

Disaster Plan 1.16.23

Immediate Response and Call List

- **Assess your personal safety and act accordingly.**
- **Get help from another coworker or another person in the area.**
- **Act to protect lives, then physical property.**

If there is a fire or people are hurt: Call 911

Give this information: James Kennedy Public Library
320 1st Ave E
Dyersville, IA 52040
(563) 875-8912

FOR ALL EMERGENCIES, MAKE THE FOLLOWING PHONE CALLS

	Business Phone	Cell Phone
Shirley Vonderhaar <i>First contact</i>	n/a	563-599-4110
Dawn Schrandt <i>Contact if Shirley is unavailable</i>	n/a	707-228-9972
Tricia Maiers, City Clerk <i>Contact if instructed or if Shirley or Dawn are not available</i>	563-875-7724 – City of Dyersville	563-580-4040
Mick Michel, City Manager <i>Contact if instructed or if Shirley, Dawn, or Tricia are not available</i>	563-875-7724 – City of Dyersville	563-590-4221

Evacuation and Emergency Procedures

1. The Librarian-In-Charge should announce that the library needs to evacuate and go around and tell patrons individually.
 2. Staff should help patrons exit through the main doors of the library (if main exit is usable).
 - A. If not possible to exit through the main doors, then staff should help patrons exit through the Hoffman Room and out the side door of the library.
 - B. Or exit down the stairs and through the basement door on the landing.
 - C. Or exit through the Genealogy Room and out the Emergency Exit door.
 3. The Librarian-In-Charge should double check that everybody is out of the library, including checking in the bathrooms, if feasible.
 4. If feasible, the librarian should lock the front doors and turn off the lights in the library. Otherwise, simply exit the building.
 5. Staff should gather at the appointed emergency meeting place, which is the laundromat across the street (assuming it is safe to gather there), or the Basilica.
 6. The Librarian-In-Charge should notify Shirley Vonderhaar.
-

Designated assembly areas outside of the building:

Location: Laundromat across from the library

Back-up Location: St. Francis Xavier Basilica

Command center/Temporary space (if library is partially accessible):

Location: Genealogy Room or Hoffman Room

Alternate Location 1 (not inside library):

Location: Contact City Hall and they will designate

Alternate Location 2 (not inside library):

Contact City Hall and they will designate

In-House Emergency Team

Responsibility	Name	Phone Number(s)
Disaster team leader	Shirley Vonderhaar	563-599-4110
Disaster team leader (backup)	Dawn Schrandt	707-228-9972

Facilities: Locations of Emergency Systems and Shut-Offs

Main Utilities

Water heater shut-off:



The water heater is located in the basement in the storage room behind the refrigerator. At the bottom is a switch to turn the unit on/off. The lever on the top of the tank cuts off the flow of the water to the water heater.

Main water shut-off valve:



The main water shut off is located in the basement in the storage room behind the refrigerator. It is in front of the sprinkler controls.

Sprinkler shut-off valve:



The sprinkler shut off is located in the basement in the storage room behind the refrigerator. The panel to the shut off is on the wall to the left. The key to the padlock that locks the shut off valve is inside the panel.

Main electrical cut-off switch:



There is a fuse panel located inside the storage room next to the Server room. This fuse panel controls all the other fuse panels in the building.

The small panel with a single switch is the main electrical cut-off switch for the entire building.

Fuse Panels:



The fuse panel is located inside the storage room next to the Server room. It has the fuses for everything in the basement.

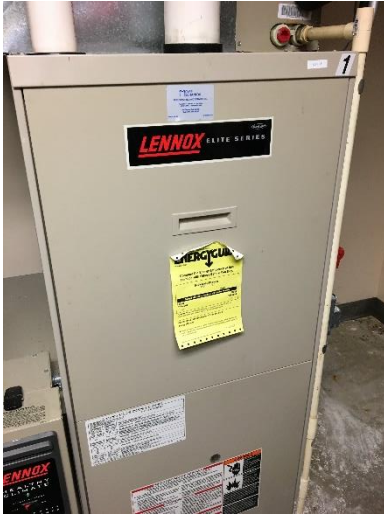


The fuse panel is located inside the supply closet in the staff workroom. This panel controls everything on the main floor of the library.



The keys to many things, including fire alarm panel, is in the key holder on the wall in the supply closet in the staff workroom.

Heating/cooling system controls:



Systems 1,3,4,5,6,7 look like this



System 2 looks like this (furnace only)



Shut off valve on side of each unit. Just flip the switch!

There are 6 HVAC systems in the basement and 1 furnace only. Each are numbered on the top, right corner. Located on the side of each unit is the shut off box. Flip the switch to turn off the unit. Some of the boxes have the switch on top and some have the switch on the bottom.

HVAC systems #1,3, 4 along with the furnace (#2) are located in the storage room next to the Server room.

HVAC systems #5, 6, 7 are located in the storage room behind the refrigerator.



There are 6 of these Healthy Climate filters in the basement. One is attached to each HVAC system. On/off switch is located on the front of each system.



If the HVAC systems need to be turned off outside, there is a panel on the wall behind each of the units. Flip the black lever down to shut off.

Three units are located in the alley behind the library just outside the back door leading to the alley. The other units are on the west side of the library tucked behind a retaining wall.

Main Gas Shut Off:



The main gas shut off is located outside in the alley behind the library down by the wall of the staircase. **The turn off valve will require a crescent wrench.**



There are two valves to turn off the gas located on one of the gas pipes in the basement of the library. The pipe runs down the main aisle of the adult fiction storage up at the ceiling. Both valves would need to be turned off. **The turn off valves will require a ladder to reach.**

Fire Extinguishers

All Dry Chemical extinguishers (Type ABC)

1. Next to the women's bathroom door in the entry
2. Mounted on the wall by the popcorn machine/sink in the Hoffman Room
3. Mounted on the pillar near the romance/YA sections
4. Next to the rear exit door in the basement, that leads to the stone steps

Other Fire Suppression Systems (by room or area)

1. **Sprinklers:** basement only
2. **Fire hoses:** none
3. **Other:** none

Fire Alarm Pull Boxes:

1. By main front doors, next to men's bathroom door
2. Next to emergency exit door from Genealogy Room
3. Next to the door to the basement stairs
4. Next to the door to the outside on the basement landing
5. On left wall, just inside the basement

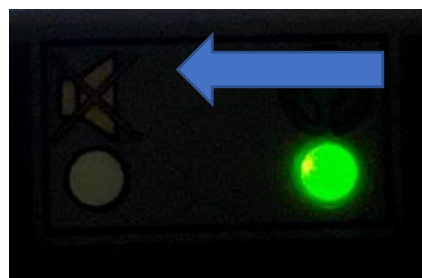
Fire Alarm Annunciator Panel: located in entry to library

To silence, if the alarm is going off:

1. Get key from the staff supply closet (Key is marked Fire Alarm)
*Note: you will need a key from a librarian to unlock the supply closet, if it is locked.
2. Unlock the door to the panel and open it



3. Hit the button below the digital screen that is the symbol of a speaker being silenced.



4. Lock the panel and put away the key once the event is over with.

Smoke and Heat Detectors: 33 in total

28 on the first floor:

- 12 on the main floor of the library
- 1 staff room
- 1 supply closet in staff room

- 1 staff bathroom
- 1 public women's bathroom
- 1 public men's bathroom
- 1 Assistant Director's office
- 1 Director's office
- 1 Study room
- 1 Gaming room
- 2 Hoffman Room
- 1 book drop room
- 1 janitor's closet
- 1 ramp to Genealogy room
- 2 Genealogy room

5 on stairs/basement floor:

- 1 landing of stairs to basement
- 2 basement main floor
- 1 storage room behind the refrigerator
- 1 server room

Water Detectors: none

Security systems: none

Individuals with master and/or special keys (list names, titles and keys in possession):

Master Key 1: access to exterior doors of main building, Hoffman Room doors, interior glass entrance door, basement doors, janitor's closet, book drop room, and Genealogy Room

- Shirley Vonderhaar, Library Director
- Dawn Schrandt, Assistant Library Director
- Kimshiro Benton-Hermsen, Librarian
- Paul Zurawski, Librarian
- Robert Eick, IT consultant
- Josh Cummings, janitor
- Police Department

Master Key 2: access to staff work room, staff supply closet, server room, and assistant director's office

- Kimshiro Benton-Hermsen, Librarian
- Paul Zurawski, Librarian
- Robert Eick, IT consultant
- Josh Cummings, janitor

Master Key 3: access to staff work room, staff supply closet, server room, assistant director's office, and director's office

- Shirley Vonderhaar, Library Director

- Dawn Schrandt, Assistant Library Director
- Josh Cummings, janitor

Book Drop Key: unlocks the doors to the interior book drop in the room off the Hoffman Room

- Shirley Vonderhaar, Library Director
- Dawn Schrandt, Assistant Library Director
- Kimshiro Benton-Hermsen, Librarian
- Paul Zurawski, Librarian
- On key rack in staff supply closet

Recycle Bin: key to unlock the padlock on the outside recycle bin for the library

- Josh Cummings, janitor
- On key rack in staff supply closet

Paper Towel Holders: key to unlock each of the paper towel holders in the three library bathrooms

- Josh Cummings, janitor
- On key rack in staff supply closet

Bathroom cupboard: key to unlock the cupboards in the women's and men's bathrooms

- Josh Cummings, janitor
- On key rack in staff supply closet

Bathroom waste bins: key to unlock the waste bins in the women's and men's bathrooms

- Josh Cummings, janitor
- On key rack in staff supply closet

First Aid Kits:

- Staff bathroom
- Supply closet in staff room
- basement (near refrigerator)

Defibrillator: Hallway between City Hall and Police Station

Weather radio: in cupboard by coat rack in staff room

Insurance

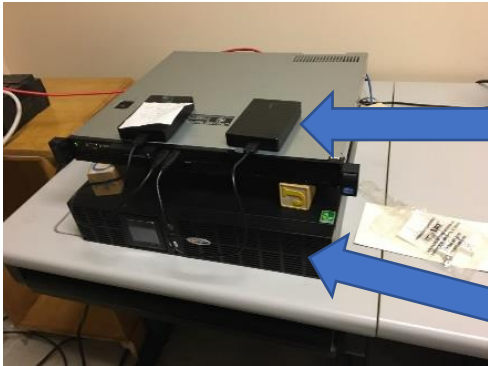
English Insurance
 Tim English
 (563)875-2716

Procedures required in case of emergency or loss: *All claims must be run through Mick Michel, City Administrator.*

Technology Back-Ups (as of 01.03.23)

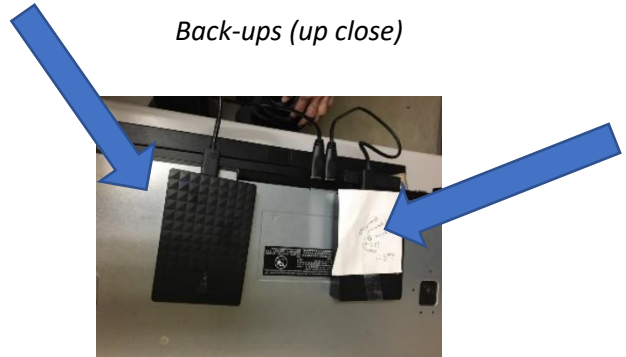
Server Backups:

- The server backs up the staff workstations every night, as long as workstations are turned on. Only files in Library Files on the server back-up.
- The server backs-up every night.
- The server has three back-ups. One is located inside the server itself. The other two are on two hard drives hooked up to the server. (They are physically located on top of the server).



Battery back-up

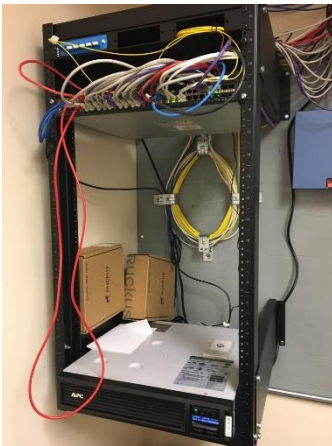
Server



Back-ups (up close)

Other Server Information:

- Our server shares a switch and a router with the City of Dyersville. Both are managed by the City and must be running for our server or internet to work.
- The switch is mounted in the corner of the library's server room. The Switch is on top (with all the cords connected) and the battery back-up is on the bottom.



Emergency Assistance

Dubuque County Emergency Management Agency

Tom Berger
District 6 coordinator
(563) 589-0015
Tom.berger@dbqcoema.com

Iowa Department of Homeland Security & Emergency Management

(515)725-3231
<https://homelandsecurity.iowa.gov/>

FEMA Regional Office (Region 7)

816-283-7061 FEMARegion7info@fema.dhs.gov

Utilities

Service Type	Company Name/Contact Name	Phone Number(s) [Indicate if 24/7]
Electric company	Alliant Energy	(800)255-4268
Gas company	Black Hills	(888)890-5554
Internet service provider	Contact City Hall	(563)875-7742
Telephone company	Contact City Hall	(563)875-7742

Other Services

Service Type	Company Name/Contact Name	Phone Number(s) [Indicate if 24/7]
Arborist	n/a	
Architect	Contact City Hall	(563)875-7742
Carpenter	Contact City Hall	(563)875-7742
Electrician	Contact City Hall	(563)875-7742
Exterminator	Contact City Hall	(563)875-7742
Fire/Alarm detection system	SimplexGrinnell : contact City Hall	(563)875-7742
General contractor	Contact City Hall	(563)875-7742
HVAC system	M&M : Contact City Hall	(563)875-7742
IT/Computer consultant	Robert Eick	563-875-8743 563-542-6952
Janitorial service	Josh Cummings or Amy Cummings	(563)580-8774 Josh or (563)608-5410 Amy

Lawn/Grounds	City of Dyersville Public Works	(563)875-7724, office
Legal advisor	City Attorney- contact City Hall	(563)875-7742
Local/Regional freezers	See next section for names	
Locksmith	Mr. Lock & Key	(563)875-8700
Online catalog/network	Book Systems (Atrium)	(800)219-6571
Plowing	City of Dyersville Public Works/John Wandsnider	(563)875-7724, office
Plumber	M&M	(563)875-2761
Security monitoring (external security cameras)	Dyersville Police Department	(563)875-7366
Sprinkler Service	Tri-State Automatic Sprinklers	(563)386-8707
Website host	State Library of Iowa NE District LRT: Trisha Hicks	800-248-4483 (8:00am-4:30pm, M-F)

Collections Emergency 24/7 disaster assistance hotlines:

The Iowa Museums Archives Libraries Emergency Response Team (IMALERT) Hotline
(319)384-3673
24 hour assistance

National Heritage Responders
(202)661-8068
24 hour assistance

Disaster Recovery Vendors:

Freezers:

Portable Refrigeration Storage Inc.
(Freezer trailers/containers)
(866)433-7356
Based out of Georgia with a Cedar Rapids site

Big Ten Rentals
Mobile freezer trailers/other storage
(319)337-7368
Based out of Iowa City

Cleaners:

ServPro of Dubuque
 10479 Timothy Street
 Dubuque, IA
 (563)584-2242
 24 hour emergency service
 (Water/fire damage, mold, etc)

Conservators:

Iowa Conservation & Preservation Consortium
 Iowa City, IA
 No phone listed on website
 Email: iowa.conserveandpreserve@gmail.com

Salvage Priorities**1. Operational and Administrative Records**

Listed below are priorities for salvaging operational and administrative records that are vital to recovery operations, including personnel files. *Add additional rows as needed. [you can also include a floor plan or other visual aid that highlights where things are. Also consider labeling priority drawers and shelves with glow-in-the dark tape so can be readily identified by a first responder]*

Records	Format	Location	Special Notes
Server back-ups (2)		Server room: on top of the server	
Server		Server room	Only take if a fire

2. Collections

Add additional rows as needed.

Collection name	Location	Size & other notes
Cemetery records	File cabinet, by emergency exit, in Genealogy Room	Take all records out of cabinet
Family histories	Genealogy Room	
Iowa collection	Genealogy Room	Starts on tall shelves on the left and finishes on the short shelves on the right

3. Collection records

Listed below are the priorities for salvaging card files, electronic databases, printed finding aids, collection donor files, or other catalogs necessary to reestablish the integrity of the collection.

Description of records	Location	Size & other notes
n/a		

Salvage Supplies

If any items are part of daily operations and not in a designated disaster response container, identify where they can be located.

Date Supplies Last Checked and Replenished: **09/09/2022**

Personal Protective Equipment (PPE):

Item:	Quantity	Location
Masks		Staff workroom / underneath TV
Nitrile gloves		Janitor closet
Work gloves	4	In tub marked Salvage Supplies in Janitor closet
Aprons/smocks	4	In tub marked Salvage Supplies in Janitor closet
Waterproof boots		
Head lamps/flashlights	4	Supply closet/emergency kits
Safety glasses		In tub marked Salvage Supplies in Janitor closet
Hard hats		
Caution tape	2 rolls	In tub marked Salvage Supplies in Janitor closet

Collection salvage supplies:

Item:		Location:
Plastic sheeting (& scissors & tape)		Public Works
Boxes		Hoffman Room/basement/Staff workroom
Trash bags		Janitor closet
Packing tape		Supply closet

Freezer paper or waxed paper		Underneath sink in staff room
Blank newsprint/butcher paper		Craft supplies in basement
Paper towels		Janitor closet
Nylon cord		Public Works
Clothes pins		
Nylon netting		

Recordkeeping supplies:

	Quantity	Location
Camera (to document damage)	3	Staff workroom
Clipboards	4	In tub marked Salvage Supplies in Janitor closet
Paper		Staff workroom, circ desk, basement
Pencils/markers/pens		Staff workroom

Clean up equipment:

	Quantity	Location
Buckets and/or trash cans	14	Janitor closer / staff desks
Sponges	4 x-large	In tub marked Salvage Supplies in Janitor closet
Mops	1	Janitor closet
Brooms	1	Janitor closet
Book trucks	13	Staff workroom/Staff offices
Extension cords		Supply Closet / Public Works
Dehumidifiers	1	Server room/ also see Public Works
Fans		Public Works
Generator		Public Works
Portable lighting		Public Works
Portable sump pump		Public Works
Tables		Hoffman Room
Water hoses	1	basement

Date Plan Last Revised: 01/16/2023

Locations Where This Plan Is on File:

In-House:

- Master Copy: Library Director and Assistant Library Director
- Public Copy: In cupboard with other disaster supplies; with Children's Librarian; and Young & Emerging Adult Librarian

Off-site: Master Copy with Library Director and Assistant Library Director

Person(s) responsible for reviewing this plan annually and revising as needed: Assistant Library Director