THE MELVILLE AND BRANCH LIBRARIES’
EMERGENCY RESPONSE MANUAL

STATE UNIVERSITY OF NEW YORK, STONY BROOK

EMERGENCY RESPONSE PLANNING TEAM

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# TABLE OF CONTENTS

## SALVAGING WATER DAMAGED OR THREATENED MATERIALS

<table>
<thead>
<tr>
<th>Category</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOKS</td>
<td>1 – 11</td>
</tr>
<tr>
<td>DAMP BOOKS (Minor Recovery Plan)</td>
<td>2 – 7</td>
</tr>
<tr>
<td>WET BOOKS (Major Recovery Plan)</td>
<td>8 – 11</td>
</tr>
<tr>
<td>MICROFILM AND MICROFICHE</td>
<td>12 – 14</td>
</tr>
<tr>
<td>PAPER OBJECTS (Manuscripts, Records, Maps, etc.)</td>
<td>15 – 17</td>
</tr>
<tr>
<td>PHOTOGRAPHS AND RELATED MATERIALS</td>
<td>18 – 21</td>
</tr>
<tr>
<td>MAGNETIC TAPE</td>
<td>22 – 24</td>
</tr>
<tr>
<td>MOTION PICTURE FILM</td>
<td>25 – 26</td>
</tr>
<tr>
<td>DIGITAL DISCS (CDs, DVDs)</td>
<td>27 – 28</td>
</tr>
<tr>
<td>MISCELLANEOUS MATERIALS</td>
<td>29 – 30</td>
</tr>
</tbody>
</table>

## SALVAGING FIRE DAMAGED OR AFFECTED MATERIALS

<table>
<thead>
<tr>
<th>Category</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOKS</td>
<td>31 – 33</td>
</tr>
<tr>
<td>MICROFILM AND MICROFICHE</td>
<td>34</td>
</tr>
<tr>
<td>PAPER OBJECTS (Manuscripts, Records, Maps, etc.)</td>
<td>35 – 36</td>
</tr>
<tr>
<td>PHOTOGRAPHIC MATERIALS</td>
<td>37 - 38</td>
</tr>
<tr>
<td>MAGNETIC TAPE</td>
<td>39 – 40</td>
</tr>
<tr>
<td>MOTION PICTURE FILM</td>
<td>41 - 42</td>
</tr>
<tr>
<td>DIGITAL DISCS (CDs, DVDs)</td>
<td>43</td>
</tr>
<tr>
<td>MISCELLANEOUS MATERIALS</td>
<td>44</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS
(continued)

FIRE DRILLS AND BUILDING EVACUATION

GENERAL INSTRUCTIONS TO SAFETY WARDENS………………… 46
BUILDING EVACUATION PROCEDURES……………………………47 - 48

APPENDICES:
I. NAMES AND NUMBERS OF CONTACTS IN AN EMERGENCY
II. EMERGENCY TEAM PHONE CHAIN
III. GROUP’S WEB CONTACT (GOOGLE GROUPS)
IV. EMERGENCY SUPPLIES AND LOCATIONS
V. EVACUATION PROCEDURES FOR DISABLED PATRONS
VI. TWO-WAY RADIO OPERATION
VII. RESPONSE TEAM JOBS
INTRODUCTION

Water and its aftereffects cause serious damage to library materials. The damage may result from flooding (heavy rain, snow and ice, ground water, plumbing leaks or failures of heating and cooling system), or from efforts to extinguish a fire.

These guidelines are divided into two sections:

1. Minor Recovery Plan (Pages 2 - 7)
Provides directions for meeting minor, localized water damage affecting a very limited area of the library and fewer than 100 books. It applies typically in cases where books are only partially wet. Books can be frozen immediately to prevent further damage and to buy time for decision making; or they can be air-dried and treated in the library if only a few volumes are affected and these are not particularly wet.

2. Major Recovery Plan (Pages 8 - 11)
This applies to more extensive water damage, involving larger quantities of material and larger areas of the library. In this case, books are typically very wet, having been exposed to much water for a length of time.
DAMP BOOKS—MINOR RECOVERY PLAN

DAMP BOOKS are defined as books that are not dripping water. They can be wet around the edges or wet half-way through or just cool to the touch. These materials can be FROZEN or AIR DRIED depending on the number of volumes affected and the degree of their wetness.

Initial Steps in Recovery

1. Find source of water leak and report immediately to:

   **Building Manager**  Jim LaPiano 2-7100 (see appendix I for home number)

   **Physical Plant**  2-6400

2. Contact the Preservation Department (2-7109) for advice and assistance.

   Richie Feinberg, Preservation Librarian  2-7109 or 2-9960  751-1302 or 742-6899 (cell)

   Josephine Castronuovo, Preservation Technician  2-7109

3. If Feinberg or Castronuovo cannot be reached, contact one of the other members of the Emergency Response Team. See appendix I for numbers.

4. Hang Plastic Sheeting (or tarpaulins) if leak persists. Hang sheeting over top of shelving to divert water from stacks and materials. Sheetings should extend to the floor and duct tape used to connect sections of sheeting.

5. Prepare Predesignated Treatment Area in Maps, 2nd floor, North Reading Room. Cover map cases with sheets of plastic. Plastic may be covered, in turn, with unprinted newsprint. (Supplies are in Map Room stash. See also appendix IV for other supply locations).

6. Carefully remove all books from affected shelves and carry to treatment area. Books may be hand-carried, carried in crates, or on book trucks. Metal book trucks are preferred, but if wooden trucks are used, cover their surfaces with plastic sheeting or tin foil.
MINOR RECOVERY PLAN (Continued)

7. Carefully place removed books upright (head to tail) in call number order on map cases in the treatment area. If needed, and time permitting, blotter paper can be placed between volumes. Members of the Emergency Response Team will examine books and identify those that need freezing (see below), air-drying treatment (see page 5), or no treatment at all.

PREPARING BOOKS FOR FREEZING (for air drying, see page 5)
To be performed by Response Team, Department Representatives and volunteers.

1. Books to be frozen will be packed in plastic crates. (Plastic crates are stored in the Preservation Dept.) First, books should be inventoried and wrapped in wax paper (see following steps).

2. One or more team members will inventory affected volumes. Depending on the situation, they will record volume call numbers a) in writing, b) by scanning bar codes with portable scanners located in Preservation Dept., left hand cabinet, as you walk in or c) printing a STARS search starting with call number of first affected volume.

3. Each book should be wrapped in one piece of wax paper. Use precut wax paper sizes to save time. A crate will hold about 15 volumes and weigh approximately 50 pounds when loaded.

4. Pack books SPINE DOWN IN A SINGLE ROW ON THE BOTTOM OF THE CRATE. Crates should not be too tightly packed.

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**THIS ARRANGEMENT IS VERY IMPORTANT! DO NOT STACK BOOKS OR OTHER MATERIALS ON TOP. WATER DAMAGED MATERIALS WILL SAG AND DISTORT ESPECIALLY UNDER PRESSURE, CAUSING PERMANENT DEFORMITIES.**

5. An Emergency Response Team member will keep written records of what volumes are in which crate (by floor, range number and call number span) and clearly label each crate using self-adhesive labels and marking pens.
6. Response Team members will transport crated books to Preservation Dept. freezer for deposit.

7. If more freezer space is needed, contact the Food Services Office in SAC, phone number: 2-1242. If no answer, use their cell phone numbers: Jose Aparicio, director, 355-6878; Sheila Meehan, asst. director, 516-330-4237; Robin Jackson, supervisor, 516-967-7471; Eleazar Rodriguez, supervisor, 255-7417. After receiving their “OK,” Response Team members will transport these books either by walking them in carts to a facility (e.g., SAC) or by car to a more distant campus site.

8. A designated member of the Emergency Response Team will record what books are being frozen where.

9. To dry out dampened area and shelving, Response Team members will reduce temperature and humidity in affected area by mopping up or wet-vacuuming water. (Custodians can be called to assist). In winter, an attempt will be made to turn off all heat. In summer, air conditioning will reduce temperature and humidity.

10. Emergency Response Team members will create maximum airflow through affected area by opening doors and windows. As many fans as can be acquired will be set up to create a current of air. Dehumidifiers and fans will be used together. (See appendix IV for supplies and their locations.)

11. Before returning dry books to shelves, make sure shelves are free of rust, dust, and mold. Shelves may be vacuumed or wiped with a cloth treated with Endust or Lysol spray. Make sure shelves are dry before returning books. Shelves with rust deposits should be replaced.

12. Books will remain frozen while decisions are made by Preservation Staff and selectors on retaining, discarding, or replacing titles, as well as treatment of volumes that are to be saved.
PROCEDURES FOR AIR DRYING (for freezing books, see page 3)
To be performed by Response Team, Department Representatives and volunteers.

These procedures apply to books that DO NOT contain coated or shiny paper. Coated paper should not usually be air dried. For treatment of these materials, see #8 below.

1. When air-drying books, stand them upright (head to tail) in a well ventilated drying area with fans to keep air circulating. A book is completely dry when it is no longer cool to the touch.

2. While air drying, the pages of some books may start to pull out of their covers under the extra water weight. Turn these books over (head to tail, tail to head) every 30 minutes, to evenly distribute the pull.

3. Especially damp books can be interleaved to remove additional excess moisture. Insert unprinted, clean, flat paper towels every 20 or 30 pages; be sure to change toweling and alternate pages every 15 minutes to prevent distortion. DO NOT USE FOLDED PAPER TOWELS OR PAGES MAY BECOME PERMANENTLY DISTORTED. Complete the interleaving by placing clean blotter paper inside the front and back covers. Close the book gently and place it on several sheets of absorbent paper.

4. When books are dry but still cool to the touch, they should be closed, laid flat on a table or other horizontal surface, gently formed into the normal shape with convex spine and concave front (if that was their original shape), and held in place with a light weight. DO NOT STACK DRYING BOOKS ON TOP OF EACH OTHER.

5. Dampness will persist for some time in the gutter, along the spine, and between boards and flyleaves. Check often for mold growth while books are drying. In no case should books be returned to the shelves until thoroughly dry; otherwise mold may develop, especially along the gutter margin.
PROCEDURES FOR AIR-DRYING (Continued)

6. Some books will dry distorted and misshapen. This can be greatly reduced AFTER complete drying by placing volumes under light pressure or, in extreme cases, rebinding.

7. Before returning dry books to shelves, make sure shelves are free of rust, dust, and mold. Shelves may be vacuumed or wiped with a cloth treated with Endust or Lysol spray. Make sure shelves are dry before returning books. Shelves with rust deposits should be replaced.

8. Books with coated or shiny pages should not usually be air dried. Instead, these items should be frozen while still wet and then vacuum freeze dried later. Prepare books for freeze drying by packing them in separate plastic crates following steps on pages 3 - 4. Response Team members will transport these volumes to freezers in Preservation Dept. or on campus. Books will ultimately be sent to Munters for vacuum freeze drying, with selector’s approval.

9. If possible, reduce temperature and humidity in affected area by mopping up or wet-vacuuming water. (Custodians can be called to assist). In winter, turn off all heat. In summer, reduce temperature and humidity through air conditioning.

10. Create maximum airflow through affected area and drying area by opening doors and windows. Set up as many fans as can be acquired to create a current of air. Use dehumidifiers together with fans, especially in small enclosed areas. (See appendix IV for supplies and their locations.)
PROCEDURES FOR AIR-DRYING (Continued)

CAUTIONS and REMINDERS

1. All air drying should be undertaken in a cool, dry place. Warm humid air encourages mold and mildew growth which can be more damaging than the original emergency. Try to keep the temperature below 70 Fahrenheit and the relative humidity below 55%. Use fans and dehumidifiers if needed. Keep the air in the area circulating.

2. Keep the drying area clean by removing wet debris such as wet carpeting and furniture as soon as possible because they contribute to a humid environment. [Do not remove carpet if floor tiles beneath carpet are disturbed, because of possible asbestos hazard. Speak to LaPiano or Feinberg.]

3. Never try to reshape or force damp volumes open as this will cause harmful distortion. They can be treated AFTER drying.

4. Sponge off mud and debris using clean water but ONLY if material does not have soluble components such as watercolors, runny inks, tempera and dyes. Instead, air dry materials and brush off debris when completely dry.

5. Minimize handling of water damaged books. Paper and bindings are very fragile when wet.
WET BOOKS—MAJOR RECOVERY PLAN

WET BOOKS are defined as books that are dripping water. They are extremely fragile and must be handled with care as pages can easily fall out and covers can separate from the text block. When faced with wet books, Response Team members will make preparations for packing out books for freeze drying.

Please Note:
Emergency Team members should be careful about entering an area where water has accumulated. Depending on the nature of the emergency, electrical wiring may be exposed, water may be contaminated with sewage, lights may be out and there could be clutter on the floor. Before entering a potentially dangerous area, wait for confirmation from the Response Team Leader or campus authorities (e.g., Physical Plant, Police, Fire Marshals, or Environmental Health and Safety) that area has been determined safe for entry.

If area can be entered, staff should wear appropriate protective clothing (e.g., waterproof boots, gloves, aprons). Flashlights should be used when necessary. These and other recovery supplies and materials are listed in appendix IV.

STEPS:

1. Staff discovering emergency should contact key personnel following the same line of communication outlined at the beginning of this chapter (page 2, Initial Steps 1 - 3). Also, call University Police (911).

2. If area can be safely entered, and if leak is persistent, plastic sheeting should be hung over top of shelving to divert water from stacks and materials. Sheeting should extend to the floor and duct tape used to connect sections of sheeting. (Plastic Sheeting and tape are stored in several areas (see appendix IV)).

If some books do not need to be covered in sheeting but are in danger of being splattered by dripping water, remove these to a dry, safe area. (See step 6).
RECOVERY PROCEDURES FOR WET BOOKS (Continued)

3. Response Team Members will enter area and make an evaluation of the nature and extent of damage. The Response Team Leader (or designate) will call Munters (1-800-686-8377) and report findings.

4. Depending on Munters’ recommendation, the following actions may be taken:

   a) If Munters can come within 4 to 6 hours, Response Team members and assistants will begin packing books for Munters to take away.

   b) If Munters can assist, but not before 4 to 6 hours, books should be packed and readied for freezing in the Preservation Dept. freezer or elsewhere on campus.

   c) The magnitude of damage may be significant enough that Munters recommends no action be taken until they arrive.

5. If water continues to flow into area, try to protect collections while awaiting assistance. If water is coming from above, get plastic sheeting and use it to cover stack ranges and shelves. If water is coming in on the floor, get book carts and remove materials from affected area, beginning with lower shelves, and move them to a safe location not subject to flooding.

6. Prepare safe location (e.g., 2nd floor maps or use tables if they are available in affected area). Cover map case tops or tables with sheets of plastic. Have unprinted newsprint handy for blotting and absorbing excess moisture. Response Team members and assistants will be assigned to different tasks. Some will be primarily responsible for delivering books from affected area to safe area. Other team members will work on crating and shipping books out of library.
RECOVERY PROCEDURES FOR WET BOOKS  (Continued)

7. Once wet books begin arriving in prepared safe location, they should be laid flat on map cases or tables, but not piled on one another. Or, books can be lined up vertically, side to side, with blotter or wax paper between them.

8. Because a large number of books may be involved, recording each book’s call number may not be possible. At the very least, books should be placed in crates in as close to call number order as possible. Using markers and self-adhesive labels, each crate should be identified to reflect the range of call numbers contained within. Whenever possible, record call numbers using one of the following methods: a) in writing, b) by scanning bar codes with portable scanners located in Preservation Dept. left hand cabinet as you walk in or c) searching STARS starting with call number of first affected volume.

9. Before placing a book in a crate, wrap it in wax paper. Place each book spine down in a single row on the bottom of the crate. Approximately 15 books will fit in a crate. Crates will weigh about 50 lbs. after loading. Do not overpack or too tightly pack crates because books will expand while being frozen.

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<tr>
<th>This arrangement is important to follow because too much weight or pressure can cause permanent deformities in book’s structure.</th>
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<tr>
<td>Also, over packing can make crates too heavy to lift.</td>
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<tr>
<td>Do not attempt to reshape or force wet books open as this will cause harmful distortion and further mechanical damage.</td>
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<tr>
<td>Do not remove damaged covers. Books will be rebound or treated after drying.</td>
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10. If campus freezers are needed (while waiting for Munters) contact the Food Services Office in SAC, phone number: 2-1242. If no answer, use their cell phone
RECOVERY PROCEDURES FOR WET BOOKS (Continued)

numbers: Jose Aparicio, director, 355-6878; Sheila Meehan, asst. director, 516-330-4237; Robin Jackson, supervisor, 516-967-7471; Eleazar Rodriguez, supervisor, 255-7417. After receiving their “OK,” Response Team members will transport these books either by walking them in carts to a facility (e.g., SAC) or by car to a more distant campus site.

11. Team members should record the crates (by call number range) and the location of their drop-off point.

12. The Response Team will determine if the affected library area can be effectively dried out and stabilized with the personnel, equipment, and supply resources at its disposal. If it is decided that the Team and assistants can make a contribution toward stabilization, follow steps 13 to 15.

13. To dry out area and shelving, attempt to reduce temperature and humidity by mopping up or wet-vacuuming water. (Custodians can be called to assist). In winter, with the assistance of the building manager and physical plant personnel, turn off heat in area. In summer, air conditioning should contribute to reducing temperature and humidity.

14. Create maximum airflow through affected area by opening doors and windows. As many fans as can be acquired will be set up to create a current of air. Dehumidifiers and fans can be used together. (Supplies and locations are listed in appendix IV). If air conditioning seems effective, do not open windows or doors leading directly to outside air.

15. When the time seems appropriate, affected shelving should be inspected and treated. Shelves should be free of rust, dirt, dust, and mold. Shelves may be vacuumed or wiped with a cloth treated with Endust or Lysol spray. Shelves with rust deposits should be replaced.

16. Preservation Dept. will keep selectors informed on the status of books being treated.
WATER DAMAGE—MICROFILM AND MICROFICHE

Safety Reminders:
Upon discovering emergency, contact key personnel following the same line of communication outlined on page 2 (Initial Steps 1–3).

Before entering affected area, wait for confirmation from Response Team leader or campus authorities that it is safe to do so.

SALVAGING MICROFILM OR FICHE

Note: Replacement of damaged microform materials may be more economical than treating and recovering damaged microform pieces. Many microfilm and microfiche collections can be replaced because they are still “in-print.” Therefore, before embarking on large scale microform salvage, and if time permits, consult with selectors and library administrators about the advisability of keeping or discarding wet microform materials. Keep in mind that, ideally, materials to be salvaged should be treated using one of the methods below within 48 to 72 hours.

When dealing with a small volume of affected material
1. If the volume of wet materials is the equivalent to the capacity of 10 or fewer standard cardboard packing boxes, prepare materials for freezing.

   • Put rubber bands around 35mm film boxes to keep the film and reel box together and preserve labeling information.

   • Do not attempt to separate wet fiche.

   • Make sure materials do not become dry during packing. If drying is occurring, re-wet materials. This is to prevent film surfaces from sticking together.

   (Continued on next page)
SALVAGING MICROFILM AND MICROFICHE (Continued)

- Bundle microfilm boxes into blocks of 5 units using plastic wrap. Bundle microfiche similarly.

- Pack wet materials in doubled or tripled-up garbage bags. Seal plastic bags with duct tape and place in Preservation Dept. freezer.

2. Compile an inventory of affected material by doing a call number search on STARS and generating a shelf list for those items removed from their locations.

3. Materials stabilized in freezer can be thawed and treated over time in groupings. Different treatments can be chosen depending on circumstances. Small quantities of affected materials may be treated economically in-house. Large quantities of materials may have to be sent to a vendor for treatment.

- Air drying can be performed by staff. Microfilm reels or fiche need to be taken out of freezer and thawed. Reels need to be unwound and stretched out entire length (about 200 ft. for a full reel) until dry. Use out-of-doors area, if possible (e.g., Staller Center Terrace or west side of Library near the Zebra Path) to stretch out full reels. Avoid direct sunlight.

  As microfiche thaws, it can be hung, one sheet at a time, on fishing line, held at the edges with small clothes pins (located in Preservation Dept.—cabinet on left as you enter).

- If there is too much material to be feasibly handled in-house by staff, materials can be sent to vendor for treatment. Contact Document Reprocessors of Middlesex, NY (888-437-9464) or Munters (800-686-8377). Inform them of a coming shipment. Frozen or wet materials should remain in plastic bags which should be packed in standard cardboard boxes (available in the basement storage room). Ship materials via overnight mail.

  Send materials off-campus only after checking with selectors and getting OK from Library Administrators.
SALVAGING MICROFILM AND MICROFICHE (Continued)

When dealing with a large volume of affected material (more than 10 boxes of material)

1. If time permits and appropriate staff (team members, selectors, administrators, other staff) are available for consultation, a collective decision should be made about what, if any, of the affected materials will be salvaged. (Cost of salvaging at this writing is $20 - $25 per microfilm reel and $1-$2 per fiche.)

2. After receiving approval from an administrator, contact Document Reprocessors immediately (888-437-9464) or Munters (800-686-8377) and arrange for them to come to Stony Brook for fast pick-up before materials dry.

Stabilizing affected area:

The Response Team will determine if the affected library area can be effectively dried out and stabilized with the personnel, equipment, and supply resources at its disposal. If it is decided that the Team and assistants can make a contribution toward stabilization, follow steps 13 to 15 on Page 11.
WATER DAMAGE–SALVAGING PAPER OBJECTS
(e.g., Manuscripts, Records, Maps)

Safety Reminders:
Upon discovering emergency, contact key personnel following the same line of
communication outlined on page 2 (Initial Steps 1 – 3).

Before entering affected area, wait for confirmation from Response Team leader or
campus authorities that it is safe to do so.

Caution: Flat paper objects are very fragile when wet. They are difficult to move
and separate from one another without damage. They should be handled with
utmost care. Do not attempt to separate wet papers that are stuck together. Air-
drying or freezing of wet paper objects should be accomplished within 48 hours to
prevent mold from forming.

Ground Rule: Steps and procedures decided upon by the Emergency Response
Team for recovering water-affected flat paper objects from the Dept. of Special
Collections and University Archives or the Map Collection should meet with the
approval of the administrators of those units.

Recovery Steps for Damp Materials

1. Affected materials should be moved away from the wet site to a staging area,
whenever possible. The major staging area in the library is the Maps Room. In the
case of manuscripts or other rare or valuable materials, a more secure staging area
may need to be identified (e.g., the Javits Room, Preservation Dept., or Dept. of
Special Collections.)

2. If materials are just damp and not too great in number, they can be air-dried.
Materials should be laid out on map cases that have been covered with unprinted
newsprint. If it is determined that materials will be frozen instead of air dried, go to
Steps for Freezing Materials, below.

3. Fans should be brought into the area to keep air circulating. (See appendix IV
for fan locations.) Temperature and Humidity in the recovery
SALVAGING PAPER OBJECTS (Continued)

area should be as low as possible, although this may be hard to control in our building.

4. Do not attempt to separate wet papers that are stuck together. Materials can be placed on map cases either as flat individual pieces, or, if papers are stuck together, in small piles. Blot papers not stuck together with interleaving paper such as unprinted newsprint or paper towels. Replace interleaving paper when damp.

5. Papers that are stuck together may be separated when they become drier. However, Response Team Members may decide to freeze papers that are stuck together. See Steps for Freezing Materials, below.

6. Do not rub affected papers with blotting materials if they have writing, colors, or other markings that may run or smear. Either air dry these, avoiding contact with paper surfaces, or freeze materials immediately.

7. When dealing with coated paper, do not let paper dry. Pack wet paper in crates lined with two plastic bags. Seal bags and freeze locally. Call Munters to arrange for service if affected papers are considered worthy to save.

Steps for Freezing Materials

1. If affected materials are wet and not likely to dry with 48 hours, prepare materials for freezing.

2. If container boxes are intact, do not unpack items. Freeze box with contents.

3. If boxes have been structurally damaged, carefully remove items from container. Interleave materials, if interleaving is possible, with wax paper every two inches. Keep papers in their folders if possible.

(Continued on next page)
4. Pack materials in Preservation Dept. crates if they will fit.

5. If more freezer space is needed, contact the Food Services Office in SAC, phone number: 2-1242. If no answer, use their cell phone numbers: Jose Aparicio, director, 355-6878; Sheila Meehan, asst. director, 516-330-4237; Robin Jackson, supervisor, 516-967-7471; Eleazar Rodriguez, supervisor, 255-7417. After receiving their “OK,” Response Team members will transport these books either by walking them in carts to a facility (e.g., SAC) or by car to a more distant campus site.

   Materials going to another location should be inventoried. If recording individual items is not feasible, a batch description of moved items should be attempted with a note identifying the temporary storage location.

6. Large maps will need to be air dried or temporarily stored in freezers if they are not too big. (Munters will need to be called if freezing is necessary and freezers will not accommodate map size).

7. If there are many pieces that need treatment (too many to be handled easily), call Munters for pickup.

8. If large, wet maps cannot be safely lifted from cabinets, blot drawers with sponges to remove excess water. Call Munters for pickup. (Maps will remain in drawers and Munters will take maps and drawers together).

9. Those materials being frozen in the library or elsewhere on campus can be gradually removed from freezers, thawed, and air dried.

Stabilizing affected area:

The Response Team will determine if the affected library area can be effectively dried out and stabilized with the personnel, equipment, and supply resources at its disposal. If it is decided that the Team and assistants can make a contribution toward stabilization, follow steps 13 to 15 on Page 11.
WATER DAMAGE—SALVAGING PHOTOGRAPHS AND RELATED MATERIALS

Recovery procedures for the following materials are included in this section:

- Color and black and white photographs (prints)
- Negatives
- Tintypes
- Glass Plates
- Slides

Order of Treatment

1. **Treat historical materials first** (tintypes and glass plates). Air dry these only. (page 21).

2. **Treat color photographs before black and white photos** (pages 19 - 20).

3. **Next, treat negatives and slides** (page 21).

Other Considerations

Respond to the emergency and contact appropriate personnel according to the same plan as outlined on page 2.

Materials referred to in this section are, for the most part, housed in the Dept. of Special Collections and University Archives. The Team’s plan of action for recovering these assets should meet with the approval of the administrators of that department.

Rare and valuable photos that are damaged may need to remain in Special Collections for treatment so that they remain secure. Or another secure area, such as the Preservation Dept., may need to be used. Unless the photos can be monitored at all times, the usual treatment area in Maps, 2nd floor, will not be a suitable.
SALVAGING PHOTOGRAPHS AND RELATED MATERIAL (Continued)

Salvaging Photographs

- Wet photographs (prints) should be air dried or frozen within 72 hours of their coming into contact with water. Watch for mold growth.

- Framed photos should be frozen within 48 hours if their frames or matting cannot be easily removed (see step 5 below).

- Avoid direct contact with wet photograph surfaces (emulsions). Excess moisture on prints should be allowed to drain and evaporate on its own.

- If photos curl during treatment, they can be flattened later.

- Salvage color photos first and then black and white prints.

- Bring fans into recovery area to keep air circulating.

Recovery Steps for Wet Photographs

1. If photos have been exposed to dirty water, clean them before air drying or freezing. Wash black and white prints for one-half hour in cold, clean water. Change water as necessary. Gently swab dirt from surfaces using clean, soft paper towels. Rinse at end with Kodak Photo-Flo Solution.

   If color photos need cleaning, wash as with black and white prints but for a shorter time (e.g., 10 – 15 minutes). Air dry or freeze as per directions below.

2. Air dry photographs if the number of affected prints can be reasonably managed by the Response Team.

3. Carefully separate photos from one another. If photos are in enclosures or frames, remove them.
SALVAGING PHOTOGRAPHS AND RELATED MATERIAL

Recovery Steps for Wet Photographs (Step 3 continued)

- If photos cannot be easily separated from one another, immerse in cold, clean water for no more than 10 seconds. If prints still stick together, prepare them for freezing (see step 5).

- Framed photographs that cannot be easily unmatted or unframed should be frozen immediately (see step 5).

4. Air dry photographs flat on blotting paper with face side up. Use map cases or other flat surface covered with unprinted newsprint (available in basement storage and map storage stash area.)

5. Photographs can be frozen if it is determined that air drying will be too difficult (e.g., there are too many items; or prints cannot be separated from each other or their enclosures). Pack and freeze these items until thawing and drying are possible.

- Wrap or interleave wet photographs with wax paper before freezing (individually, if possible, or in small bundles of stuck together prints).

- Pack individual and bundled photographs in Preservation Dept. crates lined with two garbage bags. Seal bags and put crates in Preservation Dept. freezers.

- If more freezer space is needed, contact the Food Services Office in SAC, phone number: 2-1242. After receiving their “OK,” Response Team members will walk material in carts to a facility (e.g., SAC) or drive by car to a more distant campus site.

   Materials going to another location should be inventoried. A batch description of moved items should suffice (as opposed to an item by item inventory). Note new temporary location.

(Continued on next page)
Salvaging Other Photographic Materials

Tintypes or Glass Plates
Air dry these immediately. DO NOT FREEZE. Air dry face up on blotting paper. Salvaging these fragile objects may be difficult. Call NEDCC for advice.

Negatives (Black and White)
Treat these after treating historical materials (i.e., tintypes and glass plates) and prints. Freeze or dry negatives within 72 hours of their becoming wet. Do not touch surfaces with bare hands. Whether air drying or freezing, use the same methods for negatives as outlined above for black and white prints.

Negatives (Color)

Slides
Rinse and dip in a water/Photo-Flo mix and then air dry. Prop slides on edge for best drying (i.e., do not dry flat on blotting paper). Or hang on fishing line using clothes pins (stored in Preservation Dept. drawer on the left as you walk in).

Ideally, slides should be removed from their frames for better drying. They can be remounted later.

Stabilizing affected area:
If it is decided that the Team and assistants can make a contribution toward stabilization, follow steps 13 to 15 on page 11.
WATER DAMAGE—SALVAGING MAGNETIC TAPE

Safety Reminders:
Upon discovering emergency, contact key personnel following the same line of communication outlined on page 2 (Initial Steps 1 – 3).

Before entering affected area, wait for confirmation from Response Team leader or campus authorities that it is safe to do so.

Preliminary Notes:

- Tapes from the Music Library and the Department of Special Collections and University Archives are unique. Therefore, every effort should be made to salvage these materials. Proceed to Salvaging Tapes below.

- VHS Tapes (circulating feature films and documentaries). In case of damage to these items, it may be easier and more economical to discard or replace tapes, if they are still available for purchase. The media librarian, appropriate selectors, and library administration should be consulted on which titles should be discarded and which treated. (See Other Considerations below.)

Salvaging Tapes (including open reel and enclosed (e.g., cassette), and audio or video tape formats).

1. Respond to the emergency and contact appropriate personnel according to the plan outlined on page 2.

2. When possible, take tapes to recovery area, 2nd floor Maps, North Reading Room.

3. If boxes or other containers holding tapes are wet and/or deteriorated, separate them from tapes. Put containers aside. Let them dry. Keep them for records purposes.

(Continued on next page)
4. Do Not Dry or Freeze Tapes.

5. Pack wet or damp tapes in plastic wrap or bags and then in large plastic bags. Pack bags in cardboard boxes (available in basement emergency supply room). Pack tapes vertically in bags, if possible.

6. Ship tapes to Specs Bros as soon as possible after informing them that materials are coming. Send via overnight or same day mail. (peter@specsbros.com, 800-852-7732, 93 South Main Street, Lodi, NJ 07644)

    Materials going to Specs Bros should be inventoried. Record individual items if possible.

7. If tapes are already dry when problem is discovered, do not rewet them. Send tapes as is to Specs Bros.

Other Considerations

- The Team’s plan of action for recovering assets from the Department of Special Collections and University Archives and the Music Library should meet with the approval of the administrators of those departments.

- Tapes should be handled very carefully. When they are wet, they are fragile and can easily become misshapen.

- Tapes are not greatly damaged by water alone. The major threat to wet tapes is mold.

- Tapes can remain wet for several days without significant damage. As tapes begin to dry, however, mold may set in. Therefore, if tapes cannot be shipped to Specs Brothers immediately, they should be rinsed or immersed in cold, clean, distilled water. Tapes submerged in water will not develop mold.

(Continued on next page)
SALVAGING MAGNETIC TAPE (Continued)

- If tapes become moldy, Specs Brothers can remove it. Some residual damage may occur, however.

- Reminders: Do not rewet tape that has already dried. Do not freeze or air dry tapes.

Stabilizing affected area:

If it is decided that the Team and assistants can make a contribution toward stabilization, follow steps 13 to 15 on page 11.
WATER DAMAGE—SALVAGING MOTION PICTURE FILM

Safety Reminders:
Upon discovering emergency, contact key personnel following the same line of communication outlined on page 2 (Initial Steps 1–3).

Before entering affected area, wait for confirmation from Response Team leader or campus authorities that it is safe to do so.

Preliminary Notes:

- Before embarking on salvaging motion picture film, and if time permits, consult with selectors, the media librarian, and library administrators regarding which films should be salvaged. Keep in mind that wet film should be treated within 48 to 72 hours.

- Motion pictures housed in the Department of Special Collections and University Archives are unique. Therefore, every effort should be made to salvage these materials.

- Films that will be salvaged should be packed and delivered as soon as possible to DuArt Film Laboratories in New York City. Proceed to Salvaging Wet Motion Picture Film, below.

Caution: Wet motion picture film is very fragile. In particular, the film’s emulsion (the protective coating on the film) can become ineffective if disturbed while wet. Therefore, take care not to touch film surfaces.

Salvaging Wet Motion Picture Film

1. Before opening film containers (cans or boxes) wipe these as dry as possible. Films within may not have gotten wet and, therefore, will not need treatment. Dry film should be removed and separated from their wet containers. Put wet containers aside and let them dry. Keep containers for inventory purposes.
SALVAGING MOTION PICTURE FILM (Continued)

2. Compile a handwritten inventory of affected materials by recording title and call number information.

3. Pack wet films keeping them in their containers. Put reels in cardboard boxes (Preservation basement storage) or collapsible book crates (Preservation Dept.) lined with two garbage bags. Seal garbage bags with duct tape.

4. After receiving clearance from Library Administration, contact DuArt Film Labs to inform them of our intent to deliver film (800-523-8278, 245 W. 55th Street, NYC 10019). Film will be driven to DuArt by at least one member of the Emergency Response Team. DuArt will re-wash and dry film.

5. If DuArt Film Laboratories can not receive the film immediately (e.g., it is night time or a weekend) film can be temporarily placed in the Preservation Dept. freezer until delivery is possible. DO NOT AIR DRY FILM. DO NOT REWET FILM.

6. Film that did not get wet, but whose containers were, should be returned to their original containers when they are dry, or to new containers if originals are no longer usable.

Stabilizing affected area:

The Response Team will determine if the affected library area can be effectively dried out and stabilized with the personnel, equipment, and supply resources at its disposal. If it is decided that the Team and assistants can make a contribution toward stabilization, follow steps 13 to 15 on Page 11.
WATER DAMAGE—SALVAGING CDs AND DVDs

Safety Reminders:
Upon discovering emergency, contact key personnel following the same line of communication outlined on page 2 (Initial Steps 1 – 3).

Before entering affected area, wait for confirmation from Response Team leader or campus authorities that it is safe to do so.

Preliminary Note: The Map Room cabinet tops may be the most suitable place for drying discs, especially if many discs are involved. If it is necessary to move discs from the affected area, pack them in their containers. Stand them up vertically in collapsible plastic book crates (available in the Preservation Dept.).

Salvaging Wet CDs and DVDs

1. Dry containers first and then open containers and carefully remove discs.

2. Dry discs using a soft untreated cloth or a soft, thick paper towel. Wipe disc surfaces gently from the disc’s hub (center) straight out to the disc’s edge. Do not use a circular motion around the disc. This could cause significant scratching.

3. After wiping discs, let them air dry. Put discs on flat surface on top of absorbent paper towels or unprinted newsprint.

4. Air dry containers, as well. Try to keep discs and their containers next to each other, especially when a disc has no contents label and its container does.

5. If discs need washing, rinse them in fresh water. If they still need washing, do not use anything stronger than a mild dish detergent solution to clean with.

6. After discs are dry, they should be tested to see if they are in working order. Even though dry and appearing back to normal, discs that have been wet may be permanently damaged. (Disc cleaning machines for removing light scratches are available in the Circulation Dept. and Music Library).

(Continued on next page)
SALVAGING CDs and DVDs (Continued)

7. Discs that are permanently damaged will need to be discarded. An inventory should be made of all material that will be disposed of. The Response Team will coordinate work with the Director of Technical Services and Collections, appropriate department heads, and selectors during the withdrawal process.

Stabilizing affected area:

The Response Team will determine if the affected library area can be effectively dried out and stabilized with the personnel, equipment, and supply resources at its disposal. If it is decided that the Team and assistants can make a contribution toward stabilization, follow steps 13 to 15 on Page 11.
WATER DAMAGE—MISCELLANEOUS LIBRARY MATERIALS

Leather or Vellum Bound Volumes

- Air dry or freeze ASAP. (See pp. 2-7)
- Contact a conservator if necessary:
  
  Etherington Conservation Services (North Carolina)
  Phone: 800-444-7534

  Northeast Document Conservation Center (Massachusetts)
  Phone: 978-470-1010

Prints and Drawings

- Freeze or Dry within 48 hours.
- If framed or matted, remove these if possible.
- Handle any glass with care.
- For assistance, contact

  Michell Art and Framing (Port Jefferson Station)
  Phone: 476-2355

  Setauket Frame Shop
  Phone: 751-9661

- Art Conservators:

  Stony Brook Museum
  Phone: 751-0066

  Conservation Center for Art and Historic Artifacts (Philadelphia)
  Phone: 215-545-0613

Vinyl Discs (LP Records)

- Dry within 48 hours.
- If soiled, rinse in clean water or wash in very mild detergent solution.

(Continued on next page)
Vinyl Discs (LPs) (continued)

- Dry on newsprint spread out on flat surface (e.g., map cases)
- Use fans
- Pat dry or air dry only. Use a soft cloth or paper towel. Do not wipe or rub.
- Freeze or air dry album covers and paper sleeves (see pp. 2-7)
- If album covers need to be discarded (e.g., they are permanently misshapen) attempt to photocopy front and back so that photographs and text can be retained.

Replacement covers and sleeves are readily available from vendors.
FIRE DAMAGE—SALVAGING BOOKS

Emergency Response Team members will enter area that was affected by fire when they are given clearance to do so by the Fire Marshal or other designated authority. Staff involved in this recovery effort should be equipped with protective clothing such as plastic gloves, aprons, boots, and comfort masks (see appendix IV for supply stashes).

Ground Rule: Steps and procedures decided upon by the Emergency Response Team for recovering affected books from the Dept. of Special Collections and University Archives should meet with the approval of the administrators of that unit.

PROCEDURES:

In the aftermath of a fire, affected books will show various forms of damage.

Books that are only wet and not fire damaged should be treated following procedures outlined in sections 1 and 2 on pages 1 - 11.

Books that are damaged beyond repair (e.g., heavily burnt, charred, covered with soot) should be prepared for discarding. These volumes can be placed in boxes or garbage bags and taken out of the area where they can be inventoried before final disposal. A Recovery Team Member will be designated to work with the Director of Technical Services and Collections and the Cataloging Dept. during the withdrawal process.

Books that are both fire damaged and wet should be evaluated by Recovery Team members so that recommendations can be made for treatment or discarding. If decisions on these volumes cannot be made within 48 hours, they will need to be discarded because of the likelihood of mold growth.

(Continued on next page)
FIRE DAMAGE—SALVAGING BOOKS (Continued)

Bound volumes that are not wet but charred, smoke damaged, or deposited with soot should be carted out of the area and safely stored while they await treatment decisions. Some damage may be corrected in the Preservation Dept. (e.g., trimming fore-edges of text blocks, soot removal with special latex sponges (see below), removal of damaged book covers).

Books that contain pages that are charred along the edges may be saved if the pages have not become too brittle during heat exposure. After evaluation in a safe area, these volumes can be delivered to the Preservation Dept. to be prepared for shipping to Bridgeport National Bindery for trimming and rebinding.

Special Collections and University Archives Materials that have been fire damaged should be carefully evaluated by that department’s staff and the head of preservation, with the assistance of other team members.

- If it is deemed necessary, these volumes can be removed to another safe and secure area while awaiting evaluation (e.g., the Preservation Dept.).

- Wet volumes may need to be frozen if the evaluation process will be time consuming (more than one day, because mold may set in).

Smoke Odor Removal – Volumes appearing to need this treatment should be evaluated by a conservator for recommendations.

Soot Removal

If the only damage to books and papers is soot on the outside, it may be possible to remove most of it by cleaning with a special latex (dry) sponge, available in the Preservation Dept. The sponges can be cut down to fit the cleaner’s hand and can be washed and reused several times.

(Continued on next page)
Soot Removal (Continued)

To clean a book, hold it tightly closed. Use a gentle stroking motion in one direction away from the spine toward the fore-edge on the head and/or tail, and the same kind of technique on the fore-edge, spine and covers. Continue wiping until no more soot or debris can be removed without damaging the surface area.

An alternative, if a book’s pages are not too brittle, is to carefully use a Nilfisk vacuum cleaner (stored in the basement supply room).

Wear protective gear (e.g., disposable gloves, comfort masks, aprons, boots, etc.)

Post Note:

Books that have been exposed to fire and smoke may show no signs of damage until they are carefully examined. For instance, high temperatures radiating into an area can cause books to become very brittle. Therefore, books outside the immediate fire damage boundary should be checked for less obvious forms of damage. Books that are identified as embrittled will not be able to survive the process of rebinding. When rebinding is not an option, the Preservation Dept. and selectors will make recommendations on preservation reformatting or purchasing in-print replacements. Embrittled volumes should be delivered to a safe location for these decisions.
FIRE DAMAGE—SALVAGING MICROFILM AND MICROFICHE

Emergency Response Team members will enter area that was affected by fire when they are given clearance to do so by the Fire Marshal or other designated authority. Staff involved in this recovery effort should be equipped with protective clothing such as plastic gloves, aprons, boots, and comfort masks (see appendix IV for supply stashes).

If decisions on these materials cannot be made within 48 - 72 hours, they will probably need to be discarded because of the likelihood of mold growth.

NOTE: In making decisions, keep in mind that many microfilm and microfiche collections can be replaced because they are “in-print.” Replacement of damaged microform materials may be more economical than treating and recovering damaged microform pieces.

PROCEDURES
In the aftermath of a fire, affected microforms will show various kinds of damage.

Microforms that are only wet and not fire damaged should be treated following procedures outlined on pages 12 – 14.

Microforms that are heat or fire damaged and cannot be read because the images have been destroyed and/or the film is curled, melted, otherwise misshapen, perforated, or faded by smoke damage, should be prepared for discarding. These items can be placed in boxes, garbage bags, or collapsible crates and taken to an area where they can be inventoried before final disposal. A Response Team member will be designated to work with the Director of Technical Services and Collections, selectors, and the Cataloging Dept., during the withdrawal process.

Microforms that are affected by soot, whether wet or not, should be washed as soon as possible in a bath of cool, clean water. These films should be moved to a location not affected by the fire. After washing, film should be laid out or hung according to procedures outlined on page 13.

If the amount of material that needs cleaning is very large, freeze film while it awaits treatment, or contact Document Reprocessors (888-437-9464) or Munters (800-686-8377) for permission to ship items to them.
FIRE DAMAGE--SALVAGING PAPER OBJECTS
(e.g., Manuscripts, Records, Maps)

Emergency Response Team members will enter area that was affected by fire when they are given clearance to do so by the Fire Marshal or other designated authority. Staff involved in this recovery effort should be equipped with protective clothing such as plastic gloves, aprons, boots, and comfort masks (see appendix IV for supply stashes).

If decisions on these materials cannot be made within 48 - 72 hours, they will probably need to be discarded because of the likelihood of mold growth.

Ground Rule: Steps and procedures decided upon by the Emergency Response Team for recovering affected flat paper objects from the Dept. of Special Collections and University Archives or the Map Collection should meet with the approval of the administrators of those units.

PROCEDURES:
In the aftermath of a fire, affected paper objects will show various forms of damage.

Paper that is only wet and not fire damaged should be treated following procedures outlined on pages 15 – 17.

Paper objects that are severely damaged—that is, burned, charred, or embrittled to the point where treatment would not yield a usable document—should be prepared for disposal. An inventory should be made of all material that will be withdrawn. A Response Team member will coordinate work with the Director of Technical Services and Collections, appropriate department heads, and selectors during the withdrawal process.

Paper objects that are fire damaged and wet, but possibly salvageable, should be evaluated by Response Team members, in coordination with subject specialists, department heads and the Director of Technical Services and Collections, so that recommendations can be made for treatment, discarding, or freezing while decisions are being made over time.

(Continued on next page)
FIRE DAMAGE—SALVAGING PAPER OBJECTS (Continued)

Paper objects that are not wet but damaged (partially burnt, charred, embrittled, or deposited with soot) and possibly salvageable, should be carted out of the area and safely stored while they await evaluation by Response Team members, in coordination with selectors, department administrators and the Director of Technical Services and Collections, so that decisions can be made for treatment or discarding. Some damage may be corrected in the Preservation Dept. (e.g., trimming fore-edges of objects, soot removal with special latex sponges, or vacuuming). For items of critical importance that need advanced treatment, a conservation vendor such as Etherington Conservation Services (800-444-7534) may need to be contracted.
FIRE DAMAGE—SALVAGING PHOTOGRAPHIC MATERIALS

Emergency Response Team members will enter area that was affected by fire when they are given clearance to do so by the Fire Marshal or other designated authority. Staff involved in this recovery effort should be equipped with protective clothing such as plastic gloves, aprons, boots, and comfort masks (see appendix IV for supply stashes).

If decisions on these materials cannot be made within 48 - 72 hours, they will probably need to be discarded because of the likelihood of mold growth.

Preliminary Notes:

Materials referred to in this section are, for the most part, housed in the Dept. of Special Collections and University Archives. The Team’s plan of action for recovering these assets should meet with the approval of the administrators of that department. These materials tend to be unique. Therefore, unless materials are obviously damaged beyond repair, every effort should be made to salvage them.

Rare and valuable photos that are damaged may need to remain in Special Collections for treatment so that they stay secure. Or another secure area, such as the Preservation Dept., may need to be used. Unless the photos can be monitored at all times, the usual treatment area in Maps, 2nd floor, will not be a suitable.

PROCEDURES:

In the aftermath of a fire, affected photographic material will show various forms of damage.

**Photographic materials that are only wet and not fire damaged** should be treated following procedures outlined on pages 19 – 21.

**Photographic material damaged beyond repair** (i.e., to the point where they would be unusable even after repair efforts) should be readied for discarding after approval is given by affected department administrators and library administration. Material withdrawn should be inventoried as best as possible.
FIRE DAMAGE—SALVAGING PHOTOGRAPHIC MATERIALS
(Continued)

Photographic material that is fire or heat damaged, whether wet or dry, and possibly salvageable will need to be evaluated. With the permission of department administrators, these items can be removed from the affected area but should be handled with care since they will be unstable, especially if wet. Call the Northeast Document Conservation Center (978-470-1010) as soon as possible for advice on subsequent treatment of items.
FIRE DAMAGE—SALVAGING MAGNETIC TAPE

Emergency Response Team members will enter area that was affected by fire when they are given clearance to do so by the Fire Marshal or other designated authority. Staff involved in this recovery effort should be equipped with protective clothing such as plastic gloves, aprons, boots, and comfort masks (see appendix IV, supply stashes).

If decisions on these materials cannot be made within 48 - 72 hours, they will probably need to be discarded because of the likelihood of mold growth.

Preliminary Notes:

The following instructions pertain to treatment of open reel and enclosed tapes (e.g., cassettes) and audio or video formats.

Tapes from the Music Library and the Department of Special Collections and University Archives are unique. Therefore, every effort should be made to salvage these materials. Proceed to PROCEDURES below.

VHS Tapes (circulating feature films and documentaries). In case of damage to these items, it may be easier and more economical to discard or replace tapes, if they are still available for purchase. The media librarian, appropriate selectors, and library administration should be consulted on which titles should be discarded and which treated.

PROCEDURES:

In the aftermath of a fire, affected tapes will show various forms of damage.

**Tapes that are only wet and not fire damaged** should be treated following procedures outlined on pages 22 – 23.

**Tapes that are damaged beyond repair** (essentially melted throughout) should be prepared for discarding. These can be placed in boxes or garbage bags and taken out of the area where they can be inventoried before final disposal. Final disposal should only occur after approval is obtained from appropriate departmental administrators (e.g., Special Collection and University Archives, the Music Library) and library administrators.
FIRE DAMAGE--MAGNETIC TAPE (Continued)

Tapes that are fire or heat damaged (whether wet or dry) deposited with soot, or misshapen, but possibly salvageable, should be evaluated by Response Team members and others so that recommendations can be made for treatment or discarding. Irreplaceable tapes (e.g., from Special Collection/University Archives and the Music Library) should be prepared for shipment to Specs Brothers for their evaluation. In this case, ship tapes as soon as possible after contacting and informing them of the coming materials. Send via overnight or same day mail. (peter@specsbros.com, 800-852-7732, 93 South Main Street, Lodi, NJ 07644). Use packing directions outlined on page 23, steps 5-7.
FIRE DAMAGE—MOTION PICTURE FILM

Emergency Response Team members will enter area that was affected by fire when they are given clearance to do so by the Fire Marshal or other designated authority. Staff involved in this recovery effort should be equipped with protective clothing such as plastic gloves, aprons, boots, and comfort masks (see appendix IV for supply stashes).

If decisions on these materials cannot be made within 48 - 72 hours, they will probably need to be discarded because of the likelihood of mold growth.

Preliminary Note:
Motion pictures housed in the Department of Special Collections and University Archives are unique. Therefore, every effort should be made to salvage these materials.

PROCEDURES:

In the aftermath of a fire, affected film will show various forms of damage.

Films whose containers are wet, warped, or covered in soot.
Wipe containers dry or clean them with a mild detergent solution. Carefully remove reel of film. Film may not have been seriously affected by the fire in which case only the container may need replacing.

Film that is only wet and not fire damaged should be treated following procedures outlined on pages 25 – 26.

Film that appears to be damaged beyond repair (burnt or melted throughout the reel) should be prepared for discarding. Reels can be placed in boxes or garbage bags and taken out of the area where they can be inventoried before final disposal. Final disposal should only occur after approval is obtained from appropriate departmental administrators and library administrators.

(Continued on next page)
FIRE DAMAGE—MOTION PICTURE FILM (Continued)

**Film may be damaged only at the outer layers.** Most of the film may still be salvageable. In this case, the Response Team, in cooperation with others (selectors, appropriate department heads, library administrators) should determine which films to send to DuArt Film Laboratories for treatment.

**Film that has been partially affected by fire, heat, smoke, soot, but is possibly salvageable** should be evaluated by Response Team members and others so that recommendations can be made for treatment or discarding. Irreplaceable film (e.g., from Special Collection/University Archives) should be prepared for shipment to DuArt Film Labs for their evaluation. In this case, after contacting DuArt, ship or drive film to them as soon as possible *(800-523-8278, 245 W. 55th Street, NYC 10019)*.
FIRE DAMAGE—SALVAGING CDs and DVDs

Emergency Response Team members will enter area that was affected by fire when they are given clearance to do so by the Fire Marshal or other designated authority. Staff involved in this recovery effort should be equipped with protective clothing such as plastic gloves, aprons, boots, and comfort masks (see appendix IV for supply stashes).

PROCEDURES:
In the aftermath of a fire, CDs and DVDs will show various forms of damage.

**Discs whose containers are wet, warped, or covered in soot.**
Wipe containers dry or clean them with a mild detergent solution. Carefully remove disc. Disc may not have been seriously affected by the fire, in which case only the container may need replacing.

**Discs that are only wet and not fire damaged** should be treated following procedures outlined on pages 27 – 28.

**Discs mishapen in any way by fire or heat** should be prepared for discarding. An inventory should be made of all material that will be disposed. The Response Team will coordinate work with the Director of Technical Services and Collections, appropriate department heads, and selectors during the withdrawal process.

**Discs that appear not to be misshapen but have been exposed to smoke or deposited with soot** should be moved to a treatment area (e.g., Map Room, cabinet tops) for cleaning, according to instructions on page 27-28. (Disc cleaning machines for removing light scratches are available in the Circulation Dept. and Music Library).
FIRE AND RELATED DAMAGE—MISCELLANEOUS LIBRARY MATERIALS

Leather or Vellum Bound Volumes

- If wet, see pages 2-7.
- Contact conservator for advice:
  
  Etherington Conservation Services (North Carolina)
  Phone: 800-444-7534

  Northeast Document Conservation Center (Massachusetts)
  Phone: 978-470-1010

Prints and Drawings

- Contact art conservators for advice:
  
  Museums at Stony Brook
  Phone: 751-0066

  Conservation Center for Art and Historic Artifacts (Philadelphia)
  Phone: 215-545-0613

Vinyl Discs (LP Records in Music Library)

If records are warped, they will need to be discarded.

If they are wet, soiled, or sooty, see page 29 – 30.
FIRE DRILLS AND BUILDING EVACUATION

1. General Instructions to Library Safety Wardens (page 46)

2. Building Evacuation During Fire Drills or Actual Fire Events (pages 47-48)
GENERAL INSTRUCTIONS TO LIBRARY SAFETY WARDENS

1. Library Safety Wardens are library personnel who assist fire marshals, Police, and the building manager during a fire drill or emergency.

2. Wardens are responsible for clearing their areas of all occupants and directing them to the nearest safe exit after assessing their own safety and the safety of the facility.

3. Wardens should not attempt to extinguish a fire unless they have received training in doing so.

4. Safety Wardens should be familiar with the locations of:
   a) fire alarms in their departments.
   b) the best emergency exit and good alternate exits.
   c) safe areas in stairwells where disabled persons can await evacuation.

5. If safe to do so, Wardens should check carrels, bathrooms, and enclosed offices, to make sure people are out of those areas. After checking, make sure doors in each area are closed (not locked).

6. Wardens should try to facilitate immediate and efficient evacuation of the building. They can encourage others to promptly leave and not unnecessarily delay (e.g., with packing their bags, returning to another area to retrieve personal belongings, or refusing to leave altogether). Wardens should not risk their own safety or the safety of others because of the uncooperative actions of another. Patrons and staff who do not heed warnings are responsible for their own behavior. When possible, inform police and fire marshals of anyone remaining in the building.

7. Once outside the building, Wardens should discourage patrons and staff from prematurely reentering the building. Reentry should await specific instruction from authorities (e.g., fire marshal, university police, or the building manager) person-to-person or over two-way radios.
BUILDING EVACUATION PROCEDURES:

Library Safety Wardens will need to make a determination as to whether they are in Situation A (*danger not immediate*) or Situation B (*danger is immediate*). Then follow procedures below.

**Situation A.** If evacuation of the building is required but the **DANGER IS NOT IMMEDIATE**, do the following:

1. Get your two-way radio and turn it on.

2. Instruct people to proceed quietly and calmly down staircases to exits on ground level.

3. Check isolated areas if safe to do so (e.g., bathrooms, carrels), to make sure people have evacuated. Close all doors but LEAVE DOORS LEADING OUT OF PUBLIC AREAS UNLOCKED FROM THE INSIDE so that anyone lagging behind may still evacuate.

4. Follow special procedures for disabled staff and patrons. See Appendix V.

5. When your area is cleared, announce this over your radio (e.g., “this is Lorraine; the second floor core is now clear and I am leaving the building.”) Keep any announcements to a minimum after that. Listen for announcements from the building manager.

6. Once exiting building, Wardens should go to designated locations. No one should re-enter building until official all-clear has been given by fire marshals, university police, or building manager either directly or over two-way radio.

(Continued on next page)
Situation B. If you discover or suspect a fire in your area (i.e., DANGER IS IMMEDIATE), do the following:

1. Stay calm.

2. If alarm is not sounding, Pull closest alarm or have someone do so.

3. Get your two-way radio.

4. Instruct people as follows:
   a. Proceed to the nearest stairwell emergency exit. Be aware of alternate stairwells in case primary one is not safe.
   b. DO NOT USE ELEVATORS
   c. Close doors after leaving a room. Do not lock doors.

5. Before entering an area through a closed door, touch the door surface to see if it is warm. If it is warm, exit another way. If it is cool, open it slowly. If there is smoke, close the door and exit another way.

6. Once exiting, encourage all to safely distance themselves from the building (at least 50 feet).

7. Announce over your radio that your area is cleared and you are out of the building.

8. Discourage any reentry until official all-clear has been given by fire marshals, university police, or building manager either directly or over two-way radio.

9. Special procedures will need to be followed for disabled staff and patrons. See Appendix V.
APPENDICES:

I. NAMES AND NUMBERS OF CONTACTS IN AN EMERGENCY
II. EMERGENCY TEAM PHONE CHAIN
III. GROUP’S WEB CONTACT (GOOGLE GROUPS)
IV. EMERGENCY SUPPLIES AND LOCATIONS
V. EVACUATION PROCEDURES FOR DISABLED PATRONS
VI. TWO-WAY RADIO OPERATION
VII. RESPONSE TEAM JOBS
## Appendix I

### NAMES AND NUMBERS

**APPENDIX I**

**University Police, Fire Marshals, Ambulance – 911 (on-campus)**  
632-3333 (cell phone or off-campus)

<table>
<thead>
<tr>
<th>Emergency Response Team Members</th>
<th>Office</th>
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<tbody>
<tr>
<td>Richie Feinberg, chair</td>
<td>2-9960, 2-7109</td>
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<tr>
<td>Preservation Dept.</td>
<td>2-7110</td>
<td>742-6899</td>
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<tr>
<td>John Amrhein</td>
<td>2-1689, 2-7097</td>
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<tr>
<td>Music Library</td>
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<td>Josephine Castronuovo</td>
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<tr>
<td>Dianne Cyrus</td>
<td>2-7136</td>
<td>Online</td>
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<td>Serials</td>
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<td>Version</td>
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<td>Mary Ficuciello</td>
<td>2-7151, 2-7115</td>
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<td>Germaine Hoynos</td>
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<tr>
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<tr>
<td>Kristen Nyitray</td>
<td>2-7119</td>
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<tr>
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<tr>
<td>Maria Rieger</td>
<td>2-8679</td>
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<td>MASIC</td>
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<td>Jason Torre</td>
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# Appendix I

## NAMES AND NUMBERS

**APPENDIX I (page 2)**

University Police, Fire Marshals, Ambulance – 911 (on-campus)
632-3333 (cell phone or off-campus)

<table>
<thead>
<tr>
<th>Other Administrators and Library Contacts</th>
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<tr>
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<td>Dana Antonucci Chemistry Library</td>
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<td>David Bolotine Cataloging Dept.</td>
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<td>Cynthia Dietz Maps</td>
<td>2-1159, 2-7110</td>
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<tr>
<td>Sherry Chang Library Administration/Math/Physics Library</td>
<td>2-1540, 2-7100</td>
<td>2-7145</td>
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<td>Godlind Johnson NRR</td>
<td>2-1122, 2-7148</td>
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<td>Gisele Schierhorst Music Library</td>
<td>2-7560, 2-7097</td>
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<tr>
<td>Elaine Hoffman Gov. Documents and Reference</td>
<td>2-1151, 2-7161</td>
<td>2-7110</td>
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<td>Dan Kinney Technical Services</td>
<td>2-7921</td>
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<tr>
<td>Jim La Piano Library Administration</td>
<td>2-7100</td>
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<td>Helene Volat Reference</td>
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# Appendix I

## NAMES AND NUMBERS

**APPENDIX I (page 3)**

**University Police, Fire Marshals, Ambulance – 911 (on-campus)**

632-3333 (cell phone or off-campus)

<table>
<thead>
<tr>
<th>Emergency Response Services</th>
<th>Number of Person or Agency</th>
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<tr>
<td>University Police and Fire Marshals</td>
<td>911 (from off-campus or cell, 632-3333)</td>
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<tr>
<td>Ambulance</td>
<td>911 (from off-campus or cell, 632-3333)</td>
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<tr>
<td>Computer Damage</td>
<td>2-2778 (Matt Froelich); 2-1479 (Raul); 2-8627 (Jeff); 2-1684 (Mickey); or 2-9800 (Client Support) &amp; <a href="mailto:Supportteam@notes">Supportteam@notes</a></td>
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<tr>
<td>Conservator Advice</td>
<td>Northeast Document Conservation Center 978-470-1010 (24 hrs./every day)</td>
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<tr>
<td>Custodial Service (in-house)</td>
<td>Jim La Piano (2-7100); Ramona (266-0751); Millie (266-0852); Steve Alonso, Supervisor (2-6680; 774-6449)</td>
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<tr>
<td>Custodial</td>
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<tr>
<td>Custodial (emergency and odd-hours)</td>
<td>2-6400 (Physical Plant); John La Valle, 4 PM - Midnight (2-6452); Bill Murray, 10:30 PM – 7:00 AM (2-6675)</td>
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<tr>
<td>Document Reprocessors (Microform Recovery)</td>
<td>800-437-9464</td>
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<tr>
<td>DuArt Film Laboratories (Motion Picture</td>
<td>800-523-8278</td>
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<tr>
<td>Film Recovery</td>
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<tr>
<td>Facilities Maintenance (Electric, Plumbing,</td>
<td>2-6400 (Physical Plant)</td>
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<tr>
<td>Carpentry, Heat, Air Conditioning, etc.)</td>
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<tr>
<td>Environmental Health and Safety</td>
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<td>Etherington Conservation Services (Book and</td>
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<td>Paper conservators)</td>
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# Appendix I

## NAMES AND NUMBERS

**APPENDIX I (page 4)**

University Police, Fire Marshals, Ambulance – 911 (on-campus)
632-3333 (cell phone or off-campus)

<table>
<thead>
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<tr>
<td>Freeze-Dry Services</td>
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<td></td>
<td>800-686-8377</td>
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<tr>
<td>Freezers</td>
<td>2-7109 (Preservation Dept.)</td>
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<tr>
<td></td>
<td>2-1242 (Food Services)</td>
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<td></td>
<td>SAC freezers, Jose Aparicio, dir. (cell: 355-6878); Sheila Meehan, asst. dir. (cell: 516-330-4237); Robin Jackson (cell: 516-967-7471); Eleazar Rodriguez (cell: 255-7417)</td>
</tr>
<tr>
<td>Munters (Moisture abatement, freeze-drying, mold remediation)</td>
<td>800-686-8377</td>
</tr>
<tr>
<td>Northeast Document Conservation Center (NEDCC) (Book, Paper, and Photography Conservators)</td>
<td>978-470-1010</td>
</tr>
<tr>
<td>Specs Brothers (Magnetic Tape Recovery)</td>
<td>800-852-7732</td>
</tr>
<tr>
<td>Procurement (Purchasing)</td>
<td>2-6010 (James Fabian, Director)</td>
</tr>
</tbody>
</table>
Appendix II

WHEN AN EMERGENCY HITS WITH LIBRARY CLOSED:
EMERGENCY TEAM PHONE CHAIN
APPENDIX II

Richie will attempt to contact each Team member and provide as much information as possible.

If Richie is not heard from in a reasonable amount of time, David will initiate the following phone procedure. He will attempt to contact Andrew White, first. He will then retry Richie. If Richie is still not available, the following phone chain should be enacted.
The Emergency Response Team has a page on Google Groups. It’s purpose is to provide members with a back-up source of communication during a major emergency.

Group Name: Sbulibraryert (Stony Brook University Library Emergency Response Team)

Group Page Address:  [http://groups.google.com/group/sbu-library-emergency-response-team](http://groups.google.com/group/sbu-library-emergency-response-team)

Group email address: sbulibraryert@googlegroups.com
# SUPPLIES AND EQUIPMENT FOR EMERGENCIES WITH LOCATIONS

## APPENDIX IV

<table>
<thead>
<tr>
<th>Supplies/Equipment</th>
<th>Preservation Dept.</th>
<th>Core Basement</th>
<th>Circulation</th>
<th>Special Collections</th>
<th>Other Spot</th>
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<tr>
<td>Air Cleaners</td>
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<td></td>
<td></td>
<td></td>
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<td>Basement Storage Key</td>
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<td>✓(key box)</td>
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<td>Boots</td>
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</table>
APPENDIX V

SPECIAL EVACUATION PROCEDURES FOR DISABLED PATRONS

For Wheelchair or Walker Assisted:

1. Accompany the patron to appropriate stairwell exit, or delegate someone to do so.
2. For the patron’s safety, enter the stairwell exit only when crowd has thinned.
3. Consult with patron regarding best method of assistance.
4. If patron cannot be evacuated to the outside of building, leave patron in a safe place within the stairwell. Assure patron that emergency personnel will be coming.
5. Find police or fire personnel and inform them of disabled patron’s location.

For Visually Impaired:

1. Accompany patron to appropriate stairwell exit, offering your arm to guide them.
2. If there is a guide dog, it will not interfere with your attempts to assist the patron. Let the dog follow or ask the patron to bring it on a leash.
3. For the patron’s safety, enter the stairwell exit only when crowd has thinned.
4. Accompany patron to a place of safety outside the building.

For Hearing Impaired:

1. Communicate the need to evacuate the building to the patron by speaking slowly (to allow lip reading), by writing a note, or by sign language.
2. If patron needs assistance, help person to a safe place outside the building.
3. Be sure to check areas where there are no visual emergency signs (e.g., study carrels, bathrooms).
Charging Radios
Keep your radio in its plugged in charger. It will stay fully charged whether or not the radio is in the on or off position. Overcharging will not occur.

After using your radio, return unit to its charger.

Talking Into Radios
When sending a message, push the talk button, wait one second, and then begin speaking. If you speak too soon, the first part of your broadcast may not be heard.

Keep your messages brief. Say “over” when you complete each transmittal.

During an Emergency
Use your radio sparingly since a number of people will be using these simultaneously.

During an evacuation, announce when you have cleared your area. Identify the specific area that has been cleared. State your name at the beginning of your transmission.
RESPONSE TEAM JOBS
APPENDIX VII

(some members may have more than one assignment)

a. Recovery Team Leader: ensures smooth work flow, alleviates bottlenecks, troubleshoots
b. Crate Assembler: moves crates to affected site and sets them up
c. Retriever: removes materials from shelves, cabinets, floors, etc. and delivers to treatment table
d. Recorder: makes a written record of books’ call numbers before packing
e. Cutter; cuts wax paper to appropriate sizes
f. Wrapper/Packer: wraps books and places them properly in crates
g. Transporter: delivers books to freezer sites in library and across campus
h. Information Coordinator: facilitates communication among members using two way radios; keeps library administrators informed; informs Team Leader of field problems
i. Nutritionist: makes coffee, brings in food and refreshments for sustenance of team members