

CHAPTER 3

STAFF MOBILIZATION - Phase 1

A major disaster in the library would necessitate the evacuation of all personnel. In such a situation, actual recovery procedures to salvage the collections would have to wait until the building was officially declared safe to enter. Although such a situation is impossible to predict, the brief outline of procedures listed below will be followed.

Alert professional staff, supervisors and non-professional staff:

1. Library Director will contact the Facilities Department
 2. Library Director will contact Department Heads; Department Heads will contact personnel.
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DAMAGE ASSESSMENT - Phase 2

Meeting location for reports and first phase planning:

If the building can be entered, meetings will take place at the Control Center (Library Director's Office). If the building cannot be entered, meetings will take place at the Provost office.

Librarians, Facilities, Police, and Fire Department officials will gather for a status report on the situation that should cover the extent of damage and when the building can be entered for recovery purposes.

Basic site visit procedures:

The Librarians and Building Manager enter building to assess damage when entry to the building has been approved by fire officials. High priority areas will be assessed first, followed by other affected areas.

The Librarians and Building Manager record extent of damage in disaster recovery charts (Appendix A), indicating the following:

- Type of damage (water, fire)
- Type of material damaged (photographs, books, etc.)
- Extent of damage, i.e., how much (volumes, #'s)
- Brief environmental conditions (dampness, heat, etc.)
- Wet carpets, broken files
- Condition of surrounding area

Photographs of damage should be taken for recovery planning purposes.

RECOVERY PREPARATION - Phase 3

Second meeting of Disaster Preparedness Committee:

After Phase 2, damage assessment, the Librarians will return to the designated Control Center (Library Director's office) and begin to plan a salvage operation for damaged materials. Based on information recorded in disaster recovery charts completed during the site visit of affected areas, the librarians will:

1. Establish priorities.
2. Develop and assign teams for affected areas, using "Floor Plans and Priorities", as well as the volunteer names and telephone numbers listed in Appendix B.
3. Assemble supplies listed in the Disaster Plan Workbook, Chapter 7 "Supplies".
4. Develop a schedule for implementation.
5. Define reporting mechanism and communication lines, including an established chain of command for recovery operations. This should include a method to deal with unforeseen modifications that need to be made during the recovery operation.

The Library Director will appoint an assistant to take minutes during all meetings, telephone for supplies and other necessities, organize deliveries of supplies, answer telephones, and assist in the management of the recovery process from the Control Center, as needed.