

Ellsworth Public Library

1549 Dewitt St.

Ellsworth, IA 50075-0338

Disaster Plan

Prepared for Ellsworth Public library

Prepared by: Ellsworth Public Library Board of Trustees

Revised and Approved: January 2019

Reviewed and Approved: January 2020

Revised and Approved: March 2023

Disaster Plan

Plan Statement

The Ellsworth Public Library will supply Emergency Management Disaster Planning for the employees and patrons; identifying and decreasing risks, identifying resources, and setting priorities

Disaster Plan

Regulations

The Ellsworth Public Library staff will be aware of the Disaster Plan. With staff members prepared to react quickly, damage can be limited, emergencies contained. The staff will be educated and trained in emergency procedures. Each staff member will be made aware of their responsibilities with regular drills conducted. Copies of this plan will be kept in 3 separate locations. Locations include City Hall, Cabinet in small meeting room, and in policy manual. The plan at city hall and in the small meeting room cabinet will be in waterproof containers.

Three characteristics of an effective disaster plan: comprehensiveness, simplicity and flexibility. The plan will address all types of emergencies and disasters the Library is likely to face. It will include plans for both immediate response and long-term salvage and recovery efforts.

Disaster Plan

Guidelines

A. Institutional Information

Name of Institution: Ellsworth Public Library

Date of Completion: January, 2020

Date of Next Update of this form/plan: March 2024

Location where this plan in on file: Policy Manual in Library

Taped inside supply cupboard, visible and at eye level

City Hall

To be called in case of Disaster:

Library Director – Salena Schmitz Phone: (515)310-0722

Board President – Wayne Neuman Phone: (515)836-8079 cell

(515)836-2123 home

B. Services Needed in an Emergency

Fire Department: 911

Police: 911 or 515-827-5477

Sheriff: 911 or 515-832-9500

Ambulance: 911

City Hall: 515-836-4751

Electrician: Holt Plumbing & Heating: 515-826-2151

Furnace: Small Town Heating & Cooling: 515-836-4600

Utilities Companies:

Electric: City of Ellsworth 515-836-4751
Gas: Alliant Energy 1-800-255-4268
Telephone: Ellsworth Cooperative Telephone Association. 515-836-4133
Water: City of Ellsworth. 515-836-4751

C. In-House Emergency Equipment

1. Keys: Top drawer of circulation desk
2. Main Utilities:
 - a) Main electrical cut-off switch Left of bulletin board in Library
In storage closet in Historical room
 - b) Main water shut-off valve Near water heater in restroom
 - c) Main gas shut-off Outside south door at gas meter
3. Heating/Cooling Furnace room
4. Fire Extinguishers Small meeting room
Near back door in Historical room
5. Smoke and heat detectors On column in central library
Near furnace room door
6. Carbon monoxide detectors On wall to left of bulletin board
Near furnace room door
7. Extension cord (50ft) In supply cupboard. small meeting room
8. Flashlights In supply cupboard. small meeting room
In storage closet
9. Digital camera In top drawer under printer
10. Battery operated radio In kitchenette. On counter
11. Weather radio On shelf near front door of Library
On top of refrigerator
12. Tool Kit In storage closet
13. Broom and dust pan In storage closet
14. Mop, bucket, sponges In storage closet
15. Portable folding tables By south door/history room
16. Plastic gloves In supply cupboard, small meeting room
In storage closet

D. In-house Emergency Supplies

1. First Aid Kit	On top of refrigerator Small kit in supply cupboard
2. Heavy Plastic Sheeting	In storage closet
3. Plastic garbage bags	In storage closet.
4. Paper towel supply	In storage closet
5. Clip boards, paper, pencils large self-adhesive labels	In supply cupboard
6. Ladders	In storage closet
7. Protective masks/glasses	In supply cupboard

E. Daily Upkeep Checklist

Keys are secure and accounted for

Doors that are supposed to be locked are locked

Evidence of tampering with locks or access points

Anyone hiding in building

Lights are working

Unusual or off-hours activity

Evidence of water leakage (walls, ceilings, floors)

Sinks and Toilets are in working order

F. Weekly Upkeep Checklist

Fire extinguishers are updated and operable.

Smoke and heat detectors are operable

Flashlights are operable

Battery radio is operable

G. Yearly:

Replace batteries in all devices listed under 'F'

H. Setting Priorities

The first priority in any disaster is human safety. Saving any collections/ technology items is not worth endangering the lives of staff or patrons. In a major event, the fire department may restrict access to the building until it can be fully evaluated. Once safety concerns are met, the next consideration will be records and equipment crucial to the operation of the Library. Collections salvage will be the next priority.

#1: Human Safety

- Human Safety - For fire, the escape route would be through the front door. If that route is not accessible; the alternate route would be through the side door of the Historical Room.

#2: Records & Equipment

- Records - The director laptop would be the first priority to save. A back-up flash drive will be kept at City Hall. The password and username will be on the flash drive. BEACON is our cataloging system and can be accessed through any computer by using the username and password. All important documents are stored in Dropbox, an online backup service. City hall has copies of all budget items and meeting minutes.

#3: Collections

- Collections - Transfer books from lower level to higher shelves if floods threaten. After a disaster, value of objects damaged should be considered if kept or thrown. All categories of collections have special handling and salvage procedures should be left to experienced professionals.

I. Threatening Weather

If there is advance warning available of threatening weather, staff and patrons should take shelter in the bathroom and/or closet. They provide the most protection. The rooms have no windows.

If a disaster happens during closed hours, do not enter the building site until declared safe.