

Disaster Preparedness and Recovery Plan

**King County
Law Library**

March 1, 2006, rev. October 2008

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Statement of Purpose

This Disaster Preparedness Manual has been prepared in an effort to effectively respond to emergencies that occur in the King County Law Library and to coordinate with King County facilities management. The goals of this manual are:

- To establish a Disaster Action Team
- To establish guidelines for carrying out a coherent plan of action in response to an emergency
- To provide information so that adequate and immediate action will be taken in the event of an emergency
- To outline procedures to respond to specific emergencies
- To provide listings of supplies and equipment kept on hand or in close proximity
- To provide sources of materials and services that may be necessary in the event of an emergency
- To establish guidelines and procedures for offsite storage of electronic data

This Disaster Preparedness Manual assumes that the staff is dealing with a disaster that would preclude the staff from entering the facility and attempting recovery for up to 5 days after an event. A catastrophic disaster would use many of the same techniques, however, safety and recovery efforts of individual staff members would take precedent over recovery efforts of library materials.

The Disaster Action Team shall be responsible for establishing and administering an effective disaster preparedness program. They shall review the Disaster Preparedness Manual annually. They shall be responsible for overseeing effective responses to emergencies and supervising salvage operations as described in the Manual.

Date of current revision: March 1, 2006, rev. October 2008

Disaster Action Team

The Disaster Action Team shall be comprised of the Director of the King County Law Library, Collection Access Services Librarian, and the Patron Access Services Librarian. The Team Leader shall be the Collection Access Services Librarian.

The Team Leader shall be responsible for:

- Coordinating and decision-making in response to and recovering from any emergency situation in consultation with the members of the Team
- Establishing priorities in recovery operations as recommended in this Manual
- Delegating responsibilities in all recovery operations

The Disaster Action Team shall assume responsibility for:

- Currency of the Manual
- Review of the literature regarding disaster plans and recovery procedures
- Prompt response to any emergency reported and insuring that the proper authorities have been notified
- Appraisal of the damage to library facilities
- Directing a plan of recovery in accordance with the guidelines discussed in this Manual
- Preparation of post-disaster report assessing the actions taken and any recommendations
- Annual review of emergency supply list and insure that adequate stock is maintained
- Periodic safety inspections of the Law Library
- Recommendations regarding accident prevention and emergency procedures
- Assistance in implementing any corrective actions recommended
- Annual training and review of procedures with staff
- Periodic training in CPR

Emergency Telephone Numbers

Police, Fire or Medical Assistance	9-911
King County Security	
Courthouse	206.296.5000
Internal	6.5000
Yesler Building	206.296.5000
Internal	6.5000
Maleng Regional Justice Center (MRJC)	206.205.8800
Internal	5.8800
Poison Control Center	800.732.6985
Seattle	206.526.2121

When reporting an emergency, be prepared to supply the emergency agency with the following information:

- You are calling from the King County Law Library
- Identify which location you are calling from or which location is involved in the emergency situation
 - Courthouse
516 Third Avenue, Suite W621
Seattle, WA
 - Yesler Building
400 Yesler Way, Level A
Seattle, WA
 - Maleng Regional Justice Center
401 Fourth Avenue North, Room 1N
Kent, WA
- The nature of the emergency
- Your name and the Law Library's telephone number

Don't hang up. Let the emergency person end the conversation. They may have important information to pass on.

If the emergency occurs during regular Library hours (8:00 a.m. – 5:00 p.m., Monday through Friday), the Disaster Action Team leader or responsible staff member will assume the direction of operations.

If the emergency occurs during other than regular hours, the emergency will be reported to **9-911**, if appropriate, and then to Courthouse Security at **206.296.5000 in Seattle or 206.205.8800 in Kent**. Then contact the appropriate staff member(s) in this order:

1. Disaster Action Team leader
2. Library Director
3. Member of the Disaster Action Team
4. Librarian

Telephone Tree Procedure

In the event all staff members must be contacted during an emergency situation, the staff shall be contacted in the following order:

1. Disaster Action Team leader will contact all members of the Disaster Action Team
2. Disaster Action Team leader will contact appropriate departments of King County administration
3. Law Library Director will contact other librarians on the staff
4. Librarians who are not a member of the team will contact library technicians, clerks, interns, etc.
5. Law Library Director will contact Library Board of Trustee members

Other contacts:

King County Risk Management Department, **206.296.7432**

Johnson, Mike. Aon Risk Services. (Insurance broker) **206.749.4906**.

Disaster Action Team

	<u>Office Phone</u>	<u>Home Phone</u>	<u>Cell Phone</u>
Disaster Team Leader: Rita Dermody	206.296.0940		
Law Library Director: Rita Dermody	206.296.0940		
Disaster Action Team: Rita Dermody	206.296.0940		
Rick Stroup	206.205.6115		
Facilities maintenance:	206.296.0641		
Van Pham , Courthouse Complex Superintendent	206.296.0651		
Rick Foster , Maleng Regional Justice Center Superintendent	206.205.8803		
Emergency/after hours - Courthouse	206.296.5000		
Emergency/after hours – Yesler	206.296.5000		
Emergency/after hours – MRJC		206.205.8800	
Alternate emergency phone numbers:			
King County Courthouse Facilities Security Desk	206.296.0135		
Security Chief’s Office	206.296.0143		

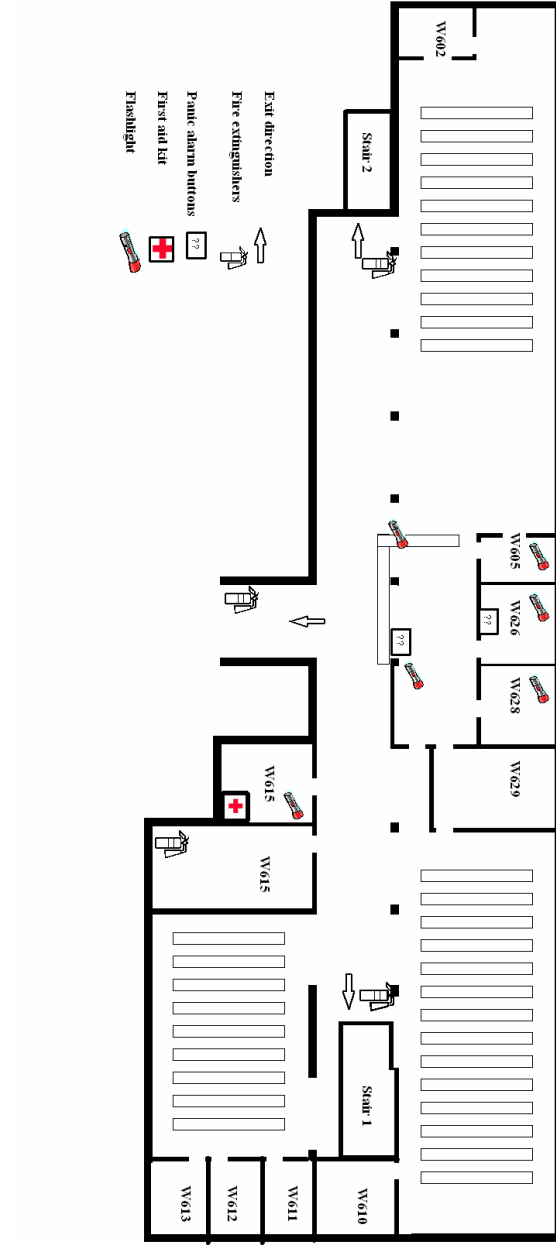
Staff Telephone Directory

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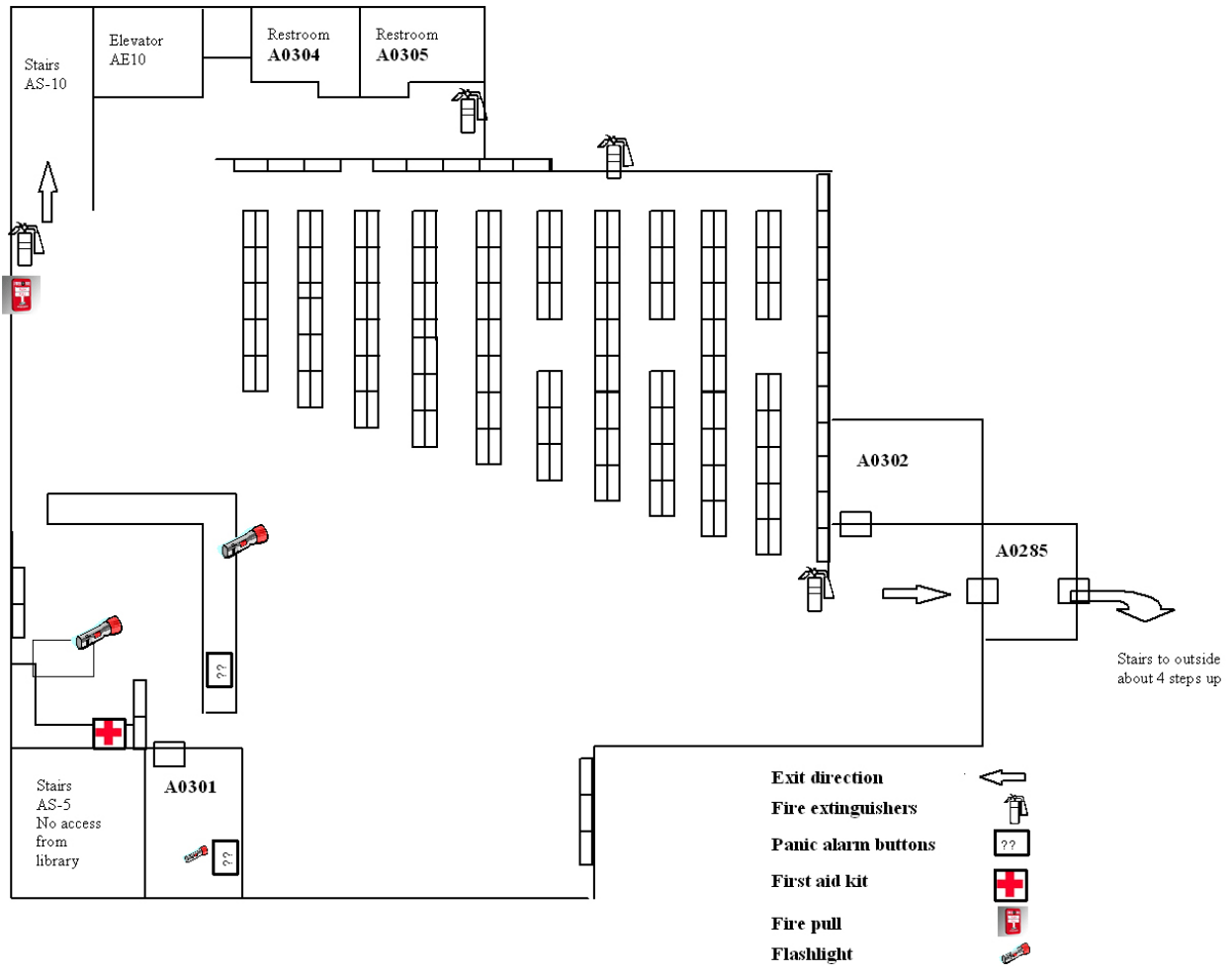
It contains local contact information for each staff member, as well as the contact information of a person residing outside of Washington.

Emergency Exits and Equipment

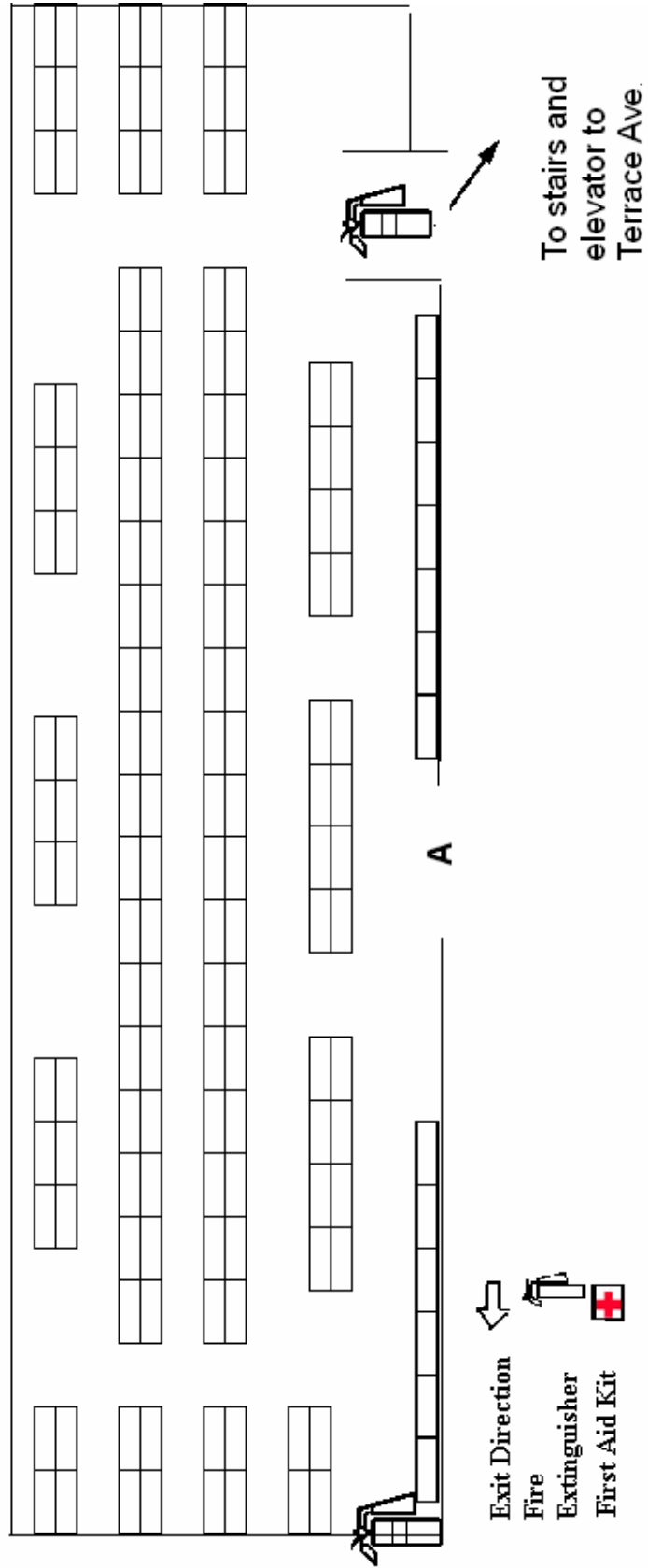
Seattle

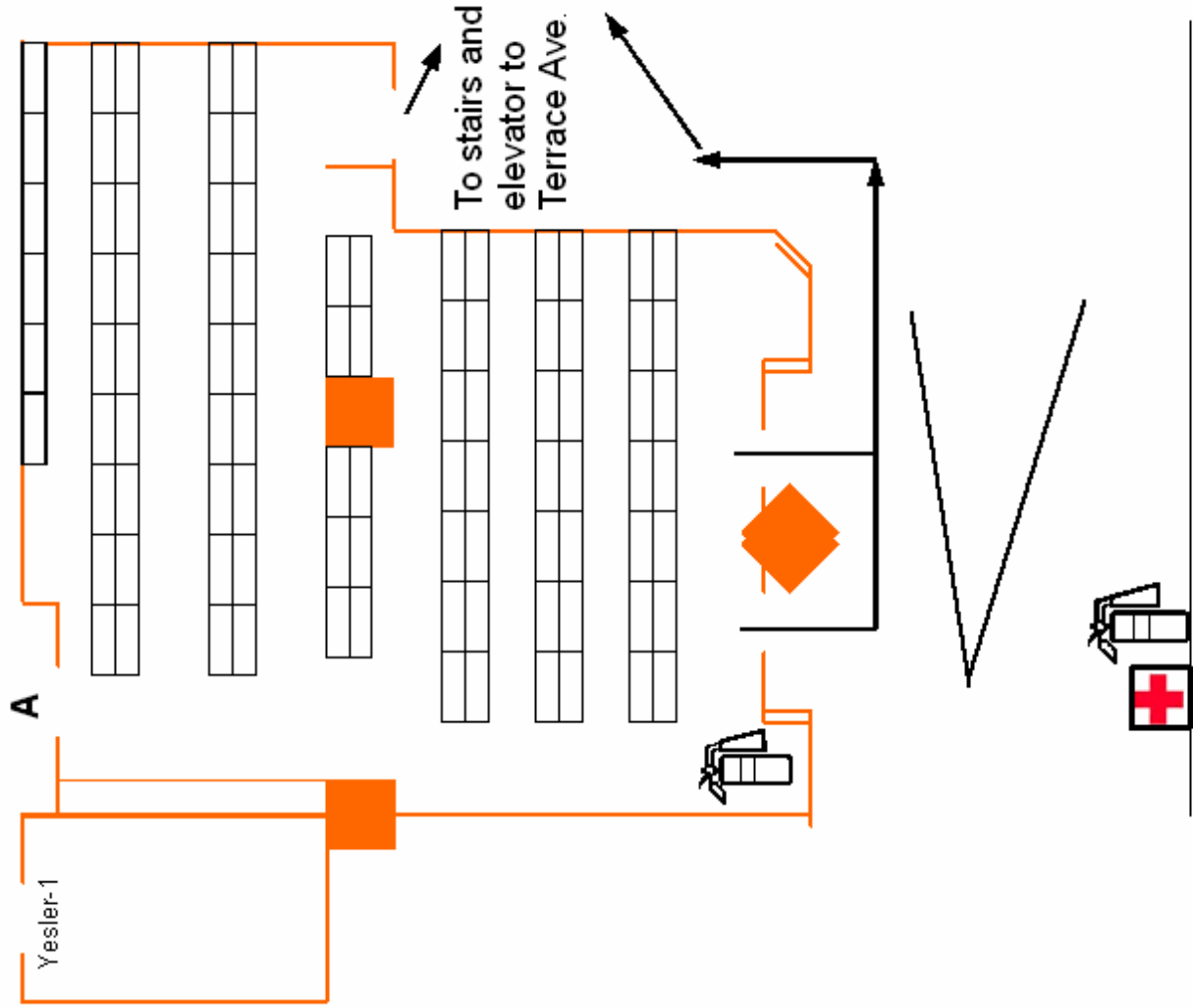





Maleng Regional Justice Center



Yesler Building





- Exit direction** 
- Fire extinguishers** 
- First aid kit** 

General Emergency Procedures

These general guidelines apply to all emergencies. Additional procedures for specific emergencies can be found in the section Emergency Checklist following the Evacuation Plan.

- The **first and foremost consideration** must be for the **safety of the people** in the Library
- In the event of an emergency:
 - Call **9-911** to report the situation
 - Call Courthouse Security at **206.296.5000 in Seattle or 206.205.8800 in Kent**
 - Notify Disaster Action Team Leader
 - If the Leader is not available, then notify the following in order given
 - Library Director
 - Member of the Disaster Action Team
 - Librarian
- If a member of the Disaster Action Team or the Library Director is present in the Library when an emergency occurs, he/she will immediately take charge of all emergency procedures
- Emergency personnel will take control when they arrive. Library staff will cooperate fully
- Library will be evacuated according to the instructions in the section titled **Evacuation Plan**. Emergency personnel, the Library Director, or a Library staff member may give the instructions to evacuate
- Only emergency personnel are allowed into a disaster area
- Library staff shall not re-enter the building or space until permission is given by emergency personnel
- Patrons shall not re-enter the library until authorized by a member of the Disaster Action Team

General Emergency Procedures Disaster Action Team

- In the event of an emergency:
 - Determine the nature of the emergency
 - Verify that the emergency number(s) have been called
 - Make a preliminary assessment of the situation and, particularly if the emergency occurs after regular hours
 - Communicate to the informant any actions to be taken before the Disaster Action Team arrives at the Library
 - Immediately notify members of the Disaster Action Team
- The Disaster Action Team Leader will assume direction of Library emergency procedures upon arriving at the Library
- Emergency personnel will take control the immediate situation and with the assistance of the Disaster Action Team
- When the immediate emergency situation has been controlled, the Disaster Action Team Leader will evaluate the extent of the damage and, in consultation with the other members of the Disaster Action Team and Library staff members, formulate a plan of action
- In the event that the main shut off for electricity, gas, water, or the heating and cooling system need to be reached, contact Facilities Management at **206.296.0641** for all locations or (after hours) Security at **206.296.5000 in Seattle** or **206.205.8800 in Kent**

Evacuation Plan

Emergency evacuation of the Law Library may be required in the event of any of the following situations:

- Bomb threat
- Civil disturbance
- Earthquake
- Explosion
- Fire or sounding of fire alarm
- Natural disaster
- Power failure
- Structural damage
- Toxic chemicals or fumes
- Instructed to do so by Courthouse Security
- In the absence of instructions from Courthouse Security, when a Library staff member, by direct observation, considers an emergency to exist that threatens the safety of the persons in the Library.

(See SPECIFIC EMERGENCIES for further evacuation procedures.)

Note: In all cases, when there is doubt or disagreement about whether to evacuate – **EVACUATE!**

Emergency Evacuation Procedures

- Call Courthouse Security **206.296.5000 in Seattle or 206.205.8800 in Kent** and describe the situation
- Inform Courthouse Security of any patrons requiring assistance in evacuating, such as wheelchair bound individuals. See below for instructions regarding evacuation of non-ambulatory persons or persons with other disabilities.
- Follow instructions given by Courthouse Security
- Call other library location and notify them of evacuation
- Exit Library by way of the safest and quickest route
- Do not use elevators in case of fire or earthquake
- Upon notification to evacuate, Library staff members will insure that all Library users and staff members are instructed to leave the Library and, if necessary, informed of proper exit route
- The Floor Warden will insure that the Library has been completely evacuated. If the Floor Warden is not present, then the Disaster Team Leader or Library Director will be responsible
- After exiting the building, the Library staff will proceed to the designated assembly point
 - In Seattle, the assembly point is the southwest corner of the park on the south side of the Courthouse. In the event of a bomb threat you may be directed to a spot

further away. Library staff will gather at the parking lot at the southeast corner of 4th Avenue and Washington

- In Kent, there are three potential assembly points. (1) In front of the courthouse; (2) Parking garage; (3) Kent Commons area. In the event of a bomb threat you may be directed to a spot further away. Library staff will gather at the entrance to the movie theater in Kent Station, across the street from the Maleng Regional Justice Center
- Staff will not re-enter the building until it is authorized by emergency personnel
- Take only personal possessions before leaving the building, including your County id card
- Grab your EvacPack
- If time permits before evacuation, and **safety is not threatened**:
 - Put cash drawer away and lock safe
 - Close, but do not lock, all interior doors
 - Turn off all electrical equipment

Evacuation of Non-Ambulatory Persons

Non-ambulatory persons require special assistance and will normally be evacuated by firefighters or other emergency response personnel.

- The Facilities Security Emergency Dispatch Center (**206.296.5000 in Seattle or 206.205.8800 in Kent**) shall be immediately advised of the location of the non-ambulatory person so the Incident Commander can be made aware of the problem and have the necessary information to order a response by the firefighters or other emergency personnel
- A least one, and preferably two, people should be assigned to stand by to assist the non-ambulatory person
- The non-ambulatory person shall be placed next to a fire escape away from any threat
 - Placing a person inside the stairwell would create a hazard for both the non-ambulatory person and persons using the fire escape

Evacuation of Non-Ambulatory Persons by Seattle Fire Department or Other Emergency Personnel

In the case of a fire, the Seattle Fire Department will dispatch firefighters to assist the non-ambulatory person if evacuation becomes necessary. In the case of building emergencies, Security personnel will effect the evacuation of non-ambulatory persons.

- The only time a non-ambulatory person is to be taken down a fire exit

by non-emergency personnel is in the extreme case (like a natural disaster) where no emergency response personnel are available and the non-ambulatory person and assistant are exposed to an immediate threat

- In the event of a bomb threat Seattle Fire Department will not be on the site and other emergency personnel will be dispatched by the officer in the Facilities Security Emergency Dispatch Center

Placing Non-Ambulatory Person in Place of Refuge

An area of refuge for the non-ambulatory person and attendants might become necessary when assistance is not readily available or the magnitude of the emergency precludes normal response techniques. Should a place of refuge on the floor be sought, the following actions should be considered:

- Towels or clothing used to block vents and openings around doors where smoke might enter
- A wet towel or cloth made available to use as a mask
- A signal placed in a window - which may be anything that will call attention to the location, e.g., curtains tied in knots or something unusual placed in the window
- If smoke enters the area, call **9-911** and Facilities Security Emergency Dispatch Center at **206.296.5000 in Seattle or 206.205.8800 in Kent** and notify them where the person has taken refuge
- Windows are not to be opened or broken as smoke from outside the building can enter through the break

Evacuation of Persons Who are Hearing Disabled

A person who is deaf, or has a hearing disability should be provided with a “guide” who can escort the person out of the building or to a place of safety.

- Floor Wardens should know if any employee is hearing disabled and make arrangements with other workers to act as a “guide” to escort the hearing impaired person out of the building to a place of safety
- If any member of the public is known to be hearing disabled, they should also be provided with a “guide” to lead them to safety

Evacuation of Persons Who are Blind or Who have Low Vision

Persons who are blind or who have low vision must be provided with a person to escort them to safety.

- A person who is blind, or has low vision, would need a person to physically guide them to a place of safety (i.e., hold onto their hand or arm)

Evacuation During Bomb Threats

If an evacuation is required, persons evacuating the building should be directed to report to an assembly area a minimum of 300 feet away from the building and away from the threat. Three hundred feet is considered a minimum safe distance and Emergency Response Personnel may direct persons to a more distant assembly point.

Emergency Checklist

Biological Agents

Mail and package delivery shall be screened for suspicious items. Common indicators of suspicious letters or packages are:

- No return address
- Handwritten or poorly typed address
- Misspelling of common words
- Restrictive markings such as “Confidential” or “Personal”
- Excessive postage
- Foreign writing, addresses, or postage
- Protruding wires, aluminum foil, oily stains, odors, powdery substances, use of string or twine

If a suspicious letter or package is received, observe the following procedures

1. **Do not shake or open the item**
2. Cover the item with anything (paper, clothing, trash, etc.) or place in a plastic bag. Do not handle the item more than is absolutely necessary
3. Alert others in the area. **Leave the room and close the door**
4. Call **9-911** and Courthouse Security **206.296.5000** in Seattle or **206.205.8800** in Kent
5. Immediately wash all exposed skin **with soap and water**
6. Carefully **remove any contaminated clothing** and, if possible, place in a plastic bag and seal

CDC Guidelines for State Health Departments
Revised October 14, 2001

I. Advice to the Public

How to Handle Anthrax and Other Biological Agent Threats

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The purpose of these **guidelines** is to recommend procedures for handling such incidents.

DO NOT PANIC

1. Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

2. For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

Suspicious Letter or Package

1. Do not shake or empty the contents of any suspicious envelope or package; **DO NOT** try to clean up powders or fluids.

2. **PLACE** the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.

3. If you do not have any container, then **COVER** the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.

4. Then **LEAVE** the room and **CLOSE** the door, or section off the area to prevent others from entering (i.e., keep others away).

5. **WASH** your hands with **soap and water** to prevent spreading any powder to your face or skin.

6. What to do next...

- If you are at **HOME**, then report the incident to local police.
- If you are at **WORK**, then report the incident to local police, **and** notify your building security official or an available supervisor.

7. If possible, LIST all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local **public health** authorities and law enforcement officials for follow-up investigations and advice.
8. Remove heavily contaminated clothing and place in a plastic bag that can be sealed; give the bag to law enforcement personnel.
9. Shower with soap and water as soon as possible. Do not use bleach or disinfectant on your skin.

Emergency Checklist

Bomb Threat

Telephone Threat

If a staff member receives a telephoned bomb threat, **STAY CALM AND PAY CLOSE ATTENTION TO THE CALLER! WRITE DOWN AS MUCH OF THE FOLLOWING AS POSSIBLE:**

1. Time of call
2. Exact words used, accent and tone of voice
3. Time bomb is to explode
4. Where bomb is to explode
5. What kind of bomb is it and what does it look like
6. Why was the bomb placed
7. Try to determine the caller's age, sex and race
8. Any unusual noise or sounds in the background
9. If you have Caller ID, write the caller's telephone number on the Bomb Threat Checklist, **PRIOR TO HANGING UP THE RECEIVER**
10. If you do not have Caller ID, you must trace the call by taking the following steps, providing you are not using a telephone connected to a Centrex Telephone System:
 - A. *Upon termination of the conversation, hang-up the receiver. **Immediately pick-up the receiver and dial *57.** This activates the telephone to trace the last incoming call, which should be the threatening call. Remain on the telephone and you will receive a recorded message. The recorded message will advise whether the "Call" has or has not been successfully traced. After hearing this recorded message, you may hang up*
 - B. *Request a fellow employee/supervisor to call 911 and report the incident to the local law enforcement agency. This must be done on a different telephone line. **DO NOT** use the same telephone line (telephone number) you received the threat on*
11. Notify your immediate supervisor of the telephone call, and if the call was successfully traced

12. Notify King County Facilities Security at 296-5000, or if at the MRJC call 205-8800

13. Be sure the local law enforcement agency and Facilities Security are advised if the call was successfully traced

NOTE: A TELEPHONE CALL CANNOT BE TRACED IF THE SAME TELEPHONE LINE (TELEPHONE NUMBER) IS USED TO MAKE ANOTHER CALL PRIOR TO DIALING *57.

14. Fill out Incident Report and forward to the Library Director

Letter Threat

If a suspected bomb threat is received through the mail, **Do Not** handle the letter or envelope unnecessarily and immediately call Courthouse Security **206.296.5000 in Seattle** or **206.205.8800 in Kent**. Immediately notify the Disaster Action Team.

Fill out Incident Report and forward to the Library Director.

Suspicious Object

If a suspicious object, package, or briefcase is found in the Library and there is reason to believe that it may contain a bomb, **do not touch the object**. Keep all persons in the Library away from the object. Immediately call Courthouse Security. Immediately notify the Disaster Action.

Fill out Incident Report and forward to the Library Director.



Facilities Security Section
 King County Facilities Maintenance Division
 Department of Construction and Facilities Management

BOMB THREAT CHECKLIST

IMMEDIATELY NOTIFY 9-911 THEN FACILITIES SECURITY AT 6-5000

OCCURENCE DATE: _____	TIME OF OCCURENCE: _____
NUMBER CALLED IN ON: _____	TIME CALLER HUNG UP: _____
EXACT WORDS OF CALLER: _____	

SUGGESTED QUESTIONS TO ASK THE CALLER:

1. WHERE IS IT NOW? _____
2. WHEN IS IT TO GO OFF? _____
3. WHAT WILL SET IT OFF? _____
4. WHAT KIND OF BOMB IS IT? _____
5. WHAT DOES IT LOOK LIKE? _____
6. WHY ARE YOU DOING THIS? _____
7. WHERE ARE YOU CALLING FROM? _____
8. WHAT DID YOU SAY YOUR NAME WAS? _____

DESCRIPTION OF CALLERS VOICE:

IDENTITY: MALE [] FEMALE [] YOUNG [] MIDDLE AGE [] OLD [] ACCENT/RACE: _____

TONE OF VOICE: CALM [] ANGRY [] EXCITED [] CRYING [] LAUGHING [] INTOXICATED []

SPEECH: FAST [] SLOW [] DISTINCT [] DISTORTED [] STUTTER [] NASAL [] SLURRED []

LANGUAGE: WELL SPOKEN/EDUCATED [] FOUL [] IRRATIONAL [] INCOHERENT [] OTHER: _____

IS VOICE FAMILIAR? YES [] NO [] IF SO, WHO DID IT SOUND LIKE? _____

OTHER VOICE CHARACTERISTICS:

BACKGROUND NOISE

STREET TRAFFIC [] VOICES [] MUSIC [] PARTY ATMOSPHERE [] QUIET [] MIXED NOISES []

OFFICE MACHINES [] FACTORY MACHINES [] TRAINS [] ANIMALS [] PA SYSTEM [] OTHER: _____

EXACT WORDS OF CALLER & REMARKS: _____

NAME OF REPORTING PARTY: _____	DEPT/DIV: _____	PHONE NUMBER: _____
--------------------------------	-----------------	---------------------

Civil Disturbance

During times of civil disturbance, special precautions will be taken for the protection of county employees, members of the public and county property. The actions to be taken will depend on the nature of events and the threat level for the area.

Notification of the occurrence of a civil disturbance may come in any number of ways, most predictably from Courthouse Security, and then the media, by telephone, or by observation.

The Disaster Action Team shall be immediately notified when Library staff becomes aware of a civil disturbance that may present a threat to the Library. The Disaster Action Team leader will contact Courthouse Security **206.296.5000 in Seattle** or **206.205.8800 in Kent**.

In the event of a civil disturbance, such as a riot or violent demonstration, in the immediate vicinity of the Courthouse Complex, all personnel should remain in their work area unless directed otherwise by appropriate authorities.

- **For your protection, stay away from windows and glass doors**
- **Personnel should not leave the building unless specifically directed or authorized to do so by appropriate authorities**

PROTECTIVE MEASURES THAT MIGHT BE TAKEN

Personnel should be aware that it might be necessary for the protection of employees in the building for security personnel to lock exterior doors and cause elevators to be taken out of service.

EVACUATION ROUTES

Should there be a need to evacuate a building, instructions will be given over the public address system and security personnel will be assigned to direct employees to the evacuation point.

- **Employees are asked not to call the emergency number for general information. Security personnel are there to monitor events and handle emergency calls or situations and need your cooperation to make sure they do not miss an incoming emergency call or report**

Emergency Checklist

Disruptive Person/Suspicious Activity

Staff will be called upon to evaluate circumstances and use their best judgment as to whether to become involved. However, as a general guideline, when uncertainty exists as to how to react, or if personal safety is placed in jeopardy in any way, **call Courthouse Security 206.296.5000 in Seattle or 206.205.8800 in Kent.**

Behavior is to be considered disruptive if it violates the library's posted patron conduct policy.

Law library patrons shall not:

- a. engage in disruptive and unsafe actions, such as loud talking, screaming, running, throwing things, pushing and shoving, or by behaving in a manner which can reasonably be expected to disturb others
- b. harass or threaten other patrons or library staff
- c. stare at or follow another patron or library staff member in a manner which is intimidating or can reasonably be expected to disturb
- d. damage or deface law library property
- e. obstruct walkways or aisles with books, briefcases, large exhibits, or personal belongings
- f. consume food
- g. smoke
- h. bring in animals other than trained guide or service dogs as defined by RCW 70.84.020 & .021
- i. engage in an illegal activity

If a person(s) creates a disturbance in the Library, a calm and reasonable inquiry into the cause for the disturbance and, as the situation will allow, a tactful request to desist should be made by the staff member. Call security at **206.296.5000 in Seattle or 206.205.8800 in Kent** if a second reminder is required.

Special care should be taken if the disturbance is caused by a drug or psychiatric problem. Attempt to be as calm and understanding as possible in an instance such as this, but be alert for possible violent behavior.

The following techniques may assist in dealing with volatile situations with patrons:

- Attempt to put the individual at ease by acknowledging the problem and by showing understanding
- Ask questions that will show interest and clarify the problem
- Allow the individual to vent frustrations verbally in a non-threatening manner
- Do not overreact or respond in a challenging or defensive manner

- Respect the individual's personal space and avoid body language that could be interpreted as threatening

If requests to desist from disruptive behavior are refused or ignored, if the person(s) becomes verbally intimidating to staff members or users, or if they threaten to become or becomes violent, **DO NOT** become further involved or attempt to use force in any way to detain or remove the person(s) from the Library. Call Courthouse Security at **206.296.5000 in Seattle or 206.205.8800 in Kent.**

When the situation is volatile or you don't want to alert the person that security has been called, you may press the panic button(s). They are located at the Information Desk and Library Director's Office in Seattle, and the Librarian's Office and the desk next to the reference collection in Kent.

Emergency Checklist

Earthquake

During an earthquake

- **Remain where you are – Drop, Cover and Hold!**
 - If indoors, take shelter under you desk, table, doorway or stairwell
 - Stay away from windows, outside doors, unstable shelving, etc.
 - If outdoors, do not attempt to enter any building until authorities say they are safe
 - Stay away from overhead electrical wires, power poles, etc.
 - Do not light any matches or rub materials together that might create a spark
- **Report any injuries and assess damage**
 - Report any injuries to Courthouse Security **206.296.5000 in Seattle or 206.205.8800 in Kent**. Security personnel will dispatch aid or provide instructions
 - Visually look around and assess any damage. Report damage to the Work Order desk at **206.296.0641**, 8:30-4:30 Monday through Friday or **Seattle Courthouse Security at 206.296.5000 or MRJC Security at 206.205.8800** if the work order desk is not available

After the initial earthquake, be prepared for “after shocks”.

- “After shocks” will usually be weaker than the main quake
- “After shocks” can still cause great damage because buildings, support systems or shelving, poles or trees are weakened by the main quake

Evacuation of Building

The Fire Safety Director or his designated alternate will order an evacuation of the building, or a portion thereof, only when such is necessary for personal safety. The evacuation order may be for the entire building; for a particular floor that presents a hazard; or to a specific security zone. The Fire Safety Director shall order complete evacuation of the building by sounding the fire alarm horns and strobes. Partial evacuation will be accomplished by telephone messages or by dispatching messengers.

Listen carefully to evacuation instructions and immediately follow the instructions given.

- Use the stairwells when evacuating a floor or the building
- Do not use elevators during or immediately after an earthquake. Elevators will normally be locked off and not turned on again until appropriate authorities have inspected them and declared safe
- Notify **Emergency Dispatch Center for Seattle at 206.296.5000 or Kent at 206.205.8800** if you have a non-ambulatory person in your work area. Security

personnel will arrange for assistance should the evacuation of the non-ambulatory person become necessary

- If you are trapped on an elevator, keep calm and do not panic. Emergency help will be notified to come to your aid. Remember, for safety and your security, the integrity of the elevator must be checked before the elevators can be turned back on. Do not attempt to force the elevators doors open unless instructed to do so by the appropriate authorities
- The elevators are equipped with emergency telephones, which can be used to contact the Security Emergency Dispatch Officer to advise them of your situation
- Do not reenter the building until authorized by the proper authorities

Emergency Checklist

Fire

Fire Emergency Procedures

- If a fire has been detected in the library call
 - **9-911** then call
 - **Security – 206.296.5000 in Seattle or 206.205.8800 in Kent**
- Evacuate patrons from the library according to Evacuation Procedures
- Do not use the elevators
- Upon notification to evacuate, Library staff members will insure that all Library users and staff members are instructed to leave the Library and, if necessary, informed of proper exit route
- The Floor Warden will insure that the Library has been completely evacuated. If the Floor Warden is not present, then the Disaster Team Leader or available staff member will be responsible
- After exiting the building, the Library staff will proceed to the designated assembly point
- The Disaster Team Leader, Team member, or responsible staff member shall remain available to provide assistance to Security or the fire fighters regarding the specifics of the situation
- Do not reenter the building until the All Clear has been issued by appropriate authorities

Use of Fire Extinguishers

Fire extinguishers in the Law Library are rated ABC for class ABC fires (general combustibles such as wool, paper or cloth; flammable liquid; electrical).

Do not attempt to extinguish a fire, unless it is a very small, self-contained fire.

If you must use the extinguisher,

- Hold the extinguisher in an upright position and remove the safety pin
- Aim the extinguisher hose at the base of the fire and squeeze the lever to discharge the extinguisher

Hazardous Materials

A significant amount of hazardous materials pass the Seattle Courthouse and the Maleng Regional Justice Center on a daily basis via surrounding highways, roads and railways; and in Seattle, on Lake Washington, Elliott Bay and other waterways. In addition, industrial facilities are located in close proximity to both facilities.

The potential impact of a hazardous materials incident is dependent on the nature of the material, volume, conditions of the release, and area involved. Hazardous materials spills or releases may be small and easily handled with locally available emergency response teams or rise to a catastrophic level with immediate effect and long-term environmental consequences.

If any chemical spill occurs within the Library, proceed as follows:

- **Isolate the contaminated area**
 - Initiate emergency evacuation of the immediate area of contamination and if conditions and time allows
 - Close all doors and windows
 - Deny entry of the contaminated area by unauthorized personnel
 - Do not touch contaminated containers or spilled material
 - Do not move damaged containers

- **Reporting**

When reporting a hazardous materials incident, accurate initial information is of the utmost importance. Gather as much information as possible very quickly in order to facilitate decisions on emergency evacuation and public information. Information as to the type of hazardous material released and whether it is released into the air, on the ground or into water can be critical to the safety of employees, the public, emergency response personnel and the environment.

- Call **9-911** and then call **Seattle Courthouse Security at 206.296.5000** or **MRJC Security at 206.205.8800** and relay the following information
 - Your name
 - Location (address, room number, nearest cross streets)
 - Nature of emergency (leak, spill, explosion, fire, derailment, etc.)
 - Type of hazardous material (if known)
 - When the incident occurred
 - Type of container (if known)
 - Amount of material released (if known)
 - Physical state of the material (gas, liquid or solid)
 - Report any visible vapor clouds including the color and direction of travel
 - Number of injuries or fatalities (if any) and
 - Any other information requested by the 911 dispatcher (Stay on line until

the 911 dispatcher has all information needed)

- **Evacuation**

Evacuation may be ordered by the appropriate authorities. The Disaster Team Leader or responsible staff member may also order evacuation if the situation requires.

Emergency Checklist

Medical Emergency

Medical emergency is defined as any illness or injury of a county employee or member of the public on county property.

- Dial **9-911** and advise the operator they have a medical emergency
 - Be prepared to state the nature of the medical emergency (unconscious person, possible heart attack, person fell, etc.)
 - Wait for instructions from 9-911 Dispatch or answer questions asked of you
- **Call Seattle Security at 206.296.5000 or MRJC Security at 206.205.8800** and inform them of the problem and if 9-911 has been called
- Contact library staff member(s) who has been trained in CPR. If required, begin CPR procedures until medics or security personnel arrive
- **Do not move the victim** unless it is necessary
- Stand by to assist authorities
 - Information about the circumstances of the situation obtained from the victim and/or witnesses
 - Names of potential witnesses
 - Conditions that may have caused or contributed to the event
 - Anything the victim or other witnesses may have said to you
- Keep the victim as calm and comfortable as possible
- Prepare an incident report

Power Failure

Power failure in Law Library only

- Contact Disaster Team Leader
- Contact **Security at 206.296.5000 in Seattle or 206.205.8800 in Kent**
- Turn off power switches to all computers and electronic equipment

Emergency power generators provide power for limited lighting, elevators, and essential services, such as fire alarms. Consult library maps for location of flashlights.

Power failure in Courthouse complex

- Turn off power switches to all computers and electronic equipment
- Wait for directions from **Security**

If the power failure occurs as a result of a mechanical failure and no threat is evident, remain at your work area and wait for instructions from **Security** or other appropriate authority.

If the power failure is caused by an emergency situation, follow the emergency procedures for that emergency.

Emergency Checklist

Water Damage/Flood

Water damage presents the greatest threat to the library and library materials. It can result from natural causes, such as flooding brought on by severe storms, from the results of suppressing fires, from leaks in roofs or pipes, or from the malfunctioning of water systems such as fire prevention sprinklers or sump pumps.

Minor or localized damage:

- Determine source of leakage. If the source is sewage, do not walk in or touch the water
- Contact the Work Order desk at **206.296.0641**, 8:30-4:30 Monday through Friday or **Seattle Courthouse Security at 206.296.5000** or **MRJC Security at 206.205.8800** if the work order desk is not available
- Contact the Disaster Team Leader or Team Member if the Leader is not available
- Move affected materials away from water source if safety is not compromised
- Cover affected area with plastic sheeting or, if possible, collect water in wastebaskets or buckets if safety is not compromised
- Rope off affected areas

Potential of flood threat

- Contact the Disaster Team Leader or Team Member if the Leader is not available
- Contact the Work Order desk at **206.296.0641**, 8:30-4:30 Monday through Friday or **Seattle Courthouse Security at 206.296.5000** or **MRJC Security at 206.205.8800** if the work order desk is not available if the initial knowledge of the flood threat comes from a source other than Security
- Turn off electronic equipment and power strips
- Move computer cpu's to table tops
- Evacuate the library

Flooding

Should a flood event be determined to be catastrophic, or the lives and safety of employees and occupants in immediate peril, evacuation will be ordered by the appropriate authorities. In Kent you will be instructed to go to higher ground to the east of the Maleng Regional Justice Center. If you cross the street from the Maleng Regional Justice Center towards Kent Station, you are heading east.

- Contact the Disaster Team Leader or Team Member if the Leader is not available
- Contact the Work Order desk at **206.296.0641**, 8:30-4:30 Monday through Friday or **Seattle Courthouse Security at 206.296.5000** or **MRJC Security at 206.205.8800** if the work order desk is not available if the initial knowledge of the flooding comes from a

source other than Security

- Evacuate the library
- **Do not enter** flooded area until authorized by appropriate authorities. Verify with authorities that power has been turned off and it is safe to proceed

Background:

The Maleng Regional Justice Center sits in a 500 year flood plain of the Green River. In addition, the Green River Valley has a high water table, particularly in the winter and spring months when heavy rainfall saturates the ground. Historically, the Green River Valley was in the path of a lahar (volcanic mudflows or debris flows).

Disaster Recovery Salvage Priorities

The following criteria will guide the decision of what to salvage first following a disaster. The criteria for setting priorities are:

- Is the item critical for ongoing operations of the business
- Can the item be replaced
- Would the cost of replacement be more or less than the cost of restoring the object? (Replacement cost figures should include ordering, cataloging, shipping, installing, etc., in addition to the purchase price.)
- What is the threshold for determining if recovery takes place inhouse, by an outside vendor, or is considered a loss
- Is the item available in another format, or in another collection
- Does the item require immediate attention because of its composition (coated paper, vellum, water-soluble inks)

If materials in all sections of the library are damaged, then materials in the archives room will be evaluated and restored first, followed by treatises, then state statutes.

- Is the item critical for ongoing operations of the business
Items critical to the operation of the library are the personnel files, financial records, contents of the safe, corporate documentation of the operation of the library such as the minutes of the Board of Trustees meetings, and inventory of the furnishings and computer equipment. The data files of Q series represent the inventory of library materials held by the library. The majority of the books in the library are replaceable in print or electronic media.

- Can the item be replaced
Some of the personnel information, financial records and corporate documentation are available on tape backups of the library network. Most of the books can be purchased from vendors, new and used, or donated by generous libraries and law firms across the country.

- Would the cost of replacement be more or less than the cost of restoring the object? (Replacement cost figures should include ordering, cataloging, shipping, installing, etc., in addition to the purchase price.)
Replacement cost of books as specified by our insurance policy is \$50.00 per book. Experience shows that, on the average, this recoups most expenses, including replacement cost and processing.

- What is the threshold for determining if recovery takes place inhouse, by an outside

vendor, or is considered a loss?

If less than 100 items are damaged, King County Law Library will attempt to recover damaged materials. If more than 100 items are damaged, the criteria listed above will determine if the Library contracts with an outside vendor to recover the materials, or if the materials are declared a loss.

- Is the item available in another format, or in another collection

Materials unique to the King County Law Library collection are the King County Ordinances, superceded volumes of the Revised Code of Washington and the Washington Administrative Code and the superceded pages of the King County Code and the Seattle Municipal Code.

- Does the item require immediate attention because of its composition (coated paper, vellum, water-soluble inks)

The materials in the Library collection do not require immediate attention as described by this criteria.

Books: Cloth or Paper Covers

Priority:

Freeze or dry within 48 hours. Coated paper must not be allowed to air dry in a clump or it will permanently block together. If slightly damp and the pages are separable, air dry interleaved pages before items have an opportunity to dry. If saturated, coated paper must be frozen as soon as possible for subsequent vacuum freeze-drying.

Handling Precautions:

Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers. Oversized books need to be fully supported; it may only be possible to move one at a time.

Preparation for Drying:

Muddy, closed books should be rinsed before freezing. If air drying is not possible, books should be frozen within 48 hours. Separate with freezer paper, pack spine down in milk crates, plastic boxes or cardboard boxes lined with plastic sheeting.

Coated paper requires that each and every page be interleaved with a non-stick material such as silicone release paper, Hollytex (polyester spunbond fabric, non-coated interfacing), or wax paper. If the leaves cannot be separated without further damage, the book cannot be air dried successfully and must be prepared for vacuum freeze drying.

Drying Methods:

Air drying is suitable for small quantities of books (less than 100 volumes) that are not thoroughly soaked. This process requires space in an area away from the disaster to spread the books out. Books are stood upright and gently fanned open to dry. Keep the air moving at all times using fans directed away from the drying volumes. Use dehumidifiers as needed to maintain humidity at or below 50% RH.

Oversize-volumes must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of uninked newsprint or blotting paper that are slightly larger than the book leaf and changed as they become saturated. Sheets of transparencies or polyester film can be used to gently lift and separate pages so that blotting paper can be inserted.

Freeze Drying (not vacuum thermal drying) is suitable for large quantities of books and books that are very wet. Pack as described above and ship to drying facility.

Vacuum Freeze Drying is suitable for large quantities of books. Wet coated paper can only be successfully dried by this method. Pack as described above and ship to drying facility. Pack carefully, as volumes packed with distortions will retain that distortion permanently after

vacuum drying.

Files and Loose Papers

Priority:

Air dry or freeze within 48 hours. Records with water soluble inks should be frozen immediately to arrest the migration of moisture that will feather and blur inks. Records that show signs of previous bacterial growth should also be frozen immediately if they cannot be air dried.

Handling Precautions:

Paper is very weak when wet and can easily tear if unsupported while handling.

Preparations for Drying:

Pack flat sheets in bread trays, flat boxes, or on plywood sheets covered with polyethylene. Bundle rolled items loosely and place horizontally in boxes lined with a release layer. Remove drawers from flat files; ship and freeze stacked with 1" x 2" strips of wood between each drawer. Framed or matted items must be removed from frames and mats prior to air or freeze drying.

Air Drying – Secure a clean, dry environment where the temperature and humidity are as low as possible. Cover tables, floors or other flat surfaces with sheets of blotter or unlinked newsprint.

Freezing – Work space and work surfaces and the following equipment: milk crates and/or cardboard boxes, bread trays, sheets of plywood and rolls/sheets of freezer or waxed paper.

Drying Methods:

Air Drying – This technique is most suitable for small numbers of records that are damp or water-damaged around the edges. Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain 50% RH.

Damp Material – Single sheets or small groups of records are to be laid out on paper covered flat surfaces. If small clumps of records are fanned out to dry, they should be turned at regular intervals to encourage evaporation from both sides.

If an item exhibits water-soluble media, allow it to dry face up. Do not attempt to blot the item since blotting may result in offsetting water-soluble components. Wet blotter or newsprint should be changed and removed from the drying area.

Wet Material – When separating saturated paper, use extra caution to support large sheets. If sheets are contained in flat files, standing water should be sponged out first. If items are in L-sleeves the polyester must be removed to allow drying. Cut the two sealed edges of the film in the border between the item and the seal. Roll back the top piece of polyester in a diagonal direction. If there are any apparent problems with the paper support of media, stop and seek the assistance of a Conservator. Support can be given to single sheets by placing a piece of polyester film or overhead transparencies on the top of the document. Rub the film gently and then slowly

lift the film while at the same time peeling off the top sheet in a diagonal direction. Lay the sheet flat; as it dries, it will separate from the surface of the film.

Freezing – This option is best if there are large quantities or if the water damage is extensive. Place manuscript boxes in milk crates or cardboard boxes. If time permits, interleave each manuscript box with freezer or waxed paper. If the boxes have been discarded, interleave every two inches of foldered material with freezer or waxed paper.

Do not freeze framed items. Remove frame assemblage before freezing.

Appendices

Critical Documents

Documents	Pre-Disaster Location	Issuing Organization and Telephone Number
<i>Contracts</i>		
3M	<i>Locations redacted for workshop</i>	<i>Account information redacted for workshop</i>
HeinOnline		
Legaltrac		
Lexis/Nexis		
Microsoft Select Licensing Agreement		
Photocopiers – Lease		
Photocopiers – Maintenance (ID’s Sea: 30593, 30710, 30673; Kent: 30716)		
EOS.Web		
Westlaw		
<i>Other Documents</i>		
Financial Records		
KCLL		
ARMS		
Key Bank – Seattle		
Key Bank – Kent		
Computer Backup Tapes		
Furnishings Inventory (paper)		
Documents		
Insurance policy		

Emergency Response Team Checklist After the Emergency

Damage Assessment

- Photograph damage
- Re-evaluate the critical priorities of the library patrons in light of the situation
- Maintain a detailed log of events as they occur and decisions as they are made
- Secure and protect the disaster site
- Decide whether water or smoke damage to information and equipment is sufficient to require calling in specialists in recovering damaged equipment and records
- Assess the damage and begin repairs or salvage operations:
 - Establish safe access to the disaster site
 - Remove hazardous materials
 - Protect exposed equipment, furniture, and records
 - Relocate undamaged equipment to the recovery site
 - Inventory damaged or destroyed equipment
 - Contact experts in the salvage and restoration of damaged records and equipment
- Advise investigators and insurance adjusters

Staff

- Provide employee-support services to alleviate the psychological after-effects of the disaster
- Give employees daily information bulletins that discuss the disaster and the progress of the recovery efforts
- Notify families if employees are injured or unable to return home when expected

Public/Media

- Communicate to patrons the progress of the recovery operations
- Communicate to the media any changes in service hours, location, and procedures
- Respond to requests for information about employees and visitors and to inquiries about missing people
- Communicate to professional peers status of library and staff

Recovery

- Lay out work areas and begin positioning office furniture
- Maintain a log of supplies ordered and shipments received
- Notify the Post Office and couriers where to re-direct their deliveries
- Direct the allocation of recovery site and workspace
- Control and authorize expenditures for recovery
- Direct temporary repairs
- Begin the long term restoration of operations:
 - Perform a comprehensive survey of damaged facilities
 - Itemize the damage (include photos)
 - Estimate the time and cost of repairs or replacement
 - Advise County facilities department and Library Board of Trustees what has been

learned from the disaster and ways to mitigate damage from future disasters

Checklist for Resumption of Business

Checklist for Premises

- Disaster Team Leader will maintain contact with appropriate County authorities such as Courthouse Security and Facilities Management
- Disaster Team Leader will appoint one person to contact Post Office if mail needs to be re-routed
- If access is restricted for a long time, arrange removal of essential documents and equipment

Contact with Personnel

- Disaster Team Leader will appoint one person to maintain contact with Library staff members

Contact with Patrons and Third Parties

- Continue contact with public patrons
- Advise of any relocation
- Maintain pertinent information on Libraries voicemail if phone system is operational
- Contact peer libraries and coordinate assistance, where possible
- Disaster Team Leader will appoint one person to contact vendors and others with whom the Library does business

File Reconstruction

- Public Access Services Librarian will coordinate reconstruction of Library files
- Public Access Services Librarian will assess damage, if any, to computer systems and files

Insurance and Financial Resources

- Director of Law Library will coordinate with insurance carrier
- Director of Law Library will coordinate with County Finance Department to facilitate processing of Library vouchers
- Director of Law Library will confer with Board of Trustees regarding insurance and financial matters

Relocation of Office and Replacement of Equipment

- Arrange telephone service
- Arrange mail delivery
- Temporary relocation
 - Branch office
 - Other library
 - Other County facility
 - Short term rental
- Evaluate need for additional furniture and equipment
- Send announcements re Library relocation if duration warrants

Restoration of and Return to Original Premises

- Review situation with Facilities Management
- Consider claims
 - Under Library's insurance policy
 - King County Risk Management Department, 206.296.7432
 - Other

Damage Assessment Reports

The Disaster Action Team and appropriate authorities will enter the building to assess damage when entry to the building has been approved by fire officials and Courthouse Security. The Disaster Action Team will record the extent of damage using disaster recovery charts, indicating the following:

- Type of damage (water, fire)
- Type of material damaged (files, books, etc.)
- Extent of damage, i.e., how much
- Brief environmental conditions (dampness, heat, etc.)
- Wet carpets, broken files
- Condition of surrounding area

Photographs should be taken of all areas for claiming and recovery purposes.

Media Relations Checklist

- The Director of the Law Library will field all media inquiries and respond to media interview requests
- ALL media inquiries and interview requests must be referred to the Director of the Law Library

The Message

- Prepare the message. Establish a few key messages you want to make about the situation and make those points repeatedly
- Rehearse the key messages
- Don't agree to an immediate interview unless you are prepared to do so; take a few minutes to prepare and rehearse
- Communicate bad news when you know it. Don't allow the reporter to dig up the bad news that you already know; that will only make you look worse
- Never say "No comment". Explain that you don't have certain information (but will obtain it and get back to the reporter), or that you don't want to speculate on the issue until the facts are clear
- Don't lie
- Be brief. Say what you have to say and then stop talking. Don't let the reporter use awkward silence as a tool to get you talking again
- Use the media to communicate with the public. Explain what the situation means for your clients
- Don't agree to speak "off the record"
- Consider your options: Information can be conveyed to the media in written statements, interviews (live or taped), fact sheets, or public service announcements
- Know the numbers: number of clients affected, telephone numbers, estimated number of hours or days until operations return to normal, etc.

Purchase Orders

Ordering of supplies or equipment may require a purchase order or purchase order number. Copies may be made of the purchase order. The Disaster Team Leader will keep the master list of purchase order numbers used.

Records and Information Damage Assessment Report

(complete one copy for each area damaged)

Facility _____

Location _____

Type of Damage:

Fire Smoke Water Chemical Other _____

Localized: Yes No Entire Facility: Yes No

Extent of Damage: Heavy Moderate Light

Description of Damage: _____

Records and Information Damaged: _____

File housing damage: Yes No Describe: _____

Shelving damage: Yes No Describe: _____

Container damage: Yes No Describe: _____

Enclosure damage: Yes No Describe: _____

Media: _____

Stabilization techniques necessary: _____

Damage Category:

Unharmed Damaged – requires recovery Destroyed/unsalvageable

Recovery Recommendations:

Recovery service	Internal
Recovery service pack and transport	Internal pack and transport

List Work Needed to Repair Damaged Site: _____

Number of internal personnel required _____

Supplies needed _____

Estimated Cost: _____

(Develop a detailed breakdown of personnel, equipment, and materials for complete damage assessment submission to Disaster Action Team; does not need to be submitted with this form.)

Notes/Comments: _____

Damage Report completed by: _____ **Date:** _____

Damage Assessment

Item	Description	Location	Serial #	Repair		Scrap	
computer desk task chair table study chair file cabinet carrel server Other_____				Yes	No	Yes	No
computer desk task chair table study chair file cabinet carrel server Other_____				Yes	No	Yes	No
computer desk task chair table study chair file cabinet carrel server Other_____				Yes	No	Yes	No
computer desk task chair table study chair file cabinet carrel server Other_____				Yes	No	Yes	No
computer desk task chair table study chair file cabinet carrel server Other_____				Yes	No	Yes	No
computer desk task chair table study chair file cabinet carrel server Other_____				Yes	No	Yes	No

Detailed Space Assessment

Use this form to describe damage to utilities, fixtures, ceilings, walls, floors, windows, etc. in each area of the library. Forward completed forms to the Disaster Action Team Leader.

Building: _____ Room or Location: _____

Damage: _____

Building: _____ Room or Location: _____

Damage: _____

Building: _____ Room or Location: _____

Damage: _____

Building: _____ Room or Location: _____

Damage: _____

Building: _____ Room or Location: _____

Damage: _____

Building: _____ Room or Location: _____

Damage: _____

KING COUNTY LAW LIBRARY
PURCHASE ORDER FORM

Vendor: Terms: Net 30 days
 Address: PO #: **DIS[year]sb001**
 PO Date:

Ship To: **King County Law Library**
 W621 County Courthouse
 516 3rd Avenue
 Seattle, WA 98104
 206-296-0940
 Fax: 206-205-0513

Bill To: **King County Law Library**
 W621 County Courthouse
 516 3rd Avenue
 Seattle, WA 98104

Item	Description	Unit Cost	No./Units	Ext. Cost
				\$0.00

The following King County Law Library purchase order is approved by:

Subtotal \$0.00
 Discount: \$0.00
 Shipping/Handling
 Wash St Tax \$0.00

Authorized Staff Signature

PO Total \$0.00

Notes

KING COUNTY LAW LIBRARY PURCHASE ORDER FORM

Vendor: Terms: Net 30 days

Address: PO #: **DIS[year]kb001**

PO Date:

Ship To: **King County Law Library**
1N Maleng Regional Justice Center
401 Fourth Avenue N
Kent, WA 98032
206-205-2900
Fax: 206-205-2905

Bill To: **King County Law Library**
1N Maleng Regional Justice Center
401 Fourth Avenue North
Kent, WA 98031

Item	Description	Unit Cost	No./Units	Ext. Cost
				\$0.00

The following King County Law Library purchase order is approved by:

Subtotal	\$0.00
Discount:	\$0.00
Shipping/Handling	
Wash St Tax	\$0.00

Authorized Staff Signature

PO Total \$0.00

Notes

In-House Supply Stockpile Checklist

Food and water should be a 3-day supply for each person accommodated. The supplies should be replaced every 12 months.

Food and Water

	Location	Quantity	Date checked
Evac Pack (EP) (1 for each staff member; 3 for public patrons in Kent)	_____	_____	_____
6 emergency drinking water packages (EP)	_____	_____	_____
2 millennium 400 calorie survival food bars (EP)	_____	_____	_____
Emergency/survival blanket, silver reflective (EP)	_____	_____	_____
Emergency style poncho w/ hood (EP)	_____	_____	_____
12 hour light stick (EP)	_____	_____	_____
Handy pack of tissues (EP)	_____	_____	_____
Whistle (EP)	_____	_____	_____
N-95 NIOSH approved respirator (EP)	_____	_____	_____
Office support emergency supply kit for 10 people (contents listed below)	_____	_____	_____
Water (Crystal Springs) 15-5 gal containers	_____	75 gallons	_____

Office Support Emergency Supply Kit contents: 10 pre-packed kits of 3 drinking water packets, warm pack, light stick, emergency reflective blanket, emergency poncho, toothbrush/paste, disposable towel, clean wipes, bar soap, bio bag and pocket tissues. Kit also contains 10 food packets (2400 calorie), 96 packets of drinking water, 2 flashlights with batteries, am/fm radio with batteries, duct tape, pry bar, 2 pair work gloves, 20 dust masks, and miscellaneous first aid supplies.

Operational Supplies

	Location	Quantity	Date checked
Adhesive labels	_____	_____	_____
Aprons, smocks	_____	_____	_____
Batteries, various sized	_____	_____	_____
Book trucks	_____	_____	_____
Brooms with squeegees	_____	_____	_____
Brooms, regular	_____	_____	_____
Buckets, mop	_____	_____	_____
Camera (to document damage)	_____	_____	_____
Caution tape	_____	_____	_____
Cleaning compounds, disinfectants	_____	_____	_____
Clipboards	_____	_____	_____
Dehumidifiers	_____	_____	_____
Extension cords (3-wire, grounded, 50 feet)	_____	_____	_____
First aid kit	_____	_____	_____
Flashlights	_____	_____	_____
Fungicide (Lysol)	_____	_____	_____
Gloves, heavy duty and latex	_____	_____	_____
Light sticks, chemical	_____	_____	_____
Masks	_____	_____	_____
Plastic sheeting (stored with scissors and tape)	_____	_____	_____
Radio, battery operated	_____	_____	_____
Safety goggles	_____	_____	_____
Scissors	_____	_____	_____
Shovel	_____	_____	_____
Soap	_____	_____	_____
Sponges, industrial	_____	_____	_____
Tape	_____	_____	_____
Towellets	_____	_____	_____
Trash bags & ties	_____	_____	_____
Trash cans, plastic	_____	_____	_____
Walkie-talkies	_____	_____	_____
Water hoses	_____	_____	_____
Wet/dry vacuum	_____	_____	_____
Zip ties - tub	_____	_____	_____

Drying Supplies

	Location	Quantity	Date checked
Dehumidifiers	_____	_____	_____
Fans	_____	_____	_____
Hygrometers	_____	_____	_____
Paper for interleaving (paper towels – no dyes – or unprinted newsprint)	_____	_____	_____
Pellon (without adhesive)	_____	_____	_____

Construction Materials

	Location	Quantity	Date checked
Crowbar	_____	_____	_____
Duct tape	_____	_____	_____
Hammers	_____	_____	_____
Hand saw	_____	_____	_____
Ladders	_____	_____	_____
Nails, miscellaneous sizes	_____	_____	_____
Pliers	_____	_____	_____
Screwdriver	_____	_____	_____
Screws, wood	_____	_____	_____
Utility knife	_____	_____	_____

Assess your institution's vulnerability to the following destructive forces based on location and facilities. Use ratings of A-E for each to indicate the possibility of occurrence:

- A = Strong probability/has occurred before
- B = Probability
- C = Possibility
- D = Remote possibility
- E = Improbability

Risk Assessment: Seattle Courthouse		
Rating	Disaster	Notes
A	Severe weather	Snow, wind storm
E	Tornado	
C	Flooding	tsunami
E	Hurricane	
A	Earthquake	
B	Fire/Water after fire	
E	Lahar	
C	Tsunami	
D	Pest invasion	
A	Vandalism	Riot, WTO
C	Hazardous materials / Radiation accidents	
B	Chemical accidents	
B	Transportation accidents (railway, freeway, air)	
A	Bomb threat	
A	Terrorism	Individual or group
A	Domestic Violence	
A	Jailbreak	
A	Volcano	
	Facilities	
A	Leaky or damaged room	
C	Clogged/damaged gutters, drains	Leaky windows
A	Old plumbing and pipes	
D	Un-maintained heating system/HVAC	
C	Faulty or inadequate wiring	
E	Inadequate or no smoke/heat detectors	
E	Inadequate or no fire suppression system	
C	Asbestos	
C	Shelving/display stability	
C	Broken glass	
D	Crash bars on doors/exits	
C	Power outage	

Assess your institution's vulnerability to the following destructive forces based on location and facilities. Use ratings of A-E for each to indicate the possibility of occurrence:

- A = Strong probability/has occurred before
- B = Probability
- C = Possibility
- D = Remote possibility
- E = Improbability

Risk Assessment: Yesler Building - Seattle		
Rating	Disaster	Notes
A	Severe weather	Snow, wind storm
E	Tornado	
C	Flooding	tsunami
E	Hurricane	
A	Earthquake	
B	Fire/Water after fire	
E	Lahar	
C	Tsunami	
D	Pest invasion	
A	Vandalism	Riot, WTO
C	Hazardous materials / Radiation accidents	
B	Chemical accidents	
B	Transportation accidents (railway, freeway, air)	
A	Bomb threat	
B	Terrorism	Individual, domestic violence
D	Jailbreak	
A	Volcano	
	Facilities	
A	Leaky or damaged room	
B	Clogged/damaged gutters, drains	
A	Old plumbing and pipes	
D	Un-maintained heating system/HVAC	
C	Faulty or inadequate wiring	
C	Inadequate or no smoke/heat detectors	
C	Inadequate or no fire suppression system	
A	Asbestos	
C	Shelving/display stability	
E	Broken glass	
B	Crash bars on doors/exits	
C	Power outage	

Assess your institution's vulnerability to the following destructive forces based on location and facilities. Use ratings of A-E for each to indicate the possibility of occurrence:

- A = Strong probability/has occurred before
- B = Probability
- C = Possibility
- D = Remote possibility
- E = Improbability

Risk Assessment: Kent Maleng Regional Justice Center		
Rating	Disaster	Notes
A	Severe weather	Snow, wind storm
E	Tornado	
A	Flooding	tsunami
E	Hurricane	
A	Earthquake	
B	Fire/Water after fire	
C	Lahar	
E	Tsunami	
D	Pest invasion	
D	Vandalism	Riot, WTO
D	Hazardous materials / Radiation accidents	
B	Chemical accidents	
A	Transportation accidents (railway, freeway, air)	
A	Bomb threat	
A	Terrorism	Individual, group
A	Domestic violence	
A	Jailbreak	
A	Volcano	
	Facilities	
A	Leaky or damaged room	Sump pump failure, sewage seepage
C	Clogged/damaged gutters, drains	
E	Old plumbing and pipes	
D	Un-maintained heating system/HVAC	
E	Faulty or inadequate wiring	
E	Inadequate or no smoke/heat detectors	
E	Inadequate or no fire suppression system	
E	Asbestos	
C	Shelving/display stability	
B	Broken glass	
E	Crash bars on doors/exits	
C	Power outage	

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Recovery Sources and Services

Belfor USA 800-856-3333

http://www.belforusa.com/flash/index_trailer.cfm?interests_id=41

Blackmon Mooring Steamatic Catastrophe, Inc. (BMS CAT). 800-433-2940,
206-439-3286 <http://www.bmscat.com/index.asp>

Disaster Mitigation Planning Assistance. Searchable database of consultants,
supplies, suppliers, freezer companies, etc. <http://www.matrix.msu.edu/~disaster/>

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Document Reprocessors. 800-437-9464 <http://www.documentreprocessors.com/>

Emerald City Moving and Storage. 253-796-3900.

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Munters. 800-686-8377 <http://www.munters.com/>