree
- Insurance information
- Facilities and risk audit
- Floor plans that include locations of fire extinguishers
- Locations of medical and emergency kits

- Salvage priorities\*
- Drying and packing areas – areas in the library where books can be set up to dry if needed
- Locations of supplies and equipment off site
- Checklist of immediate steps in a major emergency

## Prioritizing Materials for Salvage

- One of the most difficult tasks within disaster planning and should be done in advance of an emergency
- Vital records should be given a priority (accounts payable, payroll, personnel, legal documents – anything needed to restart operations in a timely manner)
- Data salvage priority should go to information that is not backed up
- High priority collections include collections that:
  - are vital to the library's mission
  - are heavily used
  - are unique
  - have legal retention requirements
  - are difficult or expensive to replace
  - have monetary or research value
  - are in formats that are vulnerable to damage (leather bindings, etc.)



Salvage priorities questions:

Is it critical for the ongoing operations of the institution?

Is it available in another collection?

Can it be replaced?

Would the replacement cost be more/less than the cost of restoration?

Does it have a high or low collection value or priority?

Would it require immediate salvage attention because of its composition?

## Emergency supply kit suggestions:

### ***Protective equipment for staff:***

- Waterproof gloves
- Aprons (disposable)
- Goggles
- Dust masks and filters
- Rubber boots
- Hard hat(s)

*\*If these items are part of daily operations make sure staff know where they are located*

### ***Protective equipment for library and collections:***

- Polyethylene sheets (plastic sheets to cover shelves)
- Garbage bags
- Paper towels
- Freezer paper
- Mops and Buckets
- Sponges
- Flashlights/batteries
- Scissors/cutters
- Storage containers/totes
- Clipboards
- Pen/pencils/markers
- Extension cords
- Charging unit for cellphones
- Duct tape
- Cordon tape
- Fishing line
- Fans\*
- Vacuums\*
- Dehumidifiers\*

## **Does your library already have a policy regarding:**

- Criteria for closing the library?
- Criteria for suspending programs?
- Standards for cleaning and sanitizing work areas when staff go home sick?
- Employee Sick Leave and telecommuting?
- Staff schedules for addressing critical facility/administrative needs if library is closed for an extended period of time?
- Means for continuing to provide services to the public, such as curbside pick-up?
- Accommodation of the needs of disadvantaged people in the community who may not have personal access to materials such as a newspaper or home computer/internet?
- Communications plan for reaching staff and informing the public?

If yes, great! They should be referenced in your library's disaster plan. If not, the library should consider developing a policy to address each issue.

# 04 Response and *Recovery*

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## Responding to an emergency

- *Never put yourself in danger*
- Stay calm and remember your training
- Pull alarms and follow evacuation or lockdown procedures
- Never enter an area until it has been cleared by authorities or emergency personnel
- Activate disaster response phone tree



## Recovery efforts

- **Check in with your staff**
  - We are not all “in the same boat”. We may have been through the same storm but are all riding in different vessels.
- Contact appropriate people to make sure building is safe to enter
- Contact additional appropriate disaster response team members
  - Insurance contact
- Assess nature of damage, document with pictures
- Contain damage (cover shelves in plastic, etc.)
- Reduce humidity (keep AC on if possible, use fans, open windows)
- Identify a disaster command post (central station with supplies and phone)

## Salvaging materials

- DO NOT start removing materials until a general plan of action is made
- Make decisions and take action quickly – **mold can begin growing in 48 hours**
- Salvage Priorities
  - Consult library's salvage priority checklist in organizing the order of removal
  - Discard easily replaceable books
  - Assign low priority to material with low chance of recovery
  - Start with closest area and work your way back
  - Clear passages and aisles first, use a human chain to pass items to drying area
  - Remove wettest (but not submerged) book first
  - Loosen tightly packed shelves so books do not jam as they swell
  - Books submerged in water are likely to be in less danger than books that are wet and no longer submerged

## Drying wet materials

- **Air Drying** – using circulating air to dry material (NEVER use artificial heat)
- **Freezing** – placing books in a freezer to preserve
  - Prohibits mold growth
  - Buys you time to review salvage priorities, etc.



Source: Duke University Library

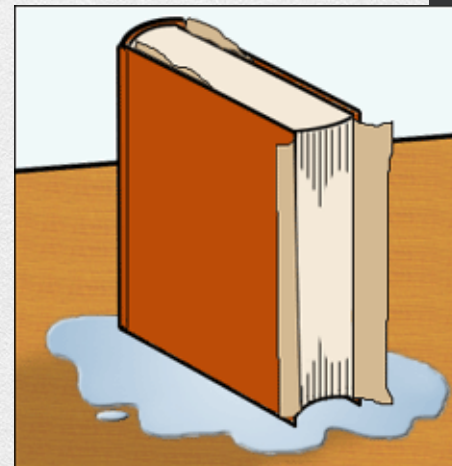


Source: National Parks Service  
nps.gov



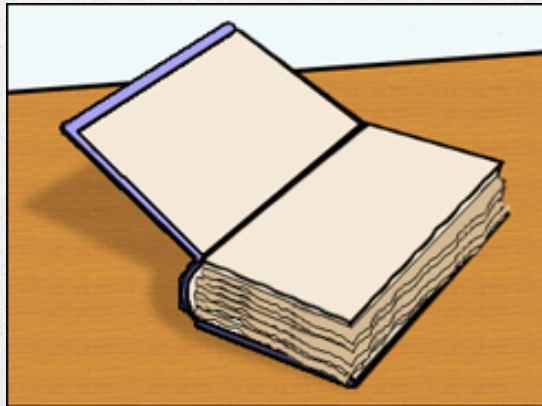
## Air Drying Books – Thoroughly wet:

- **DO NOT** open the book, fan pages, or remove boards
- Place book in closed position (with cover slightly open) on its head on top of absorbent paper (paper towels)
- Place paper towel between boards and text block
- Change paper towel when it becomes wet
- After an hour (with good air circulation) it should be dry enough for book to be opened for the next step



## Air Drying Books – Partially wet:

- Partially open book and interleave with paper towels
  - Begin at back of book and interleave every 20 or so pages
- Book may be left flat if drying condition are good
- Change paper towel periodically until book is slightly damp and proceed to the next step



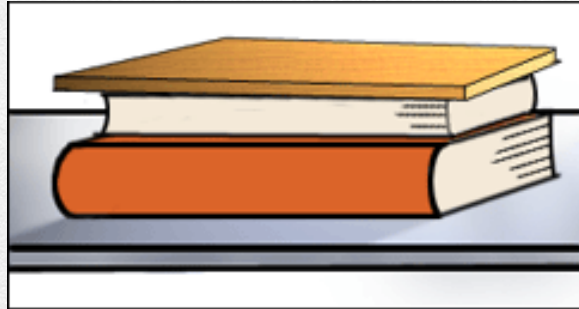
## Air Drying Books – Damp:

- Stand book on edge
- Lightly fan leaves and allow book to air dry
- If boards are damper than test, place paper towel between the boards and books
- Go to step 4 when book is almost dry



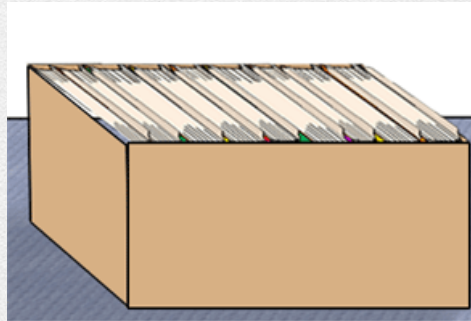
## Air Drying Books – Almost dry:

- Lay book flat
- Push boards and back into position
- Place book under a weight and leave until it is thoroughly dry



## Packing for Freezing

- Do not open or close wet books or wet covers
- Wash books stained or covered in mud before freezing
  - Wash closed books with clean running water and dab away mud with sponge (do not wash open books or those with water soluble media)
  - Place freezer paper around cover of book and place spine down in crate or box



**During recovery efforts, one of the most important things to do is to continually check in with staff.**

- **Disasters can be traumatic events**
- **Effective communication is key**
- **Don't assume your experiences are universal**
- **Does your library offer an EAP? (Employee Assistance Program)**



## **Libraries as community leaders in disaster preparedness and response and recovery**

- Offer disaster preparedness resources like presentations and classes on building emergency kits and developing emergency plans
- Promote vetted health information, FEMA applications, and disaster updates
- Leverage social media to highlight information on library policies, status, and library events related to (and unrelated) the disaster.
- Offer healing programs



Wood Library

20h · 🌐



Governor Kathy Hochul has declared a State of Emergency for Ontario County in response to significant flooding that occurred in the Canandaigua area as a result of heavy rainfall. We would like to remind the community that the library has power, internet, air conditioning, bathrooms, printers, comfy furniture, friendly faces and other things that may be helpful to anybody impacted by the flooding. We are open until 9:00 pm today and reopen at 9:00 am Tuesday morning.

**The Library is  
here for you.**



46

1 comment 14 shares





# Templates

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# Samples for use

## Disaster Plans

<https://guides.statelibrary.sc.gov/disaster-preparedness/home>

<https://scrlc.libguides.com/c.php?g=327923&p=2201996>

<https://ncls.libguides.com/trustees/policies>

[https://www.amigos.org/files/disasterplan\\_template.pdf](https://www.amigos.org/files/disasterplan_template.pdf)

06

Other  
*Resources*

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# Additional helpful information

ALA Resource Guide for Library Safety and Preparedness: <https://www.ala.org/advocacy/resource-guide-library-safety-and-preparedness>

US Department of Health & Human Services SAMHSA, Disaster Planning for Special Populations: <https://www.samhsa.gov/dtac/disaster-planners/special-populations>

American Red Cross - How to Prepare for Emergencies: <https://www.redcross.org/get-help/how-to-prepare-for-emergencies.html>

Cornell University Library Preservation and Conservation Tutorial: <https://chinapreservationtutorial.library.cornell.edu/content/response-and-recovery/>

FEMA Training Opportunities for First Responders, Individuals, and Communities: <https://www.fema.gov/emergency-managers/national-preparedness/training#individuals>



Questions?

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# Thanks!

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