



**Dixon Public Library
Emergency Management Plan**

Approved by Library Board of Trustees: June 17, 1992

Amended: September 11, 2006

Amended: October 9, 2007

Amended: 2012

Revised and approved: April 11, 2022

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Dixon Public Library Emergency Management Plan

1. Introduction

a. Purpose

The purpose of this plan is to outline the ways in which the Dixon Public Library Board of Trustees, Director, and staff will work to mitigate the risks to the staff, patrons, building, and collection, and respond in the event of an emergency situation.

b. Plan Maintenance

The Director will be responsible for reviewing this plan once a year and will bring recommendations for revisions to the Board of Trustees on an annual basis at the August meeting each year. In addition, the plan will be reviewed by the Director following any emergencies, so that changes may be made based on experience.

Prepare

2. Risk Assessment and Mitigation

The major risks to the library and its collection are fire, water, mold, and pests. The collection and building can be damaged by any of these risk factors. In general, collections will be kept off the floor and moved away from any known problem areas. Specific measures will be taken as follows:

a. Fire

Inspections by the Dixon Fire Department: The Director will liaise with DFD to arrange inspections of the building on a regular basis, or after construction projects have been completed. Staff will respond to correct any issues arising as soon as is practicable. Board will be apprised of issues arising.

Monitoring system: The library has an alarm system which monitors for fire and intruder events. The library maintains this system and contracts for round the clock monitoring. The fire alarm system is inspected on an annual basis, and the inspections are filed with Dixon Fire Department. The current contractor is listed in Appendix A.

Fire extinguishers: Library staff perform monthly visual checks on fire extinguisher equipment, which are logged. Annual checks are provided by the vendor in Appendix A. New equipment is purchased if existing extinguishers fail these checks, or if fire codes are amended to require more extinguishers be made available. Staff will receive regular training on use of fire extinguishers.

Exit signs and emergency lights: Signs and lights were installed new throughout the building in July 2017 to a level sufficient to meet requirements at that time. Staff will check their operation on a monthly basis and maintain a log of these checks.

Fire drills: Drills will be performed at least annually and will involve an evacuation of the building.

b. Water ingress

In 2014 and 2015, the roofs and windows of the building were replaced. Since that time, there has been no water penetration in the building. The new concrete between DPL and the neighboring church building has also remedied water ingress through the fabric of the 1901 section. Water collection boxes were repaired and downspouts repaired or replaced in 2020.

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Visual inspections:

- Gutters and the French drain to the west of the building will be visually inspected, and cleaned as necessary.
- Ceiling tiles will be inspected for any new water stains.

c. **Mold**

Mold is both a health risk and a risk to the collection. It also encourages pests.

- HVAC ducts will be cleaned and filters replaced on a regular basis.
- Staff will receive training on recognition and procedures.
- Mold can spread from one item to others. Materials returned with mold will be pulled for discarding before they are reshelved.
- If an item is of particular importance to the collection, then mold mitigation measures may be taken.
- Mold mitigation methods will be used on the collection if there is a water ingress event. Mold will bloom within 24 to 48 hours and so prompt intervention is required. Items that can be easily replaced will be set aside for disposal. Accurate lists of these items will be kept for replacement, collection management, and insurance purposes. Items that are to be salvaged will be bagged and frozen until they can be properly treated.
- Mold growth is encouraged by a relative humidity of greater than 55%. If necessary, for example during an HVAC breakdown during the summer, a data logger for temperature and humidity may be used.

d. **Pests**

Pests include, but are not limited to, silverfish, cockroaches, and beetles which can lead to damage to the collection and termites which can damage the building. These and others can also cause health problems.

- These pests can be mitigated by regular cleaning and by specific treatments.
- Staff will be conscientious about cleaning and removing food remains.
- The Dixon Public Library will maintain a contract with a service provider to treat against general pest infestations.
- In addition, the library will also monitor and treat for termites specifically.

e. **Public Health Emergency**

In light of the COVID-19 Pandemic, the Library Board adopted a Public Health Emergency Policy. As part of this policy, the Library Director was instructed to maintain a response plan, which will be regularly updated.

Respond

3. Emergency Procedures

In an emergency it is important to know what to do. This section is included to provide guidance in case an emergency occurs. Staff training, including drills, will be provided on a regular basis, and as needed when new staff start.

a. Severe Weather

Radio: There is a weather radio available in the work room. It remains plugged in at all times. In addition, the following local radio stations may be monitored: WIXN-AM 1460 or FM101.7 and WLLT - FM107.7

Website: The web site <http://www.weather.gov/lot/> also provides details from the National Weather Service for the area around Dixon.

Watch: If a Severe Weather or Tornado WATCH is issued, it simply means that conditions are favorable for these storms to develop. This is an early warning given by the National Weather Service and means you should prepare to go to a place of safety. You should: Monitor the web site and radio station weather advisories; prepare to move staff and patrons to safety.

Warning: A Severe Weather or Tornado WARNING means that a dangerous storm or tornado has actually been sighted. If one is issued for our area, do the following:

- Staff cannot require patrons to stay in the building, but can advise them to shelter in place and guide them to the best shelter available.
- The best shelter available in the library is the stacks area around the vault.
- Stay away from windows and doors.
- Leave the main public areas of the building, taking staff and patrons to the lowest possible level of the building away from windows, lay down, if possible, with hands covering the back of your head to reduce neck injury. If there is not enough room to do this then sit on the floor, bring head to knees, cover with arms. If there is not time to move to the lowest level, seek shelter in the bathrooms.
- Take the radio, and a flashlight with you. The Emergency Response Kit will be stored in the shelter area.
- If there is not sufficient time to leave the main public areas, or go to bathrooms, get patrons to shelter under the tables.
- Stay alert for flash floods.
- Once the danger has passed check to be sure everyone is all right. Check the building for damage.

b. Fire

911 must be called in the event of a fire. Give as many details as possible.

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- If a fire is detected, or if the fire alarm sounds, the building must be evacuated.
- If the fire is small and localized staff can try to extinguish it using the provided extinguishers.
- Under no account should staff put themselves at any risk of injury to tackle a fire.
- If you detect a fire, pull an emergency switch, inform colleagues, and aid patrons in evacuation. Use the sample script provided to make an evacuation announcement.
- After the announcement is made, use the person-to-person approach to notify all occupants.
- Do not attempt to use the elevator.
- Staff and patrons shall not reenter until cleared by Fire Department Personnel to do so.

c. Medical Emergency Procedures

911 must be called immediately in the event of any serious medical problem. When you call:

- Report the problem. Try to include as much detail as possible, including the name and location of the library including the street address.
- A staff member shall meet the emergency personnel at the door and guide them to the person having the emergency.
- Look for "Medic Alert" type tag with standard physician's symbol. This may be located around the arm, or neck. This would indicate special problems.
- For personal protection, staff will be trained in and follow the Blood Borne Pathogen procedures below.
- If the problem is not serious, give assistance to the injured party by administering minor first aid. The first aid kit is located in the workroom on the second floor of the library.

d. Physical Violence including Active Shooter situation

911 must be called immediately if a situation turns violent, or appears to be turning violent. When you call:

- Report the problem. Try to include as much detail as possible, including the name and location of the library including the street address.

When an active shooter is in the building:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- Call 911 when you are safe.
- STAFF EXPECTATIONS: Get to an exit and bring as many members of the public with you as you can. Try to stop people from coming in. Leave people who want to stay or gather their belongings. Get out! All staff (and as many patrons as you can get to follow) should meet in the Staff Parking Lot. From that point, we will follow the directions of the Police.

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If evacuation is not possible, find a secure place to hide:

- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.
- STAFF EXPECTATIONS: Hide wherever you can (see locations listed below) and bring as many members patrons with you as you can. Turn off the lights, hide away from the door. Keep the door shut/locked.

911 – When Law Enforcement Arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.
- STAFF EXPECTATIONS: Do whatever the police tell you to do.
- If a person displays a firearm/weapon in the building, it should be treated as an active shooter situation. Follow the plan above.

Dangerous Situation Outside the Building

1. Turn off and lock front doors.
2. No one may enter and no one may exit.
3. Move away from the main entrance area to a more protected area.
4. Wait for instructions from emergency personnel.

e. Bloodborne Pathogens

General: While normal library operations are not likely to involve circumstances exposing employees or users to blood borne pathogens, the Dixon Public Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to blood borne pathogens which have been incorporated by administrative actions.

Exposure Determination: No particular job classification of the library has occupational exposure (meaning "reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee's duties"), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with "out of control" individuals (e.g. biting, spitting, etc.) could present an individual threat.

Universal Precautions: All potential circumstances of exposure must be considered by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library's approach to infection control requires all human blood

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and body fluids to be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

Exposure Control Plan: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Nitrile gloves shall be provided for personal protection and shall be used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

Training and Immunizations: The Library shall provide directly or through System, State, or associational programs, in-service training/educational programs as necessary for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

4. Communication Procedures

a. Sample Script for Evacuation

"Please evacuate the building as quickly as possible. There has been an emergency and everyone needs to leave as calmly and quickly as possible."

b. Sample Script for Shelter in Place

"A severe storm/tornado warning has been issued for the immediate area. Please come downstairs as calmly and quickly as possible and shelter with us."

5. Emergency response kit and other supplies**a. Contents Of Emergency Box**

- Blankets
- Rags
- Plastic sheeting and binder clips
- Duct tape
- Laminated call lists
- Copy of the complete Disaster and Recovery plan
- First-aid kit
- Fans
- Collapsible boxes or storage containers
- Extra batteries
- Additional am/fm radio
- Box of plastic gloves

Recover

6. Salvage Priorities

Priorities should be based on criteria such as the following:

Can the item be replaced? At what cost? Would the cost of the item be more or less than restoration?
How important is the item? Is it unique?

According to Illinois State University, 95% of all disaster damage result from water. The first decision to be made will be whether to air dry or freeze materials. Their directions for handling water-damaged as well as for fire-damaged books and non-print materials are located at <http://cool.conservation-us.org/bytopic/disasters/plans/isudis.html>.

a. Unsalvageable Materials

Materials soaked, burned, contaminated, or otherwise damaged beyond repair must be removed. In the case of books, it will be necessary to note title pages or other available identifying matter in order to search for availability, replacement or withdrawal (including removal from OCLC in the case of cataloged items).

b. Inventory Priority List

(Items in this list are of historical value to the library or community-no priority order for removal)

| Item | Location |
|--|---|
| 1. Microfilm Reels (Dixon Telegraph) | Near DVD collection |
| 2. Sculpture - Ronald Reagan Bronze | left of door to Adult Services |
| 3. Ronald Reagan, Local History, and Lincoln Collections | Shelving on east side, behind desk, and vault |
| 4. Library Minutes Books | vault |
| 5. Building files | vault |
| 6. Director's files | Director's office |
| 7. Local History Card Files | History Room |
| 8. Lincoln collection memorabilia | Lincoln Room – Attic |
| 9. Artwork-World War I posters | Throughout building |
| 10. Artwork-Paintings | Throughout building |
| 11. Artwork - White House Christmas Pictures | Vital Room closet-basement South |
| 12. Paperweight Collection | Display Cases Adult Services-Southside |

Appendices

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Appendix A: Emergency Contacts

Staff

Up to date staff lists will be maintained and kept at the Office Manager's desk

Contractors

An up-to-date list of contractors to call in an emergency will be maintained

General

Call 911 in Case of Emergency

Poison Control - 1-800-942-5969

Dixon Police Department Non-Emergency - 1-815-288-4411

Dixon Fire Department Non-Emergency - 1-815-288-3323

County Emergency Service & Disaster Agency - 1-815-284-6631

Lee County Sheriff Non-Emergency - 1-815-284-6631

State Police Non-Emergency - 1-815-632-4010

City Hall

Main Telephone - 1-815-288-1485

Appendix B: Incident Report Form

Date: Time:

Person Reporting Incident:

Reported Incident Type:

- Theft
- Illness/Injury
- Assault
- Vandalism
- Maintenance
- Alarm Problem
- Problem Patron
- Other

Name and Contact Info (Address, Phone, Email) of Person Involved (If known):

Names and Contact Info (Address, Phone, Email) of Witnesses (If Any):

Brief Description of Incident:

Staff Action Taken:

Follow-up Actions:

Appendix C: Monthly Hazard Prevention Checklist

- Fire Extinguishers - in place and working
- Exits clearly marked and Exit lights functioning
- Exits cleared of clutter or boxes
- AM/FM and weather radio functioning, replacement batteries available
- Flashlights functioning, replacement batteries available
- Emergency numbers posted on each phone
- Exterior lights functioning properly
- Check shut-off valves to water, gas, and electric for clear access
- Reminder list reviewed by all staff
- Closing procedure reviewed by all staff
- Check the first aid kit supplies, replace any outdated supplies
- Check storage of any hazardous materials
- Water faucets - no leaks
- Refrigerator working
- Extra boxes removed