DISASTER PLAN
ORCHARD PARK PUBLIC LIBRARY

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IMMEDIATE EMERGENCY RESPONSE

- Assess your own safety and act accordingly.
- Elicit help from a co-worker or another person in the area.
- Act to protect lives, then physical property.

WHO TO CALL

Make the following phone calls in the order shown, based on the type of emergency.

1st CALL – TYPE OF EMERGENCY	WHO TO CALL
Fire	Orchard Park Fire Company 911 -OR- 716-662-5774 (non-emergencies)
People Hurt	Orchard Park Police Department 911 -OR- 716-662-6444 (non-emergencies)
Water / Electrical Emergency	Orchard Park Buildings & Grounds Chris Kuhnle - 716-395-8985

2nd CALL – TYPE OF EMERGENCY	WHO TO CALL
People Hurt	Tom Carloni Director – Orchard Park Public Library 716-662-9851(work) -or- Cell phone (on file)
Building or Equipment Damage	Tom Carloni Director – Orchard Park Public Library 716-662-9851(work) -or- Cell phone (on file)

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Collection Damage	Tom Carloni Director – Orchard Park Public Library 716-662-9851(work) -OR- Cell phone (on file)
Computer Damage	IT Help Desk 716-858-6849

3rd CALL – TYPE OF EMERGENCY	**WHO TO CALL**
People Hurt	Kasey Mack Librarian II – Orchard Park Public Library 716-662-9851(work) -OR- Cell phone (on file)
Building or Equipment Damage	Robert Benning Caretaker – Orchard Park Public Library 716-662-9851(work) -OR- Cell phone (on file)
Collection Damage	Kasey Mack Librarian II – Orchard Park Public Library 716-662-9851(work) -OR- Cell phone (on file)
Computer Damage	Tom Carloni Director – Orchard Park Public Library 716-662-9851(work) -OR- Cell phone (on file)

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IN-HOUSE EMERGENCY TEAM

Name **Responsibility** **Office Ph.** **Home/Cell Ph.**

Administrator(s): Tom Carloni, Director 716-662-9851(work) or cell phone (on file)

Disaster Team Leader: Justin Kellerman, 716-662-6400, ext.1815 or cell phone (on file)

Building Maintenance: Orchard Park Buildings & Grounds - Chris Kuhnle - 716-662-6400, ext.5509 or cell phone (on file)

Disaster Team:

1. Kasey Mack, Librarian II
2. Sarah Welker, Librarian Trainee
3. Robert Benning, Caretaker

See *Responsibilities for Collections Disaster Response & Recovery* for additional instructions.

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FACILITIES: LOCATIONS OF EMERGENCY SYSTEMS

Building: Orchard Park Public Library

A. Main Utilities

Main water shut-off valve: Boiler Room near metal exit doors

Main electrical cut-off switch: Paddle-style switch on the breaker box near Boiler Room door.

Main gas shut-off: Corner of the Boiler Room under HVAC ducts. Must use large wrench to turn.

Heating/cooling system controls: Two Zones: One is next to the Returns Desk and the other is in the staff office.

B. Fire Suppression Systems

Fire extinguishers: 6, type ABC combination (wood, liquid, electrical) extinguishers, labeled on map.

Fire alarm pull boxes: 5 pull boxes, labeled on map.

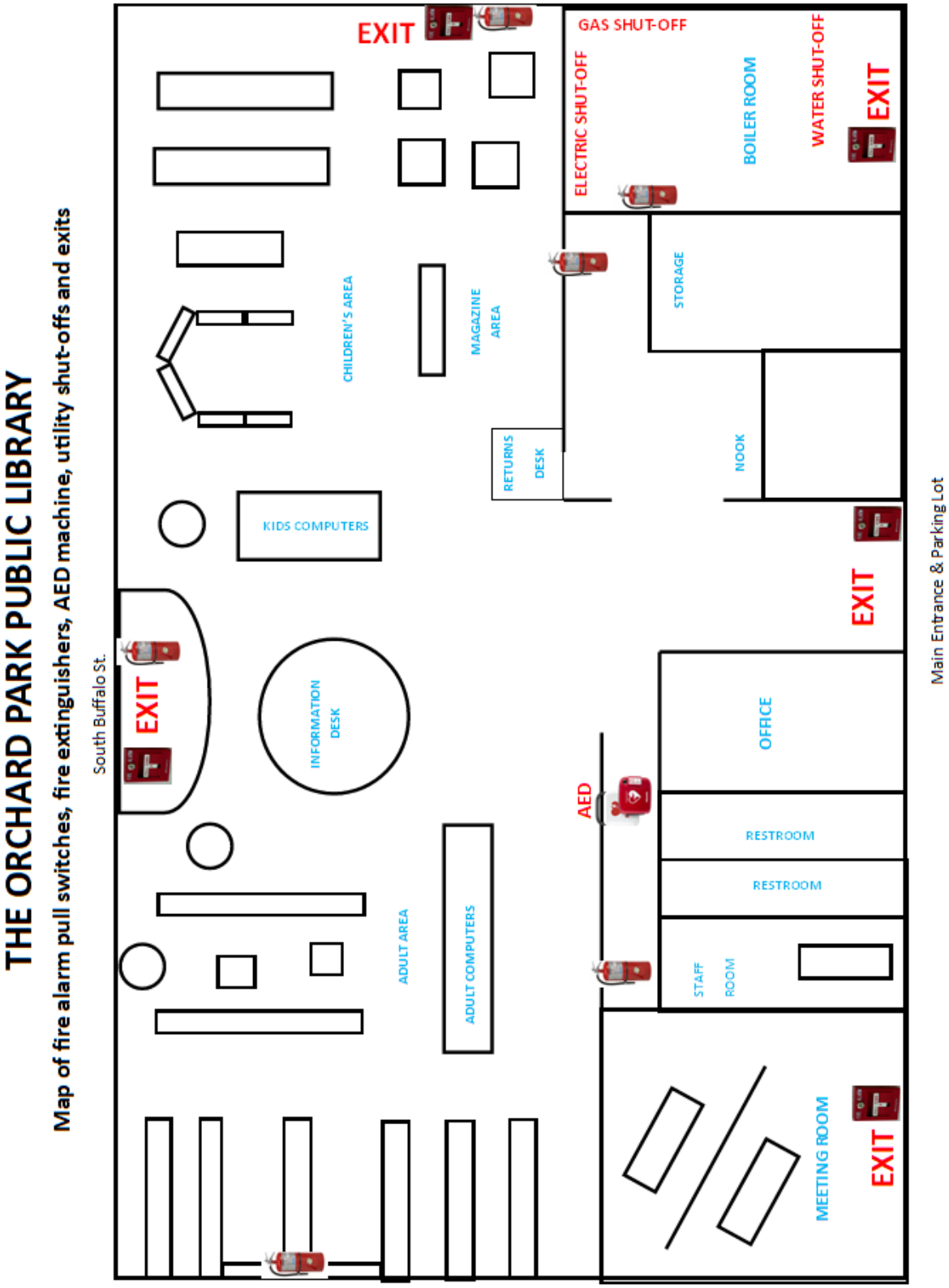
Smoke and heat detectors: located throughout the building and tested annually.

C. Emergency Equipment

AED: Located across the hallway from public restrooms, labeled on map.

First aid kit: Located in the staff office, labeled on map.

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EMERGENCY SERVICES

Company/Service and Phone #

Fire Dept.: Orchard Park Fire Company 911 OR 716-662-5774 (non-emergencies)

Police/Sheriff: Orchard Park Police Department 911 OR 716-662-6444 (non-emergencies)

Civil Defense: Timothy Gallagher, Town Attorney 716-824-7200

Maintenance/Utilities

Alarm System: Fire Safety Systems – 1-800-932-3822

Telephone System: Spectrum – 1-877-636-3278

Janitorial Service: Robert Benning – Caretaker

Plumber: Chris Kuhnle – Town Buildings & Grounds

Electrician: Chris Kuhnle – Town Buildings & Grounds

Locksmith: ABC Locksmith Service 716-674-6161

Carpenter: Chris Kuhnle – Town Buildings & Grounds

Gas Company: National Fuel 800-444-3130

Electric Company: NYSEG 800-572-1121

Water Utility: Erie County Water Authority- Customer Service (Weekdays 8am-5pm) 716-849-8444; Emergencies (After 5pm and Weekends) 716-684-0900

Conservators/Specialists

Paper & Books: SUNY Buffalo State University, Art Conservation Department – 716-878-5025 / Rockwell Hall, Rm 230, 1300 Elmwood Avenue, Buffalo, NY 14222

Computer Records: Disk Doctors - 716-218-0992 / 300 International Drive, Suite 100 Buffalo, New York 14221

Computer Records: Documentelligence – 716-853-5000 ext. 28 / 465 Ellicott Street, Buffalo, NY 14203

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Recovery Assistance

Preservation Resource: Northeast Document Conservation Center- 855-245-8303 (24-hr emergency line)

Disaster Recovery Service: SERVPRO - 716-771-0074

Services available: ____x_____ Water Recovery _____x_____ Freezer

____x_____ Vacuum Freeze Dryer _____x_____ Fire Recovery

_____x____ Mold Remediation _____x_____ Environmental Control

Disaster Recovery Service: Puroclean - 716-662-0188

Services available: ____x_____ Water Recovery ____x_____ Freezer

____x_____ Vacuum Freeze Dryer _____x____ Fire Recovery

_____x____ Mold Remediation _____x_____ Environmental Control

Exterminator: Ashland Pest Control – 716-884-7431

Exterminator: Orkin - 716-970-7764

Exterminator: Fox - 877-771-6770

NYS Archives - Disaster Recovery Vendors Database: https://www.archives.nysed.gov/records/mr-disaster-vendors

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RESPONSIBILITIES FOR COLLECTIONS DISASTER RESPONSE & RECOVERY

Identify and list at least one person and an alternate for each responsibility. Sometimes a group or committee will bear responsibility.

Assessment & Documentation	**Name & Contact Information**
Assesses and estimates the type and extent of the damage.	Tom Carloni, Director
	Kasey Mack, Librarian II
Contacts the Central Library and Town Officials and fills out required forms.	Tom Carloni, Director
	Kasey Mack, Librarian II
Ensures proper documentation of damage (pictures, videos, etc.)	Tom Carloni, Director
	Kasey Mack, Librarian II
Reviews collections priorities list and confirms or adjusts it based upon damage assessment.	Tom Carloni, Director
	Kasey Mack, Librarian II
Estimates number of personnel needed to complete the work & how long recovery up will take.	Tom Carloni, Director
	Kasey Mack, Librarian II
Evaluates & recommends if salvage can be done in house with staff, or if a consultant and/or disaster recovery service is needed.	Tom Carloni, Director
	Kasey Mack, Librarian II
Identifies locations for storing materials out of building if a commercial disaster recovery service is not used.	Tom Carloni, Director
	Kasey Mack, Librarian II
Formulates logistics for packing out and moving materials from the building if a commercial disaster recovery service is not used.	Tom Carloni, Director
	Kasey Mack, Librarian II

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Records all major decisions and a chronology of events.	Tom Carloni, Director
	Kasey Mack, Librarian II
Communications	
Handles all public relations & the media.	Tom Carloni, Director
	Doug McFarland, Library Board President
Provides communication with workers.	Tom Carloni, Director
	Kasey Mack, Librarian II
Interacts with the organization to which the Library reports.	Tom Carloni, Director
	Kasey Mack, Librarian II
Security	
Secures and protects the building's contents.	Tom Carloni, Director
	Kasey Mack, Librarian II
Financial Issues	
Tracks the monetary impact of all decisions.	Tom Carloni, Director
	Jennifer Harmon, Library Clerk
Arranges for funds necessary to buy supplies, equipment, food, etc. and to pay vendors	Tom Carloni, Director
	Jennifer Harmon, Library Clerk
Salvage Operations	
Deploys work teams.	Tom Carloni, Director
	Kasey Mack, Librarian II
Supervises work teams in proper packing and personal safety.	Tom Carloni, Director
	Kasey Mack, Librarian II
Keeps inventory control of items being removed or discarded.	Tom Carloni, Director
	Kasey Mack, Librarian II

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Supplies and Equipment	
Responsible for ordering, delivery and dispersal of sufficient quantities of the appropriate materials for packing out.	Tom Carloni, Director
	Kasey Mack, Librarian II
Responsible for ordering, delivery and dispersal of sufficient quantities of food, water and other comfort items for the workers.	Tom Carloni, Director
	Kasey Mack, Librarian II
Building Issues	
All issues leading up to the eventual restoration of the building to normal.	Tom Carloni, Director
	Kasey Mack, Librarian II
Identification of locations for response and salvage activities.	Tom Carloni, Director
	Kasey Mack, Librarian II
Personnel Issues	
Provides communications with staff.	Tom Carloni, Director
	Kasey Mack, Librarian II
Responsible for union issues.	Tom Carloni, Director
	Kasey Mack, Librarian II
Handles health, safety and comfort (physical and emotional) concerns.	Tom Carloni, Director
	Kasey Mack, Librarian II
Coordinates and monitors the use of volunteers.	Tom Carloni, Director
	Kasey Mack, Librarian II

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COLLECTION SALVAGE PRIORITIES

Listed below are those portions of the library's holdings to which salvage priorities have been assigned.

Priority

1) Local History Collection
2) Orchard Park Public Library Board Meeting Minutes and Reports (Director's Office Shelving and Boiler Room File Cabinet)
3) Orchard Park Public Library Employee Records, Pre-Centralized Human Resources (Boiler Room File Cabinet)
4) Orchard Park Public Library Financial Documents (File Cabinet at Clerk's Desk & Boiler Room File Cabinet)
5) Any items stored in the safe located in the Director's Office.

COLLECTION SALVAGE SUPPLIES

Basic response supplies should be immediately accessible, or available at a local retailer. Inventory supplies at least annually.

	On-Site Location(s) or Off-Site Source	**Source, Phone #**
__	Boxes: Boiler Room; Shed	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Clothes pins:	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Freezer or wax paper:	Wegman's 716-826-4000 / Tops 716-517-3000
__	Gloves, rubber or latex: Staff Workroom; Caretaker's Closet	
__	Masks: Staff Workroom; Caretaker's Closet	
__	Newsprint, blank:	Michael's 716-895-6091
__	Note pads & clipboards: Staff Workroom	
__	Nylon cord:	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Packing tape with dispensers: Staff Workroom	
__	Plastic sheeting:	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Sponges: Caretaker's Closet	Lowe's 716-646-3860 / Home Depot 716-677-7445

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Other Equipment & Supplies

	On-Site Location(s) or Off-Site Source	Source, Phone #
__	Aprons, smocks:	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Booktrucks: Return's Desk	
__	Rubber boots:	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Brooms: Caretaker's Closet	
__	Buckets & trash cans: Caretaker's Closet	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Caution tape:	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Dehumidifiers:	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Extension cords: Caretaker's Closet	
__	Fans: Caretaker's Closet; Shed	
__	Flashlights: Staff Workroom; Information Desk	
__	Generator, portable:	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Gloves, heavy duty:	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Hard hats:	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Lighting, portable:	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Mops, pails: Caretaker's Closet	
__	Pallets:	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Paper towels: Caretaker's Closet; Staff Workroom	
__	Refrigeration trailers:	Sunbelt Rentals 716-771-5262
__	Safety glasses:	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Sponges: Caretaker's Closet	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Sump pump, portable:	Lowe's 716-646-3860 / Home Depot 716-677-7445
__	Tables, portable: Meeting Room Closet	
__	Trash bags, plastic: Caretaker's Closet	
__	Vacuum, wet: Caretaker's Closet	
__	Water hoses: Shed	
__	Water-proof clothing:	Lowe's 716-646-3860 / Home Depot 716-677-7445

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STAFF EMERGENCY PROCEDURES

Employee Evacuation Procedure

In advance, each staff person and volunteer should:

1. Understand the evacuation plan.
2. Recognize the sound of the evacuation alarm.
3. Know at least two ways out of the building from your regular workspace.

When you hear the evacuation alarm or are told to evacuate the building:

1. Remain calm.
2. Immediately shut down any hazardous operations.
3. Leave quickly.
4. If it is safe to do so, the highest-ranking person who is physically present is responsible for ensuring all members of the staff evacuate the area. In addition, employees should check that all others in the library are leaving as instructed.
5. As you exit, if it is safe to do so, quickly check nearby restrooms, offices, etc.
6. Accompany and help handicapped personnel, visitors and any co-workers who appear to need direction or assistance.
7. If it is safe to do so, take with you: your car keys, purse, briefcase, etc. Do not attempt to take large or heavy objects.
8. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke and water.
9. Proceed as quickly as possible, but in an orderly manner. Do not push or shove.
10. Once out of the building, move away from the structure and meet at pre-arranged location for a head count.

Medical Emergencies: Staff

If a staff member or volunteer is seriously ill or injured:

1. Notify your supervisor immediately.
2. Render the minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).
3. Do not attempt to move a person who has fallen and who appears to be in pain.

4. Avoid unnecessary conversation with or about the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.

5. After the person has been taken care of and the incident is over, remain available to help the supervisor with pertinent information for a medical report or, if applicable, a Workers' Compensation report.

6. Contact Human Resources for any reporting or questions concerning Workers' Compensation.

Medical Emergencies: Visitor

When an employee or volunteer observes a visitor who appears to be ill or injured:

1. Notify your supervisor immediately.

2. Render the minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).

3. Do not attempt to move a person who has fallen and who appears to be in pain.

4. Avoid unnecessary conversation with or about the ill or injured person or members of their party. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.

5. Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause.

6. Under no circumstances should an employee or volunteer discuss any insurance information with members of the public.

7. After the person has been taken care of and the incident is over, remain available to help the supervisor with pertinent information for reports.

Phone Threat, Mail Threat, and Suspicious Object

If you receive a **telephone threat**:

1. Remain calm.

2. Listen carefully. Be polite and show interest. Try to keep the caller talking so you can gather more information.

3. If possible, signal a colleague to inform administration for you, or call yourself as soon as the caller hangs up.

4. Call the police.

5. Promptly complete a written report, writing down as many details as you can remember. This information will be needed by security and police interviewers.

6. Do not discuss the threat with other staff.

7. If evacuation is ordered, go to the designated area.

If you receive a **written threat** or a **suspicious package** or if you find a **suspicious object** anywhere on the premises:

1. Keep anyone from handling it or going near it.

2. Notify your supervisor immediately.

3. Call the police.

4. Promptly write down everything you can remember about receiving the letter or package, or finding the object. This information will be needed by security and police interviewers.

5. Remain calm. Do not discuss the threat with other staff members.

6. If evacuation is ordered, go to the designated area.

Fire

If a fire occurs in your area:

1. Remain calm.

2. Call the Fire Department.

3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.

5. Never allow the fire to come between you and an exit.

6. Disconnect electrical equipment that is on fire if it is safe to do so (pull the plug or throw the circuit breaker).

7. Notify your supervisor of the location and extent of the fire.

8. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to the designated area.

9. Do not break windows. Oxygen feeds a fire.

10. Do not open hot doors. Before opening any door, touch near the top. If the door is hot or if smoke is visible, do not open the door.

11. Do not attempt to save possessions at the risk of personal injury.

12. Do not return to the area until cleared by emergency personnel.

All fires, no matter how small, must be reported to a supervisor.

Toxic Events, Chemical Spills and Fires

If a **chemical spill** occurs within the building:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. Use chemical shower if available.

2. Notify your supervisor of the extent and location of the spill.

3. If there is any possible danger, evacuate your area.

If a **chemical fire** occurs within the building:

1. Remain calm.

2. Call the Fire Department.

3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.

5. Never allow the fire to come between you and an exit.

6. Notify your supervisor of the location and extent of the fire.

7. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to a designated area (see map).

8. Do not break windows. Oxygen feeds a fire.

9. Do not attempt to save possessions at the risk of personal injury.

10. Do not return to the area until cleared by emergency personnel.

All chemical spills and fires, no matter how small, must be reported to a supervisor.

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In the event of a **toxic spill** outside of the building, most likely caused by a train derailment or tanker truck accident:

1. Notify your supervisor immediately.
2. Call Police and Fire Departments, giving location of spill.
3. Evacuate the building only if instructed to do so.

Earthquakes

In the event of an earthquake:

1. Remain calm.
2. Stay in the building. Take shelter within a doorway, in a narrow corridor or under a heavy table, desk or bench.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.

After the earthquake has stopped:

1. Remain alert for aftershocks.
2. Listen to local radio stations for instructions.
3. Assist those who have been trapped or injured by falling debris, glass, etc. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
4. Evacuate the building if safe to do so. Do not re-enter until the building has been declared structurally sound.
5. Check for broken water pipes or shorting electrical circuits. Do not use a match, candle or lighter to find your way, since there may be flammable gas in the air. Shut off utilities at main valves or meter boxes. Turn off appliances.
6. Do not use the telephone, except in a real emergency. The lines should be kept free for emergency rescue operations.
7. Ensure that sewage lines are intact before running water or flushing toilets.

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Explosion

1. Remain calm.
2. Be prepared for possible further explosions.
3. Crawl under a table or desk.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
5. Be guided by the administration. If evacuation is ordered, go to the designated area.
6. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
7. Open doors carefully. Watch for falling objects.
8. Do not use elevators.
9. Do not use matches or lighters.
10. Avoid using telephones.
11. Do not spread rumors.

Power Outage

If a power outage occurs:

1. Remain calm. Many times the power will come on again after a short time. Access the NYSEG outage web site https://www.nyseg.com/outages to determine approximate duration of the outage.
2. Provide assistance to visitors and staff in your immediate area.
3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
4. If instructed to evacuate, go to the designated area.
5. Secure the building from vandalism, intrusion, and fire.

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Flooding and Water Damage

If a water leak or flooding occurs:

1. Remain calm.

2. Notify building maintenance and your supervisor. Give the exact location and severity of the leak. Indicate whether any part of the collections is involved or is in imminent danger.

3. Do not walk in standing water which may have contact with wiring and may be electrified. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.

4. If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.

5. Be prepared to help as directed in protecting collection materials that are in jeopardy. Take only those steps needed to avoid or reduce immediate water damage: cover shelf ranges with plastic sheeting; carefully move materials out of the emergency area. Do not remove already wet books from shelves.

Emergency Closing: Weather

In case of threatening weather conditions:

1. The Library Director will determine whether to close. If the Library Director is not available, contact the Board President when making a determination on closing. The Board President's contact information is available in the Emergency folder located in the staff workroom.

2. The Librarian in charge will notify pertinent personnel and will refer to the "Emergency Closing" folder in the staff workroom to contact media outlets.

3. The Librarian in charge will update the Online B&ECPL Calendar page on the Intranet: http://intranet.buffalolib.org/statistics/becpl-calendar and enter all pertinent information. If unable to access the Online B&ECPL Calendar, contact the Information Technology Help Desk at 716-858-6849.

4. Appropriate staff will post a notification on the library's Facebook page.

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Active Shooter

In the event of an active shooter situation, one of the following actions is recommended:

EVACUATE (RUN)

- Identify nearest exits.
- Have an escape route and plan in mind – upon exiting the building, staff should meet at the designated meeting spot.
- Leave your belongings behind.
- Keep your hands visible.

HIDE

- Hide in an area out of the shooter's view.
- Block entry to your hiding place and lock the door; once locked do not let anyone in.
- Turn off the lights and silence your cell phone.
- Call 911 as quietly as possible.

TAKE ACTION (FIGHT)

- Use this as a last resort and only when your life is in imminent danger.
- Find something to distract/use as an item of physical aggression against the shooter.

When law enforcement arrives:

1. Remain calm and follow instructions.
2. Put down any items in your hand (items of last resort &/or personal items) and raise your hands and spread fingers.
3. Keep hands visible at all times, avoid quick movements towards officers and avoid pointing, screaming or yelling.
4. Do not stop to ask responding officers for help or direction while evacuating.

Information you should provide to law enforcement or the 911 operator:

1. Location of the active shooter(s) and number of shooters.
2. Physical description of shooters and number & type of weapons (if known).
3. Number of potential victims at the location.

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RECOVERY AND SALVAGE OF MATERIALS

Salvage of Water Damaged Collections

Books: Cloth or Paper Covers

Priority

Freeze or dry within 48 hours. **Coated paper** must not be allowed to air dry in a clump or it will permanently block together. If slightly damp and the pages are separable, air dry interleaved pages before items have an opportunity to dry. If saturated, coated paper must by frozen as soon as possible for subsequent vacuum freeze-drying.

Handling Precautions

Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers. Oversized books need to be fully supported, it may only be possible to move one at a time.

Preparation for Drying

Closed books that are muddy should be rinsed before freezing. If air drying is not possible, books should be frozen within 48 hours. Separate with freezer paper, pack spine down in milk crates, plastic boxes, or cardboard boxes lined with plastic sheeting.

Coated paper requires that each and every page be interleaved with a non-stick material such as silicone release paper, Holytex, or wax paper. If the leaves cannot be separated without further damage, the book cannot be air dried successfully and must be prepared for vacuum freeze drying.

Drying Methods

Air Drying is suitable for small quantities for books (less than 100 volumes) that are not thoroughly soaked. Requires space in an area away from the disaster to spread the books out. Books are stood upright and gently fanned open to dry. Keep air moving at all times using fans. Direct fans into the air and away from the drying volumes. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

Oversize volumes must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of uninked newsprint or blotting paper that is changed as it becomes saturated.

Freeze Drying (not vacuum thermal drying) is suitable for large quantities of books and books that are very wet. Pack as described above and ship to drying facility.

Vacuum Freeze Drying is suitable for large quantities of books. Wet *coated* paper can only be dried by this method. Pack as described above and ship to drying facility. Pack carefully, as volumes packed with distortions will retain that distortion permanently after vacuum freeze drying.

Paper: Uncoated

Priority

Air dry or freeze within 48 hours. Records with water-soluble inks should be frozen immediately to arrest the migration of moisture that will feather and blur inks. Records that show signs of previous bacterial growth should also be frozen immediately if they cannot be air-dried.

Handling Precautions

Paper is very weak when wet and can easily tear if unsupported while handling.

Preparations for Drying

Pack flat sheets in bread trays, flat boxes, or on plywood sheets covered with polyethylene.

Bundle rolled items loosely and place horizontally in boxes lined with a release layer. Remove drawers from flat files; ship and freeze stacked with 1" x 2" strips of wood between each drawer. Framed or matted items must be removed from frames and mats prior to air or freeze drying. See Section: *Paper: Framed or Matted, Preparation for Drying*.

Air Drying — secure a clean, dry environment where the temperature and humidity are as low as possible. Cover tables, floors, or other flat surfaces with sheets for blotter or uninked newsprint.

Freezing — Work space and work surfaces and the following equipment: milk crates and/or cardboard boxes, bread trays, sheets of plywood, and rolls/sheets of freezer or waxed paper.

Drying Methods

Air Drying — This technique is most suitable for small numbers of records which are damp or water-damaged around the edges. Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain 50 percent RH.

Damp material — Single sheets or small groups of records are to be laid out on paper-covered flat surfaces. If small clumps of records are fanned out to dry, they should be turned at regular intervals to encourage evaporation from both sides. As a last resort to maximize space utilization, clothesline may be strung for the records to be laid across.

If an item exhibits water-soluble media, allow it to dry face up. Do not attempt to blot the item since blotting may result in offsetting water-soluble components. Wet blotter or newsprint should be changed and removed from the drying area.

Wet material — When separating saturated paper, use extra caution to support large sheets.

If sheets are contained in flat files, standing water should be sponged out first. If items are in L-sleeves the polyester must be removed to allow drying. Cut the two sealed edges of the film in the border between the item and the seal. Roll back the top piece of polyester in a diagonal direction. If there are any apparent problems with the paper support or media, stop and seek the assistance of a Conservator. Support can be given to single sheets by placing a piece of polyester film on top of the document. Rub the film gently and then slowly lift the film while at the same time peeling off the top sheet in a diagonal direction. Lay the sheet flat; as it dries, it will separate from the surface of the film.

Freezing — This option is best if there are large quantities or if the water damage is extensive. Place manuscript boxes in milk crates or cardboard boxes. If time permits, interleave each manuscript box with freezer or waxed paper. If the boxes have been discarded, interleave every two inches of foldered material with freezer or waxed paper.

Compact Discs and CDs

Priority

Immediately air dry discs. Dry paper enclosures within 48 hours.

Handling Precautions

Do not scratch surfaces.

Preparations for Drying

Remove discs from cases. Rinse discs with distilled water. Do not rub the discs because dirt could scratch. If necessary, blot, do not rub, with a soft lint-free cloth.

Drying Methods

Case and paper enclosures may be freeze dried. Do not freeze dry the discs. Air dry vertically in a rack.

Scrapbooks

Priority

Freeze immediately.

Handling Precautions

Do not move items until a place has been prepared to receive them. Large scrapbooks should be supported with boards.

Preparation for Drying

If the scrapbook is not boxed and the binding is no longer intact, wrap in freezer paper. Freeze as quickly as possible, using a blast freezer if available.

Freezing — Equipment needed: milk crates; cardboard boxes for large items; large flat supports such as bread trays or pieces of plywood; freezer, waxed, or silicone release paper, or polyester non-woven fabric.
Air Drying — Secure a clean, dry environment where the temperature and humidity are as low as possible. Equipment needed; flat surfaces for drying; fans and extension cords; dehumidifier; moisture meter; sheets of polyester film, non-stick interleaving materials such as freezer, waxed, or silicone release paper, or polyester non-woven fabric.

Drying Methods

Vacuum freeze drying is the preferred method, although this should not be used for photographs. See Section: *Photographs and Transparencies*. If the book is to be vacuum freeze dried, the photographs should first be removed. Wrapped scrapbooks should be packed laying flat in shallow boxes or trays lined with freezer paper.

Air drying may be used for small quantities which are only damp or water-damaged around the edges. The books should not have large amounts of coated paper or soluble adhesives.

Pages should be interleaved with uninked newsprint or blotter and the books placed on tables. The interleaving and page opening should be changes regularly and often to speed the drying.

If the binding has failed, it may be advisable to separate the pages and lay them out individually to dry.

Care must be taken to maintain page order.

Keep the air moving at all times using fans. Direct fans into the air and away from the items.

Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

Paintings: On Canvas

Priority

Begin drying within 48 hours to prevent mold growth.

Handling Precautions

Move items only after a place has been prepared to receive them. If the frame is unstable, remove from painting, pad corners with corrugated cardboard, bubble wrap, or unused newsprint and transport to area dealing with wood objects.

Packing Method

Pad corners of frame or painting with corrugated cardboard, bubble wrap, or newsprint. Transport paintings vertically; stand upright with corrugated cardboard between paintings so painted surfaces do not touch another painted or any rough surface.

Preparation for Drying

Remove painting from frame. Contact a paintings conservator to discuss. See Section: *Paper: Framed or Matted, Preparation for Drying*.

Drying Procedure

Prepare a horizontal bed of blotter paper and unused newsprint, equal in thickness to the paint layer, with top-most layer of strong clean tissue. Lay painting, still on stretcher/strainer, face down on this surface. Remove any remaining backing or labels from the painting to expose wet canvas. Retain and tag all associated labels, parts and/or components that are removed or detached from the painting or frame.

Place cut-to-fit blotters or unused newsprint against this back and apply a slight amount of pressure so the blotter makes good contact with the entire exposed canvas surface. Repeatedly change backing blotter, being careful not to create impressions in the canvas. *Do not change facing materials*.

When dry to the touch, remove backing blotter and pick up painting. If front facing tissue is still attached to painting front, do not attempt to remove it, since it will hold the painting surface together until it can be consolidated by a conservator.

Consult with a paintings conservator for any questions or problems and all circumstances not adequately covered by the above instructions.

Use fans to keep air moving in the room without blowing directly on the paintings. Use portable dehumidifiers to *slowly* remove moisture from the area/objects. Bring relative humidity down to 50 percent.

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SALVAGE GLOSSARY

Air Drying

Use a cool, low-humidity area with good air circulation. Place absorbent material (see interleaving) under objects; replace as it becomes wet. If possible, air-dry materials on plastic racks (e.g., commercial bread trays or rust-proof screens) to allow more evaporation. Exposure to light may reduce the threat of mold. Bright sunlight can cause fading.

Interleaving

Interleaving will keep items from sticking together and prevent dye transfer. Blotter paper, uninked newsprint, or paper towels may be used, except in cases waxed paper, pellon or freezer paper is called for.

Freezing

If objects cannot be dried within 48 hours, freeze them until action can be taken. Freezing is an effective way to stabilize collections for days or even months; it stops mold growth, ink running, dye transfer, and swelling. If possible, use a commercial freezer that provides sub-zero freezing or a home freezer. A refrigerated truck may at least keep materials cool enough to prevent mold growth.

On-site dehumidification

A useful technique for drying damp library and archival collections without the need to move them. Available from several companies in the U.S. Super-dry air is pumped into the building and moist air drawn out.

Rinsing

Mud or dirt: rinse items under a gentle stream of clean running water or gently agitate them in containers filled with water, before drying. Never scrub items in a way that might drive dirt in deeper. Use a sponge/soft cloth to blot off mud and debris. Hold books and file folders closed while rinsing.

Vacuum drying

Also called "thermal drying." Available from many companies in the U.S. Items are dried in a vacuum chamber, often at temperatures above 100°F. Slower than vacuum freeze drying, but generally less expensive. Because high temperatures accelerate aging, THIS METHOD SHOULD NOT BE USED FOR LIBRARY AND ARCHIVAL MATERIALS.

Vacuum freeze drying

Frozen items are placed in a vacuum chamber and dried at below-freezing temperatures to minimize swelling and distortion. Generally provides the most satisfactory results and is recommended for library and archival materials. This service is available throughout the U.S.

DISASTER PLAN
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EMERGENCY HISTORY

In the space below, describe emergencies which have occurred. Include the date, the location within the building, the number of materials affected, recovery procedures, and the resources (time, money, personnel, etc.) needed for complete recovery from the emergency. Also note any vendors or suppliers used in recovery actions and evaluate their performance for future reference. This section should be updated after any emergency occurrence. Use extra copies of this form as necessary.

DISASTER PLAN
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LOCATIONS WHERE THIS PLAN IS ON FILE

In-House*:

Director's Office

Red Emergency Folder near phone between librarians' desks in office

S Drive: Emergency Plan Folder

Off-Site*:

S Drive: Emergency Plan Folder

ACKNOWLEDGEMENTS

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Elements of the plan were developed by Sheryl Davis, (UC Riverside), Julie Page, (UC San Diego), and the Amigos Preservation Service (APS), with information gathered from the following sources:

-John P. Barton and Johanna G. Wellheiser, eds. *An Ounce of Prevention: A Handbook on Disaster Contingency Planning for Archives, Libraries and Record Centers*. Toronto: Toronto Area Archivists Group Education Foundation, 1985.

-Minnesota Historical Society. *Disaster Preparedness Plan: Recovery Procedures for the Minnesota History Center* (revised for outside distribution). Saint Paul: Minnesota Historical Society, January 1, 1994.

-Heritage Preservation. *Emergency Response and Salvage Wheel,* June 1997.