

Disaster Plan for Baudette Public Library

Name of Institution: Baudette Public Library

Date this plan was created: 2015

Location of Plan

In-house: Blue file cabinet, Circulation Desk

Off-site: Director's home (218) 634-2353, Assistant Librarian MJ's Home (218) 634-1775,
Assistant Librarian Linda's Home (218) 634-1581

Library Staff Members & Interested Persons

Library staff members to be called in event of a library disaster:

Position	Name	Home	Cell
Librarian	Kelli Pelland	634-2353	218-395-0806
Assistant Librarian	MJ Hanson	634-1775	612-554-1140
Assistant Librarian	Linda Bauers	634-1581	218-766-4149

Library Board members to be called in the event of a library disaster:

Mary Marhula (Board President)	634-1576/701-318-6179 cell
Tina Rennemo (City Clerk)	766-3239 cell
Judy Humeniuk (Vice President)	634-2042/218-434-1122 cell
Pat Staber (Board Secretary)	
Louise Cook	634-1625
Marilyn Sugden	634-3219

Others to be called in the event of a library disaster:

Jim Weikum, Arrowhead Library System 218-741-3840

City Crew

Roger	320-282-9882
Brad	218-556-2139
Darryl	218-434-0875
Rocky	218-766-1122
Matt	218-766-6224

In-House Emergency Supplies

Fire extinguishers – 1 near the side door, 1 near the Library Mechanical Room door

First Aid Kit – 1 in the Circulation Desk Drawer

Flashlights

Heavy-duty extension cord: Library Storage Room

Ladder: Library Mechanical Room

Mops, pails, broom: Library Mechanical Room

Plastic Trash Bags: Library Mechanical Room

Boxes: Library Mechanical Room

Fans: Library Mechanical Room

Additional supplies that may be needed for emergencies

Bags

Batteries

Disposable gloves

Drinking water

Waterproof tarps

Weights (bricks)

Cut-off Switches and Valves

Cut-off switches and valves – **Contact Public Works for shut-offs**

Electric – in mechanical room

Water – sinks & toilets have individual valves near their bases

Off-Site Emergency Supplies or Services

Fans

Hometown Hardware
804 Main Ave
Baudette
634-3366

True Value Hardware
106 Main Ave N
Baudette
634-2868

Carpet Cleaning

Kevin Pieper
434-0364

Library Water Damage Specialists

218-261-1487

Polygon (Burnsville) 1-800-422-637

Priority Lists

#1 – Salvage at all costs, barring unsafe conditions

#2 – Salvage it time permits

#3 – Salvage as part of general clean-up

Priority #1 items (and location)

Personnel records, Library Board minutes (Director's desk, blue file folder)

Priority #2 items (and location)

Northern Light Region back issues (Storage Room)

Priority #3 items (and location)

Other materials can be salvaged if it is time/cost-effective or replaced. Give preference to Reference Collection materials, Oversized books, and then all other hardback books. Water-damaged audio books and DVDs should be discarded and replaced. Paperback books are the last priority items.

Other Pertinent Library Disaster Notes

- The Mayor is the designated City spokesperson to the public and media.
- Do not enter the building until a city emergency or civil defense inspector has declared it to be safe.
- The insurance company should be notified at the earliest possible moment.
- When it is safe to enter the building, assess and document the damage (use video or photographs with accompanying written or verbal notes). **DO NOT TOUCH ANYTHING UNTIL THE INSURER HAS GIVEN THE OK** to avoid jeopardizing the future insurance settlement.
- In the case of water damage, mold is the biggest threat. **Immediately** lower the building's temperature; mold will begin to grow within 48 hours in temperatures over 70 degrees. Pump out standing water and run fans and dehumidifiers. Remove items you wish to salvage and have them freeze-dried as soon as the insurer gives the OK.

APPENDED: LIBRARY INVENTORY

APPENDED: PROCEDURES FOR WATER-DAMAGED MATERIALS (books)