

[*Name of Institution*]

DISASTER PLAN MANUAL

Date of completion: _____

Date of next update of this plan: _____

Person responsible for next update is: _____

Date of update: _____

List all locations where this plan is on file (on and off premises):

_____	_____
_____	_____
_____	_____
_____	_____

Disasters can happen anytime ... the key to a successful recovery is planning ahead and taking the necessary steps now to prevent and minimize risk to collections

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Introduction

This Disaster Plan is intended to serve as a living guide to be used in responding to and recovering from an emergency situation at the _____
[name of the institution/library/museum].

This plan pertains only to collection emergencies. In the event of an emergency, the safety and welfare of *PEOPLE* are primary over collections. Ensure the safety of all staff and patrons before attempting to recover and salvage collections.

All staff should become familiar with building exit routes, locations of fire alarm pulls and fire extinguishers, and potential hazards of the building. Floor plans indicating these are included in the Appendices section.

Emergency Procedures

Fire:

Immediately activate alarm system.

Call the fire department: **Call: 911**

Notify security or local police and your supervisor.

Call: _____

Call: _____

Trained personnel may operate fire extinguishers, located at:

**See Appendices for location of fire alarm and
extinguishers**

Assist in the evacuation of staff and visitors from the building.

Remain at the scene to direct assistance.

- See also Collection Emergency Contact Sheet
- See also Collection Salvaging Priorities list

Emergency Procedures

Water:

Immediately notify security or local police and your supervisor.

Call: _____

Call: _____

- See also Collection Emergency Contact Sheet

Do not enter the affected area until it has been deemed safe

Once safe, move collections from harm's way.

Drape plastic sheeting over collections or shelving units to prevent further damage.

Stay away from standing water until electricity has been cut-off.

Tornado:

Warning time may be very brief. Evacuate to a safe place in the basement of the building or in a stairwell.

Do not endanger life or personal safety to safeguard or salvage collections.

Use battery-operated radio to listen for instructions.

Remain in shelter until radio announcement or other public safety authority signals that it is safe to emerge.

Emergency Procedures

Earthquake:

Warning time may be very brief or none. Earthquakes may be accompanied by a rumbling sound.

Evacuate immediately to a safe place in the basement of the building, in a stairwell, or under a doorframe or desk.

Do not endanger life or personal safety to safeguard or salvage collections.

Use battery-operated radio to listen for instructions.

Remain in shelter until radio announcement or other public safety authority signals that it is safe to emerge.

If it is safe to do so, evacuate the building and do not re-enter until the structure has been checked for stability.

Refer to the guidance of local police, emergency medical personnel or security personnel to assist with the injured or those trapped in the building.

Power Failure:

Notify security or local police and your supervisor.

Call: _____

Call: _____

Check for trapped staff or visitors in elevators. Call fire department or other qualified personnel to rescue trapped persons.

Check neighboring buildings; if they are dark, blackout could be neighborhood-wide or regional. Listen to the radio for information and instructions.

If near-by buildings have power, call the electric utility company to report your outage.

Refer to the guidance of local police or security personnel to evacuate the building or to determine if precautionary steps should be taken to safeguard the building.

Emergency Procedures

Theft/Vandalism:

Immediately notify security or local police and your supervisor.

Call: _____

Call: _____

Note the time of the event, location, type of threat and the characteristics of the actor.

Try to keep the vandal/thief within sight until police or security personnel arrive.

Remain at the scene to direct assistance.

Bomb Threat:

Immediately notify security or local police and your supervisor.

Call: _____

Call: _____

Use the following **Response Sheet** to record the time of call, the duration, and wording of the threat and characteristics of the caller.

Refer to the guidance of local police or security personnel if the bomb threat was issued for your building.

<h3>Bomb Threat Response Form</h3>

In Event of Bomb or Other Threat: **Call Police at 911**

Emergency Procedures

Bomb Threat: *continued*

Listen carefully to the message; pay careful attention to wording, inflection, accent, indications of speaker's age and sex, background noise, and any other identifying characteristics.

Exact words:

Accent: _____ **Sex:** _____

Background noise: _____ **Age:** _____

Other: _____

Try to find out:

- 1) When is the bomb going to explode? _____
- 2) Where is it right now? _____
- 3) What kind of bomb is it? _____
- 4) What will cause it to explode? _____
- 5) What does it look like? _____
- 6) Why did you place the bomb? _____
- 7) What is your name? _____
- 8) What is your address? _____
- 9) Where are you now? _____

When the call is over, hang up and trace the call.

Procedure to trace a call:

Emergency Procedures

Bomb Threat: *continued*

Remember to record the confirmation message: write down the **confirmation number.**

Hang up and dial the **Police at 911**

Other information to record:

Time of call: _____

Date of call: _____

Person & department who took call: _____

Keep a copy of this form and the *Emergency Procedures* at every phone and reference area desk.

Collection Emergency Contact Sheet:
Listing of People to Call In Case of a Collection Disaster
 (in priority order)

Office/Title	Name	Work Phone	Home Phone
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Physical Plant/Facilities:

Security:

Nights and Weekends contact:

Chief Library Administrator:

Library Personnel:

- Head, Library:
 - Other Librarian:
 - Other Librarian:
 - Catalog Librarian:
 - Library Assistant:
 - Other staff:
-

Disaster Recovery Leader/Resource:

Disaster Response and Recovery Team members:

<u>NAME</u>	<u>HOME PHONE</u>

Who on the staff has a copy of this plan and is familiar with its contents?

Emergency Meeting Place location: _____

Local Resources

Service:	Company and/or Name of Contact:	Phone:
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Fire Department: call 911

Police or Sheriff: call 911

Ambulance: call 911

Civil Defense:

Insurance Company – include name of agent and type(s) of coverage:

Architect or Builder:

Carpenter:

Electrician:

Exterminator:

Freezer/Ice House:

Fumigation Service:

Glass Company:

Heating/Cooling (HAVC) Company:

Local Resources~ *continued*

Service:	Company and/or Name of Contact:	Phone:
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Janitorial Service:

Legal Advisor:

Locksmith:

Photographer:

Plumber:

Public Relations:

Utility Companies:

Electric:

Gas:

Telephone:

Water:

Disaster Response Services Providers

Books and Paper Salvaging:

Library of Congress

National Preservation Directorate
Washington, DC 20540-4500
Phone: (202) 707-5213
Fax: (202) 707-3434
E-mail: preserve@loc.gov
<http://lcweb.loc.gov/preserv/>

Expertise: Information on salvage, restoration, and reformatting of books and paper.

Northeast Document Conservation Center

100 Brickstone Square
Andover, MA 01810-1494
Phone: (978) 470-1010
Fax: (978) 475-6021
E-mail: nedcc@nedcc.org
<http://nedcc.org/welcome/disaster.htm>

Disaster Assistance

Phone: (978) 470-1010 -- Call this number day or night, seven days a week.

Expertise: Regional conservation center, which specializes in the salvage, restoration, and reformatting of books, paper materials, and photographs.

Conservation Center for Art and Historic Artifacts

264 South 23rd Street
Philadelphia, PA 19103
Phone: (215) 545-0613
Fax: (215) 735-9313
E-mail: ccaha@ccaha.org
<http://www.ccaha.org>

Expertise: Regional conservation center, which specializes in the salvage, restoration, and reformatting of books, paper materials, and art.

Books and Paper Salvaging - *continued*:

Etherington Conservation Center

7609 Business Park Drive
Greensboro, NC 27409
Phone: (877) 391-1317 toll-free or (336) 665-1317
Fax: (336) 665-1319
E-mail: ecc@donetherington.com
<http://www.donetherington.com>

Expertise: Salvage, restoration, and reformatting of paper and books, photographic media, and works of art on paper.

Sue Kellerman

Judith O. Sieg Chair for Preservation,
Head, Preservation Department
402 Pattee Library
The Pennsylvania State University
University Park, PA 16802-1804
Office Phone: (814) 863-4696; home phone: (814) 466-3156
Fax: (814) 865-8769
E-mail: lsk3@psulias.psu.edu
<http://www.libraries.psu.edu/preservation/>

Expertise: Disaster response and recovery.

Photograph Salvaging:

Image Permanence Institute

Rochester Institute of Technology
70 Lomb Memorial Drive
Rochester, NY 14623-5604
Phone: (585) 475-5199
Fax: (585) 475-7230
E-mail: ipiwww@rit.edu
http://www.rit.edu/~661www1/sub_pages/8contents.htm

Expertise: Salvage and restoration of photographs.

Freeze-Dry Service:

Document Reprocessors

New York Office:

5611 Water Street
Middlesex, NY 14507
Phone: (800) 437-9464 (24 hrs) or (585) 554-4500
Fax: (585) 554-4114

or

San Francisco Office:

1384 Rollins Road
Burlingame, CA 94010
Phone: (650) 401-7711
Fax: (650) 401-8711
Contact: Pete Young

24 Hour Disaster Line – 1-800-4DRYING (1-800-437-9464)

E-mail: docreps@documentreprocessors.com
<http://www.documentreprocessors.com/frames.html>

Services: (1) Vacuum Freeze Drying. (2) Air and Vacuum Drying. They will come to the site to inventory and help pack materials to be taken to their facility. They also have a mobile vacuum freeze-drying unit. They will service all types of materials including books, documents, blueprints and maps, microformats and aperture cards, photographic material and negatives, audio and video tapes, plus magnetic diskettes and disk drives.

American Freeze-Dry Operations, Inc.

39 Lindsey Avenue
Runnemede, NJ 08078
Phone: (800) 817-1007 or (856) 546-0777
Emergency phone: (609) 458-0510
Fax: (865) 939-1220
E-mail: john@americanfreedry.com or francine@americanfreedry.com
<http://www.americanfreedry.com/about.htm>

Services: Vacuum freeze drying; -20 deg. F. storage. This company deals primarily with books and paper. They can provide crates, pick-up and delivery, cleaning of materials, smoke odor removal, and mold and fire recovery. Works closely with conservators and with artifacts

Disaster Recovery & Salvaging:

Munters Corporation, Moisture Control Services

P.O. Box 640

79 Monroe Street

Amesbury, MA 01913

Phone: (978) 241-1100

Emergency phone: (800) 686-8377

Emergency email: info@muntersamerica.com

Fax: (978) 241-1219

E-mail: muntersinfo@muntersamerica.com

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

Services: (1) Water pumping and vacuuming. (2) Drying of floors, walls, insulation, and furnishings. (3) Document and media restoration. Cost estimates are provided after an evaluation of the damage.

American Freeze-Dry, Inc.

39 Lindsey Avenue

Runnemede, NJ 08078

Phone: (800) 817-1007 or (865) 546-0777

Emergency phone: (609) 458-0510

Fax: (865) 939-1220

E-mail: john@americanfreezedry.com or francine@americanfreezedry.com

Services: Vacuum freeze drying; -20 deg. F. storage. This company deals primarily with books and paper. They can provide crates, pick-up and delivery, cleaning of materials, smoke odor removal, and mold and fire recovery. Works closely with conservators and with artifacts.

Computer Records Recovery & Salvaging:

Blackmon-Moorings-Steomatic Catastrophe, Inc.

303 Arthur Street
Fort Worth, TX 76107

Regional Response Center – Cleveland, OH

Contact: Roger Martin
Phone: 817-312-3826
Fax: (817) 332-6728
E-mail: martin@bmscat.com

24 Hour Command Center - Phone: (800) 433-2940

E-mail: info@bmscat.com

<http://www.bmscat.com/what/disasterrecovery.shtml>

Services: (1) Salvage of computer and other magnetic media. (2) Drying, cleaning, and deodorizing of buildings and contents. They will give advice over the phone.

Restoration Technologies, Inc.

3695 Prairie Lake Court
Aurora, IL 60504
Phone: (800) 421-9290
E-mail: rti@ameritech.net
<http://www.restechologies.com/>

Services: Recovery of electronic data processing, radio & TV, magnetic tapes and floppy disks. Mobile laboratory brought to site.

Computer Records Recovery & Salvaging - *continued*:

Document Reprocessors

New York Office:

5611 Water Street

Middlesex, NY 14507

Phone: (800) 437-9464 (24 hrs) or (585) 554-4500

Fax: (585) 554-4114

or

San Francisco Office:

1384 Rollins Road

Burlingame, CA 94010

Phone: (650) 401-7711

Fax: (650) 401-8711

24 Hour Disaster Line – 1-800-4DRYING (1-800-437-9464)

E-mail: docreps@documentreprocessors.com

<http://www.documentreprocessors.com/frames.html>

Services: (1) Vacuum Freeze Drying. (2) Air and Vacuum Drying. They will come to the site to inventory and help pack materials to be taken to their facility. They also have a mobile vacuum freeze-drying unit. They will service all types of materials including books, documents, blueprints and maps, microformats and aperture cards, photographic material and negatives, audio and video tapes, plus magnetic diskettes and disk drives.

Microfilm Recovery & Salvaging:

Kodak Disaster Recovery Program

Eastman Kodak Company

1700 Dewey Avenue

B65, Door G, Room 340

Rochester, NY 14650-1819

Phone: (800) 352-8378

<http://www.kodak.com/global/en/business/docimaging/globalPages/contentItem.html?id=6100002>

Services: Disaster Recovery Program rescues and restores damaged film.

Microfilm Recovery & Salvaging - *continued*:

Preservation Resources

Nine S. Commerce Way
Bethlehem, PA 18017-8916
Phone: (800) 773-7222 or (610) 758-8700
Fax: (610) 758-9700
E-mail: presres@oclc.org
<http://www.oclc.org/oclc/presres/index.htm>

Services: Restoration of microfilm and microfiche.

Audio and Videotape Recovery & Salvaging:

VidiPax: The Magnetic Media Restoration Company

450 West 31st St.
4th Floor
New York, NY 10001
Toll-Free: (800) 653-8434

For emergency restoration help call our toll-free number as soon as possible

Voice: (212) 563-1999
Fax: (212) 563-1994
E-mail: info@vidipax.com
<http://www.vidipax.com>

Services: Videotape, audiotape restoration, consulting, videotape supplies, and forensic video services.

Audio and Videotape Recovery & Salvaging - *continued*:

Restoration Technologies, Inc.

3695 Prairie Lake Court
Aurora, IL 60504
Phone: (800) 421-9290
E-mail: rti@ameritech.net
<http://www.restechologies.com/>

Services: Recovery of electronic data processing, radio & TV, magnetic tapes and floppy disks. Mobile laboratory brought to site.

What's Happenin' Productions

2571 Western Avenue
Altamont, NY 12009
Phone: (518) 355-5888 or (518) 355-5305
Fax: (518) 355-6109
E-mail: info@WHPVideo.com
<http://whpvideo.com/>

Services: (1) Copying of damaged videotapes. (2) Drying of 16mm, 8mm, and Super 8 film.

American Film Institute: National Center for Film and Video Preservation

2021 North Western Avenue
Los Angeles, CA 90027-1627
Phone: (323) 856-7600
Fax: (323) 467-4578
<http://www.afi.com/about/preservation/preservation.aspx>

Expertise: Information on salvage, restoration, and reformatting of film and video.

Locating Conservators:

American Institute for Conservation of Historic and Artistic Works (AIC)
1717 K Street, Suite 200
Washington, D.C. 20006
Phone: (202) 452-9545 ext. 1
Fax: (202) 452-9328
E-mail: info@aic-faic.org
<http://aic.stanford.edu/faic/refer.html>

Services: AIC provides free referral to conservators (in your area) and informational publications on collection care.

Location of In-house Emergency Equipment

To facilitate the response to an emergency, list the locations of each item and attach a floor plan with locations labeled.

1. Keys:

2. Main Utilities:

- a. Main electrical cut-off switch -
- b. Main water shut-off valve -
- c. Main gas shut-off –

3. Sprinkler system:

4. Heating/cooling system:

5. Fire extinguishers:

- a. Wood, paper, combustible (Type A) –
- b. Gasoline and flammable liquid (Type B)-
- c. Electrical (Type C)-
- d. All routine types of fire (Type ABC)-

6. Master fire alarm (pull box):

7. Smoke and heat detectors:

Include in the Appendices Section floor plans showing the location of emergency equipment

Basic Collection Emergency Supplies Checklist

The following is a list of basic supplies found to be most useful when dealing with minor or full-blown collection emergencies. If you have a major disaster, having some supplies on hand will enable you to start the recovery while more supplies are acquired.

Purchased some of these items ahead of time and keep them available on-site should a collection emergency occur. Take these items along when responding to the emergency.

- **Boxes** – all sizes; or **Plastic crates**
- **Paper towels** – many packs, you'll need lots if you have to interleaf clay-coated paper
- **Tape gun(s)** – plus **tape**, to seal boxes
- **Waxed paper** – many rolls; buy large economy size
- **Plastic sheeting** – take many rolls in case you have to drape plastic over collections that are in harm's way
- **Mop, Broom and Plastic bucket(s) and trash cans**
- **Sponges**
- **Garbage bags**
- **Mylar or Polyester film** – for handling wet unbound papers/maps
- **Rags, cotton**
- **Fans** – box type work best
- **Extension cord**, 50 ft., heavy duty, (grounded) and/or a multi-plug electrical strip
- **Flashlight(s)**
- **Gloves**, rubber and plastic
- **Boots**
- **Marking pens**, waterproof
- **Clipboard(s), Pens and Magic Markers**

Basic Collection Emergency Supplies Checklist – *continued*

- **Tablets** – to record inventory lists
- **Scissors**
- **First-Aid kit**, Band-aids – never know what people emergencies you may have to deal with too
- **Camera and film**
- **Clothesline and Clothes Pins**

Also have on hand emergency funds, e.g., cash, purchase orders,
institutional credit cards

Emergency Equipment and Suppliers

Item:	Supplier:	Phone:
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Aprons, Rubber and/or plastic:

Boxes:

Brooms and dustpans:

Crates, plastic:

Construction materials (wood, screws, nails):

Dehumidifiers, portable:

Extension cords (50ft., grounded):

Fans, portable:

Freezer or waxed paper:

Garbage bags, plastic:

Generator, portable:

Gloves, plastic and rubber:

Hard hats:

Ladders:

Lighting, portable:

Metal book trucks:

Mops, buckets, sponges:

Paper towels:

Phone, Nearest off-site location:

Emergency Equipment and Suppliers – *continued*:

Item:	Supplier:	Phone:
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Plastic sheeting:

Portable toilets:

Protective masks/glasses:

Pump, portable:

Refrigerator trucks:

Rubber boots:

Tables, portable:

Wet vacuum:

Other:

Collection Salvaging Priorities

Establish salvaging priorities by groups of materials, not item-by-item.

List subject areas or call numbers, archive record groups or material groupings.

High priority materials may include unique collections (rare materials, or vital records of the institution – employee and accounting records); heavily used collections or most valuable or expensive hard-to-replace items.

Collections listed below are in priority order:

Collection	Location	Type	Amount
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Disaster Response Checklist

Use this list as a guide to plan and organize your response to a collection emergency.

- ❑ Assess the disaster situation
- ❑ Convene the disaster response team
- ❑ Set up the command post
- ❑ Review the written **Disaster Plan** – list of contacts, services, suppliers, salvaging priorities, recovery and salvaging tips, etc.
- ❑ Eliminate hazards
- ❑ Assess damage to the collection
- ❑ Activate plans for acquiring services, supplies and staff
- ❑ Control the environment
- ❑ Organize the recovery phase
- ❑ Train staff/volunteers to stabilize and recover affected collections
- ❑ Supervise activities
- ❑ Communicate internally and externally
- ❑ Document all activities

Disaster Recovery -- Salvaging Information

The following is a guide to assist you in salvaging various materials formats. Damage from **water** is the most common type of emergency since it can occur naturally, as the result of leaking pipes and plumbing from air conditioning systems, and is the direct result of nearly all other disasters including fire, storms and earthquakes.

Points to keep in mind when recovering and salvaging materials:

1. **TIME IS CRITICAL** – have 48 – 72 hours to stabilize wet materials.
2. Try to get assistance from an experienced preservation professional or conservator as soon as possible after the disaster occurred. **See Collection Emergency Contact Sheet.**
3. Lower temperature and humidity to avoid mold and mildew outbreaks. The cooler and dryer the environment the better -- below 70 degrees Fahrenheit, below 50% Rh. Install fans to circulate the air to prevent stagnant air that promotes mold growth.
4. Protect materials that were not affected by the disaster to prevent additional damage.
5. Avoid damaging materials in the recovery phase. Wet materials are extremely fragile and vulnerable to tears from simple handling.
6. Select the recovery method(s) best suited to the collection and to the kind of damage it received.
7. Keep an inventory of all materials removed from the site. Number each box and record the number of books in each box. Or, scan barcode of each book prior to packing out.
8. Document all salvaging activities – written notes, photographs, or video recording.
9. Save high priority materials. Do not waste time on unimportant or unsalvageable materials.

Materials of highest need of immediate recovery:

- Clay-coated paper, e.g. art books
- Water soluble inks (manuscripts)
- Film-based media

Salvaging Tips

Books and Paper:

- ✓ Wet books need to be stabilized -- air-dried or frozen within 48 hours to minimize damage.
- ✓ Damp books and papers can be air-dried unless there are too many of them. Rule of thumb – more than 100 books freeze; less than 100 air-dry.
- ✓ Wetter books will need to be frozen. Do not squeeze wet books or try to straighten them or open them. Just handle each book carefully and pack for freezing. Pack books spine down only one layer deep in boxes or plastic crates; try to loosely wrap (create a sling) around each book with waxed or freezer paper so that they do not stick together or allow inks or dyes to transfer to each other. Get the books to a freezer immediately.

A word about Clay-coated paper: Freeze immediately or will need to interleave every page with absorbent paper towels.

Leather, Vellum and Parchment:

- ✓ Handle with care. Wet leather is extremely fragile.
- ✓ Air-dry slowly and gently blot saturated areas.
- ✓ Freeze large quantities – loosely wrap each item with waxed or freezer paper.

Unbound Papers and Maps:

- ✓ Do not try to separate wet single sheets by hand as pages will tear easily.
- ✓ If sheets are just damp, separate each by lifting each one using a piece of mylar or polyester film, and lay out to dry.
- ✓ If wet, interleave groups of papers with waxed or freezer paper and freeze as soon as possible. When you are ready to air dry, thaw the papers and then separate the sheets using mylar or polyester film.

Salvaging Tips – *continued.*

Photographic Materials (prints, negatives, transparencies):

- ✓ Do not freeze photographs unless you have no other alternative – freezing may damage the surface of the photo.
- ✓ Keep immersed in cold water.
- ✓ Air-dry flat or hang on clothes line within 48 hours; 72 hours for negatives and transparencies.
- ✓ If they cannot be air-dried within 48 hours, then freeze.

Microfilm and Microfiche:

- ✓ If only a few microfilm reels or fiche are wet, gently dry with a clean, nonabrasive cloth, and place on a flat surface, or hang on a line to dry.
- ✓ If there are many, immerse the film and fiche in a trashcan (or bucket or garbage bag) filled with cold water. Contact a microfilming processing vendor immediately. See **Disaster Response Services and Resources listing.**
- ✓ Once wet, film and fiche need to be rewashed by a vendor and dried within 72 hours.

Salvaging Tips – *continued.*

Audio and Video Tapes:

- ✓ Very labor-intensive to save if wet – so have BACK-UP copies of irreplaceable tapes.
- ✓ If there is water inside the cassette box, open the box and air dry.
- ✓ If the tape is wet, contact a professional restoration vendor immediately. See **Disaster Response Services and Resources listing**.
- ✓ Do not use heat to dry.
- ✓ Once the tape is dry, make a new copy.

Magnetic Media (3.5” diskettes):

- ✓ Dry within 48 hours to prevent mold.
- ✓ Keep BACK-UP copies as data may be lost even after salvaging.
- ✓ Cut open one edge of the diskette jacket to expose the disk, remove the disk with a gloved hand, rinse in cold water, and dry with a lint-free cloth. Air-dry for 8 hours.
- ✓ Place dry diskette in new jacket and copy immediately.

Computer Hardware and Equipment:

- ✓ Move to cool, dry, clean location.
- ✓ Rinse off debris if necessary.
- ✓ Open covers to drain
- ✓ Let dry – dry in cool room with temperature between 50-60 degrees Fahrenheit and Rh of 40-50%
- ✓ Or, contact a disaster recovery company for drying and cleaning. See **U.S. Disaster Response Services and Resources listing**.

Packing-Out Wet Materials for Transfer Off-Site

Informational Guide

- ✓ Freezing most paper-based materials stabilizes materials physically and chemically to prevent further damage.
- ✓ Once frozen, materials can remain in this state indefinitely.
- ✓ Training staff in recovery methods is essential to avoid ruining materials.
- ✓ The condition and shape of materials after freezing will be the same as before freezing. However, because wet materials are extremely fragile, trying to straighten pages and text blocks may result in greater damage.
- ✓ Most materials will need to be placed in boxes or plastic crates for transport to the freezer.
 - Use standard size record or book boxes.
 - Loosely wrap each book with waxed or freezer paper to prevent transfer of binding designs or cloth dyes
 - Pack bound volumes spine down in each box, one layer deep. Pack loosely
 - Keep records of box contents.
 - Code boxes to identify location of materials requiring special treatments.
- ✓ Stack boxes on pallets, no more than three cartons high to avoid collapse of the boxes.
- ✓ Use shrink-wrap to secure stacks of boxes on wooden pallets.

Disaster Rehabilitation Steps

Use this list to assist you in planning your action steps to rehab materials.

1. Design procedure to systematically examine and sort all dried materials.
2. Determine options available – surface cleaning, in-house or out-sourced repair, binding or rebinding, conservation and restoration, boxing, or discard.
3. Hire and train personnel.
4. Be on the alert for mold; treat if necessary.
5. Replace spine labels, pockets or security tags if necessary.
6. Stamp each item indicating that it was damaged; include date of damage. For example: *Water damaged – November 2001*
7. Return materials to shelf. Shift collection if necessary.
8. Keep records; document all activities.

Disaster Prevention and Protection Measures

The best way to cope with a disaster is to prevent one from happening!

Conduct surveys of your building and its surrounding areas to discover potential risks and threats.

While surveying will not help you predict all disasters, it will identify problem areas that: 1) could cause a disaster, and 2) in the event of a disaster, could aggravate the situation.

Remember, an ounce of prevention
is worth
a pound of cure.

Building Prevention and Protection: Summary of Physical Facility

Name of the building:

Location:

Date of Construction:

Materials/Type of construction:

Number of floors/rooms:

Has building site ever been flooded?

Located in floodplain?

Earthquake hazard?

Is the building prone to other natural disaster hazards?

Average temperature and relative humidity:

Summer: _____

Winter: _____

ROOF:

Material/type:

Last time new roof installed:

Last repaired:

Last inspected:

Contractor:

GUTTERS and DOWNSPOUTS:

Last replaced:

Last repaired:

Last cleaned/inspected:

Contractor:

Summary of Physical Facility~ *continued.*

FURNACE:

Type:
Date installed:
Last repaired:
Last cleaned/inspected:
Contractor:

WIRING:

Load capacity:
Date installed:
Last repaired:
Last inspected:
Contractor:

PLUMBING:

Date installed:
Last repaired
Last inspected
Contractor:

HVAC:

Date installed:
Last repaired:
Last inspected:
Contractor:

SECURITY SYSTEM:

Type:
Date installed:
Last repaired:
Last inspected/tested:
Contractor:

Summary of Physical Facility~ *continued.*

FIRE SUPPRESSION SYSTEM:

Type:
Date installed:
Last repaired:
Last inspected/tested:
Contractor:

FIRE INSPECTION:

By:
Date of inspection:
Result of inspection:

Internal Building Hazard Survey

Name of person conducting the inspection: _____

Date of inspection: _____

Acceptable ---Action Required ---Completed

Condition of ceilings (loose plaster):

Walls:

Window and Doors

Electrical systems

Pipes and plumbing

HAVC

Fire detection

Fire suppression

Water detection

Security system

Trash

General Housekeeping

Storage areas

Exhibits

Storage of Flammables

External Building Hazard Survey

Name of person conducting the inspection: _____

Date of inspection: _____

Acceptable --- Action Required --- Completed

Building:

Roof:

Gutters, Downspouts & Drains:

Windows & Doors:

Trees, Shrubbery:

Landscaping:

Water Hazards:

Fire Detection, e.g., near outside bookdrop:

Using floor plans, keep a LEAK LOG showing leaks in building – noting location and date of leak

Facility-related Emergency Protection and Inspection Schedule

Date of last fire drill: _____

Frequency: _____

Required? (Y/N)

Next scheduled date: _____

Date of last inspection by local fire department: _____

Frequency: _____

Required? (Y/N)

Next scheduled date: _____

Date of last civil defense drill: _____

Frequency: _____

Required? (Y/N)

Next scheduled date: _____

Date of last analysis/update of insurance coverage: _____

Frequency: _____

Required? (Y/N)

Next scheduled date: _____

Photographs of interior and exterior of building (stored off-site)? (Y/N)

Frequency: _____

Required? (Y/N)

Next scheduled date: _____

Is there an off-site record (computer tape) of the collection's holdings/catalog? (Y/N)

Frequency of update: _____

Location: _____

Attach copies of last inventory report and insurance policies in Appendices Section

Daily Up~Keep Checklist

The following should be checked during opening and closing procedures, and included in overnight security patrols.

Keys are secure and accounted for:

Vaults and safes are secured:

Doors that are supposed to be locked are locked:

Evidence of tampering with locks or access points:

Evidence of tampering with major utilities:

Anyone hiding in the building:

Central panels or local monitors for trouble indicators:

Doorbells, buzzers, intercom are working:

Lights are working (including emergency lighting):

Surveillance equipment is operating:

Alarms are armed or disarmed as required:

Equipment is operating properly:

1. HVAC
2. Water tanks
3. Pumps
4. Special equipment

Unusual or off-hours activity:

Construction/renovation areas:

Unusual smells or sounds:

Evidence of water leakage (walls, ceilings, floors):

Known problem areas:

Refrigerators and freezers are plugged in and operating:

Small appliances are unplugged:

Sinks and toilets are in working order:

Weekly Up-Keep Checklist

The following information and equipment should be checked on a weekly basis.

Emergency numbers are posted near every telephone:

Fire extinguishers are updated and operable:

Smoke and/or heat detectors are operable:

Sprinkler system is operable:

Water detectors are operable:

Halon or other fire suppression system is operable:

Fire alarms are operable:

Internal detection devices are in working order:

Internal alarms are in working order:

External detection devices are in working order:

External alarms are in working order:

Emergency lights:

Alarm panels:

Incident reports have been reviewed:

Flashlights are operable (one in each dept., public desk, and civil defense shelter):

Transistor radio is operable:

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