

## **DISASTER PREPAREDNESS**

While the library is a public service institution and has an obligation to maintain regular hours for the public, it is recognized that there are emergency situations in which it may be necessary to close for all or part of a regular working day.

Should an emergency occur, during the workday, evacuation of the facility may be necessary. Evacuation routes are displayed in four (4) locations on each floor.

Procedures for specific emergencies:

### **I. Bomb Threat**

All bomb threats are to be taken seriously, the staff member who answers the phone should....

- a. Stay Calm
- b. Do not put caller on hold or hang up. Talk to the caller
- c. Elicit as much information as possible. Complete attached ATF checklist. This may help apprehend caller.
- d. Signal staff for assistance – press panic button.
- e. Evacuate the building. See evacuation plan attached.
- f. Do not conduct a building search until police/fire personnel arrive.
- g. Give the police a copy of the “bomb threat” checklist.

Adopted 2/22/99

## BUILDING EMERGENCIES

### \*ATF BOMB THREAT CHECKLIST

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Exact time of  
call: \_\_\_\_\_

Exact words of  
caller: \_\_\_\_\_

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Questions to ask:

1. When is bomb going to  
explode? \_\_\_\_\_
2. Where is the  
bomb? \_\_\_\_\_
3. What does it look  
like? \_\_\_\_\_
4. What kind of bomb is  
it? \_\_\_\_\_
5. What will cause it to  
explode? \_\_\_\_\_
6. Did you place the  
bomb? \_\_\_\_\_
7. Why did you place the  
bomb? \_\_\_\_\_

8. Where are you calling from? \_\_\_\_\_

9. What is your address? \_\_\_\_\_

10. What is your name? \_\_\_\_\_

Caller's voice (check all that apply)

\_\_\_\_\_ Calm      \_\_\_\_\_ Broken      \_\_\_\_\_ Lisp      \_\_\_\_\_ Crying

\_\_\_\_\_ Accent    \_\_\_\_\_ Disguised    \_\_\_\_\_ Stutter    \_\_\_\_\_ Rapid    \_\_\_\_\_ Squeaky

\_\_\_\_\_ Loud    \_\_\_\_\_ Nasal    \_\_\_\_\_ Slow    \_\_\_\_\_ Giggling    \_\_\_\_\_ Excited

\_\_\_\_\_ Blurred    \_\_\_\_\_ Angry    \_\_\_\_\_ Sincere    \_\_\_\_\_ Deep

\_\_\_\_\_ Stressed      \_\_\_\_\_ Normal

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

Date: \_\_\_\_\_

Report call immediately

to: \_\_\_\_\_  
\_\_\_\_\_

\*Source: Department of the Treasury/Bureau of Alcohol, Tobacco and  
Firearms/Bomb and Physical Security plan/170:2:B6312

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## **II. Electrical Failure**

- a. Turn off all electrical equipment to prevent damage by a power surge.
- b. Open all available blinds/shades to receive optimum outside light.
- c. If you are in an unlighted area, go cautiously to an area with emergency lights.
- d. If telephone is working, call and report outage at Eversource at 800-592-2000
- e. If directed to, evacuate the building. See evacuation plan attached.
- f. If you are in an elevator, stay calm. Use the emergency phone to alert police/fire departments for assistance at 911. Press emergency button to alert staff.

## **III. Water/Flood**

- a. Notify Public Works Department at 603-895-9035 or 603-895-9036. Advise them of the severity and location of the problem. Indicate if any objects are in imminent danger.
- b. If the source of the water is known and you are confident you can stop it safely, do so cautiously.
- c. Use extreme caution if any electrical/appliances/outlets are near the water.
- d. If you are the first person to notice or detect water damage:
  - 1. Do not touch or step into standing water. It could be electrified.
  - 2. Do not touch a person who has been electrocuted.
- e. If directed to, evacuate the building. See evacuation plan attached.

#### **IV. Fire**

- a. Contact the Fire Department using either 911 or panic buttons.
- b. If the fire is small, try to extinguish it. Do not jeopardize personal safety.
- c. Do not allow the fire to come between you and the exit.
- d. Disconnect electrical equipment.
- e. Evacuate if directed to, or if you cannot extinguish the fire. Follow evacuation plan.
- f. Do not open windows.
- g. Do not open a hot door.
- h. Do not use elevator.
- i. Do not attempt to save possessions.
- j. Do not return to building unless told to by appropriate authorities.

#### **V. Hazardous Material Accident**

- a. Evacuate the building. Follow evacuation plan.
- b. Notify Fire Department at 911 at 603-895-3321 and Public Works Department at 603-895-7035 or 603-895-7036 as soon as possible.
- c. Do not re-enter affected area until directed to by authorized personnel.

## **VI. Vandalism**

- a. Determine extent of damage.
- b. Report incident to the Police Department at 603-895-4222
- c. Notify Public Works Department if damage creates an unsafe situation e.g., broken window, damaged lock, etc. at 603-895-7035 or 603-895-7036.

### **EVACUATION PLAN**

When you are directed to evacuate the building:

- A. Remain calm.
- B. Shut down all electrical operations.
- C. Follow instructions from emergency personnel.
- D. Check and clear all public and private areas of the library.
- E. Do not use elevators.
- F. Assist disabled persons:
  1. Wheelchair or walker assisted:
    - a. Consult with patron for best method of assistance.
    - b. Accompany patron to assembly area (bandstand in “Common”).
    - c. Do not carry people while in their wheelchairs. Lift them out.
  2. Visually impaired:
    - a. Accompany the patron to assemble area (bandstand in “Common”).
    - b. If there is a guide dog, let the dog follow.
  3. Hearing impaired:
    - a. Communicate the need to evacuate by speaking slowly or writing a note.
    - b. Accompany the patron to the assembly area (bandstand in “Common”).
- G. Close doors, but do not lock them.
- H. Do not stop for purses or coats.
- I. Follow established evacuation routes.
- J. Move directly to the assembly area (bandstand in the “Common”)
- K. Stay at the assembly area until instructed otherwise.

## MATERIAL PRESERVATION

### General directions:

Store valuable/rare material in fireproof and dustproof cabinets, preferably made of steel and treated with a non-corrosive, non-staining, and non-combustible paint.

Ensure that the books are not shelved too tightly. This prevents user damage to the spines when books are pulled off the shelves. If water damage occurs, this also prevents the books from swelling to the point where they burst from the shelving units.

Shelve material so it is set back a bit from the edge. This prevents the vertical spread of fire from one shelf to another.

- I. Flood or water damage:
  - a. Contact the Fire Dept. at 603-895-3321 and Public Works Dept. at 603-895-7035 or 603-895-7036.
  - b. Turn off heat in building
  - c. Turn of air conditioning, even in winter, if possible.
  - d. Open doors and windows to create maximum air flow.
  - e. Use fan and dehumidifiers to create air currents if electricity is operational.
  - f. Cover materials with plastic sheets to prevent further damage.
  - g. Use paper towels to absorb (DO NOT WIPE) water on shelves or books.
  - h. Remove as many dry items as possible.
  - i. If necessary, coordinate work with representative from organizations on the attached vendor list.



II. Fire Damage:

- a. The Dudley-Tucker Library is fully sprinkled. Damage by fire would be minimal. Smoke and soot damage would require vendor attention. The resulting water damage would be dealt with as noted in section I.

**DISASTER VENDOR LIST:**

1. Northeast Document Conservation Center (NEDCC)  
Abbott Hall  
24 School Street  
Andover, MA 01810
2. American Institute for Conservation  
Washington, DC (202-364-1036)
3. Library of Congress Conservation Center  
Washington, DC (202-287-5634)
4. Document Reprocessors of San Francisco  
41 Sutter Street  
Suite 1120  
San Francisco, CA 04104 (415-362-1290)
5. Blackmon Mooring  
1 Summit Avenue  
Suite 202  
Ft. Worth, TX 76102 (800-433-2940)
6. SOLINET Preservation Program  
Southeastern Library Network  
400 Colony Square, Plaza Level  
Atlanta, GA 30361-6301
7. Los Angeles Preservation Network (LAPNET)  
Inland Empire Library Disaster Response Network  
U.C. Riverside  
P.O. Box 5900

Riverside, CA 92517

8. The Getty Conservation Institute (Art on Paper)  
4503 Glencoe Avenue  
Marina Del Rey, CA 90292 (213-822-2299)