DISASTER PLAN

Folke Bernadotte Memorial Library
Gustavus Adolphus College
St. Peter, Minnesota

EMERGENCY CALL:
9-911

Revised Summer 2006
Table of Contents

Introduction 3

Emergency Telephone Numbers
On campus contacts 4
City of St. Peter 4
Off Campus Contacts 4

Procedures
Fire 5
Tornado Warning 5
Water Emergency 5
Power Failure 6
Emergency Exits 6
Evacuation 7
Special Evening and Weekend Hours 7
Elevator Stalling 7
Computer System Back-Up 8

Emergency Equipment
Location of emergency equipment 9-10

Buddy System Chart 11

Location of fire extinguishers, alarms and sensors 12
Introduction

The written part of the disaster plan is intended to detail immediate responses to emergency situations. Members of the library staff should become familiar with these procedures and the locations of supplies such as fire extinguishers, flashlights, etc. During any emergency the first rule is to use common sense; appropriate responses will vary with the situation. **Personal safety and that of our patrons should always be our primary concern.**

Another component of disaster preparedness is to insure that each member of the staff has the knowledge necessary to follow the written procedures effectively and confidently. For that reason, training sessions and drills, as well as revision of the written procedures and inventory of supplies, should be an on-going process. This plan should be reviewed annually for any changes.

Please consult the Emergency Manual for Gustavus Adolphus College for further information on campus-wide emergencies or situations that would involve personnel outside the library.
Emergency Telephone Numbers
On Campus:
Campus Safety & Security (24 Hours) x8888
Physical Plant x7504
Academic Computing Helpline x6111

City of St. Peter:
Emergency 9-911 or 9-931-1550
Fire Department 9-911 or 9-931-1550
Ambulance 9-911 or 9-931-1550
Police Dispatch 9-911 or 9-931-1550

Off-campus Contacts:
General Information and Referral:

Minnesota Historical Society
651-296-6126

Poison Control Center
800-222-1222

Fire and water damage recovery:
Warren Wunderlich (primary contact)
x7504

Fumigation
651-647-1221
Procedures for Fire
1. Alarm will sound throughout the building. DO NOT TAKE THE ELEVATOR unless you have confirmed that it is a false alarm.
2. If the fire alarm sounds, evacuate the building and call the St. Peter Fire Department (9-911 or 9-931-1550) and Campus Safety & Security (x8888).
3. In the event of a localized fire, use a fire extinguisher. Activate the nearest fire alarm (see attached map) and evacuate the area if necessary.
4. In the event of a major fire, refer to the college-wide emergency manual to notify college officials after the building has been evacuated and fire department notified.
5. Do not disturb the damaged area until the fire is completely extinguished and insurance data is collected.

Procedures for TornadoWarnings
1. The city tornado siren is our primary warning. This system is tested the first Wednesday of every month at 1:00 p.m.
2. When the siren sounds, everyone in the building should be instructed to go to the basement (preferably the Staff Room) via the stairs. Do not use the elevators. If the power goes out, emergency lights in the stairways will turn on automatically.
3. The situation should be monitored using the radio in the Government Documents Office. Any staff member may be designated to listen to the radio. The radio should be moved to the staff room.
4. Everyone should stay in the basement until the severe weather warning is allowed to expire.

Procedures for a Water Emergency
1. Assess the extent and source of the leak. If water is dripping onto the floor, get bucket from the west supply closet in Technical Services to put under the leak. If the leak is above any of the stacks, cover the affected area with plastic sheeting, which is kept in the third floor Janitors’ closet or Archives.

2. If the emergency requires that the water be turned off building-wide, contact the Physical Plant (7504) or the Chief Boiler Operator (7400). Contact Campus Safety Security (8888) after hours.
Power Failure
1. In the event of a power failure, emergency lights will turn on in the stairwells.
2. Assist patrons leaving the building. Locations of flashlights are noted on the attached “Locations of Emergency Equipment” list.
3. Call the Physical Plant (7504) or Campus Safety & Security (8888) using the pay phone at the union.
4. If the power fails in the evening or on the weekend, students working at the Circulation Desk should lock the front doors. One student should call Campus Safety & Security (8888) and then wait for an officer. The other student should assist patron leaving the building.

Emergency Exit Doors
- Located in the east and south stairwells, between the first and second floors
- The alarm will sound on the door and at the Circulation Desk if the glass is broken.
- Go to first floor and pull door shut. A timer will automatically shut off the door alarm.
- Go the to alarm at the Circulation Desk and push the reset button

Location of Emergency Exits:
Evacuation Procedures

1. In the event of an emergency which requires clearing the building (e.g. fire or bomb threat) or moving people to a safe area (e.g. tornado), library staff should, if possible, go by pairs to each floor to inform patrons of the situation and provide them with necessary assistance. Special attention must be paid to the needs of patrons who need extra help, particularly disabled people who would, for example, be unable to use the elevator during a fire.

2. Individuals should help to evacuate the floor on which his/her unit is located.

3. If possible, staff working on the second floor should congregate by the Reference Desk to coordinate assistance in evacuating the first and third floors.

4. During the evening hours, the reference librarian and/or peer supervisor should evacuate the building.

5. Staff should meet at a DESIGNATED MEETING SPOT located at the sidewalk on the North side of the building (facing Technical Services windows). A “head count” should be taken to make sure that all staff are present. Utilize the “Buddy System” to make sure that all staff are present (see page 11 for chart of “Buddies”).

Special Evening and Weekend Hours

During the evening and weekend hours when a librarian is not on duty Peer Supervisors are in charge of the Library. The Circulation manager is responsible for the training of all peer supervisor staff to carry out all emergency procedures for the library. The student supervisors have the authority to react to any emergency situation and also the responsibility to notify the proper college officials.

Elevator Stalling

In the case the elevator begins malfunctioning, call the Physical Plant Office, x7504. During evening or weekend hours call the Office of Safety and Security, x8888. An electrician will evaluate the situation and determine if the repair service needs to be notified.

If you become stalled in the elevator, push the Emergency button and an alarm will sound to notify other staff in the building of a problem. If you hear the bell alarm, notify either Physical Plant or Safety and Security.
Computer System Back-up
Each workstation in the building should have a rotation of regularly scheduled back-ups. These back-ups should be the irreplaceable files from each station’s hard drive and not the commercial software that can be replaced in the event of a disaster. (Examples would be data base files that can not be easily constructed, finding aids for collection items, correspondence filed electronically, etc.) Contact Jessie Twaddle (7443) with any questions.
Emergency Equipment
Location of Emergency Equipment

Buckets:
Custodial Supply
Technical Services west supply closet

Cut-off switches and valves:
*Electric* Mechanical Room
*Water* Mechanical Room

Dehumidifier
Archives
Mechanical Room

Extension cords
Custodial supply
2nd floor Janitor’s closet
Technical Services Supply closet

Fire alarms
Each floor (map attached); Alarm system in Mechanical Room

Fire extinguishers
Perimeter of every floor (map attached)

First aid supplies
Archives
Circulation
Custodial Supply
Processing Room

Flashlights
One for each staff member, and/or the following offices
  - Administration
  - Archives
  - Audio-Visual
  - Circulation (4)
  - ILL
6/22/06

Reference Desk
Staff Room
Periodicals
Government Documents
Technical Services (7)

Ladders
First Floor—Assorted sizes in Mechanical Room and Janitors’ Supply
Second Floor—Tall ladder Janitors’ closet

Mops
Janitors’ closet, First and Second Floor

Plastic Sheeting
Janitors’ closet—Third Floor
Archives

Plastic trash bags
Custodial Supply

Radios
Circulation has a campus issued weather alert radio
Administrative Office
Government Documents Office
Technical Services
Janitors’ closet—Third Floor
Archives Office

Vacuum
Janitors’ closet, First and Second Floor
Custodial Supply

Wet-dry vacuum
Mechanical Room
The Buddy System Chart:

Sarah, Amy, Kathie, Diane

Ginny, Dan, Michelle, Jessie

Barbara, Sylvia, Anna, Karen Larson

Jay, Sonja, Mike

Lynn, Edi, Vic