DISASTER PREPAREDNESS/RECOVERY

STEPHEN B. LUCE LIBRARY

MARITIME COLLEGE

The State University of New York

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The State University of New York

POLICY STATEMENT

The Library Faculty and Staff is committed to maintaining a vigilant state of disaster preparedness for the Stephen B. Luce Library, because all libraries are susceptible to disasters.

Enlightened self-interest tells us that to be prepared is the greatest weapon against disaster. In recognition of the possibility of both small and large disasters, the plan ensures that appropriate actions are taken in the event of a disaster. This plan provides library staff with a set of disaster priorities, emergency procedure guidelines, lists of personnel and department floor plans. It will be updated annually to ensure accuracy and currency.

Document last updated, January 2005.

DISASTER PLAN WORKBOOK

CHAPTER 1

SUMMARY OF EMERGENCY PROCEDURES

MEDICAL EMERGENCY: Call x911 University Police. Describe the problem; give the exact location and your name. Security personnel will come to assist you. They will call health service if necessary. Do not try to administer first aid; you may do more harm than good. See "Medical Emergencies" in Chapter 6 for further instructions.

FIRE: Call x911 University Police. If you have any doubts about your ability to extinguish the fire, secure and leave the area. Activate the nearest fire alarm or call x911 University Police. They will call the Fire Department if necessary.

When a fire alarm is sounded initiate the library evacuation procedures.

BOMB THREAT: Keep the caller on the telephone as long as possible and WRITE DOWN as much of the following as you can obtain: time set for the explosion, location of the bomb, and the type of bomb. **Call x911** University Police, to report the bomb threat immediately. See Chapter 6, "Other Emergencies," in the Disaster Plan Workbook, for more instructions.

FLOODING OR WATER DAMAGE: Throw a plastic drop cloth (see Chapter 7, "Suppliers") over affected area, then call x911 University Police. Move as many books as possible out of the flooded area, if it is safe to do so. See Chapter 4 in the Disaster Plan Workbook, entitled "Recovery Procedures," for instructions on how to treat each type of library material affected.

VANDALISM: DO NOT confront the vandal. Walk discreetly to the nearest phone and call **x911** University Police. Arrange a meeting place so you can direct security personnel to the area affected. See Chapter 6, "Other Emergencies," in the Disaster Plan Workbook, for more instructions.

POWER FAILURE: Call x911 University Police and secure the area before leaving.

FIRE SAFETY TIPS:

- ALWAYS REPORT A FIRE BEFORE ATTEMPTING TO EXTINGUISH IT.
- ALWAYS KEEP YOUR BACK TO YOUR ESCAPE ROUTE.
- NEVER ATTEMPT TO EXTINGUISH A LARGE FIRE.
- WHEN USING A FIRE EXTINGUISHER REMEMBER THE ACRONYM **P.A.S.S.**
    - **Pull**
    - **Aim**
    - **Squeeze**
    - **Sweep**

CHAPTER 2

PERSONS TO SUMMON WHEN A DISASTER OCCURS

Alerting professional staff, supervisors and support staff:

It is the responsibility of the first person observing the disaster to call x911 University Police and immediately after the Library Director who will call the librarians.

The Library Director is responsible for contacting the Disaster Preparedness Committee, each of whom will be responsible for alerting the staff in the areas they represent.

1. Library Director notifies: all librarians and secretary

2. Head of Reference and Access Services notifies: department personnel (PT librarians and staff)

3. Acquisitions and Collection Development Librarian notifies: all Technical Services department personnel

EMERGENCY EVACUATION PROCEDURES

1. The fire alarm/gong system will alert occupants that an evacuation has been called.

2. Personnel assigned to the Reference Area, Technical Services and Library Administration Office initiate the evacuation procedure.

3. No one is allowed back in the building unless directed by the authorities.

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.

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.

CHAPTER 4

DIRECTORY OF PERSONS RESPONSIBLE FOR RECOVERY

PRIMARY:

NAME	OFFICE PHONE	HOME PHONE
1. Constantia Constantinou	7236	Contact Maritime College Administration
2. Elizabeth Leschinsky	7232	Contact Maritime College Administration
3. Heath Martin	7229	Contact Maritime College Administration
4. Shafeek Fazal	7230	Contact Maritime College Administration
5. Johanna Devlin	7231	Contact Maritime College Administration
6. Craig Franklin	7257	Contact Maritime College Administration
7. Pat Weissert	7237	Contact Maritime College Administration

VOLUNTEERS and EXTRAS:

NAME	OFFICE PHONE	HOME PHONE
1. Director of Fort Schuyler Museum	x2856, x7218	Contact Maritime College Administration
2. Mona Wasserman (Part-time Librarian)	x 7231	Contact Maritime College Administration
3. Geri Hebert	x7231	Contact Maritime College Administration
4 SUNY Purchase Library Director	914 251-6436	Contact Maritime College Administration
5. FIT Library Director	212 217-5599	Contact Maritime College Administration

This section of the Disaster Plan Workbook includes recovery procedures for the following materials:

- Recovery Procedures for Damp Books and Minor Emergencies
- Recovery Procedures for Wet Books and Paper
- Recovery Procedures for Photographic Prints
- Recovery Procedures for Magnetic Tape Materials
- Recovery Procedures for Computer Equipment

In the event of a major disaster, the Disaster Preparedness Committee will direct a recovery operation using the procedures contained here. Minor emergencies and small scale disasters where fewer than 200 Library materials are affected should be reported to Library Director will provide assistance in properly following the instructions in this chapter.

RECOVERY PROCEDURES FOR DAMP BOOKS AND MINOR EMERGENCIES

DAMP BOOKS are defined as books that are not dripping water. They can be wet around the edges or wet half-way through or just cool to the touch. These materials can be AIR DRIED.

CAUTION:

1. All air drying MUST take place in a cool, dry place. Warm humid air encourages mold and mildew growth which can be more damaging than the original emergency. Try to keep the temperature below 70 Fahrenheit and the relative humidity below 55%. Use fans and dehumidifiers if needed. Keep the air in the area circulating.
2. Keep the drying area clean by removing wet debris such as wet carpeting and furniture as soon as possible because they contribute to a humid environment.
3. Never try to reshape or force damp volumes open as this will cause harmful distortion. They can be treated AFTER drying.
4. Sponge off mud and debris using clean water but ONLY if material does not have water soluble components such as watercolors, runny inks, tempera and dyes. Instead, air dry materials and brush off debris when completely dry.
5. Minimize handling of water damaged books. Paper and bindings are very fragile when wet.

PROCEDURES:

If books can be dried in immediate area, see #8 and #9 below for air drying instructions.

If books must be packed up and moved to drying area:

1. Keep a written record of what volumes are in which box (by floor, range number and call number) and remember to clearly label each box.
2. Use 1 and 1½ cubic foot, 200 test lb. cardboard boxes to pack-out and transfer damp books to the drying area. A one cubic foot box will hold about 15 volumes and weighs about 50 pounds when loaded.
3. Wrap each book in one piece of unprinted newsprint; this will prevent colors bleeding into one another. Precut sizes to save time.
4. Pack books SPINE SIDE DOWN IN A SINGLE ROW ON THE BOTTOM OF THE BOX.

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

5. Seal box with packing tape and label contents with marker on all four sides as well as the top.
6. Stack 24-30 boxes (heaviest on the bottom, lightest on the top) on a shipping pallet. Shrink wrap entire pallet. Try to wrap same classification materials together.
7. Keep a record of what books are drying where.
8. Stand books upright (head to toe) in well ventilated drying area with fans or air conditioners to keep the air circulating. A book is completely dry when it is no longer cool to the touch.
9. While air drying, in the manner described above, the pages of some books may start to pull out of their covers under the extra water weight. Turn these books over (head to toe, toe to head) every 30 minutes to evenly distribute the pull.
10. Especially damp books can be interleaved to remove additional excess moisture. Place unprinted, clean flat paper towels every 20 or 30 pages; be sure to change toweling and alternate pages every 15 minutes to prevent distortion. DO NOT USE FOLDED TOWELS AS THEY WILL PERMANENTLY DISTORT PAPER.
11. Some books will dry distorted and misshapen. This can be greatly reduced AFTER completely drying by placing volumes under light pressure or, in extreme cases, rebinding.

SUPPLIES:

Pens
Dehumidifiers
Note paper
Large strong trash bags
Fans
Sponges
Clean water source
Unprinted paper towels

To pack up and move materials to drying area include:

Markers for labeling
Uniform 1 and 1½ cubic foot, 200 test lb. cardboard boxes
Unprinted newsprint
Wooden shipping pallets
Large size shrink wrap

SEE CHAPTER 7 OF THIS BOOK FOR ORDERING INFORMATION AND THE LOCATION OF LOCAL HARDWARE STORES

RECOVERY PROCEDURES FOR WET BOOKS AND PAPER

WET BOOKS (as opposed to DAMP BOOKS) are defined as books that are dripping water. They are extremely fragile and must be handled carefully as pages can easily fall out and covers can separate from the text block.

WET BOOKS should be vacuum freeze dried by a professional in the case of a major emergency (see Appendix C, "Vacuum Freeze Drying Services"). Vacuum freeze drying dries the material with the least distortion as the water goes directly from the liquid to gaseous state (vapor) without passing through the solid state, i.e., ice never forms. Meat freezers and household freezers do allow ice to form and consequently are not adequate.

CAUTION:

1. Control the environment. Warm humid air encourages mold and mildew growth which can be more damaging than the original emergency. Try to keep the temperature below 70 Fahrenheit and the relative humidity below 55%. Use fans and dehumidifiers if needed. Keep the air in the area circulating.
2. Before starting any pack out procedures, know what the damaged materials are. Specifically, glossy paper (like magazine paper, art books, etc.) is not salvageable after 5-6 hours in water as the inks run and the pages become irrevocably stuck together. Move on immediately to concentrate on salvageable material. Leather and vellum bindings are extremely fragile and should be rescued early or not at all.
3. NEVER try to reshape or force wet books open as this will cause harmful distortion or further mechanical damage. Do not remove damaged covers; books can be rebound or treated AFTER they are dry.
4. Sponge off mud and debris with clean water but ONLY if the material does not have any water soluble components such as watercolors, runny inks, tempera or dyes. Such material should be freeze dried and cleaned when dry.
5. DO NOT OVER PACK BOXES!

    - The box will be too heavy to move
    - The freezing process works well only if it is slow and uniform
    - Over packed boxes will prevent books on the inside from drying at the same rate as those near the outside
    - Books must have room to swell during freezing
    - Minimize handling of wet books. Paper and bindings are very fragile when wet.

PROCEDURES:

1. Keep a written record of what volumes are in which box (by floor, range and call number) and remember to clearly label each box.
2. Use 2 and 1½ cubic foot, 200 test lb. cardboard boxes to pack out and ship books to the freezer. A one cubic foot box will hold about 15 volumes and weighs about 50 pounds when loaded with water-logged books.
3. Wrap each book in one piece of unprinted newsprint; this will prevent colors from bleeding into one another and books from freezing together. Precut sizes to save time.
4. Pack books SPINE SIDE DOWN IN A SINGLE ROW ON THE BOTTOM OF THE BOX.

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

5. Seal box with packing tape and label contents with a marker on all four sides as well as the top.
6. Stack 24-30 boxes (heaviest on the bottom, lightest on the top) on a shipping pallet. Shrink wrap entire pallet. Try to wrap same classification materials together.
7. Ship books to vacuum freeze dry facility (see Appendix C, "Vacuum Freeze Drying Services") in refrigerated or freezer trucks to prevent mold growth. Keep careful records of shipment contents and dates.

SUPPLIES:

Pens
Note paper
Markers for labeling
Uniform 1 and 1½ cubic foot, 200 test lb. cardboard boxes
Unprinted newsprint
Wooden shipping pallets
Large size shrink wrap
Garden hoses
Sponges
Clean water source

SEE CHAPTER 7 OF THIS BOOK FOR ORDERING INFORMATION AND THE LOCATION OF LOCAL HARDWARE STORES

RECOVERY PROCEDURES FOR PHOTOGRAPHIC PRINTS

Most photographs can be saved from water and smoke damage but not fire damage as the emulsion layer will melt from the heat. The following salvage procedures apply to photographic prints only. See PACK-OUT PROCEDURES FOR PHOTOGRAPHIC FILM for photographic film procedures including microfilm.

CAUTION:

1. Only freeze photographs if they can be professionally dried as ice crystals may rupture the emulsion layer leaving marks on the film.
2. If you must freeze, use a BLAST FREEZER (see Chapter 7, "Supplies" and Appendix C, "Vacuum Freeze Drying Services") which will freeze quickly forming small crystals. Small crystals will cause less damage than large crystals in the drying process.
3. When handling photographs, always do so at the edge as the emulsion layer will suffer damage easily.

DRY PHOTOGRAPHS SHOULD ALWAYS BE HANDLED WITH WHITE COTTON GLOVES TO PREVENT FINGERPRINTS.

MINOR EMERGENCIES

If a small number of photographs are water damaged, they can be treated in-house; if the situation is more serious, like severe smoke damage or staining, consult a professional photo conservator (see Appendix D, "Photograph and Sound Conservation").

PROCEDURES:

1. Retain all bibliographic information.
2. Try to separate photographs from one another ONLY if the emulsion layers (image side) are not sticking to each other.
3. If a damaged photograph is in a frame, attempt to remove it only if the emulsion layer is not stuck to the glass; if so, leave the photograph in place and contact a professional photograph conservator (see Appendix D, "Photograph and Sound Conservation").
4. Rinse muddy photographs in COLD CLEAN RUNNING water. Because items must remain wet prior to air drying or blast freezing, some damaged items may need short term immersion in COLD CLEAN RUNNING water contained in trays, or large PLASTIC (not metals as the chemicals may react) garbage containers. Agitate the water periodically and remove to dry after 30 minutes. If necessary, most non-color photographic processes can withstand immersion in water for up to 72 hours without serious damage. Color photographs can only be immersed in water up to 48 hours before the colors start to separate.
5. Remove photograph from the clean water and place it IMAGE SIDE UP on a rigid support like plexiglass, glass, or stiff cardboard.
6. Tilt the photograph (on the support) to allow excess water to run off.
7. Spread the photographs out face up on clean blotting paper or paper towels to air dry in a clean dry area. Some photographs will curl when drying. Consult a photograph conservator to flatten them after they are dry (see Appendix D, "Photograph and Sound Conservation").

SUPPLIES:

Pens
Clean water source
Note paper
Blotting paper or paper towels
Large plastic garbage containers
White cotton gloves
Plexiglass sheets
Sponges
Garden hoses

SEE CHAPTER 7 OF THIS BOOK FOR ORDERING INFORMATION AND THE LOCATION OF LOCAL HARDWARE STORES

MAJOR EMERGENCIES

Black and White Prints

PROCEDURES:

1. Retain all bibliographic information and labeling.
2. Try to separate photographs from one another ONLY if their emulsion layers (image side) are not sticking to each other.
3. If a damaged photograph is in a frame, attempt to remove it only if the emulsion layer is not stuck to the glass. Otherwise, leave the photograph in place and contact a professional photo conservator (see Appendix D, "Photograph and Sound Conservation").
4. Rinse muddy photographs in COLD CLEAN RUNNING water. Because items must remain wet prior to air drying or blast freezing, some damaged items may need short term immersion in COLD CLEAN RUNNING water contained in trays, or large PLASTIC (not metals as the chemicals may react) garbage containers. Agitate the water periodically and remove to dry after 30 minutes. If necessary, most non-color photographic processes can withstand immersion for up to 72 hours without serious damage.
5. Remove photograph from the clean water and place it IMAGE SIDE UP on a rigid support like plexiglass, glass, or stiff cardboard.
6. Tilt the photograph (on the support) to allow excess water to run off.
7. Spread the photographs out face up on clean blotting paper or paper towels to air dry in a clean dry area. Some photographs will curl when drying. Consult a photograph conservator to flatten them after they are dry (see Appendix D, "Photograph and Sound Conservation").
8. Or, contact a professional photographic reprocessing plant ASAP for cleaning and drying prints (see Appendix D, "Photograph and Sound Conservation" and Appendix E, "Document Reprocessing Services").

Color Prints

PROCEDURES:

1. Retain all bibliographic information and labeling.
2. Try to separate photographs from one another ONLY if their image sides are not sticking to each other.
3. If a damaged photograph is in a frame, attempt to remove it. If the print is stuck to the glass frame, do not remove it. Leave the photograph in place and contact a professional photograph conservator (see Appendix D, "Photograph and Sound Conservation").
4. Rinse muddy photographs in COLD CLEAN RUNNING water. Because items must remain wet prior to air drying or blast freezing, some damaged items may need short term immersion in COLD CLEAN RUNNING water contained in trays, or large PLASTIC (not metals as the chemicals may react) garbage containers. Agitate the water periodically and remove to dry after 20 minutes. If necessary, color prints can remain immersed in water for 48 hours before the colors start to separate.
5. Remove photograph from the clean water and place it IMAGE SIDE UP on a rigid support like plexiglass, glass, or stiff cardboard.
6. Tilt the photograph (on the support) to allow excess water to run off.

7. Spread the photographs out face up on clean blotting paper or paper towels to air dry in a clean dry area. Some photographs will curl when drying. Consult a photograph conservator to flatten them after they are dry (see Appendix D, "Photograph and Sound Conservation").
8. Or, contact a professional photographic reprocessing plant ASAP for cleaning and drying prints (see Appendix D, "Photograph and Sound Conservation" and Appendix E, "Document Reprocessing Services").
9. If necessary, blast freeze until arrangements can be made with professional reprocessors (see Appendix E, "Document Reprocessing Services").

SUPPLIES:

Pens
Note paper
Large plastic garbage containers
Garden hoses
Clean water source
White cotton gloves
Sponges
Plexiglass sheets
Blotting paper or paper towels
White cotton gloves

SEE CHAPTER 7 OF THIS BOOK FOR ORDERING INFORMATION AND THE LOCATION OF LOCAL HARDWARE STORES

RECOVERY PROCEDURES FOR PHOTOGRAPHIC FILMS

PHOTOGRAPHIC FILMS include all types of processed films such as microfilm, microfiche, photographic film, slides and movie reel film. In most cases of fire, the extreme heat of the flames will damage microforms beyond repair, i.e., they will melt. Smoke and water damaged materials, however, can be salvaged. For major and minor emergencies, follow the instructions below. In extreme cases, the instructions below will stabilize the material until professional help is available. Microfilm and movie reel film are very difficult to handle and are best handled by a photographic film reprocessing company (see Appendix D, "Photograph and Sound Conservation" and Appendix E, "Document Reprocessing Services").

CAUTION:

1. Never let water-damaged photographic materials dry out
2. Handle wet photographic films very carefully, touching only the edge of the film. When wet, the emulsion layer of photographic films softens and are very fragile and can be easily damaged
3. Handle dry photographic films with white cotton gloves.

PROCEDURES:

1. Remove microfilm and roll film from their containers and their reels. Remove format films from their sleeves. If film cannot be separated from sleeves, enclosures, or each other, soak them as instructed below before trying to separate them. If possible, try to retain labeling/cataloguing information for identification purposes later.
2. Transfer the film into large PLASTIC (not metal as the chemicals in the film will react) garbage containers filled with COLD CLEAN water, preferably running water. If running water is not available, agitate water periodically. Change the water when it becomes warm or dirty. Wash for 30 minutes. If necessary, photographic films can stay in water for up to TWO DAYS without damage.
3. Black and white films should be dipped, or rinsed in a wetting solution such as Kodak Photoflo. Color slides and transparencies should be rinsed for 10 to 15 seconds in Kodak E6 stabilizer. Color negatives should be rinsed for one minute in Kodak C41 stabilizer.
4. After rinsing, dry at room temperature in a dust-free area.
5. Or, contact a professional photographic film reprocessing company as soon as possible (see Appendix D, "Photograph and Sound Conservation" and Appendix E, "Document Reprocessing Services").

MICROFORMS MUST BE SHIPED SUBMERGED IN WATER AND IN SEALED CONTAINERS USUALLY PROVIDED BY THE REPROCESSING COMPANY.

SUPPLIES:

Pens
Note paper
Large plastic garbage containers
Small buckets
Garden hoses
Clean water source
White cotton gloves
Sponges

SEE CHAPTER 7 OF THIS BOOK FOR ORDERING INFORMATION AND THE LOCATION OF LOCAL HARDWARE STORES

RECOVERY PROCEDURES FOR MAGNETIC TAPE MATERIALS

MAGNETIC TAPE materials include audio and video cassettes, DVDs.

Most magnetic tape material is fairly heat resistant, able to withstand up to ONE HOUR in 200 Fahrenheit without severe damage. Prolonged exposure to water, however, is very damaging as it

causes leaching of the chemicals that adhere the tape to the film base. It is possible but very difficult to clean a dirty, damaged tape and the quality will be severely sacrificed.

CAUTION: Never try to run damaged or wet tape/disc on electrical equipment.

PROCEDURES FOR FIRE AND HEAT DAMAGED MAGNETIC TAPES:

1. Clean dirt, ash, and smoke residue from containers and wraparounds before opening the container.

PROCEDURES FOR WATER-DAMAGED MAGNETIC TAPES:

1. Move all tapes out of standing water.
2. Check labels to be sure they are legible. Replace those that are not legible, or use a wax crayon to identify them..
3. Quickly open, check and drain any water that may have entered the tape canisters.
4. Wet tapes must be hand dried and stored for 48 hours in a stable environment before running or winding on a tape drive.
5. When dry, tapes should be run against a felt pad (without the tape contacting the heads) to remove dried particles. Re-record as soon as possible. (See Appendix D, "Photograph and Sound Conservation").

SUPPLIES:

Pens
White cotton gloves
Wax crayon
Note paper
Non-metallic scissors
Lint-free towels
Distilled water

SEE CHAPTER 7 OF THIS BOOK FOR ORDERING INFORMATION AND THE LOCATION OF LOCAL HARDWARE STORES

RECOVERY PROCEDURES FOR PHONOGRAPH RECORDS

Not much can be done to save fire or water damaged records and LPs. The heat from the fire will melt the plastic quickly and prolonged exposure to water will warp them beyond repair. To a large extent, these materials are considered NOT SALVAGEABLE. However, undamaged records with surface dirt can be carefully cleaned. Cleaning is best when performed by a sound conservator (see Appendix D, "Photograph and Sound Conservation"). If necessary, the following procedures may be followed.

CAUTION: Always handle phonograph records by the edges and wear white cotton gloves to avoid fingerprints.

PROCEDURES:

1. Wash record in a 1% solution of non-ionic wetting agent such as Kodak Photoflo. Use a soft brush to dislodge particles.
2. Rinse phonograph record with distilled water.
3. Place on a vertical rack, such as a dish rack, and let dry slowly away from heat.

SUPPLIES:

Soft brush
Clean distilled water
Vertical drying rack (i.e. dish rack)
Rubber gloves

SEE CHAPTER 7 OF THIS BOOK FOR ORDERING INFORMATION AND THE LOCATION OF LOCAL HARDWARE STORES

RECOVERY PROCEDURES FOR COMPUTER EQUIPMENT

Call computer services to report failure of individual office workstations or an emergency in an office area which jeopardizes computer equipment.

In the event of a central system failure or any emergency (electrical, plumbing, etc) that could cause the failure of a central system, contact facilities. It is their responsibility to contact the appropriate staff.

If the building is being evacuated, the following actions should be taken:

PROCEDURES:

1. "Save" work being done on systems and close files.
2. Turn off workstation and peripherals.

CHAPTER 5

COLLECTION PRIORITIES FOR DISASTER RECOVERY

Level of Priority	Criteria
Priority one	High priority materials characterized by one or more of the following criteria: Strong collections Collections that are irreplaceable, unique or that would be prohibitively expensive to replace, e.g. special collections and archives Collections that are heavily used
Priority two	Core collection materials
Priority three	Lesser priority materials characterized as follows: Materials that are not heavily used and that are not essential Subject areas where currency (i.e. materials that could be replaced relatively easily) is most important Materials that we own in another format or that could be readily replaced in another format, e.g. certain runs of serials or areas where major preservation microfilming projects have been done by other libraries or commercial vendors Subject areas where our collecting has been spotty and the collection is of marginal value and interest

LOCATIONS and COLLECTION PRIORITIES

Priority	COLLECTIONS	LOCATIONS
	BOOK COLLECTIONS	
2	Circulating Book Collection	Deck 2, Bay 1, 2, 3, 4
1	Special Collections	Deck 2 Library Administration Area
3	New Books	Deck 1, Bay 2
2	Oversize	Deck 1, Bay 2
	JOURNAL COLLECTION	
1	Bound Periodicals	Deck 1, Bay 4
2	Current Journals	Deck 1, Bay 2, 3, 4
2	Indexes	Deck 1, Bay 1
	MAPS AND CHARTS	
1	Atlases and Nautical Charts	Deck 1, Bay 3
	AUDIO/VISUAL, MICROFORMS	
3	Audio/visual collections	Deck 1, Bay 1
1	Microforms	Deck 1, Bay 2
	OTHER COLLECTIONS	
1	Archives -- Archives Room	Deck 1
2	Course Reserves	Deck 1, Bay 1
1	Government Documents	Deck 1, Bay 2
1	Marifiles	Deck 1, Bay 2
1	Reference Books	Deck 1, Bays 1, 2, 3, 4
1	Thesis	Deck 1, Bay 4

CHAPTER 6

BOMB THREATS

If a suspicious object or package is found, call x911 University Police immediately.

If an evacuation is necessary, follow the emergency evacuation instructions in Chapter 2, "Disaster Procedures" in the Disaster Plan Workbook.

If a staff member receives a call reporting a bomb threat, he or she should remain calm and WRITE DOWN the answers to the following questions:

- When will the bomb explode?
- Where is the bomb?
- When was it planted?
- What does the bomb look like?
- What type of bomb is it?

The staff member receiving the threat should carefully WRITE DOWN the following information:

- The exact words of the caller.
- The explicit motive for the threat.
- The quality of the caller's voice: does the caller sound young or old, male or female? Does the caller have an accent? Does the caller sound nervous, determined, etc?

While on the phone, the staff member should signal a nearby employee to call x911 University Police at once. It is x911 University Police's duty to notify all other appropriate individuals, including the Police and/or Fire Departments.

When the appropriate personnel are notified, they will make a decision to evacuate based on the following criteria:

- The accessibility of the area to intruders.
- The terminology used in the bomb threat.
- The time of day.
- Current events.
- The logistics of an evacuation.

The means by which the threat was communicated: by mail, hand delivery or phone call.
The advice of the Police or Fire Department.

VANDALISM

Vandalism includes but is not limited to the following: damaging or defacing the library building, furniture or equipment; damaging or defacing library books, such as tearing out pages, tearing out sections of pages, stealing library books, writing in library books; eating in the library; and smoking in the library, including bathrooms and private study rooms.

To report cases of vandalism, contact x911 University Police and Library Director.
In the case of serious destruction of library materials or facilities, do not confront the vandal. Call x911 University Police from the nearest phone. Arrange a meeting place with x911 University Police in order to direct them to the area.

SHELVING COLLAPSE

Collapse of shelving, or other structural accidents, such as the collapse of a ceiling or a wall, can be the results of explosions, earthquake, flood or natural deterioration.
When structural damage occurs, call x911 University Police and Facilities who will assess the structural damage and/or call the Police or Fire Departments if necessary. After inspection, Facilities will determine when it is safe to enter the area. DO NOT ATTEMPT TO ENTER THE AREA UNTIL Facilities and appropriate authorities HAVE INSPECTED IT.
In the event of a major shelving collapse, call x911 University Police, Facilities and the Library Director immediately. Do not enter the area until the Facilities has inspected it; some items may still be unstable. If there are any medical emergencies, follow the procedures outlined in Chapter 6 "Medical Emergencies" in the Disaster Plan Workbook.
Before attempting to reshelf the damaged material, call Library Director.

RODENT, INSECT AND MOLD INFESTATION

Many species of fungi and insects can damage library materials. Mold will discolor and weaken paper and bindings; insects such as cockroaches and silverfish attack paper, book cloth, starch paste, animal glue and leather bindings for their cellulose content; rodents such as rats and mice will also destroy many types of library material. Although the Library is fumigated on a regular basis to control insects and rodents, and the temperature and relative humidity are controlled to discourage mold growth, these problems may still occur.
All cases of rodent, insect and mold infestation in library material should be reported immediately to Library Director. The affected material should be isolated as soon as possible from non-affected material using sealable polyethylene "zip-lock" type bags. Extreme care should be taken in handling this material as it can be harmful to humans as well as library materials.

Library Director will decide if the damage can be handled in the library or if outside help is needed. Rodent or insect infestations not affecting library material should be reported to Facilities.

SUMMONING MEDICAL ASSISTANCE

The decision to notify or render medical services should be made only by authorized personnel.

If someone is injured or sick and in need of emergency help, call x911 University Police and Library Director.

CHAPTER 7

SUPPLIER LIST

http://disaster.lib.msu.edu/search.cfm

Searchable database for Disaster Recovery Resources and Supplies

Blotting paper:

ARCHIVART
7 Caesar Place
Moonachie, NJ 07074
(ph.) 201-804-8986
(fax) 201-935-5964

Boxes:

Staples
330-340 Baychester Ave.
Bronx, NY 10475
Phone: 718-320-1632 FAX: 718-320-1908

Camera supplies:

Staples
330-340 Baychester Ave.
Bronx, NY 10475
Phone: 718-320-1632 FAX: 718-320-1908

Cleaning supplies: mops, brooms, etc. - see Hardware Stores

Cold storage facilities:

Maines, Rachel P.
237 Langmuir Lab
Cornell Research Park
Ithaca, NY 14850
Phone: 800-482-4438
Consultant, Recovery Workshops

Storm, William
Syracuse, NY
Phone: 315-451-2247
E-Mail: stormy@npac.syr.edu
Consultant, audio/video
Listed on: 11/11/98

Wickstrom, Dave
PO Box 159
Freeville, NY 13068
Phone: 607-277-8044
E-Mail: dewick@npac.syr.edu
Consultant, audio/video
Listed on: 11/11/98

Dust masks:

GRAINGER
527 West 34th Street
New York, NY 10001
(ph.) 212-629-5660
(fax) 212-629-5816

UNIVERSITY PRODUCTS, INC.
P.O. Box 101
South Canal Street
Holyoke, MA 01041
(ph.) 1-800-628-1912
(fax) 1-800-532-9281

Garbage bags and containers - see Hardware Stores
Garden hoses - see Hardware Stores
Hardware stores:

HOME DEPOT
Castle Hill
635 Zerega Avenue
Bronx, NY 10473
(718)518-8811

Bronx
1806 E Gunhill Rd
Bronx, NY 10469
(718)862-9800

Humidity Indicators:

LIGHT IMPRESSIONS
439 Monroe Avenue
P.O. Box 940
Rochester, NY 14603-0940
(ph.) 1-800-828-6216
(fax) 1-800-828-5539
Overnight delivery available

UNIVERSITY PRODUCTS, INC.
P.O. Box 101
South Canal Street
Holyoke, MA 01041
(ph.) 1-800-628-1912
(fax) 1-800-532-9281

Humidifiers and Dehumidifiers:

* Services
MUNTER'S MOISTURE CONTROL SERVICES
85 Fulton Street, Unit 9D
Boonton, NJ 07005-1912
(ph.) 201-334-7442
(fax) 201-334-7253

CARGOCAIRE MOISTURE CONTROL SERVICES
79 Monroe Street
Amesbury, MA 01913-4740
(ph.) 508-388-0600

Pallet racks:

Maines, Rachel P.
237 Langmuir Lab
Cornell Research Park
Ithaca, NY 14850
Phone: 800-482-4438
Consultant, Recovery Workshops

Storm, William
Syracuse, NY
Phone: 315-451-2247
E-Mail: stormy@npac.syr.edu
Consultant, audio/video

Wickstrom, Dave
PO Box 159
Freeville, NY 13068
Phone: 607-277-8044
E-Mail: dewick@npac.syr.edu
Consultant, audio/video

Paper towels - see Hardware stores

Plastic sheeting - see Hardware stores and Shrink wrap supplies

Rubber gloves - see Hardware stores

Safety Equipment:
GRAINGER
527 West 34th Street
New York, NY 10001
(ph.) 212-629-5660
(fax) 212-629-5816

EASTCO INDUSTRIAL SAFETY CORPORATION
130 West 10th Street
Huntington Station, NY
(ph.) 1-800-221-1224

Stationery stores:
Staples
330-340 Baychester Ave.
Bronx, NY 10475
Phone: 718-320-1632 FAX: 718-320-1908

Shrink wrap supplies:

* Industrial equipment
PRODUCTION PACKAGING EQUIPMENT COMPANY, INC. (PPE)
35 Urban Avenue
Westbury, NY 11590
(ph.) 718-895-522
(fax) 516-997-6645

* Hand-held equipment
UNIVERSITY PRODUCTS, INC.
P.O. Box 101
South Canal Street
Holyoke, MA 01041
(ph.) 1-800-628-1912
(fax) 1-800-532-9281

Trucks, refrigerated - see Appendix F, "Document Reprocessing Companies"
Vacuums, wet/dry - see Hardware stores
Wax paper - see Newsprint (unprinted)
White cotton gloves:

UNIVERSITY PRODUCTS, INC.
P.O. Box 101
South Canal Street
Holyoke, MA 01041
(ph.) 1-800-628-1912
(fax) 1-800-532-9281

APPENDICES

APPENDIX A:
DAMAGE EVALUATION FORM

Use this form as a master; make copies of this form for use. A separate form should be filled out for each floor affected.

This form must be filled out during initial damage assessment by the Disaster Preparedness Committee and Library Director. A completed copy of this form must be sent to the Provost.

1. Date:
2. Floor/Department:
3. Type of damage (water, fire, etc):

4. Type of material damaged (books, photographs, etc):

5. Extent of damage (how many volumes, reels, linear feet etc):

6. Environmental conditions (dampness, heat, etc):

7. Condition of surrounding area (wet carpets, wet walls, broken files, etc):

8. Form prepared by:_____

POST DISASTER REPORT FORM

1. Date of disaster:
2. Floor/Department:
3. Type of disaster:
    - Water (flood/leak)
    - Fire
    - Other - please describe:
4. Source of problem:

    Water:
    - Pipe(s)
    - Drain(s)
    - Sink/Toilet
    - Roof
    - Other:

    Fire:
    - Electrical
    - Waste paper
    - Other:
5. Area(s) affected:
    - East
    - West
    - North
    - South
    - Range(s) affected:
6. Approximate number of items involved:
7. Types of materials affected and amounts of each:
    - Books
    - Microforms
    - Drawings
    - Manuscripts
    - Audiovisual
    - Software
    - Other - please describe:
8. Recovery options used: (List approximate number of items treated by each method below)
    - Air Dry/Interleaving
    - Freeze
    - Replacement
    - Rebind
    - Withdrawn
    - Evidence of mold
    - Other- please specify:
9. Personnel involved:

APPENDIX B

Department Personnel Listed Alphabetically by Department

*An * is placed by the names of staff who live within one-half hour traveling time of the library.*

1. Constantia Constantinou
2. Heath Martin
3. Johanna Devlin
4. Pat Weissert

APPENDIX C
VACUUM FREEZE DRYING SERVICES

AMERICAN FREEZE-DRY, INC.
411 White Horse Pike
Audubon, NJ 08106
ph: 609-546-0777
24 hour service

BLACKMON-MOORING-STEAMATIC CATASTROPHE (BMS-CAT), INC.
303 Arthur Street
Fort Worth, TX 76107
ph: 800-433-2940
24 hour hotline

DOCUMENT REPROCESSORS OF NEW YORK
5611 Water Street
Middlesex, NY 14507
ph: 716-554-4500; fax: 716-554-4114
24 hour hotline

DOCUMENT REPROCESSORS OF SAN FRANCISCO
41 Sutter Street, Ste. 1120
San Francisco, CA 94104
ph: 800-437-9464; fax: 415-342-4201
24 hour hotline

APPENDIX D
PHOTOGRAPH and SOUND CONSERVATION

ORGANIZATIONS

3M
3M Center St. Paul, MN
ph: 612-733-1110

EASTMAN KODAK COMPANY
343 State Street
Rochester, NY
ph: 800-242-2424
Advice for Kodak film only

FILM TECHNOLOGY
6900 Santa Monica Blvd.
Hollywood, CA 90038
ph: 213-464-3456
16mm and 35mm movie film only

IMAGE PERMANENCE INSTITUTE (IPI)
Frank E. Gannet Memorial Building
70 Lomb Memorial Drive
Rochester, NY 14623-5604
ph: 716-474-5199; fax: 716-475-7230
Doug Nishimura: dwnpph@ritvax.isc.rit.edu; James Reilly: jmrpph@ritvax.isc.rit.edu

NATIONAL CENTER FOR FILM AND VIDEO PRESERVATION
2021 N. Western Avenue
Los Angeles, CA 90027
ph: 213-856-7637; fax: 213-467-4578

VIDIPAX, INC.
920 Broadway, 16th floor
New York, NY 10010
ph: 212-982-5676; fax: 212-982-6091
Jim Lindner: vidipaxjim@panix.com (videotape conservation)

APPENDIX E
DOCUMENT REPROCESSING SERVICES

BLACKMON-MOORING-STEAMATIC CATASTROPHE (BMS-CAT), INC.
303 Arthur Street
Fort Worth, TX 76107
ph: 800-433-2940
24 hour hotline

DOCUMENT REPROCESSORS OF NEW YORK
5611 Water Street
Middlesex, NY 14507
ph: 716-554-4500; fax: 716-554-4114
24 hour hotline

DOCUMENT REPROCESSORS OF SAN FRANCISCO
41 Sutter Street, Ste. 1120
San Francisco, CA 94104
ph: 800-437-9464; fax: 415-342-4201
24 hour hotline

APPENDIX F
BOOK AND PAPER CONSERVATION

ORGANIZATIONS

AMERICAN INSTITUTE FOR THE CONSERVATION OF HISTORIC AND ARTISTIC WORKS (AIC)
1400 16th Street, NW, Ste. 340
Washington, DC 20036
ph: 202-452-9545; fax: 202-452-932
vnaic@aol.com

CONSERVATION CENTER FOR ART AND HISTORIC ARTIFACTS (CCAHA)
264 South 23rd Street
Philadelphia, PA 19103
ph: 215-545-0613; fax: 215-735-9313
ccaha@shrsys.hslc.org

NORTHEAST DOCUMENT CONSERVATION CENTER (NEDCC)
100 Brickstone Square
Andover, MA 01810-1428
ph: 508-470-1010 - 24 hour help line; fax: 508-475-6021
NEDCC@world.srd.com

SOUTHEASTERN LIBRARY INFORMATION NETWORK, INC. (SOLINET)
Preservation Program
400 Colony Square, Plaza Level
1202 Peachtree Street, NE
Atlanta, GA 30361-6301
ph: 800-999-8558; fax:404-892-7879
SOLINET-email@mail.solinet.net