

PORTALS

DISASTER PREVENTION AND RECOVERY PLAN

INSTITUTION:

DATE OF CURRENT REVISION:

LOCATIONS WHERE THIS PLAN IS ON FILE

In-house:

Off-site:

ATTACHMENTS

- 1. List of **salvage priorities** for each department, area and/or office
- 2. **Emergency procedures and evacuation plan**
- 3. Copy of **insurance policy**
- 4. Copy of **disaster recovery vendor contract**
- 5. Other **emergency planning and recovery documents**
- 6. List of individuals with master/special keys
- 7. Floor plans
- 8. *Emergency Response and Salvage Wheel*TM (To order, contact the National Task Force on Emergency Response 1-888-979-2233)

RECOVERY TEAM

	Name	Phone	Home Phone	Responsibility
Administrator				
Disaster Team				
Leader				
Building				
Maintenance				
Preservation				
Disaster Team:				
1				
2				
3				
4				
5				
Dept. Heads				
1				
2				
3 (etc.)				

EMERGENCY INSTRUCTION SHEET

Fire - What to do if YOU see or suspect a fire:

1. Activate nearest fire alarm.
2. Call Fire Department - 911
3. Notify _____
4. Secure the building after evacuation.

Fire - What to do if YOU hear the alarm:

1. Evacuate the building immediately. Get library users to leave.
2. Use the stairs. Stay out of elevators.

Earthquake

1. Get away from windows. Move to internal doorway or get under heavy furniture.
2. Evacuate only if you hear an alarm or announcement to do so, or, when there is a power failure when it is safe to do so.

Power outage

1. Daylight -
2. Dark -

Flood or water damage

1. Call _____
2. Keep away from standing water.
3. Stop the flow of water if it is safe to do so.
4. Secure the area with caution tape, furniture and/or cone markers.

Theft

1. Call _____

Dangerous person

1. Call _____
2. Observe and write down description and actions of person.

Collection damage

1. Secure area with caution tape, furniture and/or marker cones.
2. Check for hazards before entering area. Be alert to water damage and possible electrical problems (loose wires, etc). Stay away from standing water.
3. Contact _____
4. If area is safe to enter and if it is necessary to prevent further damage, cover stacks / materials with plastic sheeting. Move books to higher shelves, or move them off shelves and to a safe location (using book trucks).

FACILITIES: LOCATIONS OF EMERGENCY SYSTEMS

Building:

- List locations and attach floor plan (use letters -- or better, use icons -- to indicate locations on floor plan)
- Evacuation plan

A. Main Utilities

1. Main water shut-off valve:
2. Sprinkler shut-off valve:
3. Main electrical cut-off switch:
4. Main gas shut-off:
5. Heating/cooling system controls:

B. Fire Suppression Systems (by room or area)

1. Sprinklers
2. Halon
3. Other

C. Water detectors

D. Keys and alarm codes

1. Key boxes
2. Individuals with master and/or special keys (attach list with names, titles, keys in possession)
3. Alarm codes

E. Fire Extinguishers (label by number according to type)

1. Type A - Wood, paper, combustibles
2. Type B - Gasoline, flammable liquid
3. Type C - Electrical
4. Type ABC - Combination

F. Fire Alarm Pull Boxes (use floor plan)

G. Smoke and Heat Detectors (use floor plan)

H. Radios

1. Transistor radios (for news)
2. Two-way/CB radios (for communication)
3. Cell phones (library / staff personal phones)

I. First Aid Kits

J. Public Address System

K. Nearest Civil Defense Shelter

L. Disaster barrels (contents description in appendix)

EMERGENCY SERVICES

	Company/Service and Name of Contact	Phone
Security		
Fire Dept.		
Police/Sheriff		
Ambulance		
FEMA (Region X)	Federal Regional Center 130 228 St. SW Bothell, WA 98201	206-481-8800 www.fema.gov
City		
County		
Civil Defense		
Janitorial Service		
Plumber		
Electrician		
Locksmith		
Carpenter		
Gas Company		
Electric Company		
Water Utility		
Exterminator		

RECOVERY ASSISTANCE

Preservation Resource:

Individuals/organizations to assist in clean up:

Disaster Recovery Service:

Account pre-established? _____ Account number _____

Services available: Water recovery Freezer Vac. freeze dryer
 Fire recovery Envir. control Mold fumigation

Local Freezer (1)

Local Freezer (2)

Refrigerator trailer

Other Services

Conservators/Specialists:

Paper & Book

Photographs

Computer Records

Insurance

Insurance company

Agent/Contact

Policy number (attach copy of policy)

Self-insured? If yes, list contact

Other

Legal Advisor

Counseling service

Architect

Other

COLLECTION SALVAGE SUPPLIES

	On-site location or off-site source	Source phone number
Freezer or wax paper		
Gloves, rubber		
Interfacing (Pellon)		
Masks		
Milk crates, plastic		
Mylar polyester sheets		
Newsprint, blank		
Notepads & clipboards		
Nylon twine (brightly colored)		
Paper towels (no dyes)		
Sponges		
Trash bags, plastic		

OTHER EQUIPMENT AND SUPPLIES

	On-site location or off-site source	Source phone number
Aprons, smocks		
Book trucks, metal		
Boots, rubber		
Brooms		
Buckets & trash cans, plastic		
Camera (to document damage)		
Dehumidifiers		
Drying space		
Emergency funds		
Cash		
Purchase orders		
Institutional credit cards		
Extension cords, grounded		
Fans		
Flashlights		
Forklift		
Generator, portable		
Hard hats		
Labels (large, self-adhesive)		
Library trucks		
Lighting, portable		
Mops, pails		
Pallets		
Paper towels		

OTHER EQUIPMENT AND SUPPLIES (CONTINUED)		
	On-site location or off-site source	Source phone number
Plastic sheeting (2 mil, or some 2 mil, some 3 mil and stored with scissors and tape)		
Refrigerator trucks		
Safety glasses		
Security personnel		
Sponges, dry chemical (for smoke/soot removal)		
Sponges, industrial		
Sponges, natural rubber		
Sump pump, portable		
Tables, portable		
Trash bags, plastic		
Vacuum, wet		
Water hoses		
Water-proof clothing		
Water-proof pens		
Other:		

DISASTER RESPONSE SUPPLY BARREL CHECKLIST

- For use for immediate response in an emergency.
- Label supplies and the barrel and seal.
- Check barrels and supplies and check flashlight batteries twice a year (when the time changes). Replace batteries as needed. Store them outside the flashlights.

Contents:

33 gal. plastic trash can with lid (preferably red)
1 roll 10' x 100' 2 mil plastic sheeting
1 roll filament tape (to tape sheeting)
10 large plastic trash bags with ties (to fit can)
2 large sponges
1 Lysol spray can, 19 oz.
1 5 gal. bucket with lid
1 box disposable latex gloves
1 roll "Do no enter" barricade tape
2 rolls white paper towels
1 pair scissors
1 doz. Pencils (sharpened)
2 black permanent marking pens
Yellow lined pad
Flashlight
Batteries (replace semi-annually and store outside flashlight)
10 dust masks
Disposable camera
Duct tape

INFORMATION TECHNOLOGY

IT emergency contacts

Day:

Night:

Location(s) of central systems:

Back-up schedule:

Locations of back-up tapes

On-site:

Off-site:

Hot site service(s):

Library software vendors:

Library hardware vendors:

DATA PRIORITIES

Priority for data recovery:

1.

2.

3.

4.

etc.

DISASTER PREVENTION

Fire prevention

1. Avoid piles of loose paper in work areas.
2. Unplug all non-essential machines at night and on weekends, including coffee pots.
3. Store flammable materials in safe areas.
4. Inspect work/office and storage areas twice a year for potential fire hazards.
5. Regularly inspect fire extinguishers and other fire equipment.
6. Train staff so everyone is familiar with procedures for fire and other emergencies.
7. Conduct regular emergency drills.
8. Enforce no smoking regulations.
9. Turn off fans, heaters, etc. when the building is closed (unless they are rated for 24 hour operation).

Water damage prevention

1. Store all books and other materials off the floor, even in upper stories.
2. Check ceilings for leaks during heavy rain. Immediately remove materials from areas that have leaks. Use plastic sheeting to protect susceptible areas (stacks, storage areas, etc.) as a precautionary measure.
3. Store boxes tightly against each other to minimize water penetration if materials are exposed to water.

Safety:

1. Offer first aid, CPR, and fire extinguisher training (and training updates) to all staff.
2. Try to have at least one staff member in each area with current first aid/CPR training.

DAILY CHECKLIST

The following should be checked during opening/closing and included in night security patrols.

WEEKLY CHECKLIST

(include -- Do door locks work? Are they secure?)

DISASTER RECOVERY OUTLINE

Collection priorities (by section / floor / subject / whatever makes sense for each library)

Recovery steps

- A. Assess damage
- B. Stabilize environment
 - a. Water damage
 - b. Non-water damage
- C. Establish command center
- D. Activate in-house disaster recovery teams
- E. Notify PORTALS teams (mutual aid agreement)
- F. Triage
- G. Documentation
- H. Organize work crews
- I. Action plan
 - a. Procure supplies
 - b. Procure services
 - c. Notifications
 - d. Sorting
- J. Reassess damage to the collections
- K. Reassess damage to the facility
- L. Facility restoration
 - a. Building(s)
 - b. Public and office areas
 - c. Storage areas
- M. Staff restoration
- N. Debriefing
- O. Counseling
- P. Modify plan - lessons learned

GENERAL SALVAGE TECHNIQUES

- **Contact a conservator as soon as possible**
- **Work on high priority collection areas first**
- **In general, freeze items that cannot dry within 48 hours.**
- **Consult a conservator: metal, plate glass, some photographs and furniture may be exceptions to freezing.**

For complete salvage options, order the *Emergency Response and Salvage Wheel*™ from the National Task Force on Emergency Response (1-888-979-2233)

STAFF EMERGENCY PROCEDURES

Staff trained in First Aid and CPR

Name	Dept/location	Date of last training
1.		
2.		
3.		
Etc.		

EMERGENCY PROCEDURES OUTLINE

Medical emergency: staff

Medical emergency: library user / public

Earthquake

Explosion

Fire

Flooding and water damage

High wind and tornados

Toxic events, chemical spills

Threatening / suspicious people

Phone or mail threat, suspicious objects

Power outage

Volcanic eruption

Building evacuation procedure

SAFETY CHECKS

Date of last fire drill:

Frequency: Required? Next scheduled date:

Inspection / replacement of fire extinguishers:

Frequency: Required? Next scheduled date:

Date of last inspection by local fire department:

Frequency: Required? Next scheduled date:

Date of last earthquake drill:

Frequency: Required? Next scheduled date:

Date of last civil defense drill:

Frequency: Required? Next scheduled date:

Date of last analysis/update of insurance coverage:

Frequency: Required? Next scheduled date:

Photographs of interior and exterior stored off-site?

Frequency: Required? Next scheduled date:

Is there an off-site record (microform, computer tape) or the collection? Y/N

Frequency of update:

Location:

Attach copies of last inventory report.

ATTACHMENTS

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- __ 4. Copy of **disaster recovery vendor contract**
- __ 5. Other **emergency planning and recovery documents**
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- __ 7. Floor plans
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This document is largely based on AMIGOS Preservation Services "Disaster Plan for Libraries and Archives" with additional material from:

Minnesota Historical Society Disaster Preparedness Plan
Basic Guidelines for Disaster Planning in Oklahoma
Oregon Historical Society - Collections Disaster Response Plan
NDCC - Worksheet for Outlining a Disaster Plan
Northup Library - Disaster Procedures
SILDRN
Portland State University disaster plan

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APPENDIX 1 - INFORMATION LINKS

American Institute for Conservation: <http://aic.stanford.edu/>

American Library Association Disaster Preparedness Clearinghouse:
<http://www.ala.org/alcts/publications/disaster.html>

Amigos Imaging and Preservation Services: <http://www.amigos.org/preserve.htm>

Amigos Preservation Service leaflets. <http://www.amigos.org/preservation/leaflets.html>

California Preservation Clearinghouse: <http://cpc.stanford.edu>

Colorado Preservation Alliance: <http://www.aclin.org/~cpa/>

Conservation Center for Art and Historic Artifacts (CCAHA): www.ccaha.org

Conservation OnLine (CoOL): <http://palimpsest.stanford.edu>

Links to disaster plans: <http://palimpsest.stanford.edu/bytopic/disasters/plans/>

The Disaster Center: <http://www.disastercenter.com/>

Emergency Preparedness Information Exchange: <http://hoshi.cic.sfu.ca/epix/>

Federal Emergency Management Agency (FEMA) Response & Recovery: http://www.fema.gov/r-n-r/ers_wl.htm

Library of Congress Emergency Preparedness and Response:
<http://lcweb.loc.gov/preserv/pubsemer.html>

National Archives and Records Administration (NARA): <http://www.nara.gov/arch/>

Natural Hazards Center: <http://www.Colorado.EDU/hazards/>
Human response to disasters

Northeast Document Conservation Center (NEDCC): <http://www.nedcc.org>
They have a series of technical leaflets including:

"Disaster Planning: by Beth Lindblom Patkus and Karen Mlytlewski. NEDCC, Technical Leaflet, Section 3, Leaflet 3. <http://www.nedcc.org/plam3/tleaf33.htm>

"Worksheet for Outlining a Disaster Plan" by Karen E. Brown. NEDCC, Technical Leaflet, Section 3, Leaflet 4. <http://www.nedcc.org/plam3/tleaf34.htm>

"Protection from Loss: Water and Fire Damage, Biological Agents, Theft, and Vandalism" by Sherelyn Ogden. NEDCC, Technical Leaflet, Section 3, Leaflet 1.

<http://www.nedcc.org/plam3/tleaf3.1.htm>

"Collections Security: Planning and Prevention for Libraries and Archives" by Karen E. Brown and Beth Lindblom Patkus. NEDCC, Technical Leaflet, Section 3, Leaflet 12.

<http://www.nedcc.org/plam3/tleaf3.12.htm>

Regional Alliance for Preservation: <http://www.rap-arcc.org/>

SILDNR: San Diego/Imperial County Libraries Disaster Response Network:

<http://orpheus-1.ucsd.edu/sildnr/>

Solinet: <http://www.solinet.net>

"Disaster Preparedness and Recovery: Selected Bibliography"

<http://www.solinet.net/presvtn/leaf/disasbib.htm>

"Preservation Resources on the Internet: Disaster Preparedness and Recovery"

<http://www.solinet.net/presvtn/leaf/disweb.htm>

University of Illinois Cooperative Extension Service, Disaster Resources Preparedness & Recovery:

<http://www.ag.uiuc.edu/~disaster/prep.html>

Western Association for Art Conservation: <http://palimpsest.stanford.edu/waac/>

Includes a soon-to-be online resource guide to 400 manufacturers and suppliers used by conservators and archivists (emphasis on vendors in the western United States)

APPENDIX 2 - DISASTER RECOVERY SERVICES AND SUPPLIES

Belfor: <http://www.belfor.com/>

Portland office, 503-408-8880

Recovery from and clean-up after disasters

Conservation Center Online: <http://palimpsest.stanford.edu/bytopic/suppliers/>

Links to preservation related suppliers and service providers

Document Reprocessors: <http://www.documentreprocessors.com/>

Burlingame, CA, 1-800-4DRYING (1-800-437-9464)

Restore water and fire damaged materials

Excalibur Data Recovery: <http://www.excaliburdr.com/>

N. Billerica, MA, 1-800-466-0893

Data recovery from wide range of media and operating systems

Midwest Freeze-Dry, Ltd.: <http://www.midwestfreezedryltd.com/>

Skokie, IL, 1-847-679-4756

Freeze-drying for restoration of water-damaged materials

Munters Corporation: <http://www.muntersmcs.com>

Glendale Heights, IL 1-630-351-6808 / Sales offices in Vancouver, WA and Hillsboro, OR

Dehumidification, facility and contents water damage recovery

Quake Kare, Inc. <http://www.quakekare.com/index.html>

Thousand Oaks, CA, 1-800-2PREPARE (800-277-3727)

Emergency supplies

Rothstein Associates, Inc.: <http://www.rothstein.com>

Brookfield, CT, 1-203-740-7400

Disaster recovery books, articles, links, information

Specs Bros: <http://www.specsbros.com/>

Ridgefield Park, NJ, 1-800-852-7732

Video and audio tape reclamation, restoration, decontamination; disk recovery

Includes disaster prevention and recovery information

Survive: <http://www.survive.com>

Woking, Surrey, England, 01101483 710 600

International group for business continuity management professionals

Includes online directory of disaster recovery companies worldwide

VidiPax - The Magnetic Media Restoration Company: <http://www.panix.com/~vidipax>

New York, NY, 1-212-563-1999

Magnetic media restoration