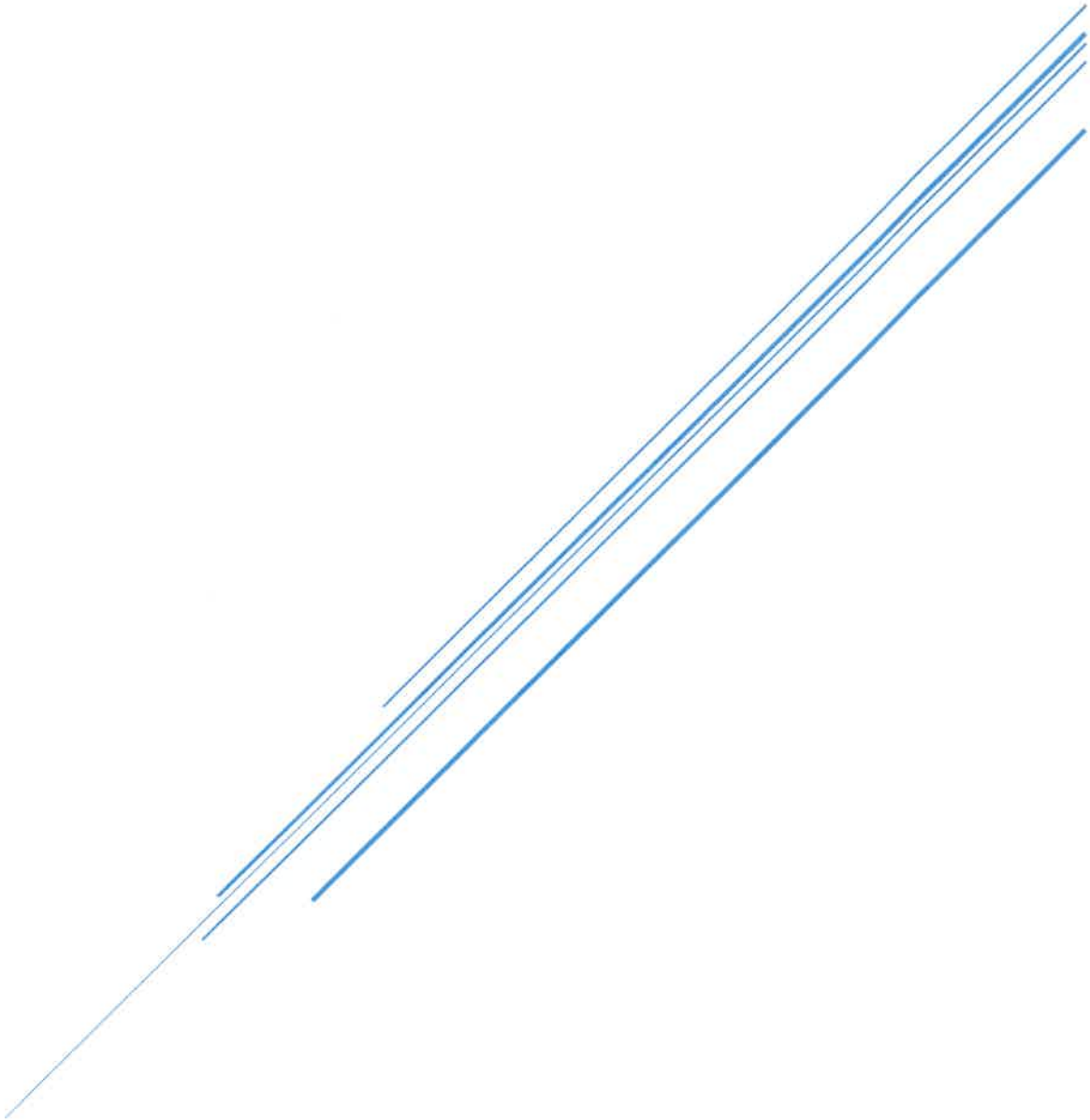


# DISASTER & EMERGENCY PLAN

Greentown Public Library



Adopted Date : December 20, 2021

## Greentown Public Library Addresses and Phone Numbers

**Adult/Teen Library**  
 765-628-3534  
 421 S Harrison St.  
 Greentown, IN 46936

**Children's Library**  
 765-628-2882  
 301 South Meridian St.  
 Greentown, IN 46936

## Eastern Howard School Addresses and Phone Numbers

**Corporation Office**  
 765-628-3391  
 221 West Main St.  
 Greentown, IN 46936

**Eastern Middle/High School**  
 765-628-3333  
 421 S Harrison St.  
 Greentown, IN 46936

**Eastern Elementary School**  
 765-628-7866  
 308 S Harrison St.  
 Greentown, IN 46936

## Community Phone Numbers

For Any Emergency.....	911
Greentown Police Department.....	765-628-3434
Greentown Fire Department.....	765-628-7750
Greentown Utility Office (Water)....	765-628-3263
Howard County Sheriff.....	765-457-1105
Indiana State Police.....	765-473-6666
Poison Control.....	1-800-222-1222
Indiana Child Abuse Hotline.....	1-800-800-5556
Duke Energy (Electricity).....	1-800-521-2232
NIPSCO (Gas).....	1-800-634-3524
American Red Cross.....	765-459-4162
United Way of Howard County.....	211
Howard Regional Hospital.....	765-453-8444
St Vincent's Hospital.....	765-456-5633

*Richard W. Moore*  
*Catherine White*  
*Cynthia J. Gelfand*  
*Wayne*

*AKJ*

## 1. The Disaster Response Team

**Director:** Mindy Hobensack

Office Phone: 765-628-3534

Home Phone:

Cell Phone: 765-513-7861

### Regular Duties

- Calls regular meetings of the disaster team throughout the year
- Ensures the disaster plan is updated annually or as needed
- Creates and maintains a telephone tree so that employees and other important people are notified quickly after disaster strikes
- Ensures that items on the disaster supply list are available and up-to-date
- Works with school, town, or county disaster teams to ensure compliance with the bigger picture

### During and After a Disaster

- Maintains direct communication with school, town, county or state officials
- Notifies the disaster team members of imminent danger (begins the telephone tree process)
- Establishes a command center
- Ensures methods of communication both inside and outside the library
- Delegates duties
- Begins salvage operations after the building is deemed safe by facilities management or local safety officials
- Oversees overall management of recovery and salvage operations
- Supervises delivery and installation of equipment
- Assesses and records damage with other disaster team members
- Identifies storage space for priority recovery list items

**Collections Manager: Mindy Hobensack**

Office Phone: 765-638-3534

Home Phone:

Cell Phone: 765-513-7861

<b>Regular Duties</b>	<b>During and After a Disaster</b>
<ul style="list-style-type: none"><li>● Establishes and maintains relationships with recovery companies</li><li>● Maintains an inventory of the library collections (Evergreen &amp; AVC Software)</li><li>● Identifies specific priority collections to be saved or recovered first</li></ul>	<ul style="list-style-type: none"><li>● Supervises the staff and volunteers during collection recovery efforts</li><li>● Assesses damage to the collections</li><li>● Locates specific priority collections to be saved or recovered first</li><li>● Determines which items can be recovered in-house and which need to be sent out for recovery</li><li>● Determines which parts of the damaged collection are not worth recovery efforts</li><li>● Supervises in-house cleaning and drying</li><li>● Supervises the processing of all damaged materials</li><li>● Trains staff and volunteers</li><li>● Prepares a written report of the recovery and/or relocation activities</li></ul>

**Accountant/Bookkeeper : Delina Murphy (DM)**

**Director : Mindy Hobensack (MH)**

Office Phone: 765-628-3534

Home Phone:

Cell Phone: 765-419-7045

**Regular Duties**

- Establishes and maintains an inventory of library possessions (MH – Maintain asset list in AVC) (DM – Oversees Evergreen inventory)
- Ensures insurance coverage is up-to-date (MH)

**During and After a Disaster**

- Tracks and coordinates Expenditures (MH) (DM)
- Authorizes temporary staff assignments if needed (MH)
- Authorizes payment for supplies and services needed (MH)
- Contacts recovery vendors and services at the request of the disaster team or collections manager (DM)
- Acts as financial liaison with FEMA, if appropriate (MH)
- Updates the inventory of library possessions as damaged items are discarded (MH) (DM)
- Maintains a list of possessions sent out for refurbishing, if applicable (DM)
- Submits insurance claims (MH)

**Human Resources Representative : Delina Murphy**

Office Phone: 765-628-3534

Home Phone:

Cell Phone: 765-419-7045

**Duties**

- Relocates employees displaced from offices or work spaces
- Arranges for food and drink for recovery workers
- Assists any employee injured in the disaster or during recovery with workman's compensation or insurance claims
- Prepares compensation plan for employees involved in the recovery, if applicable Recruits volunteers and ensures they all sign a waiver form
- Maintains current list of all staff phone numbers for updating the telephone tree

**Technology Head : Mindy Hobensack**

Office Phone: 765-628-3534

Home Phone:

Cell Phone: 765-513-7861

**Duties**

- Works with Eastern tech personnel to reestablish computer network and systems
- Removes damaged or destroyed equipment
- Identifies appropriate means for disposal of destroyed equipment (there are EPA guidelines for disposal of many types of equipment including printers and photocopiers)
- Works with accountant in replacement of destroyed equipment

**Public Relations Rep. : Delina Murphy**

Office Phone: 765-628-3534

Home Phone:

Cell Phone: 765-419-7045

**Duties**

- Keeps the director, disaster team and library staff informed of latest news from outside the library
- Acts as the conduit for public information on the disaster
- Contacts media with library-related announcements, including library closure and reopening
- Photographs the damage to the collections and library contents, as well as damage to the building, if appropriate
- Maintains a photographic record of recovery efforts

**Facilities Manager : Mindy Hobensack**

Office Phone: 765-628-3534

Home Phone:

Cell Phone: 765-513-7861

**Duties**

- With public safety officers determines when the building is safe for reentry
- Works with Eastern School Corp for water and utilities restoration
- Works with Eastern School Corp for building restoration

## **2. Communication Equipment Check List**

- Individual Cell Phones
- Battery Operated Radios (for news)
- Two Way Radios
- Weather Radio
- Bull Horn

## **3. Disaster Supplies for Immediate Response In-house Requirements**

- Flashlight
- Disposable Latex Gloves
- Plastic Sheeting
- Batteries (replace semi-annually)
- Large Plastic Trash Can with Lid
- Lysol Spray Can
- Bottled Water
- Bucket
- Dust Mask
- Duct Tape
- Scissors
- Plastic Trash Bags to Fit Can
- First Aid Kit



#### 4. Recovery Services Contacts

- Books
- Photographs
- Audiovisual Materials
- Computer Records

**Organization Name**

**Contact Information**

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#### 5. Insurance / Legal Contacts

##### Insurance

- Company:
- Agent:
- Policy Number:

#### 6. Plans for Specific Emergencies

##### **Fire**

1. Sound the fire alarm – use any Fire Alarm Pull Station
2. Evacuate students and patrons
3. Contact 911 and provide details as appropriate
4. If during school hours, follow instructions from School Administration
5. Supervise students and patrons in evacuation areas

##### **Tornado**

Tornado Watch: Conditions are right for a tornado

Tornado Warning: A funnel cloud has been sighted. Take cover

1. Move students and patrons to pre-designated shelter areas
2. Have students/patrons sit quietly on the floor – Cover and Hold On
3. Keep student/patrons quiet and calm
4. Parents arriving to pick up children should be invited to shelter inside. Do not release children during a Tornado Warning
5. Keep all exterior doors closed

## **Earthquake**

1. When an earthquake occurs, students/patrons will implement action: Drop, Cover, Hold On
2. Three minutes after the shaking has stopped, if during school hours, the principal or designee will implement an evacuation of the building. If after school hours, library staff should initiate an evacuation of themselves and students/patrons using the closest and most appropriate route. Do not re-enter the building until it has been deemed safe.
3. If there are injuries, staff should call 911 as appropriate
  - a. Do not light any fires during an earthquake
  - b. Avoid contact with electrical wires which may have fallen

## **Flood/Water Damage**

1. Contact School Administration
2. Assess the situation and call for professional clean up services if needed, such as Serve-Pro or Service Master Advantage
3. Contact insurance company

## **Active Violent Person**

Follow these school procedures within building whenever a person:

- a. Has a weapon
  - b. Says they have a weapon
  - c. Is holding another person against their will
1. Alert
    - a. Call 911
    - b. Call appropriate school office to have school activate the intercom system
  2. Lockdown
    - a. Based on Alert information choose lockdown or evacuate
    - b. Ensure doors are locked
    - c. Make room dark, move students/patrons to designated area, and cover windows
    - d. If possible, barricade door with large, heavy items
    - e. Prepare students/patrons for possible counter strategies
  3. Inform
    - a. Provide and listen to real-time information
    - b. Base decisions on information received
  4. Counter
    - a. Cause distractions – create noise and movement
    - b. Keep distance: EVACUATE if possible

- c. Throw items at the face of the violent person
- d. Take control of a violent person
- e. Place any weapons in trash can

5. Evacuate

- a. Exit building away from danger (avoid long hallways)
- b. Keep hands up and follow law enforcement instructions

**Hostage Situation**

A hostage may involve one person holding a child, teacher, class, or patron(s) or more than one person (entire school). It is assumed that the person is armed and dangerous

1. Identify the problem (number of hostages, number of suspects, whether they are armed, where they are, etc.)
2. Notify 911 and/or main school office as appropriate
3. Initiate a Lockdown of students and patrons
  - a. Make sure door is locked
  - b. Cover windows and barricade door as appropriate
  - c. Do not allow students unsupervised access to hallways, restrooms, etc.
4. Provide and listen to real-time information
5. Follow the directions of law enforcement
6. If during school hours, the Superintendent or designee will set up a command center in a safe location to answer parent and/or press inquiries. Media requests should be referred to the Superintendent. If school is not in session, the Library Director answers parent and/or press inquiries
7. Notify families of all persons involved and give them a place to gather for receiving additional information
8. No staff member shall leave their library duties until such a time as they are dismissed. Stay "on duty" regardless of regular hours in an emergency.

**Physical and Verbal Assaults**

1. Do not run to confront a physical or verbal assault. Devise a safe and prudent path to the situation
2. Make verbal contact in a calm, low-toned voice
3. Request that student/patron(s) follow you to a private place to talk issues through
4. Isolate or remove other student/patron(s) (bystanders) as appropriate
5. Do not leave students/patron(s) alone until they have completely calmed down
6. Never touch or grab violent persons unless they are causing harm to themselves or others
7. Assess the situation for medical emergencies or injuries
8. If a student, inform the main office; escort student(s) to the principal's office as appropriate

9. If student(s) refuse to cooperate, notify the principal that a violence problem is occurring
10. Fila an incident report at earliest opportunity
11. Call 911 if needed

## **Bomb Threat**

### Local Guidelines

1. When a bomb threat or another specific threat is called in, the person taking the call should immediately record the details and exact wording of the threat, using the Bomb Threat Checklist. Those details should be discussed only with the Library Director, building administrators, Superintendent, or authorized law enforcement
2. If school is not in session, notify Director and law enforcement. If school is in session, notify Library Director and building administrators. The building administrators will coordinate all activity and notify the Superintendent's Office.
3. In the event a suspicious device or package is located, law enforcement shall coordinate the situation
4. If building search does not produce a suspicious device or package, the building administrators and Superintendent will determine when students/patrons can return to the building. If school is not in session, the Library Director and/or law enforcement will determine when it is safe to return.

## **Bomb Threat Checklist**

See following page

# BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call \_\_\_\_\_
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**\* Refer to your local bomb threat emergency response plan for evacuation criteria**

## DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

## WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: [OBP@cisa.dhs.gov](mailto:OBP@cisa.dhs.gov)



# BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

## Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)

- When will it go off?

- What does it look like?

- What kind of bomb is it?

- What will make it explode?

- Did you place the bomb? Yes No

- Why?

- What is your name?

## Exact Words of Threat:

## Information About Caller:

- Where is the caller located? (background/level of noise)

- Estimated age:

- Is voice familiar? If so, who does it sound like?

- Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information: