

Disaster Preparedness Plan

To Minimize or Eliminate
Damage to the Collections in
the Event of a Disaster



Grinnell College Libraries

Revised November, 2012

TABLE OF CONTENTS

<u>Introduction</u>	2
<u>Fire, Water Quick Response</u>	3
<u>Flow Chart, Disaster Response</u>	4
<u>QuickCall List</u>	5
<u>Building Contact Information</u>	6
<u>Scope</u>	7
<u>Assessment and Recovery – General</u>	8
<u>Potential Questions to Ask During Assessment Phase</u>	14
<u>Assessment Worksheet</u>	15
<u>Responses to Specific Disasters</u>	16
<u>Disaster Recovery Services Directory</u>	24
<u>Disaster Supplies Lists</u>	29
<u>Guide to Local Resources for Disaster Response</u>	32
<u>Staff training strategy for disaster preparedness</u>	33
<u>Disaster preparedness plan annual checklist</u>	34
<u>Collection salvage priorities</u>	35

INTRODUCTION

This plan outlines the steps and procedures to be used in response to a disaster. Its primary goal is to minimize or eliminate damage to the collections after first ensuring personal safety. The plan will be reviewed periodically and revised as necessary to keep the contents current. All staff are encouraged to familiarize themselves with the overall plan and to study the parts relevant to their areas.

FIRE

①

CALL

Fire Department

911

②

ASSIST

LIBRARY STAFF
in EVACUATING
the building

③

AFTER
EVACUATION

NOTIFY

Security x4600 & refer to
Quick Call List (p. 5)

WATER

CALL

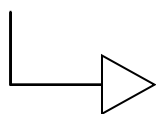
Facilities Management x3300
after hours:
Security x4600
Refer to Quick Call List



**Water
FROM ABOVE**



Cover stacks with plastic sheeting
(behind circ desk)



**Water
FROM BELOW**



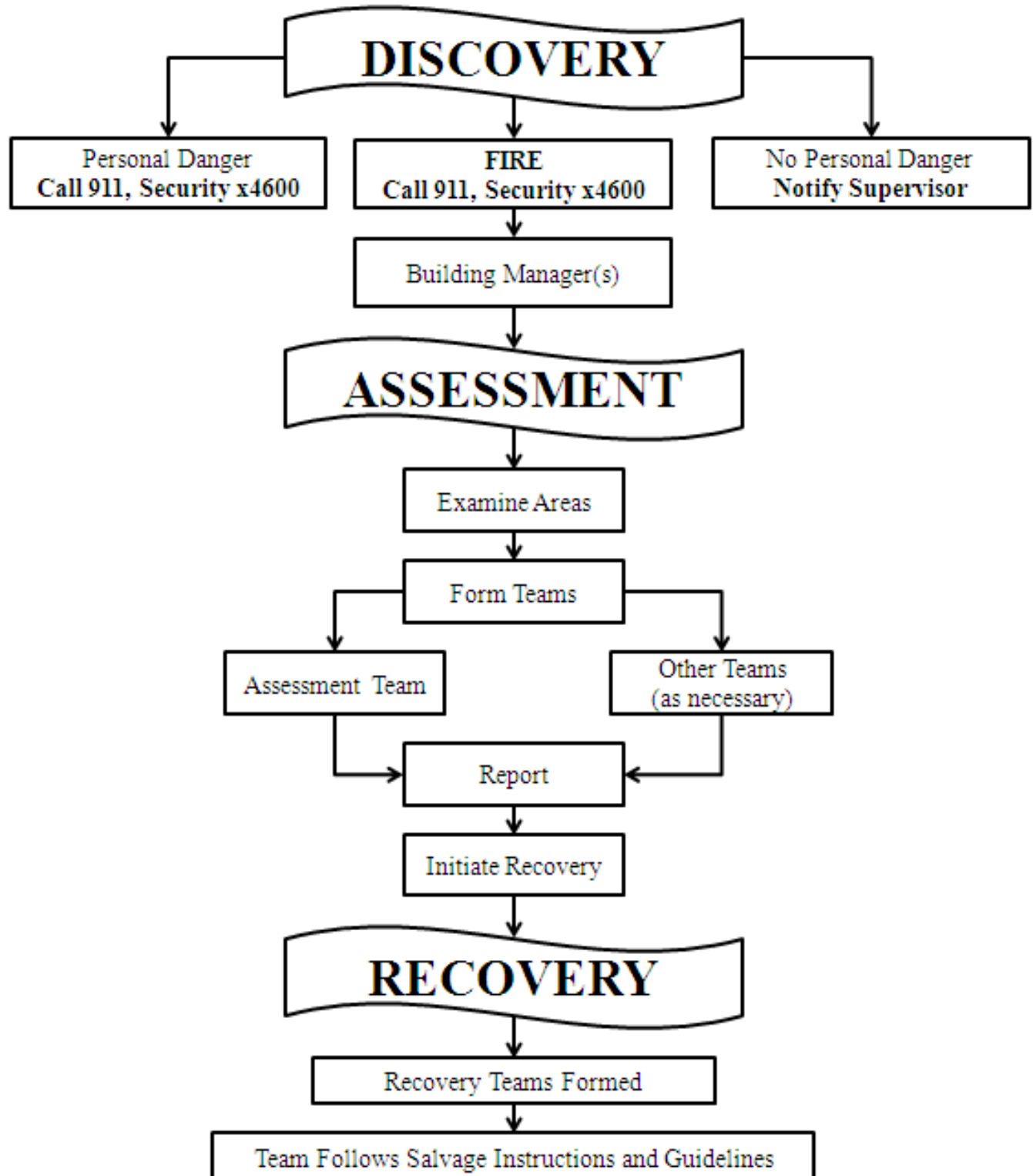
Move books higher
on shelves



Move books off shelves using a
book truck or carry them by
hand to another area

FLOW CHART

Disaster Response



QUICK CALL LIST OF FIRST NOTIFICATIONS

CALL IN THE ORDER GIVEN UNTIL SOMEONE IS REACHED

EMERGENCY (MAJOR):

**Bomb Threat · Fire – Major · Flood / Water Damage – Major
Major Medical Emergency · Vandalism -- Major**

Contact: **911** and Security x4600, then:

**PLEASE REFER TO DOCUMENT ON FILE WITH SECURITY FOR
CONTACT NAMES AND NUMBERS**

EMERGENCY:

**Collapse of Shelving or Structural Damage · Fire – Minor · HVAC Failure
Power Failure · Vandalism – Minor · Wild Animal Breaking In**

Contact: Security x4600, then:

**PLEASE REFER TO DOCUMENT ON FILE WITH SECURITY FOR
CONTACT NAMES AND NUMBERS**

Emergency

Flood / Water Damage – Minor · Mold & Mildew · Rodents & Insects

Contact: Immediate Supervisor, then:

**PLEASE REFER TO DOCUMENT ON FILE WITH SECURITY FOR
CONTACT NAMES AND NUMBERS**

If these areas are affected, please call:

Special Collections – Catherine Rod [if not available, call Chris Jones]

Print Study Room – Kay Wilson

Building Manager(s)	Burling: R. Fyffe, C. Knight
	Print Study Room: K. Wilson
	Kistle Science Library: K. Engel
	Curriculum Library in Steiner: C. Knight
	Special Collections: C. Rod
Assessment Director(s)	K. Engel, C. Knight, D. Hoeksema
Assessment Team	Depends on which building and what disaster; most likely will include one or more Building Managers and the Assessment Director (s)
Team Leaders (Recovery)	Appointed by the Assessment Director(s) Will depend on where and what is damaged.
Teams	Library Staff—as many as needed and able to contribute

Building Managers

Refer to Grinnell College Libraries Telephone Calling Tree in the Storage/Library folder for contact information on the entire Libraries staff.

Richard Fyffe
Cecilia Knight
Catherine Rod
Kevin Engel
Kay Wilson

SCOPE

1. Locations Planned For: Burling Library, Kistle Science Library, Curriculum Library
2. Events Planned For

Biological	Major outbreaks of insects, rodents and mold growth
Bomb	Covered under fire and water events.
Fire	Creates a combination of problems. Water damage procedures will be employed with instructions for dealing with soot, smoke, and major structural damage.
Power Failure	Loss of electricity, heating, cooling, and humidification.
Structural	Structural failure/shelving collapse, etc.
Vandalism	Defacing of materials or facilities, theft, and other acts of vandalism.
Water	The most likely disaster to expect. There are many sources for water damage: leaking roofs or pipes, backed-up plumbing, malfunctioning HVAC equipment, inclement weather, and firemen's hoses. This plan will concentrate on water damage recovery since whatever disaster occurs, it will most likely include the presence of unwanted water.

3. Structure

The plan outlines the discovery notification responsibilities, assessment procedures and responsibilities, and recovery procedures and responsibilities.

The basic structure of the plan is the same for all types of disaster, although some types of events require specialized action: Discovery, Notification, and Assessment and Recovery.

ASSESSMENT AND RECOVERY TEAM LIST

Police 911 (Emergency)
 236-2650 (Non-Emergency)

Fire Department 911 (Emergency)
 236-2655 (Non-Emergency)

Building Manager Supervisors: Richard Fyffe, Cecilia Knight

Assessment & Recovery Directors: Kevin Engel, Cecilia Knight, Donna Hoeksema

Assessment Team: DEFINITION. It is the task of the Assessment Team to investigate where damage exists, the type of damage, and the importance of the affected material. The team should also develop an estimate of the quantity of material involved and recommend initial recovery priorities. Damage should be documented as it is discovered, since this may be important later for insurance and legal reasons.

ASSESSMENT AND RECOVERY DIRECTOR

The Assessment and Recovery Director has two responsibilities. One is to organize and manage the **process by which damage is evaluated**. The second is to organize and manage the **recovery process**. Both responsibilities are covered in this section.

ASSESSMENT:

Since the primary purpose of this plan is to minimize or eliminate damage to the collections in the case of a major disaster the Director will generally be one or more staff with conservation/preservation expertise. In instances where collections are not affected, a staff person from the affected area may act as Director.

The Director will notify Assessment Team members. The Director will also enlist, in consultation with the Librarian of the College and other Building Managers, the assistance of outside experts/resource people as required (e.g., BMS, conservators).

The Director will work in liaison with the Building Managers. The Director will keep the appropriate Building Managers informed as to the nature and extent of the problem and of progress in the assessment and recovery process.

RECOVERY:

In the recovery process the Director will set priorities for recovery and assign duties to Recovery Teams based upon information received during the assessment process and from consultation with conservation personnel.

The information concerning purchasing authority for the assessment phase remains applicable to recovery. The Director, in conjunction with Building Manager(s), must exercise judgment in the expenditure of funds keeping in mind the primary objective to minimize destruction or damage to the collections.

The Building Managers will coordinate with college administration and FM to advise on institutional issues such as whether or not the affected building will remain open to the public, re-assignment of staff to other than normal tasks, and coordination of space requirements for the recovery effort.

The Building Managers will keep the college administration informed on the progress of the recovery and keep staff and public informed about the disaster and recovery. Affected staff members in particular will be concerned and efforts should be made to keep them informed.

BUILDING MANAGER RESPONSIBILITIES

The Building Manager has the responsibility of seeing that the building is safe, damage to the building evaluated, and measures formulated and implemented to remedy or correct problems.

In order to accomplish this, the Building Manager works closely with the Assessment Director, Assessment Team Leader, conservators, police, and appropriate maintenance and insurance personnel.

Upon receiving notification of a problem, the Building Manager's responsibilities are:

- ❖ Establish that no threat exists to personal safety
- ❖ Secure the affected area and/or building
- ❖ Alert Assessment Director

Once it is safe to do so, the Building Manager will notify the Assessment Director and accompany him/her in an initial inspection of the facility. They will establish what parts of the building are affected, whether or not collections are involved, and who needs to be notified for the next step in response.

The Building Manager is responsible for seeing that priorities are established for facility repairs, assessing the physical condition of the building and establishing priorities for repairs, which may

be simple or may be very involved and require the assistance of outside experts or resource people. The Building Manager will ensure that any outside expertise required is brought in or made available for facility inspection and repair prioritization.

Once priorities for repairs are established, the Building Manager will work with appropriate personnel to contact vendors to see that the necessary repairs are begun as soon as practical. The progress of repairs will be monitored to ensure personal and collection safety, and to prevent further damage.

In cases of minor damage due to fire, water, mold and mildew, or rodent infestation the Building Manager is the first person contacted by an individual discovering a problem. An initial inspection of the facility will be conducted by the Building Manager and appropriate staff will be notified. When collections are involved, the appropriate Assessment Team members and Assessment Director(s) will be contacted.

ASSESSMENT TEAM MEMBERS AND RECOVERY TEAM LEADER(S)

ASSESSMENT:

It is the responsibility of the Assessment Directors and Building Managers to select and assemble the appropriate Assessment Team and direct its operation.

Assessment Team members will determine whether any additional assistance is needed, briefly describe the situation, contact additional team members if necessary, instruct when and where to assemble, suggest appropriate clothing and estimate how long operation will take.

Once the team is assembled , the method of inspection and sampling will be explained. Team members will be told what kind of records to keep and how they are to be recorded.

During assessment, one Team Leader will circulate to see that instructions are being followed, answer questions, and monitor progress. This Team Leader should also watch the condition of team members, call for frequent breaks, and provide frequent encouragement. Together the Team and the Director will review the nature of the damage and the quantity affected. They will recommend which material should be salvaged and which should not, and recommend priorities for recovery.

RECOVERY

The Building Manager(s) and Assessment Director(s) are responsible for the recovery process. Recovery teams will be responsible for separating collections and other material to be salvaged, moving material to be recovered from affected areas to work or other storage spaces when necessary, beginning to dry wet materials, and packing material that will require shipment to another facility.

RECOVERY TEAM STRUCTURE

Each Recovery Team will have a Team Leader and as many additional members as are necessary. A team will consist of people who are most knowledgeable about the collection or material involved. There should be a person assigned to record what is observed and the decisions made and someone to photograph the damage. Team members may perform more than one function.

ASSESSMENT TEAM RESPONSIBILITIES

It is the task of the Assessment Team to investigate where damage exists, the type of damage, and the importance of the affected material. The team should also develop an estimate of the quantity of material involved and recommend initial recovery priorities. Damage should be documented as it is discovered since this may be important later for insurance and legal reasons. The following steps may be helpful:

- ❖ Estimate extent of damage to the collection.
- ❖ Identify type(s) of collections and other materials affected.
- ❖ Establish initial priorities for recovery of damaged items.

The assessment team should describe the scope of the problem in broad terms. It should distinguish between affected collection and non-collection materials (i.e. operating records). **Unless the problem is quite small, an item by item count is not appropriate at this time.** Quantity should be expressed in terms of linear feet or other appropriate units.

The immediate external appearance of the collections may be indicative of the degree of damage, as in the case of water soaked materials in aisles, or deceptive where storage containers are damaged and the contents relatively unharmed. Shelves and cabinets will contain materials damaged to different and varying degrees depending on the nature of the disaster: soaked partially wet, damp, charred, smoke-damaged, debris-covered, etc. **The damage to collection materials should be appraised without handling whenever possible, as further irreparable damage may result. A realistic and thorough assessment must be made as quickly, efficiently, and safely as possible.**

In addition to locating, categorizing and quantifying the damage to the collection, a major responsibility of the team is to determine the significance of the affected material. It must be

determined whether or not the material has artifactual value, what its significance is to the collections and what its salvage priority should be. Time is a crucial element in the assessment, and decisions will need to be made quickly.

Once these tasks have been accomplished, the Assessment Team will consult with the Assessment Director and determine recommendations for recovery. The Team will also be prepared to provide to Building Manager(s) and others specific information as to the nature and extent of damage and priorities for recovery.

RECOVERY TEAM RESPONSIBILITIES

Disaster recovery team(s) will be formed by the Assessment and Recovery Director based on the information and recommendations from the Assessment Team. Recovery Teams will include staff members familiar with the affected collections. All staff members may be called upon to be members of a recovery team. Depending on the extent and nature of the damage, recovery teams will consist of 3-8 people. Recovery teams will be responsible for separating collections and other material

CONSERVATION

Conservation will have varying roles in assessment and recovery depending upon the size and extent of the disaster. In the event of a major disaster (major fire or flood) conservators should be involved throughout assessment and recovery. In a small disaster, conservation may or may not be involved until well into the recovery phase.

RECORDKEEPING

The recovery team leader will assign at least one team member to maintain records of the recovery. Collections disposition recordkeeping should include: inventories and dates when items are sent out of the building to off-site storage, commercial cold-storage or freeze-drying facilities private or regional conservation centers, and inventories of withdrawn or discarded material. Other essential information includes: items frozen, treated or dried in-house; items relocated within the facility and where they have been moved to; and items in need of additional attention.

Depending upon work load, an additional person may be assigned to label individual items that have lost call or catalog numbers, to label or relabel boxes with location information, or label boxes ready for shipment.

RECOVERY TEAM GUIDELINES

Breaks for rest and refreshment should be frequent.

Team members who show signs of shock, who are mishandling items or are unable to following instructions must be relieved of their duties. Periodically remind team members:

1. Personal safety is the top priority.
2. Use care before speed. (Repeat this at each briefing.)
3. Use both hands and lift one item at a time. Remember the guidelines from training on back injury prevention.
4. Watch for and report signs of mold.
5. Be patient and tactful with each other.
6. Avoid any action that may damage or remove call number tags or other identifiers

Additional Guidelines for Library Collections

1. Do not open wet books; do not close books which have distorted and are lying open; do not remove covers.
2. Do not disturb contents of wet file boxes, or prints, drawings or photographic materials.
3. Do not separate single sheets.

Guidelines for Catalogers/Recordkeepers

1. Use only soft pencils or indelible laundry markers, not felt-tip markers or ink pens
2. Labels and slips must be clean, neutral-colored acid-free paper or card (no colored paper).
3. Do not mark directly on items, only on labels.
4. "Priority" labeling must be given to all items which need immediate attention (e.g. coated paper stock, feathering inks) which are identified by removal teams. Flag these items for immediate attention.
5. Work closely with team leaders for removal and packing to avoid confusion and bottlenecks.

SECURITY

Security check points may be required . Security guards will be appointed as deemed appropriate for the situation. The Security Guards will keep a record of people in and out of area assigned to them.

<><><><><>

POTENTIAL QUESTIONS TO ASK DURING ASSESSMENT PHASE:
--

The following questions may be helpful in determining significance of library material:
(may be difficult to answer in a large-scale disaster)

- ❖ How important is the item to the collection?
- ❖ Does this item represent a value beyond its intellectual content; i.e., fine binding, illustrations, fine printing, important edition, autographed, etc.?
- ❖ Is there a legal obligation to preserve this material?
- ❖ Is the item available elsewhere?
- ❖ Can the item be replaced (e.g., with a same or later edition for reference materials)?
- ❖ Is the total cost of replacement (include ordering, cataloging, etc.) more or less than restoration of the item?
- ❖ How soon does the item need to be treated for optimum recovery?

ASSESSMENT WORKSHEET

NAME:	DATE :	DATE OF EMERGENCY :
NATURE OF EMERGENCY		
MATERIAL DAMAGED OR AFFECTED		
BRIEFLY DESCRIBE THE COURSE OR EVENTS AND ACTION TAKEN.		

PHOTO DOCUMENTATION? YES / NO

CC: BUILDING MANAGER, ASSESSMENT DIRECTOR(S), OTHER

RESPONSES TO SPECIFIC DISASTERS

<u>Collapse of Shelving or Structural Failures</u>	17
<u>Fire Emergency</u>	18
<u>Flood and Water Damage</u>	19
<u>Mold and Mildew</u>	20
<u>Power or HVAC Failure</u>	21
<u>Rodents and Insects</u>	22
<u>Vandalism and Theft</u>	23

COLLAPSE OF SHELVING OR STRUCTURAL FAILURES

Discovery

Briefly determine how extensive damage is. If people are injured or are in imminent danger, contact 7-911 immediately. Do not try to halt damage or save collections. Once you have a rough idea of damage, leave until the area can safely be assessed further.

1st Notifications

Contact Richard Fyffe and appropriate Building Managers
(See Quick Call List, pg. 3)

Building Assessment

Once it has been determined that it is safe to remain or re-enter the area, Facilities Management will inspect the building and determine affected areas and collections.

2nd Notification

If collections have been affected, Assessment and Recovery Director will notify the appropriate Assessment Team members and proceed from there.

FIRE EMERGENCY

Discovery

All fires must be reported. If you see a fire that is small enough to be easily and immediately contained, use an appropriate fire extinguisher near your area. (**Map of extinguisher locations available in Appendix**)

Extinguish fire only if the fire extinguisher is close and you feel confident using it. Fight the fire with your back to an exit so that you always have an escape route. Never allow a fire to get between you and your escape route. Otherwise, after calling the fire department, evacuate the building.

If fire is minor-and extinguished-the Fire Department can provide ventilation and salvage assistance as needed. Also, the cause of the fire has to be determined by the Fire Department under the authority of the State Fire Marshal (Iowa Code 100)

1st Notifications

All fires must be reported regardless of size or damage. See Quick Call List, pg. 3.
If a fire has been contained, notify Building Managers

Building Assessment

If the fire has been contained, no persons injured or material damaged, and it has been reported, no further action is required. Building Managers and Assessment Director(s) will inspect the building for damage.

In case of serious fire damage, professionals will need to determine structural integrity of the building before any further action is taken.

2nd Notification

If collections have been affected, Assessment and Recovery Director will notify the Assessment Team for the affected collection.

The assessment team will continue the process from this point.

FLOOD AND WATER DAMAGE

Discovery

If water leak, try to determine its source and if it is actively leaking. If flooding, determine extent of flooding and, if possible, water source. Are people in danger? Do not try to halt damage or save items. If flooding involves substantial parts of the building, initiate evacuation.

Do not attempt to clean up water at this point; just try to limit damage. If leak is active and can easily be contained, use a container to catch it. If easily accomplished, move materials that are directly in line with leak. Disaster response supplies (plastic tarps, buckets, wet vacs, extension cords, etc.) are in Kintner Room.

1st Notification

Contact Building Managers.

If water has affected collections, Building Managers will notify Assessment and Recovery Director of the affected collection.

Building Managers (with the FM maintenance personnel as necessary) will determine the source of water and stop it.

If water has not affected collections, no further action is required.

2nd Notifications

Assessment and Recovery Director will contact appropriate Team members to assess damage.

MOLD AND MILDEW

A major outbreak of mold and mildew may follow flood, fire, or lengthy HVAC malfunction or power failure. If mold growth is observed, potential exists for many items to be affected.

Discovery

If mold is discovered, attempt to locate the source of moisture. Be alert for visible growth and/or musty smell.

1st Notification

Contact: Building Managers

If collections have been affected, the building manager will notify Assessment Director(s) of the affected collection.

Building Managers (with the assistance of appropriate personnel) will determine the source of moisture or heat that has provided the favorable growing conditions, and take immediate action to eliminate it.

2nd Notification

Assessment Director will notify appropriate team leaders and Building Directors will inspect the building and locate all affected areas and collections.

POWER OR HVAC SYSTEM FAILURE

Discovery

If the power fails or the heating, ventilation, and air conditioning system (HVAC) malfunctions, the result may be significant fluctuations in temperature or relative humidity which are very damaging to collections.

1st Notification

Contact: Building Managers

2nd Notifications

The Building Managers will notify appropriate services.

Building Assessment

Together, they will determine the cause and estimated duration of the problem, assess the situation and determine appropriate course of action.

Collections Assessment

If collections have been affected or are in imminent danger of being adversely affected, the Building Manager will notify the Assessment Director(s) for the affected area(s).

Team Leaders and Assessment Director(s) will help monitor temperature and humidity during a HVAC or power failure.

The Building Manager, Assessment Director(s), and Team Leaders will evaluate the situation. Depending upon cause and estimated duration, actions may include obtaining temporary environmental control equipment, restricting access, or relocating endangered collections.

RODENTS AND INSECTS

Discovery

Mice, rats, bats, and insects can all be harmful to collections. If insects or rodents are sighted, promptly report evidence found (e.g., animals nests, excrement, signs of damage).

1st Notification

Contact: Building Manager

2nd Notification

The Building Manager will contact FM for pest control:

The Building Manager will see that the building is searched for evidence of infestation and all possible points of entry checked. If it will not endanger personal safety, attempts should be made to capture a live insect or find a well preserved dead sample. Give the sample to pest control for identification.

The Assessment Director(s) and Building Manager will consult with a pest control company about materials and methods before infestation treatment is begun.

3rd Notifications

If collections are involved, the Assessment Director(s) will appoint appropriate Assessment Team.

VANDALISM AND THEFT

Discovery

Most vandalism will occur during off-hours. However, if vandalism is in progress, DO NOT confront the vandal. Find another staff member who can act as a support and witness. Keep vandal(s) in sight, if you can do so safely.

1st Notification

Contact: Security Office and Building Manager.

Police and Building Manager will inspect the building and determine the location of all damage.

2nd Notifications

The Building Manager will contact Assessment Director(s), if vandalism is involved.

Collections

If collections are affected, the Assessment Director(s) will notify appropriate Assessment Team members. The assessment team will continue the process from this point.

DISASTER RECOVERY SERVICES DIRECTORY

We have a contract with this company. The first call should be made here:

BMS Catastrophe
71 Kendall Point Drive
Oswego, IL 60543 <http://www.bmscat.com/>
630-236-8454 (fax)
24-hour response call: **1-800-433-2940**

AUDIO-TAPE & VIDEO-TAPE DUPLICATION

SPECS Brothers
PO Box 195
Lodi, NJ 07644
800-852-7732
973-777-5065

<http://www.specsbros.com>

recovery of videotapes and archival video and audio tapes

COMPUTER EMERGENCIES SERVICE

Grinnell College Computer Services x4901

_____, Director

Dave Dale, Associate Director

Mark Miller, Associate Director

CONSERVATION SERVICES

American Institute for Conservation (AIC)

1156 15th St. NW, Ste. 320

<http://aic.stanford.edu>

Washington D.C. 20005

202-452-9545

free conservation services referral

Conservation Center for Art & Historic Artifacts (CCAHA)

264 S. 23rd St.

Philadelphia, PA 19103

<http://www.ccaha.org>

215-545-0613

books, paper, photographs, wall paper

Federal Emergency Management Agency (FEMA) Headquarters

500 C Street, SW

Washington, DC 20472

<http://www.fema.gov>

202-646-2500

Disaster Assistance: 800-621-3362

McKay Lodge Fine Arts Conservation Lab

10915 Pyle Road

Oberlin, OH 44074

documents, fine art, collection condition

440-774-4215

Upper Midwest Conservation Association

2400 3rd Ave South

Minneapolis MN 55404

<http://www.preserveart.org>

612-870-3120

objects, paintings, paper, photographs, textiles

CUSTODIAL SUPPORT DEHUMIDIFICATION

Moisture Control Services
PO Box 640
79 Monroe Street
Amesbury, MA 01913
800-686-8377 (Emergency Contact – ask for regional office)

FREEZER SPACE

Dayton Meat Locker (aka Malcom Locker)
102 Montezuma St.
Malcom, IA 50157
528-3420

MICROFILM RECOVERY

Heritage Microfilm, Inc
855 Wright Bros Blvd SW <http://www.heritagearchives.org>
Cedar Rapids, IA 52404
888-870-0484

MOVERS

C & K Transfer (contact: Gene Campbell)
127 East St. S
Grinnell, IA 50112
641-236-3418

REFRIGERATED TRUCKS OR TRAILERS

Xtra Lease
850 66th Ave SW
Cedar Rapids IA 52404
319-363-4477

Lacaeyse Transport Inc.
4192 Hwy 146
Grinnell, IA 50112
641-236-6101

SAFETY & TOXIC SUBSTANCE INFO.

Occupational Safety and Health Administration (IOSHA)

1000 East Grand Ave

Des Moines, IA 50319

515-242-5870

<http://iowaworkforce.org/labor/iosh>

SALVAGE AND RECOVERY SERVICE

American Freeze-Dry, Inc.

PO Box 5740

Deptford NJ 08096

856-939-8160

609-458-0510 or 856-904-4227 (Emergency)

<http://www.americanfreezedry.com>

vacuum freeze-drying

Document Reprocessors

40 Railroad Ave.

Rushville, NY 14544

800-437-9464

585-554-4500

<http://www.documentreprocessors.com>

fumigation, sterilization, cleaning, inventory
refrigeration, freeze & vacuum freeze-drying,
smoke removal

Dorlen Products

6615 West Layton Ave.

Milwaukee WI 53220

414-282-4840

<http://www.waternalert.com>

surface water detectors

Excalibur Data Recovery Inc.

13 Branch St., Suite 2078

Methuen, MA 01844

800-466-0893

978-681-1200

<http://www.excaliburdr.com>

computer recovery service

Midwest Freeze-Dry, Ltd.

7326 N Central Park

Skokie IL 60076

847-679-4756

<http://midwestfreezedryltd.com>

deacidification, fumigation, vacuum freeze-dry

Ontrack

9023 Columbine Road

Eden Prairie, MN 55347

800-872-2599

<http://www.ontrack.com>

emergency and onsite data recovery services

Restoration Technologies, Inc
3695 Prairie Lake Court
Aurora, IL 60504
800-421-9290
630-851-1551

<http://www.restechtechnologies.com>

electronic equipment, computers

SPECS Brothers
PO Box 195
Lodi, NJ 07644
800-852-7732
973-777-5065

<http://www.specsbros.com>

recovery of videotapes and archival video and audio tapes

VACUUM FREEZE-DRYING

American Freeze-Dry, Inc.
PO Box 5740
Deptford NJ 08096
856-939-8160
609-458-0510 or 856-904-4227 (Emergency)

<http://www.americanfreezedry.com>

vacuum freeze-drying

BMS Catastrophe
71 Kendall Point Drive
Oswego, IL 60543
800-433-2940

<http://www.bmscat.com>

disaster recovery, odor removal,
vacuum freeze-drying, computers

Document Reprocessors
40 Railroad Ave.
Rushville, NY 14544
800-437-9464
585-554-4500

<http://www.documentreprocessors.com>

fumigation, sterilization, cleaning, inventory
refrigeration, freeze & vacuum freeze-drying,
smoke removal

Midwest Freeze-Dry, Ltd.
7326 N Central Park
Skokie IL 60076
847-679-4756

<http://midwestfreezedryltd.com>

deacidification, fumigation, vacuum freeze-drying

Other Contacts:

Iowa State University Preservation
State Historical Society of Iowa
Upper Midwest Conservation Association
University of Iowa Conservation
University of Iowa Preservation

515/294-8858
319/335-3916
612/870-3120
319/335-5908
319/335-5286

DISASTER SUPPLIES LISTS FOR IMMEDIATE CLEAN-UP NEEDS:

MINIMUM/ESSENTIAL:	
React Packs (contents???)	On top of Bindery shelves in Library Services; Behind Circ on north wall; 3 rd Floor in one of north carrels; Kistle
Polyethylene sheeting in rolls to cover stack and storage ranges.	CIRC Desk
Cutters for the plastic sheeting, preferably those containing razor blades and known by the trade name of Zippy cutters.	Kintner Room
Mops, buckets or wet/dry vacuums; brooms, pushbrooms, dustpans, and squeegees	Buckets in Kintner Room; other items from FM
extension cords	Kintner Room
Boxes or plastic crates for packing out wet materials	Library Services or C & K
Tape (filament) for boxes, tape cutter or dispenser, and duct tape for attaching plastic sheeting to shelves	Shipping area, closet near ACQ, duct tape in Kintner Room
Paper towels - plain white or industrial brown or unprinted newsprint-	FM Unprinted newsprint from Herald-Register
Wax paper or freezer paper - in pre-cut sheets if possible	Kintner Room
Pads of ruled paper and pens - for documentation	Admin. Asst office
Waterproof marking pens - for marking boxes	Admin Asst office
Sponges and scrub brushes	FM
Soft cloths and/or brushes	FM
Desirable:	
Flashlights	CIRC Desk, Library Services tool box, Burling Media Room
Hand trucks and book trucks	Hand trucks - Coat area by restroom, west end of Library Services; book trucks – Circ desk, Library Services
sling psychrometer - for measuring temperature and humidity	????
Rope or clothesline and clothespins for cordoning off areas and for hanging wet material	Kintner Room
Hard hats	
Disposable gloves	Kintner Room
Plastic bags	Custodians' closet (& East mechanical room
Portable generators	FM
Emergency lights	FM
Colored self-adhesive dots	Admin. Asst office

Large plastic garbage cans	Use large wastebaskets
Water hoses and water source	
Aluminum foil	
Nylon filament fishing line, 1/32 diameter	Kintner Room
Newsprint	Herald-Register
Weights (may be paper- or plastic- or aluminum foil-covered bricks)	
Bookends	On every floor-in the stacks, behind Circ, Library Services
Binder's board cut in standard sizes	
Screen racks	
Formaldehyde	
Cotton gloves	
Dust cloths	FM
Pink Pearl erasers	
Dry chemical sponges	
Extra fine steel wool	Ace Hardware
Vacuum cleaner	INNOPAC room, custodians' closet
Rubber gloves, boots, aprons	Ace Hardware
Disinfectant	Ace Hardware
Shovels	Ace Hardware

FOR PACKAGING MATERIALS:

Items	Location
Pads of paper and pencils	Admin. Asst office
Colored self-adhesive stickers	Admin. Asst office
freezer paper	Kintner Room
Plastic trays or binder's board, cut to size	
Baker's trays or plywood covered with plastic	
Book trucks and dollies	CIRC Desk, INNOPAC room, FM
Rubber gloves, boots, aprons	Ace Hardware
Sturdy cardboard or plastic boxes or plastic milk crates	Boxes in Library Services

FOR AIR DRYING:

Item	Location
Fans, dehumidifiers	Kintner Rm, Library Services-west closet
Worktables	FM
Trash containers	Large wastebaskets in building
Plastic tarps	Kintner Room

Scissors or paper cutters	Kintner Room
Paper pads and pencils	Admin Asst office
Sheet plastic and blotting paper	CIRC Desk
Nylon fishing line	Kintner Room
Bookends	stacks
Bricks—covered in paper, foil or plastic	
Rigid plastic or boards covered in plastic or foil	
Soft cloths	

FOR GENERAL RECOVERY

ITEM	LOCATION
Book trucks / colorful luggage straps	1 st floor; Kintner Room
Fans	Kintner Room; Library Services- west closet
Dehumidifiers	
Flash lights	CIRC desk, Library Services toolbox (plotter area of Library Services); Burling Media Room
“Trouble” light	Library Services
Heavy-duty extension cords	Kintner Room
Portable generators	FM
Wet Vac	FM
Dollies	Coat area by restroom, west end of Library Services
Stack ladders	FM
Pallets	FM
Crowbars, hammers, pliers, wrenches	Toolbox (plotter area of Library Services)
Forklift	FM
Trucks for transporting damaged materials (may need refrigerator trucks)	
Freezer units	
Battery-operated radio	CIRC Desk
Pagers or beepers	CIRC Desk
Camera	

GUIDE TO LOCAL RESOURCES FOR DISASTER RESPONSE

Freezer Space	Meat lockers
Refrigerator/Freezer Trucks	Dairies
Milk crates, bread trays	Grocery wholesalers, Dining Services
Pallets, moving equipment	FM, moving companies
Generators, pumps, portable lighting	Rental companies
Lighting	Construction companies
Plastic sheeting, construction supplies, cleaning supplies, protective gear	Hardware stores, lumber yards
Off-site storage/work areas	Schools, churches, empty commercial space (contact realty companies), commercial warehouses
Volunteer/support groups	Genealogy and history groups, libraries, museums, community service groups

STAFF TRAINING STRATEGY FOR DISASTER PREPAREDNESS

I. SCHEDULE AN ANNUAL TORNADO AND/OR FIRE DRILL

II. CONDUCT PERIODIC STAFF TRAINING SESSIONS, SUCH AS,

- Tour the building to review location and demonstrate use of disaster supplies and equipment. Identify collections with high salvage priority.
- Give a workshop or demonstration to address the recovery process in general or for a specific type of material.
- Invite an emergency response worker (i.e. fire, ambulance or police) or a safety expert to give a presentation.

III. TRAIN NEW STAFF MEMBERS

- Enlist a staff member from the new employee's work area to conduct the training.
- Review the emergency phone listings posted by the new employee's phone. Locate and check the flashlight for the new employee's work area.
- Review the Disaster Preparedness Plan and identify the new staff member's role in the plan.
- Tour the building and identify the location of disaster supplies and equipment, problem areas (leaks, etc.), and collections with high salvage priority in the new employee's work area.
- Explain the procedures for building evacuation and tornado warning response.

DISASTER PREPAREDNESS PLAN
ANNUAL CHECKLIST

Date

	Plan document (personnel changes)
	Staff list
	Key system (who has keys for what doors)
	Salvage priorities and floor plans
	Supplies and equipment inventory
	Flashlight and radio batteries
	Fire extinguishers
	Disaster drill(s)
	Staff training session
	Fire department inspection

COLLECTION SALVAGE PRIORITIES

These collections should have top priority in salvage operations in the event of a disaster. This may include collection files, indexes, and catalogs, in hard copy or computer format (This list will be kept on file with the Fire Department.) **Priorities will also depend on location of threat.**

ORDER OF PRIORITY	COLLECTION List in order of priority and briefly describe	LOCATION Building, room, level, range, etc.	SPECIAL NEEDS: ACCESS/ REMOVAL Special keys needed to gain access; ladders, carts, etc.	TYPE OF MATERIAL Artifacts, documents, books, photos, etc.	AMOUNT Approximate # of volumes, boxes, items, etc.	CONSULTANT(S) Staff able to advise about collections
High	Special Collections -books	Vault	Combination of Vault door; key to both rooms	Print books		C. Rod, C. Jones
High	Special Collections -archives, manuscript collections	Vault	Combination of Vault door; key to both rooms	Gray boxes (archives, manuscripts, etc.)		C. Rod, C. Jones
High	Shelf list	Iowa Room	Key to room	Cards (3x5) in drawers		C. Rod, C. Jones
High	Archives in-process	Workroom of Iowa Room	Key to both rooms	Materials in process (many formats)		C. Rod, C. Jones
High	Print Study Rm.--art	Print Study Room	Key to both rooms	Artwork		K. Wilson
High	File Cabinets	Asst. to Librarian office	Key to room	Files (paper)		S. Clayton
Medium	Gov. Docs shelf list	Tech Services	May need key to room	Shelf list (3x5 cards in drawers)		J. Bauder, A. Brown
Where most endangered	Iowa Room Collection	Iowa Room	Key to room	Print books, bound journals		C. Rod, C. Jones
Where most endangered	Serials bindery tickets	Tech Services	May need key to room	Tickets (paper)		N. Cadmus
Where most endangered	Library Collections	Burling Media Room	Security system key, room key	CDs, DVDs, videos, LPs		R. Jones
Where most endangered	Stacks	Entire building (Burling or Kistle)	Building key/P-card (Burling), P-card (Kistle)	Print books, journals, gov. docs.		KE, RCK, DH

Notes: