

# West Chicago Public Library District

## DISASTER PLAN

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Approved by Board of Library Trustees: May 21, 2007  
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Approved by Board of Library Trustees: February 27, 2012  
Approved by Board of Library Trustees: January 22, 2018

## IMMEDIATE EMERGENCY RESPONSE

- Remain Calm
- Assess your own safety and help others, if you are able.
- Elicit help from a co-worker or another person in the area.
- Act to protect lives, then physical property, then personal property.

**MAKE THE FOLLOWING PHONE CALLS in the order shown, based on the type of emergency**

TYPE OF EMERGENCY:	WHO TO CALL:
Fire	911/PIC/Library Director
Physical Injuries	911/PIC/Library Director
Water / Electrical Emergency	West Chicago Public Works 630.293.2240
Building or Equipment Damage	Maintenance Assistant/Library Director/PIC/ USA Board Up & Glass
Collection Damage	Library Director/Adult Services Manager/PIC/ ACR 24 Hour Service
Computer Damage	Library Director/Sikich/Information Technology Librarian/PIC
All emergencies after working hours	Library Director/Maintenance Assistant

### In-House Emergency Team

	<u>Name</u>	<u>Responsibility</u>	<u>Office Ph.</u>	<u>Home/Cell Ph.</u>
Administrator:	Benjamin Weseloh Library Director	Public/Staff	ext. 112	630.523.2030
Disaster Team Leader:	PIC	Evacuation		630.461.1526

Building David Sampiller Facilities 630.461.3921  
Maintenance: Maintenance Assistant

Preservation

Resource: A|C|R, 551 Glenn Avenue, Wheeling, IL 60090, 866.645.1165 (24 hours)

### **Disaster Team:**

The Disaster Team will be comprised of the Library Management Team, which includes the following employees:

- Library Director
- Adult Services Manager
- Circulation Services Manager
- Human Resources Manager
- Technical Services Manager
- Information Technology Librarian

## **FACILITIES: LOCATIONS OF EMERGENCY SYSTEMS**

**Building:** 118 West Washington Street, West Chicago, IL 60185

### **A. Main Utilities**

1. Main water shut-off valve: Basement – 2 wheels - both padlocked, key in service box.
2. Sprinkler shut-off valve: Located next to main shut off, east wall.
3. Main electrical cut-off switch: Basement – telephone room, east wall.
4. Main gas shut-off: Nicor
5. Heating/cooling system controls: Tracer Summit computer terminal – basement, by telephone room.

### **B. Fire Suppression Systems (by room or area)**

1. Fire extinguishers:  
Adult Services – 2, Youth Services – 1, Lobby/Entrance – 1; Lunch Room -- 1- Lockers -- 1, –  
Basement -- 4
2. Fire hoses: 0
3. Other: Fire Alarm Control Panel (between entry doors -- use floor plan)

**C. Water Detectors:** Elevator pit – water level alarm. The callout system will alert the cell phones of the Library Director, Maintenance Assistant, and PIC in the event of any abnormal occurrence of water activity in the elevator pit.

### **D. Keys**

Key boxes: Lunch room behind main entrance.

Individuals with master and/or special keys:	Janitor –	Master, Special
	HR Manager. –	Master
	Library Director –	Master, Special

**E. Fire Extinguishers** (label by number according to type)

1. Type A – wood, paper, combustibles
2. Type B – gasoline, flammable liquid
3. Type C – electrical
4. Type ABC – combination (all this type – use floor plan)
5. Halon

**F. Fire Alarm Pull Boxes** (use floor plan)

**G. Smoke and Heat Detectors** (use floor plan)

**H. Radios**

- |                              |                               |
|------------------------------|-------------------------------|
| 1. NOAA Radio (for weather): | Circulation Desk              |
|                              | Adult Services Reference Desk |
|                              | Technical Services Workroom   |

**I. Cell Phones**

Administrator	630.523.2030
Maintenance	630.461.3921
PIC	630.461.1526
Security Monitor	630.461.3927

**J. First Aid Kits**

One in each Department  
 First Aid Cabinet in Administrative Office

**K. Public Address System**

First floor – Circulation Services workroom

**L. Nearest Civil Defense Shelter**

Civil Defense	
401 E. Irving Park Road, Streamwood, IL 60107	630.289.8330

**M. MSDS (material safety data sheets)**

Administrative Office

**Emergency Services**

	<u>Company/Service and Name of Contact</u>	<u>Phone #</u>
Security:	First Security	630.961.5900
Fire Dept.:	West Chicago Fire Department	911 or 630.231.2123
Police/Sheriff:	West Chicago Police Department	911 or 630.231.2222
Ambulance:	West Chicago Fire Department	911 or 630.231.2123
Civil Defense:	Geneva Civil Defense	630.232.9555

### Maintenance/Utilities

Janitorial Service:	David Sampiller	630.461.3921
Plumber:	Mendel Plumbing	630.231.2725
Electrician:	Fitzgerald Electric	630.513.7147
Locksmith:	Suburban Lock	630.968.4727
Carpenter:	USA Board Up & Glass Company	800.501-3046
Gas Company:	Nicor	888.642.6748
Electric Company:	ComEd	800.334-7661
Water Utility:	West Chicago Public Works	630.231.2240

### Insurance

Risk Management:	Kamm Insurance	312.263.3215
Insurance Company:	Hanover	
Agent/Contact:	Estelle Markham	312.425.2359
Policy Number:	General Liability (Commercial) Policy #: OBC-A350720-03 7/1/2017 – 7/1/2018 Worker's Compensation Policy #: WZC-A350684-03 7/1/2017 – 7/1/2018 Director's & Officers	

Policy #: PHSD1257922

7/1/2017 – 7/1/2018

**\*\* Attach copy of policy declarations**

**Conservators/Specialists**

Paper & Books: \_\_\_\_\_ A|C|R \_\_\_\_\_

Photographs: \_\_\_\_\_ A|C|R \_\_\_\_\_

Computer Records: \_\_\_\_\_ A|C|R \_\_\_\_\_

**Recovery Assistance**

Preservation Resource: \_\_\_\_\_ A|C|R \_\_\_\_\_

Disaster Recovery Network: \_\_\_\_\_ A|C|R \_\_\_\_\_

Local Freezer Companies: \_\_\_\_\_ A|C|R \_\_\_\_\_

Disaster Recovery Service: A|C|R  
24-Hour Emergency Response - Commercial Recoveries  
Fire & Water Restoration Specialist  
551 Glenn Avenue  
Wheeling, IL 60090  
Ph: 866.645.1165 (24 hours)

Account pre-established? NO Account Number: \_\_\_\_\_  
(Attach copy of contract)

Services available:      ✓   Water Recovery                        ✓   Freezer  
                                   ✓   Vacuum Freeze Dryer                        ✓   Fire Recovery  
                                   ✓   Mold Remediation                                ✓   Environmental Control

Disaster Recovery Service: Illinois Emergency Management Agency  
9511 West Harrison Street  
Des Plaines, Illinois 60016-1563  
Ph: 847.294.4717 800.782.7860 (24 Hours)  
FAX : 847.294.4715  
<https://www.illinois.gov/iema/Pages/default.aspx>

Account pre-established? NO Account Number: \_\_\_\_\_  
 (Attach copy of contract)

Services available: \_\_\_\_\_ Water Recovery \_\_\_\_\_ Freezer  
 \_\_\_\_\_ Vacuum Freeze Dryer \_\_\_\_\_ Fire Recovery  
 \_\_\_\_\_ Mold Remediation \_\_\_\_\_  Environmental Control

Exterminator: ORKIN

**Other**

Legal Advisor: Roger Ritzman  
 Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.  
 221 East Illinois Street  
 Wheaton, IL 60189 Ph: 630.665.1900

Architect: LZT Filliung/Larson & Darby Group  
 1013 59th Street  
 Lisle, IL 60532  
 Phone: (630) 521-3431

StudioGC  
 223 W. Jackson Blvd., Ste. 1200  
 Chicago, Illinois 60606  
 Phone: (312) 253-3400

**Responsibilities for Collections Disaster Response**

<b>Assessment &amp; Documentation</b>	<b><u>Name &amp; Contact Information</u></b>
Assesses and estimates the type and extent of the damage.	Library Director Department Managers
Contacts insurance company or risk management and completes required forms.	Library Director
Ensures proper documentation of damage (pictures, videos, etc.)	Public Relations Specialist
Reviews collections priorities list and confirms or adjusts it based upon damage assessment.	Department Managers
Estimates number of personnel needed to	Maintenance Assistant

complete the work & how long recovery will take.	
Evaluates & recommends if salvage can be done in house with staff, or if a consultant and/or disaster recovery service is needed.	Maintenance Assistant Library Director
Identifies locations for storing materials out of building if a commercial disaster recovery service is not used.	Maintenance Assistant Library Director
Formulates logistics for packing and moving materials from the building if a commercial disaster recovery service is not used.	Maintenance Assistant Library Director
Records all major decisions and a chronology of events.	Library Director <u>Bookkeeper</u>
<b>Communications</b>	
Handles all public relations & the media.	Library Director Public Relations Specialist
Provides communication with workers.	Library Director Public Relations Specialist
Interacts with the board of library trustees	Library Director



<b>Security</b>	<u>Name &amp; Contact Information</u>
Secures and protects the building's contents.	Maintenance Assistant
<b>Financial Issues</b>	
Tracks the monetary impact of all decisions.	Library Director Bookkeeper
Arranges for funds necessary to buy supplies, equipment, food, etc.	Library Director
<b>Salvage Operations</b>	
Deploys work teams.	Library Director
Supervises work teams in proper packing and personal safety.	Library Director
Keeps inventory control of items being removed or discarded.	Maintenance Assistant
<b>Supplies and Equipment</b>	
Responsible for ordering, delivery and dispersal of sufficient quantities of the appropriate materials for packing.	Bookkeeper
Responsible for ordering, delivery and dispersal of sufficient quantities of food, water and other comfort items for the workers.	Bookkeeper
<b>Building Issues</b>	
All issues leading up to the eventual restoration of the building to normal.	Library Director
Identification of locations for response and salvage activities.	Maintenance Assistant
<b>Personnel Issues</b>	
Provides communications with staff.	Library Director
	HR Manager
	Department Managers

Handles health, safety and comfort (physical and emotional) concerns.	HR Manager
Coordinates and monitors the use of volunteers.	Library Director Department Managers

## Collection Salvage Priorities

### 1. Salvage Priorities – Collections

Listed below are those portions of the collection to which salvage priorities have been assigned.

<b>Priority</b>	<b>Call Number</b>	<b>Location</b>	<b>Size of Collection</b>	<b>Special Notes</b>
Library Board Minutes	NA	Archive Room	24 – 3” Binders	
Kerr McGee Information	NA	Archive Room	Approx. 550 items	Maps, binders, folders, disks
Rare Books/Special Editions	NA	Archive Room	Approx. 275 volumes	
Bound West Chgo. Press	NA	Archive Room	86 volumes	Oversized
Reference Collection	NA	Adult Services	2326 volumes	
Y.S. Puppet Collection	NA	Program Room	15 boxes	Paper boxes in closet
Ellison Die Cuts	NA	Program Room	24 Die cuts - 6” sq.	Die cutter – approx. 50#
DVDs	NA	Adult Services/Youth Services/Young Adult	5616	
CDs	NA	Adult Services/Young Adult/Youth Services	2709	
Audio Books	NA	Adult Services/Youth Services	1494	

### 2. Salvage Priorities – Bibliographic Records

Listed below are the priorities for salvaging bibliographic records necessary to reestablish the integrity of the library collection.

<b>Priority</b>	<b>Records</b>	<b>Format</b>	<b>Location</b>	<b>Special Notes</b>
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Bibliographic Records for all of the Library's holdings are found in the SWAN database. The integrity of the Library's collection can be re-established with these records. SWAN has established provisions where all bibliographic records are backed-up and stored offsite. In the event of a catastrophic event to the SWAN headquarters, bibliographic records can be restored with backup files. As a result of the backups of the bibliographic records, there are no salvage priorities for this area.

### **3. Salvage Priorities – Administrative Records**

Listed below are the priorities for salvaging administrative records that are vital to recovery operations, including personnel records.

#### Accounting and financial statements processed by accounting firm:

William A. Lau  
18825 Dixie Highway  
Homewood, IL 60430  
Ph: 708.957.4800

#### Banking information:

FNBC  
600 E. Washington Street  
West Chicago, IL 60185  
Ph: 1.877.231.1808  
Acct.# 056-003087-4  
Acct.# 056-000603-1  
Safety Deposit Box #1360

The Illinois Funds  
Ph: 1.800.947.8479  
Illinois.funds@usbank.com  
www.illinoisfunds.com  
Acct.# 71-39105519  
Acct.# 71-39133727  
Acct. # 71-39131507  
Acct. #71-39105519

Illinois Metropolitan  
Investment Fund (IMET)  
1220 Oak Brook Road  
Oak Brook, IL 60523  
Ph: 1.630.571.0484  
Acct.# 20355-101

#### Personnel information and payroll records available in the web-based payroll system:

Paylocity  
Ph: 847.956.4850  
www.paylocity.com

#### Employee insurance information:

LIMRiCC c/o Lauterbach & Amen, LLP  
668 N. River Road  
Naperville, IL 60563  
Ph: 630.393.1483

#### Employee pension information:

IL Municipal Retirement Fund  
2211 York Road, Suite 500  
Oak Brook, IL 60523-2337  
1.800.275.4673  
www.imrf.org

### **4. Salvage Priorities – Other**

Information Technology – Network server is backed up DAILY in the cloud. All library policies and important document are stored on the network server.

## Collection Salvage Supplies

### On-Site Location(s)

### Source Phone #

Basic response supplies should be immediately accessible. Inventory supplies at least annually.

√ Boxes:	Basement
√ Gloves, rubber or latex:	Basement
√ Masks, dust:	Basement
√ Note pads, clipboards & pens/pencils/markers:	All Floors
√ Nylon cord:	Basement
√ Packing tape with dispensers:	Basement
√ Paper towels (no dyes):	Basemen
√ Plastic sheeting:	Basement
√ Sponges:	All Floors
√ Trash bags, plastic:	All Floors

### Other Equipment & Supplies

#### On-Site Location(s)

#### Source Phone #

√ Aprons, smocks:	Basement
√ Booktrucks, metal:	Circulation
√ Brooms:	Basement
√ Buckets & trash cans,	Basement
√ Camera (to document damage):	Basement, Administration, Adult Services
√ Caution tape:	All Floors
√ Extension cords, grounded:	Basement
√ Fans:	Basement
√ Flashlights:	All Departments
√ Gloves, heavy duty:	Basement
√ Lighting, portable:	Basement
√ Mops, pails:	All Floors
√ Paper towels:	All Floors
√ Plastic sheeting, heavy:	Basemen
√ Scissors	All Floors
√ Safety glasses:	Basement
√ Duct Tape	Basement
√ Sponges, industrial:	All Floors
√ Tables, portable:	Program Room
√ Trash Bags :	Basement, First Floor
√ Vacuum, wet:	Basement
√ Water hoses:	Basement

# Staff Emergency Procedures

## Medical Emergencies: Staff

If a staff member or volunteer is seriously ill or injured:

1. Notify your manager immediately.
2. Give minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).
3. Do not attempt to move a person who has fallen and who appears to be in pain.
4. Avoid unnecessary conversation with or about the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
5. After the person has been taken care of and the incident is over, remain available to help the manager with pertinent information for a medical report or, if applicable, a Workers' Compensation report.
6. Contact Administration for any questions concerning Workers' Compensation.

## Medical Emergencies: Patron

When an employee or volunteer observes a patron who appears to be ill or injured:

1. Notify your manager immediately.
2. Give minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).
3. Do not attempt to move a person who has fallen and who appears to be in pain.
4. 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.
5. Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause.
6. Under no circumstances should an employee or volunteer discuss any insurance information with members of the public.
7. After the person has been taken care of and the incident is over, remain available to help the manager with pertinent information for a medical report.

## Phone Threat, Mail Threat, and Suspicious Object

If you receive a **telephone threat**:

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so you can gather more information.
3. If possible, signal a colleague to inform administration for you or call yourself as soon as the caller hangs up.
4. Call the police.
5. Promptly complete a telephone threat report, writing down as many details as you can remember. This information will be needed by security and police interviewers.
6. Do not discuss the threat with other staff.
7. If evacuation is ordered, go to a designated area (see map).

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

1. Keep anyone from handling it or going near it.
2. Notify your manager immediately.
3. Call the police.
4. Promptly write down everything you can remember about receiving the letter or package, or finding the object. This information will be needed by security and police interviewers.
5. Remain calm. Do not discuss the threat with other staff members.
6. If evacuation is ordered, go to a designated area (see map).

## **Fire**

If a fire occurs in your area:

1. Remain calm.
2. Call the Fire Department.
3. If the fire is small, attempt to put it out with a fire extinguisher.
4. Do not jeopardize your personal safety.
5. Never allow the fire to come between you and an exit.
6. Disconnect electrical equipment that is on fire if it is safe to do so (pull the plug or throw the circuit breaker).
7. Notify your manager of the location and extent of the fire.
8. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to a designated area (see map).
9. Do not break windows. Oxygen feeds a fire.
10. Do not open hot doors. Before opening any door, touch near the top. If the door is hot or if smoke is visible, do not open the door.
11. Do not use elevators.
12. Do not attempt to save possessions at the risk of personal injury.
13. Do not return to the area until cleared by emergency personnel.

All fires, no matter how small, must be reported to a manager.

## **Toxic Events, Chemical Spills and Fires**

If a **chemical spill** occurs within the building:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. Use chemical shower if available.
2. Notify your manager of the extent and location of the spill.
3. If there is any possible danger, evacuate your area.

If a **chemical fire** occurs within the building:

1. Remain calm.
2. Call the Fire Department.
3. If the fire is small, attempt to put it out with a fire extinguisher.
4. Do not jeopardize your personal safety.
5. Never allow the fire to come between you and an exit.

6. Notify your manager of the location and extent of the fire.
7. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to a designated area (see map).
8. Do not break windows. Oxygen feeds a fire.
9. Do not attempt to save possessions at the risk of personal injury.
10. Do not return to the area until cleared by emergency personnel.

All chemical spills and fires, no matter how small, must be reported to a manager.

In the event of a **toxic spill** outside of the building, most likely caused by a train derailment or tanker truck accident:

1. Notify your manager immediately.
2. Call Police and Fire Departments, giving location of spill.
3. Evacuate the building only if instructed to do so.

## **Earthquakes**

In the event of an earthquake:

1. Remain calm.
2. Stay in the building. Take shelter within a doorway, in a narrow corridor, or under a heavy table, desk or bench.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment
4. Do not attempt to leave the building, as exit stairwells may have collapsed or be jammed with people.

After the earthquake has stopped:

1. Remain alert for aftershocks.
2. Listen to local radio stations for instructions.
3. Assist those who have been trapped or injured by falling debris, glass, etc. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
4. Evacuate the building if safe to do so. Do not re-enter until the building has been declared structurally sound.
5. Check for broken water pipes or shorting electrical circuits. Do not use a match, candle or lighter to find your way, since there may be flammable gas in the air. Shut off utilities at main valves or meter boxes. Turn off appliances.
6. Do not use the telephone, except in a real emergency. The lines should be kept free for emergency rescue operations.
7. Ensure that sewage lines are intact before running water or flushing toilets.

## **Tornadoes / Severe Thunderstorms**

### **Definitions**

#### **Watch**

- A watch is issued by the National Weather Service (NWS), indicating that a particular weather hazard is possible, i.e., those conditions are more favorable than usual for its occurrence.
- A watch is a recommendation for planning, preparation, and increased awareness (i.e., to be alert for changing weather, listen for further information, and think about what to do if the danger materializes).

#### **Warning**

- A warning is issued by National Weather Service (NWS) local offices, indicating that a particular weather hazard is either imminent or has been reported.
- A warning indicates the need to take action to protect life and property. The type of hazard is reflected in the type of warning (e.g., tornado warning, blizzard warning).

#### **Severe Thunderstorm**

- A thunderstorm produces tornadoes, hail 0.75 inches or more in diameter, or winds of 50 knots (58 mph) or more.
- Structural wind damage may imply the occurrence of a severe thunderstorm.

#### **Tornado**

- A tornado is a violently rotating column of air in contact with the ground and extending from the base of a thunderstorm.
- A condensation funnel does not need to reach to the ground for a tornado to be present; a debris cloud beneath a thunderstorm is all that is needed to confirm the presence of a tornado, even in the total absence of a condensation funnel.

### **Early Warning and Precautions**

#### **1. Warning Sirens are activated in the City**

- a. In the event a tornado warning is issued or a severe thunderstorm warning is issued in conjunction with a tornado watch, it is likely that a siren will sound for several minutes.
- b. No all-clear signals are given.
- c. Radio station (WBBM AM 780 or WGN AM 720) will broadcast a detailed description of the emergency just after the sirens sound.
- d. Staff should monitor (WBBM AM 780 or WGN AM 720) or other emergency broadcasts to determine the condition and its time period.
- e. If it is a severe weather notification, the weather condition end time will be broadcast.
- f. Additional soundings mean the emergency situation has changed, usually that it has worsened, and that the condition end time has been extended.



## 2. What to do When the Sirens Sound

- a. The sirens are used to notify residents of any emergency requiring mass notification.
- b. Radio station (WBBM AM 780 or WGN AM 720) will broadcast a detailed description of the emergency just after the sirens sound.
- c. If it is a severe weather notification, the weather condition end time will be broadcast. If that time is extended, the sirens will sound again.
- d. During severe weather conditions, all services will be suspended and all staff will implement the following precautions until the expiration of the condition:
- e. In a building, move to the lowest level and seek shelter in an interior room or hallway away from windows.
- f. If outside and unable to get inside, lie flat in a ditch or depression.
- g. Stay away from windows.
- h. Do not remain in an automobile.
- i. Do not attempt to flee from a tornado in a car or vehicle. They are no match for the swift, erratic movement of these storms.

## Explosion

1. Remain calm.
2. Be prepared for possible further explosion.
3. Crawl under a table or desk.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
5. Be guided by the administration. If evacuation is ordered, go to a designated area (see map).
6. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
7. Open doors carefully. Watch for falling objects.
8. Do not use elevators.
9. Do not use matches or lighters.
10. Avoid using telephones.
11. Do not spread rumors.

## Power Outage

If a power outage occurs:

1. Remain calm.
2. Provide assistance to patrons and staff in your immediate area.
3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
4. If you are in an elevator, stay calm. Use the intercom or the emergency button to notify building security.
5. If instructed to evacuate, go to a designated area (see map).
6. Secure the building from vandalism, intrusion, and fire.

## **Flooding and Water Damage**

If a water leak or flooding occurs:

1. Remain calm.
2. Notify building maintenance and your manager. Give the exact location and severity of the leak. Indicate whether any part of the collections is involved or is in imminent danger.
3. Do not walk in standing water which may have contact with wiring and may be electrified. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
4. 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.
5. 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.

## **Employee Evacuation Procedure**

In advance, each staff person and volunteer should:

1. Understand the evacuation plan.
2. Recognize the sound of the evacuation alarm.
3. Know at least two ways out of the building from your regular work space.

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

1. Remain calm.
2. Immediately shut down any hazardous operations.
3. Leave quickly.
4. The highest ranking person who is physically present in each department is responsible for insuring all members of his/her department evacuate the area. In addition, employees should check that all others in the work space are leaving as instructed.
5. As you exit, quickly check nearby rest rooms, copier rooms, closets, etc.
6. Accompany and help handicapped personnel, patrons, and any co-workers who appear to need direction or assistance.
7. Take with you: your car keys, purse, briefcase, etc. Do not attempt to take large or heavy objects.
8. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
9. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
10. Once out of the building, move away from the structure.

## Emergency History

In the space below, describe emergencies which have occurred. Include the date, the location within the building, the number of materials affected, recovery procedures, and the resources (time, money, personnel, etc.) needed for complete recovery from the emergency. Also note any vendors or suppliers used in recovery actions and evaluate their performance for future reference. This section should be updated after any emergency occurrence.

None AS OF JANUARY 2007, 2010, 2012, 2018

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## Locations Where This Plan Is On File

	<u>Location</u>	<u>Responsible for Updates</u>
<b>In-House:</b>	Manager's office – Adult Services	Manager
	Manager's Office – Youth Services	Manager
	Manager's Office – Technical Services	Manager
	Manager's Office – Circulation Services	Manager
	Library Director's Office – Administration	Library Director
	Manager's Office – Human Resources	Manager
<b>Off-Site:</b>	FNBC 600 East Washington West Chicago, IL 630.231.1800	Library Director
	Home of the Library Director	Library Director
	Home of the Human Resources Manager	HR Manager
	Home of the Maintenance Assistant	Maintenance Assistant
	Home of the Adult Services Manager	Adult Services Manager
	Home of the Circulation Services Manager	Circulation Services Manager
	Home of the Youth Services Manager	Youth Services Manager
	Home of the Technical Services Manager	Technical Services Manager