

Polk County Library Disaster Preparedness Plan

November 6

2017

The purpose of this document is to provide guidelines for the Polk County Library in preparing for emergency situations which may threaten the safety of persons, collections, and facilities.

Ouachita
Mountains
Regional
Library

Storage Location

Primary Location: Polk County Library

Secondary Location: Electronic version located on the staff computer

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Introduction

It is the purpose of this manual to provide guidelines that should be followed by all Polk County Library (PCL) personnel in the event of disaster, emergency, or other urgent circumstance. While no handbook can provide precise directions for dealing with all possible disasters, the broad recommendations given in this manual should enable anyone at Polk County Library to deal correctly and appropriately with an emergency or other urgent condition.

Please keep this handbook in a highly visible place where it can be located immediately in the event of an emergency. During a tornado is not the best time to begin looking for one's emergency handbook. If you have supervisory responsibilities, please familiarize yourself with the manual's contents and procedures; then train your staff to use it.

Please feel free to make suggestions, comments, and recommendations about the manual.

Security and safety are shared concerns of OMRL and are often better dealt with through community input. Your comments and suggestions are welcomed and will be taken seriously.

Training

All staff members will be trained concerning the crisis plan. Staff members include board members, librarians, IT, clerical and support staff, volunteers, and maintenance staff.

Emergency Numbers

First Response to Any Emergency.....911
Insurance Carrier.....Association of Arkansas Counties

- Agent
- Policy Number019946427

Main Utilities--PCL

Main water shut-off valve: Alley on north side of the building

Main electrical cut-off switch: Closet and office

Main gas shut-off: NA

Heating/cooling system controls: NA

Fire Suppression Systems and Water Detector

Sprinklers: NA

Fire extinguishers: Staff breakroom and community room

Water detector(s): NA

Fire alarm(s):

Smoke and heat detectors: Genealogy

Keys, Radios, Shelters

Location of key(s) All employees, Republican Party, DAR, Genealogy Society

Location of radio: NA

Location of shelter: Storage closet

Polk County

Mena Fire Department.....	394-1245
Mena Police Department.....	394-1212
Polk County Sheriff	394-2511
Arkansas Emergency Transport	394-2224
Mena Medical Center.....	394-6100
Poison Control Center	1-800-376-4766
Office of Emergency Services	394-8141
Association of Arkansas Counties.....	501-372-7550
Mena Water Utilities.....	394-8331/2769
SWPCO.....	888-216-3523

Emergency Library Administrators

Polk County Library – Phone: 479.394.2314 Cell: 918.658.5436

Montgomery County Library Phone: 870.867.3812 Cell: 870.490.1086

Evacuation of Facilities

- All personnel should familiarize themselves with the posted evacuation routes as well as with alternate routes should the posted route be rendered unusable.
- Persons exiting a facility should gather in the area designated for their building.
- See Appendix A for PCL.
- Personnel (at the time of evacuation) are responsible for directing patrons to the appropriate exit(s). Personnel will be the last to leave the building and, if possible, will close the door behind them to prevent or slow the spread of fire or toxic vapors.
- The first personnel to reach an outside exit should remain at that exit to direct others to safety.
- Individuals with disabilities should have an able-bodied person assigned to assist them in an evacuation. Before giving assistance, ask, “How can I help you best?”
- Acting supervisors will be responsible for evacuating, directing, and accounting for his/her department staff.

- No one will be permitted to re-enter any evacuated facility until such re-entry is authorized by the proper authority.

Fire

- If you discover a fire,
- Sound fire alarm.
- Call 911 – Fire Department.
- Contact president or emergency building administrator.
- Begin evacuation procedures.
- If qualified and if the fire is small, respond with fire extinguisher from breakroom or community room and attempt to keep fire under control until arrival of fire department.

Personnel

- Move patrons to designated areas away from buildings.
- Follow procedures for the evacuation of facilities.
- Contact Emergency Administrators.
- Check all rooms (restrooms, meeting rooms etc.) to ensure they have been evacuated.
- Assign a proxy to carry out responsibilities in the case of a supervisor's absence.

All Personnel

- Know the evacuation routes.*
- Know the location of fire alarms.
- Know how to operate a fire extinguisher.
- An evacuation plan/route will be posted in each office and room.

Bomb Threat

- Stay calm.
- Listen.
- Keep caller on the phone if possible.
- Write down the following information:

Ask:

- Where is the bomb?
- When is it set to go off?
- What kind of bomb is it?
- What does it look like?
- From where are you calling?
- Why did you place the bomb here?

Observe:

- Age and sex of caller

- Speech pattern and/or accent
- Background noise
- Familiarity of the voice
- Time of call

☐ *Evacuate the building and call 911 immediately*

Use the following calling tree after 911 has been notified:

- OMRL President, Pat Phillips (479.394.6416)
- PCL President, Patty Rowe (479.394.4671)
- OMRL Librarian, Brenda Miner (479.243.8787 or 479.394.7622, ext. 1371)

Physical Disturbance, Terroristic Shooting, or Hostage Situation:

- Contact emergency 911 or police.

Disturbance in Building:

- The County Librarian should request that the individual leave the building.
- As the person attempts to leave the facility, try to record all pertinent information for the authorities (type and color of auto, license plate, direction taken).
- Complete the Potential Problem Log (Appendix C).

Suspected Child Abuse and Neglect

- If immediate danger, call 911.
- If reporting for investigation, call 800.482.5964 or access form at ar.mandatedreporter.org and fax to 501.618.8952.
- Complete Potential Problem Log (Appendix C).
- Notify County Librarian.

Suspected Abuse

- If immediate danger, call 911 and secure all outside doors to the building if possible.
- If suspected, contact police at 394.1212.
- Complete Potential Problem Log (Appendix C).
- Notify County Librarian.

Terroristic Shooting in Buildings:

- Close and barricade doors.
- Move patrons away from door area, close blinds, and turn off lights.

- Move to an area where doors can be locked, i.e. storage room, meeting room, or restrooms.
- Instruct patrons to lie flat on the floor and remain silent.
- Do not move from position until notified by County Librarian or police.

Terroristic Shooting in the Area:

- Acting supervisor should secure all outside doors to the building.
- Staff should follow steps 1-4 from preceding list.

Hostage Situation:

- If a hostage situation occurs in your area, attempt to remove all observers.
- Call 911.
- Notify the County Librarian or acting supervisor immediately.
- Keep patrons in the building and barricade the door.
- If the violence escalates, follow steps 2-4 from the preceding Terroristic Shooting list.

Tornado/Severe Weather

Listen for sirens.

Preparation:

If weather conditions merit, acting supervisor should monitor local news or weather stations. At any sign of danger, alert everyone to take cover.

Tornado Watch:

A tornado is possible.

Tornado Warning:

A tornado has been sighted.

Shelter:

- Upon hearing the warning signal, all personnel should move in a calm and orderly fashion to the areas designated for the building. Curl up on floor with knees on floor and head bent between knees. Hands should cover head.
- All staff will direct patrons to safe areas.

All Clear:

- An "all-clear" signal announced over the cell phone at the appropriate time.
- Normal activities are to resume when the "all-clear" is announced.

Safe areas:

- *Polk County Library*
 - Storage Closet
 - Restrooms
 - Librarian's Office
- *Cove Branch*
 - Restrooms
- *Big Fork*
 - Restrooms
- *Board Camp*
 - Restrooms
- *Shady*
 - Restrooms

Medical Emergency

In the event of an accident, injury, or sudden illness, follow the steps listed below.

- Quickly assess the person's breathing by looking at the rising and falling of the chest.
- Tap the person's shoulder and ask, "Are you ok?" to judge responsiveness.
- If unresponsive, call 911 – also notify your acting supervisor.
- If the person is responsive (answers questions and able to make rational decisions), let him/her decide on whether or not to seek emergency care.
- After seeking help, stay with the person until help arrives.
- After incident, record/note any pertinent information pertaining to the circumstances and forward to the County Librarian.
- Additional actions and procedures:
 - If accident or injury, do not move individual unless there is a danger of further
 - injury.
 - Cover to prevent shock.
 - If not breathing or having difficulty breathing, position head in a neutral, slightly
 - tilted back position.
 - Assess pulse. If there is no pulse and the person is not breathing, start CPR if qualified.
 - Care for the one in need.

Personnel trained in CPR:

- Polk County Library
 - None at this time

First Aid Kit:

- Work area

Gas Leak

- Acting supervisor ensures that all personnel and patrons evacuate the building.
- Dial 911 and notify emergency personnel.

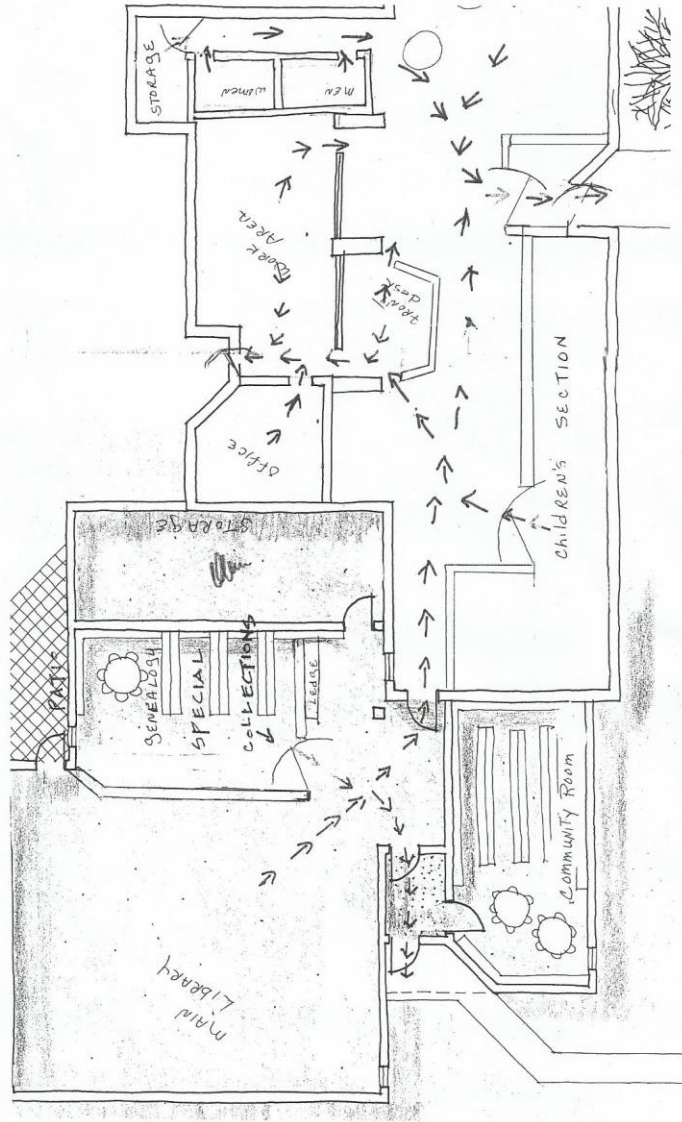
Hazardous Materials

In the event of a hazardous materials spill, etc., all occupants are to follow the instructions of the City and County authorities.

Earthquake

- Indoors: Seek refuge in a doorway or under a desk or table.
- Outdoors: Move away from buildings and utility poles. Avoid downed utility lines.
- When shaking stops, evacuate buildings (as per building's evacuation route) and do not re-enter due to danger of aftershocks. Acting supervisors will check all rooms to ensure they have been evacuated.
- Utilities: Physical plant will shut off gas and electricity.
- First Aid: Follow procedures written under "Medical Emergency."

Appendix A—PCL



Appendix B

Maintenance/Utilities:

- Janitorial Service ACCI Restoration & Resources 479.394.1840
- Plumber
- Electrician
- Locksmith
- Carpenter

Recovery Assistance and Conservators/Specialists:

- Preservation Resource Amigos Imaging and Preservation Service 1.800.843.8482
- Preservation Resource
- Paper & Book Specialists
- Photographs
- Computer Records
- Disaster Recovery Service
- Exterminator
- Other
- Legal Advisor
- Architect

Salvage Supplies

- Freezer or wax paper
- Gloves
- Interfacing (Pellon)
- Masks
- Plastic crates
- Mylar polyester sheets
- Newsprint
- Notepads & clipboards
- Nylon monofilament line
- Paper towels (no print or dyes)
- Sponges
- Trash bags
- Aprons/smocks
- Metal book trucks
- Rubber boots
- Brooms
- Plastic buckets
- Camera
- Dehumidifiers
- Grounded extension cords
- Fans
- Flashlights

Off-Site Salvage Supplies

- Forklift
- Portable Generator
- Hard Hats
- Portable lighting
- Pallets
- Plastic sheeting/tarps
 - Scissors & tape
- Safety glasses
- Sponges, industrial
- Submersible pump
- Portable tables
- Wet vacuum cleaner
- Water hoses
- Water-proof clothing

Appendix C

Potential Problem Log

Name of person _____

Description: Sex _____ Race _____ Age (approx.) _____

Hair _____ Eyes _____

Distinguishing Characteristics, e.g. glasses

Problem:

State Member Reporting _____ Date: _____

Problem:

State Member Reporting _____ Date: _____

Problem:

State Member Reporting _____ Date: _____

Contact Information

<i>Name</i>	<i>Title</i>	<i>Contact Information</i>
<i>Mary Renick</i>	County Librarian	(C) 918-658-5436 Mena, AR 71953 Mary.renick@hotmail.com
<i>Pat Phillips</i>	PCL Board	(H) 479-394-6416 (C) 479-216-3951 or 234-1078 272 Sugartree Lane, Mena, AR 71953 adp@arkansas.net
<i>Patty Rowe</i>	PCL Board	479-394-4671 1601 Eve Street, Mena, AR 71953 prowe@att.net
<i>Carla Mosely</i>	PCL Board	(C) 903-288-2013 P.O. Box 1229, Mena, AR 71593 scmose1981@msn.com
<i>David Williams</i>	PCL Board	171 Polk Road 33, Mena, AR 71953 Davidearl611954@yahoo.com
<i>June Davis</i>	MCL Board	(H) 870-334-2672 45 Davis Drive, Norman, AR 71960 juneedavis@outlook.com
<i>Emma Wengert</i>	MCL Board	(H) 870-867-3255 (C) 479-227-0385 227 Whittington Street, Mt. Ida, AR 71957 e_wengert@yahoo.com
<i>Minnie Whitehouse</i>	MCL Board	(H) 870-326-4770 835 Brushy Road, Oden, AR 71961
<i>Joann Whisenhunt</i>	County Librarian (MCL)	(W) 870-867-3812 (C) 870-867-1086 133 E. Simpson St., Mt. Ida 71957 montlibrary@hotmail.com
<i>Phyllis Davis</i>	County Librarian (MCL)	(W)870-867-3812 montlibrary@hotmail.com
<i>Brenda Miner</i>	OMRL Librarian	(W) 479-394-7622, ext. 1370 (C) 479-243-8787 127 Polk Road 188, Mena, AR 71953 brminer@gmail.com bminer@uarichmountain.edu