

## Disaster and Recovery Policy

### **Fire:**

If the fire is small enough to be easily and immediately contained, use one of the fire extinguishers in your immediate area. If the fire cannot be easily contained, call **911**. The staff will calmly and immediately evacuate themselves and patrons from the building.

### **Storm Damage, Flooding or Water Damage:**

Determine if professionals need to be called in for help, such as emergency personnel, plumbers, electricians, etc. **DO NOT ENTER AN AREA THAT IS FLOODED UNTIL POWER COMPANY TECHNICIANS OR PROPER CITY AUTHORITIES HAVE DISCONNECTED THE ELECTRICITY.** After advising the Library Director and City Manager of the situation and any danger to life has passed and building has been declared safe, the Library Director and staff will implement cleanup measures in order to salvage library materials unless there is a physical hazard to safety.

### **Vandalism:**

Do not touch anything until directed to do by authorities. Call the Police. After advising the Library Director and City Manager, visually scan area and document what you can see.

### **Bomb or Terrorism Threat:**

**IMMEDIATELY EVACUATE THE BUILDING, THEN CALL 911.** Notify the Library Director and City Manager.

### **Materials and Collection Recovery:**

In the event of a local disaster or damage to the building and/or materials of the library, The Iowa Museums, Archives, and Libraries Emergency Response Team (IMALERT) will be contacted immediately.

#### **IMALERT Hotline: 319-384-3673**

“The IMALERT hotline will connect staff with the information and expertise needed to respond to, and recover from any level of incident from a leaking pipe to a major flood. IMALERT will coordinate with first responders, state and local agencies, and vendors to provide disaster assistance to the institution and the collections.”

Information is provided by IMALERT, an initiative of the Iowa Conservation and Preservation Consortium (ICPC), July 2016

Approved by the Board of Trustees – 03/06/2017