

The Hunt Library Disaster Plan

Revised July 11, 2011

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Introduction

Departmental disaster preparedness is an integral part of the University's emergency procedures. The library's Disaster Plan will focus primarily on incidents that could result in damage to library resources such as electronic data and collections as well as interruptions in vital library services to patrons. A disaster can either be natural or manmade. Some events such as a bomb threat, fire, explosion, or hazardous chemical leak will result in the need for immediate evacuation. Other events such as severe thunderstorm warnings or tornado warnings will necessitate an immediate move to designated safe rooms within the library. There are other events such as a hurricane warning which offer some time for preparations to minimize damage and maximize the survival of library equipment, collections, and materials.

General Information

- University officials declare impending disasters.
- The Building Coordinator or an appointee, who may be the Library Director, an Associate Director, or a Building Liaison, will alert the building's occupants.
- Associate Directors, in order of responsibility for the building (Kathleen Citro, Melanie West, Suzanne Sprague, Jane Deighan), are prepared to act on the Library Director's behalf.
- The University Facilities Management Department will secure the front entrance to the library if necessary.

Copies of the disaster plan can be found in these locations

- Library Director's office
- Associate Directors' offices
- Circulation Desk
- Reference Desk
- Blackboard
- Hunt Library Information Wiki
- Hunt Library website

Priorities

1. Safety of library staff and patrons.
2. Continuous back-up of vital records data.
3. Protection of unique and irreplaceable materials.
4. Protection of library stand-alone stations and scanning equipment.

Impending Disasters Rendering the Hunt Library Unsafe and Warranting Immediate Evacuation

- Fire
- Bomb Threat
- Explosion
- Hazardous Chemical Leak

Once the library receives a warning either from a building alarm, directly from Campus Safety & Security, the Automated Code Red notification system, or another confirmed, credible source, occupants of the building will take the following actions:

Circulation Staff

1. Make an announcement over the library PA system requesting that patrons and staff leave the building through the nearest safe exit and move a safe distance away from the building (at least 200 feet).
2. Call Campus Safety & Security (386-226-7233) to explain the situation and/or give an update of action taken.
3. Perform a head count of library staff at the designated meeting place (Student Center Information area).

Library Staff

1. Assist in ushering patrons out of the library while departing the premises themselves.
2. Gather at the Student Center Information area where a library building liaison will perform a headcount.

Impending Disasters Warranting an Immediate Move to Library Safe Areas

- Tornado Warning
- Severe Thunderstorm Warning
- Report of Active Shooter on Campus
- Report of Terrorist Activity in the Vicinity

Once the library receives a warning either directly from Campus Safety & Security, the Automated Code Red notification system, or another confirmed, credible source, occupants of the building will take the actions listed below.

Subsequent to receiving a warning, the Building Liaison on duty at Circulation will become the Coordinator for further action. Other building liaisons, designated emergency monitors, and Circulation student assistants will provide assistance.

Building Liaison/Coordinator

1. Makes an announcement over the PA system requesting that all patrons move from the upper floors to the first floor where designated safe rooms have been identified.

2. Assigns responding Circulation Staff and student assistants to emergency tasks such as locking exterior doors (in a shooter or terrorist scenario), sweeping upper floors, assisting to usher patrons to safe areas, etc.
3. Proceeds to his/her designated safe area.
4. Calls each safe area to determine which library staff is present and to obtain an approximate patron count.
5. Calls Campus Safety & Security (386-226-7233) to explain the situation and/or give an update on patron/staff counts as well as action taken.

Circulation Staff

1. Assist Building Liaison/Coordinator with completing necessary emergency tasks.
2. Proceed to designated safe area.
3. Obtain information on safe area staff present and an approximate patron count.
4. Report count information and status of safe area when coordinator calls.

Emergency Monitors

1. Assist patrons to safe areas.
2. Assist with staff and patron counts.
3. Lock door to safe area (in a shooter or terrorist scenario).
4. Monitor entrance doors for late arrivals.

Circulation Student Assistants

1. Assist patrons to safe areas.
2. Assist Emergency Monitors, Circulation Staff, and Building Liaisons.

Impending Disasters Allowing Preparation Time

- Hurricane

Hurricane Advisory Preparations

Library Director

- Meet with staff and review the disaster/recovery plan and expectations in the event that the storm maintains its course toward the Daytona Beach area.

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Library Director, Associate Directors, Staff Members

- Review the plan for staff members to contact each other in the event there is a loss of normal communications. Document who will contact whom and keep the list with copies of this disaster plan.

Hurricane Watch Preparations

Library Director

- Verify that Facilities Management will secure the front of the library.

Individual Staff Members

- Secure or remove all personal items of importance.

Acquisitions/Serials Staff

- Organize items for possible relocation to off-site storage.
- Items to be sent-off site include file folders, open Purchase Orders, open orders, personal files, unapproved material requests, approved requests, on-order slips, computer backups (jump drives, CDs, etc.), and bills/renewals.

Processing/Cataloging Staff

- Finish repair projects and bring materials to Circulation to be re-shelved.
- Bring the new book truck from the Reference desk to Processing.

Interlibrary Loan Staff

- Clear and secure offices.

Circulation Staff

- Shelf all materials.
- Close Special Collection shelving.

Reference Staff

- Assist other departments as needed.

Media Staff

- Secure equipment housed in Media Services.
- Put a copy of the inventory with the master files in media.

Electronic Library Services Staff

- Confirm the procedures for protecting computer equipment with Information Technology (IT).
- Assist other departments as needed.
- Verify that IT will back up and secure the website and other relevant servers.

Hurricane Warning Preparations

The library will be closed to the public. Available staff will focus on:

1. Securing Special Collection and selected irreplaceable reference materials (in portable bins).
2. Securing electronic files.
3. Securing office files.

Individual Staff Members

- Clear desk top and work areas completely of paper and other articles (tape around drawers if asked); make sure auxiliary areas such as tops of bookcases, shelves, file cabinets are likewise cleared.
- Place files, supplies, and other loose items into cabinets (tape around the drawers if directed).
- Unplug all electrical equipment from power sources.
- Place all valuable supplies and equipment on surfaces at least 24 inches (if possible) from the floor to minimize flood damage.

Electronic Library Services Staff

1. Consult with IT regarding procedures.
2. Unplug public computers.
3. Assist other departments with following IT recommendations.
4. Move laptop computers and other portable equipment to interior locations or assign to staff members.
5. Move stand-alone computers and DVD tower to a secure interior location.

Reference Department Staff

1. Secure selected reference materials in storage bins.

Media Staff

1. Secure essential equipment (TVs, VCRs, cameras, etc.) in the Media storage closet, cover and secure.
2. Secure copy of the master inventory and move another copy offsite.
3. Box up the pre-selected media items in storage bins.

Disasters Rendering the Library Building Structurally Unsound Leaving Other Buildings on Campus Available

If University Administration, in consultation with the library management team, determines that it is possible to offer research services in other buildings on the ERAU campus, library personnel may be required to work from other buildings.

Several hundred items in the library's collection have been designated as rare, unique, or irreplaceable. Depending on the disaster event, many of these items have been placed in plastic storage bins to keep in the library or to move to another location where they may be accessed by library staff.

Disasters Rendering the Library Building and Other Suitable ERAU Buildings Structurally Unsound

Embry-Riddle has a "memorandum of understanding" with four colleges and universities in the area. Each member agrees to assist the others in the event of an emergency situation or

disaster that renders their buildings unusable. ERAU administration will determine if assistance from the consortium will be requested. The members of the Volusia-Flagler Higher Education Consortium are:

- Bethune-Cookman University
- Daytona State College
- Stetson University
- The University of Central Florida
- Embry-Riddle Aeronautical University

Post Disaster Communications

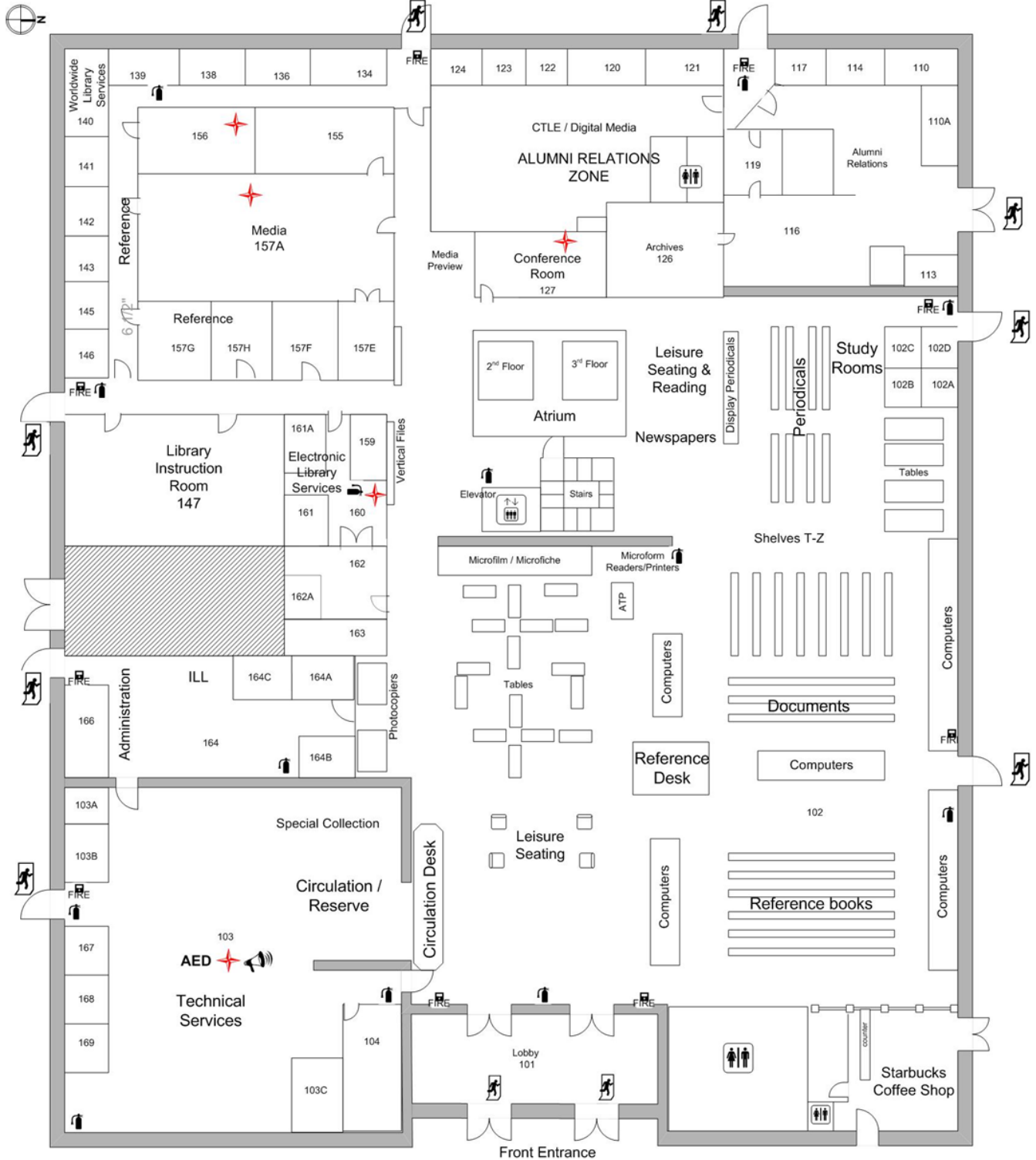
No one is allowed to return to campus until university administration determines it is safe to do so. No one on the library staff should return to work until a member of the library's Management Team contacts them to let them know it is safe to return to work and to tell them when and where to report. The Library Director will initiate the telephone notification process as soon as decisions concerning personnel returning to work are made by university officials.

Post Disaster Recovery

1. The Director, Associate Directors, and other qualified staff will assess damage to the collection as soon as access to the building is permitted.
2. The priority lists for protection will be used as guidelines for salvage operations.
3. If there is water intrusion, it is essential to cool the interior of the building to 50 degrees as soon as possible or minimally, provide fans to circulate air throughout the collection.
4. The Director and Associate Directors will then make final determinations regarding the methods to be used in salvage.

Appendix I – Emergency Telephone Numbers

Daytona Beach Fire Department	386-671-4000 or 911
Daytona Beach Police Department	386-671-5100 or 911
Embry-Riddle Campus Safety	386-226-6480 or 6-7233
Library Director – Bldg. Coordinator	386-226-6593



- FIRE EXTINGUISHER
- FIRE ALARM
- AED AUTOMATED EXTERNAL DEFIBRILLATOR
- BULL HORN
- NOAA WEATHER ALERT, 2-WAY RADIO, FIRST AID KIT
- EMERGENCY EXIT

Appendix III – Description of Library Collections, Equipment and Facilities

The library's collections support all of the courses offered at the university, including general education, and are especially strong in Embry-Riddle Aeronautical University's specialized programs.

Appendix IV – Library Collection Priorities

Priority 1: Items which are very sensitive to water damage.

- Special Collection

Priority 2: Irreplaceable material and material needed to operate the library.

- Reference Collection
- Microform Collection
- Periodicals Collection

Priority 3: Material needed to maintain the integrity of the collection.

- LC Classification in general collection: H, Q, T, U, V
- Reserve Collection
- Hold Shelf

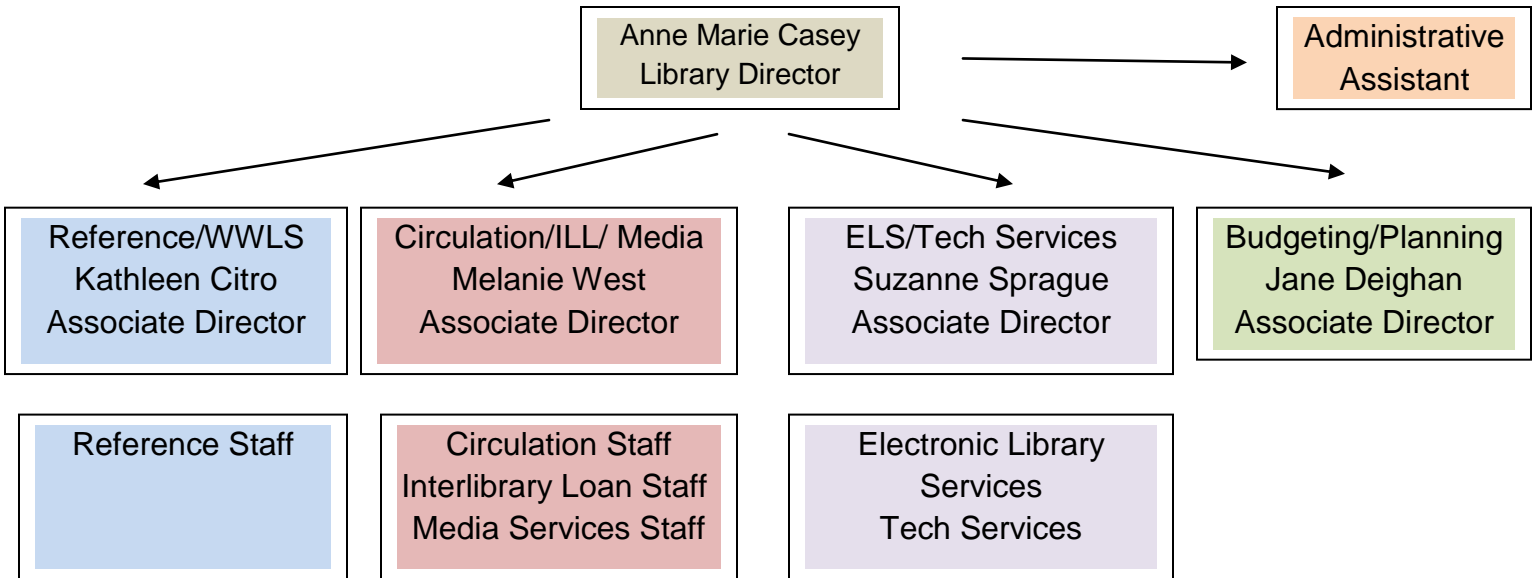
Priority 4: Material that is useful, but not critical.

- LC Classification A – G; J – P; S; Z
- Vertical File Collection

Appendix V – Disaster Recovery Firms

Approximately 10 companies have been identified that could either provide restoration equipment or comprehensive on-site recovery services depending on the severity of damage to library collections.

Appendix VI – Library Organization – The chart below illustrates the library’s order of succession from Director to Associate Directors to department staff.



Appendix VII – Library Building Contact List

A detailed, up-to-date contact list with personal phone numbers and personal email information has been compiled and is available in the Hunt Library Wiki. This information enables vital communication subsequent to a disaster. Communication of information would also take place through sources listed in appendix IX.

Appendix VIII– University Hurricane Notification Procedures

Hurricane Emergency Notification Procedures

The hurricane season officially begins June 1st and continues through November 30th. In the event of a weather-related emergency or potential emergency, advisories will be provided for the campus community via the university website, the Daytona Beach Campus website, the Daytona Beach Campus Emergency Management website, ERNIE, email, voicemail, and the university emergency hotline. All of these sources of information will be updated as often as necessary with information on class cancellations, office closings, evacuations, resumption of normal operations, and so on.

The university will also provide campus closing information and other relevant details to the local news media, including television stations, the Daytona Beach *News-Journal* and the *Orlando Sentinel*, and radio stations, especially those in the Black Crow Broadcasting group: WNDB, 1150 AM; WKRO, 93.1 FM; WHOG, 95.7 FM; and WVYB, 103.3 FM. The Black Crow radio stations serve as official emergency public information stations for Volusia County.

Appendix IX– Accessing Embry-Riddle advisories

Embry-Riddle Website: Click the Emergency and Hurricane Notification Information button on the university homepage at <http://www.erau.edu>.

Daytona Beach Campus Website: Click the Emergency and Hurricane Notification Information button at <http://www.erau.edu/db/>.

Daytona Beach Campus Emergency Management Website:
http://www.erau.edu/db/safety/emergency_manag_db.html.

ERNIE: Go to <http://ernie.erau.edu> and log in. A message will be at the top of the page.

Embry-Riddle Email: The subject line will reflect the degree of urgency. **Employees:** to check your email remotely, log into ERNIE at <http://ernie.erau.edu>, go to the “ERAU Tools” section, and click on the “Email (OWA)” icon. **Students:** to check your email remotely, log into ERNIE, go to the “ERAU Tools” section, and click on “Webmail.”

Embry-Riddle Voicemail (Daytona Beach): To retrieve your voicemail messages from off-campus, call the voicemail system at (386) 226-2700 from any phone. After you are asked whether you have a mailbox on the system, press the pound key (#). Then enter your mailbox number (your seven-digit phone number) and your password. A message will be waiting for you. On campus, dial extension 62700 and enter your password to hear the message. Please remember that broadcast messages do not activate the message-waiting indicator. If the voicemail system on your phone has not been set up, please do so by contacting the IT Support Center at (386) 226-6990.

Embry-Riddle Voicemail (Worldwide Headquarters): To retrieve messages from off-campus, call your own phone number and press ** after the greeting. Enter your mailbox number and password when prompted.

University Emergency Hotline: If an emergency arises, updated information can be accessed by calling (866) 799-3728 (799-ERAU). When no emergency exists, the hotline contains information and contact numbers for the two residential campuses and the Worldwide Campus.

From Mary Van Buren, Assistant Director, Communications/Marketing Office, ERAU.