

DISASTER PLAN

Divide County Public Library

2022-2027



Disaster Plan

In the event of a disaster/emergency at the Divide County Public Library, the following are the rules, regulations, and guidelines that will be adhered to the best of our abilities. Our library is unique, in the fact that we are attached to our elementary school. We rent our space from the school district at a yearly rate. During school hours the DC Library will follow all school-related disaster plans and criteria. All disasters should be reported immediately to the local authorities, District Office, and County Auditor. Plans may be altered by local authorities, District Office, Library Board, and/or County Commissioners at anytime to protect and serve the library, staff, and patrons to the best of their ability.

The purpose of this document is to present some general guidelines in case of an emergency and the specific steps the Divide County Library staff will follow. Included in this plan are descriptions of how to proceed in the event of an emergency and a list of emergency contact numbers.

Risk Assessment

In the event of any disaster or emergency, our number one concern is the safety of our staff and patrons. At any time staff or patrons do not feel comfortable proceeding with the Disaster Plan they are instructed to call emergency assistance and the director to take over. Emergencies are scary and at no time do we want our staff to feel overwhelmed, scared, or afraid to act.

Collection Priorities

In the event that our collection of materials is jeopardized by an emergency, the DC Staff will attempt to save the reference collection. These materials are specifically related to Crosby and provide a manifest into the past. It would be devastating to lose some of these materials that are no longer in print. The next collection to be saved would be the history materials in the back room. These materials are currently in oversized cabinets along the west wall. Staff is instructed to let emergency personnel know these are the 2 areas if at all possible the library would deem important to save. Everything else in the library can easily be replaced versus threatening someone's life to save.

Salvage Methods

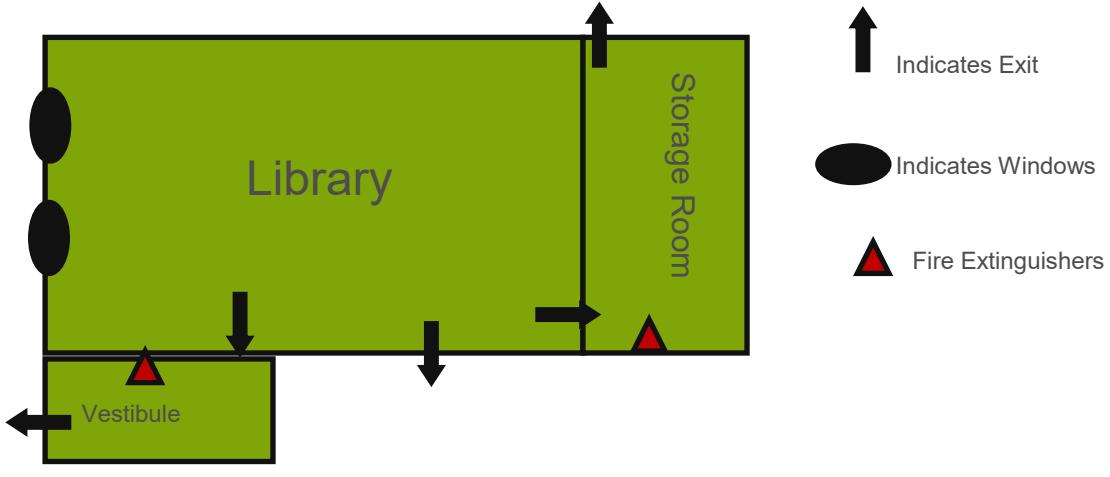
The Divide County Library will do what is deemed necessary to salvage as many items as possible in the event of an emergency. In salvaging any materials our first priority will be to look at the cost of replacing vs saving. Depending on the emergency, salvaging items may become expensive and there may still be evidence of the damage on the item. If possible for wet materials a variety of methods can take place to try to save the items: freezing, air-drying, vacuum freeze-drying, and vacuum thermal drying.

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Library Layout



Evacuation Procedures

Evacuation of a building means that everyone in the building must leave, usually because of a dangerous situation. Evacuation is signaled by sounding the fire alarm and/or by an announcement over the intercom. State law requires that all occupants evacuate when a building's fire alarm sounds.

Each staff member and volunteer should understand the library's evacuation plan and know at least two ways out of the building from his/her regular workspace.

When the evacuation alarm is sounded or you are told to evacuate the building:

- Remain calm
- Stop any hazardous operations
- Leave quickly

Supervisors in each department are responsible for ensuring all members of the department have evacuated the area.

Employees should check that all others in the workspace are leaving as instructed.

As you exit, quickly check restroom, backroom (if possible), closets, etc.

Accompany and help any people who appear to need direction or assistance

If it doesn't put you in any danger, take with you:

- Car keys
- Purse
- Briefcase
- Jacket

Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs. Once out of the building, move away – go to the designated area

2023 Board Members

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Nate Nelson

Vice President

Rita Stewart

Secretary

Carol Williams

Member at Large

Marissa Ratcliffe

County Commissioner

Issaac Jacobs

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Emergency Phone Numbers

Emergency

Police/Sheriff

Phone: 965-6461 or 911

Fire Department

Phone: 911

Ambulance

Phone: 965-6384 or 911

Poison Information Center

Phone: 1-800-222-1222

In-House

Library Director: Traci Lund

Office Phone: 965-6305

Cell Phone: 701-721-0444

Library Aide: Paulette Hall

Office Phone: 965-6305

Home Phone: 965-6743

Cell Phone: 648-9872

Library Aide:

Building Maintenance: Mike

Office Phone: 701-310-5202

Home Phone:

Department Heads

Name: Dr. Hirning

Office Phone: 965-6313

Cell Phone: 308-430-8331

Name: Mrs. Brown

Office Phone: 965-6324

Cell Phone: 701-641-0342

Name: Rodney Johnson

Home Phone: 965-3738

Cell Phone:

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Emergency Phone Numbers

Insurance Company

Insurance Company
Agent/Contact: Farmers Union Insurance
Phone: 701-965-6335
Policy Number: 1170

Maintenance and Utilities

Carpenter
Name: Lund Construction
Phone: 965-6169

Electric Company
Name: MDU
Phone: 800-638-3278

Electrician
Name: Burke Divide
Phone: 701-939-6671

Plumber
Name: Dwayne Johnson
Phone: 965-6448

Medical Assistance

EMERGENCY: 911

Name: Crosby Chiropractic
Phone: 965-3222

Name: St. Luke's Medical Center
Phone: 965-6384

Name: St. Luke's Clinic
Phone: 965-6349

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Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Victims are selected at random and events are unpredictable and evolve quickly. In a library setting, patrons may look to staff to assist them and ensure their safety.

If staff is alerted to an active shooter event (by noise, alarm, or camera), that person should attempt to communicate in the immediate vicinity of the occurrence. The use of the phone/intercom system will inform building occupants that an event is in progress and signal departments to take action.

If you are in the path of an active shooter, act immediately. The main priority in an event is to prevent harm to you and all victims.

Run

- Activate duress alarm, call law enforcement – give as much information as possible
- Evacuate using a planned escape route
- Leave belongings behind, keep hands visible while exiting the building

Hide

- Locate a safe place, out of the shooter's view
- Lock door, block or barricade entry
- Silence the phone, remain quiet
- Evacuate, immediately when the opportunity arises

Fight

- Impose weapons
- Act aggressively, commit to action
- Attempt to incapacitate the shooter

The majority of active shooter events last less than fifteen minutes. Police/first responders on the scene will focus their attention on containing and disarming the threat. Additional teams will then assist with medical attention, secondary evacuation, and questioning and interviewing witnesses.

Do not vacate the scene or area of an event until instructed to do so by local authorities.

Building Explosion

An explosion is a release of energy in a sudden, loud, and often violent manner with the generation of high temperatures and usually with the release of gases. Because the cause of a major explosion often cannot be determined immediately, it is best to take the same precautions as for a fire.

If there is an explosion in the library:

- Remain calm
- Call 911 and give them as much information as you can
- Take cover under something sturdy, such as a table or desk
- Be prepared for possible further explosion(s)
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, etc.
- Evacuate the building to the designated area, which should be at least 300 feet away from the building
- Do not move seriously injured persons, unless they are in immediate danger
- Open doors carefully
- Watch for falling objects and flying debris
- Do not light matches or lighters, in case there is explosive gas present
- Do not re-enter the affected area until directed by emergency preparedness personnel

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Fire

If you discover a fire in the building:

- Remain calm
- Pull the fire alarm
- Evacuate the area, closing doors and windows behind you to confine the fire
- Notify your supervisor of the location and extent of the fire
- Do not return to the area until cleared by emergency personnel
- In the event of evacuating the building. All staff will meet across the street. After staff has been declared out of the building and safe, staff will reevaluate if a new location farther away from the building is needed.

Fight the fire only if:

- The fire is small
- The fire is confined to the area where it started
- You have a way out and can keep your back to the exit
- You have the right type of extinguisher and know how to operate it effectively

Do not fight the fire if:

- The fire is large
- If you have any doubts about your ability to fight it
- The fire is spreading beyond the area where it started
- The fire could block your escape route

Flooding and Water Damage

There are many causes of flooding, including broken pipes, sprinklers, roof leaks, etc.

- Remain calm
- Find the source of the flooding
- Notify building maintenance and your supervisor. Give as much information as possible, including location, severity, and damage
- Standing water may be electrified so do not walk in it
- Use extreme caution when near electrical outlets/appliances that are by the leak
- Evacuate the area
- If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.
- Be prepared to help as directed in protecting collection materials that are in jeopardy. Take only those steps needed to avoid or reduce immediate water damage: cover shelf ranges with plastic sheeting; carefully move materials out of the emergency area. Do not remove already wet books from shelves.

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Hazardous Materials Release

In the library:

- Evacuate the area
- Call 911 and give them as much information as possible
- Do not re-enter the affected area until directed to do so by the proper authorities

Outside the library:

- Follow instructions from the radio, television, phone, etc.
- If there is a cloud of hazardous materials in the area, but not close

- Only evacuate when you receive notification from the administration
- Drive perpendicular to the wind direction and away from the release area
- Keep car windows and vents closed
- Keep your car air conditioning turned off

If there is a cloud of hazardous materials close

- Do not evacuate
- Turn off heating, ventilation, and air conditioning
- Close and seal all doors and windows using tape

Notify administration of any strange and abnormal odors (almond, ammonia, garlic, mustard, rotten eggs)

Remove and discard any clothing exposed to the hazard

Do not touch any residue

Power Failure

If there is a power failure:

- Remain calm
- Provide assistance to patrons and staff in your area, dealing with any anxiety issues
- With a flashlight or other portable light source, check all areas of the library
- If you are in an unlit area, proceed cautiously to an area that has emergency lighting
- Check with the District Office if they know the source of the problem
- Call the power company
- Gather individuals in the building to one central location
- If instructed to evacuate, go to the designated area
- Secure the building from vandalism, intrusion, and fire

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Medical Emergencies

The library should maintain a basic first aid kit to handle minor emergencies. This kit should be in an accessible location and should contain the following: alcohol; antiseptic cream; Band-Aids; eyewash; gauze bandages; gauze pad; latex gloves; ice bag; swabs; pocket mask; surgical tape; triangle sling; and a blanket.

If someone is seriously ill or injured in the library:

Stay calm

Notify your supervisor immediately

Only help with minor emergencies and only with the consent of the victim

Do not attempt to move a person who has fallen and who appears to be in pain

Avoid unnecessary conversation with or about the ill or injured person or members of his/her party. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.

Do not offer food or drink unless directed by 911

Do not move or lift unless directed by 911

Use latex gloves and a face mask when blood or bodily fluids are present

For major medical emergencies, call 911 and give the dispatcher the following information

Your name and location

Brief description of the problem

Victim's age group

Victim's sex

If the seriously ill or injured person is a patron:

Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause

Under no circumstances should an employee or volunteer discuss any insurance information with members of the public

Identify yourself by name and offer assistance

Offer to notify family or friends of the victim

Contact Divide County Human Resources manager to fill out an accident report, completing as much of the form as possible, including names and addresses of the individual and witnesses, if appropriate.

If the seriously ill or injured person is a child:

Offer first aid supplies to his/her parent

Call a parent if there isn't one present

If the injured person is a staff member or volunteer:

He/She needs to complete an accident report, stating how the injury occurred.

He/She may need a doctor to fill out a return-to-work form prior to returning

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Tornado

Tornado Watch:

The weather conditions are considered favorable for creating a tornado. If a tornado watch is issued, listen to the radio and keep an eye on the weather. Plan to take shelter if a tornado is sighted.

Tornado Warning:

A tornado has been sighted in the area and everyone should take shelter immediately. The city's tornado siren will be activated.

Before a tornado:

Conduct tornado drills

Designate an area in the library as a shelter— Hallway immediate to the library

Have disaster supplies on hand, including a flashlight, battery-operated radio, and first-aid kit

During a tornado:

Let everyone know that there is a tornado and make your way to the secure area

Avoid places with wide-span roofs or large hallways and windows

Get under a piece of sturdy furniture and hold on to it

Use arms to protect head and neck

After a tornado:

Remain calm

Assess the area

Water leaks

Power outage

Phones are out

Other problems

Check for possible injuries

Make sure everyone is accounted for

Winter Storms

Living in North Dakota, there will definitely be a winter storm/blizzard at some point during the year. Some of these blizzards may necessitate not opening the library in order to keep library staff and patrons safe. The library will only close if directed so by the County Commissioners. If the weather becomes dangerous while the library is open, the Library Director may decide to send staff home early so everyone can get home safely, however, the library will remain open until instructed to do otherwise by the County Commissioners.

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Bomb Threat

A bomb threat is a telephone call, note, or verbal message that indicates that a bomb has been placed in or near the library building. All bomb threats should be taken seriously.

If the bomb threat is made by telephone:

- Stay calm
- Keep the caller on the phone
- Try to elicit as much information as possible
 - Exact location of the bomb (floor, room, etc.)
 - When the bomb is supposed to explode
 - Type of bomb
 - What will cause the bomb to explode
 - Listen for clues about the caller, including their accent and any background noise
 - Use the Bomb Threat Checklist, which can be found on the next page
- Signal or send a silent message to someone telling them to call law enforcement

If you receive a written threat or a suspicious package or if you find a suspicious object anywhere on the premises:

- Keep anyone from handling it or going near it
- Notify your supervisor immediately
- Call the police
- Promptly write down everything you can remember about receiving the letter or package, or finding the object. Security and police interviewers may need this information
- Remain calm and do not discuss the threat with other staff members
- If evacuation is ordered, go to a designated area

After Receiving a Threat

- Immediately call the authorities
- Contact the Library Director
- Evacuate the building by sounding the fire alarm in all parts of the building.
- Instruct people to move at least 300 feet away from the building
- Do not use cell phones or walkie-talkies. They may detonate the bomb.
- Do not search for the bomb; do not risk your life or that of others.
- Do not enter the building until emergency personnel deems it safe to return.

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Bomb Threat Check List

If you receive a bomb threat by telephone, this form can be used as a guide to document the call. Get as much information as possible.

<p>DO NOT HANG UP ON THE PERSON MAKING THE CALL</p> <p>QUESTIONS TO ASK</p> <p>When is the bomb going to explode?</p> <p>Where is the bomb?</p> <p>What does it look like?</p> <p>What kind of bomb is it?</p> <p>What will cause it to explode?</p> <p>Did you place the bomb?</p> <p>Why?</p> <p>Where are you calling from?</p> <p>What is your address?</p> <p>What is your name?</p>	<p>CALLER'S VOICE</p> <p>Calm Angry Excited Slow Rapid Soft Loud Laughter Crying Normal Slurred Familiar</p>	<p>Nasal Stutter Lisp Raspy Deep Ragged Clearing Throat Deep Breathing Voice Disguised Distinct Accent</p>
<p>EXACT WORDING OF THE THREAT:</p> <hr/>	<p>If the voice is familiar, whom does it sound like?</p>	<p>BACKGROUND SOUNDS:</p> <p>Street Noises Crockery Static Local House Noises Booth Other:</p> <p>Factory Machinery Animal Noises PA System Music Long Distance Office Machinery</p>
<p>Sex of caller:</p>	<p>THREAT LANGUAGE:</p>	
<p>Age:</p>	<p>Well Spoken (educated)</p>	
<p>Time:</p>	<p>Incoherent</p>	
<p>Date:</p>	<p>Foul</p>	
<p>Length of call:</p>		
<p>Extension at which call is received:</p>		