

## Library Hurricane Recovery Booklet

**Description:** This booklet is intended for library managers recovering from a hurricane or other disaster. First, the booklet organizes needed resources alphabetically by topic with contact information. In addition, where needed, activation procedures are provided in Appendices. So the basic arrangement is a subject heading followed by an organization's name and multiple contact information. More than one means of contact is provided in case one means is out of order e.g., the phones don't work yet. Then if needed, activation information is provided in an appendix. A basic list of subject headings is identified below but there are likely to be additional headings and alternative ways of identifying a particular benefit. This work is offered in English but other languages should be considered depending on you community.

**Format:** You may wish to produce a three column, two-sided brochure or an (expensive) laminated two-sided information sheet<sup>1</sup> for your library. You may want to include lots of graphics or none at all. Critical is current, accurate, readable information. This means a format that is computer generated (i.e., a word processor or database) so that the information listed can be quickly changed at need. Note, make a copy before the lights go out and the storm begins. A web based version of this document should also be considered. We call them dashboards. The benefit is that a web-based dashboard can be continuously updated. The disadvantage is that dashboards may be unavailable when needed most due to power or telecommunications outage.

**Distribution:** Ideally this is a document that is produced and distributed to key staff and others such as emergency management just prior to a storm event. The document can then be re-done as warranted by updated information and re-distributed. Either a new version is produced or an update sheet is produced. Appropriate library managers should have one at home as well as at their desk. You may want to keep a single source for production for accuracy and consistency.

**Sources of Information:** In general, all trusted sources should be considered. This may include government agencies, non-profits, businesses, churches, schools and other libraries. Include web sites even though they may not be accessible all the time.



*This brochure is brought to you by your local public library and  
the Florida State University*

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<sup>1</sup> For a good example see: NOAA Extreme Weather Information Sheets  
<http://www.ncddc.noaa.gov/activities/noaa-extreme-weather-information-sheet-newis>

## Library Recovery Booklet

This brochure is designed to provide library managers with quick contact and activation information needed to access needed resources to help the library recover from a hurricane or other disaster. Topics are arranged alphabetically by service, benefit or need.

### A-D STRIPS SOLINET vendor list

<http://www.solinet.net/Preservation/Search%20For%20Vendors.aspx>

ARCHITECTS & BUILDING ENGINEERS: ←Note use of color and BOLD

#### Organization Name

←Note basic format

Web site

Contact: Name and E-mail Hours

Physical Address

Phone

Architect

← Use of sub headers

#### **Northwood Architects**

←Example

<http://www.norwood.com/>

Jack Smith <[jsmith@norwood.com](mailto:jsmith@norwood.com)>

Hours M-F 9-6 Sat. & Sun. Closed

7647 Route A1A (Atlantic & Jackson Aves.)

Ferris, FL 32456 Phone: (850)385-8181 Emergency: (850)385-7387 TDD (850)606-2603

### BLUE TARPS (FEMA & Army program)

#### BUILDING REPAIR

**BUILDING SUPPLIES:** --To repair or replace fixtures on an emergency basis call Adam Moore, 850 398-2211, [moore@pcounty.fl.gov](mailto:moore@pcounty.fl.gov) 2345 County Line Road Johnson, FL. After listing supplies needed, fax Supply Requisition Form 220 to 850 992-2200. Adam will deliver any items requested within 24 hours and direct bill the County. Send original Form 220 to Facilities by courier.

-- Home Depot

-- Lowes

**CABLE: (phone & TV) (see UTILITIES)** For repair of cable connections after a storm call County's cable account manager, Jeremy Toll, 850 322-7499, 714 County Services Lane, Smithson, FL. If no answer send email message at [tolljm@cablecompany.org](mailto:tolljm@cablecompany.org).

#### CELLPHONE: (see COMMUNICATIONS)

**CLEAN UP:** Center for Disease Control. Clean up safely after a natural disaster. English

<http://www.bt.cdc.gov/disasters/pdf/cleanup.pdf> French

<http://www.bt.cdc.gov/disasters/fr/pdf/cleanup.pdf> Spanish

<http://www.bt.cdc.gov/disasters/espanol/pdf/cleanup.pdf> Vietnamese

<http://www.bt.cdc.gov/disasters/vi/pdf/cleanup.pdf>

Center for Disease Control. Getting rid of cleaning products & other chemicals. English

<http://www.bt.cdc.gov/disasters/pdf/flyer-getting-rid-of-chemicals.pdf> Spanish

<http://www.bt.cdc.gov/disasters/espanol/pdf/flyer-getting-rid-of-chemicals-spanish.pdf>

Vietnamese <http://www.bt.cdc.gov/disasters/vi/pdf/flyer-getting-rid-of-chemicals-vi.pdf>

Center for Disease Control. Kill germs with bleach. English

<http://www.bt.cdc.gov/disasters/pdf/flyer-clean-with-bleach.pdf> Spanish

<http://www.bt.cdc.gov/disasters/espanol/pdf/flyer-clean-with-bleach-spanish.pdf>

Vietnamese <http://www.bt.cdc.gov/disasters/vi/pdf/flyer-clean-with-bleach-vi.pdf>

### CLIMATE CONTROL: (see also HVAC)

### COLLECTION RECOVERY (See Preservation)

### COMMUNICATION

Cell phones

Disaster Team Contact Tree

Disaster Team Decision Tree

Hand Held Transceivers (Walkie talkies)

Internet Providers  
Newspapers (See Appendix 3 for procedures)  
Partner Contact Tree  
Phones (land line)  
WIDQ – Radio & TV (See Appendix 3 for procedures)  
CONSERVATION see PRESERVATION  
COST ESTIMATORS  
COUNSELING (see also HOUSES OF WORSHIP):  
DATALOGGERS SOLINET vendor list  
<http://www.solinet.net/Preservation/Search%20For%20Vendors.aspx>  
DEBRIS REMOVAL: (see also WASTE MANAGEMENT) See Appendix 1  
DISASTER RECOVERY Vendors SOLINET vendor list  
<http://www.solinet.net/Preservation/Search%20For%20Vendors.aspx>  
DISASTER TEAM:  
Disaster Team Contact Tree  
Disaster Team Decision Tree  
ELECTRICITY (see also UTILITIES):  
ENVIRONMENTAL CONTROL Vendors SOLINET vendor list  
<http://www.solinet.net/Preservation/Search%20For%20Vendors.aspx>  
EXTERMINATORS  
FACILITY ALTERNATIVES:  
Local Alternatives (List of local pre-identified alternative library facilities should the library be severely damaged)  
Mobile Home Leasing Companies  
FIRE DEPARTMENTS:  
FIRE DAMAGE: SOLINET. Fire damage resources.  
<http://www.solinet.net/Preservation/Disaster%20Resources/Disaster%20Recovery%20Resources.aspx>  
FLOOR PLANS see MAPS  
FUEL: (see GAS)  
FUNDS, EMERGENCY  
FURNITURE:  
GAS  
GENERATORS:  
HAND HELD TRANCEIVERS: (see COMMUNICATIONS)  
HOSPITALS & CLINICS (see also “Emergency”):  
HVAC: Center for Disease Control. Check your HVAC system for mold. English  
<http://www.bt.cdc.gov/disasters/pdf/flyer-hvac.pdf>  
ICE:  
Distribution Points  
Stores That Regularly Sell Ice  
INSURANCE  
INTERNET (see COMMUNICATIONS)  
LAUNDROMATS (see also CLOTHING):  
MAIL:  
FEDERAL EXPRESS OFFICES: <-Can also lower font for sub-headings  
POST OFFICES:  
UPS LISTING:  
MAPS:  
MEALS FOR STAFF (See FOOD & RESTAURENTS, FAST FOOD):  
MEDIA (see COMMUNICATIONS):  
MOLD: Center for Disease Control. Check your HVAC system for mold. English  
<http://www.bt.cdc.gov/disasters/pdf/flyer-hvac.pdf>  
  
<http://www.bt.cdc.gov/disasters/pdf/flyer-get-rid-of-mold.pdf> Spanish

<http://www.bt.cdc.gov/disasters/espanol/pdf/flyer-get-rid-of-mold-spanish.pdf> Vietnamese  
<http://www.bt.cdc.gov/disasters/vi/pdf/flyer-get-rid-of-mold-vi.pdf>

Center for Disease Control. Protect yourself from mold. English  
<http://www.bt.cdc.gov/disasters/mold/pdf/moldprotection.pdf> French  
<http://www.bt.cdc.gov/disasters/mold/fr/pdf/moldprotection.pdf> Spanish  
<http://www.bt.cdc.gov/disasters/mold/es/pdf/moldprotection.pdf>

SOLINET. Water damage resources.  
<http://www.solinet.net/Preservation/Disaster%20Resources/Disaster%20Recovery%20Resources.aspx>

MOSQUITO CONTROL (see also EXTERMINATORS)

NEWSPAPERS (see COMMUNICATIONS)

[Include main papers and weeklies]

OPERATIONS PRIORITIES: Appendix X from COOP

PEST CONTROL see EXTERMINATORS

PHONE (see UTILITIES)

POINTS OF DISTRIBUTION (POD) CONTACTS:

POLYESTER FILM/MYLAR SOLINET vendor list

<http://www.solinet.net/Preservation/Search%20For%20Vendors.aspx>

POLICE

[Listing of main office and precincts]

PRESERVATION & CONSERVATION

Priorities: See Appendix X Collection Priorities from COOP

Vendors: (List of key vendors with pre-established contracts & relationships)

SOLINET vendor list

<http://www.solinet.net/Preservation/Search%20For%20Vendors.aspx>

PUBLIC WORKS (see also UTILITIES):

RADIO (see COMMUNICATIONS):

RECORDS, LIBRARY PRIORITIES: Appendix X from COOP

ROOF REPAIR

SATELLITE (Internet, Phone, TV) (see UTILITIES):

SCHOOLS (see also DAY CARE):

BOARD OF EDUCATION

PUBLIC SCHOOLS:

PRIVATE SCHOOLS:

SERVICE PRIORITIES: Appendix X from COOP

SIGNAGE

STAFF

Disaster Team Contact Tree

Staff Decision Tree

Staff Emergency Job Assignments

Salvage crew

Staff Phone Tree

Volunteers from other libraries

STORAGE: (See Appendix 2: Storage)

SUPPLIES:

For basic supplies: food, cloth, toiletries also look for neighborhood gas stations and quick stops.

K Mart

Shopping Malls

(Major) Shopping Centers

Target

Walmart

TRANSPORTATION

Bus

Cab

Missing Vehicles:

Train  
Vehicle Rental  
TV (see COMMUNICATIONS)  
UTILITIES:  
[Include Cable, Electricity, Gas, Phone, Satellite, Water]  
VACUUMS:  
County  
HEPA - SOLINET vendor list  
<http://www.solinet.net/Preservation/Search%20For%20Vendors.aspx>  
VEHICLE MISSING: (see TRANSPORTATION)  
VEHICLE RENTAL: (see TRANSPORTATION)  
VENDORS:  
State Library & Archives of Florida. Disaster recovery vendors  
<http://dliis.dos.state.fl.us/disasterrecovery/#vendors>  
SOLINET vendor list  
<http://www.solinet.net/Preservation/Search%20For%20Vendors.aspx>  
WALKIE TALKIES (see COMMUNICATIONS: Hand Held Transceivers)  
WATER (see also "Utilities"):  
WATER DAMAGE: (see MOLD)  
WEATHER:  
WET VACS: (see VACUUMS)

## Appendix 1 Debris Removal

- For special debris removal after a storm phone Joe Smithson, 850 777-6666
- Use e-mail [smithsonj@county.gov](mailto:smithsonj@county.gov) or HERA web site form <http://www.county.gov/form1234/> if can't phone.
- Indicate what needs to be removed so that appropriate size vehicle and crew can be assigned.
- Assess damage level and urgency
  - i. e.g. debris has seriously damaged the building leaving it open to the elements
  - ii. blocks library access
  - iii. blocks parking access
- If no response from Joe, try Mary Jones, 850 333-1234 [jonesm@county.gov](mailto:jonesm@county.gov).
- Complete and file Form 118 - Special Debris.
- Removal as time permits.

## Appendix 2 Guidelines to be followed when requesting available STORAGE

The County has issued guidelines for requesting assistance in finding storage space for salvaged materials and collections.

1. Vendor of choice for warehousing of undamaged books and library property is Special Warehousing and Storage.
2. To activate your request call or email Alan Stevens, General Manager of SWS, (850) 935-2291, Emergency (850) 391-2292, [astevens@swstorage.com](mailto:astevens@swstorage.com). Should Mr. Stevens be unreachable, contact Assistant Manager, Jim Davis, Emergency (850) 391-4111 [aadavis@swstorage.com](mailto:aadavis@swstorage.com)
3. Describe urgency, items to be stored, conditions of storage (e.g. temperature controlled or dry space) along with date, time and method of delivery. Staff will be available to assist in unloading and placement of materials between the hours of 9 and 5 daily.
4. Two copies of the manifest must accompany all deliveries. Mr. Stevens has a list of representatives of the library who are authorized to sign the storage contract.

### Special Collections

5. Southeastern University will accept Special Collection items for emergency placement in a secure, dry space on the third floor of the Economics building.
6. Andy Waite is the Engineering Superintendent in charge of this building. In the event of an emergency storage need, call Mr. Waite (851)446-5543

- or email [await@seu.edu](mailto:await@seu.edu). Be prepared with size and nature of the Special Collection. He will acknowledge your request.
7. Once the request is acknowledged, the storage site will be opened within 2 hours, and the requested space will be measured off on the third floor of the Economics building. The library's own staff is responsible for transporting, handling and placing the collection.
  8. A manifest must accompany all deliveries. Every effort will be made to keep the space secure, however, the University will not be responsible for items lost, stolen or destroyed in this dry space.

All items should be removed from the space as soon as possible and in any case no more than two weeks after placement unless authorized by the Chancellor's office: Alice Stevens (850) 668-1234 [astevens@sw.edu](mailto:astevens@sw.edu)

### **Appendix 3: Media Contacts and Procedures**

{Identify official contacts and procedures (including backup) for communication with them.}