



MORRISON-TALBOTT LIBRARY
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Morrison-Talbott Library

Disaster Plan

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Purpose and Scope

Disasters come in many forms and many sizes. It is not possible to be fully prepared for every disaster. This plan is designed to give the staff at the Morrison-Talbott Library the tools to handle emergencies in a calm, efficient manner providing the best outcome for the patrons and staff at the library and salvaging the collection and facilities of the library.

The size and scope of a disaster will greatly impact the library's response to the disaster. If the disaster is confined to the library, local resources will be utilized to begin recovery from such disaster. If the disaster extends to the entire City or County, the library will coordinate any emergency management and/or disaster recovery efforts with the City's Director of Emergency Management and the County Emergency Management Coordinator.

The objectives of this disaster plan are to: ensure the safety of patrons and staff; minimize loss and exposure; reduce disruption to normal operations; and, ensure an orderly recovery through planning and preparation.

Prevention

An essential element to the effective and efficient provision of library service is preparedness, which includes prevention or the routine activities that may help reduce the likelihood of a disaster taking place.

The Building and Maintenance Committee of the Library Board of Trustees shall conduct a biannual inspection of the full facility to identify current issues and plan for future projects.

The Library Director will conduct routine inspections of the facility. Spraying for insects is done on a quarterly basis. The full mechanical system is inspected and maintained bi-annually. The elevator is serviced quarterly and inspected annually. Issues such as plumbing, electrical, mechanical are addressed and repaired immediately. All aisles and work areas are kept free of excess materials and trash. Machinery is kept unplugged when not in use. Rules regarding food, beverages, smoking and unauthorized access are posted and strictly enforced. Security checks are made at closing time nightly to ensure all exits and windows are secured, all equipment is turned off, no food or cigarettes are present and no unauthorized individuals remain in the building.

Routine inspection to identify potential problems that may cause a disaster shall include the following actions:

- Check for overloaded electrical outlets
- Check for exposed or faulty wiring
- Check water pipes and plumbing for leaks
- Check for storage of flammable items
- Ensure the existence of current maps of the library (website, print)
- Conduct regular inventory of the library collection
- Mark the location of heating, electrical, water, sewer and telephone mains
- Ensure routine maintenance of mechanical system
- Ensure annual inspection of fire extinguishers
- Maintain off-site database of library collection (Polaris)
- Keep areas free of excess materials and trash
- Ensure facility is inspected and sprayed regularly for pests

Staff members must be familiar with the layout of the building. The emergency plan will be reviewed annually by all staff, including: location of all fire extinguishers and how to operate them; location of fire exits and escape routes; evacuation procedures to follow.

Daily procedures:

- Ensure all windows and doors are locked at closing.
- Make sure no pipes, faucets, toilets or mechanical units are leaking.

Check for signs of structural damage.
Unplug electrical equipment not in use (laminator, light table, etc..).
Check for burning materials in trash cans indoor and out.
Check for unauthorized individuals at closing.

Periodic procedures:

Disaster manual is reviewed and updated.
Emergency numbers are posted by each phone.
Annual inspection by Waterloo Fire Department.
Annual inspection of fire extinguishers by Albers Fire Protection.
NOAA weather radio functional.
Batteries replaced in flashlights.
Fire and security alarms checked annually by Secure One Self.
Backup each workstation.

Implementation and Continuation

The Morrison-Talbott Library Board of Trustees is committed to providing continued service to the community in the event of a disaster. During the recovery from a disaster, library services will resume as soon as safely possible.

In the event of emergency situations, the Library Director or Designee (senior staff on duty) is responsible for coordinating the emergency response, including the following actions: alerting staff and patrons; collecting necessary materials; moving individuals to the designated gathering point; and, coordinating the flow of people and information.

The Morrison-Talbott Library Board of Trustees President will be the designated spokesperson when dealing with the media. The Board President may delegate this responsibility as he deems appropriate.

Emergency Procedures

The following sections provide a summary of some of the emergency situations that the Morrison-Talbott Library might face during business hours. The material is intended to assist the staff member as an individual in understanding what to expect and how to respond initially.

IN CASE OF EMERGENCY CALL 911.

First Aid Kits

Bandaging materials are located in the staff kitchenette, along with a bloodborne pathogen kit. A large emergency-response first aid kit is located on the lower level in the kitchenette.

First Aid for Health Emergencies

Staff members should exercise extreme caution when administering first aid of even a minor nature because of the safety of the injured individual and the liability of the staff member. Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from unneeded disturbance until medical professionals can arrive. Since each case is unique, staff members should use their judgment to do what is prudent and reasonable. *No medication, including aspirin or NSAIDS, should ever be dispensed to a patron by a library staff member.*

If a staff member, visitor, student, or volunteer is ill or injured:

1. The Waterloo Fire Department and Monroe County EMS should be called at 9-1-1 immediately in the event of any problem.
2. The Library Director should be notified immediately. (Jamie Wratchford, cell 618-541-2217), or the senior-ranking staff on duty in case of the Director's absence.
3. Library Director or Designee will determine if first aid or additional treatment is necessary, such as paramedics, ambulance, etc.
4. Provide necessary first aid to stabilize injured person until medical personnel arrive.
5. Do not attempt to move a person who has fallen and appears to be in pain.
6. Avoid unnecessary conversation with, or about, the ill or injured person. You might increase the person's distress or fear, and thereby contribute to medical shock. Limit your communication to quiet reassurances.
7. After the person's needs have been taken care of, and the incident is concluded, remain on-site to assist with pertinent information for the injury report.
8. Under no circumstances should an employee discuss any insurance information with members of the public, or the possible cause of the accident or any conditions which may have contributed to the cause.

Serious Medical Emergencies

When an employee, visitor, student, or volunteer observes a visitor who appears to be ill or injured:

1. Call 9-1-1 immediately and meet emergency personnel at the door. Indicate the problem and our location (215 Park Street, Waterloo)
2. Notify the Library Director or designee immediately.
3. Look for a "Medic Alert" tag possibly located around the arm, neck or in wallet.
4. Do not attempt to move the visitor.
5. Do not dispense medication; only keep the patron comfortable.

Power Outage

If a power outage occurs:

1. Remain calm.
2. Assist visitors and staff in your immediate area.
3. In public areas: Attendants will move through all public spaces with flashlights, escorting visitors to safety. Library Staff will secure all areas from vandalism, intrusion and fire.
4. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
5. If you are in an elevator, stay calm. Use the emergency phone located in door panel under elevator buttons. Dial 9-1-1.
6. Stand by for instructions from Library Director or Designee. If instructed to evacuate, proceed to the appropriate assembly area.
7. Persons exiting from the north (alley) entrance or south (street or main) entrance should proceed to the corner of Library and Park Streets on the southwest side of Col. Morrison's home. (See Map)
8. Persons exiting from the east (large parking lot side) entrances should proceed to the far (southeast) corner of the east parking lot. (See Map)

Water Damage

Serious water damage occurs from a number of sources: burst pipes, clogged drains, broken skylights of window, or construction oversights.

Proper water damage restoration is imperative in this era of environmental health. The primary concern is controlling and terminating the growth of bacteria, mold and mildew. Signs of microbial growth include:

- Musty, stuffy odors
- Black/gray patches along the bottom of walls
- Deterioration of backing on carpeting

If a water leak occurs:

1. Remain Calm.
2. Notify Library Director or Designee IMMEDIATELY. Advise the Library Director or Designee of the exact location and severity of the leak. Indicate whether any part of the collection is involved, or is in imminent danger. Library Director or Designee will notify the appropriate people.
3. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area. Do not step into standing water.
4. If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off water, etc.), do so cautiously.
5. Be prepared to assist when asked to do so by the Library Director or Designee in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage: Cover large objects with plastic sheeting; carefully move small or light objects out of the emergency area.
6. Priority List:
 - A. Local history/genealogy (located on lower level).
 - B. Library board records (located in bottom of locked display cabinets).
 - C. Everything else can be salvaged as part of clean up.

Explosion

Chemical accidents, leaking gas, faulty boilers or even motor vehicles could all be the cause of life-endangering explosions.

1. Remain calm.
2. Be prepared for possible further explosions.
3. Crawl under a table or desk.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.
5. Be guided by the Library Director or Designee. If evacuation is ordered, proceed to the appropriate assembly area (see map).
6. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
7. Open doors carefully. Watch for falling objects.
8. Do not use elevators.
9. Do not use matches or lighters.
10. Avoid using telephones.
11. Do not spread rumors.

Be prepared for fire or power failure to follow explosions.

Fire

If a fire occurs in your area:

1. Remain calm.
2. Notify Library Director or Designee IMMEDIATELY.
3. If you call the Fire Department at 9-1-1 yourself, notify Library Director or Designee if practical.
4. If the fire is small, you may attempt to put it out with a fire extinguisher if you have been properly trained. Do not jeopardize your personal safety.
5. Never allow the fire to come between you and the exit.
6. Disconnect electrical equipment that is on fire if it is safe to do so. Pull the plug or throw the circuit breaker.
7. Notify Library Director or Designee of the location and extent of the fire, if possible.
8. Evacuate your area if you are unable to put out the fire. Close doors behind you to confine the fire. Proceed to the appropriate assembly area (see map).
9. Do not break window. Oxygen feeds a fire.
10. Do not open doors. Before opening any door, touch it near the top. If the door is hot or if smoke is visible, do not open the door.
11. Do not use elevators.
12. Do not attempt to save possessions at the risk of personal injury.
13. Do not return to the emergency area until instructed to do so by the Library Director or Designee.
14. All fires, no matter how small, must be reported to Library Director.

Telephone or Bomb Threats

It is possible, although unlikely, that any staff member might someday receive a threatening telephone call or letter, or might receive a suspicious parcel or discover a suspicious object somewhere on the premises.

If a telephone or bomb threat occurs:

1. Remain calm.
2. Keep the caller on the line as long as possible.
3. Ask the caller to repeat the message and try to write down every word spoken by the caller.
4. While on the phone, try to get the attention of another staff member so they can call 9-1-1.
5. Evacuate the building and proceed to the designated assembly area (see map).
5. Refrain from using cell phones.
6. Do not re-enter the building until an "all clear" is received from the Fire Department.

Written Threat, Suspicious Parcel or Object

If you receive a written threat or suspicious parcel, or if you find a suspicious object anywhere on the premises:

1. Keep anyone from handling it or going near it.
2. Immediately notify the police by calling 9-1-1.
3. Notify Library Director or Designee IMMEDIATELY.
4. Once safe, promptly write down everything you can remember about receiving the letter or parcel, or finding the object. This information will be needed by police interviewers.
5. Remain calm. Do Not discuss the threat with other staff members.
6. If evacuation is ordered, proceed to the appropriate assembly area (see map).

Chemical Spill

If a chemical spill occurs:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. Use chemical showers if available.
2. Notify Library Director or Designee IMMEDIATELY.
3. Notify Library Director or Designee of the extent and location of the spill, if possible.
4. If there is any possible danger, evacuate your area.

Chemical Fire

If a chemical fire occurs:

1. Remain calm.
2. Notify Library Director or Designee IMMEDIATELY.
3. If you call The Fire Department yourself, notify Library Director or Designee if practical.
4. If the fire is small, you may attempt to put it out with a fire extinguisher if you have been properly trained. Do not jeopardize your personal safety.
5. Never allow the fire to come between you and the exit.
6. Notify Library Director or Designee of the location and extent of the fire, if possible.
7. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Proceed to the appropriate assembly area (see map).
8. Do not break windows. Oxygen feeds a fire.
9. Do not attempt to save possessions at the risk of personal injury.
10. Do not return to the emergency area until instructed to do so by the Library Director or Designee.

Earthquake

Most injuries and casualties during an earthquake are caused by falling objects and debris. During an earthquake, the earth moves and sways, which causes shocks that damage or destroy buildings.

A shaking motion may be an initial indicator of an earthquake. Objects may sway, wobble or jingle. A strong earthquake may produce a violent jolt or sonic boom. You may hear a sound similar to thunder. The shaking may become greatly amplified and it may become difficult to walk or move from your location.

If you experience those first warning signs, be prepared to take immediate protective measures to ensure the safety of yourself and the patrons.

Potential earthquake hazards include:

- Glass (windows, display cases or doors can shatter)
- Storage (anything located above your head can fall)
- Shelving (can topple over)
- Cabinets (can fly open with contents thrown out violently)
- Furniture not affixed (can be thrown about)
- Light fixtures (can fall)
- Water/gas pipes (can rupture)
- Wall-mounted objects (can come loose and fall or be thrown about)
- Noise levels may become very high

During an earthquake:

1. Announce loudly, "Drop to the floor and cover your head! Face away from windows, stay under shelter until the shaking stops."
2. Patrons who are able should crawl under desks or tables, place heads between knees and cover head with arms. Toddlers should be covered by adults. Patrons in open areas should move to an interior wall, crouch down and cover their heads.

After an earthquake:

1. Everyone should remain in place until damage is assessed; evacuate if safe to do so or there is an imminent threat to the safety of staff and patrons (fire, pipes, collapse).
2. Notify Library Director or Designee.
3. Structural damage should be assessed, if safe to do so.

4. Small fires should be extinguished if safe to do so; if not, evacuate.
5. Gas, water and electrical service should be cut off at the mains. (215 Park Street no longer has any gas service as of 2021; 219 Park Street (Col. Morrison Home) does have gas service.)
6. Make sure all staff and patrons are accounted for.
7. Be aware that after-shocks may occur.
8. A NOAA weather radio is located in the staff kitchenette; this should be turned on to listen for important updates.
9. It may be necessary for the library building to be self-sufficient for an amount of time dependent upon damage to surrounding such as roadway damage, downed power lines, lack of power, etc.

Tornado

Illinois is located at the northeastern edge of the nation's "tornado alley." In 2021, Illinois ranked #4 out of the 50 states, with 80 tornados (Insurance Information Institute). A tornado's funnel-shaped cloud can carry rotary winds exceeding 300 mph. Tornados are usually accompanied by hail, severe thunderstorms and deadly lightning.

A tornado **WATCH** simply means conditions are favorable. This is an early warning sign and means you should be prepared to find shelter.

1. Monitor the NOAA weather radio located in the staff kitchenette for updates.
2. Prepare to move to a sheltered area.

A tornado **WARNING** means that a tornado has actually been sighted. If a WARNING occurs:

1. Announce to the entire library that a tornado warning has been issued.
2. Stay away from windows and doors.
3. Staff should grab the emergency kit and the NOAA radio (if time allows), then head to the emergency shelters (restrooms on lower level).
4. If time allows, staff should lock the cash drawers before heading to basement. Public doors should NOT be locked. Patrons must be allowed to exit the building if they so choose.
5. If there is no time to reach a shelter in the basement, patrons and staff should get under desks or tables.
6. Once the danger has passed and an "all clear" has been issued, account for everyone and assess damage.

Workplace Violence or Active Shooter

According to the Federal Bureau of Investigation (FBI), there were 61 active shooter acts of workplace violence in 2021, a 96.8% increase from 2017. An active shooter is an individual actively engaged in killing or attempting to kill people in a confined space.

Characteristics of an active shooter situation:

Victims can be selected at random or, if workplace violence, can be targeted.
 The event is unpredictable and evolves quickly.
 Law enforcement usually ends an active shooter situation.

There are (2) panic buttons located on the circulation desk. Familiarize yourself with their location prior to an emergency. Pressing this panic button will immediately and silently alert the police to dispatch.

If you feel threatened by a patron or fear violence in the library:

1. Do not take the situation lightly; notify the Director immediately.
2. If you are able to remove yourself from the area discretely, do so.
3. Press silent panic button (immediate dispatch of police).
3. Call 9-1-1 if it is safe to do so and the threat is imminent.
4. If you are unable to call 9-1-1, convey the urgency to do so to a fellow staff member using the code words, "I forgot to call Fred" or "Call Fred."

In an active shooter situation, do one of the following:

RUN

Have an escape route and plan in mind.
 Leave your belongings.
 Keep your hands visible.
 Your own safety is your priority.
 Call 9-1-1 when it is safe to do so.
 Press silent panic button if able.

HIDE

Hide in an area out of the shooter's view.
 The door to the staff kitchenette locks from the inside; the windows open for escape.
 Silence your cell phone if you cannot exit the building; make no sounds.

Call 9-1-1 if safe to do so.
Press silent panic button if able.

FIGHT

As a last resort, attempt to incapacitate the shooter.
Act with physical aggression and throw items at the shooter.
Call 9-1-1 when it is safe to do so.
Press silent panic button if able.

When law enforcement arrives:

1. Remain calm and follow their instructions.
2. Put down any items in your hands (purse, sweater, jacket).
3. Raise your hands and spread fingers.
4. Keep your hands visible at all times.
5. Avoid quick movements toward officers.
6. Avoid pointing, screaming or yelling.

Information to provide to law enforcement of 9-1-1 dispatcher:

Location of active shooter
Number of shooters
Physical description or identity, if known
Number and types of weapons held by shooters
Number of potential victims

Evacuation

Each staff person, student and volunteer should know at least two ways out of the building from your regular workspace, and practice using those exits.

Exit signs and exits are located at the following locations:

- Patron entrance/exit
- Staff entrance/exit
- Emergency stairwell near study room, off the east (large) parking lot
- Emergency stairwell in the northwest vestibule, off the alley
- Emergency exit in children's room

From the lower level, exit signs are located at:

- Emergency stairwell located near the elevator, across from equipment room
- Emergency stairwell located near the maker space

Exit from the lower level can also be made using the main interior stairs; elevators should not be used.

When you are told to evacuate the building:

1. Remain calm.
2. Immediately shut down all machines and equipment, if time allows.
3. Leave quickly.
4. Library Staff shall be responsible for insuring that all patrons and other personnel evacuate the area. In addition, every employee should check that all others in that workspace are leaving as instructed.
5. As you exit, quickly check nearby restrooms, meeting rooms, closets, etc.
6. Accompany and assist disabled personnel, visitors and any co-worker who appears to need calm direction or assistance.
7. Take with you: your car keys, purse and /or briefcase. Do not attempt to take large or heavy objects.
8. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke and water.

9. Do not use elevators, but proceed as quickly as possible in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
10. Once out of the building, move away from the structure.
11. Go to the appropriate assembly area.
12. Meet with other staff members and remain in the assembly area. Wait for further instructions. All patrons and staff should be at least 100 feet from the building after exiting.

Lost Child

In the event of a lost child:

1. Library Director or Designee will meet with reporting party and take detailed information.
2. Relay known description to all staff.
3. Dispatch staff to cover all public entries/exits.
4. Initiate search to cover all public areas, storage areas, restrooms, and service areas.

When notification includes any information about attempted or suspected abduction, facility should consider:

1. Immediate lockdown.
2. Notification of law enforcement.
3. Staff dispatched to exits, parking areas, vehicle exits.
4. Escort reporting party to secure location for further investigation.

Most incidents of lost children turn out to be nothing more than the temporary separation of parents and the child. However, the incidence of stranger abductions has considerably increased, and it is a duty of each public institution to provide a safe environment for visitors, especially minor children. The institution should publish notices to all visitors that children under 8 years of age **MUST** be accompanied by an adult, and that incidents of lost or separated children should be reported to a staff member without delay.

Persons responsible for escorting groups of children, to include schools, church groups, day camps and others should be provided with a detailed list of instructions to include locations of emergency phones or other methods of reporting problems. Children should be advised to stay with their respective groups at all times. Staff **MUST** include public restrooms in their patrol routes, especially when children are present. Where children's reading rooms, petting zoos, special children's exhibits, or similar facilities for children are present, all staff should be instructed to report any suspicious person or activity. Children found wondering without parental or adult supervision should be taken to a reception area until a responsible adult is located.

Plan Maintenance

The Morrison-Talbott Library Disaster Plan is a living document. This plan provides the basis for ongoing training and preparedness in the event of a disaster.

Annually, staff will be given clear instruction of their responsibilities for basic response actions during ongoing workshops to prepare staff for emergencies. New staff members will review this Disaster Plan as part of their new employee orientation.

Exercises shall be conducted annually to help review, revise, and update the plan. "Table top" exercises shall be used to test and refine procedures. A group of staff members will be guided through a realistic disaster scenario by a facilitator to provide a hands-on use of the disaster preparedness plan to test it for planning weaknesses, resource gaps, roles and responsibilities clarification, improved individual performance and confidence and building the emergency management team.

A successful drill includes top-level support and involvement, good exercise design team and leader, positive learning plan and clear objectives, realistic scenario, thorough preparation and attention to detail, clear introduction and instructions at the start of the exercise, chance for participants to comment during the critique, and follow-up on what went well plus actions to improve plans, procedures, facilities, etc.

The Morrison-Talbott Library is insured by the Illinois Municipal League Risk Management Association through the City of Waterloo. The library shall review its coverage through this agreement annually as part of its Disaster Plan.

The Morrison-Talbott Library maintains funds at local banks, which could be access in the event of an emergency. Copies of the Disaster Plan provided to the Board President and the Director, for off-site keeping, shall include access information.

The Library also holds a major credit card which could be accessed in the event of an emergency.

Copies of the plan will be kept in the following locations:

In-House:

As part of Policy Manual on Director's desk
 As part of Policy Manual at Circulation Desk
 Electronic copy – on Director's hard drive

Electronic copy – on Shared Drive

Off-site: Director's Home
 Board President's Home
 Electronic copy – on Director's Flash Drive

The plan will be reviewed annually, and more frequently as personnel changes, new collections are acquired, building changes are made, and new equipment is installed. After each revision, all old plans shall be collected, destroyed and replaced with the most up-to-date version.

Recovery and Concerns after the disaster

Secure the building:

The property will be inspected with the Library Director, Board President, Fire Chief and/or other parties such as the City Building Inspector, Director of Public Works or restoration contractors (see Appendix D).

This inspection will determine which areas are safe and will identify any life-threatening situations. It will be determined if the library can return to operation and photographs will be taken to document damage.

Library Keys

Keys to the staff entrance are held by all employees. The Library Director maintains an inventory of keys and the access the keys grant to each employee.

Master keys are held by the Library Director, the Adult and Youth Coordinators and C-Pros Cleaning Service.

The Waterloo Fire Department has access to a current Master Key via the Knox Box located near the patron entrance at 215 Park Street (main building) at the rear entrance of 219 Park Street (Col. Morrison Home).

As of June 2020, the Illinois Heartland Library System (IHLS) does NOT have a key to the library building.

Security Codes

The Library Director maintains an inventory of the valid, current security codes in use for 219 Park Street. Employees are each provided a code for the security alarm, and each code is deleted as employees retire or leave employment with the library. C-Pros Cleaning Service also has a personalized security code.

Critical Contacts

Police Department:

Emergency	9-1-1
Non-emergency	(618) 939-8651
Chief Jeff Prosisie	(618) 939-3377

Monroe County Sheriff's Department

Emergency	9-1-1
Non-emergency	(618) 939-8681, #236
Sheriff Neal Rohlfing	(618) 939-6464

Waterloo Fire Department

Emergency	9-1-1
Non-emergency	(618) 939-8651
Engine house	(618) 939-8009

Monroe County EMS (Ambulance)

Emergency	9-1-1
Non-emergency	(618) 939-6175

Monroe County Health Department

During Office hours	(618) 939-3871, #213
After hours (call Sheriff)	(618) 939-6464

Monroe County Office of Emergency Mgmt.	(618) 939-8681, #231
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City of Waterloo, City Hall	(618) 939-8600
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Waterloo Post Office	(618) 393-7317 (800) 275-8777
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Hospitals

Red Bud Regional Hospital	(618) 282-3831
Mercy Hospital-South	(314) 525-1000
Memorial Hospital-Belleville	(618) 233-7750
Barnes-Jewish Hospital	(314) 747-3000

Red Cross

American Red Cross Greater St. Louis Chapter Belleville, IL	(618) 397-4600
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Poison Control

Illinois Poison Center Hotline	(800) 222-1222
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Utility Companies

City of Waterloo Gas/Electric/Water Emergency	(618) 939-1000
Non-emergency	(618) 939-8600
Monroe County Electric Cooperative After Hours	(618) 939-7171 (866) 567-2759
Ameren IP	(800) 755-5000
JULIE	(800) 892-0123

Legal Assistance

City of Waterloo Attorney, St. Clair, Gilbreath & Steppig LLC	(618) 281-5555
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Insurance Company

Illinois Municipal League Risk Management Association (first call: Shawn Kennedy, City of Waterloo)	(618) 939-8600, #207
Petri Insurance (bond only)	(618) 939-8611

Media

Waterloo Republic-Times	(618) 939-3814
Belleville News Democrat	(618) 234-1000

Vendor Contacts

Plumber

Mechanical System

Rock Hill Mechanical (for 215 Park St)	(314) 660-3079
Vernier Heating & Cooling (for 219 Park St)	(618) 980-0269

Pest Control

May Pest	(618) 939-7291
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Security System

Secure One Self	(618) 939-0454
Rachel Hipp (cell)	(618) 225-7700

Electrician

Gilbert Electric	(618) 458-7235
Adam Gilbert (cell)	(618) 973-2516

Cleaning Service

C-Pros Cleaning	
Terry Armstrong (cell)	(618) 779-1666

Locksmith

Beishir Lock & Security	(314) 842-4500
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Architect

Quadrant Design & Planning	(618) 939-0606
Mike Schneider, Principal Architect (cell)	(618) 363-8884

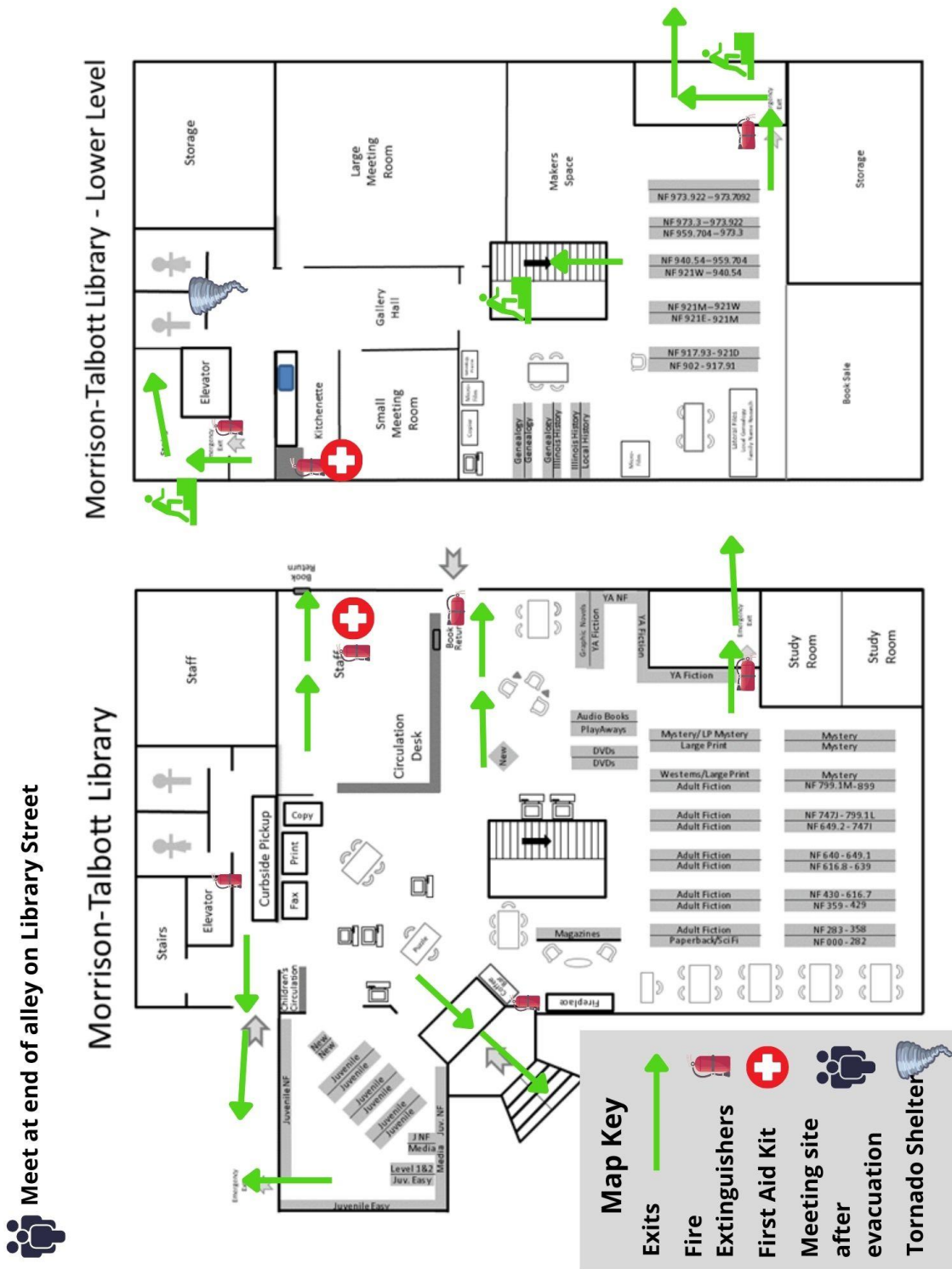
Marquee

Eberhart Sign & Lighting	(618) 656-7256
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Facility Maps

Facility diagram(s) (Appendix A) are available to patrons. In addition, facility maps with evacuation routes (Appendix B) are posted at each exit of the library building.

Appendix B: Evacuation Routes



Appendix C: Initial Assessment Form

To be completed by the Library Director of Library Board President (or designee)

Date and time: _____

Name: _____

Location of disaster: _____

Estimated date/time damage began: _____

Description of disaster: _____

Amount of damage: () few materials () one stack or less () several stacks

() entire collection () workroom and/or offices

() upper level () lower level

Types of materials: () collection () files () historical items

General condition of materials: () submerged in water () soaked () damp

() moldy () smoke damage () burnt

Are the following available? () electricity () water () heat () A/C

Appendix D: Preservation / Conservation Resources

Fire damage restoration:

SERVPRO	(618) 464-0300
Disaster Restoration Pros	(314)391-2564
Water Mold Fire Restoration of St. Louis	(314) 282-4140

Conservation resources:

University Products
517 Main Street
Holyoke, MA 01041
(800) 628-1912

Conservation Resources International Inc.
8000 H Forbes Place
Springfield, VA 22151
(703) 321-7730

The Hollinger Corporation
9401 Northeast Drive
Fredericksburg, VA 22408
(540) 898-7300

K & L Resources
8512 Oakland Drive
Springfield, VA 22152
(703)455-1503

Information resources:

Cullom-Davis Library of Bradley University
1501 W. Bradley Avenue
Peoria, IL 61625
(309) 677-2850

Illinois State Library-Preservation Office
300 S. Second
Springfield, IL 62701
(217) 782-7848

Library of Congress-National Preservation Program Office

101 Independence Avenue, SE #240
Washington D.C. 20540
(202)707-5000

Illinois Heartland Library System
6725 Goshen
Edwardsville, IL 62025
(618-656-3216

Northeast Document Conservation Center
100 Brickstone Square
Andover, MA 01810
(978) 470-1010