

**HURRICANE/STORM
POLICY AND PROCEDURES**

SECTION "F"

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Introduction

The purpose of this policy is to provide guidelines for dealing with approaching storms and the aftermath of any storms that hit the area. The primary goal is to ensure the safety of all patrons and staff; the secondary goal is the protection of library facilities and materials.

Experience has shown that every storm is different and that even no-name storms can have a major impact on this community. It is, therefore, difficult to set down specific timelines in advance for when specific actions should be taken. County and Library Administration will closely monitor each approaching storm. Up-to-date information and instructions will be transmitted to all worksites as such information becomes available.

Managerial/Supervisory staff should monitor their e-mail, the Library Intranet, and the fax machine when a storm is approaching. Storms can also be monitored on radio, television, or over the Internet.

National Hurricane Center Terminology

Hurricane Season – June 1 through November 30 each year.

Tropical Storm – A tropical cyclone in which maximum sustained surface wind speed ranges from 30mph to 73 mph.

Hurricane - A tropical cyclone in which maximum sustained surface wind speed is more than 73 mph.

Tropical Storm/Hurricane Watch - issued when tropical storm/hurricane conditions are possible within 24-36 hours.

Tropical Storm/Hurricane Warning - issued when tropical storm/hurricane conditions are expected within 24 hours or less.

County/Library Terminology

Departmental Essential Personnel – Staff who are available to mitigate damage and open facilities after a hurricane/storm.

EOC “Emergency Operations Center” Essential Personnel - Staff who will be assigned to the Library Department’s Point of Distribution POD site. Library classifications that have been determined to be EOC Essential are:

Account Clerk	Assistant Library Curator	Buyer
Clerk 2	Clerk 3	Clerk 4
Executive Secretary	Graphics Designer	Inventory Clerk
Library Assistant 1	Library Assistant 2	Library Assistant 3
Library Page	Office Support Spec. 2	Offset Lithographer 2
Secretary	SMART Coordinator	

Skeleton Crew - those staff needed to keep a facility operational and to make facility storm preparations prior to a storm; in most circumstances this will include the Branch/Department Manager.

Calling Tree - a plan for contacting all Library employees. Administrative staff will contact managerial staff, which in turn will contact supervisory staff, which in turn will contact front line staff. All staff that may be involved in the Calling Tree must have copies of the Emergency Contact List for their location at home.

Library Hurricane Emergency Site - a site designated as an emergency facility after a major storm; this site will be in a non-flooded area, with electricity, phones, and water; This site may be, in order of priority:

1. Main Library
2. Coral Gables
3. South Dade Regional
4. Miami Lakes

Timeline of Preparations To Be Completed By May 30

ON-GOING MANAGERS/SUPERVISORS

The Personal / Emergency contact information is now available online through the Intranet. Managers who are authorized to access this database are encouraged to check their staff rosters to make certain they are up to date, especially after a personnel change.

All changes (other than name and/or address) MUST also be updated in the Miami Dade County Blue Book at <http://intra.miamidade.gov/bluebook>. This needs to be completed from your worksite's designated County computer. **(See Appendix F)**

March 31 SUPPLY ROOM

Branch Managers will receive a supply order form from the Supply Room with the required supplies for each type of branch. Managers need to carry out an inventory of their supplies and order before March 31.

April 30 ADMINISTRATIVE GROUP

Review and update (if needed) the Hurricane/Storm Policies and Procedures – From Assistant Directors to Supervisors, discuss all relevant information on the hurricane/storm policies and procedures with appropriate staff during staff meetings, reminding all concerned of their specific storm related duties.

ART SERVICES

Lists of exhibits will be prepared and distributed to the Assistant Director of Outreach and Assistant Director of Main/Collection Development and affected branches along with precise instructions on how to handle exhibits in case of a storm.

BRANCH MANAGERS, LIBRARY SAFETY & SECURITY SUPERVISOR

Check Fire Extinguishers for Up-To-Date Inspection Sticker. The annual Fire extinguisher inspections should be completed by the end of April. The County vendor automatically does this. Managers need to check the certification tags. Remember that the date on the tag refers to the inspection date, not expiration. To determine expiration date just project one year. If you have fire extinguishers that have an expired inspection date or have been discharged, you need to call the Willard Fowler, Library Safety & Security Supervisor at (305) 375-3873 and report it.

BRANCH MANAGERS, MAIN ADMINISTRATOR

Update Minor Furniture/Equipment List - This is a list of furniture/equipment worth under \$1000. Like items should be grouped together, i.e. chairs of the same dimensions, file cabinets, etc. All items should be described in detail such as color, use, materials (wood vs. vinyl), number of shelves, number of drawers, etc.

For example:

FURNITURE/EQUIPMENT INVENTORY (Under \$1000)
Branch X

QUANTITY	DESCRIPTION
16	Chrome secretarial chairs with four casters and vinyl upholstery (orange), adjustable seat and back
7	Five-drawer metal vertical file cabinet (beige)
10	Folding table metal legs and laminated top

At least two staff members per branch/department should take home a copy of the County Capital Items Inventory (over \$1000) and the Furniture/Equipment Inventory (under \$1000). The appropriate Library Branch Administrator and Main Library Administrator should keep a copy of each inventory.

SUPPLY ROOM

Hurricane supplies must be delivered to branches and Main no later than April 30. Managers, if supplies are not received by April 30, please contact the Business Office so they can expedite shipping.

May 30

BRANCH/DEPARTMENT MANAGERS, MAIN ADMINISTRATOR

Managers should print two copies of the emergency contact list for their work site. Keep one copy at the work site and take one copy home. The list should also be distributed to staff that will need it to assist with a Calling Tree. **ALL STAFF ARE REQUIRED TO RESPECT THE CONFIDENTIALITY OF THIS LIST.**

Managers should provide each employee with a minimum of two (2) copies of the Hurricane Sign-In sheet. In case of an emergency, employees need to take these forms to their temporary Library worksite. Staff assigned to the Point of Distribution site (POD) will complete the form at the site. **(See Appendix G)**

BUSINESS OFFICE

The County's Insurance Policy runs from June to May. All required changes must be processed by May 30.

AUTOMATED SERVICES ADMINISTRATOR

The Automated Services Administrator will maintain an up-to-date hard copy inventory of computer equipment throughout the system.

APPROACHING HURRICANE/STORM PREPARATIONS

The timing of these preparations will depend upon decisions made by County/Library Administrative staff based on information provided by the National Hurricane Center on the severity of the expected storm and the proposed strike zone.

County Officials authorize when facilities can be closed. Library Administration will consult with and advise County Officials of any special conditions at Library locations.

Library Administration recognizes the sense of apprehension we all share as a major storm approaches our area. We understand staffs' desire to take care of family/home needs. At the same time, managerial/supervisory staffs have a responsibility to keep library facilities operating until a closing is authorized and building storm preparations are completed.

Staff is encouraged to have home hurricane supplies on-hand before a storm approaches, as there may be limited time to obtain such supplies once a watch or warning is issued.

Prior to a Hurricane/Storm Watch

It is our responsibility to secure Library Facilities to the best of our abilities prior to a storm. Due to limited resources and a Library System with over 40 branches, the task of installing shutters and other protective measures must commence prior to the issuing of a Hurricane/Storm Watch.

The Library Maintenance Unit will be activated at the time that the National Hurricane Center forecast cone of the storm's 3-day forecast track touches Miami-Dade County (<http://www.nhc.noaa.gov/>). The Maintenance Unit will begin to secure facilities that have shutters, but will leave access to these facilities open.

During a Hurricane/Storm Watch

When a storm is approaching, Branches and Main may be kept operational with a skeleton crew. Branch/Department Managers should use discretion in allowing staff that will form this skeleton crew to have time early on to make last minute home preparations, such as putting up storm shutters, so that these staff will be available when needed to keep the Library operational.

When facilities are open, Administration will keep staff informed about storm preparations through the following methods, assuming these methods are operational:

- 1) Intranet – Please access the **“Hurricane Preparedness”** link for updates; access to the National Weather Center storm tracking charts; and the latest information from Miami-Dade County Office of Emergency Management is posted;
- 2) e-mail;
- 3) Telephone;
- 4) Fax.

The Administration will begin posting information on the Intranet when a “watch” is issued.

The County's hurricane websites will also be posted on the Intranet when OEM brings them up. Postings on the Intranet will be updated as needed during library hours. Managers should be accessing this link several times during the workday to keep themselves informed on the storm.

During Hurricane/Storm Warning

Staffs who are off or on leave when a Hurricane/Storm Warning is issued should, if their Library facilities are open, contact their supervisors for up-to-date Library information. Such an advisory will also set the Calling Tree (See Calling Tree – Appendix B) in motion. Employees who do not hear from their supervisor within an hour or who are not at a location where the supervisor is likely to reach them should contact their supervisor.

A Hurricane Warning means that all Library Facilities must be prepared for the storm. If a Library Branch is open at the time that a Hurricane/Storm Warning is issued, it will be the responsibility of the Branch Manager, Main Administrator or designee to make certain that all storm preparations are done prior to leaving the facility.

If storm preparations have not been done at a facility at the time a Hurricane Warning is issued, and the Mayor and/or County Manager advises that "non-essential" employees do not have to report to work, it will still fall upon the manager and designated branch staff to make certain that the building is secured.

Facility Preparation

Public Service Staff Responsibilities:

- 1) Remove all trash from facility grounds and parking lot.
- 2) Tie down or bring indoors any outside objects that can be blown away (plants, signs, garbage cans, ashtrays, furniture).
- 3) Except at Miami Beach, leave framed artworks on walls where they are located. Art Services will remove the framed artwork from Miami Beach and store it at Main.
- 4) Cover with plastic sheeting all shelving that is located in vulnerable areas. Covering should extend to the floor and should be taped or weighted down. It is not feasible to cover everything; concentrate on the more important works and those near windows.
- 5) Place towels or newspaper in front of doors and on windowsills that might leak water. Raise Venetian blinds into secure positions.
- 6) Follow instructions posted on the Intranet for shutting down of telecommunications equipment and computer workstations.
- 7) Turn off and unplug copiers and other office equipment.

- 8) Cover computers, 3M self checkout units, copiers, and other office equipment with garbage bags that are taped down. Make certain that all equipment covered is turned off, also disconnect the power cable.
- 9) Park elevators on the second floor of the building.
- 10) Do NOT turn off main power supply.
- 11) Empty the book drop(s) prior to securing the facility for the storm. **Place book drop key on top of circulation desk for Maintenance staff to use in case they need to empty the book drop after the storm. Do not lock the book drop's deposit door. Many patrons make last minute returns and if the book drop is full or locked materials are normally left outside.**
- 12) **Leave unused Hurricane supplies by the front entrance in case they are needed to secure any damage to the facility.**
- 13) Leave as many doors open as possible. Maintenance staff needs access to all rooms to carry out their post-hurricane/storm assessments.
- 14) Bookmobiles need to top off their tanks with fuel.

Maintenance Staff Responsibilities:

- 1) Fuel and service all library vehicles.
- 2) Finish installing storm shutters on entrances at facilities where applicable. See list of Library facilities with storm shutter in **Appendix D**.
- 3) Remove hanging sign at Coconut Grove.
- 4) Final inspection of branch facility and assist branch staff in securing buildings if requested to do so.
- 5) Turn off HVAC system.
- 6) Discontinue contracted services.

Automated Services Staff Responsibilities:

- 1) Prepare and make full system backups for Dynix as well as other Central Site Servers. Ensure that no lengthy jobs are scheduled. Suspend/postpone overnight processing during a watch/warning. If special jobs are running when a watch is issued, consultations with the system vendor should be started to determine if the job could be suspended/aborted. Discuss with Automated Services Administrator any possible complications. **Network Managers II, Computer Operations Supervisor, and Operations Staff.**
- 2) Revise all Operations Staff schedules as needed to provide coverage in case of escalation of storm preparations. **Automated Services Administrator.**

- 3) Initiate the posting of all hurricane/storm-related information on the Intranet. Instructions for the proper shutting down of telecommunications equipment and of computer workstations will be posted. **Assistant Director, Branch Operations.**
- 4) Bring down the system.

Backups are required to be completed daily by 9:30 a.m. Otherwise use previous night backups depending when the scheduled Full systems Shutdown will occur. Daily backups are performed with hourly incremental being captured.

 - a. When the decision is made to close the Libraries, the Automated Services staff will begin the process of shutting down the computer system one hour prior to the official closing time.
 - b. Call branches to let them know of the imminent shutdown and to provide them telephone support, if needed, for the appropriate shutdown of the branch computer equipment (instructions for which would have been posted on the Intranet as part of hurricane/storm preparedness.) **Automated Services Administrator.**
 - c. Prior to Full Systems Shutdown, a pick up will be scheduled with ETSD Offsite Storage Facility to store backups from the previous night in the secured facility. All equipment in the Central Site Computer Room, including the UPS, must be shutdown. All should be covered with plastic. **Computer Operations Supervisor and Network Managers II.**
 - d. The Library presently maintains off-site data backups of the SirDynix Horizon system and its databases at (ETSD) Offsite Storage Facility located at 5680 S.W. 87 Avenue. Pick up and delivery occurs during normal business hours three times a week on Mondays, Wednesdays and Fridays around noon. As an Emergency arises pickup and retrieval can be coordinated with ETSD.

During off hours and weekends, ETSD will not provide courier service but will grant access to the vault to an authorized Library Employee who must be able to present proper identification if emergency retrievals are needed.

Art Services Responsibilities:

(See Appendix H), Art Services Hurricane/Storm Preparedness Procedures

Security Responsibilities:

- 1) The Library Safety/Security Supervisor will contact the security guard contractors to suspend security guard services until after the storm. Contracts will be re-started as re-opening of branches permits. Guards may also be posted to secure facilities that suffered major damage.

AFTER THE HURRICANE/STORM

With the suspension of a Hurricane Warning

Non-event

The safety of staff and patrons is a primary concern in preparing for storms and Hurricanes. County news alerts often consider a worst-case scenario in predicting when County staff can return to work. However, storms often take last minute turns or weaken resulting in a minimal impact or effect on our communities. When this happens, opening libraries and parks provides a clear sign that a crisis has been averted and the daily routine of life can return.

Maintenance Unit:

As soon as the Hurricane Warning is lifted, Maintenance Staff will carry out a preliminary inspection of the library facilities to determine if they are accessible or need to be secured due to structural damage and will turn on the HVAC system, where possible. Structural damage will be immediately reported to the Head of Maintenance, Support Services Administrator or Assistant Director, Support Services, Marketing & Media Relations. Additional Maintenance staff may be called in for branches that required to be secured due to storm damage. The Assistant Director, Branch Operations will be contacted with a report of the findings. Through the Chain of Command, Branch Administration will authorize Branch Managers to carry out their Facility Damage Assessments for those buildings that are deemed accessible.

Administrative Team:

Depending upon the severity of the storm, the Administrative Staff will convene to discuss storm damage and return to work procedures. Appropriate staff will be notified of the time and the location (the designated Library Hurricane Emergency Site) of the meeting. Staff should take their County ID with them in order to enter a hurricane/storm-affected area.

For facilities cleared by the Maintenance Unit, Administrators will implement the Calling Tree (**See Appendix B**) to provide instruction to staff and to establish inspection teams. For facilities damaged by the storm, staff will be reassigned to salvage duties or serve at another facility. A comprehensive damage assessment will be completed and a timeline for salvage and /or rebuilding developed to bring the facility back into operation as soon as possible.

Library System Hurricane/Storm Employee Information Hotline (305) 679-7066:

This hotline will be managed by the Media Relations Coordinator and will provide staff with information on facility and branch re-openings and serve as the message center for each division.

Depending on availability of power and telephones, this system will provide updates and allow staff to leave messages. Each option will allow up to 20 messages. Assigned Administrative Staff will review messages and update information as needed. **See Appendix E** for an outline of the options and names of the person responsible for monitoring each option.

Branch Managers or designee:

Once the Maintenance Unit has cleared a facility, the appropriate Library Branch Supervisor will contact the Branch Manager or designee to advise that it is cleared to carry out the Facility Damage Assessment. The appropriate forms should be filled out and faxed to the Branch Administrators as soon as possible. **(See Facility Assessment).**

Return to Work:

Employees:

Employees must return to their work locations as soon as possible after the passing of a Hurricane/Storm or emergency incident. Staff needs to listen to television/radio for announcements by County officials. Such announcements will set the Calling Tree in motion. **(See Appendix B).**

- Employees who do not hear from their supervisors should contact their supervisors as soon as possible.
- Staff is required to contact their supervisor, Branch Manager, or Administrator within 48 hours after the Hurricane Warning is lifted. This also applies to employees who cannot return to work or have evacuated outside of the County.

EOC Essential Staff

Covered Classifications:

Account Clerk	Assistant Library Curator	Buyer
Clerk 2	Clerk 3	Clerk 4
Executive Secretary	Graphics Designer	Inventory Clerk
Library Assistant 1	Library Assistant 2	Library Assistant 3
Library Page	Office Support Specialist 2	Offset Lithographer 2
Secretary	SMART Coordinator	

These employees make up the staffing pool for the Library Department’s Point of Distribution Site (POD). Notification procedures and POD job duties will be covered in a separate section.

Automated Services

Will make necessary modifications to patron’s due dates for every day the Library was completely shutdown due to the Hurricane/Storm.

Facility Assessment

Maintenance Staff Responsibilities:

After a major storm or disaster such as a hurricane, each facility must be inspected to determine if it is safe to occupy. Branches will be assigned to Maintenance staff by regions. If at all possible, the same staff member who secures a facility will conduct the preliminary inspection. Branch managers or designee are NOT to enter a facility until the appropriate Library Branch Supervisor advises them that it is cleared by the Maintenance Unit.

Public Service Staff Responsibilities:

The following procedure will serve as a guide for a safe inspection. Before you begin an inspection, read over and familiarize yourself with the safety precautions. The facility and the grounds may have a number of hazardous obstacles. **Your first responsibility is to your safety, therefore proceed with caution.**

NEVER ENTER A BRANCH IF THERE ARE DOWNED WIRES OR OTHERWISE DANGEROUS CONDITIONS. Do not jeopardize your safety.

Precautions:

1. At least one other staff member should accompany you on the inspection.
2. The inspector should bring:
 - a. First aid kit
 - b. Flashlights
 - c. Drinking water or refreshment
 - d. If possible, a camera and film to record damage.
3. Suggested clothing:
 - a. Non-skid shoes with rubber soles, rubber boots, etc.
 - b. Loose comfortable clothing; preferably long sleeves and long pants to guard against scratches.
 - c. Bring rain gear and head covering
 - d. Safety glasses.
 - e. Gloves
4. **DO NOT PROCEED INTO THE FACILITY UNTIL YOU DO A COMPLETE OUTSIDE INSPECTION. You must establish that it is safe to enter a facility and then proceed with caution.**
5. If there is any reason to believe that someone has gained unlawful entry into the facility, (for example, burglary) **DO NOT PROCEED INTO THE FACILITY.** Contact the police to inspect the site and inform your Branch Administrator.
6. Maintenance or delivery will transport boots, hard hats, and other regionally stored supplies to locations where they are needed.

Entering the Building:

You should have Facility Damage forms on hand for both the Exterior and Interior of the Building.

1. Make sure that all entrances and exits are safe.
2. If there is no standing water, check to see if the electricity is on. **WHEN IN DOUBT, DO NOT RISK YOUR SAFETY.** If the facility is dangerous, call your Administrator. **(See Appendix C—Emergency Contact List)**
3. Note anything that could keep the building from opening—lack of electricity, lack of phone service, backed up plumbing, broken pipes, etc...
4. Note especially any damage to the building structure, even if the Maintenance crew has already boarded up the problem area.
5. Document any vandalism. Assess losses of computers, typewriters, phones, furniture, shelving and any other equipment. You should have a list of all furniture and equipment with you.
6. Photograph damage inside and outside, especially any evidence of any physical damage.
7. Note any leaks.
8. Check to see if the air conditioning works.
9. Check to see if the water pressure in the restrooms is functional.
10. Roughly estimate the number of library materials that have been damaged (Use guidelines on the Materials Damaged Form) you will later need to fill out a Materials Damaged Form.
11. Check to see if the computers are up and running. (The Main computer may or may not be up at the time of inspection). In a major storm Automated Services would have directed you to shut down the computers.
 - a. Do not turn on computer equipment if there are indications of:
 1. Low voltage/power fluctuations
 2. Low air conditioning output
 3. Water under raised floor
 4. Broken windows
 5. Damaged equipment
 6. Leaking ceiling and walls
 7. Downed power lines outside the building
 - b. Where possible staff should enter into Track-It any equipment that has been damaged. If access is not possible, make a damage report and send it to Automated services. Automated Services will make arrangements to test equipment and make repairs, or order replacements accordingly.

**Automated Services staff will remove damaged equipment from branches and Main.

Assess the building and report the above by PHONE. You will later send in the report in written form by fax or hand-delivery to the Administrator, who will then call the Assistant Director for Branches. It is important that you call immediately after the inspection. **The Administration needs to know that YOU ARE SAFE.**

Maintenance Report

Facility Condition:

Date: _____

Please comment on the following interior conditions:

Doors _____

Ceiling _____

Windows _____

Floors _____

Walls _____

Carpet/Tile _____

Patio/Porch Areas _____

Plumbing _____

Wires/Sockets/Circuits _____

Locks/Keys _____

Furniture _____

Work Counters _____

Equipment _____

Bookshelves _____

Asbestos Considerations _____

Assess the building and report the above in written form to the appropriate Administrator, who will notify the Assistant Director for Branches.

Signature

Facility Damage Outside Assessment Form

Branch: _____

Inspector(s): _____

Date: _____

No Yes

___ ___ Are any power lines, phone lines, traffic signals, etc., down?

(If power lines are obstructing all entrances, do not proceed into the facility and report to your supervisor)

___ ___ Are there obstructions blocking the entrances and/or walkways such as glass, trees, debris, etc.?

(If all entrances are blocked, do not proceed and report to your supervisor.)

___ ___ Are there broken windows? If **yes**, explain location.

Is there any obvious damage to the outside structure? Specifically check the following for damage and comment on:

No Yes

___ ___ Walls _____

___ ___ Roof (only what is visible from ground level) _____

___ ___ Parking lot _____

___ ___ Signage _____

___ ___ Building flashing, eaves, parapets, columns, etc. _____

___ ___ Bookdrops _____

___ ___ Dumpsters/trash cans _____

___ ___ Trees, shrubbery, landscaping down _____

___ ___ High water/flooding _____

___ ___ Doors/entrances _____

___ ___ Any other unusual condition outside the facility _____

Facility Damage Inside Assessment Form

Branch _____

Inspector(s) _____

Date _____

No Yes

- Does the facility have electrical power?
- Is the water pressure stable? To check this, run faucets and flush toilets.
- Is the water drinkable? For example, was there a public service announcement?
- Are the phone lines operable?
- Can you receive incoming calls?
- Can you place outgoing calls?

If the facility has electrical power, check the following and comment:

No Yes

- Is the air conditioning working?
- Are the computer terminals working?
- Can you connect to the Internet?
- Can you connect to Horizon?
- Can you connect to PC Reservations and Print Management System?
- Are the lights outside working?
- Is other equipment working - such as fax, copy machine, microfilm machine, etc.?
- Is the facility able to function without endangering staff?
- Do you feel unable to determine safety?

Any other concerns:

Collection Considerations and Actions to be Taken

- * Visually check ranges, marking any areas that are wet and estimating how many items are damaged utilizing formula above.
- * Check microfilm, periodical, video, CD, and audiocassette collections, noting quantities damaged.
- * The following procedures and guidelines for handling damaged materials need to be accomplished as soon as possible.
 1. Isolate all wet and/or moldy books and materials.
 2. Place these away from other books in a program room, large hallway, etc.
 3. Turn on any fans available.
 4. Sort books, videos, etc., by material type and put it in piles.
 5. Make an inventory list of all damaged items.
 6. Keep a copy of the list for your files and prepare a copy to present to the insurance agent.

DO NOT DISCARD ANY BOOKS, SAVE THEM FOR INSURANCE EVIDENCE. Salvage Guidelines for General Collection

MOLD:

Smells
Fuzzy
Colored, stained

ISOLATE FOR LATER DISCARD

DAMP:

Feels moist → SALVAGE

WET:

To touch → SALVAGE
Looks wet → SALVAGE
Swollen → ISOLATE FOR LATER DISCARD

DAMAGE:

Physical:

Spines off → ISOLATE FOR LATER DISCARD
Covers off → ISOLATE FOR LATER DISCARD
Fall apart when picked up → ISOLATE FOR LATER DISCARD

Appearance:

Wrinkled → ISOLATE FOR LATER DISCARD
Stained → ISOLATE FOR LATER DISCARD

Glossy Paper:

Wet → ISOLATE FOR LATER DISCARD
Dry to the touch → SALVAGE OR SEGREGATE

PAPERBACKS:*

SALVAGE if intact
DISCARD if damaged or damp

* Severely damaged branches should not spend time trying to save paperbacks at all.

NOTE: Every effort will be made to salvage archival and special collection materials.

Collection Priorities/Main Library:

Salvage priorities are based on the following criteria:

1. Salvage all materials in the vaults (Collection Development and Florida) and in the Board Room at Main.
2. Use the following criteria for other material:
 - * Can the material or item be replaced and at what cost?
 - * Cost of replacement versus cost of restoration.
 - * Importance to the collection
 - * Availability of items in other libraries.
3. Top priority should be given to special collections, e.g., Florida Collection, etc.
High priority should be given to reference materials.
High priority should be given to back issues of periodicals.
High priority should be given to art works and exhibitions.
 - * Visually check ranges, marking any areas that are wet and estimating according to the formula above how many books are damaged.
 - * Check microfilm, magazines, videos, CDs, and audiocassettes. As time allows, fill out replacement order slips for damaged materials.
 - * As time allows, rip out bar-code labels for materials that will be discarded and save for later deletions from the database. Photograph boxes or ranges of damaged materials, and keep written records of their numbers.

DO NOT DISCARD ANY BOOKS, SAVE THEM FOR INSURANCE EVIDENCE.

Collection Assessment Form

Branch: _____

Inspector(s): _____

Date: _____

Estimate the number of damaged items using these guidelines:

Adult Books 25 per standard shelf

Children's Books 50 per standard shelf

Picture Books 75 per standard shelf

Videos or Audiobooks 50 per standard shelf

Fiction _____

Biographies _____

000's _____

100's _____

200's _____

300's _____

400's _____

500's _____

600's _____

700's _____

800's _____

900's _____

Adult Videos _____

Adult Audiobooks _____

Microfilm Boxes _____

Bound Periodicals _____

Other (specify) _____

Picture Books _____

Juvenile Fiction _____

Readers _____

Juvenile Nonfiction _____

Board Books _____

YA Nonfiction _____

YA Fiction _____

Juvenile Videos _____

Juvenile Audiotapes _____

Other (specify) _____

Art Services Staff Responsibilities:

(See Appendix H), Art Services Hurricane/Storm Preparedness Procedures

Materials, Furniture, and Equipment Management Team to Deal With Damaged Items:

The Branch Administrators will appoint a Librarian I or II from a closed branch (if one is closed) to work with appropriate Support Services staff, and be in charge of the organization of all materials, furniture, and staff at the warehouse.

Procedures to be followed by the Librarian-in-charge:

- a. Establish separate large areas for the housing of all materials and furniture by branch.
 1. Space for **boxed materials** should be set aside along the walls around the perimeter of the warehouse. The depth of this space should be approximately 15 feet from the walls. This area needs to be marked with tape along the floors, since the boxed materials will not arrive from the restoration company for several weeks.
 2. Arriving furniture and equipment for each branch should be separated by the type. An attempt should be made to group all like items (lounge chairs of equal size and description, tables of the same size, shape and height). Shelving and shelf parts should be grouped by shape and size. Microfilm/fiche readers/printers should also be placed together. The goal will be to: a) avoid wasted space; b) group like items together, thereby making it easier to do the inventory.
 3. Once the bulk of furniture and equipment has arrived, it will need to be further sorted; staff will separate badly damaged items from those items which can be refinished/ repaired.
- b. Sorting Criteria:
 1. Water-damaged (swollen) laminated items (Formica) would be considered a total loss.
 2. Wooden furniture (not veneer) showing swelling, separation of joints, ingrained mold, and stains should also be considered a total loss.
 3. Metal shelving (bent), should be considered a total loss.
 4. Upholstered items displaying deeply ingrained mold stains or tears should be considered a loss.
- c. The Library will conduct a general inventory for each branch at the warehouse. The insurance company will also need to conduct an inventory of damaged versus undamaged items. Items listed in the insurance adjusters' inventory will then be matched by the Business Office to the Miami-Dade County tag numbers provided

in the County's Inventory Control Report (for the capital items only). Salvageable items that can be cleaned, refinished, or repaired may be cleaned at the warehouse or removed to an off-site facility. Using a copy of the Library's general inventory, the librarian should keep track of all items going to and returning from restoration.

- d. Some items may be taken directly from affected branches to a restoration company (after approval from the insurance company/FEMA), and after cleaning, will be brought to the warehouse. The librarian-in-charge will need to ensure that furniture returned from restoration is listed in the Library's general inventory. If these items do not appear, they will need to be added to the general inventory list and reported to the Business Office, which will produce an updated copy. The Inventory Team will annotate the condition/ status (i.e. item clean and usable, or items cleaned and not usable). Items coming from restoration will need to be kept separate from other items already at the warehouse.

Furniture and Equipment

An Inventory Team consisting of a public services Librarian familiar with library furniture, and a Business Office employee (Inventory Clerk) familiar with the County's Inventory Control Report will be appointed.

This Team will track the damaged furniture by listing it in two different reports:

- * **County Tag Number Report** — This report will consist of a listing of only County Tag Number (all equipment and furniture above \$1000 normally listed in the County's Inventory Control Report) being removed from the branch. These numbers are found somewhere on the piece of furniture or equipment; they may be on a County bar code, or may just be handwritten with a marker. The listing prepared by the Inventory Team will need to be divided into two distinct categories:

- Items going to the warehouse
- Items going to a restoration company

Once this two-part list is compiled, it will need to be reconciled with the County's Inventory Control report by the Business Office. The Business Office will cross-reference the Tag Numbers to get the County's description of the items.

- * **Branch's Descriptive Inventory Report** — This inventory, prepared and updated during pre-hurricane season, consists of a full description of all furniture and equipment worth less than \$1000. Using this list, the Inventory Team will mark the destination of the furniture and equipment being removed from the branch next to each description, the Team will need to mark the number of items destined to either warehouse or restoration. For example:

Quantity	Warehouse	Restoration
14 secretarial chairs with chrome base, with 4 casters, vinyl upholstery (orange)	3	11

Removal of Shelving

When removing shelving from the branch, ranges should be dismantled, ensuring that all parts and components of each range be kept as one unit (i.e. shelves, nuts, bolts, brackets, frames, backboards, etc.). Each dismantled range would then be identified by its County Tag Number for later identification with the County's Inventory Control Report.

POINT OF DISTRIBUTION SITE (POD)

OBJECTIVE:

The Point of Distribution site (POD) provides immediate relief to impacted areas by providing emergency supplies, such as:

- Water (normally 1 gallon per person per day)
- Ice (8 pound bag per person per day)
- Shelf Stable Meals / Meals Ready to Eat (2 meals per person per day)
- Tarp (1 if needed and available)

PODs are meant to provide a commodity to the community when it is NOT available via normal means.

POD LOCATION:

The location of the POD cannot be pre-determined. It depends on the path and the amount of damage caused by the emergency event.

POD ACTIVATION:

The activation of the POD will be determined by the County Mayor and communicated as follows:

- The Office of Emergency Management (OEM) will notify the Departmental Preparedness Liaison (DPL) and/or the Department Director.
- The DPL will contact the POD Management Team (made up of pre-selected EOC Essential staff members). These staff members will be working at the staging areas obtaining contact information and handing out work assignments as soon as we know where the POD will be located.

POD MANAGEMENT TEAM:

The POD Management Team is responsible for the daily operations of the POD. Some of the duties that the Management Team carries out include, but are not limited to:

- Coordinating with EOC logistics to make certain the POD maintains an adequate inventory of distribution items.
- Resolves and reports operational issues that may arise from the operations of the POD.
- Ensures that POD workers sign in and out and their payroll are properly processed.
- Traffic flow controls.
- Works with law enforcement to secure the safety of staff and residents.
- Responds to basic media questions.

POD STAFFING:

POD staffing levels depend on the number of service lanes the POD will have; the number of items to be distributed at the site; and the number of hours and days of week that the POD will be operational. For this reason, we are not able to determine this level ahead of time.

The day following an emergency event, the POD Management Team will meet with Administrators and support staff to determine the staffing needs of the POD. Based on the location of the POD and its operational parameters, a staffing schedule will be developed and EOC Essential staff will be contacted to report to the POD.

Depending on the assignment EOC gives the Library; staff will be assigned by matching a staff member's normal work schedule and considering any special circumstances resulting from the emergency event. Part-time employees will continue to work a part-time schedule and will be considered as such in the development of the schedule.

POD STAFF DUTIES:

Staff members working the POD are expected to carry out the following duties:

- Must sign-in/sign-out each day
- Use the POD payroll and Attendance Record
- Follow directions of the POD Management Team
- Alert POD Management Team to any issues that may impact the smooth operations of the POD.

They should:

- Wear closed shoes or steel-toed shoes
- Wear light comfortable clothing
- Wear a hat for added sun protection
- Bring sunscreen with you
- Bring snacks and/or other munchies
- Drink plenty of fluids

POD SECURITY

During the first 48 hours of operations the Florida National Guard will man the POD. They will provide security while operations are transferred to the Library. Once the Library Department takes over operations security will be handled by local law enforcement.

OPERATING SCHEDULE

The Office of Emergency Management will determine the days and hours of operation for the POD. Factors that are considered include, but not limited to; the accessibility of the POD, the number of residents who are being served; the damaged caused to the surrounding infrastructure; availability of regular services in the area; safety of staff and resident.

TERMINATING OPERATIONS

The Office of Emergency Management will notify the POD Management Team on closing down the POD. All temporary structures, equipment, materials and supplies are to be removed and the area completely cleaned and restored to its original state prior to dismissing staff and closing operations.

APPENDIX A

DISASTER SUPPLY LIST

Supplies to be stocked at ALL Branches

Item	Main	Regionals & Subregionals	Medium	Small
Brooms	0	2	1	1
Buckets	0	6	4	2
First aid kits	1	2	1	1
Flash light/batteries	3	10	5	3
Trash/garbage bags	20	200	100	50
Heavy duty dust pans	0	2	1	1
Mops	0	2	1	1
Paper towels	1 box	2 boxes	1 box	1 box
Permanent markers	3	10	6	3
Scissors	3	10	6	3
Utility knives & blades	3	10	6	3
Heavy duty plastic	-	-	-	-
Drop cloths	27	15	18	4
Dust masks	3 boxes	2 boxes	1 box	1 box

APPENDIX A (continued)

**SUPPLIES TO BE STOCKED ONLY AT
Main (Maintenance), South Dade, Coral Gables, and Miami Lakes**

Item	Main (Maintenance)	South Dade Regional	Coral Gables	Miami Lakes
Wet vacs	0	0	1	0
32-gallon garbage cans	0	0	4	4
Acid-free blotter paper for art works (sheets)	0	0	60	60
Square nose shovels	0	0	2	2
5-gallon gas cans with long pouring nozzles	0	0	2	2
Rubber boots	0	0	15	15
Heavy-duty grounded extension cords (100 ft.)	0	0	2	2
Heavy duty rubber gloves	0	0	24	24
Industrial fans	1	0	0	0
Ladders	0	0	1	1
Generators	2	0	0	0
Hard hats	0	0	15	15
Coolers	0	0	2	2
Duct tape	0	2 rolls	70 rolls	70 rolls
Rope clothes line	0	10	18	18
Vizqueen plastic, 4 mil.	5 rolls	0	0	0
Vizqueen plastic, 6 mil	6 rolls	0	0	0

APPENDIX B

CALLING TREE FOR EMERGENCIES BRANCH OPERATIONS

SYLVIA MORA-OÑA
ASSISTANT DIRECTOR
BRANCH OPERATIONS & YOUTH SERVICES

EAST	WEST
Gia Arbogast Branch Administrator	Elyse Kennedy Branch Administrator
NORTH DADE REGIONAL LBS: Barbara Sims-Smith California Club Doral Golden Glades Miami Lakes North Central Northeast (mini) Opa-Locka Palm Springs North	WEST DADE REGIONAL LBS: Amy Rolnick Concord Culmer Hialeah Gardens Hispanic International Mall Miami Springs Model City South Miami
MIAMI BEACH REGIONAL LBS: Ian Rosenior Civic Center Coral Gables Coral Reef Edison North Shore South Shore Lemon City Little River Sunny Isles Beach	WEST KENDALL REGIONAL LBS: Ailyn Carrion Allapattah **Kendale Lakes Kendall Lakes of the Meadow **Pinecrest Shenandoah Sunset Tamiami
LBS: Barbara Kirby <ul style="list-style-type: none"> • Special Projects • Youth Services 	SOUTH DADE REGIONAL LBS: Zelda Ryles Coconut Grove Country Walk Fairlawn Homestead Key Biscayne Naranja Virrick Park West Flagler

FISCAL OPERATIONS & CAPITAL PLAN

Assistant Director		
Executive Secretary		
Business Office Manager	Procurement Manager	Capital Plan Adm.
Staff	Staff	Staff

MAIN LIBRARY

Assistant Director		
Executive Secretary		
Main Administrator	Tech. Serv. Admin.	Computer Admin
Department Managers	Staff	Staff
Staff		

SUPPORT SERVICES, MARKETING & MEDIA RELATIONS

Assistant Director		
Executive Secretary		
Library Support Services Administrator	Media Relations Officer	
Maintenance Manager	Graphics Manager	
Maintenance Staff	Graphics Staff	
Personnel Manager		
Personnel Staff		
Library Transportation Supervisor		
Transportation Staff		

OUTREACH SERVICES

Assistant Director		
Executive Secretary		
Jump Start Supervisor	Talking Books Supervisor	Bookmobile Sup.
Staff	Staff	Staff
Storyteller	Connections Supervisor	Project LEAD Sup.
Art Services Supervisor	Staff	Staff
Staff		

APPENDIX C

LIBRARY DEPARTMENT

Pagers

Unit	Name	Classification	Number
COMPUTER ROOM	ALVARINO, SCOTT	Computer Technician 2	305-276-8051
	CAMPA, JULIO	Network Manager 2	305-738-4129
	CARDENAS, GUSTAVO	Computer Technician 2	305-738-4124
	FERNANDEZ, ALVARO	Network Manager 1	305-276-8248
	FLORES, ROBERTO	Computer Technician 2	305-288-2599
	HERNANDEZ, VICTOR	Network Manager 2	305-208-0846
	MESA, REYNALDO	Computer Operations Sup.	305-738-4121
	ORTIZ, JAVIER	Computer Technician 2	305-738-4127
	PALADINO, OSCAR	Computer Technician 2	305-276-0190
	PEREZ, ENITH	Computer Technician Sup.	305-732-9637
	PIEDRA, LORENZO	Computer Technician 2	305-250-0217
	RIVERO, JOSE	Sr. Sys. Analyst Programmer	305-276-0171
	RODRIGUEZ-GALAN, JUAN	Programmer/Analyst 2	305-314-4758
	SEXTON, DAVID	Computer Technician 2	305-288-2763
	TAPIA, VICTOR	Computer Technician 2	305-276-5225
	MAINTENANCE	CAVANZO, MAURICIO	Maintenance Repairer
CHIN, DERRICK		Maintenance Mechanic	305-276-7886
FERNANDEZ, JOSE		Painter	305-276-4713
HERNANDEZ, ALFREDO		Maintenance Repairer	305-738-4202
GRILLO, HERLIN		Maintenance Repairer	305-730-0201
MCKNIGHT, MICHAEL		Maintenance Mechanic	305-276-3540
MORALES, LUIS		Maintenance Mechanic	305-276-8168
PYLES, JOAN		Secretary	305-291-6627
RODRIGUEZ, MANUEL		Maintenance Mechanic	305-276-5441
RUA, JUAN		Carpenter	305-276-1731
RUA, TINO		Carpenter	305-276-7895
RUIZ, ANTONIO		Painter	305-730-0195
SEROUSSI, DAVID		Lib. Building Maintenance Spec.	305-881-6993
SEYMOUR, BILL		Electrician	305-276-5312
VIGIL, FELIPE	HVAC Mechanic	305-730-0210	
TRANSPORTATION	GONZALEZ, LEO	Automotive Equipment Op. 1	305-732-7805
	ROBINSON, MIKE	Automotive Equipment Op. 1	305-841-3058
	DAVIS, KENNETH	Automotive Equipment Op. 1	305-276-0592
	WOODSIDE, CEDRIC	Automotive Equipment Op. 1	305-208-1014

LIBRARY DEPARTMENT

Cell phones

Unit	Name	Classification	Number
ADMINISTRATION	ALI, AMIR	Budget & Procurement Adm.	305-297-7544
	ALPERT, PHYLLIS S.	Assistant Director	305-297-7599
	ALVAREZ-CLEARY, SUZET	Assistant Director	786-255-5763
	ARBOGAST, GIA	Branch Administrator	305-498-4123
	BROOKS, LAINEY	Senior Assistant to Dept. Director	305-461-3928
	CASTRO, JULIO	Capital Project Adm.	305-323-5150
	DEL VALLE, GEORGINA	Automated Services Adm.	305-873-4556
	FOWLER, WIL	Library Security & Safety Sup.	305-873-4553
	GOMEZ, LEO	Library Support Services Adm.	305-781-2339
	TYRONE HILL	Construction Manager 1	305-877-2341
	LEVY-KENNEDY, ELYSE	Branch Administrator	305-298-6262
	LOUISDHON-LOUINIS, LUCRECE	Assistant Director	305-898-6993
	MARTINEZ, GUSTAVO	Ref. A/C Mechanic Supervisor	305-877-4016
	MORA-ONA, SYLVIA	Assistant Director	305-298-8117
	SANTIAGO, RAYMOND	Director of Libraries	305-297-2057
	SANCHEZ, JESUS	Lib. Building Maintenance Specialist	35-510-1867
	URBIZU, BILL	Assistant Director	305-613-6602
BOOKMOBILE	BOOKMOBILE		305-898-6992
	BOOKMOBILE		305-898-6994
BUSINESS OFFICE	EMERGENCY PHONE		305-815-9318
	EMERGENCY PHONE		305-815-9319

APPENDIX D

LIBRARY FACILITIES WITH SHUTTERS

<u>BRANCH</u>	<u>TYPE OF SHUTTER</u>
• Coral Gables	Impact Resistant Film
• Coral Reef	Accordion
• Country Walk	Panels
• Doral	Panels
• Golden Glades	Impact Resistant Windows
• Homestead	Accordion
• International Mall	Impact Resistant Windows
• Kendall	Accordion
• Lakes of the Meadow	Panels
• Miami Beach	Impact Resistant Windows
• Miami Lakes	Panels
• North Dade Regional	Motorized roll down shutter
• Palm Springs North	Panels
• South Dade Regional	Accordion
• Sunny Isles Beach	Impact Resistant Windows
• West Dade Regional	Accordion
• West Flagler	Impact Windows & shutters

APPENDIX E

MIAMI DADE PUBLIC LIBRARY SYSTEM HURRICANE/STORM EMPLOYEE INFORMATION HOTLINE (305) 679-7066

MAIN MAILBOX (GENERAL INFORMATION & GUIDE TO OPTIONS)

Division Responsible – Support Services, Marketing and Media Relations.

ALL OPTIONS ARE TO BE DETERMINED

APPENDIX F

INSTRUCTIONS FOR ACCESSING THE MIAMI-DADE COUNTY BLUE BOOK

Instructions to access the blue book:

EVERY COUNTY EMPLOYEE IS RESPONSIBLE FOR PROVIDING AND MAINTAINING HIS/HER PERSONAL AND EMERGENCY INFORMATION IN THIS SPECIALIZED DATABASE CALLED "THE BLUEBOOK." THIS INFORMATION IS TO BE AVAILABLE ONLY FOR AUTHORIZED USED BY THE OFFICE OF EMERGENCY MANAGEMENT (OEM). CONFIDENTIALITY IS THE PRIMARY REASON WHY EACH STAFF MEMBER IS RESPONSIBLE FOR HIS/HER FILE.

Note: Each library facility has a computer with access to the County's Intranet. This procedure must be carried out using this computer.

- Type the following address: <http://intra.miamidade.gov/bluebook>
- You will have the sign in page. You will input the following:
 - Username (use the employee number that has been issued to you. You will find this number on the upper left corner of your check stub. Most numbers will begin with several zeros. Do not input any of the leading zeros but start with the first number (1 or higher).
 - Your first password will be your social security number.
 - Once you are given access to your file, you will have the opportunity to change the password by clicking the "change Pwd" sign on the top right side of the "My Profile" screen.
- The next screen is "My Profile". Please fill in all blank areas with the requested information. This screen includes your personal information, work information, Volunteer information, and OEM (Office of Emergency Management) information. The information requested in each section is clearly listed. Please make certain you fill out all applicable areas. Some of the areas will not be accessible for you to input. These will normally have information, such as your classification, and will appear in light grey. Please provide information in all areas that allow you access. Once you have completed filling out all the sections, you will need to update your record by clicking the "update" button on the top left corner of the screen.
- Your next screen is for Emergency Contact. This allows you to provide new information or update current information. Please click on "Add New" and you will be able to provide or update the Emergency Contact information.
- Once you have completed both screens, you should use logout by pressing the logout field located at the very top left corner. You will exit to the login screen and you are done.
- Please keep these instructions since you will be responsible for updating your record should there be any changes in either your profile or emergency contact information.

STAFF IS REQUIRED TO PROVIDE/UPDATE THEIR PROFILE AND EMERGENCY CONTACT INFORMATION BY CLOSE OF BUSINESS, FRIDAY, AUGUST 26. AFTER THIS DATE, THE LIBRARY PERSONNEL OFFICE WILL RECEIVE A LIST OF NAMES OF STAFF WHO HAVE NOT UPDATED THEIR FILES.

THIS DATABASE IS SEPARATE FROM THE DEPARTMENT'S EMERGENCY CONTACT LIST AND IS MAINTAINED BY THE COUNTY.

APPENDIX G

HURRICANE PAYROLL PREPARATION PROCEDURES

***(DOES NOT APPLY TO EMPLOYEES ASSIGNED TO PODS)**

Branch/Department Manager Responsibilities:

Although employees should already have two (2) copies of the Hurricane Sign-In Sheets to bring with them to the temporary worksite, all branch/department managers should maintain a supply of Hurricane Sign-In Sheets readily available. In case of a departmental emergency (i.e. hurricane), these should be provided to all employees temporarily working at their site if necessary.

Home PAR Supervisor Responsibilities:

The Hurricane Sign-In Sheets are to be used by the PAR Supervisor as a verification tool to ensure the accuracy of hours already paid to an employee. If inaccuracies are found, the form is to be used as a basis for late change preparation. Original forms need to be attached to appropriate PAR and/or late change for submittal to Library Payroll Section.

PAR Supervisors need to keep in mind that ALL overtime (with the exception of hours worked for Sunday-scheduling) needs to be approved by the appropriate Assistant Director. All original overtime slips need to be attached to the PAR sheets and submitted to Library Payroll. Payroll employees have been authorized to remove from the PAR all overtime entries not accompanied by fully-approved overtime slips.

Employee Responsibilities:

At the beginning of the hurricane season, all employees are responsible for taking home at least two (2) copies of the Hurricane Sign-in Sheet and keeping in a safe place. Employees need to take these forms to their temporary Library worksite.

Employees who are temporarily reassigned to another Library worksite should enter the hours that they have worked on the Hurricane Sign-In Sheet, on a daily basis. The form needs to be presented to the immediate supervisor at the temporary site who will verify the hours by signing off on that day.

Employees need to keep the form until the end of the week or until completion of temporary reassignment (if within the week). The forms should be turned in to their immediate supervisor upon returning to their home assignment. If an employee's home assignment remains closed because of hurricane damage or lack of power, the form should be sent to Library Human Resources.

Library Human Resources will contact employees with instructions for delivering the forms, if necessary.

NOTE: In order to complete the D.D.L. (Department, Division, Locator) section of the form, please refer to the upper right-hand corner of your paycheck stub.

***If you are an employee assigned to a POD, you do not need to complete this form. Please complete the EPAR, which will be included in the POD's Kit.**

APPENDIX H

Hurricane Preparedness for the Permanent Art Collection Art Services and Exhibitions

Many of the original artworks in the branches are very valuable and impossible to replace if damaged or lost. Here are some reminders about hurricane preparedness procedures for the permanent collection artworks.

Please note: Art Services is NOT responsible for, and these procedures do not apply to, artwork or posters that are

- **not** part of our permanent art collection or
- **not** part of a temporary art exhibition that Art Services has organized/curated.

Permanent collection artworks have an identifying 3, 4, or 5-digit accession number (i.e., 88-2, 05-12, or 79-101) and other cataloguing information on the back. Most have barcodes.

STEPS TO TAKE BEFORE THE STORM - BRANCHES

1. Have ready the most recent copy of your branch's **Permanent Art Collection/Hurricane Inventory Form**. It should be up-to-date with a list of all the artwork in your branch (prepared by Art Services) as of May of the current year.
2. Assess the placement of the artwork in your branch.
3. **Do not** remove any artwork from the walls, **unless it is close to a window or other area that might leak**.
4. If you remove a piece from the wall,
 - a. Put it in a **secure and elevated place--NOT on the floor or near a window**.
 - b. Multiple works that are removed from the wall should be **very carefully stacked front to front and back to back** (i.e., the front of an artwork should only be stacked facing the front of another piece of artwork).
 - c. Cover the artwork with plastic.
 - d. **DO NOT** use duct tape on any part of the artwork or frame.
5. Complete the fifth column (*Removed from wall? Where stored?*) of the inventory form **only if you moved any pieces**.
6. Email the form to art@mdpls.org or fax to 305-372-6356 as soon as possible.
7. Print out at least 2 copies of Permanent Art Collection Hurricane Damage Report forms (from Librarnet) and take off premises with you.

STEPS TO TAKE AFTER THE STORM

1. **DO NOT THROW OUT ANY ARTWORKS, REGARDLESS OF DAMAGE/CONDITION.** Art Services staff and insurance adjusters must see these first. Also, many seemingly hopelessly damaged works can be salvaged by a conservator.
2. Assess possible damage to artwork at your branch. Check for water damage, mold or mildew, damage to frames, etc.
3. Notify Art Services of any damage, questions, concerns, etc. by contacting:
Curator, Denise Delgado - 305-375-5048 / cel 305-409-8751, OR
Assistant Curator, Gendry Bossano – 305-375-5572 / cel 786-343-6311
Library Exhibitions and Archives Supervisor, Oscar Fuentes - 305-375-5599 / cel 786-287-9243

4. **If any artwork has been damaged**, fill out a Permanent Art Collection Damage Report Form (available on Librarynet) and email it to art@mdpls.org or fax to 305-372-6356.
**If the MDPLS email system is down due to the hurricane, email it (from any email account) to artservicesmdpls@gmail.com, which is the emergency contact email of the Art Services department.
5. **In the event of an emergency, if Art Services staff is NOT available to come to the branch in person, and/or if there is an imminent and immediate threat of serious damage to the artwork**, branch staff should carry out the following "last resort" procedures only after consultation/notification of Art Services staff. (Under normal conditions, the handling of artwork is the exclusive responsibility of Art Services staff.)

Procedures for Dealing with Hurricane-Damaged Photographic Prints

Remove photo from frame immediately while still wet. Do not wipe or try to blot photos, the emulsion will be damaged. If the photos were damaged by dirty rising water, rinse them gently in with clean cold water in a tub or the sink. Place them on white paper towels or acid-free blotting paper face up and allow to air dry. Do not stack photographs!

If already stuck to the glass, let dry, do not try to remove.

Procedures for Dealing with Hurricane-Damaged Frames

Preserve all broken fragments or ornaments. Move frames by handling them from underside only and as with all art work, transport with minimum of vibration or shock to prevent any further damage/loss. Do not wipe, touch the surface, or any softened ornament. Keep the frame face up and allow to air dry. If surface develops cracks or begins to flake, consult a conservator/Art Services staff immediately.

Procedures for Dealing with Hurricane-Damaged Works of Art on Paper

For each damaged, framed artwork, write down the accession number with notes about the condition of the piece and its frame, and the library from which it was removed. Photograph each damaged or moldy work. (During the 1992 storm, the insurance company insisted on the above procedure even though the water damage which the collection had during Andrew did not really show up well on film until mildew had set in very seriously.)

If the glass is broken, use masking tape to secure all broken and chipped areas then unframe the work.

If the glass and the frame are broken, first remove the frame ***carefully***, then remove all glass from the surface of the work, using tape as describe above.

If the artwork or its framing material is wet, the frame should be removed as soon as possible.

Place the glass face down on a clean, flat surface. Remove tape, nails or staples, which attach the backboard to the frame. Hold the frame together, turn it over carefully and release the artwork, its mat and the glass from the frame.

Lift the glass off from the artwork or mat. Lift from the lower edge, slowly. If the artwork is stuck to the glass, **STOP**. Notify Art Services, who will consult a professional conservator.

Most artwork is hinged with tape to the back mat board. The tape holding the work to the mat can be cut carefully with a sharp X-acto knife. Be careful not to cut the artwork. Work in a direction away from the mat. If the artwork is attached to the mat window, turn the mat over so that the window is face down.

Carefully, with a sharp knife, cut the hinge tape in a direction away from the artwork.

If there is no hinge tape, or if the artwork is attached along all edges so that a knife cannot be easily inserted, leave it attached and consult a conservator.

Unframed art works, especially if wet, should be placed carefully on absorbent material such as white paper towels or acid-free blotter paper.

Prints or graphite drawings should be placed between two sheets of acid-free blotter paper. Press down lightly and change the absorbent paper often.

If the art medium is watercolor, pastel, color pencil or another delicate design surface, put the work face up on blotter paper and, if necessary, press lightly with another material.

Water-damaged and dried artwork should be held in a room with a running fan or air conditioner and/or dehumidifier. If this is not possible, there should at least be as much cross-ventilation as possible. Active circulation will prevent mold growth. Light will also inhibit mold growth.