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2019

STONY BROOK UNIVERSITY LIBRARIES' DISASTER RESPONSE PLAN

PREPARED BY THE UNIVERSITY LIBRARIES'
EMERGENCY RESPONSE TEAM

F.JASON TORRE, CHAIR

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Version Information

Preservation Services Department

Stony Brook University Libraries

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Introduction to Emergency Response

The Emergency Response Team's mission is to work to ensure the safety and care of all library collections in the event of an emergency which affects collections. To meet this obligation, the team's primary focus is to continually review and make recommendations to the Library Administration regarding library preparedness, standards, and policies as they pertain to its disaster/emergency planning. Its secondary mission is to educate library staff and faculty in the care, handling, and response to emergencies affecting collections. In addition, the team is also responsible for the development and publication of the library's original *Emergency Response Manual*, which outlines specific preservation responses to both major and minor emergencies. ERT also advocates and acts on the behalf of the University Libraries and the campus community in the event of an emergency affecting the library's unique and valuable collections and materials.

Emergency Response Planning History

The Stony Brook University Libraries' Emergency Response Team (ERT) was established in October 1999 by then Head of the Preservation Department, Richie Feinberg. At the time, Mr. Feinberg was engaged in a comprehensive, programmatic needs assessment. He found that for all the department's many good deeds and work, the library was lacking in its ability to meet its responsibility to the campus community in the event of an emergency affecting collections. With this concern in hand, he engaged the advice of library faculty and staff members, and began active disaster/emergency response planning. During this initial effort, the need for a group of responsible staff trained in emergency response and the care and handling of damaged materials arose, and the Emergency Response Team was founded. Soon after, the first team was established. Its members were comprised of library experts, representing all major areas and functions of the University Libraries.

General Information

This disaster plan was completed by Jason Torre the fall of 2016. It is meant to assist in recovering collections from events ranging from a minor emergency to a major disaster. However, in an emergency it is important to keep in mind that human safety is always the highest priority. Recovery of collections should not begin until all staff and patrons are safe. The Disaster Planning Team gathered information for this plan. Responsibilities of the team members.

Table 1: Team Members' Responsibilities'

Gathering collection information:	Associate Dean, Collection Strategy & Management, Heath Martin
Preparing a staff list:	Preservation Librarian, Jason Torre
Assessing risks:	Preservation Librarian, Jason Torre
Devising opening and closing procedures:	Access Services & Branch Library Staff
Devising a preventive maintenance checklist:	Building Manager, John Madonia
Determining salvage priorities:	Preservation Librarian, Jason Torre
Collecting insurance and	Preservation Librarian, Jason Torre

accounting information:	
Collecting facilities information and preparing floor plans:	Building Manager, John Madonia
Collecting information about local emergency services:	Preservation Librarian, Jason Torre
Gathering internal supplies:	Preservation Technician/Bookbinder,
Collecting information about external supplies:	Preservation Librarian, Jason Torre
Devising emergency response and evacuation procedures:	Building Manager, John Madonia
Preparing an emergency call list:	Associate Director, Linda Catanese
Identifying a potential command center and/or alternative storage or drying space:	Preservation Librarian, Jason Torre
Identifying potential volunteers and/or workers:	N/A
Coordinating staff training:	Preservation Librarian, Jason Torre
Coordinating distribution, review, and updating of the plan:	Preservation Librarian, Jason Torre

Preparing communications and PR kit:	Associate Dean, Collection Strategy & Management, Heath Martin
Communicating with bank or financial institution:	Preservation Librarian, Jason Torre
Maintaining relationships with "buddy" institutions:	Preservation Librarian, Jason Torre
Information Technology:	Associate Dean, Library Technology, Discovery and Digital Initiatives, Shafeek Fazal

Distribution of the Plan

Copies of this plan have been distributed to all members of the University Libraries faculty, staff and administration, and additional reference copies are listed in Table 2 below.

Table 2: Disaster Plan reference Copy Locations

1. Preservation Department	Location of Copy: Rm. W-2550 Closet
2. Building Manager	Location of Copy: 4 th Floor
3. Central Reading Room	Location of Copy: Front Desk
4. North Reading Room	Location of Copy: Front Desk
5. Chemistry Library	Location of Copy: Front Desk
6. Math/Physics Library	Location of Copy: Front Desk
7. MASIC	Location of Copy: Front Desk
8. Health Sciences Library	Location of Copy: Front Desk
9. Southampton Library	Location of Copy: Front Desk
10. Administration Suite	Location of Copy: Front Desk

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 every three years; the next update is due in 2021. Responsibilities for updating the various sections of the plan have been assigned as listed in Table 3 below.

Table 3: Plan Update responsibility list

Staff list/Disaster Team lists:	Preservation Librarian, Jason Torre
Preventive maintenance:	Preservation Librarian, Jason Torre
Opening/closing procedures:	Access Services & Branch Library Staff
Facilities information/floor plans:	Building Manager, John Madonia
Information technology:	Associate Dean, Library Technology, Discovery and Digital Initiatives, Shafeek Fazal
Insurance:	Director for Library Finance and Administration, Linda Catanese
Institutional salvage priorities:	Associate Dean, Collection Strategy & Management, Heath Martin
Evacuation instructions:	Building Manager, John Madonia

Emergency numbers:	Preservation Librarian, Jason Torre
In-house supplies:	Preservation Technician/Bookbinder,
External supplies/services:	Preservation Librarian, Jason Torre
Volunteer list:	Preservation Librarian, Jason Torre
Areas for relocation/temporary storage:	Preservation Librarian, Jason Torre
Communication with emergency services:	Building Manager, John Madonia
Availability of emergency funds:	Director for Library Finance and Administration, Linda Catanese
Staff training:	Preservation Librarian, Jason Torre

Scope and Goals of the Plan

This disaster plan addresses prevention of and response to emergencies that may affect the collections; it does not cover emergencies involving people (e.g., illness, injury, problem patrons). See the Staff Manual (all staff members should have a copy, or see the Assistant Director) for this information.

As already noted, human safety is always the most important concern. No actions should be taken to protect or salvage the collections that might endanger human safety, and damaged collections should be addressed only after injuries have been attended to and the building is secure for people to enter.

This plan focuses on the most likely risks the library faces: 1) minor flooding from roof or pipe leaks, due to the age of the roof and the previous problem with pipe leakage on the first floor, 2) flooding or other damage from severe winter weather, and 3) fire, due to the lack of a fire suppression system in the building. Preventive actions are covered in the appendices of this plan, while response and recovery procedures are addressed in the body of the plan.

Staff should be able to manage small water emergencies (one stack range or less in the general collection) using the basic emergency instructions in Section 1 and the salvage information in Section 2. If a small-scale emergency involves the special collections, outside consultation with preservation professional is advisable (see Appendix D for contact information).

For larger-scale damage, additional assistance and a more detailed plan for recovery will be needed. Depending on the type of emergency, see the appropriate Emergency Instructions in Section 1, Disaster Response, and the Salvage Procedures in Section 2 for assistance. See the Appendices for supplies, services, record-keeping forms, emergency funds, insurance information, etc. Especially in a large-scale emergency, it is crucial to be aware of the library's salvage priorities, which focus on the special collections materials on the second floor and hard-to-replace materials in the general collection (see Salvage Priorities in Section 1.8, and Appendix F for details). In any emergency, be sure to determine whether salvage, reformatting, replacement, or discard is the proper response.

SECTION 1: DISASTER RESPONSE

SECTION 1: DISASTER RESPONSE

The following section focuses on emergency response procedures and activities for use during an actual emergency event.

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 re-enter the building until instructed to do so.

Clearing the Building is the responsibility of Building Safety Wardens and library faculty and staff, as designated.

1.2 EMERGENCY NUMBERS

1.2.1 Emergency Services

University Police

Name: Dispatch

Phone: 911; 2-3333

Call 911 Fire Department –

Name: Dispatch

Phone: 911; 2-3333

Call 911 Ambulance –

Name: Dispatch

Phone: 911; 2-3333

Local emergency management –

Name: University University Police - Lawrence Zacarese

Phone: 911; 2-3333

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 institutions director will need to be notified of any emergency, however small. In the case of a small-scale problem other staff members may not be needed at all, or you will only need to contact those who are in charge of the collections directly affected. See the Staff/Key Personnel List for additional contact information.

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) .

Name: Linda
Last Name: Catanese
Title: Director for Library Finance and Administration
Work phone/extension: 631-444-3952
Work email: linda.catanese@stonybrook.edu

First Name: Janet
Last Name: Clarke
Title: Associate Dean, Research & User Engagement,
Research & Instruction Services
Work phone/extension: 631-632-1217
Work email: janet.clarke@stonybrook.edu

First Name: Shafeek
Last Name: Fazal

Title: Associate Director, Library Technology,
Discovery and Digital Initiatives

Work phone/extension: 631-632-1139

Work email: shafeek.fazal@stonybrook.edu

First Name: John

Last Name: Madonia

Title: Assistant Facilities Program Coordinator

Work phone/extension: 631-632-9795

Work email: john.madonia@stonybrook.edu

Cell phone: 631-637-0433

First Name: Heath

Last Name: Martin

Title: Associate Dean, Collection Strategy &
Management

Work phone/extension: 631-632-1174

Work email: heath.martin@stonybrook.edu

First Name: Jason

Last Name: Torre

Title: Preservation Librarian

Work phone/extension: 631-632-7109; 631-632-9960

Work email: fjaso.torre@stonybrook.edu

Home phone: 631-261-9384

Cell phone: 631-697-3978

1.5 DISASTER RESPONSE TEAM

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: Preservation Librarian, Jason Torre

Backup#1: Preservation Technician/Bookbinder

Backup#2: Assistant Facilities Program Coordinator,
John Madonia

Administrator/Supplies Coordinator: Preservation Librarian, Jason Torre

Backup: Preservation Technician/Bookbinder

Collections Recovery Specialist: Preservation Librarian, Jason Torre

Backup: Preservation Technician/Bookbinder

Subject Specialists – Lead Selectors, CMS

Primary: Associate Dean, Collection Strategy & Management Heath Martin

Backup: Lead Selectors

Work Crew Coordinator: Preservation Librarian, Jason Torre

Backup: Assistant Facilities Program Coordinator, John Madonia

Technology Coordinator: Associate Director, Library Technology, Discovery and Digital Initiatives Shafeek Fazal

Backup: Library IT Staff Lead

Building Recovery Coordinator: Associate Dean, Research & User Engagement, Research & Instruction Services, Janet Clarke

Backup: Assistant Facilities Program Coordinator, John Madonia

Security Coordinator: Associate Dean, Research & User Engagement, Research & Instruction Services, Janet Clarke

Backup: Assistant Facilities Program Coordinator, John Madonia

Public Relations Coordinator: Associate Dean, Research & User Engagement, Research & Instruction Services, Janet Clarke

Backup: Social Media Working Group

Documentation Coordinator: Preservation Librarian, Jason Torre

Backup: ERT Designated

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, and wildfire). If you are using Plans in Depth, the events that you have indicated pose the greatest risk to your institution are listed first.

1.6.1 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.

1.6.2 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.

1.6.3 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/survival 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 it is 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 sandbags 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 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 sandbags 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.

1.6.6 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)

1.6.7 Wildfire/Forest Fire

If you are warned of a nearby wildfire –

- Listen to a battery-operated radio for up-to-date information.
- Remove any combustible materials from around the building (e.g., firewood, outdoor furniture).
- Take down any flammable drapes or curtains and close other non-combustible window coverings.
- Close all doors and windows to prevent drafts.
- Close the main gas valve and turn off any pilot lights. Remember that if you turn off the gas, a professional must turn it back on.
- If you have a water source and adequate hoses, leave sprinklers on the roof.
- Be ready to evacuate immediately when instructed to do so.

If you are not directly threatened by fire, but your building will be exposed to smoke –

- Set the HVAC system to use only recirculated air, if possible. Close all doors, windows, and outside air vents.
- If possible, install HEPA filters in the building. Check with your HVAC service provider to see if you can use more effective filters within the system to reduce the effects of smoke. Do not use electrostatic filters, as they

produce ozone (which can be damaging) and allow dust and smoke particles to settle out onto the collections.

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: Frank Melville, Jr. Memorial Library

Contact: John Madonia

Library Administration

Frank Melville Jr. Memorial Library, W-1502

Stony Brook University

Stony Brook, NY 11794-3300

Phone: 631-632-9795; Cell Phone: 631-637-0433

After-hours phone: 631-632-6400

Email: john.madonia@stonybrook.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: Dispatch

Phone: 911; 2-3333

Call 911

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: Frank Melville, Jr. Memorial Library

Contact: John Madonia

Library Administration

Frank Melville Jr. Memorial Library, W-1502

Stony Brook University

Stony Brook, NY 11794-3300

Phone: 631-632-9795

After-hours phone: 631-632-6400

Email: john.madonia@stonybrook.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 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 H: Emergency Response - General Contacts for recommended service providers.
- If there will be a delay in transferring wet materials to a salvage company, freeze the affected items to avoid further mold damage. They can

later be thawed and dried in small batches, or they can be vacuum freeze dried (with the exception of photographs).

- If the institution decides to clean up the mold in-house, following the OSHA guidelines referenced above, the moldy materials will need to be dried (if they are wet) and then cleaned. As noted above, wet and moldy items should be frozen if they cannot be dried immediately. They can later be thawed and dried in small batches. Instructions for drying and cleaning moldy collections can be found in NEDCCs Emergency Salvage of Moldy Books and Paper <http://www.nedcc.org//plam3/tleaf39.htm> and Managing a Mold Invasion: Guidelines for Disaster Response, <http://www.ccaha.org> by Lois Alcott 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 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.

1.7.5 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.

1.7.6 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 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 sandbags 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.

1.7.8 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):

1.7.9 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.

1.7.10 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.

1.7.11 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.

1.7.12 Riot/Civil Disturbance

If a riot or civil disturbance occurs –

- All staff members should stay inside the building and not draw attention to themselves or the building.
- If rioters may enter the building, lock collections storage areas to prevent damage.
- If staff members encounter protesters or rioters, they should do their best to avoid confrontation, which may make the situation worse.
- If staff members feel in danger, they should retreat to a locked room, preferably one where they can dial 911 or 2-3333 for assistance.

1.7.13 Terrorist Attack

In case of a bomb threat, see the separate section immediately below. If a building explosion occurs –

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

If a chemical attack occurs –

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

If a biological attack occurs –

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

1.7.14 Bomb Threat

If you receive a bomb threat over the telephone –

- Do not panic.
- Be polite, interested, and listen carefully. Make notes if possible.
- Keep the caller talking as long as possible, and get as much information as possible. Keep asking questions until the caller refuses to answer or hangs up. See Appendix Q: Record Keeping Forms for a bomb threat form to fill out. Questions to ask include –
 - When will the bomb detonate?
 - Exactly where is the device?
 - What does it look like?
 - Who placed it, and when?
 - Why was it placed there, and what do you want?
 - Who are you, and why are you calling?
 - Will you repeat this information for my supervisor?
 - Call the police immediately (another staff member may be able to do this while you are still on the phone).
 - Immediately after the call ends, write down as much detailed information as you can remember. Include any background noises you heard, the sex of the caller, the approximate age of the caller, the callers accent. Also write down the callers exact words as well as you can remember them.

- Evacuate staff and patrons immediately if you are instructed to do so by the authorities.

1.8 SALVAGE PRIORITIES

2019 Disaster Planning Record Priority List

The following list was developed in consultation with the University Libraries' Lead Selectors and individual branch head and collection curators. The order of salvage of individual collections and materials within each area will be coordinated by the curators and branch heads during an emergency; final determination is vested with the individual in charge of these areas. See below for the list:

Priority 1: High

Special Collections & University Archives

Health Sciences Library Cage Materials

Priority 2: Medium

Music Library University Recordings & Faculty Scores

Southampton Pollack Krasner Collection

Priority 3: Low

General Circulating Collections (all libraries)

General Circulating Cage Collection

Library Map Collection

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: Preservation Librarian, Jason Torre

- 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, and 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): Wang Center Galleria

- 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: Preservation Librarian, Jason Torre

- 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 Q: Record Keeping Forms.

- Call the insurance company or in-house contact (for self-insurance).

Insurance contact information is as follows –

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

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.

Sources for preservation advice –Professional Preservation Advice - Regional Centers Professional Preservation Advice - Conservators

- 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: Preservation Librarian, Jason Torre

Work Crew Coordinator: Preservation Technician/Bookbinder

- 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.

Command center location: Library Administration Suite, W-1502

Alternate location #1: Preservation Department, W-2550

Alternate location #2 (off site): Wang Center Galleria

- 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-empty warehouses, church halls, businesses with temporary space.

Potential drying space is –Within the building/institution –

Location: Frank Melville, Jr. Memorial Library
Space available: 2nd Floor Hallway, West
Contact: Jason Torre
Phone: 631-632-7109
Cell phone: 631-697-3978
After-hours phone: 631-261-9384

Location: Frank Melville, Jr. Memorial Library
Space available: 2nd Floor Core, Map Area
Contact: Jason Torre
Phone: 631-632-7109
Cell phone: 631-697-3978
After-hours phone: 631-261-9384

Off-site –

Location: N/A

Space available:

Contact:

Phone:

Cell phone:

After-hours phone:

Potential space for relocation or temporary storage is – Within the building/institution –

Location: Frank Melville, Jr. Memorial Library

Space available: 2nd Floor West Hallway

Contact: Jason Torre

Phone: 631-632-7109

Cell phone: 631-697-3978

After-hours phone: 631-261-9384

Location: Frank Melville, Jr. Memorial Library

Space available: 2nd Floor Core, Map Area

Contact: Jason Torre

Phone: 631-632-7109

Cell phone: 631-697-3978

After-hours phone: 631-261-9384

Off-site –

Location: N/A

Space available:

Contact:

Phone:

Cell phone:

After-hours phone:

- Gather supplies and arrange for services. Gather supplies and arrange for services. Appendix H: Emergency Response - General Contacts 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 H: Emergency Response - General Contacts 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: Frank Melville, Jr. Memorial Library

Contact: John Madonia
Library Administration
Frank Melville Jr. Memorial Library, W-
1502 Stony Brook University

Stony Brook, NY 11794-3300

Phone: 631-632-9795

After-hours phone: 631-632-6400

Email: john.madonia@stonybrook.edu

Building Recovery Coordinator –

Primary: Associate Dean, Research & User
Engagement, Research & Instruction Services, Janet Clarke

Backup: Assistant Facilities Program
Coordinator John Madonia

1.9.5 Communicate with the Media and the Public

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

Public Relations Coordinator –

Primary: Associate Dean, Research & User Engagement, Research & Instruction Services, Janet Clarke

Backup: N/A

SECTION 2: DISASTER RECOVERY

SECTION 2: DISASTER 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, preventing water damage from spreading. Water causes a variety of damage to paper-based collections: book bindings and pages swell and warp, pages and documents cockle, water-soluble inks and cover dyes 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 risk of physical damage and greater 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.

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 H: Emergency Response - General Contacts 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 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 much

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 clean 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. Volumes 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 page 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 light weight. Do not stack drying books on top of each other, and check frequently for mold growth, particularly the area near the inner spine (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.

Freezer-Drying Books

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 together.

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 H: Emergency Response - General Contacts 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 H: Emergency Response - General Contacts 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 institutions salvage priorities. If collections will be frozen and vacuum-freeze dried, it is usually best to begin with the wettest materials first so that they can be frozen quickly, and minimize further damage. 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, and retriever of collections, wrapper, packer, sealer, record-keeper, and transporter. Book trucks, handcarts, or dollies should be used to move packed materials within the building. See Appendix H: Emergency Response - General Contacts 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 not 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 H: Emergency Response - General Contacts for resources. If dirt deposits 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, what actions were taken, 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, and 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.

2.1.5A 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.

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 section 2.2.7.

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. They should 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. Decisions should be made within 48 hours, or volumes will need to be discarded due to the likelihood of mold growth.

Bound volumes that are not wet but are charred, smoke damaged, or deposited with soot should be carted out of the area and safely stored

while they await treatment decisions. Some minor damage may be corrected internally by 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. 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 take longer than a 24 hour period to minimize the risk of mold setting 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 dry latex sponge, available in the Preservation Dept. The sponges can be trimmed to fit the cleaner's hand, and can be washed and reused several times.

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

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

An alternative cleaning method, if a book's pages are not too brittle, carefully use a Nilfisk vacuum cleaner (stored in the basement supply room) to remove the soot.

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 paper 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 brittle will not be able to survive the process of rebinding. When rebinding is not an option, the Preservation Dept. and Lead Selectors will make recommendations on preservation reformatting or purchasing in-print replacements. Brittle volumes should be delivered to a safe location to await these decisions.

2.1.5B 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.

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 in section 2.2.14 & 2.2.15.

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 rinsed 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 rinsing, 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 **Polycon Group** (1-800-422-6379) for permission to ship items to them.

2.1.5C 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 .

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.

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.

2.1.5D 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 .

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 ERT'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 will need to be housed in secure areas. Some items may need to remain in Special Collections for treatment 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 core, is not 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. Withdrawn material should be inventoried as best as possible in coordination with the Cataloging & Metadata Department.

Photographic material that is fire or heat damaged, whether wet or dry, and possibly salvageable needs to be evaluated. With the permission of department administrators, these items can be removed from the affected area, but must be handled with care as they can 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.

2.1.5E 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.

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.

Tapes that are fire or heat damaged (whether wet or dry) 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.

2.1.5F 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 .

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. The 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.

Film may be damaged only at the outer layers. Sections 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).

2.1.5G 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 .

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 in section 2.2.8.

Discs misshapen 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.

2.1.5H Fire and related Damage—Miscellaneous Library Materials

Leather or Vellum Bound Volumes

- 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.

2.1.6 Evaluation of Salvage Efforts

Once salvage has been completed, ensure that a Collection Incident Report Form (see Appendix Q: 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

The following are very basic initial salvage instructions for the types of material found in our collections. 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 silicon paper, and pack in milk crates or cartons, filling those 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 silicon paper and pack in milk crates or cartons. The documents can be air-dried or vacuum freeze dried.

2.2.2 Art on Paper

Prints and drawings with stable media should be frozen or dried within 48 hours. Air dry or vacuum freeze dry. Do not separate single sheets. To pack, interleave between folders and pack in milk crates or cartons. Oversize prints and drawings should be frozen or dried within 48 hours. If they are damp, air dry or vacuum freeze dry. If they are wet, vacuum freeze drying is preferred. Use extra caution if folded or rolled. Pack in map drawers, bread trays, and flat boxes, on heavy cardboard or poly-covered plywood. Framed prints and drawings should be frozen or dried within 48 hours. If time permits, unframed and pack as for single sheets of paper (see archival materials and manuscripts, above). Once unframed and unmated, air dry or vacuum freeze dry. Handle with care. Can be packed in map drawers, bread trays, and flat boxes, on heavy cardboard or poly-covered plywood. Soluble media (watercolors, soluble inks, and hand colored prints) should be frozen or dried immediately. Air dry or vacuum freeze dry. Do not blot. To pack, interleave between folders and pack in milk crates or cartons.

2.2.3 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 the discs. However, CD cases and paper booklets can be vacuum freeze dried.

2.2.4 Audio Recordings, Record Albums

Salvage shellac and acetate disks first, as they are most sensitive to water. Dry within 48 hours. Freezing is untested; if it is necessary, freeze at above 18C degrees (0F degree). Freeze or dry enclosures within 48 hours. Air dry, preferably with a record-cleaning machine. Hold discs by their edges. Avoid shocks and jolts during transport. Pack vertically in ethafoam-padded cases.

2.2.5 Audio Recordings, Tapes and Cassettes

Separate tapes into categories by condition: dry tape, wet boxes only, and wet tapes. If water has condensed inside a cassette, treat the tape as wet. Immediately rinse off tapes soaked by dirty water or seawater. Do not unwind tapes or remove them from the reel. If they cannot be dried immediately, keep tapes wet, at their initial level of wetness (e.g., do not immerse tapes that are only wet on the outside of the tape pack). Tapes can stay wet for up to 72 hours if necessary, but care must be taken with tapes that have labels with water soluble adhesives and inks, or older tapes that may disintegrate if immersed too long. To pack, keep tapes wet in plastic bags. Pack vertically in plastic crates or tubs. Do not freeze magnetic media. Air dry by supporting the tapes vertically on blotting material or lay the reels on sheets of clean blotter. Do not touch magnetic media with bare hands. Use fans to keep the air moving, but do not blow air directly on the items. If humidity is high, use portable dehumidifiers to slowly bring the humidity

down to 50 percent. Dry tapes that have paper boxes and labels within 48 hours if possible; be sure to keep the tapes near their boxes for identification purposes.

2.2.6 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 silicon 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 silicon 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.

2.2.7 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 silicon 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 silicon 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 silicon paper and pack spine down in a milk crate or cardboard box, filling the box only one layer deep.

2.2.8 Computer CDs/CD-ROMs

If discs have been exposed to seawater, wash them in clean, tap or bottled 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.

2.2.9 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.

2.2.10 Computer tapes, Magnetic

First consult with appropriate personnel to determine whether undamaged backup tapes are available; if so, salvage may not be necessary. Separate into categories: dry, wet enclosures only, and wet media. If water has condensed inside cassettes, treat the tapes as wet. Do not touch magnetic media with bare hands. Handle open reel tapes by hubs or by plastic reel. Immediately rinse off tapes soaked by dirty water or seawater. Air-dry within 48 hours if they have paper boxes and labels. Keep magnetic tapes wet until they can be air-dried so that contaminants will not dry onto the tape. Tapes can stay wet in cold clean water for several days. Do not freeze magnetic tapes because the tape can stretch and lubricants can migrate out. To pack, keep tapes wet in plastic bags. Pack vertically in plastic crates or tubs.

2.2.11 DVDs

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

2.2.12 Film, Motion Picture

If only the outside of the container 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.

2.2.13 Manuscripts

Manuscripts on paper 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 silicon paper, and pack in milk crates or cartons, filling those three quarters full. If it is known from the outset that the records will be vacuum freeze dried, interleaving is not necessary. *Manuscripts on paper with soluble inks (felt pens, colored pens, ballpoint pen) should be separated, and then dried or frozen immediately.* Do not blot the surface. Interleave between folders with silicon paper and pack in milk crates or cartons. Documents can be air-dried or vacuum freeze dried.

2.2.14 Maps and Plans

General considerations: For materials in map drawers, sponge standing water out of the drawers. Remove the drawers from the cabinet, ship to the vendor 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 still rolled, 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, and 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 with silicone papers and pack in map drawers, bread trays, and 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 especially avoid blotting pressure inks as they can smear away. Pack in containers lined with plastic in map drawers, bread trays, and 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 in map drawers, bread trays, and flat boxes, on heavy cardboard or poly-covered plywood.

2.2.15 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 with silicone paper between envelopes and pack in milk crates.

2.2.16 Microfilm

Microfilm rolls should be re-washed 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.

2.2.17 Natural History Materials

Use a respirator and protective clothing to handle all natural history specimens, as they may contain arsenic or other toxic materials. Animal study skins and taxidermy mounts should be air-dried slowly or frozen. They should not be handled directly. Botanical specimens should be rinsed only if necessary. Interleave and air dry herbarium sheets, and use presses if possible. Fluid-preserved specimens should be placed in sealed polyethylene boxes with a small amount of alcohol. Geological specimens should generally be rinsed and air-dried slowly, but consult a conservator, since there are some specimens that should be dried quickly. Paleontological specimens should be rinsed and air-dried slowly. Hold fragile specimens and those with old repairs together with ties during drying. Separate ties from specimens with waxed or silicon paper.

2.2.18 Negatives, Acetate

Acetate negatives in poor condition should be immediately dried or frozen. The recovery rate is low. Handle carefully due to swelling of the emulsion, and pack horizontally. Acetate negatives in good condition should be frozen or air-dried within 48 hours. Drying methods in order of preference are: air dry immediately, thaw later and air-dry, or vacuum freeze dry. Do not touch the emulsion with bare hands. To pack, keep wet and pack in small plastic bags inside boxes.

2.2.19 Negatives, Glass Plate

Wet collodion glass plate negatives should be dried immediately. The recovery rate is low. Air dry face up and do not freeze. Handle with care, due to glass supports and fragile emulsion binder. Pack horizontally in a padded container. Gelatin dry plate glass negatives should be frozen or dried within 48 hours. Air drying preferred, or thaw then air dry, or vacuum freeze dry. Handle with care. To pack, keep wet and pack in plastic bags, vertically in a padded container.

2.2.20 Negatives, Nitrate

Deteriorated nitrate negatives with soluble binders should be immediately dried or frozen. The recovery rate may be low. They should be air-dried or thawed later and air-dried. Do not blot the surfaces. Pack horizontally. Nitrate negatives in good condition should be frozen or air-dried within 48 hours. Drying methods in order of preference are: air dry immediately, thaw later and air-dry, or vacuum freeze dry. Do not touch the emulsion with bare hands. To pack, keep wet and pack in small plastic bags inside boxes.

2.2.21 Negatives, Polyester

Polyester-based negatives should be frozen or air-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 small plastic bags inside boxes.

2.2.22 Newspapers

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

2.2.23 Artifacts & Objects

In general when air drying, raise items off the floor on trestles, pallets, or lumber to allow air to circulate underneath the items. Sponges, clean towels, paper towels, blotter paper or unprinted newsprint may be used to absorb excess moisture. Exchange wet for dry blotting material at least daily until items are dry. Check daily for mold growth. Drying of wood furniture should begin within 48 hours to prevent mold growth. Wooden objects should be dried slowly, since fast drying can cause irreversible damage. In general, rinse and/or sponge surfaces gently to clean, blot, and air dry slowly.

Inspect painted surfaces to identify blistered or flaking paint. Do not try to remove dirt or moisture; air dry slowly. Veneer should be held in place with weights or clamps while drying, but be sure to provide a protective layer between the weight and the veneer. Polychrome objects require immediate attention; consult a conservator.

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

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

bag and monitor it frequently for mold growth. If a stone object has a smooth surface, blot it gently and air-dry. If the object has a rough surface or an applied finish, do not blot it. Air-dry it on a plastic screen or clean towel. Metal objects can be rinsed and/or sponged and blotted, then air dried. If the object has an applied finish, do not blot or clean it. Air-dry it and keep any flaking surfaces horizontal.

2.2.24 Organic Materials

Leather and rawhide should be air-dried within 48 hours to avoid mold growth. Handle and move carefully, as leather (especially items with red rot) may be very fragile when wet. Rinse and/or sponge with clean water to remove mud. Drain and blot to remove excess water, and pad with toweling or unprinted newsprint to maintain proper shape. Basketry should be air-dried as soon as possible. Handle carefully, as it may be fragile and heavy when wet. Rinse, drain, and then blot to remove excess moisture. Pad with clean paper towels or cotton sheets to retain the proper shape and absorb moisture while drying. Cover with clean towels. Change the blotting material when it becomes wet. Air-drying of bone, hair, horn, shell, and ivory should begin within 48 hours. Handle carefully as these items may be extremely fragile when wet. Rinse, drain, and blot to remove excess moisture. Air-dry slowly on blotters on non-rusting screens.

2.2.25 Paintings

Air dry immediately. Tilt the painting to drain off excess water, and carry it horizontally to a work area. *Do not touch the painted surface.* If you cannot hold it horizontally, carry it facing toward you, holding the side of the frame with the palms of your hands. Two people should carry larger paintings. Carefully remove paintings from frames in a safe, dry place. Do not separate paintings from their stretchers. Pack face up without touching the paint

layer, and avoid direct sunlight. The order of removal and treatment is: first, the most highly valued; second, the least damaged; third, slightly damaged; and fourth, severely damaged. Consult a conservator for drying techniques.

2.2.26 Parchment & Vellum Manuscripts

Parchment and vellum manuscripts should be immediately frozen or dried. They can be air-dried or vacuum freeze dried, but a conservator should be consulted to determine the best method. Do not vacuum freeze dry gilded or illuminated manuscripts. To pack, interleave between folders with silicon paper and pack in milk crates or cartons. Pack oversize materials flat.

2.2.27 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 silicon 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 Woodbury Types 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 silicon paper and pack in boxes or crates.

2.2.28 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.

2.2.29 Photographs, Cased

Ambrotypes and pannotypes should be dried immediately, as the recovery rate is low. They should be air-dried face up, and should never be frozen. Handle them with care, since the glass supports and binder are extremely fragile. Pack horizontally in a padded container.

Daguerreotypes should be dried immediately. They should be air-dried face up, and should never be frozen. Handle them with care, since they have a fragile surface and cover glass. Pack horizontally in a padded container.

Tintypes should be dried immediately. They should be air-dried face up, and should never be frozen. Handle them with care, since they have a fragile binder. Pack horizontally.

2.2.30 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 until items can be reviewed and treated by a conservator.

2.2.31 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 silicon 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 of materials 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.

2.2.32 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 silicon 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; do not attempt to separate coated papers which are stuck 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.

2.2.33 Textiles

Dry textiles with bleeding dyes as quickly as possible. Dry all other textiles within 48 hours to prevent mold growth. Air drying indoors in an air-conditioned area is recommended. If textiles cannot be dried within 48 hours, they can be frozen, but do not freeze beadwork or painted/stenciled items. To pack textiles for freezing, separate them with silicon paper to prevent transfer of dyes and pack flat. Handle wet textiles only as necessary since they are fragile; do not unfold delicate fabrics that are wet. Rinse, drain, and blot items with clean towels/cotton sheets to remove excess water. Provide adequate support when moving textiles, and do not stack wet textiles. Be sure to retain all identifying information, such as labels or tags, with each item. See the Minnesota Historical Society salvage instructions for details on air drying.

2.2.34 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 (Auto chromes, Dufay color) 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.

2.2.35 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.

SECTION 3: DISASTER REHABILITATION

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(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 Center's. 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, bookplates, 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 reshelfed 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 workflow 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?

Chapter A: FACILITIES INFORMATION

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

For access too and assistance in responding to emergencies, contact Campus Facilities, 2-6400.

A.2 Fire Protection Systems

For access too and assistance in responding to emergencies, contact Campus Fire Department, 911 or 2-3333.

A.3 Water Detectors

For access too and assistance in responding to emergencies, contact Special Collections & University Archives or Preservation Services Department faculty & staff.

Location of Water Alert Monitors:

- Water Alert Sensing System Special Collections & University Archives
 - 2nd Floor
- Water Alert Sensing System Special Collections & University Archives
 - 2nd Floor, Entrance
- Water Alert Sensing System Special Collections & University Archives
 - 3rd Floor Storage Room
- Water Alert Sensing System Special Collections & University Archives
 - EDF/University Archives Basement Storage Room
- Water Alert Sensing System Special Collections & University Archives
 - Theses & Dissertations Basement Storage Room
- Water Alert Sensing System Special Collections & University Archives
 - 2nd Floor, Reading Room
- Water Alert Sensing System Special Collections & University Archives
 - 2nd Floor, Stack Area 1
- Water Alert Sensing System Special Collections & University Archives
 - 2nd Floor, Stack Area 2

- Water Alert Sensing System Special Collections & University Archives
 - 2nd Floor, Vault
- Water Alert Sensing System Special Collections & University Archives
 - 2nd Floor, Processing Area

A.4 Security

Information on University Libraries' security systems in-place may be obtained with proper clearance from the University University Police Department; system include but are not limited to: alarmed entryways, motion detection, sound monitoring, glass breakage monitoring, panic alarms and facility patrolling.

Name/Organization: University University Police Department

Contact: Robert J. Lenahan, Chief of University Police

Dutchess Hall, Suite 175

Stony Brook University

Stony Brook, NY 11790

Phone: 631-632-6350; 911; 2-3333

After-hours phone: 911; 2-3333

A.5 Building Access

Library access keys are located with:

- Associate Dean, Research & User Engagement, Research & Instruction Services, Janet Clarke
 - Master Key-All Areas.
- Assistant Facilities Program Coordinator, John Madonia
 - Master Key-All Areas

Note: Location of access codes for automated security system(s), see University University Police Department.

A.6 Climate Control Systems

For access too and assistance in responding to emergencies related to heating, ventilation or cooling systems, contact Campus Facilities, 2-6400.

Chapter 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, and 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.

Chapter C: SUPPLIES

C.1 Basic Disaster Supply Kit

Person responsible for inventorying supplies/equipment: Preservation Librarian, Jason Torres Frequency of inventory (four times per year is recommended): Quarterly

Item	Recommended Quantity	Quantity	Location(s)
Aprons, plastic	1 box (100)		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Book trucks, hand carts	2		Basement Storage; 3rd Floor Cage Area
Brooms and dustpans	2		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Buckets (plastic)	2		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Camera	1		See Library IT
Clipboard	2		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Dehumidifiers, portable	2		Basement Storage & Preservation Department

Ear plugs	20 pairs		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Extension cords (50 ft., grounded)	2		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Fans, portable	2		Basement Storage
First aid kit	1		Each Department
Flashlights (waterproof)	4 (or one per department)		Each Department
Freezer bags (polyethylene, various sizes)	40		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Garbage bags, plastic (30 or 42 gallon)	1 box (40)		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Gloves (nitrile)	1 box (100)		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Markers (waterproof)	1 pkg.		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Masks, protective	1 box (20)		All Branches - ERT Kits; Basement Storage; 3rd

			Floor Cage Area
Milk crates/Rescubes	50		Preservation Department, 2nd Floor W-2550
Mops	2		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Paper - absorbent white blotter paper (used for drying loose paper materials)	200 sheets (11 inches x 13 inches - each)		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Paper - unlinked newsprint (used for interleaving wet materials)	2 large rolls (15 inches x 1100 feet - each)		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Paper pads (for clipboards)	1 pkg of 12		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Paper towels	1 case (30 rolls)		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Pencils	1 pkg of 12		All Branches - ERT Kits;

(sharpened)			Basement Storage; 3rd Floor Cage Area
Pencils sharpener (handheld)	1		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Plastic sheeting, heavy (polyethylene)	5 rolls		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Scissors	2		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Sponges cellulose	2		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Tape (clear, 2 inches wide, with dispenser)	1 roll		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Tape (duct)	2 roll		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Tape (yellow caution)	1 roll		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Toolkit (crowbars,	1		Preservation Department

hammers, pliers, flathead and philips- head screwdrivers)			
Utility knife	1		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Utility knife blades	Package of 5		Preservation Department
Waxed or silicon paper	7 boxes (75 feet each)		All Branches - ERT Kits; Basement Storage; 3rd Floor Cage Area
Wet/dry vacuum	2		Basement Storage; 3rd Floor Cage Area

C.2 Additional Supplies

Item	Quantity	Location(s)
Boots, rubber (or galoshes)		Basement Storage
Boxes, cardboard		Basement Storage
Bubble wrap		Basement Storage
Clothesline (nylon or 30 lb. monofilament)		Basement Storage
Clothespins		Basement Storage
Glasses (protective)		Preservation Department, W-2550
Hard hats		Preservation Department, W-2550
Labels, self-adhesive (even when wet)		Basement Storage
Radio, battery-operated (with weather band)		All Locations
Sponges, dry chemical (for removing soot)		Preservation Department, W-2550
Water vac (portable)		Basement Storage
Tables, portable folding		Basement Storage, Theses and Dissertation Room

Tags with twist ties		Preservation Department, W-2550
Trash cans		Basement Storage
Walkie-Talkies		All Locations

Chapter D: EXTERNAL SUPPLIERS AND SERVICES

D.1 Freezing Services

Local freezer: Preservation Services Department, Room W-2550 [closet].

Additional access available from Campus Food Services.

D.2 Building Recovery/Collection Salvage Services

There are a relatively small number of reputable companies experienced in salvaging buildings and collections (e.g., drying and cleaning buildings, wet books, documents, computer data, microfilm, and audio/video) for cultural institutions. The names of recommended companies follow.

American Freeze-Dry, Inc.

39 Lindsey Avenue

Runnemede, NJ 08078

Telephone: (856) 546-0777

Hours: 9:00 a.m. - 5:00 p.m. M-F

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

Blackmon-Mooring Steamatic Catastrophe, Inc.

International Headquarters

303 Arthur Street

Fort Worth, TX 76107

Toll Free: (800) 433-2940; 24 hr. hotline

Telephone: (817) 332-2770

Fax: (817) 332-6728

URL: <http://www.bmscat.com/index.asp>

Hours: 8:00 am -5:30 pm M-F

Disaster recovery services, odor removal, vacuum freeze drying BMS-Cat provides extensive recovery and restoration services and is able to handle almost any size emergency. Recovery services include paper based materials

as well as electronic equipment and magnetic media. Book and document collections are vacuum freeze dried for approximately \$40 per cubic ft. based on a 500 cubic foot (approx. 6,250 volumes) load. BMS Cat offers a free standby service agreement that creates a customer profile, capturing information that is vital in an emergency prior to an event. A portable blast freezer is available.

Disaster Recovery Services

2425 Blue Smoke Court South

Ft. Worth, TX 76105

Toll Free: (800) 856-3333 (24-hr. hotline)

Telephone: (817) 535-6793

Fax: (817) 536-1167

Hours: 8:00 am - 5:00 pm M-F; 24-hr hotline

Disaster recovery and recovery planning services, vacuum freeze drying

Document Reprocessors

5611 Water Street

Middlesex (Rochester) , NY 14507 Telephone: (585) 554-4500 Toll Free:

(888) 437-9464; 24-hr. hotline Fax: (585) 554-4114

URL: <http://www.documentreprocessors.com>

Hours: 8:00 am - 5:00 pm M-F

Vacuum freeze-drying, disaster recovery of computer media, microfiche and microfilm, books, business records. Uses vacuum freeze-drying to recover water damaged materials. The vacuum freeze-dry chamber has an 800-cubic-ft. capacity which translates to approximately 10,000 volumes. The rate for freeze-drying varies but is generally about \$60 per cubic foot.

Document Reprocessors also has a thermal freeze-drying process that employs heat and a cold trap. During the drying operation, materials cycle between from -40 to 60 degrees.

Midwest Freeze-Dry, Ltd.

Midwest Center for Stabilization and Conservation

7326 North Central Park

Skokie, IL 60076

Telephone: (847) 679-4756

Fax: (847) 679-4756

URL: <http://www.midwestfreezedryltd.com>

Hours: Open by Appointment M-F; 24-hr. call monitoring

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

Polygon

79 Monroe Street

Amesbury, MA 01913

Toll-Free: (800) 686-8377 (24-hr.)

Telephone: (978) 388-4900

Fax: (978) 241-1215

URL: <http://www.muntersmcs.com>

Hours: 7:30 am - 8:00 pm M-F

Disaster recovery services, building dehumidification, drying services, microfilm drying services. Will dry to customer's specifications or will recommend an appropriate method. Choices include: vacuum freeze-drying, in-situ drying through dehumidification, or stabilization by freezing materials to be dried at a later time. The vacuum freeze-dryer has a 100-cubic-foot, or

1,250 volume, capacity. Cost is approximately \$50 per cubic foot with a reduction for quantities greater than 500-cu.-ft.

Solex Environmental Systems

P.O. Box 460242

Houston, TX 77056

Toll Free: (800) 848-0484; 24-hr. hotline

Telephone: (713) 963-8600

Fax: (713) 461-5877

Hours: 8:00 am - 6:00 pm M-F

Disaster recovery, dehumidification, building drying services. Specialty is drying wet materials. Solex's cryogenic dehydration chamber can accommodate a 40-ft. trailer of materials. Solex also offers vacuum freeze-drying and additional services, such as dehumidification of large spaces. The vacuum freezer has a capacity of 1000 cubic feet (12,500 volumes) at \$40 per cubic foot. The minimum job is 250 cubic feet.

D.3 Microfilm Salvage

Eastman Kodak Company

Disaster Recovery Laboratory

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 Fujifilm and also 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
Email: help@datamechanix.com
URL: <http://www.datamechanix.com>

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

Data Recovery Labs
85 Scarsdale Road, Suite 100
Toronto, ON M3B 2R2
Canada

Toll Free: (800) 563-1167
Toll Free: (877) datarec
Telephone: (416) 510-6990
Toll Free Fax: (800) 563-6979
Fax: (416) 510-6992
Telephone Support: 8 am - 8 pm EST
E-mail: helpme@datarec.com
URL: <http://www.datarec.com>

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

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

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

ECO Data Recovery
4115 Burns Road
Palm Beach Gardens, FL 33410
Toll Free: (800) 339-3412

Telephone: (561) 691-0019
Fax: (561) 691-0014
Email: info@eco-datarecov.com
URL: <http://www.eco-datarecov.com>

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

ESS (Electronic System Services)
239 South Lewis Lane
Carbondale, IL 62901
Toll Free: (800) 237-4200
Toll Free: (888) 759-8758
Telephone: (618) 529-7779
Fax: (618) 529-5152
E-mail: info@savemyfiles.com
URL: <http://www.datarecovery.org>

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

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

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

Micro-Surgeon

6 Sullivan Street

Westwood, NJ 07675

Telephone: (201) 666-7880

after 5:00 PM EST: (201) 619-1796 (please enter " #" after leaving your number)

E-mail: info@msurgeon.com

URL: <http://msurgeon.com/>

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

Ontrack

6321 Bury Drive

Eden Prairie, MN 55346

Toll Free: (800) 872-2599

Phone: (952) 937-5161

Fax: (952) 937-5750

URL: <http://www.ontrack.com>

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

Restoration Technologies, Inc.

3695 Prairie Lake Court

Aurora, IL 60504

Toll Free: (800) 421-9290

Fax: (708) 851-1774

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

TexStar Technologies

3526 FM 528, Suite 200

Friendswood, Texas 77546

Telephone: (281) 282-9902

Fax: (281) 282-9904

Email: texstar@texstartech.com

URL: <http://www.texstartech.com/index.html>

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

D.5 Salvage - Magnetic Media

Film Technology Company, Inc.

726 North Cole Avenue

Los Angeles, CA 90038

Telephone: (213) 464-3456

Fax: (213) 464-7439

E-mail: alan@filmtech.com

URL: <http://www.filmtech.com>

Nitrate movie film duplication.

John E. Allen, Inc.

116 North Avenue

Park Ridge, NJ 07656

Telephone: (201) 391-3299

Fax: (201) 391-6335 Nitrate movie film duplication.

Karl Malkames

1 Sherwood Place

Scarsdale, NY 10583

Telephone: (914) 723-8853 Nitrate movie film duplication.

Restoration House

Film Group, Inc.

PO Box 298

Belleville, ON K8N 5A2

Canada

Telephone: (613) 966-4076

Fax: (613) 966-8431 Nitrate movie film duplication.

Seth B. Winner Sound Studios, Inc.

2055 Whalen Avenue

Merrick, NY 11566-5320

Telephone: (516) 771-0028 or (212) 870-1707

Fax: (516) 771-0031

Contact: Seth B. Winner

Email: Seth.B.Winner@worldnet.att.net Consulting and treatment of audio tape collections. Able to work with a variety of formats.

Smolian Sound Studios

1 Wormans Mill Court

Frederick, MD 21701

Telephone: (301) 694-5134

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

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

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

D.6 Professional Preservation Advice - Regional Centers

D.7 Professional Preservation Advice – Conservators

D.8 External Suppliers & Sources for Supplies

Emergency response supplies are obtained via contract with Uline Corporation. Items available for order include the following:

- 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 unlinked 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

Chapter F: SALVAGE PRIORITIES (DETAILED BY COLLECTION AREA)

2019 Disaster Planning Record Priority List

The following list was developed in consultation with the University Libraries' Lead Selectors and individual branch head and collection curators. The order of salvage of individual collections and materials within each area will be coordinated by the curators and branch heads during an emergency; final determination is vested with the individual in charge of these areas. See below for the list:

Priority 1: High

Special Collections & University Archives

Health Sciences Library Cage Materials

Priority 2: Medium

Music Library University Recordings & Faculty Scores

Southampton Pollack Krasner Collection

Priority 3: Low

General Circulating Collections (all libraries)

General Circulating Cage Collection

Library Map Collection

Chapter G: INSURANCE INFORMATION

G.1 Property Insurance - Buildings, Machinery, and Equipment - Self Insurance

Office/department in charge of self-insurance for the building, machinery, and equipment -

Office/Department: Procurement Office

Contact: Mary Lacorte

Research and Development Campus, Building 17

Stony Brook University (SUNY)

Stony Brook, NY 11794-6000

Work phone: (631) 632-6010

G.2 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: Procurement Office

Contact: Mary Lacorte

Research and Development Campus, Building 17

Stony Brook University (SUNY)

Stony Brook, NY 11794-6000

Work phone: (631) 632-6010

Chapter H: VOLUNTEER/TEMPORARY PERSONNEL

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

- Where will you get volunteer workers?
- What will you do if volunteers simply arrive on the scene? If you do not need them, or you are not yet prepared to organize and train them, it is best to take names and phone numbers and tell them they will be contacted when they are needed. The public relations coordinator should do this.

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

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

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

H.2 Services for Staff/Volunteers/Workers

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

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

The American Red Cross provides counseling and other services – The American Red Cross National Headquarters
2025 E Street, NW
Washington, DC 20006
Phone: (202) 303-4498

The Red Cross web site <http://www.redcross.org> provides a search tool to locate your local chapter. Additional local organizations that would be able to provide counseling and other assistance.

Chapter I: EMERGENCY FUNDS

I.1 In-House Funds

Persons who are authorized to disburse funds –

Name/Title

, Dean of University Libraries,

Approval from Dean is required.

Persons who can provide authorization for large purchase orders –

Name/Title

, Dean of University Libraries,

Approval from Dean is required.

I.2 Additional Funds

If additional funds are needed, contact –

, Dean of University Libraries,

Approval from Dean is required.

Chapter J: DISASTER RECOVERY CONTRACT

J.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 performed. The nature of the work to be performed 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 cleanup of a disaster site. A review of the contractor's qualifications is imperative and the University Libraries 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/drpl.htm>. It is an example of this type of a plan. Some of the items you need to consider when writing the SCOPE OF WORK are described below.

J.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. Labor A. Operations Personnel Labor: 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.

B. 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. Equipment Rentals. 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

Bore scope

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

- 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%).

C. 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 – Antimicrobial 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 nonaffiliated 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.

Compensation paid to 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.

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.

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.

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.

Chapter K: 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/conservogram/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>.

Chapter L: PRE-DISASTER COMMUNICATION WITH EMERGENCY SERVICES

L.1 Fire Department

Contact person within fire department:

Anthony Albanese, Fire Marshall

Phone: 631-632-9678; 911; 2-333

In-house liaison to fire department:

Assistant Facilities Program Coordinator John Madonia

Phone: 631-632-9795

Backup liaison:

Associate Dean, Research & User Engagement, Research & Instruction Services, Janet Clarke

Phone: 631-632-1217; 631-632-7100

Date of last in-house review of collection priorities: 2018

Date of last on-site review of collection priorities, collections salvage procedures, and building re-entry procedures with fire department personnel: 2018

L.2 University Police Department

Contact person within police department: Robert J. Lenahan

Title: Chief of University Police

Phone: 631-632-6350

Cell phone:

In-house liaison with the police department: Associate Dean, Research & User Engagement, Research & Instruction Services, Janet Clarke

Backup liaison: Assistant Facilities Program Coordinator John Madonia

Date of last on-site review of the building and contents with police department personnel:

L.3 Local Emergency Management Agency

Local emergency management agency: University University Police

Contact person(s): Lawrence Zacarese

Title: Assistant Chief of University Police/Director of Campus Emergency Management

Phone: 631-632-6540

Cell Phone:

In-house liaison with local emergency management agencies: Associate Dean, Research & User Engagement, Research & Instruction Services, Janet Clarke

Backup liaison: Assistant Facilities Program Coordinator John Madonia

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.):

Chapter M: 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: Library Administration Suite, W-1502

Alternate location #1: Preservation Department, W-2550

Alternate location #2 (off-site): Wang Center Galleria

M.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. Within the building/institution:

Location: Frank Melville, Jr. Memorial Library

Space Available: 2nd Floor West Hallway

Contact person: Jason Torre

Phone: 631-632-7109

Cell phone: 631-697-3978

After-hours phone: 631-261-9384

Location: Frank Melville, Jr. Memorial Library

Space Available: 2nd Floor Core, Map Area

Contact person: Jason Torre

Phone: 631-632-7109

Cell phone: 631-697-3978

After-hours phone: 631-261-9384

M.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: Frank Melville, Jr. Memorial Library

Space Available: 2nd Floor Hallway, West

Contact person: Jason Torre

Phone: 631-632-7109

Cell phone: 631-697-3978

After-hours phone: 631-261-9384

Location: Frank Melville, Jr. Memorial Library

Space Available: 2nd Floor Core, Map Area

Contact person: Jason Torre

Phone: 631-632-7109

Cell phone: 631-697-3978

After-hours phone: 631-261-9384

Chapter N: INFORMATION TECHNOLOGY DISASTER PLAN [INSERT HERE?]

Chapter O: 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.

O.1 Natural - Hazards and Risks

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/survival 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.

O.1A Natural - Hazards and Risks--Thunderstorms/Lightning

Thunderstorms are a 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/survival 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 their areas 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.

0.1B Natural - Hazards and Risks--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/survival 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).

0.1C Natural - Hazards and Risks--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 in the U.S., 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.

0.1D Natural - Hazards and Risks--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
- Providing 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/survival 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).

O.1E Natural - Hazards and Risks--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 tide lines. Coastal flooding is usually generated by storms with strong winds that drive the seawater inland (this is also 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 coastal flood warning is sometimes issued 24 hours in advance when it is 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 cause 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, major damage to homes and businesses, and 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.
- Consider housing unique and valuable holdings in higher areas of the building, if needed and possible.
- 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/survival 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).

O.1F Natural - Hazards and Risks--Wildfire/Forest Fire

Institutions that are located in a rural wild land or forest area face a significant risk from wildfires. There are several different types of wildfires: a surface fire burns slowly along the floor of a forest and is the most common type; a ground fire, which burns on or below the forest floor, is usually caused by lightning; and a crown fire quickly jumps along the tops of trees. Wildfires usually spread dense smoke throughout a large area. If a fire is followed by heavy rain, landslides, mudslides, and/or floods may occur if the ground cover that held the soil in place on hillsides has been burned away. The primary causes of wildfires are human negligence (e.g., smoking or improperly extinguishing a campfire) and lightning. Wildfires present a number of specific problems for cultural institutions. It is possible that adjacent properties may pose a danger to your building and collections, if the property owners do not take steps to prevent the spread of fire. A rural location means that you may be far from fire stations and perhaps water supplies. In addition, wildfire firefighters are trained to protect natural resources, not buildings and collections. Preventive measures to avoid wildfire damage –

- Create a safety zone around your building. At least a 30 to 50 feet safety zone is recommended, with 100 feet recommended near pines. In the safety zone, keep vegetation to a minimum, thus reducing the fuel for a fire. Specific actions to take include –
- Remove all dead trees and other vegetation.

- Keep shrubs and other landscaping at least 20 feet away from the building, and remove vines from the sides of the building.
- Cut the lawn frequently.
- Eliminate small trees and plants under trees that might allow ground fires to spread into the trees.
- Shrubbery plantings should have at least 15 feet between them.
- Use stone or gravel around buildings, rather than flammable mulch.
- Ensure that trees are spaced at least 30 feet apart and remove all tree limbs within 15 feet of the ground.
- Replace highly flammable vegetation (e.g., pine, evergreen, fir trees) with high moisture plants with a low sap or resin content that grow close to the ground. Your local agricultural extension agent, fire department, or garden store should be able to assist in choosing plants.
- Ensure that electrical lines don't come in contact with trees or shrubs.
- Store any flammable materials in approved safety containers at least 100 feet from the building.
- If the building has a chimney, have it cleaned regularly.
- Make sure the building itself is as fire-resistant as possible –
- The roof should be fire resistant. Avoid wooden shakes and shingles; tile, slate, or metal roofs are best.
- Enclose eaves and overhangs, as they can trap heat and ignite easily.
- Cover all exterior vents with $\frac{1}{4}$ inch or smaller wire mesh, to keep embers from entering the building.

- If you are constructing a building, keep in mind that brick, stone and concrete are much more fire resistant than wood.
- If you have an existing wood building, consider using a commercial fire retardant chemical (this should be UL-approved), but be aware that this treatment is not permanent.
- Consider installing tempered safety glass in windows and investing in fireproof shutters.
- Ensure that your building meets all fire codes.
- Ensure that in a fire your HVAC system will either shut down or reverse fans to expel smoke from the building
- Have emergency fire-fighting equipment and an alternative water source available. The water source might be a pond, cistern, or well. You should also have a gasoline-powered water pump to access the water source. Keep fire-fighting tools (e.g., fire rakes, shovels, ladders) on hand. You should also have outdoor faucets and hoses that can be used for firefighting.
- Ensure that all staff members are familiar with evacuation plans.
- Put together a disaster/survival 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).

O.2A Industrial/Environmental - Hazards and Risks--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 from water main breaks, which can be significant, particularly if some time passes before workers can cap the water main.

O.2B Industrial/Environmental - Hazards and Risks--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.

O.2C Industrial/Environmental - Hazards and Risks--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.

0.2D Industrial/Environmental - Hazards and Risks--Riot/Civil Disturbance

Riots and civil disturbances can threaten staff, buildings, and collections. The causes of riots and civil disturbances are various, ranging from originally peaceful protests that get out of control, to angry responses to particular events, to panic after a natural disaster. Institutions located in urban areas are always more vulnerable, due to the high population concentration. No matter what the cause, knowing how to respond will reduce the risk of injury to your staff and damage to your building and collections. Preventive actions to mitigate the effects of a riot/civil disturbance –

- Be aware of any planned protests or other civil disobedience that may occur on your property or on nearby properties.
- Ensure that all staff members are familiar with evacuation plans, both for the building and for the community.
- Put together a disaster kit, in case staff cannot leave the building for a period of time (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).

O.2E Industrial/Environmental - Hazards and Risks--Terrorist Attack

Since September 11, 2001 terrorism has become a threat that must be taken very seriously by institutions throughout the United States. Terrorism is usually categorized into two types: domestic and international, depending on the origin of those carrying out the terrorist act.

Most terrorist attacks that have occurred in the United States have been bombing attacks or active shooter situations, but attacks against transportation facilities and/or public services, or chemical or biological attacks, are possible. Chemical agents are poisonous gases, liquids, or solids that have toxic effects on people. Biological agents are organisms or toxins that can make people sick; these can include anthrax, smallpox, Ebola, botulism, etc. It is impossible to predict terrorist targets, but if your institution is a government agency or other prominent public facility, it could be a target. Similarly, if your institution is located near railways, highways, waterways, power plants, government buildings, or other prominent public facilities, there is some risk of terrorist attack. Preventive actions to mitigate the effects of a terrorist attack –

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

- Ensure that fire extinguishers are in working order.
- Know which staff members have first aid/CPR training.

0.3 Preventive Maintenance Checklist(s)

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

Daily Check

Person responsible for checking that all activities have been completed:

Assistant Facilities Program Coordinator John Madonia

Specific Item Checks (as appropriate):

Clean restrooms

Stack maintenance (leaks near windows)

Empty garbage and remove all trash from the building

Shovel snow (when needed)

Vacuum carpets, floors, etc.

Weekly Check

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

Person responsible for checking that all activities have been completed:
Assistant Facilities Program Coordinator John Madonia

Specific Item Checks (as appropriate):

- Check posting of emergency numbers/instructions
- Emergency lights operable
- Emergency power operable
- Alarm panels operable
- All keys are accounted for
- Flashlights are present in all appropriate locations and are charged
- Battery-powered radio (preferably with weather band and tone alert) is operable
- Check pest monitoring traps for pests

Seasonal Check

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

Person responsible for checking that all activities have been completed:
Assistant Facilities Program Coordinator John Madonia

Specific Item Checks (as appropriate):

- Check caulking, windows, and door seals for winter
- Check and clean storm drains
- Winterize grounds (fall); drain pipes, mulch plants, etc.
- Seasonal check of heating/cooling systems (spring/fall)

Bi-Annual Check

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

Person responsible for checking that all activities have been completed:
Assistant Facilities Program Coordinator John Madonia

Specific Item Checks (as appropriate):

- Hold fire drill
- Inspect roof and drainage systems
- Inspect windows and skylights
- Inspect building foundation for cracks, leaks, etc.
- Inspect fire detection system
- General inspection of building and grounds to identify problems

Annual Check

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

Person responsible for checking that all activities have been completed:
Associate Director for Library Finance and Administration Linda Catanese
with assistance of John Madonia.

Specific Item Checks (as appropriate):

- Check/update insurance on building and equipment
- Check/update insurance on collections
- Revise/prepare building maintenance budget
- Arrange for inspection of building by local fire marshal
- Arrange for inspection of fire extinguishers
- Arrange for inspection of elevators
- Inspect electrical system
- Inspect plumbing system
- Update service contracts
- Ensure that plans of the building and mechanical drawings are updated and accessible
- Inventory collections

0.4 Opening Procedures Checklist and Schedule

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

Opening Procedures Responsibilities and Schedule

Regular opening 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 or Library responsible areas.

Note: The following checklist is an overall outline; designees may adjust as per local, branch or collection area needs.

Primary: Associate Dean, Research & User Engagement, Research & Instruction Services, Janet Clarke

Backup: Assistant Facilities Program Coordinator John Madonia

Opening Checklist

- No signs of unusual or off-hours activity
- No evidence of water leakage (walls, ceilings, floors, storage areas)
- No unusual smells or sounds
- No apparent major change in temperature overnight
- No apparent major change in relative humidity overnight
- Non small appliances left plugged in overnight
- Lights are working (including emergency lighting)
- Doorbells, buzzers, intercom are working
- Windows locked and fire doors closed
- Security system is disarmed as required
- Sinks and toilets in working order Equipment is operating properly
- HVAC
- Pumps
- other equipment:

0.5 Closing Procedures Checklist and Schedule

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

Note: The following checklist is an overall outline; designees may adjust as per local, branch or collection area needs.

Primary: Associate Dean, Research & User Engagement, Research & Instruction Services, Janet Clarke

Backup: Assistant Facilities Program Coordinator John Madonia

Closing Checklist

- Keys secure and accounted for
- Vault door(s) closed and locked
- Doors to secure areas closed and locked
- Windows locked
- Fire doors closed
- Shades, drapes, or blinds closed
- No one hiding/sleeping in building (check bathrooms)
- No trouble indicators on fire panels or monitors
- Security system is armed as required
- No unusual smells or sounds
- No evidence of water leakage (walls, ceilings, floors, storage areas)
- Refrigerators and freezers plugged in and operating
- Sinks and toilets in working order Equipment is operating properly
- HVAC
- Pumps
- other equipment:

Chapter P: 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 listservs and websites 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: Preservation Librarian, Jason Torre

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: Preservation Librarian, Jason Torre

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

- Formal disaster response/recovery workshops (offered by library and conservation organizations)
- First aid and/or CPR training
- In-house training (e.g., hands-on sessions focused on specific topics, tabletop disaster exercises, or mock disasters)
- Individual use of books and articles on disaster response, salvage, recovery, and rehabilitation
- Individual use of online resources (such as listservs and websites) to keep up-to-date on new developments in disaster response, salvage, and recovery methods for collection 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: Associate Dean, Research & User Engagement, Research & Instruction Services, Janet Clarke

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

Suggested frequency: Semi-annually

Frequency: Twice a Year

Person responsible: Associate Dean, Research & User Engagement, Research & Instruction Services, Janet Clarke

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

Suggested frequency: Semi-annually

Frequency: Twice a Year

Person responsible: Assistant Facilities Program Coordinator, John Madonia

Review procedures for operation of the security system with appropriate staff

Suggested frequency: Semi-annually

Frequency: Twice a Year
Person responsible: Associate Dean, Research & User Engagement,
Research & Instruction Services, Janet Clarke

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

Suggested frequency: Semi-annually

Frequency: Twice a Year

Person responsible: Preservation Librarian, Jason Torre

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

Suggested frequency: Semi-annually

Frequency: Twice a Year

Person responsible: Assistant Facilities Program Coordinator, John Madonia

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

Suggested frequency: Semi-annually

Frequency: Twice a Year

Person responsible: Assistant Facilities Program Coordinator, John Madonia

Review how to operate a fire extinguisher with all staff

Suggested frequency: Annually

Frequency: Twice a Year

Person responsible: Associate Dean, Research & User Engagement,
Research & Instruction Services, Janet Clarke

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: Twice a Year

Person responsible: Preservation Librarian, Jason Torre

Conduct tabletop disaster exercise

Frequency: Twice a Year

Person responsible: Preservation Librarian, Jason Torre

Conduct small-scale disaster simulation

Frequency: Twice a Year

Person responsible: Preservation Librarian, Jason Torre

Conduct large-scale disaster simulation

Frequency: Once a Year

Person responsible: Preservation Librarian, Jason Torre

First Aid/CPR Training First Aid

Frequency: Once a Year

Person responsible: Campus University Police

Chapter Q: 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 Center's*,

2nd edition. Lanham, Maryland and London: The Scarecrow Press, Inc. and Canadian Archives Foundation, 2002.

SECTION 4: ADDITIONAL RESOURCES

*[Excerpted from: Halsted, Deborah D., Shari Clifton, and Daniel T. Wilson. *Library as Safe Haven: Disaster Planning, Response, and Recovery: A How-to-do-it Manual for Librarians*. Chicago: Neal-Schuman, an Imprint of the American Library Association, 2014. Print.]* Websites

Area on Emergency Preparedness and Disaster Relief

<http://new.paho.org/disasters/index.php?lang=en>

Created by the Pan American Health Organization, this site focuses on assisting public health workers and the general public in Latin America and the Caribbean to be better prepared for common natural disasters such as hurricanes, earthquakes, and volcanoes. Its goal is to lessen the impact of disasters on health.

Services: Disaster planning, disaster recovery

CHEMM (Chemical Hazards Emergency Medical Management)

<http://chemm.nlm.nih.gov/>

Created by the National Library of Medicine, CHEMM enables first responders and other health -care providers to plan for, respond to, and recover from mass-casualty incidents involving chemical releases. As a web-based resource, CHEMM can be downloaded in advance so that it is always available. Find quick chemical identification, patient care guidelines, initial event activities, and more.

Services: Disaster planning, disaster recovery

Conservation Online (CoOL)

<http://cool.conservation-us.org/>

CoOL, an online resource operated by the foundation of the American Institute for Conservation, is a full -text library covering a wide spectrum of topics relevant to the conservation of library, archives, and museum materials. It is an expanding online resource for conservators, collection care specialists, and other conservation professionals. The site includes a link to sample library disaster plans from over 20 libraries.

Services: Conservation, disaster planning

Disaster Mitigation Planning Assistance Website

<http://www.matrix.msu.edu/~disaster>

This website is a joint project of the Library of Congress Preservation Directorate, the Center for Great Lakes Culture, and the California Preservation Program. Information about where to obtain services and supplies in the event of a disaster is included. Users can search by state, multiple states, or nationally, as well as by type of service, expert, or supply. Search results can be easily downloaded to Excel, which facilitates integration into an institutional disaster plan.

Services: Disaster planning, disaster recovery

Disaster Preparedness for People with Disabilities

<http://www.disability911>

Created in part by the Independent Living Research Utilization Program, this site was developed to assist, educate, and archive information regarding disaster preparedness for people with disabilities following Hurricanes Katrina and Rita along the Gulf Coast.

Services: Disaster planning

Disaster Assistance.gov

<http://www.disasterassistance.gov>

DisasterAssistance.gov offers information in Spanish and English about the availability of federal aid before, during, and after a disaster. Resources help users reduce the number of forms to complete, shorten the time it takes to apply for aid, check the progress of applications online, and continue to receive benefits from government programs even after relocating. Apply for help from FEMA online, learn about Small Business Administration loans, have Social Security benefits sent to a new address, find federal disaster recovery centers, search a list of housing available for rental, and obtain assistance from the Department of State if disaster strikes while living or traveling abroad.

Services: Disaster planning, disaster recovery

Emergency Preparedness and Response (Centers for Disease Control and Prevention)

<http://www.bt.cdc.gov>

The Emergency Preparedness and Response website is the CDC's primary source of information about preparing for and responding to public health emergencies. This site continues to keep the public informed and provides the information needed to protect and save lives. *Services:* Disaster planning, disaster recovery Flu.gov <http://www.flu.gov>. This site includes information about planning for pandemic flu from both the business and personal preparedness perspectives.

Services: Disaster planning

Humane Society Disaster Preparedness for Pets Kit

www.humanesociety.org/resources/pet-disaster-preparedness-kit

This site contains valuable information about preparing animals, including house pets, horses, and livestock, for disasters.

Services: Disaster planning

MedlinePlus

www.nlm.nih.gov/medlineplus

Created by the National Library of Medicine, MedlinePlus offers information on various health concerns, including disaster preparedness and recovery, coping with disasters, and specific disasters such as earthquakes, fires, floods, and hurricanes. Use the search box to identify resources dedicated to a particular subject.

Services: Disaster planning, disaster recovery

Minnesota Historical Society Salvage Procedures for Wet Items

<http://www.mnhs.org/preserve/conservation/emergency.php>

This site offers valuable information all how to salvage numerous types of wet materials, including books with cloth or paper covers, books with leather or vellum covers, magnetic media, microfiche, and paper.

Services: Conservation, disaster recovery

National Incident Management System (NIMS)

<http://training.fema.gov/IS/nims.asp>

NIMS is a structured framework used nationwide for disaster response by both governmental and nongovernmental agencies. This site provides access to the free Incident Command System courses.

Services: Disaster planning, disaster training

National Library of Medicine Specialized Information Services, Special Populations: Emergency and Disaster Preparedness

<https://sis.nlm.nih.gov/outreach/specialpopulationsanddisasters.html>

Created by the Outreach Activities and resources section of the US.

Department of Health and Human Services, this site provides disaster planning information for specific populations, including the disabled, seniors, children, and pregnant women. There are also links to information for employers and foreign language materials.

Services: Disaster planning

National Network of Libraries of Medicine (NN/LM) Emergency Preparedness and Response Toolkit

<http://nnlm.gov/ep>

Created by the NN LM and the National Library of Medicine, the online toolkit presents a strategy, for libraries to develop an emergency response/disaster plan suitable to their environment; establish a backup relationship with a library that can help maintain services during a disaster and sign an agreement with the backup library that specifics what services will be provided and how the relationship will function.

Services: Disaster planning, disaster training

National Weather Service (NWS)

www.weather.gov

the site offers up-to-date information on weather throughout the United States, including regional weather, warnings and forecasts, radar, air quality, satellite maps.

Services: Disaster planning, risk assessment

Public Health Emergency

<http://www.phe.gov/preparedness/pages/default.aspx>

the site, made available by the U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response, offers breaking news on public health emergencies and preparedness. One program is titled Maximizing State, Local, Tribal and territorial Awareness through Emerging Technologies.

Services: Disaster planning

Public Health-Seattle and King County Meeting the Needs of Vulnerable Populations/Equity in Emergency Response

<http://www.apctoolkits.com/vulnerabJcpopulation>

Offered by the Seattle and King County Public Health Department and the Advanced Practice Centers of the National Association of County and City Health Officials, this site provides resources and training on emergency planning and response so that no one group is disproportionately affected in an emergency.

Services: Disaster planning, disaster training

Ready.gov

<http://www.ready.gov/> Created by FEMA, this website offers practical preparedness information for homes and businesses and includes a special section for kids.

Services: Disaster planning

Ready.gov

www.ready.gov

the site maps natural and man-made disasters throughout the world. Users can focus on a specific area such as North America or Europe.

Services: Risk assessment

2-1-1

<http://www.211.org/2-1-1>

the site provides free and confidential information and referral for help with evacuation, food, housing, employment, health care, counseling, and more. The site also provides help in locating the nearest agency providing assistance.

Services: Disaster planning

USA.gov

www.USA.gov

Search for specific topics and quickly link to government resources. The site also provides various resources for locating family and friends in a major disaster.

Services: Disaster planning, disaster recovery

Weather Channel

<http://www.weather.com>

The Weather Channel's website is a good to go for weather information. The mobile website allows users to pinpoint their location by inputting a ZIP code or using a dropdown list for larger cities worldwide.

Services: Disaster planning, risk assessment

WISER (Wireless Information System for Emergency Responders)

<http://wiser.nlm.nih.gov>

Created by the National Library of Medicine, the system designed to assist first responders with incidents involving hazardous materials. It provides a wide range of information on hazardous substances, including substance identification support, physical characteristics, and human health information, and containment and suppression advice.

Services: Disaster planning, disaster recovery

Government & Organizational Preservation & Conservation Consultants

AASLH American Association for State and Local History

1717 Church Street
Nashville, TN 37203
www.aaslh.org

ACHP Advisory Council on Historic Preservation

1100 Pennsylvania Avenue, NW, Suite 803
Washington, DC 20004
www.achp.gov/programs.html

AHLP Alliance for Historic Landscape Preservation

82 Wall Street, Suite 1105
New York, NY 10005
www.ahlp.org

AIC American Institute for Conservation of Historic & Artistic Works

1156 15th St., NW, Ste. 320
Washington, DC 20005
<http://www.conservation-us.org>

ALHFAM The Association for Living Historical Farms and Agricultural Museums

8774 Route 45 NW
North Bloomfield, OH 44450
www.alhfam.org

APTI The Association for Preservation Technology International

3085 Stevenson Drive, Suite 200
Springfield, IL 62703
www.apti.org

Greater Hudson Heritage Network

2199 Saw Mill River Road
Elmsford, NY
www.greaterhudson.org

Heritage Preservation: The National Institute for Conservation

1012 14th Street, NW, Suite 1200
Washington, DC 20005

www.heritagepreservation.org

The Historic House Trust

830 Fifth Avenue The Arsenal Room 203
New York, NY 10065

www.historichousetrust.org/

Historic New England

141 Cambridge Street
Boston, MA 02114

www.historicnewengland.org

NAPC National Alliance of Preservation Commissions

325 South Lumpkin Street
Founders Garden House
Athens, GA 30602

www.uga.edu/napc/

New York State Historic Preservation Office

Peebles Island Resource Center
P.O. Box 189
Waterford, NY 12188
nysparks.state.ny.us/shpo

NPS National Park Service Cultural Resources

1849 C Street, NW, NC330
Washington, DC 20240
www.cr.nps.gov/

NTHP National Trust for Historic Preservation

1785 Massachusetts Avenue, NW
Washington, D.C. 20036
www.preservationnation.org

Preservation League of New York State

44 Central Avenue
Albany, NY 12206
www.preservenys.org

Rails-to-Trails Conservancy

The Duke Ellington Building
2121 Ward Ct., NW 5th Floor
Washington, DC 20037
www.railtrails.org

Saving Graves- Cemetery Preservation Alliance
www.savinggraves.net

SPOOM The Society of the Preservation of Old Mills
www.spoom.org

Government & Organizational Disaster Planning Consultants

The American Institute for Conservation: Caring For Your Treasures
<http://www.conservation-us.org/index.cfm?fuseaction=Page.ViewPage&PageID=497>

AIC's *Caring For Your Treasures* organizes its conservation brochures by object type and provides disaster assistance and disaster planning tips for a wide range of objects and materials.

Conservation Center for Art and Historic Artifacts: Disaster Assistance
<http://www.ccaha.org/services/disaster-assistance>

CCAHA's website includes a downloadable pdf version of the *"Mid-Atlantic Resource Guide for Disaster Preparedness,"* a valuable resource for any house museum or historic site. The site also includes on-line Technical Bulletins devoted to disaster recovery.

CoOL: Disaster Preparedness and Response
<http://palimpsest.stanford.edu/bytopic/disasters/>

CoOL offers an extensive list of resources on preparedness and recovery strategies from organizations across the country, disaster plans, case studies, documents, tips and bibliographical references.

Council of State Archives' Emergency Preparedness Initiative: Pocket Response Plan (PReP)

<http://www.statearchivists.org/prepare/framework/prep.htm>

PReP is a template created by the Council of State Archives to help organizations prepare for potential disaster situations. Follow the website's *Guide for Implementing the Framework for Emergency Response* to get started creating an emergency plan for your institution.

dPlan: The Online Disaster Planning Tool
www.dplan.org

dPlan is an on-line template prepared by the Northeast Document Conservation Center and the Massachusetts Board of Library Commissioners to help organizations create an effective disaster prevention and response plan.

FEMA: Saving Photographs After the Flood

<http://www.fema.gov/hazard/flood/spixs.shtml>

FEMA's website offers tips on the preservation of water-damaged photographs.

The Heritage Emergency National Task Force

<http://www.heritagepreservation.org/PROGRAMS/TASKFER.HTM>

The Heritage Emergency National Task Force website includes tips, instructions and links for emergency preservation resources.

Image Permanence Institute: A Consumer Guide for the Recovery of Water-Damaged Traditional and Digital Prints

http://www.imagepermanenceinstitute.org/shtml_sub/waterdamage.pdf

The Image Permanence Institute's *A Consumer Guide for the Recovery of Water-Damaged Traditional and Digital Prints* is an excellent resource for anyone needing assistance in print preservation.

Library of Congress: Emergency Drying Procedures for Water Damaged Collections

<http://www.loc.gov/preserv/emerg/dry.html>

The Library of Congress provides preservation procedures for collections exposed to water-damage.

LYRASIS: Disaster Assistance

<http://www.lyrasis.org/Preservation/Disaster%20Resources/Disaster%20Assistance.aspx>

The LYRASIS website includes an emergency response checklist, disaster recovery resources and disaster planning and prevention information.

The Minnesota Historical Society: Emergency Response

<http://www.mnhs.org/preserve/conservation/emergency.html>

The Minnesota Historical Society website includes links to pdf documents regarding emergency salvage procedures for a variety of object types and materials. The website also includes a disaster salvage tip sheet, a re-entry check list, an emergency call list form, an initial situation report, and an emergency preparedness plan.

The Northeast Document Conservation Center: Disaster Assistance Resources

<http://www.nedcc.org/services/disaster.php>

NEDCC offers disaster assistance, resources and tools for institutions with damaged paper-based collections.

National Park Service: Primer on Preparedness, Management and

Response

<http://www.nps.gov/history/museum/publications/primer/primintro.html>

NPS's website provides guidance for planning and salvaging damaged paper objects.

NPS: Conserve-O-Grams

http://www.nps.gov/history/museum/publications/consveogram/cons_toc.html

The National Park Service's Conserve-O-Grams are downloadable leaflets that touch upon various aspects of collection care.

The National Trust for Historic Preservation: Gulf Coast Recovery

<http://www.preservationnation.org/issues/gulf-coast-recovery/>

The National Trust provides an on-line forum for issues regarding post-Katrina hurricane recovery in the Gulf Coast. The website includes resources for homeowners, current events and news, recovery success stories, and a blog devoted to New Orleans.

The National Trust for Historic Preservation: Disaster Preparedness Publications

http://www.preservationbooks.org/Bookstore.asp?category_id=3

The National Trust also publishes books regarding disaster preparedness, which can be purchased through their website. Topics include earthquake-hazard reduction, fire safety, and flood damage.

Southeastern Library Network (SOLINET): Disaster Assistance

<http://www.solinet.net/Preservation/Disaster%20Resources/Disaster%20Assistance.aspx>

SOLINET's website includes an emergency response checklist, disaster recovery resources, and disaster planning and prevention information.

Commercial Consultants

Analytic services

[The Artifact Research Center \(The ARC\)](#) (analysis and interpretation of archaeological and archived material)

[Center for Art Materials Analysis, Inc.](#) (chemical analysis of historic and cultural objects)

[Crick Smith Conservation](#) (architectural paint research, paint analysis, historic interiors)

[Earlypaper](#) (watermark imaging)

[Editech](#) (scientific examination of art objects, Florence, Italy)

[Environmental Microbiology Laboratory, Inc.](#) (analysis of fungi and bacteria, sampling products)

[Fine Arts Expert Institute \(FAEI\)](#) (IR reflectography, digital radiography, microscopy, pigment analysis)

[Heritage Testing Ltd](#) (Consulting historic buildings, environmental, and materials scientists)

[Media Sciences, Inc.](#) (data storage testing laboratory, training center, research facility)

[McCrone Associates, Inc.](#) (microscopy, microanalysis)

[Lisa Oestreicher](#) (historic paint analysis)

[Orion Analytical, LLC](#) (Scientific examination and analysis of materials)

[RTI Laboratories, Inc.](#) (environmental and metallurgical/materials testing)

[Thin Film Analysis, Inc](#) (Rutherford backscattering analysis, hydrogen forward scattering analysis, channeling analysis)

[Martin P. Weaver](#) (wood analysis, leather analysis, carbon dating)

Conservation/Restoration Services

See also [Bookbinding, Library binding](#) above, as the distinction between binding and book conservation is indistinct

[Aegis Restauro](#) (historic preservation, art conservation)

[Albion Conservation Consultancy](#) (textiles conservation)

[Alvarez Fine Art Services](#) (art on paper conservation)

[Linda Andrews](#) (gilded objects, fine art)

[Appelbaum and Himmelstein Fine Art Conservators](#) (Fine arts conservation, decorative art, objects, paintings, surveys, museum construction and renovation, environmental planning)

[Architectural Conservation Professionals \(APC\)](#) (architectural conservation)

[Artco art conservation and museum services](#)

[Art Conservation Solutions](#)

[Artlab Australia](#) (art conservation)

[ArtRest](#) (sculpture conservation, painting conservation)

[ArtWorks Conservation \(Australia\)](#) (objects, metals)

[Artworks Conservation \(United Kingdom\)](#)

[Aurora Lampworks](#) (lighting restoration, custom lighting)

[Lisu Adye](#) (paper conservation)

[Pilar Aguilar](#) (paintings conservation)

[American Conservation Consortium, Ltd.](#) (conservation services)

[Alinari Archives](#) (photograph archives, appraisal, and conservation)

International (paintings conservation)

[AOC Archaeology Group](#) (conservation of archaeological material)

[Kirsten Andreae](#) (furniture conservation; wooden objects conservation)

[Ancient Artways Studios](#) (conservation of historic American Indian textiles, porcupine quillwork, beadwork)

[Raechel Arenstein](#) (objects)

[Art Conservators Alliance](#) (art conservation, collections management?)

[Art Restorations, Inc.](#) (paintings, frames, metals, objects, clocks)

[ARTEX Fine Art Services](#) (Art conservation, packing, shipping, installation, storage)

[Artisans of the Valley](#) (woodworking, furniture reproduction, conservation of antiques, homes, military relics)

[Art Conservation de Rigueur](#) (textiles, objects, and anoxia)

[Art Metal Conservation](#)

[The Art Shield. Antique Furniture Conservation and Restoration Online Services](#)

[Bainbridge Conservation](#) (books, furniture, decorative objects)

[Leena Bhasin](#) (paintings conservation)

[Atelier Boba](#) (photograph conservation)

[Atelier für Videokonservierung](#) (video conservation)

[Barry Bauman](#) (paintings conservation)

[Gudrun Aurand](#) (Book and paper conservation)

[Richard C. Baker](#) (Rare books and paper documents)

[Helen K. Bailey](#) (book and paper conservation)

[Miklos Bansaghi](#) (paintings, polychrome sculpture)

[Kieth Bantock](#) (paintings conservation)

[Ron Barbagallo](#) (animation art conservation)

[Barbis Fine Art Conservation](#) (paper)

[Linda Barone](#) (Book conservation)

[Barry Bauman](#) (Conservation services exclusively for museums and non-profit organizations)

[Ian Beaumont & Louise Drover](#) (leather conservation)

[Lawrence Becker](#) (textile conservation)

[Caroline Bendix](#) (library materials conservation)

[May Berkouwer Textile Conservation](#)

[Anthea Bisson](#) (decorative arts restoration)

[Blagbrough Galleries, Inc.](#) (Fine art conservation)

[Barbara Blanc](#) (paintings)

[Berta Blasi](#) (art on paper conservation)

[Atelier de Conservation Boissonnas](#) (paintings, sculpture, metal, ceramics, glass, stone, ethnographic materials)

[Bonsers](#) (building restoration)

[Book Restorations](#)

[The Book Craftsman](#) (Family bible restoration, bookbinding)

[Boston Art Conservation](#) (conservation services)

[Bowthorpe Restorations](#) (Porcelain, China)

[Nicolas Boyes Stone Conservation](#)

[Bradshaw and Whelan](#) (Restoration and conservation of ceramics)

[Jonathan Burden Restoration](#) (furniture)

[Camille Myers Breeze](#)

[Burica Fine Arts Conservation](#)

[Mary Bustin](#) (conservation of modern and contemporary easel paintings)

[C&H Bookbinding](#) (book restoration, bible restoration)

[David Canever](#) (graphic materials, polychrome surfaces)

[Cape Cod Scale Watercraft](#) (conservation and restoration of antique shipmodels)

[Carolina Conservation](#)

[Caryatid Conservation Services, Inc.](#) (art conservation)

[Cascadia Art Conservation Center](#)

[Marie Castel-Sehic](#) (paintings conservation)

[Century Art Glass](#) (Stained glass conservation)

[Chelsea Restoration Associates](#) (painting conservation)

[Christopher Clarkson](#) (books, parchment, paper, manuscripts, early printed books and book bindings)

[Kimberleigh Collins-Peynaud](#) (sculpture)

[City of Angels Conservation](#) (art, artifacts, architecture, monuments, sculpture)

[ConservAsian Art Conservation Practice](#)

[Consuelo Chufani Zendejas](#) (easel paintings, murals, sculpture)

[Cleveland Conservation](#) (paper conservation)

[Cliveden Conservation Workshop Ltd](#) (statuary, masonry, wall paintings, decorative arts)

[CCco - Collections Care Co.](#) (risk management, conservation management)

[ConservArt](#) (conservation treatment, analysis, framing, consulting)

[Diana Coop](#) (paper conservation)

[ConservArte](#)

[The Conservation Center](#), formerly Chicago Conservation Center (paintings, paper, objects, murals, frames, gilded artifacts, textiles)

[Conservation Letterfrack](#) (wood, furniture)

[Conservation Solutions Inc. \(CSI\)](#) (industrial, historical, architectural, fine art)

Contemporary Conservation Ltd. (conservation of contemporary art)

Fernando Cortés Pizano (stained glass conservation)

David Cottier-Angeli (Jewelry)

Crown Fine Art (art conservation)

Cultural Preservation & Restoration (conservation of archaeological artifacts, wood, metal, stone, ceramic, glass, ethnographic materials, conservation assessments, surveys, freeze-drying services)

Curtis Fine Art Conservation (paintings conservation)

Ivan Cvejic (Conservation of gilded wooden objects)

Van Daalen Paperconservation Netherlands

Michael David (stained glass restoration)

Emily de Groot (textile conservation)

De Saram's (conservation of fine antiquities and art objects)

Dharohar Art Conservation Center

De Saram's Incorporated (wood and stone conservation)

Sif Dagmar Dornheim (paper)

Guy Downing (paintings, paper and frame, conservation)

Restauratieatelier Dumarey (book and paper conservation, archives)

Antoinette Dwan (Paper conservation)

Eclipse Paper Conservation

ECS Conservation (books, art on paper, photographs) /dd>

Endangered Heritage Pty Ltd (textile conservation, collection management, archival supplies)

Eura Conservation Ltd. (indoor and outdoor metals conservation)

Evergreen Painting Studios, Inc. (Paintings conservation)

Facets (glass restoration)

Fallon & Wilkinson, LLC (furniture)

Faltermeier conservation - restoration (stone, sculpture, objects)

Lorraine Finch (conservation of archives materials)

Foley Conservation, (sculpture conservation, stone conservation)

Emily Fryer Conservation (objects conservation)

Dorure François Ferrière (bookbinding)

The Fine Arts Conservatory (conservation services, analytic services, insurance)

Fine Arts Conservation, Inc.

Jonathan S. Fisher Art Conservation and Restoration (objects)

Sabine Fleischer (book conservation)

Carolyn Frisa (paper conservation)

Sayaka Fukuda> (book conservation)

Maria Alejandra Garavito Posada (photograph conservation)

Ingrid Gerritsen (metal conservation)

Simon Gillespie Studio (paintings conservation)

John Griswold Associates (public art, sculpture, architectural materials)

Graphic Conservation Company (art on paper)

Green & Cockburn Antique Restoration (clocks, furniture, gilding, carving)

Andrei Givotovsky (paintings conservation)

Lynn Lancaster Gorges (Textile consultant)

Jillian Gregory (paper conservation)

Mara Guglielmi (paper and photograph conservation)

La Fototeca (Conservation and management of photographic archives>

The LV. Greyes Partnership (textile and furnishings conservation)

[Hai Yen Institute for Conservation of Works of Art](#) (fine arts conservation)

[Halahan Associates](#)> collection management, conservation planning, project management)

[Len Hambleton](#) (clocks)

[Hamilton Audio Restoration](#)

[Joseph Hammer](#) (paintings conservation)

[Jamie Hascall](#) (mountmaking, training)

[Scott M. Haskins](#) (Fine Art Conservator)

[Hayko](#) (carpet and tapestry conservation)

[Niclas Hein](#)

[Heather Henry](#) (paper conservation)

[Helicon Conservation Support](#) (conservation project management, consultant)

[Heritage Garment Preservation](#) (wedding gowns, textile heirlooms)

[Janet W. Hessling](#) (surveys, consultation, mural treatment)

[Het Blauwe Paard Restauratie Atelier](#) (earthenware, stoneware, porcelain, glass, stained glass, plaster, ivory, enamels, stone, archaeological glass)

[Mary Clerkin Higgins](#) (stained glass)

[Hirst Conservation](#) (paintings conservation, architectural conservation)

[Historic Plaster Conservation Services](#)

[Hudson & Salah](#) (Paintings and paper conservation)

[Integrated Conservation Resources \(ICR\)](#) (architectural conservation)

[Integrated Conservation Contracting \(ICC\)](#) (contracting for historic houses)

[International Conservation Services, Australia](#) (artworks, objects)

[IORUX Restorations](#) (paintings conservation)

The Japanese Repository (ivory repair)

Jablonski Building Conservation, Inc (architectural conservation)

Jan C. Jasik (furniture conservation)

Craig Jensen (library conservation, limited edition bookbinding)

Mayda Jensen Conservation Services, Inc. (Conservation of three-dimensional art)

John Jones (papers)

Tina Kane (textile conservation)

Jonathan Kemp (stone, plaster, architectural plaster

Kept Art Restoration (Art conservation, diagnostic imaging, fine art photography)

Kersten Bartels (photographs)

Keystone Preservation Group (historic preservation)

Nancy Knaap (paper, objects)

Sophia Kramer (book conservation, bookbinding)

Robert Kipp, (Conservation and restoration services, paper)

Kofile (paper, photographs, imaging)

Knops Boekrestauratie (restoration and conservation of books and paper)

Boris Kobrin (digital photograph restoration, books, documents)

Uri Kolodny (Restoration of books, scrolls)

(KOP Papierrestauratie)

KoskerTraditional Rug Repair

Roger Kossann (furniture, wooden objects)

Kimberly Kotary (textiles conservation)

Sergey Kudryavtsev Bindery (book conservation)

Cyndie Lack (paintings conservation)

Landi Company (textile conservation)

Merel Lantman (painted surfaces conservation)

Lanzini Art Restorationi (paintings and frame conservation)

Leaf by Leaf (book and paper conservation)

Martin Lehmann (conservation of medieval wall paintings)

David Laine (paintings, frames)

LCV Restauraciones (paintings, paper, murals)

Leonard's Book Restoration Station (book restoration, bookbinding, bible restoration)

Jennifer Lis (

Margje Leeuwenstein (paintings conservation)

Rustin Levenson Art Conservation Associates (paintings)

Lis Art Conservation and Restoration Services (paintings conservation)

Audra Loyal (book restoration)

Carlijn Louwers (ceramics, glass)

Phil Lyons

Maleri-Konservéringsværkstedet (paintings) WWQQQ

Richard McCarty (clock restoration)

Anthony Moore Painting Conservation

McKay Lodge, Inc. (Paintings, paper, sculpture, objects)

Brian McLaughlin (paintings conservation)

MCP Conservation (paintings, contemporary art)

Paul Messier (Photograph conservation; Paper conservation)

[Militello Art Conservation](#) (fine arts conservation, sculture conservation, consulting

[Ann-Marie Miller](#) (books and paper conservation, manuscript conservation)

[Möbius art conservation](#) (paintings and objects conservation)

[Britt Christmas-Møller](#) (paintings)

[Suzanne Morgan](#) (book and paper conservation)

[Martina Moritz](#) (book and paper conservation)

[Ian and Angela Moor](#), The Centre for Photographic Conservation (photograph conservation)

[James Moss Clockmakers, Inc.](#)

[Movie Poster Page Encapsulation Service](#)

[Kathleen Mühlen Axelsson](#) (book and paper conservation)

[Museum Conservation Services, Ltd.](#) (graphic works on paper)

[Borislava Nacheva](#) (paintings, contemporary art, icons, polychrome wood)

[Natural-History-Conservation.com](#)

[Nishio Conservation Studio](#) (Asian paintings)

[Howard Newman](#) (restoration of metal objects)

[New Orleans Conservation Guild](#) (painting, stone, wood, paper, book, furniture, frames, porcelain, ceramic, gilding, glass, analysis)

[Graham Newton](#) (audio restoration)

[Olga Nikolic-Litwin](#) (easel paintings, icons)

[Nancy Nitzberg](#) (book conservation)

[Nordic Creations Inc.](#) (furniture restoration)

[Nordisk Konservering](#) (architecture, paintings, furniture, frescoes)

[Sarah Norris](#) (book and paper conservation)

Northern States Conservation Center (collection care, preservation and conservation treatment services)

Northwest Art Objects Conservation (restoration, conservation, consultation, collection management)

Numismatic Conservation Services (coin conservation)

Martin O'Brien (furniture restoration)

Old World Restorations, Inc. (art, antiques, silver)

Oliver Brothers (art restoration, frame restoration)

Oriental Rug Repair Co. (Navajo rug repair and cleaning)

Elaine Owers (textile conservation)

Alma Ortolan (fine art restoration)

Page Conservation, Inc.) (Paintings conservation)

Paperworks, Studio for Paper Conservation (fine art conservation services)

Jeff Peachey (book conservation)

Christorpher Pickup (objects conservation)

Ponsford, Ltd. (sculpture, monuments, marine artifacts, paper, photographs, wood, porcelain)

Lionel Powell (architectural conservation)

Shelley Reisman Paine Conservation (objects, sculpture)

Panter & Kmiotek (Furniture and wooden object conservation)

Parasmoon Company Restoration Department (restoration of historical buildings, cultural works, books, archives, documents)

Parker Studios (pottery restoration)

Parma Conservation (fine art conservation, paintings, murals, frescoes)

Sarah Peek (ceramics, glass, enamels)

Prevart (heritage conservation; textiles conservation)

Prevarti (paintings, polychrome sculpture, paper)

Mauro José Pereira (fans)

Soline Pesme (paintings conservation)

Plowden & Smith (fine arts, decorative arts)

Pure Conservation (natural history conservation)

Quarto Conservation (book and paper conservation)

Herbert Read (Conservation of stone, ceramics, plaster paint, wood)

Redbone Bindery (book conservation)

Jessica Régimbald (book and photograph conservation)

James Reid-Cunningham (book conservator)

ReNewell, Inc. Fine Art Conservation (paper conservation, 19th century paintings)

Restauro Arte Del Legno (restoration of carved wood)

Ruelle's, (furniture restoration, appraisal)

Sasha Snoj (stained glass, wall paintings, fine art)

Savino Del Prete (furniture)

Schempp (Book and paper restoration)

S/R Laboratories animation art conservation center

Stanley Conservation (Book repair, book restoration)

Maria José Távora (Book restoration and library conservation)

MacDowell Restorations (conservation of antique dolls, ceramics and glass)

Kerstin Petersson (textiles)

Maria Pukowniki (Fine art and paper conservation)

R-Craft (bookbinding, archive conservation)

Rele (bookbinding)

[Linda S. Roundhill](#) (objects)

[Sara Ruiz de Diego](#) (book and paper conservation)

[Sabino Conservation](#) (glass, decorative stone, plaster, enamel, ivory, ceramic)

[Melanie D. Sanford](#) (textile conservation)

[Maria Scarpini](#) (paintings conservation)

[Stephan Schëfer](#) (paintings, contemporary art)

[Maria Valentina Sheets](#) (objects conservation).

[Sculpture Conservation Studio](#)

[Art Shifrin](#) (audio restoration)

[Specs Bros](#) (videotape restoration)

[Katrine Strandskogen Scharffenberg](#) (paintings conservation)

[Schermer Restauratie Atelier](#) (ceramics, glass, porcelain)

[Standard Chemical, Inc.](#) (restoration products)

[Thomas Schoeller](#) (paintings, polychrome sculpture)

[Barbara Schmelzer](#) (books)

[Conrad Schmitt](#)

[Michael J. Sheppard](#) (stone, decorative surfaces)

[Saskia Smulders-de Jong>](#) (furniture, wood)

[SOLFAR](#) (paper conservation)

[Femke Segers](#) (paper conservation)

[Special Collections Conservation Services, Inc.](#) (paper, parchment)

[South Florida Art Conservation](#) (paintings, paper, sculpture, objects)

[Gwen Spicer](#) (textiles conservation)

[Kiffy Stainer-Hutchins](#) (paintings)

[Harriet Standeven](#) (paintings)

Kate Stanway (objects conservation)

David Stein & Co. (paintings conservation)

Stillwater Textile Conservation Studio, LLC

Studio TKM (paper conservation)

Studio Six Art Conservation (objects conservation)

Sturge Conservation Studio (leather conservation, mosaics, wall paintings, antiquities, replicas)

Marcin Szymczykowski (paintings conservation, sculpture conservation)

Textile Conservation Ltd

Thompson Conservation Laboratory

Triptych (books, archives, paper)

Tsöndrü Thangka Conservation

Tudhope Conservation Studio (paper, photographs, parchment)

Rita Udina (paper conservation)

Deborah Uhl and Creative Conservation Collective (murals, wall paintings, theatre curtains, ghost signs)

University of Dundee Conservation Unit (conservation of library, archive materials, art on paper, surveys)

Vagabond Portfolios and Restorations (conservation of paintings, clocks, period frames)

Josee Van Loon (books, archives, paper, leather, parchment)

Caroline van der Elst (paintings)

Gloria Velandia (paintings conservation)

Vintage Ink and Paint (restoration of animation art)

Virginia Art Conservation and Restoration (paintings)

Timothy Vitale (photographic conservation, digital imaging, electronic capture, paper)

VL Custom Preservation House (photographic conservation, paper conservation, frame restoration, gilding)

Andy Waeyaert (book and paper conservation)

The Wallpaper Workshop

Washington Conservation Studio (documents, art on paper)

Leonora Okarma Weaver (prints, maps, fine arts)

Nancy Weaver (fine arts restoration)

Sabine Westerhuis (glass, porcelain, earthenware)

Andrew Wheeler (Art on paper)

Judith Maria Wiesner (book and paper conservation)

Wiebold (Antique and art restoration)

Marianne Webb (objects conservation)

Weilheimer Conservation (fine arts and polychrome wooden structures conservation)

West Lake Conservators (Art conservation services)

WHConservation (historic objects conservation)

Catherine Woolfitt Associates

Whryta Contemporary Art Conservation

Robert E. Wynne-Jones (Paper conservation)

Xepa Digital (media preservation and restoration)

Yuri Yanchyshyn (furniture)

Wyatt Yeager (maritime conservation and archaeology)

Sophie Younger (textile conservation)

ZFB - Zentrum fur Bucherhaltung (mass deacidification, papersplitting, leafcasting, etc. for books and documents)

Katarzyna Zych (paper conservation)

Bookbinding, Library binding

See also [Conservation/Restoration Services](#) above, as the distinction between binding and book conservation is blurry

[Acme Bookbinding](#)

[Jeffrey Altepeter](#) (Hand binding)

[Ann and Tom Bellino, The Bookmenders](#) (bible restoration)

[Bridgeport National Bindery, Inc](#)

[Cardoza-James Binding Company](#)

[Buchbinderei M. J. Decker, Bonn](#)

[Eden Workshops](#) (bookbinding, tutorials, bible repair, equipment, supplies)

[Felton Bookbinding](#)

[Ginesta & Gross](#) (Bookbinding)

[Denis Gouey](#) (fine bookbinding and restoration)

[HFGroup](#) (Library binding, book conservation)

[Houchen Bindery, Ltd.](#) (Library binding, bible restoration)

[Information Conservation, Inc. \(ICI\)](#)

[Kreps Bookbinding](#) (Bookbinding, bibles, book restoration)

[Long's-Roulet Bookbinders, Inc.](#)

[Max Marbles](#) (Bookbinding, family bible repair)

[Ateliers Muriel Maire](#) (Bookbinding, restoration)

[Buchbinderei Mende](#)

[Praxis Bookbindery](#)

[Brian Roberts The Book Doctor](#)

Paul Sawyer (Hand bookbinding and restoration)

Traditional Book Arts (Bookbinding, Calligraphy)

Josee Van Loon (Fine Bookbinding, Conservation of Books and Archives Paper, leather and parchment)

Wallaceburg Bookbinding

Data Recovery Services/Data Disaster Prevention, Inc.

Adroit Data Recovery Centre

BinaryBiz (Data recovers software)

CBL Data Recovery Technologies Inc.

Data Analyzers (magnetic, optical media restoration)

Cherry Systems Data Recovery

Dataleach Data Recovery Services

Data Recovery Group

Data Recovery Labs

Data Recovery Net

Data Recovery Services

DriveSavers (data recovery)

ECO Data Recovery

Emag Solutions (data recovery, data conversion)

Excalibur Data Recovery

Flashback Data

Intra Computer, Inc. (Automated environmental monitoring and disaster prevention for computer and server rooms)

IntelliRecovery (data recovery)

LWG Data Recovery (data recovery and post-disaster restoration of electronic equipment)

Nucleus Data Recovery

Point A Studios (media conversion)

Renew Data Corp. (data recovery, media/data conversion, forensics)

Secure Data Recovery Services

Total Recall: The Data Recovery Company

Tri-Logic Systems

www.My-Hard-Drive-Repair.com

Disaster and Emergency Response Services

The Artifact Research Center - The ARC (freeze-drying)

Belfor Property Restoration (full range of services)

Blackmon Mooring Steamatic Catastrophe, Inc., BMS CAT (Desiccant dehumidification)

Cascade Restoration Services (water and fire damage recovery)

Disaster Services, Inc. (desiccant and refrigerant dehumidification, blast freezing)

Document Reprocessors (Disaster recovery services for water and fire damaged materials)

Freezedry Specialties, Inc.

Midwest Freeze-Dry Ltd. (Low pressure, Dielectric freeze drying)

Munters (Desiccant dehumidifiers, humidity control, water damage recovery)

Paramount Disaster Recovery, Inc. (Disaster response for facilities)

Priority One Mitigation (Quality Management System for property loss-mitigation)

ProDoc Srl (Prevention, emergency response, management, rescue and restoration of paper records and digital libraries)

Rosco (Canada) (Freeze Drying)

Ree-Construction (Structural and contents restoration)

See also ProText under Suppliers, below

Disaster Preparedness & Response Mobile Technologies Apps

Packing Your Digital Go Bag

Disaster and Emergency Apps

disasterinfo.nlm.nih.gov/apps

MOBILE ACCESS	DESCRIPTION
	WISER® (Wireless Information System for Emergency Responders) from the National Library of Medicine® (NLM) assists first responders and healthcare providers in Hazmat incidents, with features including substance identification support, containment and suppression advice, and medical treatment information. Includes CHEMM content.
	REMM (Radiation Emergency Medical Management) from NLM provides guidance about clinical diagnosis and treatment of radiation injuries during radiological and nuclear emergencies.
	SAMHSA Behavioral Health Disaster Response connects behavioral health responders to evidence-based behavioral health resources for use in the field. Users can access pre-loaded resources when Internet connectivity is limited, locate nearby treatment facilities, search for key materials, and share information with colleagues and survivors.
	Centers for Disease Control and Prevention (CDC) app provides health and safety information related to emergencies and disasters.
	The FEMA app and mobile enhanced web page provide government disaster response information.
	The ERG 2016 app from NLM for the U.S. Department of Transportation provides first responders with a go-to resource to help deal with HAZMAT accidents during the critical first 30 minutes.
	MMWR Express from CDC provides access to full reports and available summaries from the Morbidity and Mortality Weekly Report (MMWR), which contains timely, authoritative, and useful public health information.



Disaster
Information Management
Research Center

For more apps and to download:
<http://disaster.nlm.nih.gov/apps>

Reviewed October 2018



MOBILE ACCESS	DESCRIPTION
	American Red Cross iPhone Android American Red Cross has a suite of apps with useful step-by-step instructions on what to do before/during/after natural disasters. The apps also include an "I'm Safe" feature to notify family and friends that you are okay.
	CAMEO Chemicals iPhone Android Mobile Web The CAMEO Chemicals tool is designed for people involved in hazardous material and incident response and planning.
	PFA Mobile iPhone Android PFA Mobile by the National Child Traumatic Stress Network assists responders who provide psychological first aid as part of an organized response effort.
	Responder Self Care iPhone Android Responder Self Care from the University of Minnesota School of Public Health aids those deployed to emergency response events in maintaining their own physical, emotional, and social wellbeing.
	CDC Blast Injury iPhone CDC Blast Injury from the CDC is designed to help healthcare providers and public health professionals treat injuries, prepare for blast events, and save lives.
	MATx iPhone Android MATx empowers health care practitioners to provide effective, evidence-based care for opioid use disorders. This free app supports practitioners who currently provide medication-assisted treatment (MAT), as well as those who plan to do so in the future.
	AFN-TIPS iPhone Mobile Web The AFN-TIPS app is intended to support first responders and others who are assisting individuals with access and functional needs in times of crisis.
	LactMed iPhone Android LactMed provides access information about maternal and infant drug levels and possible effects of vaccines and radiologic agents on lactation and on breastfed infants.

For more apps and to download:
<http://disaster.nlm.nih.gov/apps>



Reviewed October 2018



Disaster
Information Management
Research Center

Suppliers of General Conservation/Preservation Supplies

Archival Products –LBS
2134 Grand Avenue
P.O. Box 1413 Des Moines, Iowa 50305
800-247-5323

Conservation Materials Ltd.
1165 Marietta Way
P.O. Box 2884 Sparks, Nevada 89431
702-331-0582

Conservation Resources International, Inc.
800-H Forbes Place Springfield, Virginia 22151
703-321-7730
800-634-6932

Fisher Scientific Headquarters
711 Forbes Avenue Pittsburgh, Pennsylvania 15219
412-562-8300 (numerous service centers nationwide)

Hollinger Corporation
3810 South Four Mile Run Drive P.O. Box 6185 Arlington, Virginia
22206
703-671-6600
800-634-0491

Light Impressions
439 Monroe Avenue Rochester, New York 14607-3717
716-271-8960
800-828-6216

TALAS

213 West 35th Street, 9th Floor New York, New York 10001-1996

212-736-7744

University Products

517 Main Street

P.O. Box 101 Holyoke, Massachusetts 01041-0101

800-628-1912

Consortiums/Organizations:

AMIGOS Bibliographic Council 11300 North Central Expressway. Suite 321
Dallas, Texas 75243 214-750-6130

Association for Information and Image Management 1100 Wayne Avenue,
Suite: 1100 Silver Spring, Maryland 20910 301-587-8202

American Association of Museums 1225 Eye Street, NW Washington, D.C.
20005 202-289-1818

American Institute for Conservation of Historic and Artistic
Works 1400 16th Street, NW, Suite 340 Washington, D.C. 20036 202-232-
6636

American Library Association 50 E. Huron Street
Chicago, Illinois 60611 312-944-6780

Association of Records Managers and Administrators 4200 Somerset Drive,
Suite 215 Prairie Village, Kansas 66208 913-341-3808

Canadian Conservation Institute 1030 Innes Road Onawa, Ontario K1A 0M8
Canada 613-998-3721

Getty Conservation Institute 4503 Glencoe Avenue Marina Del Rey,
California 90292 213-822-2299

Library Binding Institute 8013 Centre Park Drive
Austin, Texas 78754 512-836-4141

Library of Congress National Preservation Program Office LM-G07

Washington, D.C. 20540 202-707-1840

National Archives and Records Administration Conservation Lab NNPD Room
B-1 Washington, D.C. 20408 202-501-5360

National Association of Government Archives and Records Administrators
Executive Secretariat New York State Archives 10A75 Cultural Education
Center Albany, New York 12230

National Center for Film and Video Preservation American Film Institute 2021
North Western Avenue Los Angeles, California 90027 213-856-7637

National Fire Protection Association 1 Batterymarch Parle
P.O. Box 9101 Quincy, Massachusetts 02269-9101 61 7-770-3000

Online Computer library Center (OCIC) 6565 Frantz Road Dublin, Ohio
43017 614-764-6000 800-848-5878

Research Libraries Group (RLG) 1200 Villa Street Mountain View, California
94041-1100 415-691-2236

Society of American Archivists 600 S. Federal, Suite
504 Chicago, Illinois 60605 312-922-1040

Southeastern Library Network, Inc. (SOLINET) 1438 West Peachtree Street,
NW Suite 200 Atlanta, Georgia 30309-2955 404-892-0943 800-999-8558

Conservation Treatment Centers

Balboa Art Conservation Center 1649 El Prado
P.O. Box 3755 San Diego, California 92103 619-236-9702

Conservation Center for Art and Historical Artifacts on Paper 264 S. 23rd
Street Philadelphia, Pennsylvania 19103 215-545-0613

Northeast Document Conservation Center 100 Brickstone Square Andover,
Massachusetts 01810 508-470-1010

Pacific Regional Conservation Center Bishop Museum
P.O. Box 9000 A Honolulu, Hawaii 96819 808-847-
3511

Rocky Mountain Regional Conservation Center University of Denver 2420
South University Boulevard Denver, Colorado 80208 303-733-2712

Texas Conservation Center Pahnhandle-Plains Historical Museum Box 967.
W.T. Station Canyon, Texas 79016 806-655-7191

Upper Midwest Conservation Association Minneapolis Institute of ArtS 2400
Third Avenue South Minneapolis, Minnesota 55404 612-870-3120

Publications

Abbey Newsletter 320 E. Center Street Provo, Utah
84606 801·373·1598

Art and Archaeology Technical Abstracts the Getty Conservation Institution
4503 Glencoe Avenue Marina Del Rey, California 90292 213·822·2299

Conservation Administration News University of Tulsa McFarlin Library 600 S.
College Avenue Tulsa, Oklahoma 74104 918·631·3800

Leather Conservation News Conservation Department South
Carolina State Museum
P.O. Box 100107 Columbia, South Carolina 29202

New Library Scene Library Binding Institute 8013 Centre Park Drive
Austin, Texas 78754 512-836-4141

Restaurator Munksgaard International 35 Norre Sogade DK-1016
Copenhagen K. Denmark

Technology & Conservation One Emerson Place, 16M Bos [Qn,
Massachusetts 02114 617-227-8581

Location of FEMA Offices

I. National Office:

State and Local Programs and Support Directorate Office of Disaster Assistance Programs
Washington, D.C. 20472
Telephone: (202) 646-3615

2. FEMA -Region II New York/New Jersey:

26 Federal Plaza, Rm. 1338
New York, NY 10278
Telephone: (212) 238-8309

Reprinted from *A Guide to Federal Aid in Disasters* with permission of the Federal Emergency Management Agency.

SECTION 5: APPENDICES

Appendix A: University Libraries' Collection Development Statement

Stony Brook University Libraries provide students, faculty and researchers with the means to reach their fullest potential by ensuring an equitable and balanced collection development profile that:

- a. reflects and anticipates the University's teaching, research and clinical requirements;
- b. deploys seamless and flexible technology in discovery of relevant information in all formats; and
- c. Implements sustainable policies and procedures to ensure the availability and integrity of information resources now and into the future.

Appendix B: University Libraries' Weeding and Deselection Policy

Deselection and Curation

Deselection and curation are integral and standard practices in managing library collections. It ensures that collections are vibrant, relevant, and aligned with the research and teaching missions of the university. Decisions to discard specific items, like decisions to acquire new titles for the collection, are made within the context of the total collection policy, so that the integrity of the total collection is not impaired but in fact may be enhanced when unneeded materials are removed from the collections.¹

Policy

Decisions on removal of state owned material in the University Libraries' collections shall be made by the Dean of Libraries after appropriate consultation and with advice from subject librarians and library staff, provided there are no restrictions regarding the disposition of such material. Part of the decision making process will include sending an announcement and list of the materials and items under consideration for removal to all University Deans, Department Chairs, faculty, and the Chair of the Senate Library Services Committee. This announcement shall state explicitly that these items are under consideration for removal from the library, and the recipients of this announcement and list shall have 30 days in which to respond and raise objections if necessary, before the library removes the items.

Criteria used to determine whether or not materials should be removed from the library's collection are in keeping with library practices, collection

development policies, and data collected as part of the profession of library sciences and information studies. Such decision criteria include, but are not limited to, date of publication, version of edition and currency of information, frequency of circulation, degree of uniqueness, and duplication, as well as availability in multiple information formats or through other venues. Material that would not be readily available through interlibrary loan and other methods will not be discarded.

If a specific department offers to take possession of materials pertaining to its departmental research and/or teaching that would otherwise be discarded, these materials will be transferred to that department, with the transfer duly recorded. As appropriate, once decisions have been made, the material will be advertised for resale or donation to other institutions. In case of sale, the campus will collect the appropriate sales tax and deposit any revenue according to state guidelines based on the source of funds for the original purchase of the applicable material.

Records of the deposition of said material shall be maintained for 6 years.

February 19, 2016

1 Adapted from Columbia University Weeding & Discard Policy

Appendix C: Fire Alarm Policy, Evening & Weekend

- Whenever the alarm rings, staff should remove occupants from immediate danger and direct them to nearest exit.
- If you see fire or smoke and the fire alarm is not already ringing, activate the fire alarm by using nearest "pull station" and call University University Police by dialing 911 from any campus phone, or 632-3333 from a cell phone. If you dial 911 from a cell phone, you will be contacting Suffolk County University Police.
- Confine the fire by closing doors behind you. Evacuate the building or use an extinguisher if trained.
- A library staff member should meet with University University Police and/or Fire Marshal outside the NW corner stairwell of the building, on the west side of the bookstore, to get status reports.
- University University Police and/or Fire Marshal will make every attempt to notify Library (Safety Warden) staff by way of two-way radio, and will try to send an Officer/Fire Marshal to the main lobby doors to advise people when it is safe to re-enter the building.
- If an extended period of time goes by, and staff has not heard from anyone, then the most senior person from the library staff may call police for an update.
- During fire emergencies, all warden vests should be worn so that the police and fire marshal can recognize the responsible staff. –July 2014

Appendix D: GENERAL INSTRUCTIONS TO LIBRARY SAFETY WARDENS

1. Library Safety Wardens are library personnel who assist fire marshals, University 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.

Appendix E: BUILDING EVACUATION PROCEDURES:

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

Situation A. 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.

Situation B. 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.
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.

Appendix F: Emergency Response Team Members

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

632-3333 (cell phone or off-campus)

Jason Torre, chair

Preservation Dept.

All areas.

Preservation Dept.

All areas.

Keith Krejci

NRR/Stony Brook Foundation Knowledge Commons

1st floor liaison.

Dianne Cyrus

ERS/Serials

2nd floor liaison.

Ken Doyle

Access Services

3rd Floor Liaison.

Hanne Tracy

Access Services

MASIC

John Madonia

Building Manager/Assistant Facilities Coordinator

All areas.

Appendix G: Library Administration Guide

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

632-3333 (cell phone or off-campus)

Interim, Dean of Libraries

Janet Clarke, Associate Dean for Research & User Engagement

Heath Martin, Associate Dean for Collection Strategy & Management

Shafeek Fazal, Associate Dean for Library Technology, Discovery and Digital Initiatives

Linda Cantanese, Director for Library Finance and Administration

Appendix H: Emergency Response—General Contacts

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

632-3333 (cell phone or off-campus)

Emergency Response Services:

- University University Police and Fire Marshals
911 (from off-campus or cell, 632-3333)
- Ambulance
911 (from off-campus or cell, 632-3333)
- Computer Damage
LibraryIT@stonybrook.edu or 2-9800
- Conservator Advice
Northeast Document Conservation Center
978-470-1010 (24 hrs./every day)
- Custodial Service (in-house)
2-6697
- Custodial (emergency and odd-hours)
2-6400 (Physical Plant)
- Environmental Health and Safety
911 or Main office: 2-6410
- Facilities Maintenance (Electric, Plumbing, Carpentry, Heat, Air Conditioning, etc.) 2-6400 (Physical Plant)

Appendix I: Restoration Services

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

632-3333 (cell phone or off-campus)

Emergency Response Services:

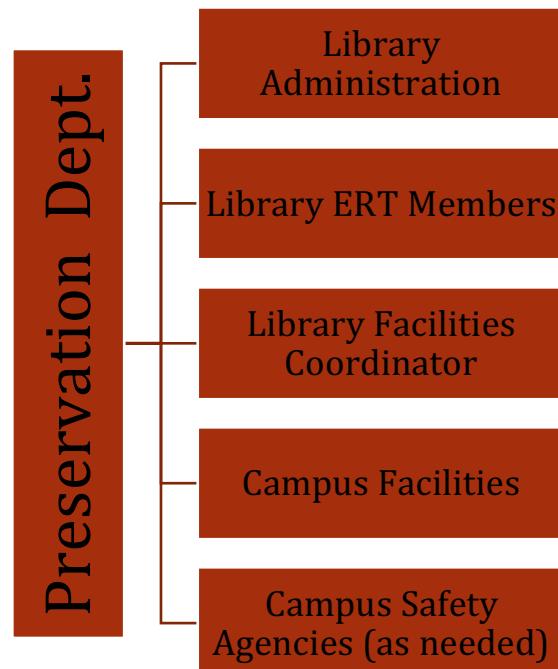
- Freeze-Dry Services: Polycon Group 1-800-422-6379
- Freezers: 2-7109 (Preservation Dept.) 2-1242 (Food Services)
- Polycon Group 1-800-422-6379

(Moisture abatement, freeze-drying, mold remediation)

- Northeast Document Conservation Center: 978-470-1010 (NEDCC) (Book, Paper, and Photography Conservators)
- Specs Brothers (Magnetic Tape Recovery): 800-852-7732
- Procurement (Purchasing): 2-6010

Appendix J: LIBRARY CLOSED: EMERGENCY response Notification Groups

Head of Preservation/Preservation Librarian will attempt to contact each Team member and response area and provide as much information as possible. In the event that the Preservation Department Head is not available, the designated covering member or area head shall reach out to the appropriate areas as listed below.



Appendix K: 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).

Appendix L: POINTERS ON TWO-WAY RADIOS

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

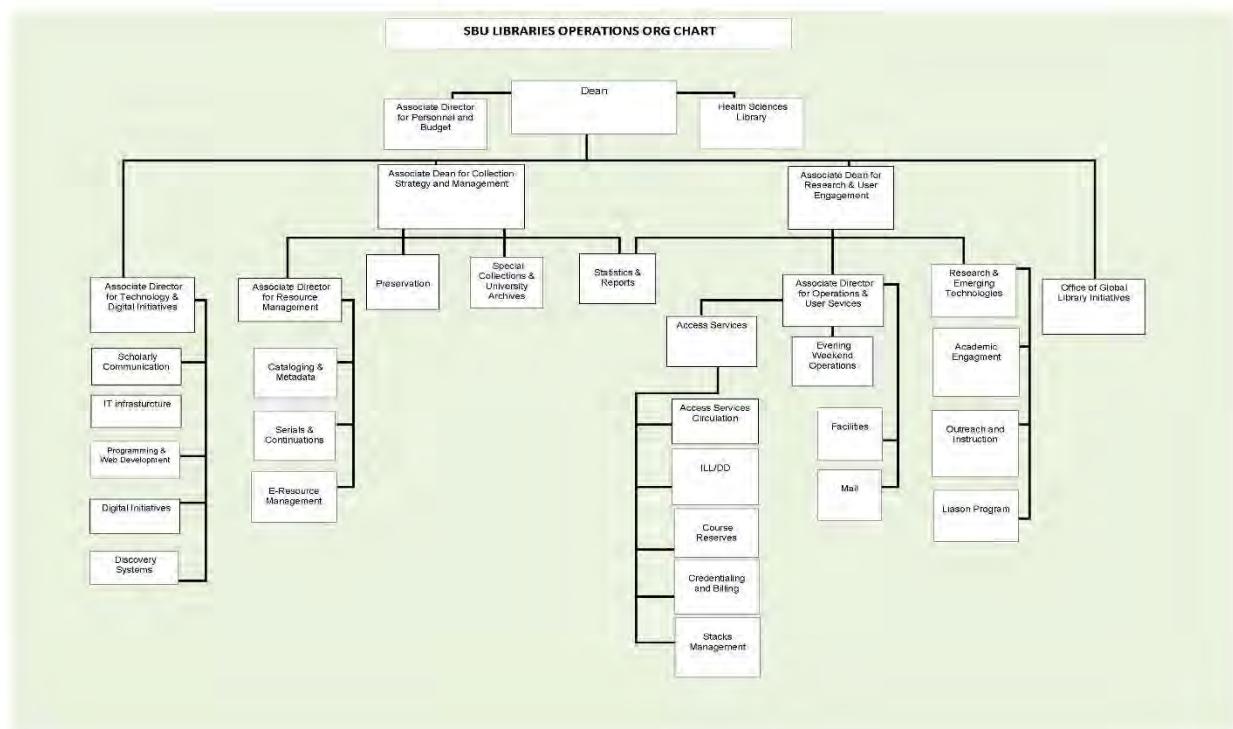
Use your radio sparingly since a number of people will be using these simultaneously. During an evacuation, announce when you have cleared your area. Identify the specific area that has been cleared. State your name at the beginning of your transmission.

Appendix M: RESPONSE TEAM JOBS

- 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/Substitute: makes coffee, brings in food and refreshments for sustenance of team members, rotates in as needed.

(Note: Some members may have more than one assignment)

Appendix N: Library Organization Chart



Appendix O: Access Keys

The University Libraries, supported by the Preservation Department and the Emergency Response Team, maintain emergency response supplies within the Frank Melville, Jr. Memorial Library and associated branch and collection areas. There are three designated supply replenishment locations within the Frank Melville, Jr. Memorial Library building (including the Preservation Department). They are:

- Circulation Cage Area, 3rd floor
- Emergency Response Room, Core Basement
- Preservation Department

Access to these areas during non-library hours may be gained through the use of access keys located in secure lock boxes within the following areas:

- Preservation Department
- NRR/Stony Brook Foundation Knowledge Commons

Appendix P: Megaphone Assignment List

Emergency Response Megaphone Assignment List

Revised May 24, 2016

- Resource Management
- Library Administration
- Central Reading Room
- Science and Engineering Reading Room
- Music Library
- Chemistry Library
- Math/Physics/Astronomy Library
- Special Collections and University Archives
- Access Services
- Health Sciences Library
- Southampton Library
- MASIC

Appendix Q: 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.

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*).

Bomb Threat Form

Date: ____/____/____

Time: ____ am/pm

Person receiving the call:

Location of Call Receipt:

Telephone Number Call Came in on:

ASK THE FOLLOWING QUESTIONS:

Where is the bomb?

What does it look like? (Circle all which apply):

Round

Square

Package

Briefcase

Other: __

When will it detonate?

What will cause it to explode?

Who placed the bomb?

Why was it placed?

What is your name?

Why are you calling?

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:

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):

Callers' exact words:

Packing and Inventory Form

(Adapted from "Pack out 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.)

Donors Form

Date	Donor (name, address, and phone)	Supplies or other materials donated

--	--	--

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

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

Location:

Volunteer Sign-In/Sign-Out Form

(Use the form to keep track of volunteers).

Name	Time in	Time Out	Work performed	Date

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:

Collections involved (type and quantity):

Description of incident:

Damage to collections:

Immediate action taken to minimize damage:

Collection Salvage & Rehabilitation Form

(This form should be used to keep a record of any actions taken stemming from damage to collections. The second section of the form provides a salvage timeline form to keep track of salvage decisions).

Person Authorizing Salvage:

Today's Date:

Date of incident:

Time of incident:

Collections involved (type and quantity):

Salvage Date Begun:

Salvage Date End:

Salvage method (e.g., air dry, freeze, vacuum freeze dry, professional conservation):

Rehabilitation/disposition options (e.g., discard, replace, microfilm, photocopy, clean, repair, rebind):

Salvage & Rehabilitation Vendor(s):

Date disaster area cleaned:

By whom:

Appendix R: Melville Library Emergency Response Plan



Frank Melville, Jr. Memorial Library

Photos by KKrejci

Updated by JMadonia

BUILDING EMERGENCY PLAN

The purpose of this plan is to give Melville Library building occupants information and instructions meant to assist them in the event of a variety of emergencies. As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Building Emergency Coordinator. Keep the following in mind as you read through this document:

- Evacuation routes, exit points, and where to report after evacuating the building
- When and how to evacuate the building
- Locations of fire extinguishers and fire alarm pull stations.
- Proper procedures for notifying emergency responders about an emergency in the building or work area
- Additional responsibilities (such as fire warden)
- Fire hazards
- Potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency

I. BUILDING INFORMATION

Building Name: **Frank Melville, Jr. Memorial Library**

Contacts	Name	Telephone #	E-Mail
Building Emergency Coordinator	John Madonia	631-632-9795 Cell 631-637-0433	john.madonia@stonybrook.edu
Alt. Building Emergency	N/A		

Coordinator			
Serving Building Manager (if different than above)	N/A		
Alt. Building Manager	N/A		

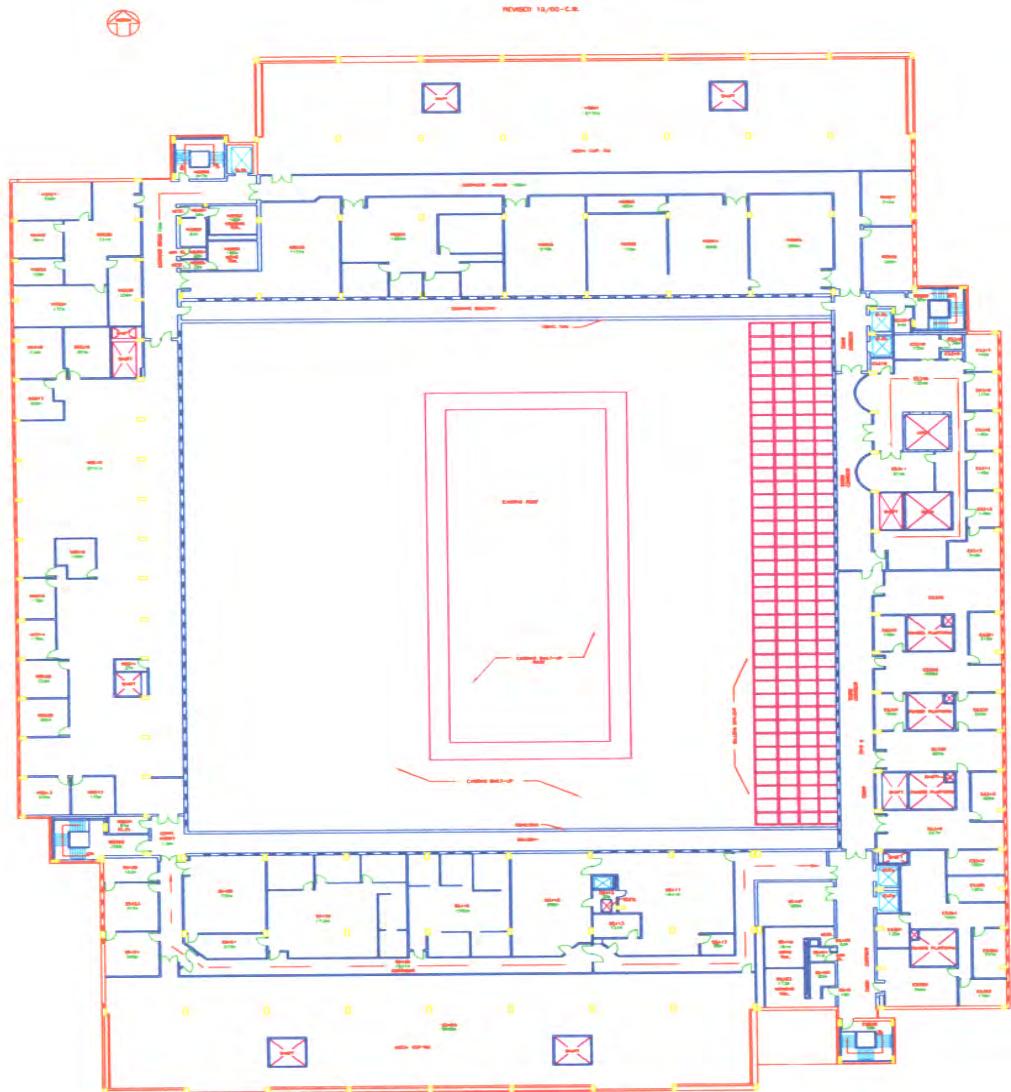
Description of Building:

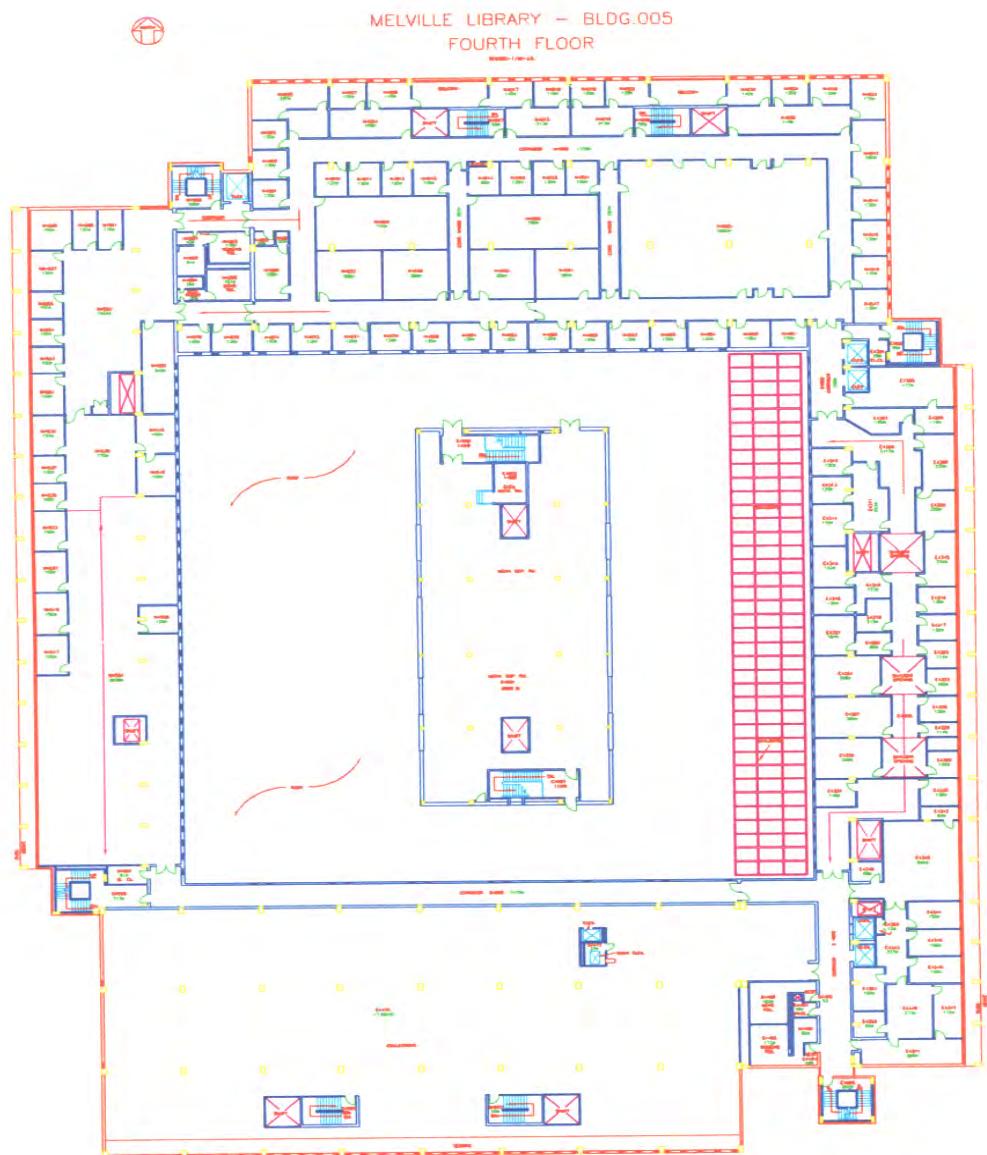
The Frank Melville, Jr. Memorial Library is a dual building complex comprised of a core five level component and a six level perimeter component. The entire edifice encompasses approximately 682,000 square feet of space. Fifty distinct administrative and academic departments currently populate it. Typical operations include: library services, teaching, academic advising, purchasing and accounts payable, research services, computer support, food service, printing service, campus bookstore, travel services, commuter lounge, art gallery, housekeeping and special events, thus providing the most comprehensive range of university services on the west campus. Its physical plant is comprised of five huge mechanical rooms for distribution of HVAC, seven elevators for accessibility, and a high voltage area that delivers electrical power to the entire complex.

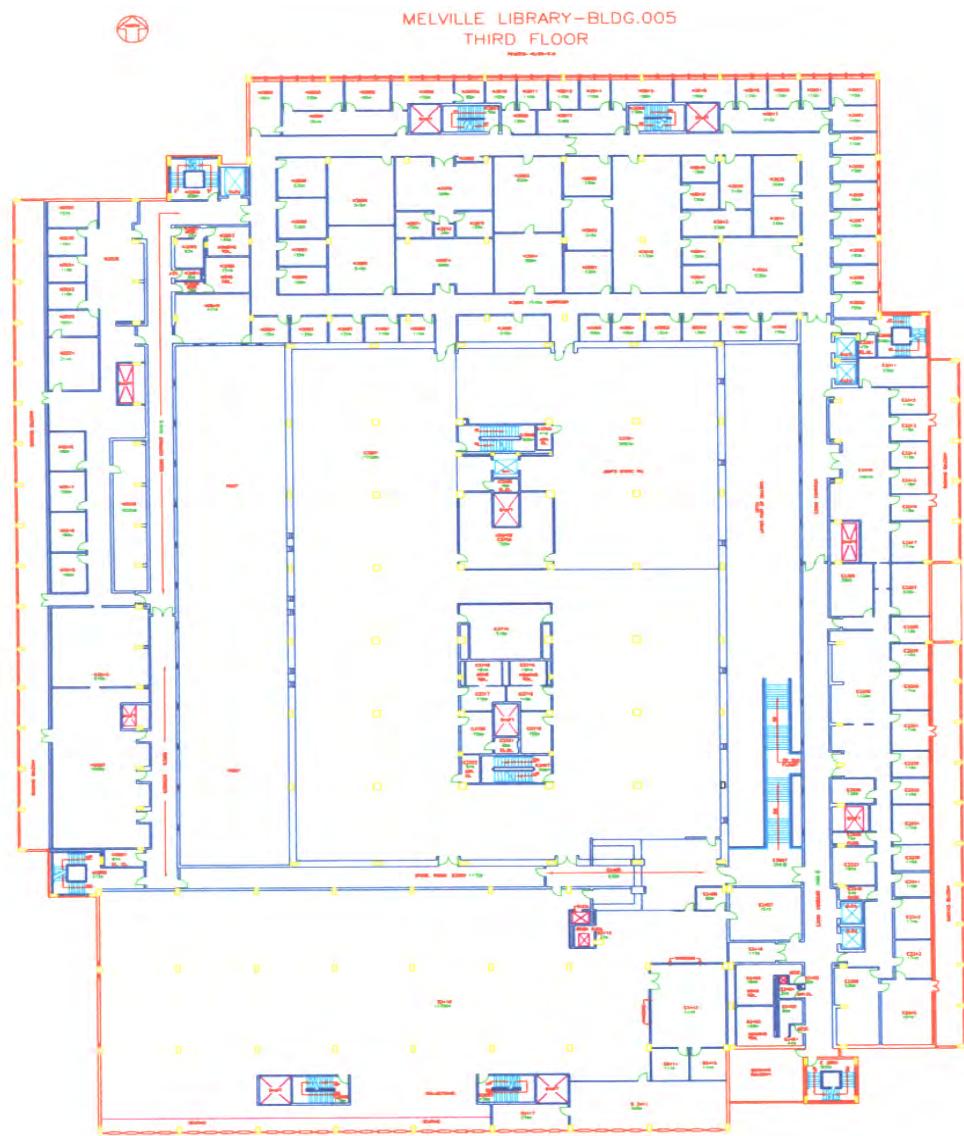
Floor Plans and Emergency/Evacuation Assembly Areas (EAA) [next page](#)

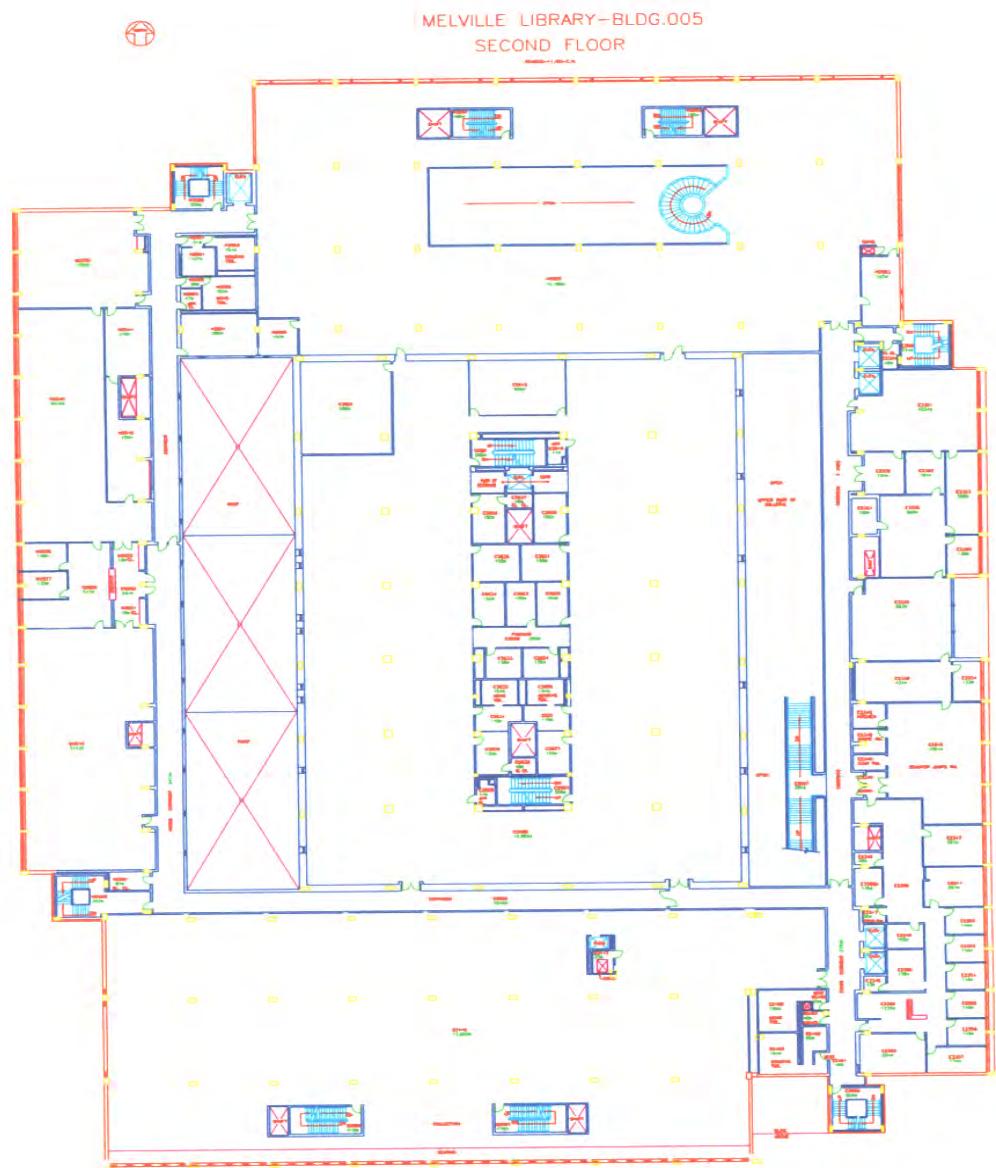
MELVILLE LIBRARY-BLDG.005
FIFTH FLOOR

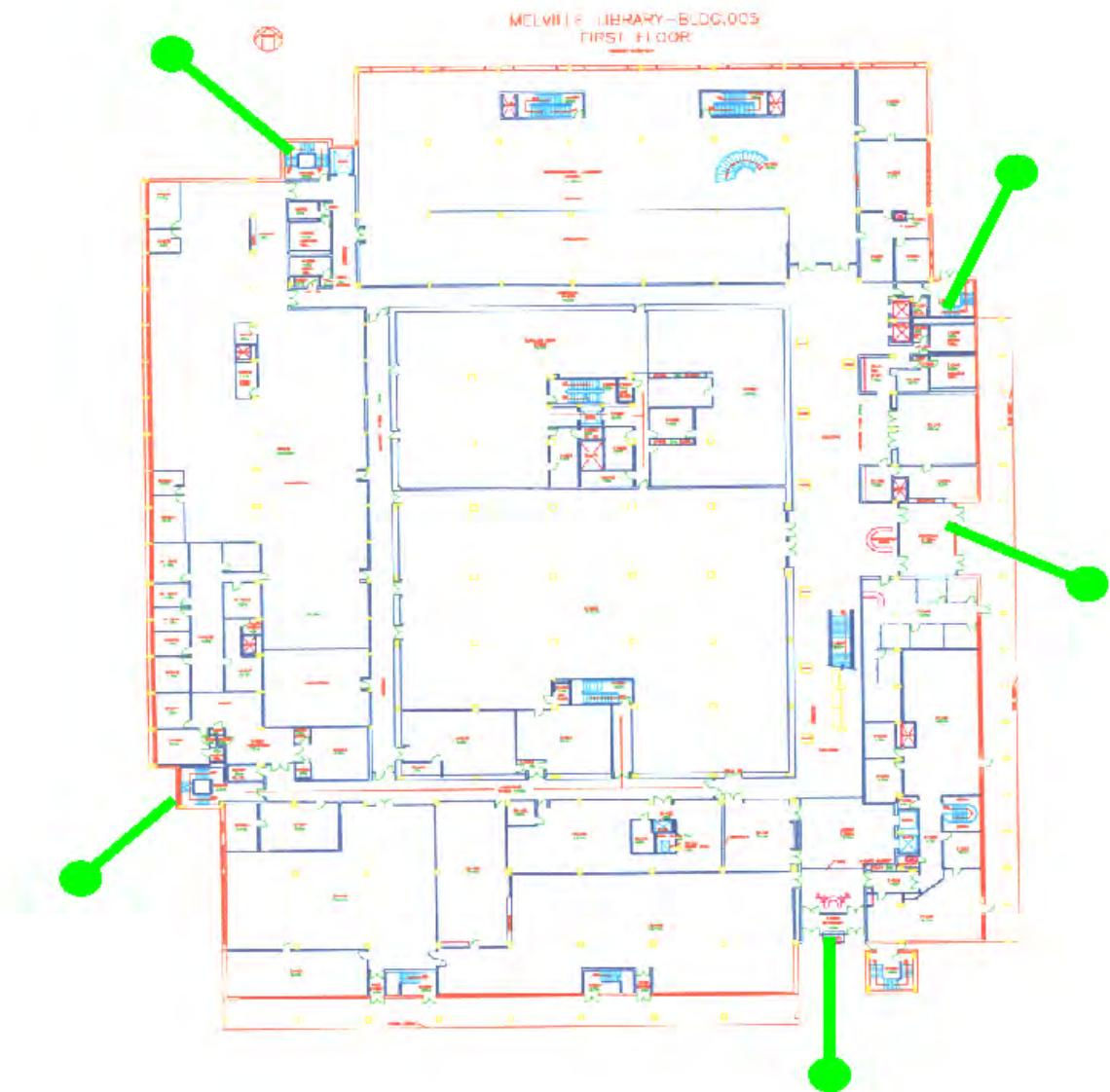
REVISED 10/00-C.S.

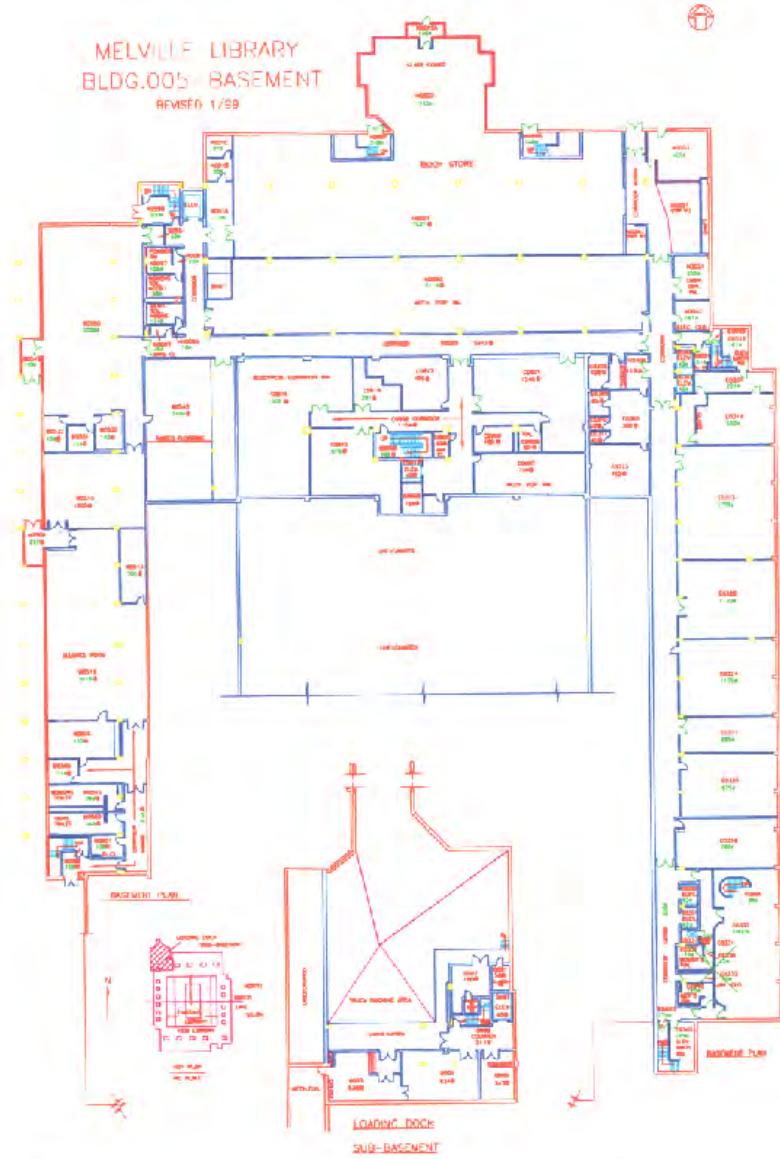












Escape Routes
Escape Routes
Escape Routes
Emergency Assembly Areas



Departments	Name of Department Head	Room
Fifth Floor		
Center for India Studies	S.N. Sridhar	632-9742 E5450
Center for Korean Studies	Hongkyng Kim	632-7134 N5520
Client Support	Nakia Brown	632-9800 S5410
Application Support for Administration	Raymond Chan	632-3800 S5420
Grants Management	Sheila Routh	632-9038 W5510
Intensive English Center	Efie Spentzos	632-7031 E5320
International Programs Study Abroad	Wolf Schafer	632-7488 E5311

Interfaith Center	Rabbi Joseph Topek	632-6565. N5580
Office of Economic Development	AnnMarie Scheidt	632-7006 S5421
Office of Technology Licensing and Industry Relations	Peter Donnelly	632-1632 N5002
Office of the Vice President of Research	David Conover	632-7932 S5422
Research Compliance and Informatics	Judy Matuck	632-9036 W5530
Sponsored Programs	Nancy Daneau	631-4402 W5510
United University Professions	Arthur Shertzer	632-8948 S5415
Visa and Immigration Services	Wolf Schafer	632-7488 E5310

Fourth Floor

Center for Italian Studies	Mario Mignone	632-7444 E4340
European Languages. Literatures, and Cultures	Aaron Godfrey	632-7451 E4341
Professional Education Program	Dorit Kaufman	632-9483 N4064
School of Journalism	Howard Schneider	632-7403 N4004

Third Floor

College of Arts and Sciences	Sacha Kopp	632-6999 E3320
EOP/AIM	Cheryl Hamilton	632-7090 W3520
Hispanic Languages and Literature	Kathleen Vernon	632-9688 N3022
Honors College	Jessica Clare	632-4378 N3071
Library Circulation Stacks/Inter Library Loan	Jennifer Devito	632-0771 S3417
Library Photocopy Service	Kenneth Doyle	632-7138 S3413
Office of Undergraduate Education	Rick Gatteau	632-1197 E3310
Student Orientation Programs	Regina Marshall	632-6710 W3519

Second Floor

Academic Advising	Deb Serling	632-1197 E2360
Library Preservation	F. Jason Torre	632-7109 W2550
Special Collections	Kristen Nyitray	632-7119 E2321

First Floor

Central Reading Room (CRR)	Janet Clarke	632-1217 C1600
The Faculty Center	Patricia Aceves	632-2786 S1460
International Academic Programs	Imin Kao	6327729 E1340
Library Administration		632-7100 W1508
Library Sinc Site	Charles Powell	632-1588 S1464
Library IT	Shafeek Fazal	632-1149 W1502
Library Technical Services	Heath Martin	632-1174 W1502
Music Library	Giselle Schierhorst	632-7079 W1530
Newsroom	Howard Schneider	632-7403 E1337
North Reading Room (NRR)	Lisa Miller	632-7185 N1000
Teaching Learning Lab	Nancy Wozniak	632-1033 S1430
William and Jane Knapp Alumni Center	Matthew Colson	632-4932 E1315

Basement

Career Development Center	Marianna Savoca	632-9586 W0550
Employee Assistance Program	Colleen Stanley	632-6085 E0305
UPS Store	Marc Szczurowski	632-1831 E0320
Melville Library Housekeeping	Joseph Martone	632-6679 E0305
Office of the Provost's Liaison	Deborah Difranco	632-9828 E0319
Sustainability Studies Program	Heidi Hutner	632-5360 W0521
University Bookstore (Barnes and Noble)	Will Giler	632-6551 N0001

Sub-basement

Library Mail Service (Loading Dock)	Tara Grynne	632-7134 SB0003
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MELVILLE SAFETY WARDENS

John Madonia/SW Coordinator

Amy Matkovich

Anamaria Goncalves

Celeste Hessler

Christian Wood

Claire Foley

Cynthia Traub

Deborah Fosta

Don Lavelle

Edward Mcfadden

Efie Spentzos

Elba Orsland

F. Jason Torre

Hanne Tracy

Jennifer Schlitz

Karen Clemente

Kathleen Green

Kathleen Maxheimer/Alt. SW Coord

Kathryn Belmonte

Kathryn Mcdonald

Keith Krejci

Kenneth Doyle

Mary Herz

Maureen Case

Maureen Robinson

Pamela Michaels/Alt SW Coord.

Patricia Rasso

Paula R. Moore

Renee Curry

Rosemarie Alessi/Alt SW Coord.

Shady Azzam-Gomez

Valeri Lantz Gefroh

Will Giler

There are no critical operations in the Frank Melville, Jr. Memorial Library for which an employee is required to remain in the building during an emergency.

MEDICAL AND RESCUE DUTIES FOR EMPLOYEES

No employee has been assigned medical or rescue duties specific to emergency situations at the Frank Melville, Jr. Memorial Library.

II. EMERGENCY PROCEDURES

EMERGENCY NOTIFICATION

Fire/University Police/Ambulance

333 (632-3333 from non-

Campus phones)

NON-LIFE-THREATENING EMERGENCY NUMBERS:

Department	Phone Number
Environment, Health & Safety	632-6410
University University Police	632-3333
Physical Plant-Emergency repairs –West Campus/Library	632-6400

OTHER COMMUNICATIONS

The following media are methods of receiving emergency or important information pertaining to campus-wide situations, external to this facility

- SB Alert is a comprehensive emergency notification system used by the university to alert members of the campus community about major emergencies, immediate threats or impending situations that can pose harm to individuals, disrupt classes or impact facilities, activities or other operations. When activated SB Alert can send a message to all devices listed by the individual. To register for SB Alert you can visit the following: <http://www.stonybrook.edu/commcms/emergency/alerts.shtml>

- Stony Brook web page. If necessary, the campus emergency coordinator can post emergency information on the SBU home page.
- SB Advisory - for information regarding non-emergency incidents that do not pose an imminent safety threat.
<http://www.stonybrook.edu/commcms/emergency/advisories.shtml>
- Phone mail. The campus phone mail system can be utilized to broadcast emergency messages.
- Video monitors streaming with campus information located around the campus buildings.
- E-mail. The campus e-mail system can be used to send emergency e-mail messages to individuals with SBU accounts.
- SB Guardian - for information on the mobile device system often referred to as a "personal blue light phone" in your pocket.
<http://www.stonybrook.edu/commcms/emergency/guardian.html>

BUILDING FIRE ALARM(S) AND SUPPRESSION SYSTEMS

- The Melville Library facility fire alarm system consists of heat and/or smoke detectors, sprinkler system, manual pull stations, that when activated will sound an evacuation alarm which is a bell. Manual pull stations are located generally at or near exits and are used to manually activate the fire alarm system. The photos that follow are a representative sample of what can be found currently.



This panel is the control center for the Melville Library fire alarm system. The campus fire marshals are the only ones who have access to this panel in order to reset once it has been activated. It is located in a very secure area.

SIMPLEX MAIN FIRE ALARM CONTROL PANEL



FIRE LOCATION INDICATOR PANEL 1

This indicator panels allow any building occupant to quickly locate the general location of the alarm origin. One panel is located on the first floor east vestibule off the Staller performance pit near the automatic door. The second panel is located in the basement in the east hallway outside the bookstore.

FIRE LOCATION INDICATOR PANEL



To turn the alarm on: pull down firmly on the white handle. The alarm station will begin to sound and flash a light to warn people to leave the Library

MANUAL PULL STATION



The sonic alarm will sound and the light will flash periodically to notify either the Pull Station has been pulled or the detection system has found a problem. There is also a voice system for related emergencies.



These are two types of smoke detectors found in the Melville Library Building.



SMOKE DETECTOR MODELS



This is a representative example of a heat activated sprinkler head.

SPRINKLER HEAD



This pump room maintains water pressure for standpipes throughout the Melville Library building.

PUMP ROOM FOR STANDPIPES



Standpipes are located mostly in the stairwells on every floor. There are Also hallway locations scattered in key locations.

HALLWAY STANDPIPE HOSE AND EXTINGUISHERS

When you hear the evacuation alarm, leave the building. Follow evacuation procedures listed below.

EMERGENCY NOTIFICATION PROCEDURES

When you call "911" or "333" from a campus telephone or 631-632-3333 from a cell phone to request emergency assistance, you will be connected to the University University Police Dispatch. Call from a safe location and remember to:

- Stay calm.
- Be prepared to answer the following questions:
 - Where is the emergency located?
 - What is the emergency? (Fire, hazardous material, etc.)
 - Are there any injuries?
 - Who are you? (Your name)
 - Do not hang up until instructed to do so by the dispatcher.

You do not need to know all the answers to these questions, but quickly gather as much information as you can. Give a telephone number or safe location where the emergency responders can call or meet you, and wait for the responders at that safe location.

GENERAL EVACUATION PROCEDURES

When evacuating your building or work area:

- Stay calm; do not rush.
- Gather your personal belongings if it is safe to do so.
- Close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do **not** use the elevator.
- Proceed to the designated Emergency Assembly Area (EAA) move away from the building for safety.
- Wait for any instructions from emergency responders.

- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.
 - Faculty/Staff are responsible for informing students of proper evacuation routes and a designated assembly area at start of the semester and at time of evacuation.
 - Faculty should be the last to leave the class room/laboratory during an evacuation, making sure all students exit properly and to the designated assembly area.
 - It is the responsibility of faculty/staff to account for his/her students at the designated meeting area and inform emergency responders of anyone missing

See "Evacuation Policy for People with Disabilities" Appendix B.

EVACUATION ROUTES

A building occupant is required by law to evacuate the building when the fire alarm sounds. When evacuating, you would egress out the door closest to you. Since this may not be your primary route into your work area, you may not be familiar with it. It is your responsibility to become familiar with all alternate means of egress throughout your entire work area.

<u>Emergency Information</u>	<u>Locations</u>
• Posted evacuation diagrams Including routes, fire extinguisher locations, And fire alarm pull stations (work in progress)	• Base of stairways, elevator landings, vestibules, and public areas.

FIRE PROCEDURES

If there is a fire in your work area or building:

- First, notify the fire department by pulling the pull station and (from a safe distance) Contact University University Police (SEE: EMERGENCY NOTIFICATION PROCEDURES PAGE 13)
- If you have been trained in the use of a portable fire extinguisher and are able to safely extinguish the fire, you may do so. Be sure you have a safe exit from the area and leave if one extinguisher does not put out the fire.
- Evacuate the building as soon as the alarm sounds and proceed to the designated Emergency Assembly Area (EAA) (see "General Evacuation Procedures").

- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.
- Use stairs only; do not use elevators.
- Move well away from the building to your designated EAA and await further instructions.
 - Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

PERSON OF CONCERN

If an individual is behaving in a threatening or erratic manner do not engage or try to correct the individual's behavior. Notify University Police by calling "333" from a campus phone or 632-3333 from a cellphone. Stay on the line and give information on individual and their behavior. If you feel threatened try to remain calm and if possible leave the area or secure yourself in an office if possible.

ACTIVE SHOOTER

Since the tragic events at Virginia Tech, Northern Illinois, and other schools and universities, many people have asked what they should do in the event of an "active shooter" incident on campus. These situations are unpredictable. However, there are a few steps that can be taken immediately to protect oneself.

Stony Brook University may activate Shelter-In-Place procedures in the event of an active shooter. The following actions are recommended for protecting yourself in an active shooter situation.

If you are not in your office or dorm go to the nearest room.

Close and lock the door.

Turn off the lights.

Seek protective cover. Stay away from doors and windows.

Keep quiet and act as if no one is in the room.

Do not answer the door

Call 333 from any campus phone or (631) 632-3333 from a cellular phone to contact the

University University Police Department

If it is safe to do so, providing each dispatcher with the following information:

Your name

Your location (be as specific as possible)

Number of shooters (if known)

Identification or description of shooter

Number of persons who may be involved

Injuries if known

Wait for police to assist you out of the building.

During an active shooter situation The Department of Emergency Management will utilize all necessary means of communications. Individuals are encouraged to monitor the SB Alert website and sign up for SB Alert Emergency Notifications.

To prevent panic and better prepare yourself in the event of an active shooter incident, watch the video below and remember these three words; RUN. HIDE. FIGHT.

[HTTPS://WWW.YOUTUBE.COM/WATCH?V=5VcSWEjU2D0](https://www.youtube.com/watch?v=5VcSWEjU2D0)

BOMB THREAT PROCEDURES

A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and call the University University Police immediately at 333. Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm or cell phone in the area.

If you receive a bomb threat (via the telephone):

- Stay calm and keep your voice calm.
- Pay close attention to details. Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:

- When will it explode?
- Where is it right now?
- What does it look like?
- Where did you leave it?
- Did you place the bomb?
- Who is the target?
 - Observe the caller's:
- Speech patterns (accent, tone)
- Emotional state (angry, agitated, calm, etc.)
- Background noise (traffic, people talking and accents, music and type, etc.)
- Age and gender
- Write down other data:
- Date and time of call
- How threat was received (letter, note, telephone)
- Call University University Police and submit your notes from the telephone call or the bomb threat (letter or note) to University University Police.
- Follow University University Police's instructions.

If you are told by emergency responders to evacuate the building (see "General Evacuation Procedures" above):

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to campus authorities.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions from emergency responders.

HAZARDOUS MATERIALS SPILL PROCEDURES

Spill Response Plan: Pre-planning is essential to handling a spill. Workers should consider the following items to prepare themselves and their areas for spill control and cleanup.

- Review Material Safety Data Sheets (MSDSs) or other references for recommended spill cleanup methods and materials, and the need for personal protective equipment (PPE) (ie, respirator, gloves, protective clothing, etc.). Contact EH&S for guidance.
- Acquire sufficient quantities and types of spill control materials to contain any spill that can be reasonably anticipated

- Adequate aisle space must be maintained to allow the unobstructed movement of personnel, fire protection and spill control equipment to any area of the facility with a Hazardous Material/Hazardous Waste operation.

Spill Response Procedure: In the event of a spill, the general procedure listed below should be followed:

- Refer to the MSDS for appropriate PPE and cleanup procedure and proceed with containment and cleanup. If the chemical spill is too hazardous, or beyond your means to clean, evacuate the area. Immediately call "333" or "911" from any campus telephone. On cell phone; 631-632-3333 [See section below on assessing chemical spills]
- Call 333 on campus phone or 631-632-3333 from a cellphone if there is a fire or medical attention is needed.
- Attend to any persons who may have been contaminated. Contaminated clothing must be removed immediately and the skin/eyes flushed with water for no less than fifteen minutes.
- If a volatile, flammable material is spilled, eliminate sources of ignition and ventilate the area.
- After spilled material has been absorbed, use a broom and dustpan to place materials in an appropriate container. Pick up broken glass with tongs, not your hands. Dispose all paper towels, gloves, etc., used to clean spill as hazardous waste. Complete a hazardous waste sticker and place in hazardous waste storage location.
- If you require assistance to clean up the spill:
 - During normal business hours you can call Environment, Health & Safety (EH&S) directly (632-6410).
 - During off-hours, call University Police

Assessing Chemical Spills

In cleaning up chemical spills, consider:

- The size of the spill
- The toxicity or other hazardous properties of the materials
- Clean-up materials available in the lab
- The level of knowledge and training of the person doing the clean-up

In general, if it appears you have the supplies to absorb and bag the spilled material, it is reasonable to clean up small spills of the following:

- Dilute acids and bases
- Most solvents (in a ventilated area)
- Materials whose toxic properties you are familiar with
- Materials for which you have proper protection and clean-up materials

Do not clean up a spill without assistance from EH&S if:

- You feel it is unsafe to do so, or you lack the knowledge to do it safely.

- You don't know what the spilled material is or lack the materials to clean it up safely
- Radioactive materials are involved
- The spill is larger than 1 liter or is spread over a large area
- You feel any physical symptoms of exposure (eye or skin irritation, difficulty in breathing, coughing, dizziness, nausea, etc.)

UTILITY FAILURE/POWER OUTAGE

In the event of a major utility failure, notify Physical Plant-Campus Services at 2-6400 from campus phones or 631-632-6400 from a cellphone.

A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to cancel classes or meetings in progress or to evacuate the building

In the case of a power outage in Melville Library the Central Reading Room, Circulation floors, North Reading room and Music Library will be closed to patrons until power is restored. Library Staff on duty should obtain flashlights from available stock and help direct patrons out of the spaces indicated until power is restored.

ELEVATOR FAILURE

If you are trapped in an elevator, use the emergency telephone to call for assistance. All elevator phones are connected directly to the University University Police

FLOODING

If flooding occurs:

- Cease using all electrical equipment.
 - Upon discovery of a flood, the following calls should be made:

University University Police.....333 or 632-3333
from a cellphone
Physical Plant

**Library/West Campus.....2-6400 or 632-
6400 from a cellphone**

East Campus.....4-2400 or 444-2400 from a cellphone

Residential Operations.....2-9585 or 632-9585 from a cellphone

Environmental Health and Safety....2-6410 or 632-6410 from a cellphone

Infection Control.....4-2239 or 444-2239 from a cellphone (hospital only)

Housekeeping.....4-1460 or 444-1460 from a cellphone (hospital only)

Be prepared for emergencies. Keep an emergency kit in your work area that is easy to carry out of the office to the Emergency Assembly Area when evacuating the building for prolonged emergencies.

APPENDIX A: SAFETY WARDENS

The employees who are selected as Safety Wardens provide guidance and instruction to other occupants at the time of an emergency. The Wardens are trained in the layout of the building and the various primary and alternate escape routes from their area. In addition, Safety Wardens are aware of those occupants in their areas who require special assistance during evacuation and of any hazardous areas to be avoided during emergencies. Reference the buildings Emergency Plan for more detailed evacuation guidance.

For more information about Safety Wardens:

http://www.stonybrook.edu/commcms/emergency/SBSafety%20Warden%20Brochure_revised.pdf

SAFETY WARDEN EVACUATION RESPONSIBILITIES

DURING AN EVACUATION	Complete	Comments
Assigned areas have been checked and all personnel and visitors have evacuated the building using the appropriate evacuation route. (Remember to check classrooms, copy rooms, libraries, testing rooms, elevator lobbies and other areas of assembly in your assigned area).		
Begin at the farthest reach of your area and assure that the occupants ahead of you have evacuated. Direct occupants to the exits and tell them to remain at the Assembly Areas.		
Conduct a quick search as you go. Make sure hazardous equipment is shut off and no one is left behind.		
Doors in assigned areas are shut to reduce the spread of fire and smoke.		
<i>If there is smoke in the building</i> , stay low, cover your mouth with a damp cloth or handkerchief. Visualize where the exits are, hug the wall to guide you so you do not become confused.		
<i>If there is no smoke</i> , people may not want to evacuate. Firmly insist they leave the building. Students and visitors not familiar with this plan must be informed of the requirements to evacuate.		
Do not allow the stairway doors and other exit doors to be blocked/wedged open during the evacuation, which can make them dangerous and unusable.		
Assure faculty is taking charge of, and evacuating their students		
If you have assistants, station one in front of elevators and make sure no one uses it.		
Any person who requires special assistance to evacuate is moved to a safe area of refuge and their status is reported immediately to the Emergency Coordinator or the Fire Department.		

Report any occupants who are trapped or otherwise unable to evacuate to the Emergency Coordinator or the Fire Department.		
A head count of employees is taken at the assigned Designated Meeting Site and employees are kept in this area until direction is provided by emergency responders		
The head count (including a list of employees who are unaccounted for) and any other pertinent information, including the fire location, is relayed to the Emergency Coordinator and/or emergency responders		

Faculty Responsibility Cross Reference:

- Faculty/Staff are responsible for informing students of proper evacuation routes and a designated assembly area at start of the semester and at time of evacuation.
- Faculty should be the last to leave the class room/laboratory during an evacuation, making sure all students exit properly and to the designated assembly area.
- It is the responsibility of faculty/staff to account for his/her students at the designated meeting area and inform emergency responders of anyone missing

Employees Responsibility Cross Reference:

- Individual employees ensure that visitors in their area evacuate with them
- Turns off lights and closes doors in their areas
- Evacuate themselves and do not return until authorized by emergency response forces

People with Disabilities Cross Reference:

- Disabled individuals must make floor wardens aware of their location and the fact that they will require assistance in the event of an emergency

**APPENDIX B:
EVACUATION POLICY FOR PEOPLE WITH DISABILITIES**

This appendix provides a general guideline of evacuation procedures for persons with disabilities. The procedures and evacuation methods employed, should be preplanned well before the event.

PREPLANNING

- If in a multiple story facility, locate all stairwells that could be used as an area of refuge. It must have an area in the stairwell for the disabled person that is out of the egress path of other evacuees.
- Make sure the floor Safety wardens are aware of disabled persons presence and what type of assistance they will need.
- Seek evacuation assistants who are willing to lend a hand in case of an emergency.

IN ALL EMERGENCIES, AFTER AN EVACUATION HAS BEEN ORDERED:

- Evacuate people with disabilities if possible.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or be recalled to the ground floor.
- Check on people with special needs during an evacuation. A "buddy system", where people with disabilities arrange for volunteers (co-workers/ neighbors) to alert them and assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

EVACUATION OPTIONS:

Persons without disabilities must evacuate to the nearest exit. Persons with disabilities have four basic evacuation options, depending on their type of disability.

- **Horizontal** evacuation: using building exits to the outside ground level, or crossing bridges into adjacent buildings
- **Vertical** evacuation: using steps to reach ground level exits from the building.
- **Stay in Place:** unless danger is imminent, remain in a room with an exterior window, telephone, and solid core or fire resistant door. With this approach, the person may keep in contact with emergency services by dialing 333 and reporting his or her location directly.
- **Area of Refuge:** similar to stay in place. Unless there is imminent danger, a person can wait in a fire rated stairwell, out of the way of others egressing, or move to unaffected areas of the same floor, if the building is sprinkler protected and there is a fire rated assembly. Another individual will have to relay to emergency responders, these peoples position, once outside.

RESPONSES TO EMERGENCIES:

BLINDNESS OR VISUAL IMPAIRMENT

Bomb Threat, Fire, Hazardous Materials Releases, and Power Outages:

- Since the emergency evacuation route is likely different from the commonly traveled rout, persons who are visually impaired may need assistance in evacuating.
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (i.e. elevators cannot be used).

DEAFNESS OR HEARING LOSS

Bomb Threat, Fire, Hazardous Materials Releases, and Power Outages:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advice of safest route or direction by pointing toward exits or evacuation maps.

MOBILITY IMPAIRMENT

Bomb Threat, Fire, and Hazardous Materials Releases:

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a *safer area*, e.g.,
 - most enclosed stairwells
 - an office with the door shut which is a good distance from the hazard
- If you do not know the areas of refuge in your building, call the Fire Safety Office at 632-9678 for assistance.
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- University Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary.

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