Emergency Response and Recovery Plan
Bortz Library
Hampden-Sydney College
July 2012
CONTENTS

Introduction ......................................................... .page 3
Emergency Response Procedures—General ....................... .page 5
Fire Emergency Procedures ........................................ page 7
Water Emergency Procedures ...................................... page 9
Medical/Health Emergency Procedures ................................ page 10
Computers ............................................................... page 12
Mold ................................................................. page 12
Utilities/Systems Failure ........................................... page 12
Weather Related Emergencies ..................................... page 13
Recovery—General Guidelines ..................................... page 14
Recovery—Fire ......................................................... page 16
Recovery—Water ...................................................... page 16
Salvage Priorities .................................................. page 17
List of Websites for Library Emergencies ........................... page 19
Emergency Call List .................................................. page 20
Appendix I: Incident Management Team ......................... page 22
Appendix II: 24-Hour Emergency Opening Procedures ............ page 23
Appendix III: Risk Assessment Checklist .......................... page 25
Appendix IV: Library Floor Plan .................................... page 27
INTRODUCTION

Bortz Library of Hampden-Sydney College seeks to make its facilities as safe and secure as possible. This plan will aid in that effort by providing guidance in responding to an emergency or disaster. While the plan does not address all disasters or emergencies by name, the general procedures outlined will help in a response to any situation that may occur. The emergencies that are addressed in this document are those that are most likely to happen in the context of a small college library. Future editions of the plan may well add details for other emergencies.

The working definition of “disaster” for this plan is: An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally. (Source: “Introduction to College/University Emergency Operations Plan Template,” Virginia Department of Emergency Management, October 2011)

If the person discovering the event can take care of the situation, no further notification may be necessary. If the event cannot be handled by the discoverer, then the Emergency Call List should be used to set in motion the response plan. Also for major emergencies or disasters, the Hampden-Sydney Incident Management Team should be contacted. See Appendix I (after the Emergency Call List) for details about the IMT.

Personal safety is the top priority in all possible emergency responses by Bortz Library staff. This includes all library staff and patrons who might be present at the time of an event. While the collection and equipment are undoubtedly very valuable, of course, they are not worth risking the loss of life. The material items can be replaced in one way or another, but the life cannot. Therefore, all the procedures outlined in the plan assume this to be a top priority before taking any steps to mitigate the problem at hand.

To help prepare for a response, selected staff members will take CPR and first aid training on a regular basis. This is to be considered such a priority that it is treated as in-service training done on library time and at college expense. Other emergency training will also be mandated, such as use of the fire extinguishers housed in the library. The plan calls for the collection of certain supplies to be on hand or readily available on the college campus. It is up to the library staff to look at this list and decide what is needed in our situation. Consulting with
Housekeeping and Buildings and Grounds staff will help in this by identifying what is already on campus that could be used in time of emergency. Any supplies or equipment added that require any special training to use should have prompt attention by the whole staff. Since all staff will have copies of the plan for their study and use, all staff should be ready to do what they can with the equipment and supplies on hand to help deal with the emergency.

Posted on the library web site, the plan will be shared with all departments on campus for their knowledge and input on future editions. This is especially important in reference to Housekeeping and Buildings and Grounds. Cooperation with these departments should be an ongoing procedure with scheduled inspections on a regular basis. This plan will be coordinated with Hampden-Sydney’s Emergency Management Plan and approved by the Vice President for Strategy, Administration, and Board Affairs.

The Hampden-Sydney Volunteer Fire Department will be informed of the plan and Should be consulted concerning the fire response section. If they request, they will be given a tour of the library so that they can be aware of the priorities that have been set, so they will know where to concentrate their efforts in case of a fire.

This disaster preparedness plan is being posted on the web for ease of use and ease in updating the document. This latter situation will surely happen as personnel change, phone numbers change, and other changes occur. There may be additions to the plan as well as revisions of some sections, so the online version will have definite advantage over printed copy except in extreme situations. A printed copy will be kept in the library’s rare book vault as well as at the circulation desk.

A risk assessment checklist is attached to this plan as Appendix III. It is intended to provide an outline for regular risk assessment for the building by the library staff. As better checklists become available, this appendix should be updated.

The library director has received permission from the following organizations to reprint various charts, checklists and other materials included in this plan: LYRASIS, Northeast Document Conservation Center, National Fire Protection Association (NFPA), Neal-Schuman Publishers, Library of Virginia and MBK Consulting. This permission is only for use of these materials in this plan. A special thanks is given to PROTEXT for copies of a document that is included.
EMERGENCY RESPONSE PROCEDURES – GENERAL

1. Assess the situation.
The person who discovers the emergency needs to assess the situation to determine the nature of the emergency and the extent of any action required. The need for assistance by others should be part of this determination.

2. Notify responsible staff.
a. During working hours, contact the library director, ext. 6197, (or person on duty nights and weekends) for an on-site inspection.
b. During off hours, use the Emergency Call List to notify the correct person (s).

3. Determine damage.
a. If only a minor situation, the person finding the problem or the first person notified may be able to handle such things as putting out fire in a waste basket or shutting off water to a leaky faucet.
b. If the situation warrants a disaster being declared, the following steps should be taken:
   1) Clear the building/area of all patrons and staff not needed to respond.
   2) Determine what other personnel are needed. Refer to the Emergency Call List to notify library staff, other needed college personnel and the college’s IMT.

4. Establish a command post.
a. Use the circulation workroom if the building is intact.
b. Set up a place outdoors out of the dangerous area if the building is not accessible.

5. Assemble/obtain the necessary supplies and services.

6. Secure the building from anyone not required to have access to it.
7. Gain clearance, when it is required, to enter the damaged building to start the response procedures.

8. Make a detailed as possible damage assessment, using still cameras, video cameras, written notes, etc., to secure good documentation of the extent of the damage both to the building and its contents.

9. Stabilize the building as needed.
   a. Shut off and repair utilities.
   b. Stabilize leaning or collapsed shelving.
   c. Remove debris.
   d. Work with the health department and others on cleanup of sewage, chemicals and other possible contaminants.

10. Stabilize the building environment, working with B&G staff if at all possible.
    a. If heating/air conditioning is working, set the system to maximum cooling and dehumidification to reach and maintain temperature below 70 degrees and relative humidity below 50 degrees.
    b. If HVAC is not working the following can help until the equipment is fixed:
       1) If the outside temperature is cooler, open windows.
       2) Remove as much of the wet materials as possible.
       3) Use as many fans as possible to aid in evaporation.
       4) Pump or wet-vacuum as much standing water as possible.
    c. Set up procedures to monitor the temperature and relative humidity constantly. This can be coordinated through Buildings and Grounds.

11. Put into action the plan(s) for recovery. See specific plans presented on subsequent pages in this document.

**SPECIAL NOTE:** The Northeast Document Conservation Center (NDCC) offers an emergency assistance program for institutions and individuals with damaged paper-based collections. Information provided at no charge includes advice on drying wet collections and dealing with damage from fire, pests or mold. Referrals to
commercial disaster recovery providers experienced with library and archive collections can also be provided. Call 978-470-1010 day or night, seven days a week. For more information and updates check the NDCC web site at: http://www.nedcc.org/disaster/disaster.php.

FIRE EMERGENCY PROCEDURES

1. During the fire:
   a. If the fire is small and contained:
      1) Activate the local fire alarm if not already sounding off. If the fire is small and contained, such as a trash can fire, it may be best to use the fire extinguisher before going to step 2.
      2) Call 911 to report the fire.
      3) Call College Police.
      4) Disconnect any electrical equipment that may be on fire if it is safe to do so.
      5) Attempt to put out the fire with a fire extinguisher.
      6) Do not let the fire come between you and the exit.
      7) Contact the library director or the next individual on the Emergency Call List and notify the Hampden-Sydney IMT.
   b. If fire occurs when the library is open:
      1) Activate the local fire alarm if not already sounding off.
      2) Call 911 to report the fire and notify the IMT.
      3) Evacuate all staff and patrons if you can do so without undue danger to yourself.
         a) If necessary, cover faces with wet cloths to help with breathing.
         b) Keep close to the floor, moving on hands and knees if necessary.
         c) Do not open warm or hot doors.
         d) Account for all persons who had been in the building.
       e) Check every room possible, but move to a safe area without delay.
       4) Close doors and windows to help contain fire from other areas.
       5) Be ready to have keys and locational guides available for the fire department.
   c. If fire occurs when the library is closed:
1) Call 911 to report the fire and notify the IMT.
2) Notify library staff using the Emergency Call List.
3) Do not enter the building.
4) Be ready to have keys and locational guides available for the fire department.

2. Following the fire:
   a. Follow the recovery procedures found in the Recovery Section of this Document.
   b. Be sure to have heating/air conditioning checked out to see if it is operational and free of soot resulting from the fire.
   c. Recharge fire extinguishers if necessary.
   The fire department may be able to help prevent water damage from their firefighting efforts if they are shown or told where the plastic sheeting is stored. It is possible that they will be able to get to the plastic and use it as well as any tarps that they may have with them to cover at least some of the furnishings and materials.
WATER EMERGENCY PROCEDURES

1. Determine the source of the water.
   a. If there is more than a very small leak that could wait for attention, contact:
      B&G at 434-223-6159 or after hours 434-223-6164. Ask for the plumber, and others if needed to come.
   b. If materials are threatened, contact the Library Director or use the Emergency Phone List (if after hours) to get staff to help with the situation.

2. Cut off electricity to affected area(s). No one should walk through water until an appropriate safety officer has determined it to be a safe area.

3. Protect the collection while waiting for assistance to arrive:
   a. If water is coming from above, get plastic sheeting from the storeroom to cover affected areas, cabinets, computers, shelves, etc.
   b. If water is coming in on the floor, use book trucks to move materials to safe locations.

4. Use wet-vacuums to remove any standing water.

5. Reduce temperature and humidity and increase air circulation. See the general procedures for more details.

6. Be especially concerned with mold as a problem for materials that have been wet.

7. Reduce the possibility of water damage to items temporarily stored on the floor of the library by having a supply of light weight (preferably plastic) pallets available for use. Items should be stored at least four (4) inches off the floor.
MEDICAL/HEALTH EMERGENCY PROCEDURES

1. Survey the scene.
   a. Determine if it is safe to assist the victim (s).
   b. Determine what has happened, including how many persons are involved in the incident.
   1) If a victim is conscious, interview the person to determine what happened and the extent of the illness or injury.
   2) If a victim is unconscious, look for clues to determine what happened and the extent of the illness or injury. Bystanders can often give much help in this matter.
   3) Look for a medical alert tag at the victim’s neck, wrist or ankle for any information that can be helpful.
   4) Use personal protective care when approaching the scene. For example, use protective gloves to prevent contact with any body fluids; use a pocket mask if rescue breathing becomes necessary.

2. If the incident is minor and can be handled by the library staff:
   a. Follow first aid procedures as trained.
   b. Reassure on-lookers that the situation is under control, but be ready to ask them for their help if that is necessary.
   c. Do not apologize for, or accept any responsibility for, an accident.

3. If the incident is major (for example: broken bone, severe chest pain, person is or becomes unconscious, shortness of breath, etc.)
   a. Conduct a primary survey: Check for unresponsiveness and life-threatening conditions. Check the victim’s airway, breathing and circulation as per CPR/First aid training.
   b. Call 911 for assistance.
1) If possible, have a bystander call for help and give the dispatcher information on what happened, where the incident occurred, the phone number, the number of victims, what help is being given to the victim and any special problems either at the scene or likely to be encountered by the rescue squad.

2) If you are alone, leave the victim only long enough to call for help (with above information) and then return immediately to care for the victim. Even CPR should be delayed if you are alone. It is vital to get the advanced life support crew on the way as soon as possible!

3) Have someone meet the ambulance if possible. This will make sure that the rescue personnel reach the right place in the building as soon as possible when they arrive.

c. While waiting for paramedics, continue to treat any life-threatening conditions found in the primary survey, such as no breathing, no pulse, or major bleeding.

d. If no life-threatening conditions are found, do a secondary survey: check for conditions that may become life-threatening if not treated right away. Interview the victim if possible, check the vital signs if trained to do this and equipment is available, and do a head-to-toe exam.

e. Remain calm. Reassure the victim, staff and by-standers. Keep the curiosity seekers away from the victim. The victim’s right to privacy should be protected.

f. Do not move an unconscious victim except in the event that the scene becomes unsafe for the patient and the rescuer. If you do have to move someone, be sure to stabilize the neck and spine if you have ANY suspicions of an injury in this area.

g. Maintain the confidentiality of the situation except as needed to report to the rescue squad or the campus IMT.

4. It may be necessary to have a staff person go with the victim to the hospital. An example of this would be to help care for a minor until the parent (s), or the responsible party can reach the hospital.

5. Offer to do any notification of family or friends for the victim.

6. Complete an incident report form if required.
COMPUTERS
Because our Integrated Library System is maintained by the H-SC Computer Center staff, the most essential library data is stored and backed up outside Bortz Library. Our main concern with computers will be the machines themselves and any important files related to individual employees. All library staff should use the campus network to back up crucial data.

Essential passwords are stored by the director, assistant director and technical services librarian. It is very important that password files be protected by having a back-up.

It may be possible to do some software retrieval from water damaged hard drives or disks, but the best strategy is to make frequent backups. If the hardware is dried, cleaned and refurbished by knowledgeable technicians, it may be safe to be used again. It should be tested very thoroughly prior to any reuse.

MOLD
Mold is not an immediate threat that requires activating the Emergency Phone List procedures. The Library Director, or his/her designee, should be notified, however, when mold is present or there is a suspicion of mold, in order to deal with the problem as quickly as possible. Here is a link to a Northeast Document Conservation Center technical leaflet entitled “Emergency Salvage of Moldy Books and Paper:”

This document would prove very helpful should the problem of mold be encountered.

UTILITIES/SYSTEMS FAILURE
Our area is prone to electrical outages, caused by such situations as ice storms, thunder storms, trees falling onto lines, and the occasional automobile accident. Usually these power interruptions are short and our emergency generator keeps essential power circuits, lighting and
HVAC systems operational. In fact, the library serves as an emergency shelter for students and community members when there are extended power outages. Procedures for operating as a 24-hour shelter are found in the document 24 Hour Emergency Opening Procedures appended to this plan.

Of course, it is possible that our generator could fail or run out of fuel, leaving the library without HVAC service. In this event, books, documents and equipment may suffer damage from extremes of temperature or humidity and require attention.

**WEATHER RELATED EMERGENCIES and EARTHQUAKES**

Hurricanes, tornados, severe thunderstorms or earthquakes may cause power outages, structural damage to the library, or injuries to students or staff. These events are covered in other sections of this document, but the immediate threat from storms is to the safety of those inside the library building. If severe storm warnings are issued for campus, personal safety can be best preserved by having everyone take shelter in the interior portion of the ground floor until the storm threat has passed. Earthquakes, on the other hand, require prompt evacuation of the building to an open area free from the danger of falling structures. If either taking shelter or evacuating the library becomes necessary, the campus IMT should be notified immediately.
RECOVERY – GENERAL GUIDELINES

1. If the emergency or disaster warrants outside help, a conservator should be contacted promptly for immediate consultation and/or on-site help.

2. Document the damage with photographs or video, or better yet both, before recovery starts. Written notes will be most helpful to explain what the photographic images show.

3. Before moving anything, formulate a recovery plan:
   a. Assign someone the position of emergency co-coordinator to carry out the plan and be in charge of the crew.
   b. Recovery plan:
      1) Use priorities list to help determine where to start.
      2) If access to some areas is a problem, start to process/pack materials that are a hindrance to the greater access.
      3) If water damage is an important factor, removing wet objects first will help lower the humidity level.
   c. If enough people are around to help, assign team leaders and others to the teams.

4. Be sure the area is safe before starting the recovery. Adequate air circulation and ventilation will be necessary for the workers as well as aiding in recovery of the effected materials.
5. Make sure the staff/volunteers know what is expected of them and have any necessary protective equipment. Be ready to provide medical attention if needed. This will be a stressful time so be sure staff get breaks, refreshments, and meals, and have access to restroom facilities if those in the building are not available.

6. If the situation warrants boxing items, be sure each box is labeled as completely as possible and a separate inventory list prepared to show what is in each, where each box is presently located, and its end destination (such as storage, or recovery).

7. Work safely and continue to document recovery efforts.

8. When staff members are called to respond to help in a recovery and salvage operation, they need to be aware that they will probably be working under several handicapping situations such as wet and dirty surroundings. They may have to work outside or in an unheated building. The following are suggestions for a personal equipment list for staff members:

**Clothing**

**Personal items**

Long, washable trousers
Sun glasses, sunscreen, hand lotion
Long sleeved shirt
Prescription medicines, aspirin
Jacket
Tissues
Hats
Quick-energy snacks
Old flat shoes or rubber boots
Toothbrush/toothpaste
Extra socks
Waterproof flashlight
Rubber gloves
Pocket knife
Work gloves
Battery-operated radio
Hard hat (if accessible)
Container of drinking water
Identification badges
Pencil
Other personal need items

It may also be wise to make sure drinking water and snacks are available to workers if they are in the library for long periods.

**RECOVERY – FIRE**

1. It is important to remember that if a fire were to occur in the library, there would be water damage from the firefighting activities as well as damage from the fire itself. In fact, there may be more water damage than fire damage. (See section on recovery from water damage for guidelines.)

2. Before any attempt is made to remove any fire-damaged items, be sure that the building has been declared safe to enter by the fire officials. That time may not come until when they are finished and headed back to the fire station. However, they should be asked about earlier admittance if there is a special item that needs to be recovered.

3. Handle items very carefully, using plastic or rubber gloves. Wear a fresh disposable dust or particle mask during each work session.

4. Be sure that the items are cool enough to touch and to box or bag. Label the containers and keep a separate inventory of items in each bag or box. If the area of damage is only (or mainly) books, check carefully before attempting to salvage. Many books that have been exposed to fire damage (and of course also water damage) will probably not be salvageable. Many books will need to be replaced rather than reclaimed due to the brittleness, soot, and actual burning caused by the fire. Books with only water damage are more likely to be salvageable.
RECOVERY – WATER

Working in conjunction with a conservator, begin the recovery/salvage efforts as soon as possible. This is especially important when mold is present or starting to appear.

1. Modify the environment:
   a. Lower the temperature and relative humidity by all possible means.
   b. Provide adequate air circulation and ventilation to provide for safety of workers as well as help push damp air out of building.

2. Procedures:
   a. Use Priorities List to save those materials first.
   b. Remove wettest objects first to help in the process of reducing the relative humidity level.
   c. Damp or partially wet materials have a better chance of salvage than saturated objects. Use a water moisture meter if available.
   d. Handle objects carefully – use protective gear.
   e. See http://www.museum-security.org/drying-wet-books.html for suggestions on drying and/or packing boxes for shipping to freezer. Be sure to identify those books that are to be frozen and dried from those that should not be frozen.
   f. Treat for mold or to prevent mold.

SALVAGE PRIORITIES

TOP PRIORITY – Human life and safety is always first!

Priorities for firefighters or emergency personnel and staff:

NUMBER ONE PRIORITY – Rare Book Vault, College Archives, Hampden-Sydney Room, Map Collection on 4th Floor

OTHER PRIORITIES:

Top floor:
1. Items in Cabell Room.
2. UPLS Collection
3. Staff computers.
4. Art objects.

Third floor:
1. Art objects.
2. Circulating books.
3. Public use computers.

Main floor:
1. Art objects.
2. Reserve materials.
3. Reference materials.
4. Media items.
5. Microfilm.
6. Staff computers.
7. Public access computers and laptops.
8. Oversize books.
10. Room 200 equipment.
11. Periodicals

Ground floor:
1. Media equipment
2. Staff and lab computers.
3. Public access computers and scanners.
4. Art objects.
5. Items in storage.

Priorities for library staff:
1. Jefferson maps.
2. All other maps.
3. H-S and UPLS Collections.
4. College archives.
5. Secretary’s files.

List of Websites for Library Emergencies

Supplier List from the Northeast Document Conservancy Center:
http://www.nedcc.org/resources/suppliers.php

LYRASIS Disaster Prevention and Protection Checklist:

Disaster Planning Portal, Special Library Association:
http://www.sla.org/content/resources/inforesour/sept11help/disip/index.cfm

American Library Association Disaster Preparedness and Recovery:
http://www.ala.org/alcts/confevents/preswk/tools/disaster

Records and Documents Recovery Techniques (Florida State Library):
http://dlis.dos.state.fl.us/disasterrecovery/records_and_document_recovery_techniques.pdf

Drying Wet Books and Records (LYRASIS):

Drying Wet Books (Northeast Document Conservancy Center):
http://www.museum-security.org/drying-wet-books.html

Emergency Drying Procedures (Library of Congress):
http://www.loc.gov/preservation/care/dry.html
Emergency Response and Salvage (Harvard):
http://preserve.harvard.edu/bibliographies/emergencyresponse.html

**EMERGENCY CALL LIST**

Ambulance (Prince Edward Rescue Squad) – 911

Animal Control Office – 434-223-7310

Campus Telephone Office – 434-223-6000

Computing Center Help Desk – 434-223-6911 or 434-223-6373

Century Link Telephone – 611 or 1-800-788-3600

Dean of Students – 434-223-6128 or 434-223-7611

Electric Company (Dominion Power) – 1-866-366-4357

Electrician (College) – 434-223-6159 or after hours 434-223-6164

Farmville Police – 434-392-3332 (Emergency – 911)

Fire Department (Hampden-Sydney) – 434-223-2392 (Emergency – 911)

Health Center (College) – 434-223-6167

Heating/Air Conditioning (College) – 434-223-6159 or after hours 434-223-6164

Hospital (Centra Southside Community Hospital) – 434-392-8811 (Emergency Room 434-315-2530)

Housekeeping (College) – 434-223-6159 or after hours 434-223-6164

Locksmith (College) – 434-223-6159 or after hours 434-223-6164

Maintenance (College) - 434-223-6159 or after hours 434-223-6164

Plumber (College) – 434-223-6159 or after hours 434-223-6164

Poison Control Center (Blue Ridge) – 1-800-222-1222
Police (College) – 434-223-6164 or 434-223-6300 (Emergency Number) - 911

Prince Edward County Emergency Services Coordinator – 434-392-8837

Sherriff (Prince Edward County) – 911 (Non-emergency phone number) – 434-392-8101

State Police (Virginia) – 1-800-552-9965 or 1-800-552-0962

Water/Sewer (College) – 434-223-6159 or after hours 434-223-6164

Women’s Guest House – 434-223-6329
Appendix I

Incident Management Team (IMT)

Purpose

The purpose of the Incident Management Team (IMT) is to provide a coordinated approach to preparing for, responding to, and managing an emergency incident at Hampden-Sydney College.

Incident Management Team (IMT) Members

The IMT is comprised of key College administrators who are responsible for preparing for, responding to, and managing campus emergency incidents. IMT members are as follows:

Vice President for Strategy, Administration, and Board Affairs (Dr. V. Dale Jones) ………… 434-223-6116
Chief of Police and Director of Security and Police (Chief Jeffrey S. Gee)... …….434-223-6164
Dean of Students (Dr. David A. Klein) ………………………………………………………………434-223-6129
Director of Computing (Mr. Robert C. Murray) ………………………………..434-223-6020
Director of Communications (Mr. Thomas H. Shomo) …………………………………434-223-6262
Director of Human Resources (Ms. Barbara S. Armentrout) ……………………..434-223-6220

The IMT is supported and supplemented by the following College administrators when necessary:

Dean of the Faculty (Dr. Dennis Stevens)…… …………………………………………434-223-6112
Vice President for Business Affairs and Finance (Mr. W. Glenn Culley, Jr.) ……. 434-223-6216
Director of Student Health Services at Wellness Center (Ms. Margaret P. Graham) 434-223-6167
Director of Physical Plant (Mr. Thomas L. Gregory) ………………………………..434-223-6161
Appendix II

24 Hour Emergency Opening Procedures

1. Should there be a loss of power to campus and/or need to provide alternate locations for students and local residents, we will keep Bortz Library and Settle Hall open around the clock as emergency shelter locations.

2. Staffing is needed in these locations on a 24-hour basis.
   a. Library staff members have a schedule for coverage of the Library, but cannot be expected to have sole responsibility for staffing the building, especially overnight.
   b. Food services staff will be in Settle but similarly cannot be expected to have sole responsibility for staffing the building at all times.
   c. Senior staff, other staff and administrators should provide additional coverage, as needed, but particularly at the Library. One person will be assigned to be available and in the Library on shifts, around the clock, on a 48-hour cycle. Refer to the attached schedule for persons responsible for coverage at particular times.
   d. If the emergency situation extends beyond 48 hours, the cycle of coverage will be repeated.
   e. Additionally, members of the Student Court will be assigned on shifts to assist in the Library (though they may be needed at the Library only overnight, from about 6 pm until 8 am), and members of the Student Government will be assigned on shifts to assist in Settle. (Dean Klein has arranged for these schedules)

3. Security should regularly (e.g., every two hours at a minimum) check in person at the Library and Settle to see if there are any problems.

4. The showers in the Library will be made open for use if the emergency closing goes beyond 36 hours.

5. A list of phone numbers/cell phone numbers for all the individuals providing assistance should be available to the Library Director, and the food services manager.

6. When a decision is made that the College will go on 24-hour emergency opening of the Library and Settle, the Dean of the Faculty will be notified. He in turn will notify the Library Director, and then will notify other cabinet-level officers who will, in turn, notify their staff providing emergency coverage.

7. The Dean of Students will notify the RAs of the emergency opening, and they will get the word out to students.

8. The Computing Center also should be open on a 24-hour basis under such conditions. A mechanism needs to be in place for arranging for that, and a schedule developed for staffing that location. (Mr. Culley will work with Mr. Murray to set up a schedule to cover the Computing Center.)
9. Responsibilities of those individuals on duty in the Library:
   a. Report first to the Library staff person on duty.
   b. (If available) put on the arm band to indicate that you are the administrative person on duty.
   c. Be available for solving whatever problems arise, and answer questions for students and staff who may be staying at the Library. The fact is that this may be the principal responsibility that one might have.
   d. The person will have a radio available in the event that there is a need to contact Campus Police or (as applicable) B&G staff. (The radio will be brought to the Library by one of the police officers.)
   e. Periodically (at least once per hour) check throughout the building to see if there are any problems, and that needs are being taken care of.
   f. Be aware that not all of the electrical outlets in the Library will be working if the Library is on generator. Live outlets for “public” use can be found in room 200 and in the du Pont classroom. There are two outlets behind the circulation desk that are reserved for use by the library staff and by the person on duty during a shift at the Library.
   g. A dry-erase board will be available for use in posting messages and information at the front of the building, likely at or adjacent to the circulation desk.
   h. Sometime near the end of the shift, recruit a crew of students who happen to be available to assist in cleaning up the building (emptying trash cans, picking up trash that has collected around the building, policing/cleaning up/restocking restrooms).
   i. There will be available at the front circulation desk of the Library a schedule for coverage of the Library, with the names and phone numbers (and cell phone numbers) of the people who are scheduled for duty. If the next person does not show up on time, try contacting them by phone. If your replacement is not available, contact either Dean Klein or Dean Stevens about getting a backup person in place.
Appendix III

RISK ASSESSMENT: FACILITIES

Rate your institution for these common problem areas which can leave you vulnerable to disaster. Rate each on a scale of 1 - 5:

5 = Has been ongoing area of concern
4 = Definite risk
3 = Possible risk
2 = Not at risk at this time
1 = Not applicable

Rating Disaster Notes

_____ Leaky or damaged roof ________________________________________________
_____ Clogged/damaged gutters, drains _______________________________________
_____ Old plumbing and pipes _______________________________________________
_____ Unmaintained heating system _________________________________________
_____ Faulty, inadequate wiring _____________________________________________
_____ Inadequate or no smoke/heat detectors _________________________________
_____ Inadequate or no fire suppression system _______________________________

From Emergency Preparedness & Recovery, AMIGOS Preservation Service

RISK ASSESSMENT: LOCATION

Assess your institution’s vulnerability to the following destructive forces based on location. Use a scale of 1 – 5 for each to indicate possibility of occurrence:

5 = Strong probability/has occurred before
<table>
<thead>
<tr>
<th>Rating</th>
<th>Disaster Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 = Probability</td>
<td>Severe weather</td>
</tr>
<tr>
<td>3 = Possibility</td>
<td>Tornado</td>
</tr>
<tr>
<td>2 = Remote possibility</td>
<td>Flooding</td>
</tr>
<tr>
<td>1 = Improbability</td>
<td>Hurricane</td>
</tr>
<tr>
<td></td>
<td>Earthquake</td>
</tr>
<tr>
<td></td>
<td>Fire</td>
</tr>
<tr>
<td></td>
<td>Pest invasion</td>
</tr>
<tr>
<td></td>
<td>Vandalism</td>
</tr>
<tr>
<td></td>
<td>Hazardous materials/radiation accidents</td>
</tr>
<tr>
<td></td>
<td>Chemical accidents</td>
</tr>
<tr>
<td></td>
<td>Transportation. Accidents</td>
</tr>
<tr>
<td></td>
<td>Bomb threat</td>
</tr>
<tr>
<td></td>
<td>Terrorism</td>
</tr>
</tbody>
</table>

*From Emergency Preparedness & Recovery, AMIGOS Preservation Service*
Appendix IV

LIBRARY FLOOR PLAN