CPL Disaster Plan

Coffeyville Public Library
311 W 10th
Coffeyville, KS 67337

Prepared by: Helen Rigdon

Last Updated: January 21, 2009

Contents

Chapter 1

INTRODUCTION

1.1 General Information

This disaster plan was completed by Helen Rigdon on January 21, 2009. It is meant to assist in recovering collections from events ranging from a minor emergency to a major disaster. However, in an emergency it is important to keep in mind that **human safety is always the highest priority.** Recovery of collections should not begin until all staff and patrons are safe.

The Disaster Planning Team gathered information for this plan. Responsibilities of the team members were –

Gathering collection information:	Tech Services Linda Shafer
Preparing a staff list:	Adult Services Joy Duvall
Assessing risks:	Director Helen Rigdon
Devising opening and closing procedures:	Adult Services Linda McFall
Devising a preventive maintenance checklist:	Adult Services Elaine Wylie
Determining salvage priorities:	Director Helen Rigdon
Collecting insurance and accounting information:	Director Helen Rigdon
Collecting facilities information and preparing floor plans:	Director Helen Rigdon, City Personnel
Collecting information about local emergency services:	Director Helen Rigdon, Board President Virgina King
Gathering internal supplies:	Tech Services Linda Shafer
Collecting information about external supplies:	Adult Services Linda McFall
Devising emergency response and evacuation procedures:	Director Helen Rigdon, Board President Virgina King
Preparing an emergency call list:	Adult Services Joy Duvall
Indentifying a potential command center and/or alternative storage or drying space:	Director Helen Rigdon, Board President Virgina King
Identifying potential volunteers and/or workers:	Children's Services Cindy Powell
Coordinating staff training:	Adult Services Linda McFall
Coordinating distribution, review, and updating of the plan:	Children's Services Cindy Powell
Information Technology:	Director Helen Rigdon

1.2 Distribution of the Plan

Copies of this plan have been distributed as follows –

Person:	Board President Virgina King
Department:	Board President
Location of Copy:	Home

Person:	Director Helen Rigdon
Department:	Director
Location of Copy:	Home

Person:	City Personnel
Department:	city manager's office
Location of Copy:	File cabinet

1.3 How to Use this Plan

This plan consists of three main sections (response, recovery, and rehabilitation) and a number of appendices. The body of the plan is designed for ease of use during the early stages of a disaster. Thus, summary information is provided in the body of the plan and more detailed information (e.g., detailed salvage priorities, or additional sources of information) can be found in the appendices. Once initial response is underway, consult the appendices for more information as a recovery strategy is mapped out.

Information on mitigating risks and preventing disasters (including a customized list of existing risks, as well as various forms and checklists) is also included in the appendices. This information should be consulted and updated regularly.

1.4 Review and Updating of the Plan

This plan is due to be updated in July, 2009. Responsibilities for updating the various sections of the plan have been assigned as follows –

Staff list/Disaster Team lists:	N/A
Preventive maintenance:	N/A
Opening/closing procedures:	N/A
Facilities information/floor plans:	N/A
Information technology:	N/A
Insurance:	N/A
Institutional salvage priorities:	N/A
Evacuation instructions:	N/A
Emergency numbers:	N/A
In-house supplies:	N/A
External supplies/services:	N/A
Volunteer list:	N/A
Areas for relocation/temporary storage:	N/A
Communication with emergency services:	N/A
Availability of emergency funds:	N/A
Staff training:	N/A

1.5 Scope and Goals of the Plan

Chapter 2

SECTION 1: RESPONSE

2.1 EVACUATION PROCEDURES

General Procedures

- Remain calm.
- Always respond to an evacuation order **do not** assume the situation is a drill or a false alarm.
- **Remember that human safety is always the highest priority.**
- Turn off electrical equipment if it is safe to do so.
- Assist anyone who requires help in leaving the building.
- Evacuate in an orderly fashion according to the evacuation routes that have been established.
- Move away from the building to the assembly area that has been designated in advance. Be sure not to block the street, driveway, or entrances.
- **Do not** reenter the building until instructed to do so.

Clearing the Building

Area Floor: Library
Person responsible for clearing area: Adult Services Linda McFall
Backup 1: Adult Services Joy Duvall
Backup 2: Adult Services Elaine Wylie
Describe procedures for evacuating the area, including disabled personnel or patrons:
Notify patrons of emergency. If tornado take key (located in Director's office) to shelter and be sure all patrons are out. Direct to the shelter

Area Floor: Children's Library
Person responsible for clearing area: Children's Services Cindy Powell
Backup 1: Tech Services Linda Shafer
Backup 2: Adult Services Elaine Wylie

Describe procedures for evacuating the area, including disabled personnel or patrons:
Be sure all children are accounted for and take personally to shelter. Key is located on Adult side.

Maintaining the Staff/Visitor Log

The following list designates who is responsible for maintaining the daily staff/visitor log(s) and bringing this information out of the building in the event of an evacuation.

Assembly Areas

Staff and patrons should gather in the following locations after an evacuation –

2.2 EMERGENCY NUMBERS

2.2.1 Emergency Services

Police/Sheriff –

Name:
Phone:
911 Service unavailable

Fire Department –

Name:
Phone:
911 Service unavailable

Ambulance –

Name:
Phone:
911 Service unavailable

In-house Security –

Name:
Phone:
After-hours phone:
Cell phone:

Security monitoring company –

Name:
Phone:
After-hours phone:
Cell phone:

Local emergency management –

Name:
Phone:
After-hours phone:
Cell phone:

Regional emergency management –

Name:
Phone:
After-hours phone:
Cell phone:

Poison Information Center: 1-800-222-1222

2.2.2 Maintenance/Utilities

For additional information about the building and systems, see Appendix A.

2.3 EMERGENCY CALL LIST

If you discover an emergency, call the people on this list in order until you contact someone who can assist in addressing the problem.

In consultation with that person, decide who else needs to be contacted. The disaster response team leader, the facilities maintenance supervisor, and the institutions director will need to be notified of any emergency, however small. In the case of a small-scale problem other staff members may not be needed at all, or you will only need to contact those who are in charge of the collections directly affected. See the Staff/Key Personnel List for additional contact information.

Staff member	Estimated response time

2.4 LIST OF STAFF/KEY PERSONNEL

The following is a list of all institutional staff members AND other key personnel who are not staff members but are involved in your disaster planning efforts (e.g., members of the board of trustees, town building department personnel).

First Name: Melissa
Last Name:
Title: Custodian
Work phone/extension:
Work email:

,
Home phone:
Cell phone:
Pager:
Home Email:

First Name: Joy
Last Name: Duvall
Title: Adult Services
Work phone/extension: 620-251-1370
Work email: jduvall@cvillepublib.org

Coffeyville, KS 67337
Home phone:
Cell phone: 620-870-1122
Pager:
Home Email:

First Name: Virgina
Last Name: King
Title: Board President
Work phone/extension: 620-870-1539
Work email: vking@fourcounty.com

Coffeyville, KS 67337
Home phone:
Cell phone:
Pager:
Home Email:

First Name: Linda
Last Name: McFall
Title: Adult Services
Work phone/extension: 620-251-1370
Work email: lmcfall@cvillepublib.org

Coffeyville, KS 67337
Home phone: 620-251-4797
Cell phone: 620-252-8767
Pager:
Home Email:

First Name:	City
Last Name:	Personnel
Title:	
Work phone/extension:	
Work email:	
	,
Home phone:	
Cell phone:	
Pager:	
Home Email:	

First Name:	Cindy
Last Name:	Powell
Title:	Children's Services
Work phone/extension:	620-251-1370
Work email:	coffeygal_2000@yahoo.com
	Coffeyville, KS 67337
Home phone:	620-251-1767
Cell phone:	620-515-1767
Pager:	
Home Email:	

First Name:	Helen
Last Name:	Rigdon
Title:	Director
Work phone/extension:	620-251-1370
Work email:	hrigdon@cvillepublib.org
	1505 Catalina
	Coffeyville, KS 67337
Home phone:	
Cell phone:	620-515-1959
Pager:	
Home Email:	

First Name:	Linda
Last Name:	Shafer
Title:	Tech Services
Work phone/extension:	620-251-1512
Work email:	lshafer@cvillepublib.org
	Pryor, OK
Home phone:	
Cell phone:	918-693-5700
Pager:	
Home Email:	

First Name:	Elaine
Last Name:	Wylie
Title:	Adult Services
Work phone/extension:	620-251-1370
Work email:	ewylie@cvillepublib.org
	Dearing, KS
Home phone:	620-948-6382
Cell phone:	
Pager:	
Home Email:	

2.5 DISASTER RESPONSE TEAM

2.5.1 Disaster Response Team Responsibilities

This section lists which members of the disaster team will fill the roles likely to be needed during an emergency. Specific descriptions of the duties of each team member are found in Appendix B.

Disaster Response Team Leader: Director Helen Rigdon
Backup#1: Board President Virgina King
Backup#2: Adult Services Linda McFall

Administrator/Supplies Coordinator: Adult Services Joy Duvall
Backup: Tech Services Linda Shafer

Collections Recovery Specialist: Tech Services Linda Shafer
Backup: Adult Services Elaine Wylie

Subject Specialists –

Subject/Department: Tech Services
Primary: Tech Services Linda Shafer
Backup: Adult Services Elaine Wylie

Work Crew Coordinator: Adult Services Joy Duvall
Backup: Adult Services Linda McFall

Technology Coordinator: Director Helen Rigdon
Backup: Adult Services Linda McFall

Building Recovery Coordinator: City Personnel
Backup: Director Helen Rigdon

Security Coordinator: City Personnel
Backup: N/A

Public Relations Coordinator: Director Helen Rigdon
Backup: City Personnel

Documentation Coordinator: Children's Services Cindy Powell
Backup: Adult Services Elaine Wylie

2.6 ADVANCE WARNING EMERGENCY PREPARATIONS

This section describes precautions to be taken if you have advance warning of an emergency (e.g., hurricane, flood, wildfire). The events that you have indicated pose the greatest risk to your institution are listed first.

2.6.1 Thunderstorms/Lightning

A **severe thunderstorm watch** is issued when a severe thunderstorm (defined as damaging winds 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater) is likely to develop. A **severe thunderstorm warning** is issued when a severe thunderstorm has been reported or identified on radar. Once a warning has been issued, it is important to take shelter and listen to a battery-operated radio for more information. Also, remember that thunderstorms can hit with no warning.

When a thunderstorm warning is issued –

- Ensure that flashlights and fresh batteries are available.
- Ensure that battery powered radios with weather band (and fresh batteries) are available.
- Ensure that auxiliary sources of electricity are in working order (e.g., generators).
- Check gutters and downspouts to insure they are functioning properly.
- Tie down loose objects outside the building (bicycles, garbage cans, etc.), or move them indoors.
- Put protective shutters/panels for windows in place.

2.6.2 Tornado

A **tornado watch** is issued when tornadoes and/or severe thunderstorms are likely to strike an area, while a **tornado warning** is issued when the funnel of the tornado has been sighted in the

area. At that point, human safety must be the highest priority. Immediate shelter must be sought and there will be no time to secure collections.

If a tornado watch is issued –

- Open windows on the side of the building away from the tornados approach (to equalize air pressure)
- Tie down or move loose objects outside the building (bicycles, garbage cans, storage sheds, etc.)
- Move collections to an interior location away from windows, with valuable collections taking first priority.
- Perform a controlled shutdown of the computer system
- Ensure that flashlights and fresh batteries are available
- Ensure that battery powered radios with weather band (and fresh batteries) are available
- Ensure that auxiliary sources of electricity are in working order (e.g., generators)

Live in tornado alley

2.6.3 Severe Winter Storm

A **winter weather advisory** is used when poor weather conditions are expected. A **winter storm watch** is issued when a storm is possible. A **winter storm warning** is issued when a storm is occurring or will occur shortly. A **frost/freeze warning** is issued when below freezing temperatures are expected. A **blizzard warning** is issued when heavy snow, near zero visibility, deep drifts, and severe wind chill are expected.

If a winter storm watch is issued –

- Check that the disaster kit is complete and that food, water, and/or batteries are not expired.
- Make sure that you have sufficient heating fuel as well as emergency heating equipment in case electricity is cut off. Be sure that fire extinguishers and detectors are operating properly.
- Ensure that auxiliary sources of electricity are in working order (e.g., generators).

2.6.4 Flooding (Floodplain/River/Lake)

There are a number of flood watches and warnings issued by forecasters. A **flood watch** is issued when water levels or other conditions indicate that flooding is possible in the given time period. A **flood warning** is issued when a flood is occurring or is imminent. In the latter case, time and location is usually provided, and orders are given to evacuate vulnerable areas. A **flash flood watch** is issued when flash flooding is possible in the given time period. A **flash flood warning** is issued when flash flooding is occurring or is imminent.

If a flood or flash flood watch is issued –

- Ensure that all staff members are aware of evacuation routes
- Move valuable collections to upper levels of the building
- Ensure that all collections are at least 4 inches off the floor.
- If necessary and possible, relocate collections to a safer building or other location (consider how security and transportation will be provided).
- Fill bathtubs, sinks and plastic soda bottles with clean water, in case water becomes contaminated. Sanitize the sinks and tubs first with bleach. Rinse, and then fill with clean water.
- Ensure that flashlights and fresh batteries are available.
- Ensure that battery powered radios with weather band (and fresh batteries) are available.
- Perform a controlled shutdown of the computer system.
- If the local authorities instruct you to do so, turn off all utilities at the main power switch. **Do not** turn off the gas unless instructed to do so by the authorities. If you turn off the gas, a professional must turn it back on.
- Use sand bags to keep water out of the building, if flooding seems likely.
- Install flood shields (if you have them) over windows and doors to keep water out, if flooding seems likely.
- **Be prepared to evacuate at any time.**

2.7 EMERGENCY INSTRUCTIONS

2.7.1 Water Damage (Minor)

These instructions cover cases in which a small amount of clean (not contaminated) water leaks into a collection area. If sewage or other dangerous substances contaminate the water, protective clothing must be worn, and it is best to enlist professional assistance.

1. If possible, determine the source of the water leak.
2. If possible, cut off the water. Location and procedures for the main water shut-off valve are as follows –

   Main water shut-off valve:
   Procedures:
3. Notify the person in charge of building facilities maintenance, also call the people on the **Emergency Call List** as necessary.

   Facilities Maintenance –

Name: Helen Rigdon
Contact:

Coffeyville, KS 67337
Phone: 620-251-1370
After-hours phone: 620-515-1959
Pager:
Email:

4. Protect the collections from further damage as appropriate by –

   (a) To the extent possible, move wet or vulnerable items to a dry, secure location nearby.

   (b) If water is coming from above, protect collections by covering them with plastic sheeting. See Appendix C: **In-House Supplies** for the location of in-house supplies.

   (c) If water is coming in on the floor, use books trucks (again, see Appendix C for in-house supplies) to relocate materials to a safe area, starting with the materials closest to the floor.

5. See the **Recovery** section of this plan for instructions on drying wet collections.

2.7.2 Fire

These instructions cover cases of fire (or activation of the fire detection system) in your building.

1. If you see fire or smell smoke, activate the nearest fire alarm.

2. Call the Fire Department –

   Name:
   Phone:
   911 Service unavailable

3. If it is safe to do so, determine the location and source of the fire. If the fire detection or suppression system has been activated, check the fire alarm annunciator panel.

   Location of the fire alarm annunciator panel:
   Procedures for checking the panel are as follows:

4. If it is safe to do so, turn off computers and equipment, and close fire doors.

5. Evacuate the building. See the **Evacuation Procedures** elsewhere in this plan.

6. From a safe location, contact the people on the **Emergency Call List** , as well as the person in charge of building facilities maintenance.

   Facilities Maintenance –

Name:	Helen Rigdon
Contact:	
	Coffeyville, KS 67337
Phone:	620-251-1370
After-hours phone:	620-515-1959
Pager:	
Email:	

REMEMBER –

- Report the fire first, **do not** try to put it out first. If you are in immediate danger, evacuate first, then report the fire.
- **Do not** try to extinguish the fire if it is larger than a small garbage can.
- Always keep your back to your escape route.

2.7.3 Mold

If you discover mold on collections –

- Find out what is causing the mold growth. Look first for an obvious source of moisture such as a water leak. If there is no obvious source of moisture, look for less obvious problems, such as high humidity in a particular area, poor air circulation, or condensation along an outside wall.
- Consult a mycologist to ensure that no toxic mold species are present. If toxic molds are present, **do not** handle any materials yourself.
- Modify the environment so that it is no longer conducive to mold growth. Stop any leaks, remove standing water, and/or bring in dehumidifiers to reduce humidity. Keep the climate well below 70 degrees Fahrenheit and 50 percent relative humidity. Be sure to monitor temperature and humidity with a reliable monitoring instrument. Also minimize air circulation, as this can spread mold spores to other areas of the collection. Open and close doors as little as possible, block off air return vents (if possible) so that spores are not spread in the air handling system, and **do not** run fans.
- Isolate the affected items. Transfer them to an isolation room (this room should have low temperature and humidity, and should not use the same air-handling equipment as collection storage areas). Transfer materials in sealed plastic bags (see Appendix C: In-House Supplies and Appendix D: External Suppliers and Services) so that other materials are not contaminated during the move.
- Decide whether the affected items need to be retained. It may be possible to replace them easily. If they are not of long-term value, it may be possible to discard them. Alternatively, they could be microfilmed or photocopied, although they may have to be cleaned first.
- **For items that need to be retained, consult a preservation professional before proceeding with drying and/or cleaning. In the past librarians have been instructed that it is possible**

to clean up small outbreaks of mold themselves, but over time it has become clear that this recommendation is problematic. Even molds that are not defined as toxic can cause people who work with them to develop debilitating allergies. Unfortunately, no standards exist to specify safe or unsafe levels of mold exposure. The severity of health problems depends on the type of mold, the amount of exposure, and the susceptibility of the exposed person. To be protected when cleaning moldy materials, one must wear a particulate respirator that filters 99.97 percent of particles from the air (also known as a respirator with a HEPA filter). The use of respirators in the workplace is governed by OSHA (Occupational Safety and Health Administration) regulations, which specify the type of respirator to be used in various situations, fit testing procedures, and training procedures. The regulations also require approval from a medical practitioner that the person is physically fit to wear this type of respirator. There may be liability issues if the institution does not comply with these regulations. While repositories that are part of a larger institution with a health and safety office may have the ability to comply with the regulations, smaller repositories are likely to find it more difficult.

- If the institution decides that it is unable to dry and/or clean moldy items that need to be retained, or if mold is discovered on a large amount of material (e.g., in whole stack ranges, drawers, or rooms), it is best to work with a commercial company experienced in dealing with water damage and mold cleanup. See Appendix D: External Suppliers and Services for recommended service providers.
  - If there will be a delay in transferring wet materials to a salvage company, freeze the affected items to avoid further mold damage. They can later be thawed and dried in small batches, or they can be vacuum freeze dried (with the exception of photographs).
- If the institution decides to clean up the mold in-house, following the OSHA guidelines referenced above, the moldy materials will need to be dried (if they are wet) and then cleaned. As noted above, wet and moldy items should be frozen if they cannot be dried immediately. They can later be thawed and dried in small batches. Instructions for drying and cleaning moldy collections can be found in NEDCCs Emergency Salvage of Moldy Books and Paper http://www.nedcc.org//plam3/tleaf39.htm and Managing a Mold Invasion: Guidelines for Disaster Response, http://www.ccaha.org by Lois Olcott Price (Conservation Center for Art and Historic Artifacts, 1996).
- Sterilize the affected storage area(s), and the climate control system if possible.

2.7.4 Thunderstorms/Lightning

During a thunderstorm –

- Stay indoors.
- **Do not** handle any electrical equipment, telephones, or televisions during the storm because lightning could follow the wire.
- Avoid water faucets and sinks because metal pipes can transmit electricity.

2.7.5 Tornado

If a tornado warning is issued, or a tornado is sighted –

- **Human safety is the highest priority.**
- Stay indoors. Direct staff and patrons to a safe interior location for the duration of the storm. This area should be the lowest level of the building, and it should be away from doors. Taking cover under heavy furniture can provide additional protection.
- In case of a tornado, staff and patrons should shelter (*safe interior location for sheltering*): Basement of United Methodist Church located across the street. Key to church is located in Director's office

Live in tornado alley

2.7.6 Severe Winter Storm

During a winter storm –

- If possible, staff members should not travel during a winter storm warning or a blizzard warning.
- Stay indoors and conserve fuel.
- After the storm, remove ice and snow from tree limbs, roof, etc. to prevent further damage.

2.7.7 Earthquake

If an earthquake occurs –

- **Drop, cover, and hold on in a supported doorway or under a piece of sturdy furniture if possible, but do not move more than a few steps to find a safe place. Do not** try to run outside as you may be hurt by falling debris. Stay indoors until the shaking stops and you're sure it's safe to go out. When you do go outside, move away from the building quickly.
- **Stay away from windows, in case they shatter.**
- **In a high-rise building, use the stairs to exit.** Be aware that the fire alarms and sprinklers may go off, even if there is no fire.

2.7.8 Flooding (Major)

If a flash flood warning is issued –

- **Evacuate immediately. Human safety should be the highest priority.**

If a coastal flood warning is issued –

- Listen to the battery-operated radio for the latest information.

- Use sand bags to keep water out of the building, if there is time.
- Install flood shields (if you have them) over windows and doors to keep water out, if there is time.
- **Evacuate immediately if told to do so by local authorities.**
- **Do not** re-enter the flooded area until instructed to do so by local authorities.

2.7.9 Hazardous Materials Incident

If you are at the scene of an accident involving hazardous materials (indoors or outdoors) –

- Call 911 and the local fire department. **Do not** assume that someone has already done this.
- Evacuate the affected area. If inside, evacuate the building. If outdoors, keep yourself and others away from the accident, preferably upwind or uphill to avoid contact with the chemical.

If you are asked to shelter in your building –

- To the extent possible, seal the building so that the hazardous material cannot enter (e.g., close and lock windows and doors; seal gaps around windows, doors, and vents with duct tape and plastic sheeting; turn off ventilation systems; and close any fireplace dampers).
- If contaminants might have entered the building, breathe shallowly through a cloth or towel.
- Listen to a battery-powered radio for further updates.
- **Do not** eat or drink anything that might have been contaminated.

If you are told to evacuate by local authorities –

- **Evacuate immediately, following routes recommended by the local authorities. Take the disaster kit with you.**
- If there is time, close windows and shut off vents to minimize entry of contaminants into the building.

2.7.10 Oil Leak

If you discover an oil leak –

- If the leak is a small drip indoors, contact your oil company immediately for assistance.
- If the leak is larger than a drip (outdoors or indoors), contact your oil company, as well as the local fire department or regional environmental protection office, immediately for assistance.
- Remove any items (collections or otherwise) that are threatened but not yet damaged to a safe place.
- **Do not** try to clean up the leak yourself.

2.7.11 Gas Leak

If you smell gas indoors –

- Evacuate the building immediately, opening doors and windows to lower the concentration of gas inside the building. Gather all staff in a safe place away from the building.
- Call the gas company from another location to report the leak. **Do not** use the phone in the area of the leak, since phones can create sparks that could precipitate an explosion.
- Turn off any motorized equipment and avoid any other sources of ignition.
- **Do not** reenter the building until it is declared safe by the authorities.

If you smell gas outside your building –

- Call the local gas company immediately, from an area where you cannot smell gas (**do not** use the phone in an area where you can smell gas, as phones can create spark that could cause an explosion). **Do not** assume that someone else has already called.
- Make the occupants of neighboring buildings and passersby aware of the situation.
- Block off the area, if possible, until the gas company arrives.
- Avoid any sources of flame in the area
- Shut down motorized equipment and **do not** use pagers or cell phones in the area (such equipment can give off sparks).
- If the gas smell is strong and located close to your building, evacuate the building and gather staff in a safe area.

2.7.12 Power Outage

If there is a power outage in the building or in your local area –

- **Do not panic**.
- If you suspect the outage is only within your building, check the fuse box.
- If you cannot determine the cause of the outage, call the local power company.
- If you are in an area with windows, open the blinds, curtains, or shades to provide light.
- If you are in an unlit area, proceed slowly and carefully to an area with emergency lighting or windows.
- Shut down the computer system and any other electrical equipment that was running before the outage.
- If you are trapped in an elevator, **do not panic**. Use the emergency phone or button to call for help.

- **Evacuate immediately if you feel that it is unsafe to keep staff and patrons in the building, or if you are told to do so by the authorities.**

2.7.13 Sewer System Backup

If a sewer backup occurs –

- Avoid contact with sewage-contaminated water.
- Quickly move any items (collections or otherwise) that are in danger but not yet affected to a safe area.
- Keep a written record of any items (collections or otherwise) that have been damaged or lost.
- Arrange for cleanup of the affected area. This may involve wet-vacuuming, mopping, cleaning walls and floors with soap and disinfectant, removing carpeting, cleaning up ductwork or appliances, etc. Due to the health risks, this type of cleanup is usually best done by professionals.

2.7.14 Nuclear Power Plant Incident

If an accident occurs and you are told to remain indoors –

- Close and lock windows and doors.
- Turn off HVAC systems, close vents, and turn off fans.
- Close any fireplace dampers.
- Shelter in the basement or any other underground area.
- Listen to a battery-powered radio for information.
- If instructed to do so, use the potassium iodide tablets in your emergency supplies; these can help block radiation absorption in a radiological emergency.
- **Do not** go outside until you receive instructions to do so but if you must go out, cover your mouth and nose. When you come in, shower, then change your clothing and shoes, and put the items you were wearing in a sealed plastic bag.

If an accident occurs and you are told to evacuate –

- **Evacuate immediately when told to do so. Take the disaster kit with you.**
- Listen to a battery-powered radio for information on evacuation routes.
- If there is time, close and lock doors and windows, turn off HVAC, close vents, and close any fireplace dampers.

2.7.15 Terrorist Attack

In case of a bomb threat, see the separate section immediately below.

If a building explosion occurs –

- Remain calm, and get out as quickly as possible. **Do not** use the elevators.
- Stay away from windows, mirrors, or anything that might fall on you.
- If items are falling, shelter under sturdy furniture.
- Avoid using the telephone (except in a life-threatening situation) and **do not** use matches or lighters, in case of a gas leak.
- If there is a fire, stay low to the floor and cover nose and mouth with a wet cloth. Feel any closed doors and **do not** open them if hot to the touch.

If a chemical attack occurs –

- If you are instructed to shelter in the building, seal all openings to the extent possible (e.g., close and lock windows and doors; turn off HVAC systems, close vents, and turn off fans; close any fireplace dampers). Fill sinks and containers with water in case the water supply becomes contaminated. Listen to a battery-powered radio for further information.
- If you are instructed to evacuate, follow the instructions of local authorities, sealing the building to the extent possible if there is time before leaving.

If a biological attack occurs –

- If you are instructed to shelter in your building by authorities, seal all openings to the extent possible (e.g., close and lock windows and doors; turn off HVAC systems, close vents, and turn off fans; close any fireplace dampers). This will help to prevent exposure. If you suspect that the water supply may be contaminated, boil water before drinking it. Listen to a battery-powered radio for further information.
- If you are instructed to evacuate, follow the instructions of local authorities, sealing the building to the extent possible if there is time before leaving.
- If a biological attack has occurred and you develop symptoms of illness, consult medical personnel immediately and limit your exposure to others to prevent spreading the illness.

2.7.16 Bomb Threat

If you receive a bomb threat over the telephone –

- **Do not panic**.
- Be polite, interested, and listen carefully. Make notes if possible.
- Keep the caller talking as long as possible, and get as much information as possible. Keep asking questions until the caller refuses to answer or hangs up. See Appendix E: Record Keeping Forms for a bomb threat form to fill out.

Questions to ask include –

  - When will the bomb detonate?
  - Exactly where is the device?
  - What does it look like?
  - Who placed it, and when?
  - Why was it placed there, and what do you want?
  - Who are you, and why are you calling?
  - Will you repeat this information for my supervisor?

- Call the police immediately (another staff member may be able to do this while you are still on the phone).
- Immediately after the call ends, write down as much detailed information as you can remember. Include any background noises you heard, the sex of the caller, the approximate age of the caller, the callers accent. Also write down the callers exact words as well as you can remember them.
- Evacuate staff and patrons immediately if you are instructed to do so by the authorities.

2.7.17 Water Main Break

If a water main breaks –

- Contact the local water authority immediately.
- If it is safe to do so, try to do something to stop or contain the leak.
- If it is safe to do so, shut off utilities to the affected area.
- If a large amount of water is involved, **do not** enter the area if you can see any wet power outlets or live electrical wires.
- Move collections not yet affected to a safe area.
- If possible, move collections that have been affected to safety.
- Cover affected collections that cannot be moved with plastic sheeting.

2.8 SALVAGE PRIORITIES

Setting priorities for salvaging collections, institutional records, and other important materials is one of the most difficult but also one of the most important aspects of disaster planning. If an emergency occurs, there may be very little time for salvage. Materials could be lost while valuable time is wasted deciding what to save. A listing of priority materials and equipment allows the institution to concentrate on the most important items that are accessible for salvage.

Following is a list of the most important materials (collections, office files, computers, and/or data) to salvage in case of a disaster. See Appendix F: Salvage Priorities (Detailes) for lists of salvage priorities for collections (overall and by department or area), institutional records (bibliographic and administrative), and information technology (data and equipment).

See Appendix G: Floor Plans for a floor plan showing the location of the highest priority materials. A copy of this floor plan should be shared with the fire department.

Material or Equipment	Location (include floor and specific location)
1 – Collection	
2 – Computers	

Items/shelf ranges/boxes have been color-coded so that materials that are a priority for rescue can be easily identified in an emergency.

The color-coding scheme is as follows:

2.9 INITIAL RESPONSE STEPS

This section provides a general outline of the initial steps that will need to be taken when an emergency causes more than minor damage to collections. Depending on the scope of the disaster, some of these actions may be carried out concurrently, while some may not be needed at all. For immediate response procedures for specific types of emergencies (fire, flood, power outage, etc.), or for minor damage to collections, see the section above. **In all cases, do not begin collection recovery efforts until the safety of staff and patrons has been assured.**

2.9.1 Notify Appropriate Personnel

- During working hours, contact the Disaster Response Team Leader.

  Disaster Response Team Leader: Director Helen Rigdon

- Outside of working hours, use the Emergency Call List . Keep calling until someone who can respond is found.

2.9.2 Assess the Damage

- **Begin to determine the extent of the damage.** The following questions will need to be answered, although you may not be able to get detailed answers at first.
  - What actually happened? How serious is the damage? How many and what type of materials are affected (e.g., general collections, local history materials, audio/visual materials, computers and data, plain paper, coated paper)? What kind of damage is it (e.g., water, fire, smoke)?

- If water is involved, what kind is it (e.g., clean, dirty, rain, river, sewer)? How much water is/was there? What is/was the source of the water (e.g., flooding, leaky pipe)? Has the water source been shut off or stopped so that further damage can be avoided? Is there standing water in the building? Are wet collections soaked or just damp?
    - If collections are soaked, they will need to be frozen ASAP. If they are on coated paper, they will also need to be frozen immediately. If they are damp and there is space to do so, they can be air-dried. See Section II: Recovery of this plan for general salvage instructions, and instructions for salvage of specific media.

- **If necessary, get clearance to enter the site.** If serious damage has occurred (e.g., a serious fire), it may be necessary to wait until the appropriate officials declare the building safe to enter. Re-entry to the site may also be delayed if hazardous materials are present, or if the building is a crime scene (as in the case of arson).
    - If re-entry to the building is delayed, work must proceed from the off-site command center that has been designated ahead of time.

      Command center location (*off-site*): Community Elementary School, Cline Road, Coffeyville, KS 67337

- **Once it is possible to enter the building, make a detailed damage assessment.** This should be done by the Disaster Response Team Leader, with assistance from other members of the team as needed.

  Disaster Response Team Leader: Director Helen Rigdon

    - Remember to take photographs or video, and to document the damage in writing. At this point, you should begin filling out an Incident Report Form, located in Appendix E: Record Keeping Forms.

- **Call the insurance company or in-house contact (for self-insurance)**. Insurance contact information is as follows –

Building/Equipment –

Collections –

See Appendix H: Insurance Information for more detailed information and specific procedures to be followed in case of damage or loss.

2.9.3 Prepare for Recovery of Collections

- **Get advice from a preservation professional.** Unless the disaster is very small, it is likely that you will want to contact a preservation professional to ensure that you are responding properly. In the event of a major disaster, you may need to arrange for a professional to provide on-site assistance.

  Sources for preservation advice –

  Professional Preservation Advice - Regional Centers

Professional Preservation Advice - Conservators

- **Determine whether additional personnel will be needed.** See Appendix I: Volunteer/Temporary Personnel for lists of potential volunteers and temporary workers.
  - Establish a strategy for managing all staff, volunteers, and other workers who will be working at the site. All workers (volunteer or otherwise) will need to check in and check out. Records should be kept of hours worked (in case payment is necessary, and to ensure that sufficient breaks are provided) and of who was at the site each day. See Appendix E: Record-Keeping Forms for a Volunteer Sign-In/Sign-Out Form.
  - Staff and volunteers will need to be trained and supervised. The Collections Recovery Specialist and the Work Crew Coordinator will be in charge of this.

Collections Recovery Specialist:	Tech Services Linda Shafer
Work Crew Coordinator:	Adult Services Elaine Wylie

  - Snacks, meals, a rest area, and possibly counseling services will be needed. See Appendix I: Volunteer/Temporary Personnel for organizations that might assist in providing services for workers.
- **Establish a command post for the recovery effort.**

Potential sites are –

Command center location:	City Hall, 7th and Walnut, Coffeyville KS 67337
Alternate location #1:	Coffeyville Community College Library, 400 W 11, Coffeyville, KS 67337
Alternate location #2 (*off site*):	Community Elementary School, Cline Road, Coffeyville, KS 67337

- **Establish security procedures for the recovery site.** Only authorized persons should be allowed to enter the site some type of identification (e.g., badges, vests) should be arranged. If the site cannot be secured due to building damage, it may be necessary to bring in temporary security personnel.
- **Decide what will be salvaged and what will be discarded.** See Salvage Priorities for an overall list of priority materials. Additional salvage priorities for specific departments and types of material are found in Appendix F: Salvage Priorities (Detailed) . Remember that salvage priorities may need to be adjusted according to the extent and or type of damage.
- **Decide how the materials to be salvaged will be treated.** See General Salvage Procedures for a summary of treatment options. Sort wet collections, separating those to be frozen from those to be air-dried. As you begin sorting and moving materials, it is essential to keep track of collections at all times; use the Packing and Inventory Form in Appendix E: Record-Keeping Forms for this purpose.
- **Determine whether it will be necessary to relocate collections,** either to dry them or to store them temporarily to protect them from danger while the building and damaged collections are salvaged.

Potential drying space is –

Within the building/institution –

Off-site –

Potential space for relocation or temporary storage is –

Within the building/institution –

Location:
Space available:
Contact:
Phone:
Cell phone:
After-hours phone:
Pager:

Off-site –

Location:	CCC Library
Space available:	
Contact:	Marty Evensvold
Phone:	620-251-7700
Cell phone:	
After-hours phone:	
Pager:	

- **Gather supplies and arrange for services.** See Appendix C: In-House Supplies and Appendix D: External Suppliers and Services. Appendix J: Emergency Funds gives procedures for accessing emergency funds.

2.9.4 Stabilize the Building and Environment

If the emergency involves water (such as wet collections, furniture, carpeting, or even standing water), it is very important to quickly dry out the building and environment to avoid mold growth.

- **Do not** turn up the heat; this will not dry out the space and may encourage mold growth. If the outdoor humidity is low, open the windows.
- If the climate control system is working, it should be used to provide as much cooling and dehumidification as possible. The goal should be to keep the temperature below 70 degrees Fahrenheit and the humidity as much below 50 percent as possible.
- Wet carpeting should be removed and wet furniture and standing water should be removed. Even if the carpeting appears dry, it must be checked underneath to ensure that both the carpet and the padding are dry.
- If the climate control system is not sufficient to reduce the temperature and humidity to the desired levels, outside assistance will be needed. See Appendix D: External Suppliers and Services for companies that specialize in building dry out.

- Staff must monitor the temperature and humidity in the recovery area several times a day to ensure that the desired conditions are reached and maintained for the duration of the recovery effort. See Appendix E: Record-Keeping Forms for an Environmental Monitoring Form.
- Facilities maintenance personnel and the Building Recovery Coordinator should work together to coordinate building recovery issues.

Facilities Maintenance Personnel –

Name:	Helen Rigdon
Contact:	
	Coffeyville, KS 67337
Phone:	620-251-1370
After-hours phone:	620-515-1959
Pager:	
Email:	

Building Recovery Coordinator –

Primary: City Personnel
Backup: Director Helen Rigdon

2.9.5 Communicate with the Media and the Public

- The disaster response teams Public Relations Coordinator will be responsible for all interaction with the media and the public. It is essential that no one else provide information.
- Press releases should be issued periodically to local newspapers, and to TV and radio stations. It is important to inform patrons and other interested parties of the extent of the damage and the progress of recovery efforts.

Public Relations Coordinator –

Primary: Director Helen Rigdon
Backup: City Personnel

Chapter 3

SECTION 2: RECOVERY

3.1 GENERAL SALVAGE PROCEDURES

This section provides general background information on salvage techniques for water, mold, and fire-damaged collections.

3.1.1 Freezing

If wet materials cannot be dried within 48-72 hours, they should be frozen because they are at risk of developing mold, particularly if there is high humidity. Freezing wet materials also stabilizes them, keeping water damage from worsening. Water causes a variety of damage to paper-based collections: book bindings and pages swell and distort, pages and documents cockle, water-soluble inks can bleed, and coated papers begin to adhere to each other as soon as the volumes begin to dry. However, once wet collections are frozen, no additional damage occurs. Thus, if freezing occurs quickly there is less physical damage and more chance that the materials can be salvaged rather than replaced.

It is difficult to transfer wet collections directly to a salvage company for freezing quickly enough to prevent mold and minimize water damage, since there are only a few of these companies nationwide. In addition, institutions often require time to make decisions about what should be done and allocate funding for salvage. Thus, it is usually best to freeze collections locally, even if they will ultimately be sent to a salvage company to be vacuum freeze dried. A commercial blast freezer will provide the best results; materials should be frozen at -10 degrees Fahrenheit or lower.

Local freezing companies are –

Local freezer (1) –

Name:
Contact:

,

Phone:
After-hours phone:
Cell phone:
Regulations that must be complied with:

Local freezer (2) –

Name:
Contact:

,

Phone:
After-hours phone:
Cell phone:
Regulations that must be complied with:

Be aware, however, that not all paper-based materials can be frozen. The *Salvage of Specific Media* section indicates which materials should not be frozen. In general, bound volumes and paper records can be frozen. If necessary, most photographic materials can be frozen, although it is better to dry them immediately. Cased photographs (such as daguerreotypes, ambrotypes, tintypes) should **never** be frozen.

If there is no local freezer facility available (due to a widespread disaster or other reason), a refrigerated truck may be needed to transport materials to the nearest freezer facility. A refrigerated truck will not freeze the collections, but it may keep them cool enough to avoid mold growth. See *Appendix D: External Suppliers and Services* for a source of refrigerated trucks.

3.1.2 Drying Options

There are several options for drying wet collections. The method chosen will depend on the extent of the damage to collections and to the building, the amount of material involved, the rarity/scarcity of the damaged material, the number of staff or others available to provide assistance, and the funding available for salvage. If you choose to contract out for drying services, it is important to put a contract in place with the vendor. A sample contract is provided in *Appendix K: Disaster Recovery Contract*.

A general summary of the drying options is provided here to assist your institution in making decisions. Remember that no drying method will undo the damage that has already been done, however. The materials will not look better after drying than they looked before drying began. However, some drying methods can minimize or prevent additional damage, and in general, the quicker collections can be dried (or frozen, as described above) the less damage there will be.

Air-Drying

Air-drying is best used for small numbers of damp or slightly wet books or documents. It is less successful for large numbers of items or for items that are very wet. It requires no special equipment and can be done on site using staff or volunteers, but it is very labor-intensive, requires a lot of space, and often results in bindings and paper that are very distorted. It is seldom successful for drying bound volumes with coated paper. There will also likely be additional costs for rehabilitating collections, such as rebinding, flattening of single sheets, and additional shelf space to store volumes that remain distorted after drying. It is important to always contact a conservator or other preservation professional about drying unique or rare materials; they will sometimes choose to air-dry the item(s) using special techniques, or they will suggest another drying option.

In general, air-drying must be done in a clean, dry environment where the temperature and humidity are as low as possible. At a minimum, temperature must be below 70 degrees Fahrenheit and humidity must be below 50%. The air should be kept moving at all times to accelerate the drying process and discourage mold growth, but care must be taken not to blow away loose documents. Single documents can be laid out on tables, floors, and other flat surfaces, protected if necessary by paper towels or clean, unprinted newsprint. Bound volumes can be dried on tables covered with plastic or unprinted newsprint. The volume should be interleaved about every fifty pages with paper towels or unprinted newsprint, and then stood on its head, fanned open, and placed on several sheets of absorbent paper. If the edges are only slightly wet, interleaving is not required. When volumes are dry, but still cool to the touch, they should be closed, laid flat on a table or other horizontal surface, gently formed into their normal shape, and held in place with a lightweight. **Do not** stack drying books on top of each other, and check frequently for mold growth, particularly along the gutter margin.

The above instructions provide only very general guidance; additional instructions will be needed if air-drying is to be undertaken. There are a number of resources that provide detailed directions for air-drying wet materials. See *Appendix L: Additional Resources for Salvage of Specific Media.*

Potential locations for air-drying wet collections are –

Within the building/institution –

Off-site –

Freezer-Drying

Books and records that are only damp or moderately wet may be dried successfully in a self-defrosting blast freezer if left there long enough. Materials should be placed in the freezer as soon as possible after becoming wet. Books will dry best if their bindings are supported firmly to inhibit initial swelling. The equipment should have the capacity to freeze very quickly, and temperatures must be below 10 degrees Fahrenheit to reduce distortion and to facilitate drying. Expect this method to take from several weeks to several months, depending upon the temperature of the freezer and the extent of the water damage. Caution is advised when using this method for coated paper, as leaves of coated paper may stick to each other.

Vacuum Freeze-Drying

This process calls for very sophisticated equipment and is especially suitable for large numbers of very wet books and records as well as for coated paper. Books and records must be frozen, then

placed in a vacuum chamber. The vacuum is pulled, a source of heat introduced, and the collections, dried at temperatures below 32 degrees Fahrenheit, remain frozen. The physical process known as sublimation takes place; that is, ice crystals vaporize without melting. This means that there is no additional swelling or distortion beyond that incurred before the materials were placed in the chamber.

Many coated papers can be difficult to dry without sticking together once they are wet. Because it is nearly impossible to determine which papers will block, all coated papers should be treated the same way for the purpose of vacuum freeze-drying: before any drying takes place, and ideally within six hours of becoming wet, materials should be frozen at -10 degrees Fahrenheit or lower. Then they may be vacuum freeze-dried with a high potential for success. Rare and unique materials can be dried successfully by vacuum freeze-drying, but leathers and vellums may not survive. Photographs should not be dried this way unless no other possibility exists. Consult a photograph conservator.

Although this method may initially appear to be more expensive because of the equipment required, the results are often so satisfactory that additional funds for rebinding are not necessary, and mud, dirt, and/or soot is lifted to the surface, making cleaning less time-consuming. If only a few books are dried, vacuum freeze-drying can indeed be expensive. However, companies that offer this service are often willing to dry one client's small group of books with another client's larger group, thus reducing the per-book cost and making the process affordable. See Appendix D: External Suppliers and Services for vacuum freeze-drying service providers.

Vacuum Thermal Drying

Books and records that are slightly to extensively wet may be dried in a vacuum thermal drying chamber into which they are placed either wet or frozen. The vacuum is drawn, and heat is introduced. Drying typically occurs at temperatures above 100 degrees Fahrenheit, but always above 32 degrees Fahrenheit. This means that the materials stay wet while they dry. It is an acceptable manner of drying wet records, but often produces extreme distortion in books, and almost always causes blocking (adhesion) of coated paper. For large quantities of materials, it is easier than air-drying and almost always more cost-effective. However, extensive rebinding or recasing of books should be expected. Given the elevated temperature used in drying, it is most appropriate for materials with short-term (under 100 years) value.

On-Site Dehumidification

This is the newest method to gain credibility in the library and archival world, although it has been used for many years to dry out buildings and the holds of ships. Large commercial dehumidifiers are brought into the facility with all collections, equipment, and furnishings left in place. Temperature and humidity can be carefully controlled to specifications. Additional testing is being undertaken, but the technique is certainly successful for damp or moderately wet books, even those with coated paper, as long as the process is initiated before swelling and adhesion have taken place. The number of items that can be treated with dehumidification is limited only by the amount of equipment available and the expertise of the equipment operators. This method has the advantage of leaving the materials in place on the shelves and in storage boxes, eliminating the costly, time-consuming step of moving them to a freezer or vacuum chamber. See Appendix D: External Suppliers and Services for on-site dehumidification service providers.

3.1.3 Packing

Whether collections are to be moved to another location for immediate air-drying or transported to a local freezer or commercial drying facility, the materials will need to be properly packed and the location/transport of all items will need to be documented.

The order for packing collections will depend on the extent of the damage and the institutions salvage priorities. If collections will be frozen and vacuum-freeze dried, it is usually best to begin with the wettest materials first so that they can be frozen quickly. If only air-drying will be possible, however, it is better to begin with the collections that are the least damaged and most easily salvaged.

If sufficient staffing is available, one or more packing crews should be put together. This will be the responsibility of the Collections Recovery Specialist and the Work Crew Coordinator. See the Disaster Response Team for names and backups for these two positions. The packing crew would consist of a crew leader, box assembler, retriever of collections, wrapper, packer, sealer, record-keeper, and transporter. Book trucks, handcarts, or dollies can be used to move packed materials within the building. See Appendix C: In-House Supplies and Appendix D: External Suppliers and Services for resources.

Materials can be placed in cardboard boxes, milk crates, Rescubes, or other containers as appropriate. If cardboard boxes are usedthey should be no larger than 1.5 cubic feet, they should be lined with heavy-duty trash bags to prevent them from becoming wet, and they should never be stacked more than four boxes high. Packing instructions for specific types of collections can be found in the Salvage of Specific Media section below.

If materials are muddy, sandy, or otherwise dirty, it may be necessary to rinse them before packing (assuming enough time and personnel are available). If materials have been damaged by salt water it is especially important to rinse them. Collections with soluble inks (watercolors, many manuscripts), animal skins (leather, vellum, or parchment), or works of art paper should <u>not</u> be rinsed, since rinsing may cause further damage.

The area to be used for rinsing must have running water and good drainage. Personnel should be provided with rubber boots and waterproof clothing; see Appendix D: External Suppliers and Services for resources. If deposits of dirt are light, individual folders or volumes can be rinsed with a garden hose with a spray nozzle, keeping the item tightly closed to avoid transferring dirt between the pages. If deposits are heavy, a series of 3-8 large plastic garbage cans should be set up with a garden hose running into each can and the nozzle resting at the bottom. The water should be turned on to provide a slow but continuous flow into each can. Each item should be taken to the first can, held tightly closed, and immersed, and then to subsequent cans. The last station should have a hose with a spray nozzle for a final rinse. Excess water should then be squeezed from the volumes or folders.

Do not try to remove mud or stubborn stains; this slows down the rinsing process and may further damage the materials. Note that the same rinsing procedure can be used for photographic materials and computer media, except that shallow dishpans or photo processing trays may be used instead of garbage cans.

3.1.4 Documentation

It is essential to document where collections were moved and what was done with them. This documentation allows the institution to keep track of which collections were damaged and where they have been taken. It will also be needed for insurance purposes. Both written and photographic documentation should be maintained. Forms that will assist in documentation are provided in Appendix E: Record-Keeping Forms. These include the Packing and Inventory forms and the Incident Report Form (which should be used to document salvage decisions and who authorized them).

In general, all boxes or other containers must be labeled on all four sides. The contents should be described as appropriate (e.g., by shelf range, call number, cabinet, drawer, record group, series). It is also helpful to indicate the quantity of material, the type of damage, the priority ranking of the material, and the destination of the container (e.g., freezer, air-drying). Alternatively, each container can be given a brief designation (e.g., floor/section and box number) and the Packing and Inventory forms can be used to record the detailed information described above.

3.1.5 Fire Damage

Collections that have been involved in a fire often also suffer water damage, which has been addressed above. Problems that result specifically from fire include charring (either completely or just around the edges), smoke or soot deposits, and smoke odor.

If collections have been charred but are still readable, they can be microfilmed or photocopied if they are of value, but great care must be exercised because the paper may be extremely brittle. Bound volumes that have been smoke-damaged or charred only around the edges can be sent to a library binder for trimming and rebinding. General materials with smoke or soot deposits on the edges can also be sent to a library binder for trimming, or they can be cleaned in-house using natural latex sponges to remove the deposits. Any rare, archival, or special collections materials should not be cleaned this way, however; a conservator should evaluate them.

For collections with a residual smoke odor, there are professional companies that specialize in deodorization. Treatment in an ozone chamber will reduce the odor, but ozone is a powerful oxidizing agent that accelerates the aging of paper, so it should not be used on archival or other intrinsically valuable materials. Another possibility is to use storage boxes that incorporate zeolites; these have been shown to be effective in odor reduction.

3.1.6 Evaluation of Salvage Efforts

Once salvage has been completed, ensure that a Collection Incident Report Form (see Appendix E: Record Keeping Forms) has been filled out completely, documenting all decisions that were made during the recovery. It is also a good idea to evaluate how successful the salvage efforts were and whether any changes need to be made to the disaster plan.

3.2 SALVAGE OF SPECIFIC MEDIA

Following are very basic initial salvage instructions for the types of material found in your collections. Please note that detailed instructions are not provided here. If you wish to add them, such instructions are referenced in Appendix L: Additional Resources for Salvage of Specific Media. Also, if you wrote in additional types of material when you filled out the online forms, you are responsible for locating salvage instructions for those materials and adding them here. Again, see Appendix L: Additional Resources for Salvage of Specific Media.

The following salvage instructions have been adapted from: Walsh, Betty, Salvage at a Glance, in *WAAC Newsletter* Vol. 19 No. 2 (May 1997) http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html; Walsh, Betty, Salvage Operations for Water-Damaged Archival Collections: A Second Glance, in *WAAC Newsletter* Vol. 19 No. 2 (May 1997) http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-206.html; the salvage instructions sheets at the Minnesota Historical Society Emergency Response web site at http://www.mnhs.org/preserve/conservation/emergency.html; Fox, Lisa, Disaster Preparedness Workbook for U.S. Navy Libraries and Archives; and the Emergency Response and Salvage Wheel (National Task Force on Emergency Response). See the bibliography for complete citations.

3.2.1 Archival Materials

Documents with stable media should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. **Do not** separate single sheets. Pick up files by their folders, interleave between folders every two inches with freezer paper, and pack in milk crates or cartons, filling them three quarters full. If it is known from the outset that the records will be vacuum freeze dried, interleaving is not necessary.

Documents with soluble inks (felt pens, colored pens, ball point pen) should be dried or frozen immediately. **Do not** blot the surface. Interleave between folders with freezer paper and pack in milk crates or cartons. The documents can be air-dried or vacuum freeze dried.

3.2.2 Audio Recordings, Compact Discs

Immediately air dry discs. Dry paper enclosures within 48 hours. If disks have been exposed to seawater, rinse in clean water immediately. **Do not** scratch the surface. Pack vertically in crates or cardboard cartons. Dry discs vertically in a rack. **Do not** vacuum freeze dry. However, CD cases and paper booklets can be vacuum freeze dried.

3.2.3 Audio Recordings, Tapes and Cassettes

Separate tapes into categories: dry tape, wet boxes only, and wet tapes. If water has condensed inside a cassette, treat the tape as wet. Immediately rinse off tapes soaked by dirty water or

seawater. **Do not** unwind tapes or remove them from the reel. If they cannot be dried immediately, keep tapes wet, at their initial level of wetness (e.g., **do not** immerse tapes that are only wet on the outside of the tape pack). Tapes can stay wet for up to 72 hours if necessary, but care must be taken with tapes that have labels with water soluble adhesives and inks, or older tapes that may disintegrate if immersed too long. To pack, keep tapes wet in plastic bags. Pack vertically in plastic crates or tubs. **Do not** freeze magnetic media.

Air dry by supporting the tapes vertically on blotting material or lay the reels on sheets of clean blotter. **Do not** touch magnetic media with bare hands. Use fans to keep the air moving, but **do not** blow air directly on the items. If humidity is high, use portable dehumidifiers to slowly bring the humidity down to 50 percent. Dry tapes that have paper boxes and labels within 48 hours if possible; be sure to keep the tapes near their boxes for identification purposes.

3.2.4 Books, General Collection

General books and pamphlets should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. **Do not** open or close wet books, and **do not** remove book covers. Gently shape closed books to reduce the distortion set into the book on drying. If the water is very dirty, and there is enough time and help, consider rinsing; see the *General Salvage* section above for instructions. To pack wet books, lay a sheet of freezer paper around the cover and pack spine down in a milk crate or cardboard box. Fill boxes only one layer deep. If books have fallen open, pack them as is in cartons or trays, stacking them in between sheets of freezer paper and foam. Oversized volumes can be packed flat in cartons or bread trays, 2-3 books deep.

Books with coated papers will stick together unless frozen or dried quickly. Freeze them, or keep them wet in cold water until they can be air dried.

3.2.5 Books, Rare

Cloth bindings should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. **Do not** open or close wet books, and **do not** separate the covers. To pack wet books, lay a sheet of freezer paper around the cover and pack spine down in a milk crate or cardboard box. Fill boxes only one layer deep. If books have fallen open, pack them as is in cartons or trays, stacking them in between sheets of freezer paper and foam. Oversized volumes can be packed flat in cartons or bread trays, 2-3 books deep.

Leather and vellum bindings must be air-dried under the supervision of a conservator, as they distort and disintegrate in water and are highly susceptible to mold growth. Dry them immediately or freeze them (if many books are involved) until they can be thawed and air-dried. **Do not** open or close wet books, and **do not** remove the covers. To pack them for freezing, separate with freezer paper and pack spine down in a milk crate or cardboard box, filling the box only one layer deep.

Air-dry within 48 hours if they have paper boxes and labels. Keep magnetic tapes wet until they can be air-dried so that contaminants will not dry onto the tape. Tapes can stay wet in cold clean water for several days. **Do not** freeze magnetic tapes because the tape can stretch and lubricants can migrate out. To pack, keep tapes wet in plastic bags. Pack vertically in plastic crates or tubs.

3.2.6 Computer CDs/CD-ROMs

If discs have been exposed to seawater, wash them in tap water immediately. Immediately air dry discs. Dry paper enclosures within 48 hours. **Do not** scratch the surface during rinsing or packing. Pack vertically in crates or cardboard cartons.

3.2.7 Computer Disks, Magnetic

First consult with appropriate personnel to determine whether undamaged backups of data are available; if so, salvage may not be necessary. Separate into categories: dry, wet enclosures only, and wet media. If water has condensed inside disks, treat them as wet. Air dry disks; **do not** freeze. **Do not** touch disk surface with bare hands. Keep wet until they can be air-dried, and pack vertically in plastic bags or tubs of cold water.

3.2.8 Computer tapes, Magnetic

First consult with appropriate personnel to determine whether undamaged backup tapes are available; if so, salvage may not be necessary. Separate into categories: dry, wet enclosures only, and wet media. If water has condensed inside cassettes, treat the tapes as wet. **Do not** touch magnetic media with bare hands. Handle open reel tapes by hubs or reel. Immediately rinse off tapes soaked by dirty water or

3.2.9 DVDs

Immediately air dry discs. Dry paper enclosures within 48 hours. **Do not** scratch the surface. Pack vertically in crates or cardboard cartons. Dry discs vertically in a rack. **Do not** vacuum freeze dry.

3.2.10 Maps and Plans

General considerations: For materials in map drawers, sponge standing water out of the drawers. Remove the drawers from the cabinet, ship and freeze them stacked up with 1 inch x 2 inch strips of wood between each drawer. Pack loose, flat maps in bread trays, flat boxes, or plywood sheets covered in polyethylene. Bundle rolled maps very loosely to go in small numbers to the freezer, unless facilities are available for conservators to unroll them.

Stable media should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. Use extra caution if folded or rolled. Pack in map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood.

Soluble media (maps and plans by reproductive processes and hand-colored maps) should be immediately frozen or dried. They can be air-dried or vacuum freeze dried. **Do not** blot. Interleave between folders and pack in map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood.

Drafting linens should be immediately frozen or dried. They are coated with starch and may stick together like coated papers. They can be air-dried by separating sheets and interleaving or vacuum freeze dried. **Do not** blot the surface, and avoid pressureinks can smear away. Pack in containers lined with plasticmap drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood.

Maps on coated papers should be immediately frozen or dried. Vacuum freeze drying is preferred. Pack in containers lined with plasticmap drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood.

3.2.11 Microfilm

Microfilm rolls should be rewashed and dried within 48 hours by a microfilm processor. **Do not** remove the film from the boxes; hold the boxes (and labels) together with rubber bands. Keep film wet. Wrap five cartons of film into a block with plastic wrap. Pack the blocks into a cardboard box lined with garbage bags.

Microfilm strips in jackets should be frozen or dried within 48 hours. They should be air-dried immediately or thawed later and air-dried. To pack, keep wet and pack in plastic bags inside a pail or box.

Aperture cards should be frozen or dried within 48 hours. They should be air-dried immediately or thawed later and air-dried. To pack, keep wet and pack in plastic bags inside boxes.

3.2.12 Negatives, Acetate

Acetate negatives in poor condition should be immediately dried or frozen. The recovery rate is low. They should be air-dried, thawed later and air-dried, or vacuum freeze dried. Handle carefully due to swelling of the emulsion. Pack horizontally.

Acetate negatives in good condition should be frozen or air-dried within 48 hours. Drying methods in order of preference are: air dry immediately, thaw later and air-dry, or vacuum freeze dry. **Do not** touch the emulsion with bare hands. To pack, keep wet and pack in small plastic bags inside boxes.

3.2.13 Newspapers

Bound or loose newspapers should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. Pack oversize materials flat.

3.2.14 Objects

In general when air drying, raise items off the floor on trestles, pallets, or lumber to allow air to circulate underneath the items. Sponges, clean towels, paper towels, or unprinted newsprint may

be used to absorb excess moisture. Exchange wet for dry blotting material at least daily until items are dry. Check daily for mold growth.

Drying of *wood furniture* should begin within 48 hours to prevent mold growth. Wooden objects should be dried slowly, since fast drying can cause irreversible damage. In general, rinse and/or sponge surfaces gently to clean, blot, and air dry slowly. Inspect painted surfaces to identify blistered or flaking paint. **Do not** try to remove dirt or moisture; air dry slowly. Veneer should be held in place with weights or clamps while drying, but be sure to provide a protective layer between the weight and the veneer. Polychromed objects require immediate attention; consult a conservator.

Drying of *upholstered furniture* should also begin within 48 hours to prevent mold growth, and these items should also be dried slowly. Rinse off mud and remove cushions and other removable pieces. Wrap upholstered items in cloths (e.g., sheets, towels) to air dry and replace the cloths as they become damp. Wood parts should be blotted and air dried slowly.

Many ceramics generally will suffer little damage from short-term exposure to water, but there are exceptions. It is important to identify the type of ceramic and consult a conservator before drying, as procedures can vary. If the ceramic is broken, cracked, or has mineral deposits or old repairs, place it in a clean, transparent polyethylene bag until it can be treated. Seal the bag and monitor it frequently for mold growth.

If a *stone object* has a smooth surface, blot it gently and air-dry. If the object has a rough surface or an applied finish, **do not** blot it. Air-dry it on a plastic screen or clean towel.

Metal objects can be rinsed and/or sponged and blotted, then air dried. If the object has an applied finish, **do not** blot or clean it. Air-dry it and keep any flaking surfaces horizontal.

3.2.15 Paintings

Air dry immediately. Tilt the painting to drain off excess water, and carry it horizontally to a work area. If you cannot hold it horizontally, carry it facing toward you, holding the side of the frame with the palms of your hands. Two people should carry larger paintings. Carefully remove paintings from frames in a safe, dry place. **Do not** separate paintings from their stretchers. Pack face up without touching the paint layer, and avoid direct sunlight. The order of removal and treatment is: first, the most highly valued; second, the least damaged; third, slightly damaged; and fourth, severely damaged. Consult a conservator for drying techniques.

3.2.16 Photographic Prints, Black and White

Albumen prints should be frozen or dried within 48 hours. They should be air-dried immediately or thawed and air-dried later. **Do not** touch the binder with bare hands. Interleave between groups of photographs with freezer paper.

Matte and glossy collodion prints should be frozen or dried within 48 hours. They should be air-dried immediately, thawed and air-dried later, or vacuum freeze dried. Avoid abrasion. **Do not** touch the binder with bare hands.

Silver gelatin printing out and developing out papers should be frozen or dried within 48 hours. Drying methods in order of preference are: air dry immediately, thaw and air-dry later, or vacuum freeze dry. **Do not** touch the emulsion with bare hands. To pack, keep wet and pack in plastic bags inside boxes.

Carbon prints and Woodburytypes should be frozen or dried immediately. They should be air-dried or thawed and air-dried later. Handle them carefully, due to swelling of the binder. Pack horizontally.

Photomechanical prints (e.g., collotypes, photogravures) and cyanotypes should be frozen or dried within 48 hours. They should be air-dried or vacuum freeze dried. **Do not** separate single sheets. To pack, interleave every two inches with freezer paper and pack in boxes or crates.

3.2.17 Photographic Prints, Color

Dye transfer prints should be air-dried face up immediately. The recovery rate is poor. **Do not** touch the emulsion and transport horizontally.

Chromogenic prints and negatives should be frozen or dried within 48 hours. Drying methods in order of preference are: air dry immediately, thaw and air-dry later, or vacuum freeze dry. **Do not** touch the binder with bare hands. To pack, keep wet and pack in plastic bags inside boxes.

3.2.18 Posters

Freeze or dry immediately. Vacuum freeze-drying is preferred due to coated paper. Can also be air-dried by separating pages and interleaving. Keep wet in containers lined with garbage bags.

3.2.19 Serials

Serials not on coated paper should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. **Do not** open or close wet volumes, and **do not** separate the covers. To pack them, separate with freezer paper and pack spine down in a milk crate or cardboard box. The box should be filled only one layer deep.

Serials on coated paper should be frozen or dried immediately to prevent the pages from sticking together. Vacuum freeze drying is preferred, although air drying by fanning the pages and interleaving is possible. **Do not** open or close wet volumes, and **do not** separate the covers. Keep the items wet and pack them spine down in containers lined with garbage bags.

3.2.20 Videotapes

Immediately rinse off tapes soaked by dirty water. Dry within 48 hours if they have paper boxes and labels. Otherwise, tapes can stay wet for several days. **Do not** freeze. Air dry. **Do not** touch

magnetic media with bare hands. To pack, keep tapes wet in plastic bags. Pack vertically in plastic crates or tubs.

Chapter 4

SECTION 3: REHABILITATION

(The following is adapted from Fox, Lisa, Disaster Preparedness Workbook for U.S. Navy Libraries and Archives, and Wellheiser, Joanna and Jude Scott,
An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries, and Records Centres. See bibliography for full citations.)

Rehabilitation of collections is the process of returning collections to a usable state once they have been salvaged. Once wet collections have been dried, they are not simply ready to put back on the shelf. Depending on the nature and extent of the disaster, the rehabilitation process may be relatively quick and easy, or it may take a great deal of time and money. If there is a great deal to be done, it may be necessary to hire and/or train additional personnel to handle the work. Unfortunately there is no quick or easy way to make rehabilitation decisions; all damaged items must be examined and sorted, and categorized according to their needs.

Options for rehabilitation of water-damaged collections include –

- Cleaning Some materials may have been rinsed before being allowed to dry. If dry paper-based collections still have mud or other debris, they can be cleaned by brushing or vacuuming. However, any works of art or other valuable materials need to be cleaned by a conservator. If materials have sewage contamination, they should be discarded or cleaned by a professional.
- Repair and rebinding If trained staff is available, it may be possible to do minor repairs to books and paper documents in-house. If there are a large number of books requiring rebinding, they should be sent to a commercial binder.
- Professional conservation treatment Treatment by a conservator is usually reserved for materials of significant value, due to the high cost of treating individual items. Treatment might include cleaning, removal of stains, rebinding, etc.
- Rehousing/relabeling Water-damaged boxes, folders, envelopes, sleeves, etc. will need to be replaced. Be sure to copy all identification information to the new enclosures. It may also be necessary to replace labels, card pockets, book plates, security tags, and other items.
- Data verification Tapes and disks that have been dried onsite or sent out to a commercial

company for recovery need to be checked to verify that the data is readable.

Options for rehabilitation of fire-damaged materials include –

- Cleaning Dry-cleaning can be used to remove smoke and soot deposits. Vacuuming, cleaning with dry-chemical sponges, or dry-cleaning powder and erasers are common methods. Wet cleaning should not be used.
- Odor removal For collections with a residual smoke odor, there are professional companies that specialize in deodorization. Treatment in an ozone chamber will reduce the odor, but ozone is a powerful oxidizing agent that accelerates the aging of paper, so it should not be used on archival or other intrinsically valuable materials. Another possibility is to use storage boxes that incorporate zeolites; these have been shown to be effective in odor reduction. Placing collections in an enclosed container with baking soda, activated charcoal, or kitty litter may also help (these materials should not come into direct contact with the collections, however).
- Recovery of information in charred items In rare cases of collections that are badly charred but very important, it may be possible for a forensic science laboratory to retrieve information from the materials. This treatment is very expensive and would only be justified for unusually valuable items.
- Repair and rebinding As with water-damaged collections, charred items can be repaired and rebound. Charred edges would be trimmed and the volumes rebound, as long as the pages are not too brittle.
- Professional conservation treatment As with water-damaged collections, treatment by a conservator is usually reserved for materials of significant value, due to the high cost of treating individual items.
- Rehousing/relabeling Boxes, folders, and other enclosures that have suffered fire damage will need to be replaced. In addition, items that have suffered fire damage may be very brittle and may need special enclosures to protect them from future damage.

Also remember that additional activities will be required before collections can be returned to the shelves. Catalog records and finding aids will need to be updated to reflect any withdrawals, replacements, or other changes. Furnishings and shelving will need to be cleaned, repaired, and/or replaced. Finally, the collections themselves will need to be reshelved or refiled.

In some cases, rehabilitation of the collections may not be possible due to excessive damage, or rehabilitation may be more expensive than other options such as replacement. Thus, in making rehabilitation decisions, there are several alternatives that must be considered. It may be possible to discard some damaged materials, if they are non-essential or easily replaced. There are several options for replacement: photocopying, microfilming, purchase of a replacement copy, or purchase of a reprint or other edition.

It is difficult to plan ahead for specific rehabilitation activities, since it is impossible to know the extent or nature of the disaster in advance. When the time comes to plan for rehabilitation, these general planning issues will need to be considered –

- What specific steps are needed for each rehabilitation activity?

- Who will carry them out?
- Who will supervise the work?
- Where will the work be done?
- Will temporary storage space be needed?
- What kind of work flow makes sense?
- Who will have authority to discard badly damaged items?
- What funds will be available? From the operating budget? From insurance?
- How should rehabilitation priorities be set to allow quick resumption of essential services?
- How much of the work can be done by staff and how much needs to be contracted out?

Appendix A

FACILITIES INFORMATION

A.1 Utility/Shut-Off Control Locations and Procedures

Item	Location	Procedures

A.2 Fire Protection Systems

Fire alarm pull boxes

Fire alarm pull box	Location

Fire extinguishers

Type of extinguisher	Location	Date of last inspection

Smoke and heat detectors

Type of detector	Location

Date of last inspection/maintenance:

Date system was last tested:

Description of monitoring procedures:

Detection system monitoring agency

Name/Organization:
Contact:

,

Phone:
After-hours phone:
Pager:
Email:

Detection system service company

Name/Organization:
Contact:

,

Phone:
After-hours phone:
Pager:
Email:

Sprinklers

Description of monitoring procedures: No entry

Sprinkler system monitoring agency

Name/Organization:
Contact:

,

Phone:
After-hours phone:
Pager:
Email:

Sprinkler system service company

Name/Organization:
Contact:

,

Phone:
After-hours phone:
Pager:
Email:

Gaseous Fire Suppression

Description of monitoring procedures: No entry

Gaseous systems monitoring agency

Name/Organization:
Contact:

,

Phone:
After-hours phone:
Pager:
Email:

Gaseous systems service company

Name/Organization:
Contact:

,

Phone:
After-hours phone:
Pager:
Email:

A.3 Water Detectors

Type of water detector	Location

Description of monitoring procedures: No entry

Water detector monitoring agency

Name/Organization:
Contact:

,

Phone:
After-hours phone:
Pager:
Email:

A.4 Security

Location	Type of security

Date of last inspection of automated security system: No entry

Location of access codes for automated security system: No entry

Description of monitoring procedures: No entry

Security monitoring agency

Name/Organization:
Contact:

,

Phone:
After-hours phone:
Pager:
Email:

Security system service company

Name/Organization:
Contact:

,

Phone:
After-hours phone:
Pager:
Email:

A.5 Building Access

Staff member	Type of access	Area(s) person may access
Adult Services Joy Duvall	Key	All areas
Adult Services Linda McFall	Key	All areas
Children's Services Cindy Powell	Key	All areas
Director Helen Rigdon	Key	All areas
Tech Services Linda Shafer	Key	All areas
Adult Services Elaine Wylie	Key	All areas

Location of access codes for automated security system:

Indicate how the fire department would gain access to the building, if necessary:

A.6 Climate Control Systems

Heating System

Location	Description	Procedures for operation

Heating system service company

Name/Organization:
Contact:

,

Phone:
After-hours phone:
Pager:
Email:

Date of last inspection and maintenance of the heating system:

Cooling System

Location	Description	Procedures for operation

Cooling system service company

Name/Organization:
Contact:

Phone:
After-hours phone:
Pager:
Email:

Date of last inspection and maintenance of the cooling system:

Appendix B

DISASTER TEAM RESPONSIBILITIES

Disaster Team Leader: Activates the disaster plan; coordinates all recovery activities; consults with and supervises all members of the disaster team; establishes and coordinates an internal communications network; and reports to the director or governing body, as appropriate. Important: be sure that this person has authorization to act from the upper levels of the administration, if necessary.

Administrator/Supplies Coordinator: Tracks personnel working on recovery; maintains in-house disaster response supplies; orders/coordinates supplies, equipment, and services with other team members; authorizes expenditures; deals with insurance company.

Collections Recovery Specialist: Keeps up to date on collections recovery procedures; decides on overall recovery/rehabilitation strategies; coordinates with administrator regarding collections-related services/supplies/equipment, such as freezing and vacuum freeze drying services; trains staff and workers in recovery and handling methods.

Work Crew Coordinator: Coordinates the day-to-day recovery work of library staff and volunteers to maintain an effective workflow; arranges for food, drink, and rest for staff, volunteers, and other workers.

Subject Specialist/Department Head: Assesses damage to the collections under his/her jurisdiction; decides what will be discarded and what will be salvaged; assigns salvage priorities among collections. Unless the institution is very small, there will be more than one subject specialist.

Technology Coordinator: Assesses damage to technology systems, such as hardware, software, telecommunications; decides on recovery/rehabilitation strategies; sets priorities for recovery; coordinates with administrator for external services/supplies/equipment related to technology.

Building Recovery Coordinator: Assesses damage to the building and systems; decides on recovery/rehabilitation strategies for the building; coordinates with administrator for external services/supplies/equipment related to building recovery.

Security Coordinator: Maintains security of collections, building, and property during response and recovery; oversees response to medical emergencies.

Public Relations Coordinator: Coordinates all publicity and public relations, including communication with the media and the public. Provides regular updates of information to the media and the public. Takes names and phone numbers of potential volunteers.

Documentation Coordinator: Maintains a list of the priorities for recovery; keeps a written record of all decisions; maintains a written and photographic record of all damaged materials for insurance and other purposes; tracks collections as they are moved during salvage and treatment.

Appendix C

IN-HOUSE SUPPLIES

C.1 Basic Disaster Supply Kit

Person responsible for inventorying supplies/equipment: N/A

Frequency of inventory (four times per year is recommended):

Item	Recommended Quantity	Quantity	Location(s)
Aprons, plastic	1 box (100)	\-\-\-\-\-\-	\-\-\-\-\-\-
Book trucks, hand carts	2	\-\-\-\-\-\-	\-\-\-\-\-\-
Brooms and dustpans	2	\-\-\-\-\-\-	\-\-\-\-\-\-
Buckets (plastic)	2	\-\-\-\-\-\-	\-\-\-\-\-\-
Camera with film (disposable)	1	\-\-\-\-\-\-	\-\-\-\-\-\-
Clipboard	2	\-\-\-\-\-\-	\-\-\-\-\-\-
Dehumidifiers, portable	2	\-\-\-\-\-\-	\-\-\-\-\-\-
Ear plugs	20 pairs	\-\-\-\-\-\-	\-\-\-\-\-\-
Extension cords (50 ft., grounded)	2	\-\-\-\-\-\-	\-\-\-\-\-\-
Fans, portable	2	\-\-\-\-\-\-	\-\-\-\-\-\-

First aid kit	1	\-\-\-\-\-\-	\-\-\-\-\-\-
Flashlights (water-proof)	4 (or one per department)	\-\-\-\-\-\-	\-\-\-\-\-\-
Freezer bags (polyethylene, various sizes)	40	\-\-\-\-\-\-	\-\-\-\-\-\-
Garbage bags, plastic (30 or 42 gallon)	1 box (40)	\-\-\-\-\-\-	\-\-\-\-\-\-
Gloves (nitrile)	1 box (100)	\-\-\-\-\-\-	\-\-\-\-\-\-
Markers (waterproof)	1 pkg.	\-\-\-\-\-\-	\-\-\-\-\-\-
Masks, protective	1 box (20)	\-\-\-\-\-\-	\-\-\-\-\-\-
Milk crates/Rescubes	50	\-\-\-\-\-\-	\-\-\-\-\-\-
Mops	2	\-\-\-\-\-\-	\-\-\-\-\-\-
Paper - absorbent white blotter paper (used for drying loose paper materials)	200 sheets (11 inches x 13 inches - each)	\-\-\-\-\-\-	\-\-\-\-\-\-
Paper - uninked newsprint (used for interleaving wet materials)	2 large rolls (15 inches x 1100 feet - each)	\-\-\-\-\-\-	\-\-\-\-\-\-
Paper pads (for clip-boards)	1 pkg of 12	\-\-\-\-\-\-	\-\-\-\-\-\-
Paper towels	1 case (30 rolls)	\-\-\-\-\-\-	\-\-\-\-\-\-
Pencils (sharpened)	1 pkg of 12	\-\-\-\-\-\-	\-\-\-\-\-\-
Pencils sharpener (handheld)	1	\-\-\-\-\-\-	\-\-\-\-\-\-
Plastic sheeting, heavy (polyethylene)	5 rolls	\-\-\-\-\-\-	\-\-\-\-\-\-

Scissors	2	\-\-\-\-\-\-	\-\-\-\-\-\-
Sponges celluose	2	\-\-\-\-\-\-	\-\-\-\-\-\-
Tape (clear, 2 inches wide, with dispenser)	1 roll	\-\-\-\-\-\-	\-\-\-\-\-\-
Tape (duct)	2 roll	\-\-\-\-\-\-	\-\-\-\-\-\-
Tape (yellow caution)	1 roll	\-\-\-\-\-\-	\-\-\-\-\-\-
Toolkit (crowbars, hammers, pliers, flat-head and philips-head screwdrivers)	1	\-\-\-\-\-\-	\-\-\-\-\-\-
Utility knife	1	\-\-\-\-\-\-	\-\-\-\-\-\-
Utility knife blades	Package of 5	\-\-\-\-\-\-	\-\-\-\-\-\-
Waxed or freezer paper	7 boxes (75 feet each)	\-\-\-\-\-\-	\-\-\-\-\-\-
Wet/dry vacuum	2	\-\-\-\-\-\-	\-\-\-\-\-\-

C.2 Additional Supplies

Item	Quantity	Location(s)
Boots, rubber (or galoshes)	\-\-\-\-\-\-	\-\-\-\-\-\-
Boxes, cardboard	\-\-\-\-\-\-	\-\-\-\-\-\-
Bubble wrap	\-\-\-\-\-\-	\-\-\-\-\-\-
Clothesline (nylon or 30 lb. monofilament)	\-\-\-\-\-\-	\-\-\-\-\-\-
Clothespins	\-\-\-\-\-\-	\-\-\-\-\-\-
Glasses (protective)	\-\-\-\-\-\-	\-\-\-\-\-\-

Hard hats	_____	_____
Labels, self adhesive (even when wet)	_____	_____
Radio, battery-operated (with weather band)	_____	_____
Sponges, dry chemical (for removing soot)	_____	_____
Sump pump (portable)	_____	_____
Tables, portable folding	_____	_____
Tags with twist ties	_____	_____
Trash cans	_____	_____
Walkie-Talkies	_____	_____

Appendix D

EXTERNAL SUPPLIERS AND SERVICES

D.1 Freezing Services

Local freezer (1) –

Name/Organization:
Contact:

,

Phone:
After-hours phone:
Cell phone:
Regulations that must be complied with:

Local freezer (2) –

Name/Organization:
Contact:

,

Phone:
After-hours phone:
Cell phone:
Regulations that must be complied with:

D.2 Building Recovery/Collection Salvage Services

There are a relatively small number of reputable companies experienced in salvaging buildings and collections (e.g., drying and cleaning buildings, wet books, documents, computer data, mi-

crofilm, and audio/video) for cultural institutions. The names of recommended companies follow.

American Freeze-Dry, Inc.
39 Lindsey Avenue
Runnemede, NJ 08078
Telephone: (856) 546-0777
Hours: 9:00 a.m. - 5:00 p.m. M-F

American Freeze-Dry is able to vacuum freeze-dry 50 cubic feet of wetted library materials (approximately 625 volumes) at a cost of $55-60 per cubic foot. The company can also make arrangements for larger quantities with McDonnell Douglas (thermal vacuum drying) or a Canadian company with a 500-cubic-foot vacuum freeze-dry chamber.

Blackmon-Mooring Steamatic Catastrophe, Inc.
International Headquarters
303 Arthur Street
Fort Worth, TX 76107
Toll Free: (800) 433-2940; 24 hr. hotline
Telephone: (817) 332-2770
Fax: (817) 332-6728
URL: http://www.bmscat.com/index.asp
Hours: 8:00 am -5:30 pm M-F

Disaster recovery services, odor removal, vacuum freeze drying

BMS-Cat provides extensive recovery and restoration services and is able to handle almost any size emergency. Recovery services include paper based materials as well as electronic equipment and magnetic media. Book and document collections are vacuum freeze dried for approximately $40 per cubic ft. based on a 500 cubic foot (approx. 6,250 volumes) load. BMS Cat offers a free standby service agreement that creates a customer profile, capturing information that is vital in an emergency prior to an event. A portable blast freezer is available.

Disaster Recovery Services
2425 Blue Smoke Court South
Ft. Worth, TX 76105
Toll Free: (800) 856-3333 (24-hr. hotline)
Telephone: (817) 535-6793
Fax: (817) 536-1167
Hours: 8:00 am - 5:00 pm M-F; 24-hr hotline

Disaster recovery and recovery planning services, vacuum freeze drying

Document Reprocessors
5611 Water Street
Middlesex (Rochester), NY 14507 Telephone: (585) 554-4500 Toll Free: (888) 437-9464; 24-hr. hotline Fax: (585) 554-4114
URL: http://www.documentreprocessors.com
Hours: 8:00 am - 5:00 pm M-F

Vacuum freeze-drying, disaster recovery of computer media, microfiche and microfilm, books, business records.

Uses vacuum freeze-drying to recover water damaged materials. The vacuum freeze-dry chamber has an 800-cubic-ft. capacity which translates to approximately 10,000 volumes. The rate for freeze-drying varies but is generally about $60 per cubic foot. Document Reprocessors also has a thermal freeze-drying process that employs heat and a cold trap. During the drying operation, materials cycle between from -40 to 60 degrees.

Midwest Freeze-Dry, Ltd.
Midwest Center for Stabilization and Conservation
7326 North Central Park
Skokie, IL 60076
Telephone: (847) 679-4756
Fax: (847) 679-4756
URL: http://www.midwestfreezedryltd.com
Hours: Open by Appointment M-F; 24-hr. call monitoring

Freeze-drying of historical volumes, manuscripts, microfilm, blueprints. Uses vacuum freeze-drying to salvage wet books and documents. Their chamber will hold 150 milk crates (approximately 2500 cubic feet, or 31,250 volumes). The cost to dry materials is based on the amount of water extracted from materials. Please call for price.

Munters Corporation - Moisture Control Services
79 Monroe Street
Amesbury, MA 01913
Toll-Free: (800) 686-8377 (24-hr.)
Telephone: (978) 388-4900
Fax: (978) 241-1215
URL: http://www.muntersmcs.com
Hours: 7:30 am - 8:00 pm M-F

Disaster recovery services, building dehumidification, drying services, microfilm drying services. Will dry to customer's specifications or will recommend an appropriate method. Choices include: vacuum freeze-drying, in-situ drying through dehumidification, or stabilization by freezing materials to be dried at a later time. The vacuum freeze-dryer has a 100-cubic-foot, or 1,250 volume, capacity. Cost is approximately $50 per cubic foot with a reduction for quantities greater than 500-cu.-ft.

Solex Environmental Systems
P.O. Box 460242
Houston, TX 77056
Toll Free: (800) 848-0484; 24-hr. hotline
Telephone: (713) 963-8600
Fax: (713) 461-5877
Hours: 8:00 am - 6:00 pm M-F

Disaster recovery, dehumidification, building drying services. Specialty is drying wet materials. Solex's cryogenic dehydration chamber can accommodate a 40-ft. trailer of materials. Solex also offers vacuum freeze-drying and additional services, such as dehumidification of large spaces. The vacuum freezer has a

capacity of 1000 cubic feet (12,500 volumes) at $40 per cubic foot. The minimum job is 250 cubic feet.

D.3 Microfilm Salvage

Eastman Kodak Company
Disaster Recovery Laboratory
1700 Dewey Avenue
B-65, Door G, Room 340
Attention: Howard Schartz
Rochester, NY 14650-1819
Toll Free: 800-EKC-TEST (352-8378)
Telephone: (585) 253-3907
URL: http://www.kodak.com/global/mul/business/docimaging/

Reprocesses original camera films (only Kodak brand) free of charge. There is no limit on the number of rolls. Films should be packaged according to Kodak's instructions, which are given when Kodak is notified.

New England Micrographics
750 E. Industrial Park Drive
Manchester, NH 03109
Toll Free: (800) 340-1171
Telephone: (603) 625-1171
Fax: (603) 625-2515
Email: sales@nemicrographics.com
URL: http://www.nemicrographics.com

Reprocesses any amount of water-damaged microfilm, and also provides off-site storage for microfilm and computer media. Cost is based on the size and nature of the request. Works with Fuji film and also Ilford color film.

D.4 Salvage - Electronic Data & Equipment

Aver Drivetronics Data Recovery Service
42-220 Green Way, Suite B
Palm Desert, CA 92211
Telephone: (760) 568-4351
Fax: (760) 341-8694
Email: aver@averdrivetronics.com
URL: http://www.averdrivetronics.com/

In business since 1979. Specializing in repairing damaged data caused by hardware failure, virus contamination, and user error.

Data Mechanix Services
18271 McDurmott Street, Suite B

Irvine, CA
Toll Free: (800) 886-2231
E-mail: help@datamechanix.com
URL: http://www.datamechanix.com

Specializing in the rescue of lost data from hard disk drives and other storage media.

Data Recovery Labs
85 Scarsdale Road, Suite 100
Toronto, ON M3B 2R2
Canada
Toll Free: (800) 563-1167
Toll Free: (877) datarec
Telephone: (416) 510-6990
Toll Free Fax: (800) 563-6979
Fax: (416) 510-6992
Telephone Support: 8 am - 8 pm EST
E-mail: helpme@datarec.com
URL: http://www.datarec.com

Provides custom-engineered data recovery solutions and data evidence investigations. Free pre-recovery analysis.

Data Recovery and Reconstruction (Data R&R)
P.O. Box 35993
Tucson, AZ 85740
Telephone: (520) 742-5724
E-mail: datarr@datarr.com
URL: http://www.datarr.com

A charge of $75.00/per drive is required for decontamination of fire- or water-damaged drives. Offers a $150.00 discount for non-profit organizations. No charge for preliminary diagnostics.

ECO Data Recovery
4115 Burns Road
Palm Beach Gardens, FL 33410
Toll Free: (800) 339-3412
Telephone: (561) 691-0019
Fax: (561) 691-0014
Email: info@eco-datarecov.com
URL: http://www.eco-datarecov.com

Specializing in electronic data retrieval and restoration of failed hard drives.

ESS (Electronic System Services)
239 South Lewis Lane
Carbondale, IL 62901
Toll Free: (800) 237-4200
Toll Free: (888) 759-8758

Telephone: (618) 529-7779
Fax: (618) 529-5152
E-mail: info@savemyfiles.com
URL: http://www.datarecovery.org

Charges no evaluation fee, and can provide 24-hour turnaround. Disks may be sent to the address above with or without prior approval. Please enclose your contact information with your hard drive.

Excalibur
101 Billerica Avenue
5 Billerica Park
North Billerica, MA 01862-1256
Toll Free: (800) 466-0893
Telephone: (978) 663-1700
Fax: (978) 670-5901
Email: recover@excalibur.ultranet.com
URL: http://www.excaliburdr.com

A computer recovery service that can recover data from loss caused by many types of disaster. They have experience working with many types of media and more than twenty operating systems.

Micro-Surgeon
6 Sullivan Street
Westwood, NJ 07675
Telephone: (201) 666-7880
After 5:00 PM EST: (201) 619-1796 (please enter " #" after leaving your number)
E-mail: info@msurgeon.com
URL: http://msurgeon.com/

Offers evaluations based upon a flat rate of $75 per drive and includes all diagnostic services related to determination of recovery feasibility. Special discounts for the educational market are offered.

Ontrack
6321 Bury Drive
Eden Prairie, MN 55346
Toll Free: (800) 872-2599
Phone: (952) 937-5161
Fax: (952) 937-5750
URL: http://www.ontrack.com

Offers emergency and on-site data recovery services as well as Remote Data Recovery (RDR);

Restoration Technologies, Inc.
3695 Prairie Lake Court
Aurora, IL 60504
Toll Free: (800) 421-9290
Fax: (708) 851-1774

Offers a broad range of cleaning services, from cleaning and disinfecting heating ventilation and air conditioning systems (HVAC), to computer media. However their specialty is electronic equipment, including

computers, printers, video tape recorders, cameras, etc.

TexStar Technologies
3526 FM 528, Suite 200
Friendswood, Texas 77546
Telephone: (281) 282-9902
Fax: (281) 282-9904
Email: texstar@texstartech.com
URL: http://www.texstartech.com/index.html

Specializes in data recovery, computer security, software design, systems integration, and Internet services.

D.5 Salvage - Magnetic Media

Film Technology Company, Inc.
726 North Cole Avenue
Los Angeles, CA 90038
Telephone: (213) 464-3456
Fax: (213) 464-7439
E-mail: alan@filmtech.com
URL: http://www.filmtech.com

Nitrate movie film duplication

John E. Allen, Inc.
116 North Avenue
Park Ridge, NJ 07656
Telephone: (201) 391-3299
Fax: (201) 391-6335

Nitrate movie film duplication

Karl Malkames
1 Sherwood Place
Scarsdale, NY 10583
Telephone: (914) 723-8853

Nitrate movie film duplication

Restoration House
Film Group, Inc.
PO Box 298
Belleville, ON K8N 5A2
Canada
Telephone: (613) 966-4076
Fax: (613) 966-8431

Nitrate movie film duplication

Seth B. Winner Sound Studios, Inc.
2055 Whalen Avenue
Merrick, NY 11566-5320
Telephone: (516) 771-0028 or (212) 870-1707
Fax: (516) 771-0031
Contact: Seth B. Winner
Email: Seth.B.Winner@worldnet.att.net

Consulting and treatment of audio tape collections. Able to work with a variety of formats.

Smolian Sound Studios
1 Wormans Mill Court
Frederick, MD 21701
Telephone: (301) 694-5134
Contact: Steve Smolian

Well known for offering all types of audiotape restoration. Also works with acetate and shellac discs.

SPECS Brothers
PO Box 5
Ridgefield Park, NJ 07660
Toll Free: (800) 852-7732
Telephone: (201) 440-6589
Fax: (201) 440-6588
Email: info@specbros.com
URL: http://www.specsbros.com
Contact: Peter Brothers

Specializes in the recovery of videotapes after any type of disaster. Offers recovery advice, assistance, as well as cleaning and copying services for affected tapes. SPECS Bros. also cleans and copies archival video and audiotapes.

D.6 Professional Preservation Advice - Regional Centers

D.7 Professional Preservation Advice - Conservators

If you need to locate additional preservation/conservation assistance, see the American Institute for Conservation (AIC) conservator database at http://aic.stanford.edu/. This link points you to guidelines for choosing a conservator; the link to the database is at the end of the document.

D.8 External Sources for Supplies

Item	Local Supplier Contact	Alternate Supplier Contact

Aprons, plastic _____
Book trucks, metal _____
Boots, rubber _____
Boxes, cardboard _____
Brooms/dustpans _____
Buckets, plastic _____
Camera/film _____
CB radio/ham radio, nearest _____
Clothesline (nylon or 30 lb. monofilament) _____
Construction materials (wood, screws, nails) _____
Dehumidifiers, portable _____
Dry ice _____
Extension cords (50 ft, grounded) _____
Fans, portable _____
Freezer bags, polyethylene (various sizes) _____
Freezer or waxed paper _____
Garbage bags, plastic (30 or 42 gallon) _____
Generator, portable _____
Glasses, protective _____
Gloves (leather work gloves) _____
Gloves (nitrile) _____
Hard hats _____
Ladders _____
Lighting, portable _____
Milk crates, plastic or Res-cubes _____
Mops _____
Other _____
Paper towels _____
Paper absorbent white blotter paper (used for drying loose paper materials) _____
Paper uninked newsprint (used for interleaving wet materials) _____
Phone, nearest off-site _____
Plastic sheeting (heavy) _____
Protective clothing, disposable _____
Pump, portable _____

Respirators	_____
Sand bags	_____
Security personnel (additional)	_____
Sponges (cellulose)	_____
Sponges, dry chemical (for removing soot)	_____
Tables, portable	_____
Thermohygrometer	_____
Toilets, portable	_____
Trash cans	_____
Truck, refrigerated	_____
Walkie-talkies	_____
Water hoses (with spray nozzles)	_____
Wet/dry vacuum	_____

D.9 External Suppliers

D.10 Staff Supplies

Following is a listing of supplies that staff members have on hand at home and could contribute in the event of a disaster.

Type/Item	Amount of supplies	Staff member

Appendix E

RECORD KEEPING FORMS

The following basic forms have been provided to assist you in documenting any incidents that may damage your building and/or collections. Use them as is, modify them for your circumstances, or devise others as needed.

Please consider keeping multiple photocopies of any forms that you anticipate using with your in-house disaster supplies since access to a photocopier may not be possible in an emergency.

E.1 Collection Incident Report Form

This form should be used to keep a record of any incident that causes damage to collections. The second section of the form provides a salvage timeline form to keep track of salvage decisions.

Initial Report

Person Completing Form: _____

Today's Date: _____

Date of incident: _____

Time of incident: _____

Collection(s) involved (type and quantity):

Description of incident:

Damage to collections:

Immediate action taken to minimize damage:

Collection Incident Report Form, page 2

Salvage Timeline

Salvage method *(e.g., air dry, freeze, vacuum freeze dry, professional conservation)*	Description of items	Quantity of items	Person who authorized salvage	Date begun	Date finished

Collection Incident Report Form, page 3

Collection Rehabilitation Timeline

Date disaster area cleaned: _____

By whom: _____

Rehabilitation/disposition *(e.g., discard, replace, microfilm, photocopy, clean, repair, rebind)*	Description of items	Quantity of items	Person who authorized decision(s)	Date(s) treated	Date returned to shelf

E.2 Building Incident Report Form

Use this form to document any building problems, whether or not they caused collections damage. These forms should be maintained in a building log notebook, so that a history of building problems will be available.

Location:

Date: _____

Person reporting problem: _____

Description of problem:

Description of action taken:

If collections were damaged, describe briefly (and fill out an *Incident Report Form*):

E.3 Packing and Inventory Form

(Adapted from Packout Form, in Disaster Preparedness Workbook for U.S. Navy Libraries and Archives, by Lisa Fox. Newport, RI: U.S. Naval War College Library, 1998, rev. 2000.)

Box Number	Original storage location *(e.g., 2nd floor)*	Contents *(e.g., call numbers, record series)*	Format of material *(e.g., books, photographs)*	Quantity of material *(e.g., number of volumes, items, folders)*	Damage *(e.g., wet, damp, mold, smoke)*	Salvage priority *(e.g., number 1, 2, ...)*	Destination *(e.g., air dry, freezer, vacuum freeze drying)*

E.4 Volunteer Sign-In/Sign-Out Form

Name, address, and phone number	Time In	Time Out	Work performed	Date

E.5 Environmental Monitoring Form

(Use one form for each room/area that needs to be monitored. Readings should be taken at least every four hours.)

Temperature	Relative Humidity	Time	Person taking reading	Equipment used

E.6 Bomb Threat Form

Date: _____

Time: _____ *am/pm*

Person receiving the call: _____

ASK THE FOLLOWING QUESTIONS –

Where is the bomb?

What does it look like? ___ *round* ___ *square* ___ *package* ___ *briefcase* ___ *Other:* _____

When will it detonate?

What will cause it to explode?

Why are you calling?

Why was it placed?

Who placed the bomb? _____

What is your name? _____

KEEP ASKING QUESTIONS UNTIL THE CALLER REFUSES TO ANSWER OR HANGS UP!!

Additional Information (write down everything you can remember):

Approximate age of caller: _____

Sex of caller: _____

Callers exact words:

Describe the callers voice and speech (e.g., high pitched, deep, raspy, soft, calm, angry):

Describe any background noise: (e.g., street noises, voices):

E.7 Donors Form

(Use this form to keep track of supplies or other materials donated for the recovery effort.)

Date: _____

Donor (name, address, and phone:

Supplies or other materials donated:

Appendix F

SALVAGE PRIORITIES (DETAILED)

F.1 Salvage Priorities - Institutional Records

Administrative Records

Name of record group	Location of records

Bibliographic Records

Name of record group	Location of records

F.2 Salvage Priorities - Collections by Department or Area

Salvage Priorities by Department

Collection	Department	Location
–		

F.3 Salvage Priorities - Collections Overall

Collection	Location
1 – Coffeyville History	Located in Director's office and in file cabinet in work room directly outside director's office
2 – Montgomery County Marriage Records	On shelves west side of workroom - huge white books

3 – Funeral Home Records	On shelves west side of workroom

F.4 Overall Institutional Salvage Priorities

Collection	Location
1 – Collection	
2 – Computers	

Appendix G

FLOOR PLANS

Prepare floor plans of your building that clearly indicate the location of important equipment. Prepare one set of floor plans for each of the following –

- Fire protection and suppression systems (fire extinguishers, sprinkler heads, fire call boxes, smoke/heat detectors
- Water-bearing pipes and equipment
- Mechanical systems electrical control panels, outlets, and cut-off; heating and cooling system equipment and controls; oil and/or gas shut-offs, if applicable
- Security system controls and location of motion detectors, etc.
- Salvage priorities overall priorities and priorities for specific departments/types of material (if applicable, include color-coding)

No map/floor plan(s) has been uploaded

Appendix H

INSURANCE INFORMATION

Appendix I

VOLUNTEER/TEMPORARY PERSONNEL

In the case of a large disaster, additional help may be needed (e.g., to dry materials, to pack out wet collections). The Disaster Team Leader should determine whether or not volunteers or temporary workers are needed. Possible sources of volunteers include local community organizations and staff members of other area libraries. While it is difficult to plan ahead for specific circumstances, you should take a few minutes to consider a number of issues relating to volunteers and/or temporary workers –

- Where will you get volunteer workers?
- What will you do if volunteers simply arrive on the scene? If you do not need them, or you are not yet prepared to organize and train them, it is best to take names and phone numbers and tell them they will be contacted when they are needed. The public relations coordinator should do this.
- In cases where there is a lot of recovery work to be done, it may be necessary to hire temporary workers rather than to rely on volunteers. If this were necessary, would the institution be required to put out bids? If so, could this be done ahead of time?
- How will insurance coverage be provided for volunteers or temporary workers? Specific provision must be made for such workers within the institutions insurance policy if they are to be properly covered and the institution is to avoid liability.

Once volunteers or temporary workers are on the scene, they must be properly managed –

- Volunteers and/or temporary workers must be registered, and all workers (including staff) must be provided with some type of identification. Volunteers and other workers must be required to sign in and out every day.
- You will need to determine their qualifications (e.g., what experience do they have with library collections, are they capable of strenuous physical activity such as lifting and carrying boxes), find out when and for how long they are available, and draw up a work schedule for each person.

- Volunteers and/or hired workers must also be properly trained and supervised. It is recommended that the Collections Recovery Specialist provide training and the Work Crew Coordinator provide day-to-day supervision.
- Volunteers and/or workers must be supplied with any protective gear that is needed, such as gloves and protective clothing, and they must be trained to use them properly.
- Just like staff members, volunteers and temporary workers will need periodic breaks and refreshments. Breaks are normally needed about every two hours, and must be mandated so that workers do not become too tired.
- In a large disaster, you may also need to arrange for a second group of volunteers or workers to take over from the initial group.

I.1 Potential Volunteers/Workers

Experienced Volunteers/Workers (Staff members from other cultural institutions who would be able to assist in an emergency) –

General Volunteers/Workers (Potential volunteers or organizations that might provide volunteers if asked) –

Temporary Workers (Potential sources for hiring temporary workers) –

I.2 Services for Staff/Volunteers/Workers

It is very important to remember that in any disaster you must also provide for the emotional needs of staff members, volunteers, and temporary workers. In a widespread disaster, some of them may also be dealing with the disaster at home. Even a relatively small event that is confined to the building (or even to a single department) can be emotionally upsetting. You should consider who might provide counseling or other assistance to staff, volunteers, or other workers if needed.

The Red Cross web site http://www.redcross.org provides a search tool to locate your local chapter.

The American Red Cross provides counseling and other services –

The American Red Cross National Headquarters
2025 E Street, NW
Washington, DC 20006
Phone: (202) 303-4498

The Red Cross web site http://www.redcross.org provides a search tool to locate your local chapter.

Additional local organizations that would be able to provide counseling and other assistance –

Appendix J

EMERGENCY FUNDS

J.1 In-House Funds

Persons who are authorized to disburse funds –

Name/Title	Disbursement procedures

Persons authorized to use the institutional credit card –

Name/Title	Procedures

Persons who can provide authorization for large purchase orders –

Name/Title	Procedures

Institutional charge accounts –

J.2 Additional Funds

If additional funds are needed, contact –

Appendix K

DISASTER RECOVERY CONTRACT

K.1 Disaster Recovery Contract

This is a draft of a proposed **Disaster Recovery Contract** that the FLICC Preservation & Bindery Working Group has developed for Federal Agencies, especially, Federal Libraries and Archives. A **Disaster Recovery Contract** is usually not in place at the time a disaster occurs, and will have to be instituted on an emergency basis after a disaster has occurred. The affected Federal Agency will have to work with their Procurement Office to put such a contract into place.

What follow are recommendations that should be in a Disaster Recovery Contract and what should be expected from a credible recovery firm.

The most critical part of the contract is developing a **SCOPE OF WORK** that describes the services to be preformed. The nature of the work to be preformed will have to be written in order to place the contract. The **SCOPE OF WORK** should be written using an institution's existing Disaster Preparedness Plan. The **SCOPE OF WORK** will have to be flexible, as the initial assessment of the disaster will often not reveal the full extent of the damage to the facility or to the collections. A major factor that must be considered is **SECURITY**. If a disaster site has been designated a crime scene due to a criminal activity or terrorism, security will become paramount. It will complicate your efforts for disaster recovery, as the disaster site will not be accessible until the security authorities release it. An additional security factor will be if the disaster site holds classified records. The procurement office in awarding the disaster recovery contract must address this concern. Another important consideration is the **TERMS of the CONTRACT**. The contract must start on a specific date and continue until the services have been rendered and the work described in the **SCOPE OF WORK** is completed. A third consideration is **PRICE**. This will have to be negotiated between the vendor, librarian/archivist and the procurement office. The vendor will have a rate schedule for standard items and the ability to obtain needed equipment at a cost plus price. It is vital to place the contract as soon as possible after the disaster to avoid additional damage to the facility and to the collections.

TIME IS CRITICAL IN A DISASTER. THE FASTER THE CONTRACT CAN BE PLACED, (WITHIN 24 to 48 HOURS), THE MORE LIKELY THAT THE FACILITY CAN BE STABILIZED AND THE DISASTER RECOVERY OF COLLECTIONS STARTED. THE LONGER THE

WAIT—THE HIGHER THE RECOVERY COST AND THE LESS CHANCE THAT RECOVERY EFFORTS WILL BE SUCCESSFUL.

Remember, that once the requirements are stated in the **SCOPE OF WORK** for the Disaster Recovery Contract, it is very important that the contract negotiations be followed very closely. The selection of the right contractor is absolutely essential for the clean up of a disaster site. A review of the contractors qualifications is imperative and the Library - Archives must have input into the selection process.

This document deals primarily with the recovery of the site and the collections. For information on a sample Disaster Recovery Planning document for a Business Resumption Plan see the University of Toronto website at http://www.utoronto.ca/security/drp.htm. It is an example of this type of a plan. (Other plans will be added)

Some of the items you need to consider when writing the **SCOPE OF WORK** are described below.

K.2 Contract and Performance Specifications

Vendor Qualifications

Have the facilities, experience, qualifications, and expertise to provide professional advice and packing, freezing, and drying services to Federal Agencies affected by a disaster. Other services will include air treatment, smoke neutralization, sanitization, deodorization and the treatment and removal of mold. The recovery of damaged technology is another facet that must be considered. Provide freezer and/or drying trucks, packing supplies, and personnel to assist Federal Agencies that have been affected by a disaster that is beyond their capability of handling.

Have systematic procedures and policies in place for the removal of library materials from a disaster-struck Federal Agency to ensure that all the materials have been identified, inventoried, and kept in as much order as possible given the situation in the Federal Agency.

Have the capacity to freeze large quantities of library materials if the quantity to be dried is too large for the current drying capacity of the firm due either to the current available space or the amount of the material.

Have the facilities and expertise to dry varying amounts of materials of varying degrees of humidity and to remove mold and decontaminate materials when necessary.

Have drying policies and procedures in place to determine when the materials have reached normal equilibrium. Ensure that all materials are completely dry.

When appropriate, have the capability, and/or arrangements, for cleaning the materials after they have been dried.

Be capable of returning the materials to the affected Federal Agency in order, in appropriate boxes, etc., and in as usable a form as possible considering the degree of the disaster.

Required Services

Respond to a disaster scene within 24 hours of being called by the Federal Agency or designated preservation site. Provide the most practical and efficient options for the salvage, recovery and rehabilitation of the collections, whether this means packing, freezing, and vacuum-freeze drying; packing, freezing, and drying at another facility; drying the materials and building in place; or other options.

Freeze and completely dry the library and/or archival materials affected by a disaster and return these materials to the Federal Agency in usable form when completed.

During the drying process constantly monitor and manipulate the materials to ensure that they are completely dried and not stuck together.

Under the direction of Federal Agency staff or designated preservation professional, provide advice to affected libraries/archives, on their damaged materials.

Time and Materials Schedule

I. Labor

A. Operations Personnel Labor (Samples)

This listing applies to personnel engaged to fulfill the terms of the contract, whether regular full time employees of the vendor or temporary hires employed directly by the vendor or secured through a labor service. The rates, which will be established by the vendor, are per person per hour.

CLASSIFICATION –

General Cleaning Laborer
Clerical
General Restoration Supervisor/Technician
Remediation Supervisor/Technician
Resource Coordinator
Project Accountant
Assistant Superintendent
Electronics Restoration Supervisor/Technician
Industrial Corrosion Control –

- Supervisor/Technician

Documents Recovery Specialist
Superintendent
Project Manager
Project Director
Health and Safety Officer
Certified Industrial Hygienist
Technical Consultants/Engineers
Operation Technician
Variable Labor
Labor Pool (Temp labor)
Labor Management Fee* –

- Where customer supplies labor force

Dry Laborer, Customer Site Dry Room Setup
Dry Supervisor, Customer Site Dry Room Setup
File Jackets Labor Only
File Labels Labor Only
Fire Damage Edge Trim Labor Only
Inventory Pack out Supervisor
Inventory Pack out Labor Laborer
Mold & Mildew Removal Labor Only
Pack-In Labor Laborer
Pack-In Labor Supervisor
Pack out Labor Laborer
Pack out Labor Supervisor
Photo Copy Documents Labor Only
Retrieval & Delivery Labor

* (Time and one-half after 8 hours and on Saturdays. Double time on Sundays/Holidays)

B. Other Labor Provisions

1. Standard Hours - All labor rates are for the first 40 hours worked in a workweek, exclusive of the vendor holidays.
2. Non-Standard Hours - The rates for labor performed by all classifications in a workweek over 40 hours, will be 1.5 times the rates scheduled. Rates for labor performed on the vendor recognized holidays would be 2.0 times the rates scheduled. In the event the vendor is required to pay double time for any work performed, pursuant to state or federal law or the terms of any collective bargaining agreement, the rates for such labor hours shall be 2.0 times the rates scheduled.
3. Travel time for personnel shall be billed to the contract at the rates provided by the vendor.
4. These rates and provisions are predicated upon the vendor standard wage rates and overtime compensation practices. To the extent the work under a particular contract is subject to Federal and State minimum wage or hour laws or collective bargaining agreements which modify the vendor standard rates and practices, adjustments shall be made to the hourly rates and other labor provisions stated above.

C. Consulting

These sample rates apply to personnel who have been retained to provide project management of a job.

CLASSIFICATION –

Project Engineer/Scientist/Hygienist or other Environmental Specialists.
Preservation Consultants.
Project Manager
Superintendent
Accountant

Supervisor
Secretary/Clerical
Administrator

II. Equipment Rental

A. Equipment Rental - Vendor Owned Equipment

The vendor will establish rates that apply to equipment that is owned by the vendor and utilized in the performance of the work (whether supplied from the vendor inventory or specially purchased by the vendor for performance of the work).

CLASSIFICATION –

Air Compressor
Air Mover/Carpet Dryer
Boroscope
Dehumidifiers
Distribution Panel
EDP - Tool Set
EDP - High Pressure Sprayer
EDP - Instrument Drying Oven
Foamer
Fogger - Spray Mist
Fogger - Thermo-Gen
Generator - Less than 100 Kilowatt
Heaters (In-Line)
HEPA Air Filtration Unit - 2000 CFM
High Pressure Moisture Extractors
HVAC - Air Tool Kit
HVAC - Cutting/Spray Kit
HVAC - Duct Auger
HVAC - Duct Sweeper
Hygrothermograph - Recording
Injectidry
Interseptor
Lambrite - Dry Clean Machine
Lights - Quartz Demolition
Micromanometer
Micromanometer - Recording
Moisture Meter - Penetrating or Non-Penetrating
Negative Air Machine
Ozone Generator - Model 330
Ozone Generator - Model 630
Radio - Personnel Communication
Refrigeration –

- Cooling Coils Only

- Chillers
- DX Units

Refrigerant Dehumidification Units
Respirator
Sprayer - Industrial Airless
Steamtic 8100E Extraction System
Steamatic TMU Extraction System
Thermohygrometer
Trailer - 40 ft. Storage
Trailer - Refrigerated 40 ft. Storage
Trailer - Utility (inclusive of mileage)
Truck - Box (inclusive of mileage)
Ultrasonic Decontamination Vat - 500 Watt
Vacuum - Barrel
Vacuum - Commercial Canister
Vacuum - EDP Anti-static
Vacuum - Handheld
Vacuum - HEPA
Vacuum - MV II
Vacuum - Upright
Van - Cargo/Passenger
Washer - High Pressure

1. The daily rental rate by the vendor shall be charged for each calendar day or portion thereof during which the equipment is utilized to perform the work, regardless of the number of shifts on which the equipment is used during the day.
2. During the course of performance of the work, the vendor may add additional equipment to the schedule above at rates to be determined by the vendor.
3. The customer shall pay for any repairs or maintenance performed on the equipment on the basis of cost plus twenty percent (20%) mark up.
4. In the event any item of rental equipment is damaged beyond reasonable repair by conditions at the work site, the customer shall be charged the replacement cost plus twenty percent (20%).

B. Equipment Rented by The Vendor

The rental rate for any items of equipment the vendor rents from third party vendors specifically for use in performing the work shall be the vendor 's cost thereof plus twenty percent (20%).

III. Materials

A. Materials

CLASSIFICATION –

Anti-Microbial Sealer

Applicators - 6" Cotton
Biocides/Disinfectants
Box - Book
Box - Dish
Box - Freeze Dry
Carpet Deodorizer
Cartridge - N-95
Cartridge - Respirator
Coil Cleaner
Cotton Cleaning Cloths
Desiccant 25
Desudser
Dry Solvent Stain Remover
EDP-Corrosion Control Lubricant #1
EDP-Corrosion Control Lubricant #2
EDP - VCI Device
Emulsifier - Powder
Emulsifier - Liquid
Filter - HEPA for Air Filtration Unit
Filter - HEPA for Vacuum
Filter - Primary
Filter - Secondary
Fireman's Friend Abrasive Compound
Furniture Blocks
Furniture Pads
Furniture Polish
Glass Cleaner
Gloves - Cotton
Gloves - Latex
Gloves - Leather
Gloves - Nimble Finger (N-Dex)
Goggles
Hexathane (MS, CS, or LO)
Lemon Oil
Mop Heads
Odormatic
Paper - Corrugated
Paper - Craft
Pigmented Sealer
Polishing Pads
Polyester Filter Material Polyethylene Bags - 3-6 mil
Polyethylene Sheeting
Pump - Barrel Syphon
Reodorant
Restoration Sponge

Safety Glasses
Shrink Wrap
Stainless Steel Polish
Steel Wool
Suit - Tyvek
Tape - Boxing
Tape - Duct
Tape - Masking
Thermo Fog Spray
Trash Bags - Disposable
Vinyl & Leather Conditioner

Please note that vendors will have proprietary products.

B. Additional Provisions Respecting Materials

1. All prices shall be applied to all materials on the schedules above which are utilized in the performance of the work, whether shipped to the site from the vendor inventory, shipped directly to the site from the vendor 's sources, or purchased locally by the vendor from either an affiliated or non-affiliated entity.

2. During the course of performance of the work, the vendor may add additional materials to the schedule above at rates to be determined by the vendor.

IV. Document Remediation

Specific freeze drying costs will be determined *per job*, based on the factors relevant to each job and pricing per cubic foot.

These factors include, but are not limited to –

- Nature of Damage
- Moisture Saturation
- Degree of Char/Soot Residue
- Mold/Mildew Infestation
- Smoke Odor
- Deodorization Requirements
- Contamination Factors Include – Debris, Sewage, Silt, and/or Hazardous Materials

The above rates represent the changes for freeze-drying only. Labor, equipment, materials and other costs incurred in connection with document remediation will be billed in accordance with the appropriate schedules and provisions.

V. Desiccant Dehumidification

Specific costs for Desiccant Dehumidification services will be determined per job, based on factors relevant to each job and pricing per square foot.

These factors include, but are not limited to –

- Nature of Damage
- Moisture Saturation
- Height of Buildings, Ceilings and Affected Space
- Length of Job and/or Time Constraints
- Other Contamination Factors

The above rates represent the charges for Desiccant Dehumidification only. Labor, equipment, materials and other costs incurred in connection with remediation, deodorization and other services will be billed in accordance with the appropriate schedules and provisions contained in this Exhibit.

VI. Small Tools

Items such as, shovels, ladders, demolition carts, extension cords, small hand tools, etc. are provided by the vendor but are not included in the Schedules above. The vendor shall be compensated for these items by application of a small tool charge in the amount of three percent (3%) of total labor billings.

A. Subcontract Services

The compensation paid the vendor for all services such as laboratory services, testing services, and other services which are not identified in Sections IV or V above or performed by individuals billed to the customer in accordance with Section I above, but are subcontracted by the vendor, shall be the vendor 's cost for such subcontract service plus twenty percent (20%) the vendor mark-up on such costs.

B. Travel, Lodging and Per Diem

The vendor shall be compensated for costs incurred for travel, lodging and per diem costs for vendor employees assigned to the work on the basis of the vendor 's cost for such items plus twenty percent (20%) the vendor mark-up on such costs.

C. Freight/Transportation and Other Charges

The vendor shall be compensated for costs incurred for the transportation of equipment, supplies and materials to and from the site of work and for other job related charges not listed in the sections above on the basis of the vendor 's cost for such charges plus twenty percent (20%) the vendor mark-up on such charges.

D. Taxes and Permits

The rates contained in this schedule are exclusive of federal, state and local sales or use taxes and any applicable federal, state or local approvals, consents, permits, licenses and orders incident to performance of the work. The vendor shall be compensated for all costs incurred which are described above on the basis of the vendor 's actual cost incurred for such items.

Prepared by Robert E. Schnare, Co-Chair of the FLICC Preservation & Binding Working Group November 8, 2002.

Appendix L

ADDITIONAL RESOURCES FOR SALVAGE OF SPECIFIC MEDIA

Albright, Gary, Emergency Salvage of Wet Photographs, in Preservation of Library and Archival Materials: A Manual, edited by Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center, 1999. Available online at http://www.nedcc.org//plam3/tleaf38.htm.

Buchanan, Sally, Emergency Salvage of Wet Books and Records, in Preservation of Library and Archival Materials: A Manual, edited by Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center, 1999. Available online at http://www.nedcc.org//plam3/tleaf37.htm.

Conservation Center for Art and Historic Artifacts. *Managing a Mold Invasion: Guidelines for Disaster Response*. Technical Series No. 1. Philadelphia: Conservation Center for Art and Historic Artifacts, 1996. Available at http://www.ccaha.org.

Conservation Center for Art and Historic Artifacts. *Disaster Recovery: Salvaging Photograph Collections*. Philadelphia: Conservation Center for Art and Historic Artifacts, 1998 Available at http://www.ccaha.org.

Conservation Center for Art and Historic Artifacts. *Disaster Recovery: Salvaging Art on Paper*. Philadelphia: Conservation Center for Art and Historic Artifacts, 2000. Available at http://www.ccaha.org.

Conservation Center for Art and Historic Artifacts. *Disaster Recovery: Salvaging Books*. Philadelphia: Conservation Center for Art and Historic Artifacts, 2002. Available at http://www.ccaha.org.

Balloffet, Nelly. *Emergency Planning and Recovery Techniques*. Elmsford, NY: Lower Hudson Conference, 1999. Available at http://www.lowerhudsonconference.org. *See Section 4: Recovery for information on salvaging books, documents, maps, art on paper, parchment, leather, film, computers, magnetic tape, paintings, textiles, wooden objects, and furniture.*

Interactive Emergency Response and Salvage Wheel, available at

http://www.fema.gov/ehp/ers_wl.shtm. *This information is from the Emergency Response and Salvage Wheel, a sliding chart designed for archives, libraries, and museums. It is also a useful tool for home or business and is available in English and Spanish versions. The Wheel was produced by the Heritage Emergency National Task Force, a public-private partnership sponsored by FEMA and Heritage Preservation http:www.heritagepreservation.org). For further information or to order the Wheel, call toll-free 1-888-979-2233.*

Minnesota Historical Society Emergency Response web site, at
http://www.mnhs.org/preserve/conservation/emergency.html.

Detailed salvage instruction sheets are provided for the following types of objects:

Archaeological artifacts
Books: Cloth or Paper Covers
Books: Leather or Vellum Covers
Disaster Salvage Tip Sheet
Inorganics: Ceramics, Glass, Metals, Stone
Leather and Rawhide
Magnetic Media: Computer Diskettes
Magnetic Media: Reel-to-Reel Tapes
Microfiche
Microfilm and Motion Picture Film
Organics: Bone, Hair, Horn, Ivory, Shell
Paintings on Canvas
Paper: Coated
Paper: Framed or Matted, Preparation for Drying
Paper: Uncoated
Photographs and Transparencies
Record Albums
Scrapbooks
Textiles and Clothing
Textiles: Costume Accessories
Vellum and Parchment: Bindings and Documents
Wood

National Park Service.*Conservograms*. Available at
http://www.cr.nps.gov/museum/publications/conserveogram/cons_toc.html.

See the section on Emergency Preparedness, which includes the following:

21/1 Health and Safety Hazards Arising from Floods
21/2 An Emergency Cart for Salvaging Water-Damaged Objects
21/3 Salvage of Water-Damaged Collections: Salvage at a Glance
21/4 Salvage at a Glance, Part I: Paper Based Collections
21/5 Salvage at a Glance, Part II: Non-Paper Based Archival Collections
21/6 Salvage at a Glance, Part III: Object Collections
21/7 Salvage at a Glance, Part IV: Natural History Collections
21/8 Salvage at a Glance, Part V: Textiles

Patkus, Beth Lindblom, Emergency Salvage of Moldy Books and Paper, in Preservation of Library and Archival Materials: A Manual, edited by Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center, 1999. Available at http://www.nedcc.org//plam3/tleaf39.htm.

Walsh, Betty, Salvage Operations for Water-Damaged Archival Collections: A Second Glance, in *WAAC Newsletter* Vol. 19 No. 2 (May 1997). Available at http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-206.html.

Walsh, Betty, Salvage at a Glance, in *WAAC Newsletter* Vol. 19 No. 2 (May 1997). Available at http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html.

Waters, Peter, Procedures for Salvage of Water-Damaged Library Materials. Extracts from unpublished revised text, July 1993, the Library of Congress. Available at http://palimpsest.stanford.edu/bytopic/disasters/primer/waters.html.

Appendix M

PRE-DISASTER COMMUNICATION WITH EMERGENCY SERVICES

M.1 Fire Department

Date of last inspection by the fire marshal:
Contact person within fire department:
Phone:
Cell phone:
In-house liaison to fire department: N/A
Backup liaison: N/A
Date of last in-house review of collection priorities:

Date of last on-site review of collection priorities, collections salvage procedures, and building re-entry procedures with fire department personnel:

M.2 Police Department

Contact person within police department:
Title:
Phone:
Cell phone:
In-house liaison with the police department: N/A
Backup liaison: N/A
Date of last on-site review of the building and contents with police department personnel:

M.3 Local Emergency Management Agency

Local emergency management agency:	
Contact person(s):	
Title:	
Phone:	
Cell Phone:	
In-house liaison with local emergency management agencies:	N/A
Backup liaison:	N/A
Date of last on-site review of the building and contents with emergency management personnel:	
Describe applicable local procedures for managing disasters (e.g., area-wide evacuation procedures, local emergency shelters, etc.):	

M.4 Regional Emergency Management Agency

Regional emergency management agency:
Contact person(s):
Title:
Phone:
Cell Phone:

Appendix N

COMMAND CENTER/TEMPORARY SPACE

N.1 Command Center

During a disaster, a command center will be needed to serve as a base of operations for the Disaster Response Team. It is essential to have one central location through which all recovery activities are coordinated. All communications and decisions should be made through the command center.

Locations that might be used as a command center are:

Primary location:	City Hall, 7th and Walnut, Coffeyville KS 67337
Alternate location #1:	Coffeyville Community College Library, 400 W 11, Coffeyville, KS 67337
Alternate location #2 (*off-site*):	Community Elementary School, Cline Road, Coffeyville, KS 67337

N.2 Relocation/Temporary Storage of Collections

Areas (within the building, in another building within the institution, or off-site) to which collections in imminent danger of becoming damaged can be relocated, or where undamaged collections can be temporarily stored are:

Within the building/institution:

Location:
Space Available:
Contact person:
Phone:
Cell phone:
After-hours phone:
Pager:

Off-site:

Location:	CCC Library
Space Available:	
Contact person:	Marty Evensvold
Phone:	620-251-7700
Cell phone:	
After-hours phone:	
Pager:	

N.3 Drying Space

Areas (within the building, in another building within the institution, or off-site) that can be used to air-dry wet collections are:

Within the building/institution:

Off-site:

Appendix O

INFORMATION TECHNOLOGY

O.1 Emergency Contact Information

The following people and organizations can provide assistance in case of temporary information systems failure or damage. **Please note that additional procedures for a serious emergency requiring relocation of computers and services can be found in the Alternate Access to Telecommunications and Online Services section below.** *Remember that it is very important to keep any account numbers and password current, and to indicate who on staff knows them.*

Information Technology Department
(for problems with hardware and software)

Department name:
Contact:

,

Phone:
After-hours phone:
Pager:

Remote Storage Site for Backups

In-house staff member who is familiar with account details and passwords: N/A

Organization name:
Contact:

,

Phone:
After-hours phone:
Pager:
Account number:
Procedures for retrieving backups in an emergency:

Internet service provider

In-house staff member who is familiar with account details and passwords: N/A

Organization name:
Contact:

,

Phone:
After-hours phone:
Pager:
Account number:
Procedures for reactivating service in an emergency:

Web site host

In-house staff member who is familiar with account details and passwords: N/A

Organization name:
Contact:

,

Phone:
After-hours phone:
Pager:
Account number:
Procedures for retrieving service in an emergency:

Online subscription service(s)

Regional online catalog/network

In-house staff member who is familiar with account details and passwords:	N/A
Regional network name: Contact:	
Phone: After-hours phone: Pager: Account number: Procedures for getting the network up and running in an emergency (e.g., where are data backups located, how are they retrieved, how long does it take?):	

O.2 Software and Equipment Inventory

Software Inventory

The following software is used within the institution –

Computer Equipment Inventory

Insert your existing inventory of computer equipment here –

O.3 Data Backup

The following electronic data is unique and maintained solely in-house –

If any of this data is not currently backed up, devise backup procedures immediately.

O.4 Data Restoration

The following people on staff know how to restore backed up data –

The following people outside the institution can assist in restoring backed up data –

O.5 Software and Hardware Reconfiguration

The following people within the institution know how to reinstall and reconfigure software and hardware in the event of a disaster –

The following people outside the institution can assist in reinstalling and reconfiguring software and hardware in the event of a disaster –

O.6 Relocation of Computer Operations

Temporary sites for relocation of computer operations are –

O.7 Alternate Access to Telecommunications and Online Services

In the event of an emergency that requires your institution to provide services from an alternate site, it may be necessary for staff and/or patrons to access email, Internet, and online services from that site. This may be done by redirecting existing accounts, or it may be necessary to provide alternative ways to access online resources. Information and instructions are provided below.

Procedures for emergency remote access are as follows –

Telephone/Voice Mail *(procedures for switching fax and phone numbers to the remote site)*:

Email *(may need to be accessed via modem or Internet)*:

Intranet:

Library website:

Regional library network:

Local online catalog:

Online Subscription Services:

Other:

O.8 Emergency Procedures for Manual Operations

During an emergency, it may be necessary to switch to manual operations for a limited time, either until computer systems are back up or until services can be switched to an alternate location.

Instructions for conducting services such as circulation manually or financial recordkeeping are as follows –

Appendix P

PREVENTION AND PROTECTION

P.1 Natural/Industrial/Environmental - Hazards and Risks

Thunderstorms/Lightning

Thunderstorms area fairly common occurrence, but they can cause severe damage. They can involve heavy rain (which can in turn cause flash flooding), high winds, lightning, and hail. They can also cause tornadoes. Lightning is a serious danger whenever there is a thunderstorm. Lightning is very powerful; it can start fires, cause electrical failures, and seriously injure or even kill people. Hail (which can be as large as a softball) can also cause damage and injury, making it even more important to take cover.

Preventive actions to reduce the risk of thunderstorm/lightning damage –

- Be sure staff members know and take seriously the signs that a thunderstorm is imminent (threatening clouds, distant thunder and lightning).
- Keep a disaster kit stocked in case staff members are unable to leave the building for some time (flashlights, radio with weather band, batteries, food and water, first aid kit, etc.). Check all items every six months and replace any expired items (e.g., water, food, batteries).
- Ensure that staff members know how to turn off the electricity and water in case this becomes necessary.
- Check for hazards near your building, such as dead or rotting trees and branches that could fall during a severe thunderstorm.
- Consider installing lightning rods to carry the electrical charge of lightning bolts safely to the ground.

Additional details on your institutions risk, and additional actions that should be taken:

Tornado

Tornadoes are very violent and destructive storms; they have a funnel shape and sound like a roaring train when they approach. They are usually spawned by a thunderstorm, but can also be caused by a hurricane. Tornadoes are more localized and less easy to predict than other storms; there is often little warning of their approach. A **tornado watch** is issued when tornadoes and/or severe thunderstorms are likely to strike an area, while a **tornado warning** is issued when the funnel of the tornado has been sighted in the area. At that point, immediate shelter must be sought and there will be no time to secure collections.

Tornadoes generally occur between March and August, mostly during the afternoon or evening. *It is important to remember that due to the violence of these storms and the short advance warning, human safety will likely be the highest priority*. It is very important to know what to do and where to go if a warning is issued.

Preventive actions to reduce the risk of tornado damage –

- Conduct tornado drills each tornado season.
- Investigate methods of protecting your building against wind damage.
- Consider having unreinforced masonry strengthened.

Additional details on your institutions risk, and additional actions that should be taken:
Live in tornado alley

Severe Winter Storm

The term **winter storm** covers a variety of weather events. Winter storms often involve heavy snow, sleet or freezing rain. If very heavy snow is accompanied by high winds and extreme cold, the storm is termed a **blizzard**. A **Noreaster** is a specific type of storm characteristic of the eastern U.S. coast, in which a low-pressure system gathers strength as it moves up the mid-Atlantic coast, bringing heavy snow and hurricane force winds, along with coastal flooding and beach erosion. Noreasters usually occur between October and April (although they can occur at any time and sometimes involve rain rather than snow). When rain falls on surfaces with a temperature below freezing, an **ice storm** can occur.

A **winter weather advisory** is used when poor weather conditions are expected. A **winter storm watch** is issued when a storm is possible. A **winter storm warning** is issued when a storm is occurring or will occur shortly. A **frost/freeze warning** is issued when below freezing temperatures are expected. A **blizzard warning** is issued when heavy snow, near zero visibility, deep drifts, and severe wind chill are expected.

Preventive actions to reduce the risk of severe winter storm damage –

- Install storm windows in your building (or cover windows with plastic), insulate walls and attics, and caulk and weather-strip doors and windows.
- Winterize your building. Make sure gutters are clear, repair any roof leaks, and trim any tree branches that could fall on your building during a storm.
- Insulate pipes in your building and allow faucets to drip a little during cold weather to avoid freezing.
- Learn how to shut off the water in the building (in case a pipe bursts).

- Ensure that the roof of your building is able to sustain the weight of heavy snow accumulation.
- Put together a disaster kit in case staff members must remain in the building during the storm (drinking water, canned/no-cook food, non-electric can opener, first aid kit, battery-powered radio with weather band and alert, flashlights and extra batteries, blankets/cots/pillows). Check all items every six months and replace any expired items (e.g., water, food, batteries).

Additional details on your institutions risk, and additional actions that should be taken:

Flooding (Floodplain, River, Lake, and/or Stream)

Flooding is very common in the United States and can be caused by a variety of events. Flooding often develops over a number of days, as a result of prolonged heavy rain or melting snows that create high river, stream, or reservoir levels. In winter, ice jams in rivers can also contribute to flooding, stopping the rivers flow. Other factors that can make conditions worse are frozen ground (which cannot absorb as much water) and wet or saturated soil. Urban areas, and areas with many buildings and parking lots, may also be at risk of flooding, since there is less soil to absorb the water and storm drains may get overloaded. Flooding can be extremely dangerous; even shallow floodwaters can sweep away cars or people.

A floodplain is defined as a low-lying area near a stream or river that becomes flooded during heavy rains. The terms 500-year-flood and 100-year-flood are sometimes used. A 500-year-flood is so large and unusual that it would normally happen only every 500 years. However, it is more accurate to say that each year there is a one in 500 chance of a 500-year-flood occurring (e.g., if a 500-year-flood occurred, it would be possible for another to occur the next year).

Flash flooding is particularly dangerous, as it occurs very quickly with little warning. Flash flooding occurs most often from storms that produce large amounts of rain in a short time, but can also be caused by a river ice jam, or by a catastrophic event such as a dam failure or a tsunami following an earthquake. A flash flood can cause severe damage, destroying buildings and bridges, uprooting trees, etc.

There are a number of flood watches and warnings issued by forecasters. A **flood watch** is issued when water levels or other conditions indicate that flooding is possible in the given time period. A **flood warning** is issued when a flood is occurring or is imminent. In the latter case, time and location is usually provided, and orders are given to evacuate vulnerable areas. A **flash flood watch** is issued when flash flooding is possible in the given time period. A **flash flood warning** is issued when flash flooding is occurring or is imminent.

Preventive actions to reduce the risk of damage from flooding –

- Consider constructing barriers, such as levees, to protect your building and property.
- Purchase flood insurance. Flood insurance is guaranteed through the National Flood Insurance Program (NFIP) http://www.fema.gov/nfip/, administered by the Federal Emergency Management Agency. Be aware that it normally takes 30 days after purchase for a flood insurance policy to go into effect, so purchasing insurance at the last minute is not possible.
- If flooding occurs frequently in your area, stockpile supplies for protecting your building,

including plywood, plastic sheeting, lumber, nails, hammer, saw, pry bar, shovels, and sandbags.

- Be aware of the locations of nearby storm sewers and water mains.
- Install sewer backflow valves (this keeps flood waters from backing up in sewer drains).
- Identify any stored hazardous materials or other chemicals that could be flooded. Move or raise them.
- Consider making changes to your building to reduce potential damage from flooding. Remember that a licensed contractor must make any changes. Potential changes (explained in more detail on FEMAs web site http://www.fema.gov/hazards/floods/whatshouldidoprotect.shtm include –

  - Raising your electrical system components
  - Adding a waterproof veneer to the exterior of your building
  - Anchoring your fuel tank(s)
  - Raising or flood proofing your HVAC equipment
  - Poviding openings in foundation walls that allow floodwaters in and out, thus avoiding collapse
  - Building and installing flood shields for doors and other openings (have your building evaluated to ensure it can handle the forces)

- Put together a disaster kit (drinking water, canned/no-cook food, non-electric can opener, first aid kit, battery-powered radio with weather band and alert, flashlights and extra batteries). Check all items every six months and replace any expired items (e.g., water, food, batteries).

Additional details on your institutions risk, and additional actions that should be taken:

Earthquake

An earthquake is a sudden, violent shaking of the Earth caused by the shifting of the Earths crust. The outer layer of the earths crust consists of a number of large plates that slowly move over, under, and past each other. Sometimes, however, some of the plates are locked together. Once enough energy accumulates, the plates suddenly break free, causing an earthquake at the point where the plates join. The Richter Scale is used to measure the magnitude of earthquakes. This is a logarithmic scale, meaning that an earthquake measuring 5 on the Richter scale is ten times as large as an earthquake measuring 4).

Any earthquake that measures 6 or more on the Richter scale is considered major; earthquakes with a magnitude of 8 or more on the Richter scale can do catastrophic damage. Minor earthquakes usually do not cause much damage, but larger earthquakes can cause extensive damage, including collapsed buildings and bridges, broken gas lines, and downed power and phone lines. In a worst-case scenario, an earthquake could trigger landslides, avalanches, flash floods, fires,

and/or tsunamis. Buildings that are constructed on unconsolidated landfill, old waterways, or other unstable soil are most at risk. Trailers and manufactured homes not tied to a reinforced foundation anchored to the ground are also at risk. Earthquakes can occur at any time of the year.

Recommended procedures for prevention of earthquake damage are as follows –

- Ensure that staff members are aware of evacuation routes (provide an alternate in case the primary route is blocked)
- Put together a disaster kit (drinking water, canned/no-cook food, non-electric can opener, first aid kit, battery-powered radio with weather band and alert, flashlights and extra batteries).
- Bolt bookshelves to wall studs and use solid back and end panels (these should be metal or inch plywood, but not particle board). Cross bracing can be used if solid panels are impossible. Use more than one cross brace on tall units, and weld or bolt the braces securely to the unit.
- Enclose document collections in boxes to prevent damage from falling. Rare and/or fragile books should be in boxes or wrappers, as should unbound serials.
- Consider some method of restraint to keep books from falling off shelves during an earthquake. A number of methods are available, including tilting shelves slightly from front to back, using bungee cords, or installing protective bars that extend from the upper shelves. Consult other libraries with experience in earthquake protection before making a decision.
- Bolt filing cabinets securely to the wall or to each other, and ensure that all drawers are latched to prevent the contents spilling out.
- Secure medium-sized items that might fall (telephones, lamps, computers, etc.), using Velcro-like fastening sets available for this purpose (note that this is appropriate for items weighing 20-80 pounds). Small items can be anchored to shelves using soft dental wax.
- Large or very heavy equipment may require special straps, brackets, bracing, or tethering cables. Consider strapping the water heater to wall studs and bolting down any gas appliances.
- Install flexible pipefittings, which are less likely to break, to avoid gas or water leaks.
- Install strong latches or bolts on cabinets so that content do not fall out.
- Store large, heavy, and/or fragile items on lower shelves.
- Store any chemicals or other hazardous materials in closed cabinets with latches, on bottom shelves.
- Hang heavy items, such as pictures and mirrors, away from anywhere people sit, since earthquakes can knock things off walls.
- Brace overhead light fixtures so they do not fall.
- Consider installing laminated safety glass if you have a large expanse of windows, or install protective film over existing windows to help prevent shattering of glass.

- Repair any deep cracks in ceilings or foundations, and consult an expert if you see signs of structural problems.
- Consider having your building evaluated by a professional structural design engineer, who can give advice on how to reduce earthquake damage to your building.

Additional details on your institutions risk, and additional actions that should be taken:

Oil Leak

Oil is commonly used for heating in homes and businesses in many areas of the country. Any building that uses heating oil has at least one storage tank and delivery line that carries the oil from the storage tank to the furnace. Common places for storage tanks (particularly older ones) to be found include: buried outdoors, above ground outdoors, and inside in basements. Depending on the circumstances, delivery lines can also be buried underground, buried under concrete basement floors, or exposed outdoors. If the storage tank or delivery line leaks, the oil migrates into the surrounding soil and would eventually affect the groundwater, causing health problems for anyone who comes in contact with it.

Leaks might occur for a number of reasons: delivery lines may corrode if they come into contact with soil or concrete and water; outdoor delivery lines may be damaged by falling ice or tree limbs; delivery lines may break if there is a shifting of the buildings foundation; piping connections may fail; or the storage tank itself may corrode due to contact with water contained in the fuel. In general, the life expectancy of a buried oil tank is 10-15 years. Oil leaks are very expensive and time-consuming to clean up, so it is best to take preventive measures to avoid leaks.

Preventive actions to avoid oil leaks –

- Consider having a non-metallic protective sleeve installed over your oil delivery line if it is buried or outdoors above ground. This will protect the line from corrosion and other damage.
- Check with your insurance agent to determine whether your insurance policy covers damage from oil leaks and the costs of environmental cleanup. If you are not covered, consider purchasing additional insurance.
- Maintain your oil heating system routinely, making sure it is checked for leaks.
- Be aware that some state environmental protection agencies have programs that require the registration of buried tanks at any site storing more than 1000 gallons of heating oil. Consult the appropriate agency in your state for more information.

Additional details on your institutions risk, and additional actions that should be taken:
large refinery is located in city and as recent as last year released oil into flood water.

Hazardous Materials Incident

The term hazardous materials refers to chemicals that can pose a threat to human health, to the environment, or to collections if they are mistakenly released into the air or spilled. Such chemicals are used in a wide range of activities, including manufacturing, agriculture, medicine, and

research. They are also routinely transported around the country via air, highways, trains, and waterways.

There are several general types of hazardous materials: explosives, flammable and combustible substances, poisons, and radioactive materials. Hazardous materials are not only used in large-scale industries; many products that are routinely used in homes or workplaces contain hazardous chemicals (e.g., cleaning products, paint removers and thinners). However, most serious accidents involving hazardous materials are the result of transportation accidents or accidents in manufacturing plants.

There are laws governing the publics right to know about hazardous materials that are used, stored, or transported in or near their communities. The *Emergency Planning and Community Right-to-Know Act* provides for penalties against any company or agency that does not provide the required information. In addition, the *Superfund Amendments and Reauthorization Act of 1986* requires communities to establish a Local Emergency Planning Committee to develop a response plan for chemical emergencies; these plans must be tested and updated every year.

Depending on the amount of chemical and the level of exposure, hazardous materials can cause injury, chronic health problems, and even death, as well as damaging buildings and collections. It is very important to know the proper procedures to follow if a hazardous materials accident occurs in or near your building. In the case of a large event, the local authorities may request that you evacuate or shelter in your building until the danger passes.

Preventive actions to mitigate the effects of a hazardous materials emergency –

- Be aware of any nearby transportation routes for hazardous materials or local facilities that are storing and using such materials. This information should be available from your Local Emergency Planning Committee.
- Become familiar with existing community response plans for a hazardous materials emergency.
- Ensure that all staff members are familiar with evacuation plans, both for the building and for the community.
- Put together a disaster kit (drinking water, canned/no-cook food, non-electric can opener, first aid kit, battery-powered radio with weather band and alert, flashlights and extra batteries). Consider adding potassium iodide tablets to your emergency supplies, as these can help block radiation absorption in a radiological emergency.

Additional details on your institutions risk, and additional actions that should be taken:

Refinery located in town

Power Outage

Power outages can occur in many different situations. Sometimes they are precipitated by a storm or natural disaster, in which case the power outage may be only part of the emergency. Sometimes, particularly in summer, a power outage occurs due to overuse of electricity resources. While a power outage alone rarely poses a direct threat to collections, it may cause damaging conditions (e.g., rise in temperature and/or humidity when the HVAC system shuts down), and it may pose a threat to staff and/or patrons.

Additional details on your institutions risk, and additional actions that should be taken:

Sewer System Backup

Sewer system backups often occur because of heavy rains that increase the water pressure in the sewer system, causing sewage to flow into buildings through the basement drains. If there is a widespread power outage in the area, the sewer system may fail due to lack of power to parts of the system. Sewer backups can also result from inappropriate materials being disposed of down the drains, or from shrub or tree roots cracking or breaking the sewer lines. Sewage backup presents a number of risks: damage to the building, damage or destruction of materials stored in the basement, possible electrical malfunctions in the building, and the possibility of disease.

Preventive actions to reduce the risk of sewer backup –

- **Do not** pour grease down a drain, as it will solidify after it cools off, either in the property owners sewer line, or in the main sewer line.
- **Do not** dispose of anything in the toilet except bathroom tissue.
- Avoid planting trees or shrubs near the sewer line, to reduce the chances of roots damaging the pipes. It is also possible to replace older sewer pipes with plastic piping, which is not damaged by roots.
- Consider modifying your plumbing system to prevent sewage backup into your building. Modifications might include installing a sump pump, check valve, shut-off valve, and/or ejector pump. Consult a qualified plumber for advice on appropriate modifications for your building.

Additional details on your institutions risk, and additional actions that should be taken:

Gas Leak

Natural gas is a general term for a commonly used fuel used for heating, cooking, and heating water. It is primarily composed of methane, which is mixed with varying quantities of other gases. Natural gas can be dangerous if it leaks, as this can result in explosion or fire, or poisoning through inhalation. Natural gas has no odor, color, or taste, so local gas companies adds a rotten-egg smell to the gas to enable people to smell a leak.

If your institution or nearby buildings use natural gas, there is a possibility of leakage in the gas lines serving the area or in those inside your building. The causes of gas leaks vary. Common causes include accidental damage due to digging or construction in the area, and damage from natural disasters. Gas leaks pose a significant risk to your staff, building, and collections. While indoor gas leaks are the most dangerous because the gas is concentrated in a confined area, an outdoor gas leak is also dangerous.

Preventive activities include –

- Be aware of the location of nearby gas mains.
- Be aware of the signs of a leak in a gas pipeline (e.g., odor, a blowing or hissing sound, dirt or water being thrown or blown into the air, fire coming from the ground, brown patches in

vegetation near a pipeline)

- Consider purchasing one or more natural gas detectors that will warn you of a gas leak within your building, particularly if you have staff members with a diminished sense of smell. These detectors vary in price, features, and ease of installation. How many you need depends on how many sources of gas there are in your building and how far apart they are.
- Maintain up-to-date contact information for the local gas company.

Additional details on your institutions risk, and additional actions that should be taken:

Water Main Break

Water main breaks can occur at any time, for various reasons. Since many underground water mains are very old and deteriorated, they often break unexpectedly. It is also possible for a water main to be broken accidentally by digging or construction in the area. The primary threat to institutions and collections is flooding, which can be significant, particularly if some time passes before workers can cap the water main.

Additional details on your institutions risk, and additional actions that should be taken:

Nuclear Power Plant Incident

Nuclear energy produced in power plants is used for heating and electricity. If an accident occurs at a nuclear power plant, radioactive material could be released in a cloud (often referred to as a plume), dispersing radioactive materials into the surrounding area. Radiation is dangerous because it has a harmful effect on the cells of the body. The environment can also be contaminated. Radiation is essentially invisible to humans; it cannot be detected by the senses. There are several ways to minimize exposure to radiation: create as much distance as possible between people and the source of the radiation; shield people with heavy materials that will absorb the radiation; and limit the length of time of exposure, since radiation loses strength fairly quickly.

A number of terms are used to designate the nature of nuclear power plant emergencies. An **unusual event** means that a problem has occurred within the plant but a radiation leak is not expected. An **alert** means that a small radiation leak has occurred or may occur within the plant, but there is no danger to the surrounding community. A **site area emergency** means it is possible for small amounts of radiation to leak from the plant and endanger the immediate area. A **general emergency** means that a serious problem has occurred that may result in leakage outside the plant and into the larger surrounding area.

While the likelihood of an accidental release of radiation due to a nuclear power plant accident is remote, it is possible.

Preventive actions to mitigate the effects of a nuclear power plant emergency –

- Be aware of any nearby transportation routes for radioactive materials or local facilities that are storing and using radioactive materials. This information should be available from local emergency managers and power plant officials.

- Become familiar with existing community response plans for a hazardous materials emergency.
- Ensure that all staff members are familiar with evacuation plans, both for the building and for the community.
- Put together a disaster kit (drinking water, canned/no-cook food, non-electric can opener, first aid kit, battery-powered radio with weather band and alert, flashlights and extra batteries). Consider adding potassium iodide tablets to your emergency supplies, as these can help block radiation absorption in a radiological emergency.

Additional details on your institutions risk, and additional actions that should be taken –
There is one located approx 1.5 hours away

Terrorist Attack

Since September 11, 2001 terrorism has become a threat that must be take very seriously by institutions throughout the United States. Terrorism is usually categorized into two types: domestic and international, depending on the origin of those carrying out the terrorist act. Most terrorist attacks that have occurred in the United States have been bombing attacks, but attacks against transportation facilities and/or public services, or chemical or biological attacks, are possible. Chemical agents are poisonous gases, liquids, or solids that have toxic effects on people. Biological agents are organisms or toxins that can make people sick; these can include anthrax, smallpox, Ebola, botulism, etc. It is difficult to predict terrorist targets, but if your institution is a government agency or other prominent public facility, it could be a target. Similarly, if your institution is located near railways, highways, waterways, power plants, government buildings, or other prominent public facilities, there is some risk of terrorist attack.

Preventive actions to mitigate the effects of a terrorist attack –

- Ensure that all staff members are familiar with evacuation plans, both for the building and for the community.
- Ensure that all staff members are familiar with procedures to follow in the event of a bomb threat (see below for details).
- Put together a disaster kit (drinking water, canned/no-cook food, non-electric can opener, first aid kit, battery-powered radio with a weather band and tone-alert, flashlights and extra batteries). Consider adding potassium iodide tablets to your emergency supplies, as these can help block radiation absorption in a radiological emergency.
- Ensure that fire extinguishers are in working order.
- Know which staff members have first aid/CPR training.

Additional details on your institutions risk, and additional actions that should be taken:

P.2 Building/Systems/Procedures - Hazards and Risks

Water Hazards

No water detection system

Water detection system not monitored 24 hours a day

Water-bearing HVAC equipment (chillers, etc.) nearby or above collections

Mold infestation caused by water infiltration has occurred

Roof

Foundation

Bathrooms/kitchens nearby or above collections

Water pipes running through collection areas

Collections in close proximity to water-bearing pipes/equipment not protected (plastic sheeting, trays to catch water, etc.)

Inadequate water dectection

Fire Hazards

Inadequate fire detection

Fire detection system not monitored 24 hours a day

Fire detection system not routinely inspected and maintained

No fire suppression system

Inadequate fire suppression system

Fire suppresion system not monitored 24 hours a day

Fire suppresion system not routinely inspected and maintained

Sprinkler system does not have water flow alarms

Fire drills not held routinely

Electrical system is outdated

Electrical system is overloaded

No fire detection system

Insufficient number of fire extinguishers

Climate Control

Occasional extremes of relative humidity in collection storage areas (greater than 50 percent)

Insufficient number of fire extinguishers

Security

No automated security system

Inadequate automated security system

Inadequate written policies/procedures for building and collection security

Collection materials have been stolen

The institution has problem patrons

Staffing is insufficient to properly supervise researchers working with special collections

No written policiesprocedures for building and collection security

Housekeeping/Pests

Inadequate written polices/procedures for housekeeping

Food and drink allowed in the building

Collections not cleaned once per year (note: this must be done by trained staff)

No written policies/procedures for housekeeping

Visible dust and dirt in collections storage areas

Storage

Archival collections not enclosed in boxes

Shelving not 4-6 inches off the floor

Books not shelved snugly

Shelving is not anchored to the wall, floor, ceiling, or other shelving (where appropriate)

Shelving not braced

Collections stored on the floor

Valuable collections stored near windows

Personnel

Security staff not trained to recognize hazards and respond properly to collections emergencies

No security staff

Security staff is slow to respond to alarms or requests for aid

Staff members not trained in emergency procedures

Staff members not sufficiently trained in security procedures

Maintenance staff slow to respond to requests for maintenance/repair

P.3 Preventive Maintenance Checklist

Use the following checklist(s) as a reminder for carrying out preventive maintenance activities.

Daily

Person responsible for checking that all activities have been completed: Director Helen Rigdon

___ Clean restrooms

Person responsible: N/A

___ Stack maintenance (straighten shelf contents)

Person responsible: Adult Services Elaine Wylie

___ Empty garbage and remove all trash from the building

Person responsible: N/A

___ Shovel snow (when needed)

Person responsible: N/A

___ Vacuum carpets, floors, etc.

Person responsible: N/A

Weekly

Use the following checklist as a reminder for carrying out preventive maintenance activities.

Person responsible for checking that all activities have been completed: Tech Services Linda Shafer

Seasonally

Use the following checklist as a reminder for carrying out preventive maintenance activities.

Person responsible for checking that all activities have been completed: Director Helen Rigdon

Twice per Year (Minimum)

Use the following checklist as a reminder for carrying out preventive maintenance activities.

Person responsible for checking that all activities have been completed: City Personnel

Annually

Use the following checklist as a reminder for carrying out preventive maintenance activities.

Person responsible for checking that all activities have been completed: City Personnel

P.4 Opening Procedures Checklist and Schedule

The purpose of the opening checklist is to ensure that no hazards are present and that no problems have occurred while the building was closed. Use the following checklist when opening the building.

Opening Checklist

___ No signs of unusual or off-hours activity

___ No evidence of water leakage (walls, ceilings, floors, storage areas)

___ No unusual smells or sounds

___ No apparent major change in temperature overnight

___ No apparent major change in relative humidity overnight

___ No small appliances left plugged in overnight

___ Lights are working (including emergency lighting)

___ Windows locked and fire doors closed

___ Sinks and toilets in working order

Equipment is operating properly –

___ HVAC

Opening Procedures Responsibilities and Schedule

Monday	Primary:	Tech Services Linda Shafer
	Backup:	Adult Services Linda McFall
Tuesday	Primary:	Tech Services Linda Shafer
	Backup:	Adult Services Linda McFall
Wednesday	Primary:	Tech Services Linda Shafer
	Backup:	Children's Services Cindy Powell
Thursday	Primary:	Tech Services Linda Shafer
	Backup:	Adult Services Linda McFall
Friday	Primary:	Adult Services Joy Duvall
	Backup:	Tech Services Linda Shafer
Saturday	Primary:	Adult Services Joy Duvall
	Backup:	Children's Services Cindy Powell
Sunday	Primary:	N/A
	Backup:	N/A

P.5 Closing Procedures Checklist and Schedule

Regular closing procedures are essential to preventing disasters. The purpose of the closing checklist is to ensure that no hazards are present and that all protection equipment is working properly. Use the following checklist when opening the building.

Closing Checklist

___ Keys secure and accounted for

___ Doors to secure areas closed and locked

___ Fire doors closed

___ No one hiding/sleeping in building (check bathrooms)

___ No trouble indicators on fire panels or monitors

___ No unusual smells or sounds

___ No evidence of water leakage (walls, ceilings, floors, storage areas)

___ Refrigerators and freezers plugged in and operating

___ All small appliances unplugged

___ Sinks and toilets in working order

Equipment is operating properly –

___ HVAC

Closing Procedures Responsibilities and Schedule

Monday	Primary:	Adult Services Linda McFall
	Backup:	Director Helen Rigdon
Tuesday	Primary:	Adult Services Joy Duvall
	Backup:	Children's Services Cindy Powell
Wednesday	Primary:	Adult Services Linda McFall
	Backup:	Director Helen Rigdon
Thursday	Primary:	Adult Services Elaine Wylie
	Backup:	Children's Services Cindy Powell
Friday	Primary:	Children's Services Cindy Powell
	Backup:	Adult Services Elaine Wylie
Saturday	Primary:	Adult Services Joy Duvall
	Backup:	Children's Services Cindy Powell
Sunday	Primary:	N/A
	Backup:	N/A

P.6 Construction and Renovation

Construction and/or renovation is NOT planned for my institution/building.

Appendix Q

STAFF TRAINING

Staff training is crucial to successful disaster planning. It should begin with the members of the disaster planning and response teams and expand to include all staff. In particular, training staff in the mechanics of the plan ensures that they will be familiar with it and be able to use it effectively if an emergency occurs.

Disaster Planning Team

The Disaster Planning Team can be trained in a variety of ways. Team members should certainly be encouraged to educate themselves through the use of books and articles on disaster planning, and to monitor online resources such as list-servs and web sites relating to disaster planning. More formal types of training should also be offered, such as disaster planning workshops (these are offered periodically by organizations such as NEDCC or the Massachusetts Board of Library Commissioners) or in-house training sessions (e.g., seminar, group discussion, case study exercise). Whatever type of training is chosen, the leader of the disaster planning team should be responsible for ensuring that all members of the team are periodically given the opportunity for additional training to keep up to date on new developments in disaster planning.

Team member in charge of coordinating training for the disaster planning team: Adult Services Joy Duvall

Describe current and planned training for the disaster planning team:

Disaster Response Team

It is crucial for all members of the Disaster Response Team to receive training (preferably hands-on) in first response procedures, salvage methods for damaged collections, and procedures for recognizing and dealing with any hazards that might be present at the disaster site. The fundamental goals of training should be to familiarize the team with all elements of the disaster plan and to give them experience working together as a team.

Team member in charge of coordinating training for the disaster response team: Director Helen Rigdon

Describe current and planned training for the disaster response team:

There are various possible training methods, but remember that practical and hands-on training will be the most effective.

Options include:

- Formal disaster response/recovery workshops (offered by library and conservation organizations)
- First aid and/or CPR training
- In-house training (e.g., hands-on sessions focused on specific topics, tabletop disaster exercises, or mock disasters)
- Individual use of books and articles on disaster response, salvage, recovery, and rehabilitation
- Individual use of online resources (such as list-servs and web sites) to keep up-to-date on new developments in disaster response, salvage, and recovery methods for collections

  Subjects that should be addressed include:

  - Team-building
  - Handling wet and damaged collections
  - Recovery procedures and the use of equipment
  - Workplace health and safety (relating to emergency response)
  - Proper use of protective clothing and equipment
  - Hazards of exposure to mold
  - Crisis counseling

General Staff Training

The importance of training all staff in emergency procedures and implementation of the disaster plan cannot be overstated. Staff members are often the first line of defense against disasters, observing problems as they occur. They must be able to recognize that there is a problem, know how to respond, and know whom to call. The following training activities should be carried out regularly.

Person responsible for seeing that all training has been done: Adult Services Joy Duvall

Review basic preventive measures during staff meetings (e.g., protection from water/fire, security procedures)

Suggested frequency:	Semi-annually
Frequency:	Annually
Person responsible:	Adult Services Joy Duvall

Review specific evacuation routes and general emergency procedures during all-staff meeting

Suggested frequency: Semi-annually
Frequency: Annually
Person responsible: Adult Services Joy Duvall

Review procedures for operation of the security system with appropriate staff

Suggested frequency: Semi-annually
Frequency: Annually
Person responsible: City Personnel

Review procedures for operation of the climate control system with appropriate staff

Suggested frequency: Semi-annually
Frequency: Semi-annually
Person responsible: Director Helen Rigdon

Review procedures for operation of the fire detection system with appropriate staff

Suggested frequency: Semi-annually
Frequency: Annually
Person responsible: Adult Services Elaine Wylie

Review proper procedures for operation of the fire suppression system with appropriate staff

Suggested frequency: Semi-annually
Frequency:
Person responsible: N/A

Review how to operate a fire extinguisher with all staff

Suggested frequency: Annually
Frequency: Annually
Person responsible: Adult Services Elaine Wylie

Hold staff meeting to review proper implementation of the disaster plan (e.g., how to recognize a potential threat, what to do, how to report a problem, how and when to activate the plan)

Suggested frequency: Annually
Frequency: Annually
Person responsible: Director Helen Rigdon

Conduct tabletop disaster exercise

Frequency:
Person responsible: N/A

Conduct small-scale disaster simulation

Frequency:
Person responsible: N/A

Conduct large-scale disaster simulation

Frequency:
Person responsible: N/A

First Aid/CPR Training

First Aid

CPR

Appendix R

SELECTED BIBLIOGRAPHY

The following basic resources should be used as a starting point to explore areas of further interest in disaster planning. See also Appendix L: Additional Resources for Salvage of Specific Media.

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Information here/below is ONLY for institution's located in Massachusetts.