# Library Disaster Plan (RSD)

Fleet Library
RISD
Providence, RI 02903

Prepared by: Carol Terry

Last Updated: July 14, 2011

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# INTRODUCTION

## General Information

This disaster plan was completed by Carol Terry on July 14, 2011. 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.

Fleet Library
RISD
2 College St.
Providence, RI 02903
GPS Coordinates: 41.826531,-71.409459

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

| | |
|---|---|
| Gathering collection information: | Director of Library Services Carol Terry |
| Preparing a staff list: | Cataloger/Reference Librarian Elinor Nacheman |
| Assessing risks: | Director of Library Services Carol Terry |
| Devising opening and closing procedures: | Reader's Services Librarian Claudia Covert, Reference Librarian Ellen Petraits |
| Devising a preventive maintenance checklist: | Building Engineer, 15 West Wayne Silva |
| Determining salvage priorities: | Director of Library Services Carol Terry, Archivist Andrew Martinez, Special Collections Librarian Laurie Whitehill Chong |
| Collecting insurance and accounting information: | Senior Library Assistant, Acquisitions Elaine Robinson |
| Collecting facilities information and preparing floor plans: | Building Engineer, 15 West Wayne Silva |
| Collecting information about local emergency services: | N/A |
| Gathering internal supplies: | Senior Lib. Assist., Tech Services Marc Calhoun |
| Collecting information about external supplies: | Building Engineer, 15 West Wayne Silva |
| Devising emergency response and evacuation procedures: | Director, Facilities Jack Silva |
| Preparing an emergency call list: | Director of Library Services Carol Terry |

| | |
|---|---|
| Indentifying a potential command center and/or alternative storage or drying space: | Technical Services Librarian Robert Garzillo |
| Identifying potential volunteers and/or workers: | Reference Librarian Ellen Petraits |
| Coordinating staff training: | Technical Services Librarian Robert Garzillo |
| Coordinating distribution, review, and updating of the plan: | Cataloger/Reference Librarian Elinor Nacheman |
| Preparing communicaations and PR kit: | Director, Media Relations Jaime Marland |
| Communicating with bank or financial institution: | Director, Financial Planning/ Risk Manager Ed Renzi |
| Maintaining relationships with "buddy" institutions: | Technical Services Librarian Robert Garzillo |
| Information Technology: | Director, Network Services Steve Boudreau, Tech Support Specialist, Library Anne Bulin |

## Distribution of the Plan

Copies of this plan have been distributed as follows –

Person: Director of Library Services Carol Terry
Department:
Location of Copy:

Person: Special Collections Librarian Laurie Whitehill Chong
Department: Special Colllections
Location of Copy:

Person: Visual Resources Librarian Mark Pompelia
Department: Visual Resources
Location of Copy:

Person: N/A
Department:
Location of Copy:

Person: Reader's Services Librarian Claudia Covert
Department: Reader's Services
Location of Copy:

Person: Technical Services Librarian Robert Garzillo
Department: Technical Services
Location of Copy:

Person: Circulation Manager Gail Geisser
Department: Circulation
Location of Copy:

Person: Archivist Andrew Martinez
Department: Archives
Location of Copy:

Person: Reference Librarian Ellen Petraits
Department: Reference
Location of Copy:

Person: Cataloger/Reference Librarian Elinor Nacheman
Department: Technical Services
Location of Copy:

Person: Director, Facilities Jack Silva
Department: Facilities
Location of Copy:

Person: Building Engineer, 15 West Wayne Silva
Department: Facilities
Location of Copy:

## 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.

## Review and Updating of the Plan

This plan is due to be updated in January, 2012. Responsibilities for updating the various sections of the plan have been assigned as follows –

| | |
|---|---|
| Staff list/Disaster Team lists: | Director of Library Services Carol Terry |
| Preventive maintenance: | Special Collections Librarian Laurie Whitehill Chong |
| Opening/closing procedures: | Director of Library Services Carol Terry |
| Facilities information/floor plans: | Building Engineer, 15 West Wayne Silva |
| Information technology: | Tech Support Specialist, Library Anne Bulin |
| Insurance: | Director, Financial Planning/ Risk Manager Ed Renzi |
| Institutional salvage priorities: | Director of Library Services Carol Terry |
| Evacuation instructions: | N/A |
| Emergency numbers: | N/A |
| In-house supplies: | Senior Lib. Assist., Tech Services Marc Calhoun |
| External supplies/services: | N/A |
| Volunteer list: | Reference Librarian Ellen Petraits |
| Areas for relocation/temporary storage: | N/A |
| Communication with emergency services: | N/A |
| Availability of emergency funds: | N/A |
| Staff training: | N/A |

## Scope and Goals of the Plan

# SECTION 1

# RESPONSE

## 1.1 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:
Person responsible for clearing area: N/A
Backup 1: N/A
Backup 2: N/A
Describe procedures for evacuating the area, including disabled personnel or patrons:
This is dependent on the day and time involved as to what staff are responsible

**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 –

## 1.2 EMERGENCY NUMBERS

### 1.2.1 Emergency Services

Police/Sheriff –

Name: Dean Esserman
Phone: 401-272-3121

Fire Department –

Name: George S. Farrell
Phone: 401-243-6060

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: Peter T. Gaynor
Phone: 401-228-8000

Regional emergency management –

Rhode Island Emergency Management Agency
625 New London Avenue
Cranston, RI 02920
(401) 946-9996 (24-hour phone)
(401) 944-1891 (fax)

## 1.3 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 institution's 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 |
|---|---|

## 1.4 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).

## 1.5 DISASTER RESPONSE TEAM

In addition to the staff of your organization and the local responders, we strongly urge you to create a partnership (or "buddy" agreement) with another local cultural agency and a similar partnership with a regional or extra-regional agency. In the event of disaster, your local buddy agency can share such critical commodities as space, a command center, volunteer workers, and supplies. A regional partner can manage your outside communications or backup your digital records before a major disaster. Cooperation established well before a disaster strikes can help create a much-needed support network for all partners.

### 1.5.1 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 of Library Services Carol Terry
Backup#1: Technical Services Librarian Robert Garzillo
Backup#2: N/A

Administrator/Supplies Coordinator: Senior Lib. Assist., Tech Services Marc Calhoun
Backup: N/A

Collections Recovery Specialist: Special Collections Librarian Laurie Whitehill Chong
Backup: Technical Services Librarian Robert Garzillo

**Subject Specialists –**

Subject/Department:
Primary: N/A
Backup: N/A

Local "buddy" organization

Name:
Contact Person:
Phone:
After-hours phone:
Cell phone:
Email:

Regional "buddy" organization

Name:
Contact Person:
Phone:
After-hours phone:
Cell phone:
Email:

Work Crew Coordinator: Reference Librarian Ellen Petraits
Backup: N/A

Technology Coordinator: Tech Support Specialist, Library Anne Bulin
Backup: Director, Network Services Steve Boudreau

Building Recovery Coordinator: Building Engineer, 15 West Wayne Silva
Backup: Director, Facilities Jack Silva

Security Coordinator: Director, Public Safety Ken Bilodeau
Backup: Facility Monitor, 15 West Carol Barrett

Public Relations Coordinator: Director, Media Relations Jaime Marland
Backup: N/A

Documentation Coordinator: Director of Library Services Carol Terry
Backup: Technical Services Librarian Robert Garzillo

## 1.6 ADVANCE WARNING – EMERGENCY PREPARATIONS

This section describes precautions to be taken if you have advance warning of an emergency (e.g., hurricane, flood, wildfire). If you are using dPlasn in Depth, the events that you have indicated pose the greatest risk to your institution are listed first. We cannot urge strongly enough that precautions include building a prior relationship with local emergency responders (e.g. fire department) and a local or regional conservator. Acquaint them with your mission, your staff, your collection, and your building. This preventive outreach costs nothing but your time.

### 1.6.1 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.**

### 1.6.2 Hurricane

Hurricanes are slow moving, severe storms with high winds that originate in the Caribbean and the tropical Atlantic. Hurricane season lasts from June to November. Hurricanes are monitored by satellite and advisories are usually issued well in advance. A **hurricane watch** is issued when hurricane conditions pose a threat to an area within 24 hours. A **hurricane warning** is issued when hurricane conditions are expected within 24 hours; in this case, low-lying areas are usually evacuated.

**When a hurricane watch is issued –**

- Ensure that staff members are aware of evacuation routes.
- 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.
- 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).
- Fasten down any containers of flammable liquids or gases.
- If the storm is predicted to be very severe and/or the building is in a low-lying area, relocate collections to a safer building or other location (plan ahead for transportation and provision of security)

**When a hurricane warning is issued –**

- Put protective shutters/panels for windows in place.
- Tape windows to prevent shattered glass from being propelled into room.
- Seal off any areas where water might enter the building.
- Move collections to an interior location away from windows, with valuable collections taking first priority.
- Drape plastic sheeting over shelving units, exhibit cases, etc.
- Perform a controlled shutdown of the computer system, and disconnect other electrical equipment that is not being used.

**Additional Information**

Library abuts the river which flows into Narragansett Bay

### 1.6.3 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).

### 1.6.4 Coastal Flooding

Forecasters issue a **coastal flood watch** when coastal flooding is possible within 12-36 hours. A **coastal flood warning** is issued when coastal flooding is occurring, is imminent, or is expected within the next 12 hours. A warning is sometimes issued 24 hours in advance when is it very likely that coastal flooding will occur or when a longer amount of time is needed for evacuation or other public response.

**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.**

### 1.6.5 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.

### 1.6.6 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 tornado's 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)

## 1.7 EMERGENCY INSTRUCTIONS

### 1.7.1 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: | Wayne Silva |
   | Contact: | |
   | | , |
   | Phone: | 454-6925 |
   | After-hours phone: | 508-336-4245 |
   | Pager: | 401-413-4252 |
   | Email: | wsilva@risd.edu |
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.

### 1.7.2 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: | Wayne Silva |
   | Contact: | |
   | | , |
   | Phone: | 454-6925 |
   | After-hours phone: | 508-336-4245 |
   | Pager: | 401-413-4252 |
   | Email: | wsilva@risd.edu |

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.

### 1.7.3 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 NEDCC's "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.

### 1.7.4 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.

### 1.7.5 Hurricane

**When a hurricane warning is issued –**

- Put protective shutters/panels for windows in place.
- Tape windows to prevent shattered glass from being propelled into room.
- Seal off any areas where water might enter the building.
- Move collections to an interior location away from windows, with valuable collections taking first priority.
- Drape plastic sheeting over shelving units, exhibit cases, etc.
- Perform a controlled shutdown of the computer system, and disconnect other electrical equipment that is not being used.

**During a hurricane –**

- **Remember that human safety is the highest priority.** If the building is located in a low-lying area, evacuate.
- If the building is sturdy and on high ground, some staff may remain during the storm if desired; however, they must remain indoors for the duration of the storm. **Do not** be fooled by the calmness of the eye of the storm.

**Additional Information**

Library abuts the river which flows into Narragansett Bay

### 1.7.6 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.

### 1.7.7 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.

### 1.7.8 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.

### 1.7.9 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*):

### 1.7.10 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.**

### 1.7.11 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.

### 1.7.12 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.

## 1.8 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).

If you are using dPlan in Depth, you may have uploaded a floor plan showing the location of the highest priority materials; this can be found in Appendix G. If you are using dPlan Lite, we encourage you to create such a floor plan and manually include it with Appendix G. In either case, a copy of the floor plan should be shared with the fire department.

| Material or Equipment | Location (include floor and specific location) |
|---|---|

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:

## 1.9 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.**

### 1.9.1 Notify Appropriate Personnel

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

  Disaster Response Team Leader: Director of Library Services Carol Terry

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

### 1.9.2 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*):
- **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 of Library Services Carol Terry
  - 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*** –

**SELF Insurance**

Office/Department:
Contact:

Work phone:
Home phone:
Cell phone:
Pager:

**COMMERCIAL Insurance**

*Insurance policy(s) held by the institution* –

***Collections*** –

**SELF Insurance**

Office/Department:
Contact:

,

Work phone:
Cell phone:
After hours phone:
Pager:

**COMMERCIAL Insurance**

*General Collections*

*Insurance policy(s) held by the institution* –

*Special Collections*

*Insurance policy(s) held by the institution* –

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

### 1.9.3 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. See D.6 and D.7 for a full list of professionals. Additional Disaster and Preservation Sources can be found on the RI Office of Library and Information Services website www.olis.ri.gov/services/preservation/index.php

- **Determine whether additional personnel will be needed.** "If you are using dPlan in Depth, Appendix I: Volunteer/Temporary Personnel provides 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: Special Collections Librarian Laurie Whitehill Chong
    Work Crew Coordinator: Technical Services Librarian Robert Garzillo

  - 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:
Alternate location #1:
Alternate location #2 (*off site*):

- **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. We urge you to assess frequently (at least once a year) possible sites in your community: school gymnasiums, empty or partly-emptly warehouses, church halls, businesses with temporary space.

**Potential drying space is –**

*Within the building/institution –*

Location: Special Collections/Archives reading room (Rm 223)
Space available:
Contact: Laurie Whitehill Chong
Phone: 709-5927
Cell phone: 401-742-6726
After-hours phone: 401-724-0999
Pager:

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

*Off-site –*

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

**Potential space for relocation or temporary storage is –**

*Within the building/institution –*

*Off-site –*

- **Gather supplies and arrange for services.** Gather supplies and arrange for services. See Appendix C for a list of in-house supplies. See Appendix J for procedures for accessing emergency funds.

  Appendix D: External Suppliers and Services includes a list of companies specializing in building and collections recovery. There are a small number of companies nationwide that have

experience working with cultural institutions to recover buildings and collections. These companies provide a range of services, from building dehumidification, to vacuum freeze-drying, to mold remediation. If you are faced with a significant disaster, it is likely that you will need to contact one of them for assistance.

### 1.9.4 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: | Wayne Silva |
| Contact: | |
| | , |
| Phone: | 454-6925 |
| After-hours phone: | 508-336-4245 |
| Pager: | 401-413-4252 |
| Email: | wsilva@risd.edu |

Building Recovery Coordinator –

Primary: Building Engineer, 15 West Wayne Silva
Backup: Director, Facilities Jack Silva

### 1.9.5 Communicate with the Media and the Public

- The disaster response team's 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, Media Relations Jaime Marland
Backup: N/A

# SECTION 2

# RECOVERY

## 2.1 GENERAL SALVAGE PROCEDURES

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

### 2.1.1 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 –**

East Greenwich-Browns Dairy
2032 Plainfield Pike
Cranston, RI 02919
Contact: Dennis Almonte
Phone: (401) 944-7115
Cell: (401) 944-6455
Services: Freezer storage

RI School of Design Nature Lab, Waterman Building
13 Waterman St.
Providence, RI 02903
Phone: (401) 454-6451
Hours: 8:30-5, M-F
Services: Freeze dryer (cylinder shaped, 5'x 2.5')
The freeze dryer runs on a slow cycle; therefore the drying process can take from one week to ten days.

*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.

### 2.1.2 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 –*

Location: Special Collections/Archives reading room (Rm 223)
Space Available:
Contact: Laurie Whitehill Chong
Phone: 709-5927
Cell phone: 401-742-6726
After-hours phone: 401-724-0999
Pager:

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

*Off-site –*

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

**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.

### 2.1.3 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 institution's 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 used—they 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.

### 2.1.4 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.

### 2.1.5 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.

### 2.1.6 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.

## 2.2 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.

### 2.2.1 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.

### 2.2.2 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.

### 2.2.3 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.

### 2.2.4 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.

### 2.2.5 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.

### 2.2.6 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.

### 2.2.7 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.

### 2.2.8 Film, Motion Picture

If only the outside of the can is wet, dry the container and relabel it if necessary. If the film is wet, fill the can with cold water and replace the lid. Pack into plastic pails filled with cold water or cardboard cartons lined with garbage bags. Arrange with a film processor to rewash and dry within 48 hours.

### 2.2.9 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 pressure—inks can smear away. Pack in containers lined with plastic—map 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 plastic—map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood.

### 2.2.10 Microfiche

Microfiche should be frozen or dried within 48 hours. They should be air-dried immediately or thawed later and air-dried. To pack, interleave between envelopes and pack in milk crates.

### 2.2.11 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.

### 2.2.12 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.

### 2.2.13 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.

### 2.2.14 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.

### 2.2.15 Scrapbooks

*Scrapbooks* should be frozen or dried within 48 hours. If the scrapbook is not boxed and the binding is no longer intact, wrap in freezer paper before freezing. Vacuum freeze drying is preferred, although it should not be used for photographs. If scrapbooks are to be vacuum freeze dried, the photographs should be removed first. Air drying may be used for small quantities that are only damp or water-damaged around the edges. The scrapbooks should not have large amounts of coated paper or soluble adhesives. **Do not** move items until an area has been prepared to receive them. Large scrapbooks must be supported with boards.

### 2.2.16 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.

### 2.2.17 Transparencies, Color

Mounted *color slides and chromogenic color transparencies* should be frozen or dried within 48 hours. Drying methods in order of preference are: air dry in mounts if possible, thaw and air dry, or vacuum freeze dry. Handle by mounts or edges. To pack, keep wet and pack in plastic bags inside a box.

*Additive color transparencies (Autochromes, Dufaycolor)* have a poor recovery rate because the dyes dissolve. They should be packaged to prevent damage. If they become wet, air dry immediately. **Do not** freeze. Handle carefully due to loose binding tapes and glass.

### 2.2.18 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.

### 2.2.19 Other (Salvage of Specifc Media)

Artists' Books

# 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 |
|---|---|
| Main floor | behind reference desk |
| 2nd floor | corridor staircase door near Archives/Special Collections |
| Main floor | stairwell by staff elevator |
| Main floor | stairwell by handicapped elevator |
| Mezzanine | North end, by periodical shelving A's |
| Mezzanine | North end exit door |
| Mezzanine | South end exit door |
| Mezzanine | Across from staff elevator |
| 2nd floor | by emergency staircases outside both doors to Picture Collection |
| 2nd floor | corridor staircase door near Tech Services |

**Fire extinguishers**

| Type of extinguisher | Location | Date of last inspection |
|---|---|---|
| ABC | First floor: Circulation desk, outside rm. 119 | monthly |
| ABC | Copy station, by color printer | monthly |
| ABC | Mezzanine: north end, near handicap lift | monthly |
| ABC | Mezzanine: south end, near staff elevator | monthly |
| ABC | Second floor: Special Collections rm. 220 | monthly |
| ABC | wall inset, outside rm. 223, (Archives/Spec. Collections reading room) | monthly |
| ABC | wall inset, between rm. 204 and 207, (Visual Resources & Picture Coll.) | monthly |
| ABC | Wall inset, in alcove by staff elevator | monthly |
| ABC | wall mounted in staff mailroom, by copier | monthly |

**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 |
|---|---|
| sprinkler system | |

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 |
|---|---|
| | security guards at building entrance 24/7 |

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 |
|---|---|---|
| Director of Library Services Carol Terry | key/card | master key to all locked areas/id card for keypad access |
| Archivist Andrew Martinez | key/card | key to Special Collections (rm.219); Special Collections/Archives reading room (rm 223); personal office (rm 202),(rm. 203)/ card access to key pads |
| Reader's Services Librarian Claudia Covert | key/card | key access to main library entrance; personal office (rm.108)/ card access to keypads |
| Reference Librarian Ellen Petraits | key/card | key access to main library entrance; personal office (rm.105)/ card access to keypads |
| Circulation Manager Gail Geisser | key/card | key access to main library entrance; personal office (rm.118)/ card access to keypads |
| Senior Circ. Assistant/Stack Supervisor Mark Sweeney | key/card | key access to main library entrance; circ. office (rm.119); Picture Collection (rm. 207)/ card access to keypads |
| Sr. Library Assistant, Circ./Serials Stephen McCaughey | key/card | access to main library entrance; Circ. office (rm.119)/ card access to keypads |
| Technical Services Librarian Robert Garzillo | key/card | key access to the three offices in Technical Services (rms. 214, 215, 217), Picture Collection (rm. 207)(rm. 209); Visual Resources (rm. 204)(rm. 205) / card access to keypads |
| Cataloger/Reference Librarian Elinor Nacheman | key/card | key to Special Collections (rm.219); card access to keypads |
| Special Collections Librarian Laurie Whitehill Chong | key/card | key to Special Collections (rm.219)(rm.218); Special Collections/Archives reading room (rm 223); personal office (rm. 203),(rm. 202); Graphic Design Archive (rm. 229)/ card access to keypads |

Location of access codes for automated security system: campus card services

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

building entrance 24/7, with key/card access to all points

## 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: Senior Lib. Assist., Tech Services Marc Calhoun

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

| Item | Recommended Quantity | Quantity | Location(s) |
|---|---|---|---|
| Aprons, plastic | 1 box (100) | 24 | 8 in each react pak |
| Book trucks, hand carts | 2 | _____ | supply room |
| Brooms and dustpans | 2 | _____ | facilities |
| Buckets (plastic) | 2 | 2 | supply closet |
| Camera with film (disposable) | 1 | _____ | _____ |
| Clipboard | 2 | 3 | 1 in each react pak |
| Dehumidifiers, portable | 2 | _____ | facilities |
| Ear plugs | 20 pairs | _____ | _____ |
| Extension cords (50 ft., grounded) | 2 | 1 | supply room ; facilities |

| | | | |
|---|---|---|---|
| Fans, portable | 2 | _____ | facilities |
| First aid kit | 1 | 2 | circ.; tech services |
| Flashlights (waterproof) | 4 (or one per department) | 4 | 1- Ref. desk; 1 in each react pak |
| Freezer bags (polyethylene, various sizes) | 40 | 1 box | gallon zip lock |
| Garbage bags, plastic (30 or 42 gallon) | 1 box (40) | 32 bags | 42 gallon size |
| Gloves (nitrile) | 1 box (100) | 1 pack (8) | supply room |
| Markers (waterproof) | 1 pkg. | _____ | _____ |
| Masks, protective | 1 box (20) | 6 | 2 in each react pak |
| Milk crates/Rescubes | 50 | 12 | 4 crates/8 rescubes |
| Mops | 2 | 3 | in react paks ; facilities |
| 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 clipboards) | 1 pkg of 12 | _____ | supply room; each react pak |
| Paper towels | 1 case (30 rolls) | 6 rolls | supply room; facilities |
| Pencils (sharpened) | 1 pkg of 12 | _____ | supply room; each react pak |
| Pencils sharpener (handheld) | 1 | _____ | _____ |

| | | | |
|---|---|---|---|
| Plastic sheeting, heavy (polyethylene) | 5 rolls | _____ | _____ |
| Scissors | 2 | _____ | each dept. |
| Sponges celluose | 2 | 4 | supply room |
| Tape (clear, 2 inches wide, with dispenser) | 1 roll | _____ | _____ |
| Tape (duct) | 2 roll | 1 | supply room |
| Tape (yellow caution) | 1 roll | 3 | in each react pak |
| Toolkit (crowbars, hammers, pliers, flat-head and philips-head screwdrivers) | 1 | _____ | facilities |
| Utility knife | 1 | 1 | supply room |
| Utility knife blades | Package of 5 | _____ | _____ |
| Waxed or freezer paper | 7 boxes (75 feet each) | _____ | _____ |
| Wet/dry vacuum | 2 | _____ | facilities |

## C.2 Additional Supplies

| Item | Quantity | Location(s) |
|---|---|---|
| Boots, rubber (or galoshes) | 3 pairs | in each react pak |
| Boxes, cardboard | _____ | _____ |
| Bubble wrap | _____ | _____ |
| Clothesline (nylon or 30 lb. monofilament) | 1 | supply room |
| Clothespins | 1 pk. (24) | supply room |

| | | |
|---|---|---|
| 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) | _____ | facilities |
| Tables, portable folding | _____ | facilities |
| Tags with twist ties | _____ | _____ |
| Trash cans | _____ | facilities |
| Walkie-Talkies | _____ | facilities |

# APPENDIX D

# EXTERNAL SUPPLIERS AND SERVICES

## D.1 Freezing Services

Greylawn Foods
2032 Plainfield Pike
Cranston, RI 02919
Contact: Dennis Almonte
Phone: (401) 944-7115
Cell: (401) 944-6455
Services: Freezer storage

Rhode Island Cold Storage
1 Noyes Avenue, Building #2
East Providence, RI 02916
Phone: (401) 438-4555 or (800) 637-0040
Website: www.capecodice.com
Contact: David Fernandes Cell: (401) 230-5608
Services: Long term freezer space available (0 degrees to +5). Emergency service available 7 days per week.

*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 date, microfilm, and audio/video) for cultural institutions. The names of recommended companies follow. The list contains vendors that have been used by Rhode Island cultural institutions.

American Freeze-Dry, Inc.
411 White Horse Pike
Audubon, NJ 08106
Contact: John Zioance
Phone: (856) 546-0777
Cell: (609) 458-0510
Hours: 24 hour emergency service
American Freeze-Dry is able to vacuum freeze-dry 50 cubic feet of wetted library materials (approzimately 625 volumes) at a cost of $55-60 percubic 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 chambers.

Belfor
185 Oakland Avenue, Suite 300
Birmingham MI 48009
Toll free phone: (800) 856-3333
Fax: (248) 594-1133
www.belfor.com
Disaster recovery and recovery planning services, vacuum freeze drying

Blackmon-Mooring Steamatic Catastrophe, Inc. (BMS-Cat)
303 Arthur Street
Fort Worth, Texas 76107
http://www.bmscat.com
Toll free: (800) 433-2940 (24-hour hotline)
Phone: (817) 332-2770
Fax: (817) 332-6728
Contact: Rebecca Cesa, Scott Devier
Hours: 8:00 am - 5:00 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 create a customer profile, capturing information that is vital in an emergency prior to the event. A portable blast freezer is available.

Document Reprocessors
5611 Water Street
Middlesex (Rochester), New York 14507
http://www.documentreprocessors.com
Toll free: (888) 437-9464 (24-hour hotline)
Phone: (585) 554-4500
Fax: (585) 554-4114
Contact: Alberta Keppan
Hours: 8:00 am - 5:00 pm M - F, 24-hour hotline
Vacuum freeze-drying, disaster recovery of computer media, icrofiche 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 that translates to approx. 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 & Conservation
7326 North Central Park
Stokie, IL 60076
Phone: (847) 679-4756
Fax: (847) 679-4756
http:.//www.midwestfreezedryltd.com
Hours: open by appointment M - F, 24-hour call moitoring
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 (approx. 2,500 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
http://www.muntersmcs.com
Toll free: (800) 686-8377 (24-hour hotline)
Phone: (978)388-4900
Fax: (978) 241-1215
Hours: 7:30 am - 8:00 pm M - F, 24-hour hotline
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) 548-0484 (24-hour hotline)
Phone: (713) 963-8600
Fax: (713) 461-5877
Hours: 8:00 am . 6:00 pm M - F, 24-hour hotline
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 a dehumidification of large spaces. The vacuum freezer has a capacity of 1,000 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

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

Northeast Document Conservation Center
100 Brickstone Square
Andover, MA 01819-1494
(978) 470-1010 (telephone)
(978) 475-6021
www.nedcc.com

## D.7 Professional Preservation Advice - Conservators

It is essential to establish an ongoing relationship with a conservator in your region or community before a disaster occurs. Even if an emergency damages collections that are outside that conservator's area of expertise, he or she can direct you to qualified colleagues, and may be able to assist them. To access the most up-to-date list of conservators, go to the OLIS Disaster and Preservation Sources website at: http://www.olis.ri.gov/services/preservation/index.php If you need to locate additional preservation/conservation assistance, see the American Institute for Conservation (AIC) conservator database at www.conservation-us.org. This link points you to guidelines for choosing a conservator; the link to the database is at the end of the document.

## ARCHAEOLOGICAL MATERIALS

Margaret Ordonez
55 Lower College Rd.
Suite 3, Quinn Hall
University of RI
**Kingston, RI 02881**
(401) 874-4574, ext. 5481
mordonez@uri.edu

Kent Severson
74 The Fenway #43
**Boston, MA 02115**
(617) 267-9093
kipsever@aol.com

Williamstown Art Conservation Center
225 South St.
**Williamstown, MA 01267**
(413) 458-5741
www.williamstownart.org

## ARCHITECTURAL INTERIORS

American Conservation Consortium, LTD.
4 Rockville Rd.
**Broadbrook, CT 06016**
(860)386-6058
acc@conservator.com

## ARCHITECTURAL MATERIALS

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31 Pine Top Rd.
**Barrington, RI 02806**
(401) 246-2406
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**Woodstock, CT 06281**
(860)617-3902
maryloudavis@charter.net

Robert Mussey Associates
1415 Hyde Park Ave.
**Boston, MA 02136**
(617) 364-4054
mussey.robert@gmail.com

## BOOKS AND PAPER

Elizabeth Coombs
1463 Narragansett Blvd.
**Cranston, RI 02905**
(401) 461-8568
elcoombs@cox.net

Deborah Evetts
PO Box 3367
**Green Farms, CT 06838**
(203) 259-2209
evetts@optonline.net

Tad Fallon
Fallon and Wilkinson
240 Scotland Rd.
**Baltic, CT 06330**
(860) 822-6790
tfallon1024@adelphia.net

Mindy Freedman Horn
19 Greenlea Lane
**Weston, CT 06883**
(203) 454-2362
mfh4444@aol.com

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5 Railroad Square
PO Box 125
**West Cornwall, CT 06796**
(860) 672-0310
mlee@mowhawk.net

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24 Cedar St.
**Cohasset, MA 02025**
(781( 383-2011
papercons@comcast.net

Northeast Document Conservation Center
100 Brickstone Square
**Andover, MA 01810**
(978) 470-1010
www.nedcc.org

Sarah Riley
104 Bartlett Ave.
**Arlington, MA 02467**
(781) 646-9223
sarahcriley@yahoo.com

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225 South St.
**Williamstown, MA 01267**
(413) 458-5741
www.williamstownart.org

## ELECTRONIC MEDIA

Paul Messier Conservation of Photographs and Works on Paper
103 Brooks St.
**Boston, MA 02135**
(617) 782-7110
pm@paulmessier.com

## ETHNOGRAPHIC OBJECTS

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alex@artcareresources.com

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PO Box 5004
**Andover, MA 01810**
(978) 851-0110
museumtextiles@gmail.com

Williamstown Art Conservation Center
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(413) 458-5741
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## FRAMES

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30 ipswich St.
**Boston, MA 02215**
(617) 536-4092
pwilliamsart@juno.com

Williamstown Art Conservation Center
225 South St.
**Williamstown, MA 01267**
(413) 458-5741
www.williamstownart.org

## FURNITURE

David Lockwood
Baggot Frank Lockwood LLC
1 Celestial Drive
**Narragansett, RI 02882**
401-497-3098 or 401-789-9111

American Conservation Consortium, LTD.
4 Rockville Rd.
**Broadbrook, CT 06016**
(860)386-6058
acc@conservator.com

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1415 Hyde Park Ave.
**Boston, MA 02136**
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babarobert@aol.com

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Masterwork Conservation
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(781) 648-1442
hiattcarr@earthlink.net

Daedalus, Inc.
205-3 Arlington St.
**Watertown, MA 02453**
(617) 926-7590
daedelusart@verizon.net

HarvardArt
49 Littleton County Rd.
**Harvard, MA 01451**
(978) 456-9050
sjackson@harvardart.com

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**Somerville, MA 02144**
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Paul Messier Conservation of Photographs and Works on Paper
103 Brooks St.
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pm@paulmessier.com

Northeast Document Conservation Center
100 Brickstone Square
**Andover, MA 01810**
(978) 470-1010
www.nedcc.org

Williamstown Art Conservation Center
225 South St.
**Williamstown, MA 01267**
(413) 458-5741
www.williamstownart.org

## PAINTINGS

Adreienne Malane
213 Riverside Dr.
**Hamden, CT 06518**
(203) 248-8088
malane90@hotmail.com

Lance Mayer and Gay Myers Painting Conservators
Lyman Allyn Art Museum
625 Williams St.
**New London, CT 06320**
(860)443-2618
mayer@lymanallyn.org

Studio TKM Conservation of Fine Art and Historic Works on Paper
1 Fitchburg St.
**Sommerville, MA 02143**
(617) 666-9010
tkm@studiotkm.com

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**Bethany, CT 06524**
(203) 393-1035
sholbriik22@hotmail.com

Barbara Roberts
390 Westside Rd.
**Norfolk, CT 06058**
(860) 542-1797
babarobert@aol.com

Randy Wilkinson
Fallon and Wilkinson
240 Scotland Rd.
**Baltic, CT 06330**
(860) 822-6790
rwilkinson@99main.com

Alexander Carlisle
A.M. Carlisle Art Conservation
526 Water St.
**Williamstown, MA 01267**
maclisle@adelphia.net

Melissa Carr
Masterwork Conservation
54 Brantwood Rd.
**Arlington, MA 02476**
(781) 648-1442
hiattcarr@earthlink.net

Daedalus, Inc.
205-3 Arlington St.
**Watertown, MA 02453**
(617) 926-7590
daedelusart@verizon.net

HarvardArt
49 Littleton County Rd.
**Harvard, MA 01451**
(978) 456-9050
sjackson@harvardart.com

Robert Mussey Associates
1415 Hyde Park Ave.
**Boston, MA 02136**
(617) 364-4054
mussey.robert@gmail.com

## WORKS OF ART ON PAPER

Paul Messier Conservation of Photographs and Works on Paper
103 Brooks St.
**Boston, MA 02135**
(617) 782-7110
pm@paulmessier.com

Studio TKM Conservation of Fine Art and Historic Works on Paper
1 Fitchburg St.
**Sommerville, MA 02143**
(617) 666-9010
tkm@studiotkm.com

Williamstown Art Conservation Center
225 South St.
**Williamstown, MA 01267**
(413) 458-5741
www.williamstownart.org

Carolyn Frisa
Works on Paper
LLC 7 The Square
**Bellows Falls, VT 05010**
(802) 875-3978
carolyn@works-on-paper.net

## D.8 External Supplies

Item

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 Rescubes
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

To access the most up-to-date list of suppliers, go to the OLIS Disaster and Preservation Sources website at: www.olis.ri.gov/services/preservation/index.php

Barrington Hardware
65 Bay Spring Ave.
Barrington, RI 02806
(401) 246-0550

Center Ace Hardware
156 County Rd.
Barrington, RI 02806
(401) 245-3661

Quality Paint & Wallpaper Co
119 Maple Ave.
Barrington, RI 02806
(401) 245-5574

Staples
186 County Rd.
Barrington, RI 02806
(401) 245-4438

Island True Hardware
102 Ocean Ave.
Block Island, RI 02807
(401) 466-5831

Arnold Lumber Co
545 Metacom Ave.
Bristol, RI 02809
(401) 254-0740

Bristol Ace Hardware & Rental Center
28 Gooding Ave.
Bristol, RI 02809
(401) 253-8180

Hope Hardware Co
391 Wood St.
Bristol, RI 02809
(401) 253-9777

Union Commercial Co
479 Wood St.
Bristol, RI 02809
(401) 253-7616

Builders Surplus
2 Conduit St.
Central Falls, RI 02863
(401) 475-6900

Grossman's Bargain Outlet
361 Exter St.
Central Falls, RI 02863
(401) 722-0131

Ja Landry Hardware Company
688 Broad St.
Central Falls, RI 02863
(401) 725-5860

Andross Hardware & Coal
8 Ridgewood Rd.
Charlestown, RI 02813
(401) 364-9607

Ninigret Marine Hardware
3964 S County Trl.
Charlestown, RI 02813
(401) 364-0200

Coventry Lumber
2030 Nooseneck Hill Rd.
Coventry, RI 02816
(401) 821-2800

Coventry paint & Wallcovering
600 Tiogue Ave.
Coventry, RI 02816
(401) 823-0620

Home Depot
700 Centre of New England Blvd.
Coventry, RI 02816
(401) 823-5173

John Koszela & Son Inc
1284 Victory Hwy.
Coventry, RI 02827
(401) 397-3646

S & T True Value Hardware
2300 Nooseneck Hill Rd.
Coventry, RI 02896
(401) 397-6300

Western Hardware & Auto
603 Washington St.
Coventry, RI 02816
(401) 821-3113

Allied Building Products Corporation
1 Wholesale Way
Cranston, RI 02920
(401) 946-3005

Cambio Plywood Inc
515 Dyer Ave.
Cranston, RI 02920
(401) 942-8400

Cranston Paint & Wallcoverings
505 Atwood Ave.
Cranston, RI 02920
(401) 946-5070

J and J Hardware
45 Sockanosset Cross Rd #1
Cranston, RI 02920
(401) 463-6550

Kamco Supply Corporation
37 Amflex Drive
Cranston, RI 02921
(401) 463-5266

"Lowe's of Cranston, RI"
247 Garfield Ave.
Cranston, RI 02920
(401) 275-2250

Munro Electrical Supply
1550 Elmwood Ave.
Cranston, RI 02910
(401) 785-9430

Ossco Bolt & Screw Co
1351 Elmwood Ave.
Cranston, RI 02910
(401) 461-6900

Riccio Hardware
1444 Plainfield Pike
Cranston, RI 02920
(401) 946-0066

Rockys Ace Hardware
1768 Broad St.
Cranston, RI 02905
(401) 941-8561

St. James True Value Hardware
386 Dyer Ave.
Cranston, RI 02920
(401) 944-2740

The Color House
1107 Reservoir Ave.
Cranston, RI 02910
(401) 943-1155

Dufree Hardware True Value
65 Rolfe Sq.
Crantston, RI 02910
(401) 461-0800

Cumberland Paint and Wallpaper
1764 Mendon Rd# 8
Cumberland, RI 02864
(401) 334-7317

Depaults Hardware
Cumberland Street
Cumberland, RI 02864
(401) 333-9855

Depault's Hardware
2000 Mendon Rd # 9
Cumberland, RI 02864
(401) 333-9855

Fair True Value Home Center
39 Jones St.
Cumberland, RI 02864
(401) 725-0390

Landry J a Hardware Company
688 Broad St.
Cumberland, RI 02864
(401) 723-3652

Roger's Ace Hardware Store
159 Broad St.
Cumberland, RI 02864
(401) 725-3723

"OverDrive Solutions, Inc"
5600 Post Rd.
East Greenwich, RI 02818
(401) 397-2639

Sherwin-Williams
750 Main St.
East Greenwich, RI 02818
(401) 885-6680

Gripnail
97 Dexter Rd.
East Providence, RI 02914
(401) 431-1791

Paint Shoppes
2745 Pawtucket Ave.
East Providence, RI 02914
(401) 434-3030

Bolduc's Lumber Co
83 Wilber St.
Fall River, MA 02724
(508) 673-5171

Greenville Hardware
633 Putnam Pike
Greenville, RI 02828
(401) 949-1150

Lawrence Bro Inc
95 Chapel St.
Harrisville, RI 02830
(401) 568-2266

Jamestown True Value Hardware
5 Narragensett Ave.
Jamestown, RI 02835
(401) 423-2722

Pages Hardware
30 Southwest Ave.
Jamestown, RI 02835
(401) 423-0300

Conti Supply Co
2143 Hartford Ave.
Johnston, RI 02919
(401) 934-2155

Kings Building Supply
43 Wilson Ave.
Johnston, RI 02919
(401) 432-7766

North Scituate Paint & Décor
2766 Hartford Ave.
Johnston, RI 02919
(401) 934-2547

Staples
1665 Hartford Ave
Johnston, RI 02919
(401) 454-1720

Ted's Painting & Decorating
194 Front St.
Lincoln, RI 02865
(401) 728-8399

Wholesale Contractors Supply Co
50 New River Rd.
Manville, RI 02838
(401) 769-7090

JT's Lumber
1400 W Main Rd.
Middletown, RI 02842
(401) 846-2220

Parvo's Paint & Walpaper Center
679 W Main Rd.
Middletown, RI 02842
(401) 849-3500

Richardsons Beach Hardware
58 Aquidneck Ave.
Middletown, RI 02842
(401) 847-5706

Rockys Ace Hardware
278 W Main Rd.
Middletown, RI 02842
(401) 846-9088

Sherwin-Williams
868 W Main Rd.
Middletown, RI 02842
(401) 846-2921

Staples
870 W Main Rd.
Middletown, RI 02842
(401) 848-0100

Jerry's Paint and Harware
120 Point Judith Rd.
Narragansett, RI 02907
(401) 783-4666

Sherwin-Williams
14 Woodruff Ave # 8
Narragansett, RI 02882
(401) 789-2233

Carpenter & Company
64 Halsey St.
Newport, RI 02840
(401) 842-0570

Closettec
7 Broadway
Newport, RI 02840
(401) 847-3717

Gutter Pro Enterprises
20 Bull St.
Newport, RI 02840
(401) 846-1784

N & E Plate Glass Co.
112 Van Zandt Ave.
Newport, RI 02840
(401) 846-4060

Newport Hardware
130 Broadway
Newport, RI 02840
(401) 847-7224

Newport Hardware
I Casino Ter # 1
Newport, RI 02840
(401) 849-9442

One Stop Building Supply Center
236 Connell Hwy.
Newport, RI 02840
(401) 847-8460

BB and S treated Lumber
403 Devils Foot Rd.
North Kingstown, RI 02852
(401) 295-3200

Home Depot
1255 Ten Rod Road
North Kingstown, RI 02852
(401) 295-1184

Jt's Lumber Co.
6000 Post Rd.
North Kingstown, RI 02852
(401) 884-5400

"Lowe's of N. Kingstown, RI"
1530 Davisville Road
North Kingstown, RI 02852
(401) 267-6330

Staples
1007 Ten Rod Rd.
North Kingstown, RI 02852
(401) 295-5505

The Color House
8190 Post Rd.
North Kingstown, RI 02852
(401) 294-6100

Wickford Lumber Co True Value
434 Tower Hill Rd.
North Kingstown, RI 02852
(401) 295-8866

Eastern Paint Center
1926 Smith St.
North Providence, RI 02911
(401) 232-0600

Sherwin-Williams
1873 Mineral Spring Ave.
North Providence, RI 02904
(401) 353-4800

Us Architectural Products
1117 Douglas Ave.
North Providence, RI 02904
(401) 270-1777

Country Builders Inc
622 Danielson Pike
North Scituate, RI 02857
(401) 647-2988

Scituate Hardware
32 Danielson Pike
North Scituate, RI 02857
(401) 647-4900

Leeway True Value Hardware
790 Great Rd.
North Smithfield, RI 02896
(401) 765-2222

Village Paint & Decorating
900 Victory Hwy.
North Smithfield, RI 02896
(401) 765-3128

Chum's Electro & Hardware Shop
66 Pascoag Main St.
Pacoag, RI 02859
(401) 568-4650

Bradco Supply Corperation
295 Beverage Hill Ave.
Pawtucket, RI 02861
(401) 729-4510

Calcutt Hardware Inc
558 Smithfield Ave.
Pawtucket, RI 02860
(401) 723-6200

East Industrial Hardware
76 Pleasant St.
Pawtucket, RI 02860
(401) 723-6936

Hanna's Color Center
470 Central Ave.
Pawtucket, RI 02861
(401) 725-6096

Ici Paint
50 Ann Mary St # 50
Pawtucket, RI 02860
(401) 751-7300

Rockys Ace Hardware
727 East Ave.
Pawtucket, RI 02860
(401) 729-9162

Sherwin-Williams
285 Newport Ave.
Pawtucket, RI 02861
(401) 723-1633

Stergis Supply Inc
100 Dexter St. # 100
Pawtucket, RI 02860
(401) 722-6880

Supply New England
273 Lonsdale Ave.
Pawtucket, RI 02860
(401) 722-7010

Tessier's
837 Central Ave.
Pawtucket, RI 02861
(401) 726-9627

Rig Pro
14 Regatta Way
Portsmouth, RI 02871
(401) 683-6966

Sparcraft Hardware Inc
14 Regatta Way
Portsmouth, RI 02871
(401) 683-0164

**ABC Supply Co**
**200 Whitehall St.**
**Providence, RI 02909**
**(401) 944-6800**

**Acoustical Supplies**
**11 Ricom Way**
**Providence, RI 02909**
**(401) 946-1110**

**Advantage Glass Co Inc**
**80 Hathaway St.**
**Providence, RI 02907**
**(401) 490-6414**

Alder's Hardware
173 Wickenden St.
Providence, RI 02903
(401) 421-5157

American Equipment Rentals
1 Fields Point Dr.
Providence, RI 02905
(401) 780-0512

Armen's Hardware Co Inc
765 Broad St.
Providence, RI 02907
(401) 941-3600

B & H Lockshop and Hardware Inc
112 Union Ave.
Providence, RI 02909
(401) 421-4552

B&H Lockshop & Hardware Inc
112 Union St.
Providence, RI 02903
(401) 421-4552

Blacher Brothers Inc
245 Waterman St # 400
Providence, RI 02906
(401) 421-9393

Blackstone Supply Co
100 Whipple St.
Providence, RI 02908
(401) 421-3470

Bouchard Hardware Co
577 Cranston St.
Providence, RI 02907
(401) 351-8405

Eastern Tool CO
1183 North Main St.
Providence, RI 02904
(401) 621-9200

Flores Paint
112 Douglas Ave # 102
Providence, RI 02908
(401) 421-0080

Hamel Fabricating Co
128 Narragansett Ave.
Providence, RI 02907
(401) 941-1165

Hardware On The Square True Value
1911 Westminister St.
Providence, RI 02909
(401) 831-1400

Holcim Cement
139 Terminal Rd.
Providence, RI 02905
(401) 467-8411

Home Depot
387 Charles St.
Providence, RI 02908
(401) 454-1811

Hudson Terminal Corporation
29 Terminal Rd.
Providence, RI 02905
(401) 941-0500

J L Anthony & Co
115 Baker St.
Providence, RI 02905
(401) 467-9700

JTS Harris Lumber
546 Atwells Ave.
Providence, RI 02909
(800) 874-9500

King's Hardware Co
531 Smith St # 2
Providence, RI 02908
(401) 521-3213

Mercury Tool Inc
25 Bucklin St.
Providence, RI 02910
(401) 421-6888

MT Pleasant Hardware
249 Academy Ave.
Providence, RI 02908
(401) 351-7200

National Lumber & Building Materials
81 Troy St.
Providence, RI 02909
(401) 351-3500

North Pacific Group Inc
18 Harborside Blvd.
Providence, RI 02905
(401) 467-9555

Northeast Distributors
60 Shipyard St.
Providence, RI 02905
(401) 232-7708

Northstar Metals
200 Corliss St # 1
Providence, RI 02904
(401) 467-0075

One Stop Hardware
193 Elmwood Ave
Providence, RI 02907
(401) 272-7867

Ports America Inc
5 Harborside Blvd.
Providence, RI 02905
(401) 467-2701

R I Marble & Granite Inc
35 Terminal Rd.
Providence, RI 02905
(401) 467-5574

**Read & Lundy Inc**
**225 Georgia Ave.**
**Providence, RI 02905**
**(401) 781-2475**

**Restoration Hardware**
**85 Providence Pl.**
**Providence, RI 02903**
**(401) 243-0620**

**Restoration Hardware**
**10 Francis St.**
**Providence, RI 02903**
**(401) 243-0620**

**Rockys Ace Hardware**
**678 Branch Avenue**
**Providence, RI 02904**
**(401) 272-8893**

**Standard Hardware & Paint Co**
**214 Taunton Ave.**
**Providence, RI 02914**
**(401) 434-2134**

**Standard Hardware Co**
**360 Taunton Ave.**
**Providence, RI 02914**
**(401) 438-1420**

**Staples**
**551 N Main St.**
**Providence, RI 02904**
**(401) 272-2828**

**Staples**
**75 Eagle St.**
**Providence, RI 02909**
**(401) 454-0702**

**Sweet Lumber Co Inc**
**709 Harris Ave.**
**Providence, RI 02909**
**(401) 521-3085**

**The Paint Shoppes**
**275 Smith Street**
**Providence, RI 02908**
**(401) 421-7256**

Contractors Supply Inc
3340 Pawtucket Ave.
Riverside, RI 02915
(401) 434-4300

East Providence Paint
200 Willet Ave.
Riverside, RI 02915
(401) 437-1444

Home Depot
95 Highland Avenue
Seekonk, MA 02771
(508) 336-2563

Douglas Lumber
125 Douglas Pike
Smithfield, RI 02917
(401) 231-6800

Home Depot
371 Putnam Pike
Smithfield, RI 02917
(401) 233-4204

Staples
371 Putnam Pike # 230
Smithfield, RI 02917
(401) 232-3533

Staples
230 Smithfield Xing
Smithfield, RI 02917
(401) 232-3533

Ace True Value Hardware Co
12 Waterman Ave.
South Attleboro, RI 02703
(401) 231-6200

Humfrey's Building Supply Center
590 Main Rd.
Tiverton, RI 02878
(401) 624-8800

Tiverton Lumber
1023 Old Stafford Rd.
Tiverton, RI 02878
(401) 624-9228

Arnold's Main Street Branch
297 Main St.
Wakefield, RI 02879
(401) 783-3311

ETM Lumber & Hardware Supplies
315 Osprey Rd.
Wakefield, RI 02879
(401) 783-8133

Staples
160 Olt Tower Hill Rd # 16
Wakefield, RI 02879
(401) 783-8127

The Color House
603 Kingstown Rd.
Wakefield, RI 02879
(401) 515-2044

Mercier's Hardware
193 Water St.
Warren, RI 02885
(401) 245-8964

Clyde Lumber Supply Co
75 Robert St.
Warwick, RI 02893
(401) 828-0196

Consolidated Brick and Building Supplies
110 Jefferson Blvd.
Warwick, RI 02888
(401) 732-1982

Eagle Lumber Inc
3356 Post Rd.
Warwick, RI 02886
(401) 737-0400

Grossman's Bargain Outlet
20 Pila Dr.
Warwick, RI 02886
(401) 737-9170

Harvey Industries
45 Lori Ann Way.
Warwick, RI 02886
(401) 737-7767

Home Depot
80 Universal Blvd.
Warwick, RI 02886
(401) 826-0600

Hoxsie Hardware
1674 Warwick Ave.
Warwick, RI 02889
(401) 738-3700

Ici Dulux Paint
225 Metro Center Blvd.
Warwick, RI 02886
(401) 732-8999

Ici Paints
1094 Post Rd.
Warwick, RI 02888
(401) 781-0501

Lonergan Paint Wallpaper
1689 Warwick Ave.
Warwick, RI 02889
(401) 737-2575

"Lowe's of N. Warwick, RI"
555 Greenwich Ave.
Warwick, RI 02886
(401) 287-3232

"Lowe's of Warwick, RI"
510 Quaker Ln.
Warwick, RI 02886
(401) 822-6300

Northeast Distributors
21 Riverdale Ct.
Warwick, RI 02886
(401) 828-7145

Overhead Door Co of Providence
1 Overhead Way.
Warwick, RI 02888
(401) 751-1775

Paint Shoppes
1329 Warwick Ave.
Warwick, RI 02888
(401) 463-5262

Pittsburgh paints
1565 Post Rd.
Warwick, RI 02888
(401) 732-4000

Salk's Hardware & Marine
2524 W Shore Rd.
Warwick, RI 02889
(401) 739-1027

Sears Roebuck and Co
"Ste 100, 650 Bald Hill Rd."
Warwick, RI 02886
(401) 827-4806

Sherwin-Williams
80 Lambert Lind Hwy.
Warwick, RI 02886
(401) 738-9113

Sherwin-Williams
77 Walnut St.
Warwick, RI 02888
(401) 781-6615

Staples
1800 Post Rd.
Warwick, RI 02886
(401) 732-5322

Staples

Warwick, RI 02886
(401) 732-5782

Staples
1276 Bald Hill Rd # 15
Warwick, RI 02886
(401) 828-3737

Arnold Lumber Co
251 Fairgrounds Rd.
West Kingston, RI 02892
(401) 783-7023

Kamco Supply Corporation of New England
379 Liberty Ln.
West Kingston, RI 02892
(401) 783-2010

Liberty Cedar
325 Liberty Ln.
West Kingston, RI 02892
(401) 789-6626

Artic Lumber CO Inc
1332 Main St.
West Warwick, RI 02893
(401) 738-7626

Builder's Surplus
94 Industrial Ln.
West Warwick, RI 02893
(401) 826-0100

C J Coutu Lumber Co
90 Industrial Ln.
West Warwick, RI 02893
(401) 828-3220

Paint Shoppe
713 Quaker Ln.
West Warwick, RI 02893
(401) 821-6644

Roger's Paint Services Store
199 Washington St.
West Warwick, RI 02893
(401) 821-2225

A & M Home Center
100 Main St.
Westerly, RI 02891
(401) 596-1011

Grossman's Bargain Outlet
116 Granite St.
Westerly, RI 02891
(401) 596-0021

Hanley & Williams Lumber Co
124 Oak St.
Westerly, RI 02891
(401) 596-2806

Hardware Express
100 Main St.
Westerly, RI 02891
(401) 596-1011

Home Depot
120 Franlin St.
Westerly, RI 02891
(401) 596-4440

McQuade's Ace Hardware
105 Franklin St.
Westerly, RI 02891
(401) 596-0302

Sherwin-Williams
116 Granite St # 5Q
Westerly, RI 02891
(401) 596-2110

Staples
16 Post Rd.
Westerly, RI 02891
(401) 348-4900

United Builders Supply Co Inc
9 Oak St.
Westerly, RI 02891
(401) 596-0383

United Builders Supply Co Inc
30 Oak St.
Westerly, RI 02891
(401) 596-2208

Westerly Paints Inc
85 Franklin St.
Westerly, RI 02891
(401) 596-8333

Beauchemin Lumber
334 Social St.
Woonsocket, RI 02895
(401) 762-1657

Craft Corner
849 Cumberland Hill Rd.
Woonsocket, RI 02895
(401) 762-3233

Grossman's Bargain Outlet
333 River St.
Woonsocket, RI 02895
(401) 769-2280

"Lowe's of Woonsocket, RI"
2010 Diamond Hill Rd.
Woonsocket, RI 02895
(401) 769-0471

Mayfield Paint
32 Mechanic Ave.
Woonsocket, RI 02908
(401) 235-9018

Pepin Lumber
830 Cumberland Hill Rd.
Woonsocket, RI 02895
(401) 769-8128

Pinault Hardware Co
630 Social St.
Woonsocket, RI 02895
(401) 762-2283

Sherwin-Williams
272 Main St
Woonsocket, RI 02895
(401) 767-2181

Staples
2000 Diamond Hill Rd # 2
Woonsocket, RI 02895
(401) 765-8666

Vose True Value Hardware
849 Cumberland Hill Rd.
Woonsocket, RI 02895
(401) 762-4343

United Builders Supply Co Inc
38 Kingstown Rd.
Wyoming, RI 02898
(401) 539-3033

Wyoming DO it Best Hardgoods
1190 Main St.
Wyoming, RI 02898
(401) 539-8988

## 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 |
|---|---|---|

## D.11 Post-Salvage Recovery

The following companies can assist with supplies, relocating materials, and other recovery activities after initial salvage has been completed.

NOVA
431 Harris Ave.
Providence, RI 02909
http://www.novarecordsmgmt.com
Phone: (401) 421-1122
Contact: Mike Donahue Ext. 14
1-877-570-4636 (24/7)
Services: Storage of records, response to fire and water disasters
Will provide dehumidifiers, heaters, cardboard boxes, ozone treatment of paper records, post-disaster inventory; certified destruction services.

Quinlan Companies
125 Earnest Street
Providence, RI 02905
http://www.quincos.com
Toll free: (888) 416-5353
Phone: (401) 461-5353
Contact: Lissa Quinlan, President or Denise Moriarty, Operations Manager
Services: Records management including storage, access, retrieval, boxing, moving and relocation of materials.

William B. Meyer, Inc.
20 Liberty Way
Franklin, MA 02038
http://www.williambmeyer.com
Toll free: (800) 873-6393
Phone: (508) 520-4558
Contact: Carla Caforio, cell: (800) 850-1482
Services: Full moving services, planning and consultation, rare book moves, cleaning collections (during the move or maintenance of your stacks), integrations, conversions to Library of Congress, all shelving needs, equipment rental and storage.
Cost: Free initial consultations

# 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: _____

Caller's exact words:

Describe the caller's 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 |
|---|---|---|
| 1 – | ARCHIVES | 15 wEST, 2ND FLOOR, off rm. 223 |
| 3 – DVD'S/VIDEOS ON RESERVE | CIRCULATION | 15 WEST. 1ST FLOOR, CIRCULATION DESK |
| 4 – CIRCULATION FILES | CIRCULATION | 15 WEST, 1ST FLOOR, CIRCULATION DESK |
| 1 – FILES | LIBRARY DIRECTOR'S OFFICE | 15 WEST, 1ST FLOOR, RM.101 |
| 2 – MASTER'S THESES | REFERENCE | 15 WEST, 1ST FLOOR, REFERENCE DESK, EAST WALL SHELVING |

| | | |
|---|---|---|
| 2 – | SPECIAL COLLECTIONS | 15 WEST, 2ND FLOOR, off rm.223 |
| 3 – BOUND PERIODICALS | SPECIAL COLLECTIONS | 15 WEST, 2ND FLOOR, off rm. 223 |
| 1 – 16 mm FILMS | STORAGE | 15 WEST, BASEMENT, STEEL VAULT |
| 2 – GORHAM GIFT | STORAGE | 15 WEST, BASEMENT |
| 3 – BOUND PERIODICALS | STORAGE | 15 WEST, BASEMENT |
| 4 – POSTER COLLECIION | VISUAL RESOURCES | 15 WEST, 2ND FLOOR, RM. 229 |
| 5 – LANTERN SLIDES | VISUAL RESOURCES | 15 WEST, 2ND FLOOR, RM. 204 |

## F.3 Salvage Priorities - Collections Overall

| Collection | Location |
|---|---|
| – | |
| – | |

## F.4 Overall Institutional Salvage Priorities

| Collection | Location |
|---|---|

# 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

## H.1 Property Insurance - Buildings, Machinery, and Equipment - Self Insurance

**Office/department in charge of Buildings, Machinery, & Equipment –**

Office/Department:
Contact person:

,

Work phone:
Home phone:
Cell phone:
Pager:

### H.1.1 Extent of Coverage

Amount of money available for repair and replacement of the building, machinery, and equipment in case of a disaster:

Person responsible for periodic evaluation of the funds set aside for self-insurance: N/A

Frequency of evaluation and increase of funds set aside for self-insurance:

**Procedures and Documentation –**

Procedures that must be followed in case of damage or loss :

Documentation required to prove loss:

**Business Interruption and Extra Expenses Insurance –**

Specify the amount of insurance provided for replacing income that is lost while damaged or destroyed property is repaired or replaced:

Specify the amount of insurance provided to cover extra expenses that may be incurred as the institution tries to carry on its normal business while damaged or destroyed property is repaired or replaced:

## H.2 Property Insurance - Buildings, Machinery, and Equipment - Commercial Insurance

### H.2.1 Type and Extent of Coverage

### H.2.2 Business Interruption Insurance

Policy number:
Policy inception date:
Policy expiration date:
Amount of deductible, if there is one:
Amount of Business Interruption insurance provided:

**Insurance carrier**

Company/Organization:
Contact Person:

,

Phone:
Cell phone:
After hours phone:
Pager:

**Insurance agent or broker**

Company/Organization:
Contact Person:

,

Phone:
Cell phone:
After hours phone:
Pager:

Frequency of review and updating of this policy:
Person responsible for reviewing and updating this policy: N/A
Procedures required by the insurance company in case of damage or loss:

### H.2.3 Extra Expenses Insurance

Policy number:
Policy inception date:
Policy expiration date:
Amount of deductible, if there is one:
Amount of Extra Expenses insurance provided:

**Insurance carrier**

Company/Organization:
Contact Person:

,

Phone:
Cell phone:
Pager:

**Insurance agent or broker**

Company/Organization:
Contact Person:

,

Phone:
Cell phone:
Pager:

Frequency of review and updating of this policy:
Person responsible for reviewing and updating this policy: N/A
Procedures required by the insurance company in case of damage or loss:

## H.3 Property Insurance - Rare Books, Manuscripts, Valuable Papers and Records, and Special Collections - Self Insurance

**Office/department in charge of rare books, manuscripts, papers/records, & special collections –**

Office/Department:
Contact person:

,

Work phone:
Cell phone:
After hours phone:
Pager:

### H.3.1 Extent of Coverage

Funds available for salvage, repair, and/or replacement of collections in case of a disaster:

*Collection appraisal(s) –*

Person responsible for periodic evaluation of the funds set aside for self-insurance: N/A

Frequency of evaluation and increase of funds set aside for self-insurance:

**Procedures and Documentation –**

Procedures that must be followed in case of damage or loss:

Documentation required to prove loss:

## H.4 Property Insurance - Rare Books, Manuscripts, Valuable Papers and Records, and Special Collections - Commercial Insurance

Please note: much of the information printed here should be found in your Summary of Insurance and your Claims Manual(s), if your insurance agent has provided them.

**The institution's risk/insurance officer –**

Name:
Title:
Work phone - Extension:
Cell phone:
Weekend/after hours phone:

### H.4.1 Type and Extent of Coverage - General Collections

### H.4.2 Type and Extent of Coverage - Special Collections

# APPENDIX I

# VOLUNTEER/TEMPORARY PERSONNEL

When an emergency occurs, volunteers may simply arrive on the scene. What should you do with them?

**Any outside volunteers or workers who handle damaged collections must be properly trained and insured to avoid institutional liability.** In practice, this means that you may be able to manage a small emergency with in-house staff (e.g., drying a small number of wet, non-moldy materials), but if you are unsure of your ability to handle the emergency, if a medium to large proportion of the collection is involved, or if there may be mold growth, you should engage an outside vendor to handle the recovery. The outside vendor will supply workers, train them, and provide insurance. They will also supply any necessary protective gear (e.g., clothing, respirators) and train workers to use it properly.

You may consider accepting volunteer assistance from a "buddy" institution with trained professionals experienced in dealing with collections, but you must be sure any such volunteers are also properly trained and insured. If community volunteers arrive on the scene that you do not need, take names and phone numbers and tell them they will be contacted when and if they are needed. The public relations coordinator should handle this. If your institution does hire temporary workers directly, they must be limited to clerical/office tasks.

Once volunteers or temporary workers are on the scene, they must be properly managed. Any outside vendor that you employ should take care of this for their workers. All volunteers/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.

## I.1 Buddy Institutions (might provide experienced volunteers)

Local "buddy" organization

Name:
Contact Person:
Phone:
After-hours phone:
Cell phone:
Email:

Regional "buddy" organization

Name:
Contact Person:
Phone:
After-hours phone:
Cell phone:
Email:

**Temporary Clerical/Office Workers (Potential sources for hiring temporary workers)**

Labor Ready
78 Dean St, Providence, RI 02903
401-751-8900
1862-Br@LaborReady.com
OR
200 Main St, Pawtucket, RI 02860
401-724-6100
1861-Br@LaborReady.com

Temp Depot
1277 Cranston St, Cranston, RI 02920
401-275-6021

Atlas Employment
225 Newman Ave #9, Rumford RI 02916
401-383-0833

RI Temps
88 Jefferson Blvd, Warwick, RI 02888
401-781-8400
www.ritemps.com

Kelly Services
Ste. 200, 100 Jefferson Blvd, Warwick, RI 02888-3848
401-463-8767
5311@kellyservices.com

## 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.

American Red Cross
Rhode Island Chapter
105 Gano Street
Providence, RI 02906

Phone: 401-831-7700
Fax: 401-831-0502
Email: info@riredcross.org
Web: http://www.riredcross.org

Rhode Island 2-1-1
Get information 24 hours a day, 7 days a week. One call gives you access to resources across your community, whether you need to get help – for you, for a family member or for a friend. Someone at 2-1-1 will help connect you to the services or information you need. Confidentially, for free, in your language.
Dial: 211 from any phone in Rhode Island
TDD/TTY: 519-0374
Out of state callers: 1-800-367-2700

**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 contractor's 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: | Building Engineer, 15 West Wayne Silva |
| 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

In a disaster, temporary space may be needed onsite or offsite for a command post, temporary relocation of collections, or for drying collections.

**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:
Alternate location #1:
Alternate location #2 ( *off-site*):

## N.1 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 listed below. We urge you to assess frequently (at least once a year) possible sites in your community: school gymnasiums, empty or partly-empty warehouses, church halls, businesses

*Within the building/institution:*

*Off-site:*

## N.2 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:*

| | |
|---|---|
| Location: | Special Collections/Archives reading room (Rm 223) |
| Space Available: | |
| Contact person: | Laurie Whitehill Chong |
| Phone: | 709-5927 |
| Cell phone: | 401-742-6726 |
| After-hours phone: | 401-724-0999 |
| Pager: | |

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

*Off-site:*

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

# 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. Remember that it is very important to keep all account numbers and passwords current, and to indicate who on staff knows them.

**Information Technology Department**
(for problems with hardware and software)

| | |
|---|---|
| Department name: | Office of Information Technology, RISD |
| Contact: | Thomas Szilagyi |
| | , |
| Phone: | 401 454-6671 |
| 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: | Thomas Szilagyi |
| | , |
| 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)**

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 account in an emergency:

**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.***

| | |
|---|---|
| Type of data: | Library Catalog |
| Location of data: | 20 Washington Place |
| Person responsible for backup: | senior systems administrator Tom Szilagyi |
| On site location of backup: | Office of Information Technology |
| Off site location of backup: | |
| Frequency of backup: | Nightly |

## O.4 Data Restoration

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

Staff Person: senior systems administrator Tom Szilagyi

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

Organization name:
Title:

,
Phone:
Cell phone:
Beeper:
Email:

## 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 –

Staff Person: Technical Services Librarian Robert Garzillo

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

Organization name: Innovative Interfaces Inc.
Title:

,
Phone: 800 878-5800
Cell phone:
Beeper:
Email: helpdesk@iii.com

## 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

Assessing risks, engaging in preventive building maintenance, maintaining information about building systems, and putting in place consistent opening and closing procedures can prevent disasters that might damage collections, as well as protect collections from any disasters that do occur.

## P.1 Natural - Hazards and Risks

### P.1.1 Priority 1 - Must be Addresses

**Hurricane**

Hurricanes are slow moving, severe storms with high winds that originate in the Caribbean and the tropical Atlantic. Hurricane season lasts from June to November. Hurricanes are monitored by satellite and advisories are usually issued well in advance. A **hurricane watch** is issued when hurricane conditions pose a threat to an area within 24 hours. A **hurricane warning** is issued when hurricane conditions are expected within 24 hours; in this case, low-lying areas are usually evacuated.

Preventive actions to reduce the risk of hurricane damage –

- Put together a disaster kit in case staff members must remain in the building during the storm (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).
- Prepare protective shutters for windows so that they can be installed quickly if necessary. See FEMA's web site for instructions http:www.fema.gov/hazards/. It is also possible to board up windows using exterior plywood: measure the windows and pre-cut and pre-drill the sheets of exterior plywood so that they can be put up quickly.
- Consider protecting your building against wind damage from a hurricane with truss bracing (if your building has a gable roof) and/or by installing hurricane straps, which help hold your roof to the walls. See FEMA's web site http:www.fema.gov/hazards/ for more information.

- Keep the property around your building clear of dead or rotting trees and branches that could fall during a hurricane.

*Additional details on your institution's risk, and additional actions that should be taken:*
Library abuts the river which flows into Narragansett Bay

### 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 **Nor'easter** 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. Nor'easters 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 institution's 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 river's 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 FEMA's 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 institution's risk, and additional actions that should be taken:*

### P.1.2 Priority 2 - Should be Addressed

**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 institution's risk, and additional actions that should be taken:*

**Coastal Flooding**

Institutions located near the ocean are at risk of coastal flooding, which refers to the inundation of land near the coast by seawater, over and above the usual tides. Coastal flooding is usually

generated by storms with strong winds that drive the seawater inland (this is known as a storm surge). Such storms are most often hurricanes, tropical storms, or nor'easters.

Forecasters issue a **coastal flood watch** when coastal flooding is possible within 12-36 hours. A **coastal flood warning** is issued when coastal flooding is occurring, is imminent, or is expected within the next 12 hours. A warning is sometimes issued 24 hours in advance when is it very likely that coastal flooding will occur or when a longer amount of time is needed for evacuation or other public response.

Coastal flooding levels are categorized according to the amount the water rises above the normal tide level. **Minor flooding** does not do any significant damage to homes or buildings and causes only minor beach erosion. **Moderate flooding** can threaten lives and property, and may flood some roads and cause moderate beach erosion. **Major flooding** is a serious threat and will likely cause numerous flooded roads and major damage to homes and businesses, along with major beach erosion. Evacuation of people living or working near the coast is usually required.

If your institution is located near the coast –

- 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.
- 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 any such changes must be made by a licensed contractor. Potential changes (explained in more detail on FEMA's 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
  - Provide openings in foundation walls that allow floodwaters in and out, thus avoiding collapse
  - Build and install 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).

*Additional details on your institution's risk, and additional actions that should be taken:*

### P.1.3 Priority 3 - Could be Addressed

**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 institution's 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 Earth's crust. The outer layer of the earth's 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 $\frac{3}{4}$ 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 institution's risk, and additional actions that should be taken:*

## P.2 Industrial/Environmental - Hazards and Risks

### P.2.1 Priority 1 - Must be Addresses

### P.2.2 Priority 2 - Should be Addressed

**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 institution's risk, and additional actions that should be taken:*
Pipes from overhead dormitories run through the ceilings of the shelving area for Special Collections and Archives, as well as the ceiling of the basement area where the library has a room filled with books in storage (bound periodicals, low use items and gifts)

**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 institution's 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 owner's 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 institution's risk, and additional actions that should be taken:*
overhead dormitories provide risk. Pipes exposed in Special Collections/Archives and basement

#### P.2.3 Priority 3 - Could be Addressed

## P.3 Building/Systems/Procedures - Hazards and Risks

### P.3.1 Water Hazards

#### P.3.1.1 Priority 1 - Must be Addresses

*Roof*

Water leak 1/24/10 in archives storage from strong wind/rain storm.

#### P.3.1.2 Priority 2 - Should be Addressed

*Bathrooms/kitchens nearby or above collections*

Bathrooms in student housing above library have caused occasional water problems in Special Collections. Needs to be monitored. Some work done around toilets to minimize leaks.

*Water pipes running through collection areas*

Bathrooms in student housing above library have caused occasional water problems in Special Collections. Needs to be monitored. Some work done around toilets to minimize leaks.

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

*Collections stored in the basement*

Material on bottom shelves would need to be moved if river flooding was anticipated. (We do have sump pumps and the hurricane barrier.)

#### P.3.1.3 Priority 3 - Could be Addressed

*Internal roof drains*

Facilities has regular inspection schedule

*Sump pump problems*

There is a sump pump; checked regularly

*No water detection system*

Water detection system in Archives; water would need to be quite deep before it actually measured.

*Collections stored on the floor*

Booksale boxes on floor in basement. Some boxes on floor in archives processing area.

### P.3.2 Fire Hazards

#### P.3.2.1 Priority 1 - Must be Addresses

#### P.3.2.2 Priority 2 - Should be Addressed

#### P.3.2.3 Priority 3 - Could be Addressed

### P.3.3 Climate Control

#### P.3.3.1 Priority 1 - Must be Addresses

#### P.3.3.2 Priority 2 - Should be Addressed

#### P.3.3.3 Priority 3 - Could be Addressed

### P.3.4 Security

#### P.3.4.1 Priority 1 - Must be Addresses

#### P.3.4.2 Priority 2 - Should be Addressed

#### P.3.4.3 Priority 3 - Could be Addressed

*Inadequate written policies/procedures for building and collection security*

*Collections have been vandalized*

*Collection materials have been stolen*

*The institution has problem patrons*

### P.3.5 Housekeeping/Pests

#### P.3.5.1 Priority 1 - Must be Addresses

#### P.3.5.2 Priority 2 - Should be Addressed

*Pest infestation has affected collections*

Trash stored in basement near library storage room. Need to be watchful to see that there are no insects or rodents as a result.

#### P.3.5.3 Priority 3 - Could be Addressed

*Visible dust and dirt in collections storage areas*

Dusting of books could probably be done with greater frequency

*Garbage not removed from the building daily*

Handled daily

*Food waste from special events not cleaned up promptly*

Need to be more specific about expectations.

*Food and drink allowed in the building*

no food or drink allowed, except bottled water. Food/drinks allowed in balcony conference room or rm. 228

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

Every 2-3 years when collections are shifted.

### P.3.6 Storage

#### P.3.6.1 Priority 1 - Must be Addresses

#### P.3.6.2 Priority 2 - Should be Addressed

#### P.3.6.3 Priority 3 - Could be Addressed

### P.3.7 Personnel

#### P.3.7.1 Priority 1 - Must be Addresses

*Staff members not trained in emergency procedures*

#### P.3.7.2 Priority 2 - Should be Addressed

#### P.3.7.3 Priority 3 - Could be Addressed

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

## P.4 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: 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: N/A

**Seasonally**

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

Person responsible for checking that all activities have been completed: N/A

**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: N/A

**Annually**

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

Person responsible for checking that all activities have been completed: N/A

## P.5 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**

*Equipment is operating properly* –

**Opening Procedures Responsibilities and Schedule**

| | | |
|---|---|---|
| Monday | Primary: | Circulation Manager Gail Geisser |
| | Backup: | Reader's Services Librarian Claudia Covert |
| Tuesday | Primary: | Circulation Manager Gail Geisser |
| | Backup: | Reader's Services Librarian Claudia Covert |
| Wednesday | Primary: | Circulation Manager Gail Geisser |
| | Backup: | Reader's Services Librarian Claudia Covert |
| Thursday | Primary: | Circulation Manager Gail Geisser |
| | Backup: | Reader's Services Librarian Claudia Covert |
| Friday | Primary: | Circulation Manager Gail Geisser |
| | Backup: | Reader's Services Librarian Claudia Covert |
| Saturday | Primary: | Senior Circ. Assistant/Stack Supervisor Mark Sweeney |
| | Backup: | N/A |
| Sunday | Primary: | Sr. Library Assistant, Circ./Serials Stephen McCaughey |
| | Backup: | Reference Librarian Ellen Petraits |

## P.6 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**

*Equipment is operating properly* –

**Closing Procedures Responsibilities and Schedule**

| | | |
|---|---|---|
| Monday | Primary: | Sr. Library Assistant, Circ./Serials Stephen McCaughey |
| | Backup: | Senior Circ. Assistant/Stack Supervisor Mark Sweeney |
| Tuesday | Primary: | Sr. Library Assistant, Circ./Serials Stephen McCaughey |
| | Backup: | Senior Circ. Assistant/Stack Supervisor Mark Sweeney |
| Wednesday | Primary: | Sr. Library Assistant, Circ./Serials Stephen McCaughey |
| | Backup: | Senior Circ. Assistant/Stack Supervisor Mark Sweeney |
| Thursday | Primary: | Sr. Library Assistant, Circ./Serials Stephen McCaughey |
| | Backup: | Senior Circ. Assistant/Stack Supervisor Mark Sweeney |
| Friday | Primary: | Senior Circ. Assistant/Stack Supervisor Mark Sweeney |
| | Backup: | Circulation Manager Gail Geisser |
| Saturday | Primary: | Senior Circ. Assistant/Stack Supervisor Mark Sweeney |
| | Backup: | Circulation Manager Gail Geisser |
| Sunday | Primary: | Sr. Library Assistant, Circ./Serials Stephen McCaughey |
| | Backup: | Reference Librarian Ellen Petraits |

## P.7 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 by outside agencies 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*: N/A

*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*: N/A

*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
- o 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***: N/A

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

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

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

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

*Review procedures for operation of the security system with appropriate staff*

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

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

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

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

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

*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:
Person responsible: N/A

*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:
Person responsible: N/A

*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

*Train staff in the Incident Command System via online FEMA training*

Frequency:
Person responsible: N/A

**First Aid/CPR Training**

**First Aid**

| | |
|---|---|
| Staff member: | N/A |
| Date of training: | |
| Description of training: | |

**CPR**

| | |
|---|---|
| Staff member: | Sr. Library Assistant, Circ./Serials Stephen McCaughey |
| Date of training: | current |
| Description of training: | |

| | |
|---|---|
| Staff member: | Facility Monitor, 15 West Carol Barrett |
| Date of training: | current |
| Description of training: | |

# 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.*

American Institute for Conservation (AIC), Disaster Response and Recovery, at http://aic.stanford.edu. The professional organization for conservators in the U.S. Includes tips for salvaging water damaged collections.

Artim, Nick. "An Introduction to Fire Detection, Alarm, and Automatic Fire Sprinklers," 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/tleaf32.htm.

Brown, Karen E.K. "Emergency Management Bibliography" 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/tleaf35.htm.

Brown, Karen E.K. and Beth Lindblom Patkus. "Collections Security: Planning and Prevention for Libraries and Archives," 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/tleaf312.htm.

Chicora Foundation web site, *Dealing With Disasters* section, available at http://www.chicora.org/dealing_with_disasters.htm. *Includes sections on mold, fire, and flooding.*

Dorge, Valerie, and Sharon L. Jones, compilers.
Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions. Los Angeles: The Getty Conservation Institute, 1999.

Federal Emergency Management Agency (FEMA) Mitigation Division, available at http://www.fema.gov/fima/. Provides information about flood insurance and detailed instructions for mitigating risks.

Fortson, Judith.

Disaster Planning and Recovery: A How-To-Do-It-Manual for Librarians and Archivists. How-To-Do-It Manuals for Libraries, No. 21. New York: Neal Schuman Publishers, 1992.

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

Kahn, Miriam B. Disaster Response and Planning for Libraries, 2nd edition. Washington, DC: American Library Association, 2003.

National Task Force on Emergency Response, Emergency Response and Salvage Wheel. Washington, DC: The Task Force, 1997.

Patkus, Beth Lindblom. "Integrated Pest Management," 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/tleaf311.htm.

Patkus, Beth Lindblom, and Karen Motylewski. "Disaster Planning," 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/tleaf33.htm.

Trinkley, Michael. Hurricane! Surviving the Big One: A Primer for Libraries, Museums, and Archives, 2nd edition. Columbia, S.C.: Chicora Foundation, 1998.

Wellheiser, Joanna, and Jude Scott. An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries, and Record Centres, 2nd edition. Lanham, Maryland and London: The Scarecrow Press, Inc. and Canadian Archives Foundation, 2002.

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

# APPENDIX S

# ADDITIONAL APPENDICIES