

Protecting Your Collections

WRITING A DISASTER RESPONSE PLAN

PART 1: RESPONSE

JULIE PAGE – WESTPAS

Acknowledgments

Content based on WESTPAS workshops
funded by NEH

Western States and Territories




Preservation Assistance Service

Additional content developed by:

- Balboa Art Conservation Center (BACC)
- California Preservation Program (CPP)
- Council of State Archivists (CoSA)

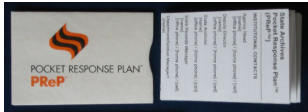
Objectives

- To help you write or revise your disaster plan
- To review emergency response & recovery plans
- To provide key resources to help initiate or refine disaster planning at your institution
- To introduce you to techniques for salvaging a variety of collection types

OVERARCHING GOAL :


Disaster Plan completed for all collecting institutions with staff trained to implement

Pocket Response Plan (PReP)TM




- makes essential information easily accessible
- pocket size / fits in envelope
- cost effective / easy to update

A plan in the pocket is a plan in hand!


 Council of State Archivists

Binder (Appendices & Supplements)

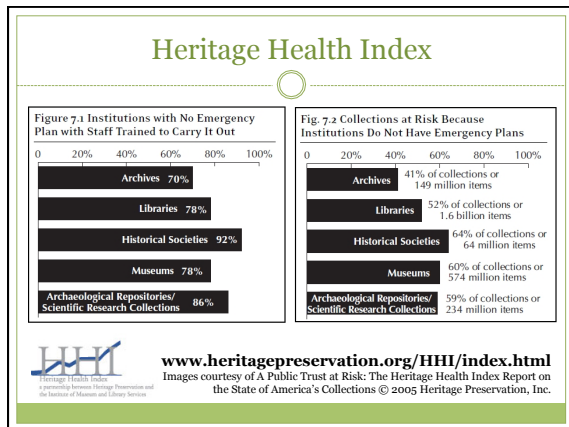


- contents scalable to needs
- 3-ring for easy access to a topic
- cost effective / easy to update
- easy to produce in-house

Flip Chart



- easily displayed / accessible
- spiral bound for easy access to a topic
- cost effective



Emergency vs. Disaster

Emergency

An unanticipated or threatening event that requires immediate action

Disaster

An emergency that gets out of control. Large-scale calamity that requires immediate action. May result in significant loss, damage or destruction.

An emergency can become a disaster if immediate action is not taken to protect staff, visitors & collections


Freezing buys time ...

- “Buys time” to make decisions
- Only response for some materials
- Inhibits mold growth
- Does not affect inks

BUT...

- Special equipment needed
- Not suitable for all materials

Health & Safety



HUMAN SAFETY COMES BEFORE THE CARE OF THE COLLECTIONS!


- Account for all personnel
- Care for injured
- Protect workers during recovery

Consider the building / collection guilty until proven innocent

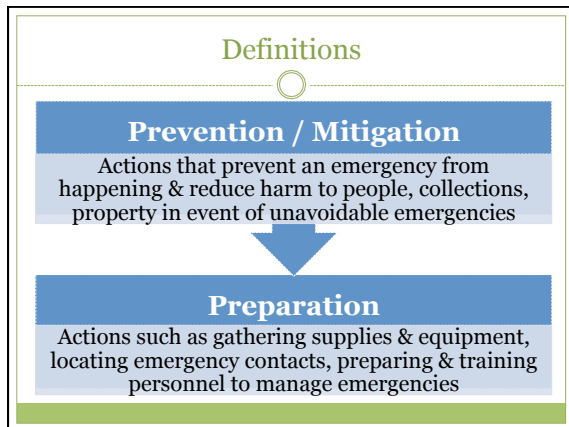
It CAN happen to you!

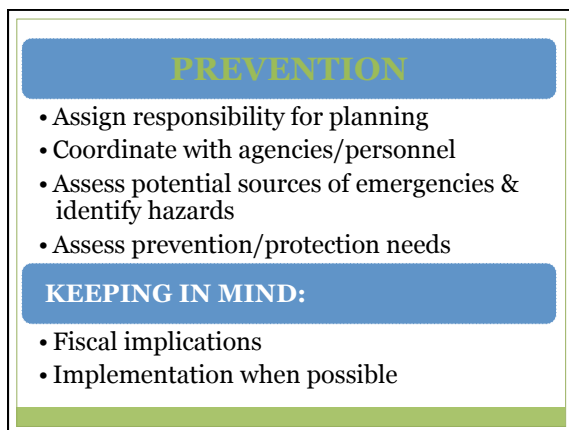
NATURAL DISASTERS	MAN-MADE DISASTERS
<ul style="list-style-type: none">• Fire/wildfires• Smoke/ash• Earthquake/tsunami• Flood/rain storms• Tornado/high winds• Hurricane• Volcano	<ul style="list-style-type: none">• Vandalism• Fire/arson• Water leaks/sewage• Electrical/construction accidents• Bombs/terrorists• Chemical explosions

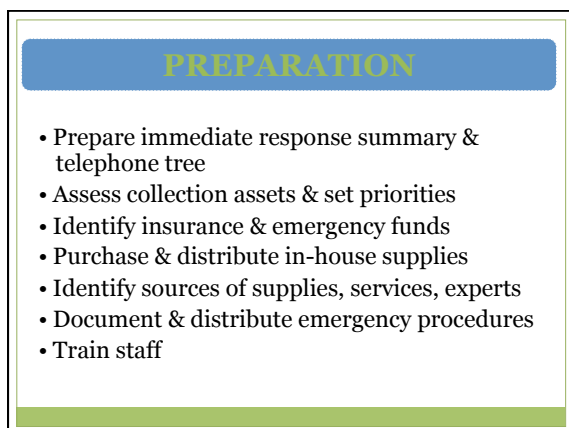
Emergency Management



Before	Prevention/ Mitigation
	Preparation
During	Response
After	Recovery
Follow Through	







Definitions

Response

Salvage

Recovery

- Actions immediately after emergency that provide temporary care for people, collections & property and prevent avoidable casualties & property damage
- Actions taken to evacuate or retrieve collections & property from damaged areas and to restore collections as close as possible to their original condition
- Actions taken after emergency to return to normal operations

Follow through

Distribute written documentation & plans to all appropriate personnel

Review, revise & update the plan at least annually & after an event

Educate staff/fire/security personnel

Test the plan & evaluate

Questions?



Template for Pocket Response Plan for Collections **SIDE A (Communications)**. Use this side to collect phone numbers for the individuals and organizations you are most likely to need to talk to in the first minutes and hours after an emergency occurs: staff, emergency responders, facility managers, utilities, vendors, and assistance organizations.

<p>[Name] Library/Museum</p> <p>Pocket Response Plan for Collections</p> <p>Date revised:</p> <hr/> <p>INSTITUTIONAL CONTACTS</p> <p>Director [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Assistant Director [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Emergency Manager [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Financial Services / Accountant [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Facilities / Building Manager [name] [office phone] / [home phone] / [cell]</p> <p>Security [name] [office phone] / [home phone] / [cell]</p> <p>Environmental Health & Safety [name] [office phone] / [home phone] / [cell]</p> <p>Janitorial Services [name] [office phone] / [home phone] / [cell]</p>	<p>INSTITUTIONAL CONTACTS (con't)</p> <p>Risk Manager [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Insurance Contact / Agent [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Public Relations Officer [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Information Technology Officer / IT [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Registrar / Special Collections [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>DISASTER TEAM</p> <p>Team Leader [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Member 1 [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Member 2 [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Member 3 [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p>	<p>BUILDING UTILITIES</p> <p>Water – Fire Sprinklers [phone]</p> <p>Water – Potable [phone]</p> <p>Plumber [phone]</p> <p>Electricity [phone]</p> <p>Gas [phone]</p> <p>Telephone [phone]</p> <p>Elevators [phone]</p> <p>Security System [phone]</p> <p>Fire Suppression (other) [phone]</p>	<p>FIRST RESPONDERS</p> <p>Fire Department [phone]</p> <p>Emergency Medical / Ambulance [phone]</p> <p>Police Department / Law Enforcement [phone]</p> <p>City Emergency Management [phone]</p> <p>County Emergency Management [phone]</p> <p>State Office of Emergency Services [phone]</p> <p>Health Department [phone]</p> <p>Red Cross [phone]</p> <p>FEMA</p> <ul style="list-style-type: none"> Disaster Assistance 800-621-FEMA Environment & Historic Preservation-Region [#] [phone] 	<p>EMERGENCY RECOVERY SERVICES</p> <p>American Institute for Conservation AIC-CERT:202-661-8068 24hr AIC "Find a Conservator" http://www.conservation-us.org "Resource Center" 202-452-9545</p> <p>Conservator 1 (specialization) [name] [phone]</p> <p>Conservator 2 (specialization) [name] [phone]</p> <p>Refrigerated Trucking Service [name] [phone]</p> <p>Freezer Storage [name] [phone]</p> <p>Commercial Recovery Service (dehumidification, freeze drying, A/V) [name] [phone]</p> <p>Data Recovery Service [name] [phone]</p> <p>Industrial Hygienist / Mold Testing Lab [name] [phone]</p> <p>Exterminator / Fumigation Service [name] [phone]</p> <p>Structural Architect [name] [phone]</p>	<p>REGIONAL CONTACTS</p> <p>Regional Preservation Assistance [phone]</p> <p>Regional Disaster Network [phone]</p> <p>[state] Office of Historic Preservation [phone]</p> <p>[state] State Library [phone]</p> <p>[state] State Archives [phone]</p> <p>[state] Museum Association [phone]</p> <p>STAFF PHONE TREE</p> <p>Human Resources [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p>
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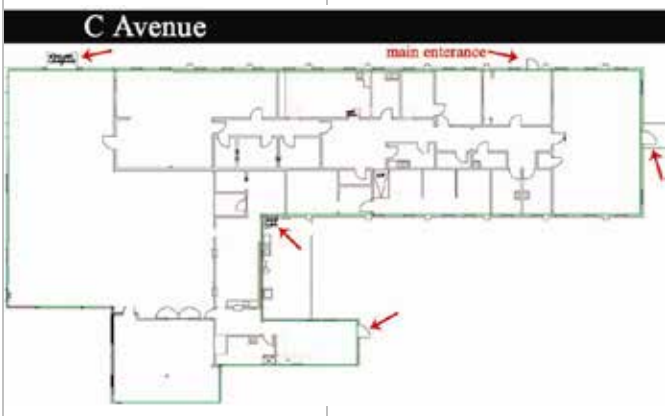
Print on 8 1/2" x 14" paper. Trim on outside lines to 12 1/2" x 6 3/4", fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2 1/8" x 3 1/2". Insert in PReP™ Tyvek® envelope for protection, available from CoSA <http://www.statearchivists.org/prepare> © 2006 Council of State Archivists (CoSA). Adapted from WESTPAS for C2C.

SIDE B (Actions). Use this side to provide step-by-step instructions for library/museum and affiliated personnel who will respond to a disaster affecting your own institution. Ideally, steps should already be defined in the library/museum disaster plan. This document is NOT intended to be a substitute for a comprehensive emergency plan. Instead, it should distill the most important tasks to be taken in the first minutes and hours after an event occurs that affects collections, especially those that occur when staff members are away from their offices.

<h2>Immediate Response and Checklist for Collections Recovery</h2>	<h3>ASSESSMENT</h3> <p>Ensure through proper authorities that all hazards are cleared before entering building</p> <ul style="list-style-type: none"> ○ Health & safety first; protect staff ○ Document with photos, videos, notes ○ Assess damage to collections, building, information systems <ul style="list-style-type: none"> ○ What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)? ○ What areas are affected? ○ How much of the collection is damaged? ○ What types of materials are damaged? ○ Are critical information systems functional / safe? 	<h3>COMMUNICATION</h3> <p>Establish and maintain channels of communication</p> <ul style="list-style-type: none"> ○ Establish communication with appropriate local & regional emergency management ○ Communicate with staff using the Phone Tree ○ Contact risk manager and insurance agent ○ Contact the public relations officer ○ Contact Regional Contacts, conservators ○ Contact outside Emergency Recovery Services ○ Confirm funding sources for emergency services as needed ○ Contact regional libraries to ensure continued services to constituents ○ Report status to administration and public ○ Post emergency information and instructions on the institutional website ○ Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer) 	<h3>COLLECTION SALVAGE</h3> <p>Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage</p> <ul style="list-style-type: none"> ○ Identify and gather emergency supplies ○ Identify secure, dry location for pack-out and air-drying ○ Recruit staff / volunteers ○ Wear appropriate safety protection ○ Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities 	<h3>COLLECTION PRIORITIES</h3> <p>First Priority Collections:</p> <p>Second Priority Collections:</p> <p>Files/Equipment:</p> <p>Other:</p>	<h3>MAJOR DISASTERS: INCIDENT COMMAND SYSTEM</h3> <p>ICS authority structure:</p> <ul style="list-style-type: none"> ○ Incident Commander: Responsible for overall management of the incident ○ Public Information Officer: Responsible for communication with media/public ○ Safety Officer: Monitors safety of the incident in regards to both the facility and the responders ○ Liaison Officer: Coordinates with representatives of cooperating agencies ○ Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event ○ Operations Section Chief: Ensures that the IAP is enacted ○ Logistics Section Chief: Responsible for all support needs to enact the IAP ○ Finance/Administration Section Chief: Manages all financial aspects of the incident <p>SITUATION REPORT</p> <p>Know these answers when speaking with insurance and Emergency Response</p> <p>--Who is in charge?</p> <p>--What is the safety status?</p> <p>--What has happened and the cause?</p> <p>--What are the hazards?</p> <p>--Who discovered and reported the damage?</p> <p>--What has been done so far?</p> <p>--Can the staff handle the situation initially?</p> <p>--Is relocation of some/all of the collection required?</p> <p>--Who is handling the media?</p>
<h3>IMMEDIATE RESPONSE</h3> <p>Notification (as appropriate):</p> <ul style="list-style-type: none"> ○ First Responders <p>Ensure that all staff and visitors are safe and accounted for</p> <p>Maintain security of building and collections</p> <ul style="list-style-type: none"> ○ Institutional Contacts ○ Building Utilities ○ Activate the Disaster Plan's emergency response actions ○ Activate the Disaster Team if collection damage ○ Follow other Communication steps 					
<h3>WATER RESPONSE</h3> <ul style="list-style-type: none"> ○ Stop the source, remove standing water ○ Cover collections with plastic sheeting ○ Remove materials from water path. Move collections higher on shelves or onto book trucks 	<h3>WATER RESPONSE</h3> <ul style="list-style-type: none"> ○ Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, artwork, film, etc.) ○ Stabilize the environment (cool, dry, circulating air optimal) 	<h3>WATER RESPONSE</h3> <ul style="list-style-type: none"> ○ Quick response is essential to prevent mold growth and irreversible damage to materials ○ Obtain refrigerated trucks, freezer storage 	<h3>WATER RESPONSE</h3> <ul style="list-style-type: none"> ○ Quick response is essential to prevent mold growth and irreversible damage to materials ○ Organize staff / volunteers to load priority materials into freezer based on material type ○ Organize staff / volunteers to air-dry materials that should not be frozen 		

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Placer County (California) Museums Archives & Collections Facility

<p>Archives and Collections Management Facility</p> <p>Pocket Response Plan for Collections</p> <p>Date revised: 10/24/2011</p> <hr/> <p>INSTITUTIONAL CONTACTS</p> <p>Museums Administrator Melanie Barton Office - 530-889-6504 Home phone [REDACTED] Cell- [REDACTED] email- mbarton@placer.ca.gov</p> <p>Museums Program Manager Ralph Gibson Office - 889-6502 Home [REDACTED] Cell- [REDACTED] e-mail- rgibson@placer.ca.gov</p> <p>Emergency Manager Scott Mulic Office [REDACTED] Work [REDACTED] After Hours [REDACTED]</p> <p>Financial Services / Accountant Valerie Bayne Office [REDACTED] e-mail [REDACTED]</p> <p>Facilities / Building Manager Todd Pisarek Office [REDACTED]</p> <p>Security Sonitrol Office [REDACTED]</p> <p>Environmental Health & Safety Virginia Lineberry Office [REDACTED]</p> <p>Janitorial Services Jim Miller Office [REDACTED]</p>	<p>INSTITUTIONAL CONTACTS (con't)</p> <p>Risk Manager Maryellen Peters Office [REDACTED]</p> <p>Insurance Contact / Agent Jennifer Ludford Office [REDACTED]</p> <p>Public Relations Officer Robert Miller Office [REDACTED]</p> <p>Information Technology Officer / IT Dennis Christmon Office [REDACTED]</p> <p>Curator of Collections Kasia Woroniecka Office - 530/889-7705 Home / cell [REDACTED] e-mail- kworonie@placer.ca.gov home e-mail - [REDACTED]</p> <p>DISASTER TEAM</p> <p>Team Leader Kasia Woroniecka Office 530/889-7705 cell [REDACTED] email - kworonie@placer.ca.gov</p> <p>Member 1 Ralph Gibson Office 889-6502 / home phone - [REDACTED] / cell- [REDACTED] e-mail - rgibson@placer.ca.gov</p> <p>Member 2 Debbie Poulsen Office - 530/889-7789 home phone- [REDACTED] e-mail- dpoulsen@placer.ca.gov</p> <p>Member 3 Jason Adair Office - 889-7702 / home phone [REDACTED] /cell - [REDACTED] jadair@placer.ca.gov</p>	<p>BUILDING UTILITIES</p> <p>Water – Fire Sprinklers Placer Co. Water Agency 530-823-4850</p> <p>Plumber 886-4966 day 886-6201 night</p> <p>Electricity PG&E 530-889-3190</p> <p>Gas PG&E 530-889-3190</p> <p>Telephone 530-745-7735</p> <p>Security System Sonitrol 877-771-5407</p> <p>FIRST RESPONDERS</p> <p>Fire Department 9-911 (530) 889-0111</p> 	<p>Emergency Medical / Ambulance 9-911</p> <p>Police Department / Law Enforcement 9-911 530/889-7800</p> <p>County Emergency Management 530/ 886-5300</p> <p>State Office of Emergency Services 916/845-8510 CalEMA</p> <p>Health Department 530/ 886-1870</p> <p>Red Cross 530/885-9392</p> <p>FEMA</p> <ul style="list-style-type: none"> Disaster Assistance 800-621-FEMA Environment & Historic Preservation- Region IX 510-627-7027 <p>WESTPAS - 888-905-7737</p>	<p>EMERGENCY RECOVERY SERVICES</p> <p>American Institute for Conservation AIC-CERT:202-661-8068 24hr AIC "Find a Conservator" http://www.conservation-us.org "Resource Center" 202-452-9545</p> <p>Conservator Textiles Margaret Geiss-Mooney 707/763-8694 meg@textileconservator.com</p> <p>Conservator Photography/ Disaster Recovery Thomas Portue 925/938-3900 tportue@yahoo.com</p> <p>Conservator Ethnographic/Decorative Jane Williams 510/643-1192x1 j.williams@berkeley.edu</p> <p>Refrigerated Trucking Service Ryder Truck Rental/ Rocklin 916/543-0835</p> <p>Mobile Freezer Rental 1-800-379-4626</p> <p>Commercial Recovery Service There –to –Repair Auburn Water Damage 1-866-871-6839</p> <p>Data Recovery Service Dennis Christmon 889-4959</p> <p>Industrial Hygienist / Mold Testing Lab Environmental Services/Carmichael 916/993-1001</p> <p>Exterminator / Fumigation Service PCM Office: Mary Jane Coon 889-6500</p> <p>Structural Architect Building Maintenance Service Desk – 886-4966</p>	<p>REGIONAL CONTACTS</p> <p>California Preservation Program Julie Page/Barclay Ogden 888-905-7737 (emergencies) info@calpreservation.org www.calpreservation.org</p> <p>Balboa Art Conservation Center WRFSo Kara West 619-236-9702 wrfso@bacc.org, www.bacc.org</p> <p>CA Office of Historic Preservation General Information 916-653-6624</p> <p>California Association of Museums 831-471-9970</p> <p>California State Library State Librarian's Office 916-654-0174</p> <p>California State Archives General Information 916-653-7715</p> <hr/> <p>Melanie Barton Office – 889-6504, Home – [REDACTED] cell- [REDACTED]</p> <p>Ralph Gibson Office – 889-6502, Home – [REDACTED] , cell- [REDACTED]</p> <p>Mary Jane Coon Office – 889-6500, Home – [REDACTED] cell – [REDACTED]</p> <p>Jason Adair Office – 889-7702, Home – [REDACTED] cell - [REDACTED]</p> <p>Kasia Woroniecka Office – 889-7705, Home and cell [REDACTED]</p> <p>Tom Reinke Office – 889-7702, Home - [REDACTED] cell – [REDACTED]</p> <p>Karen Mattson Office – 889-6506, Home – [REDACTED] , cell- [REDACTED]</p> <p>Leith Sorenson Office – 889-7716, Home [REDACTED] ,cell: [REDACTED]</p> <p>Debbie Poulsen Office- [REDACTED], Home [REDACTED] [REDACTED]</p>
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Placer County (California) Museums Archives & Collections Facility

<p>Immediate Response and Checklist for Collections Recovery</p> <hr/> <p>IMMEDIATE RESPONSE</p> <p>Notification (as appropriate):</p> <ul style="list-style-type: none"> ○ First Responders <p>Ensure that all staff and visitors are safe and accounted for</p> <p>Maintain security of building and collections</p> ○ Institutional Contacts ○ Building Utilities ○ If shared facility, make contact ○ Activate the Disaster Plan's emergency response actions ○ Activate the Disaster Team if collection damage ○ Follow other Communication steps <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ Stop the source, remove standing water ○ Cover collections with plastic sheeting ○ Remove materials from water path. Move collections higher on shelves or onto tables/book trucks 	<p>ASSESSMENT</p> <p>Ensure through proper authorities that all hazards are cleared before entering building</p> <ul style="list-style-type: none"> ○ Health & safety first; protect staff ○ Document with photos, videos, notes ○ Assess damage to collections, building, information systems <ul style="list-style-type: none"> ○ What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)? ○ What areas are affected? ○ How much of the collection is damaged? ○ What types of materials are damaged? ○ Are critical information systems functional / safe? <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, artwork, film, etc.) ○ Stabilize the environment (cool, dry, circulating air optimal) 	<p>COMMUNICATION</p> <p>Establish and maintain channels of communication</p> <ul style="list-style-type: none"> ○ Establish communication with appropriate local & regional emergency management ○ Communicate with staff using the Phone Tree ○ Contact risk manager and insurance agent ○ Contact the public relations officer ○ Contact CPP, Regional Contacts, conservators ○ Contact outside Emergency Recovery Services ○ Confirm funding sources for emergency services as needed ○ Contact regional libraries to ensure continued services to constituents ○ Report status to administration and public ○ Post emergency information and instructions on the institutional website ○ Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer) <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ Quick response is essential to prevent mold growth and irreversible damage to collections ○ Obtain refrigerated trucks, freezer storage 	<p>COLLECTION SALVAGE</p> <p>Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage</p> <ul style="list-style-type: none"> ○ Identify and gather emergency supplies ○ Identify secure, dry location for pack-out and air-drying ○ Recruit staff / volunteers ○ Wear appropriate safety protection ○ Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ Organize staff / volunteers to load priority materials into freezer based on material type ○ Organize staff / volunteers to air-dry materials that should not be frozen 	<p>COLLECTION PRIORITIES</p> <p>First Priority Collections:</p> <p>CMF :</p> <p>Pate Collection (Room C and cabinets AA, BB, CC, DD, EE, GG and HH)</p> <p>Archives:</p> <p>Bins 411, 410, 399. Lapp Collection Bins 387A and 386A,</p> <p>Second Priority Collections:</p> <p>CMF:</p> <p>Chinese collection (cabinet RR)</p> <p>Archives:</p> <p>Assessor's Maps Maps in rear map room</p> <p>Files/Equipment:</p> <p>CMF:</p> <p>Accession Registers (7) Donor files (metal cabinets)</p> <p>Archives:</p> <p>Accession registers</p> <p>Other:</p> <p>CMF: Object and donor index cards (next to cabinet MM)</p>	<p>MAJOR DISASTERS: INCIDENT COMMAND SYSTEM</p> <p>ICS authority structure:</p> <ul style="list-style-type: none"> ○ Incident Commander: Responsible for overall management of the incident ○ Public Information Officer: Responsible for communication with media/public ○ Safety Officer: Monitors safety of the incident in regards to both the facility and the responders ○ Liaison Officer: Coordinates with representatives of cooperating agencies ○ Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event ○ Operations Section Chief: Ensures that the IAP is enacted ○ Logistics Section Chief: Responsible for all support needs to enact the IAP ○ Finance/Administration Section Chief: Manages all financial aspects of the incident <p>SITUATION REPORT</p> <p>Know these answers when speaking with insurance and Emergency Response</p> <ul style="list-style-type: none"> --Who is in charge? --What is the safety status? --What has happened and the cause? --What are the hazards? --Who discovered and reported the damage? --What has been done so far? --Can the staff handle the situation initially? --Is relocation of some/all of the collection required? --Who is handling the media?
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DON'T PANIC!

Template for Pocket Response Plan for Collections **SIDE A (Communications)**. Use this side to collect phone numbers for the individuals and organizations you are most likely to need to talk to in the first minutes and hours after an emergency occurs: staff, emergency responders, facility managers, utilities, vendors, and assistance organizations.

Estes Valley (Colorado) Public Library

<p>Estes Valley Library</p> <p>Pocket Response Plan for Collections</p> <p>Date revised: 11-15-2012</p> <hr/> <p>Police/Fire/Medical Emergency 911 or 586-4000</p> <p>WHOM TO CALL FIRST: (Area code 970 unless otherwise indicated)</p> <p>Director / Response Liaison Claudine Perrault [REDACTED]</p> <p>Facilities / Building Manager Kieran Rowser [REDACTED]</p> <p>Disaster Response Team Leader Peggy Moore [REDACTED]</p> <p>BUILDING UTILITIES Water – Potable Safeway</p> <p>Plumber Estes Park Plumbers 586-3698 / 215-3348</p> <p>Electricity Divide Electric: John Van Vliet 586-4143 / 217-5142</p> <p>Gas Xcel Energy Emergency Number: 800-895-2999</p> <p>Telephone Xpander Communications (VOIP) 866-954-5204</p>	<p>BUILDING UTILITIES (continued)</p> <p>Elevators Kone Service #: 877-276-8691 Building ID: [REDACTED] Equip. #: [REDACTED]</p> <p>Security System Range View Security [REDACTED]</p> <p>Structural Engineer Cornerstone Engineering [REDACTED]</p> <p>LIBRARY / OTHER CONTACTS Water Mitigation / Fire Damage / Mold Remediation Briggs Carpet Care Jeff Briggs- 577-0177 / 297-8647</p> <p>Janitorial Services Locals Cleaning Crew II Velia Regalado [REDACTED]</p> <p>Insurance Contact / Agent Insurance Associate of Estes Park Nancy Jo Tulley 586-4407 / njt@insurance-associates.com</p> <p>Information Technology Officer / IT Mark Riffle [REDACTED]</p> <p>Registrar / Special Collections Sarah Holdt [REDACTED]</p> <p>Financial Services / Accountant Kieran Rowser- 586-8116 x820 [REDACTED]</p>	<p>LIBRARY / OTHER CONTACTS</p> <p>Public Relations Officer Claudine Perrault- 586-8116 x811 [REDACTED]</p> <p>Kurtis Kelly- 586-8116 x814 [REDACTED]</p> <p>Crisis Counseling Estes Valley Victim Advocates 577-9781</p> <p>OFF-SITE ASSISTANCE & RECOVERY SERVICES</p> <p>City Emergency Management 586-4000 http://townofestespark.blogspot.com</p> <p>County Emergency Management Erik Nilsson- 970-498-5310 24 hr contact- 970-416-1985 http://larimer.org/sheriff/emerg.htm</p> <p>County Health Department http://larimer.org/health</p> <p>Red Cross 120 Saturn Dr., Ft Collins, CO 80525 970-226-5728 Fax: 970-226-2839</p> <p>FEMA</p> <ul style="list-style-type: none"> Disaster Assistance 800-621-FEMA Environment & Historic Preservation- Region VIII 303-235-4714 Steven.hardeggen@dhs.gov <p>WESTPAS-Western States & Territories Preservation Assist. Service 888-905-7737 (24/7 emergency #) info@westpas.org www.westpas.org</p>	<p>OFF-SITE ASSISTANCE & RECOVERY SERVICES (Continued)</p> <p>American Institute for Conservation AIC-CERT:202-661-8068 24hr AIC "Find a Conservator" http://www.conservation-us.org "Resource Center" 202-452-9545</p> <p>Julie Page jpage@westpas.org 760-224-0419</p> <p>CU-Boulder Libraries Preservation Dept carl.stewart@colorado.edu 303-492-2249 303-579-0559 cell</p> <p>CSU Ft. Collins-Preservation Services Diane Lunde dlunde@library.colostate.edu 970-491-0864</p> <p>CO State Emergency Resources list Soc. Rocky Mtn. Archivists www.srmarchivists.org</p> <p>Conservator</p> <p>Commercial Recovery Service Restoration Logistics 1-800-457-3473</p> <p>Data Recovery Service Secure Data Recovery 1-303-968-2728</p> <p>Colorado Data Recovery 303-649-1181</p>	<p>FIRST STEPS</p> <p>PERSONAL SAFETY SUPERSEDES COLLECTIONS!</p> <p>FLOODING OR WATER</p> <ul style="list-style-type: none"> ○ Cover collections and shelves with plastic ○ Notify DRTL and BSEC ○ If possible, remove wet and at-risk material from flooded area ○ DO NOT try to open wet books. <p>FIRE or VISIBLE SMOKE</p> <ul style="list-style-type: none"> ○ Call the fire dept. @ 911, provide the following information: exact location of fire (i.e. building, floor, room, etc.); your name and telephone number ○ If the fire is small and contained use the nearest fire extinguisher and thoroughly extinguish fire, then notify the BSEC ○ If in doubt about your ability to extinguish the fire leave the area and follow emergency evacuation procedures for your area <p>For larger, more threatening fires:</p> <ul style="list-style-type: none"> ○ Follow the above procedures and ○ Activate the Staff Phone Tree: Kieran Rowser- 586-8116 x820; [REDACTED] ○ DO NOT USE ELEVATORS when evacuating the building 	<p>STAFF PHONE TREE</p> <p>Human Resources: Kieran Rowser 586-8116 x820 / [REDACTED] krowser@estesvalleylibrary.org</p> <p>LOCATE RED EMERGENCY RESPONSE BINDER</p> <p>Library: Kieran's Desk Outside Library: Kieran Rowser Home; if Kieran is out of town, contact Kathleen Kase</p> 
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Print on 8 1/2" x 14" paper. Trim on outside lines to 12 1/2" x 6 3/4", fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2 1/8" x 3 1/2". Insert in PReP™ Tyvek® envelope for protection, available from CoSA <http://www.statearchivists.org/prepare> © 2006 Council of State Archivists (CoSA). Adapted by WESTPAS.

Estes Valley (Colorado) Public Library

SIDE B (Actions). Use this side to provide step-by-step instructions for library and affiliated personnel who will respond to a disaster affecting your own institution. Ideally, steps should already be defined in the library disaster plan. This document is NOT intended to be a substitute for a comprehensive emergency plan. Instead, it should distill the most important tasks to be taken in the first minutes and hours after an event occurs that affects collections, especially those that occur when staff members are away from their offices.

<p>Disaster Response Team Duties</p> <p>Date : 11-15-12</p> <hr/> <p>Disaster Response Team Leader [DRTL] (Peggy Moore)</p> <ul style="list-style-type: none"> ○ Notifies and maintains communication with DR Team members; ○ Defines goals and outlines response plan; ○ Manages overall recovery and salvage operation; ○ Assesses and records damage with the Assessment & Documentation Coordinators ○ Informs AFC and CML of required resources, including human; ○ Trains and supervises Disaster Team and workers; ○ Receives reports from other team members; ○ Assembles information needed for insurance claims; ○ Prepares final report. <p>Building Supervisor for Emergency Conditions [BSEC] (Kieran Rowser)</p> <ul style="list-style-type: none"> ○ Sets up the command center and disaster recovery area; ○ Tells library staff and volunteers where to report on the advice of the Disaster Response Team Leader; ○ Is responsible for all transportation and relocation activities; ○ Makes any necessary arrangements to remove books from the disaster site; ○ Arranges for transportation and moving equipment; 	<p>Building Supervisor for Emergency Conditions (cont'd)</p> <ul style="list-style-type: none"> ○ Supervises delivery and installation of needed equipment; ○ Supervises crews which set up the recovery workplace; ○ Coordinates as needed with appropriate staff in Facilities Management. <p>Assessment Coordinators [AC] (Melanie Kozlowski & Cheryl Homan-Wendell)</p> <ul style="list-style-type: none"> ○ Ensure through proper authorities that all hazards are cleared before entering the building; ○ Assesses damage using the Collections Assessment Form, specifically: ○ Assesses damage to collections, building (w/Kieran), & information systems (w/Mark) <p>Documentation & Pack-Out & Relocation Coordinators [DC/PO] (Kathleen Kase & Wendy Corcoran)</p> <ul style="list-style-type: none"> ○ Photographs extent of damage to building, furniture, art, collections, and electronic equipment as part of the initial damage assessment; ○ Provides photographic record of the recovery, salvage, rehabilitation process, with attention to recording unsalvageable materials, ○ Tracks the subjects, dates and times of photographs for reports and/or insurance claims. ○ Trains employees and volunteers in packing boxes; ○ Keeps record of materials moved to other sites; ○ Prepares a written report of the pack-out activities; ○ Organizes the orderly return of materials to approved shelving. 	<p>Response Liaison / Public Relations [RL/PR] (Claudine Perrault)</p> <ul style="list-style-type: none"> ○ Communicates with local & regional emergency management ○ Contacts outside Emergency Recovery Services- WESTPAS, ○ Serves as source of all public information on the disaster; ○ Deals with media inquiries and arranges media announcements; ○ Issues information to the staff ○ Contacts regional libraries to ensure continued services to constituents ○ Receives reports from the DRTL; ○ Decides on resumption of Library services; ○ Acknowledges and thanks people who have participated in the recovery. <p>Administrative & Financial Coordinator [AFC] (Kieran Rowser)</p> <ul style="list-style-type: none"> ○ Establishes in advance the command center and work space for recovery; ○ Notifies insurance representative; ○ Determines when to begin salvage after consulting emergency personnel and Facilities Management; ○ Authorizes DRTL and Disaster Response Team to begin recovery; ○ Keeps Library Director informed ○ Coordinates budget and fiscal management issues; ○ Authorizes payment and signs requisitions for supplies and services; ○ Works closely with the BSEC to arrange transport and delivery of needed supplies and services; ○ With the DRTL is responsible for submitting insurance claims. 	<p>Collections Representative (Mark Riffle/Sarah Holdt/Peggy Moore)</p> <ul style="list-style-type: none"> ○ Develops pre-disaster priority lists for use during salvage operations; ○ Reviews priorities and floor plans at least annually; ○ Advises, at the disaster site, on priorities for action and salvage on basis of the written guidelines; ○ Liaises with cataloging and acquisitions to record destroyed items and to arrange for replacement copies; ○ Secures necessary information to establish replacement costs for damaged or destroyed materials; <p>Health & Safety and Supplies and Equipment Coordinators [HS/SE] (Kerry Aiken & Laura Trump)</p> <ul style="list-style-type: none"> ○ Retrieves available in-house supplies and transports them to the disaster site; ○ Coordinates with other team members to assess the need for additional supplies and equipment; ○ Advises AFC on the need to purchase supplies and equipment; ○ Coordinates with AFC on contacting outside agencies for services and supplies; ○ Monitors supply needs throughout the recovery stage; ○ Arranges for food and drink and sets up food area. 	<p>COLLECTION PRIORITIES</p> <p>1st. Materials in Archive Room (location: 2nd floor Archive Room) and Server Back Up (1st Floor- top of staff mail shelf- left side), Servers / Server Hard Drives (location: 2nd Floor Server Room)</p> <p>2nd. Permanent Records & Personnel Records (location: 1st Floor Director's Office Closet- top shelf and Desk- locked filing drawer)</p> <p>3rd. Records to be retained (location: Director's Closet- all shelves except the top shelves) & Invoices from Current & Previous Year (2nd Floor- Kieran's Lateral File Cabinet- 2nd drawer and Staff Lounge- on storage shelving)</p> <p>Key to Abbreviations for titles:</p> <p>AC- Assessment Coordinators AFC – Admin. Financial Coordinator BSEC - Building Supervisor for Emergency Conditions CR- Collections Representatives DC- Documentation Coordinators DRT – Disaster Response Team DRTL- Disaster Response Team Leader HS/SE- Supplies & Equipment Coordinators PO- Pack-Out & Relocation Coordinators RL/PR- Response Liaison & Public Relations</p>	<p>DRT Members</p> <p>Peggy Moore- DRTL..... Kieran Rowser-AFC & BSEC..... Claudine Perrault- RL/PR..... Melanie Kozlowski- AC..... Cheryl Homan-Wendel- AC..... Kathleen Kase- DC/PO..... Wendy Corcoran- DC/PO..... Mark Riffle- CR..... Sarah Holdt- CR..... Kerry Aiken- HS/SE..... Laura Trump- HS/SE.....</p> <p>SITUATION REPORT</p> <p>Know these answers when speaking with insurance and Emergency Response</p> <p>--Who is in charge? --What is the safety status? --What has happened and the cause? --What are the hazards? --Who discovered and reported the damage? --What has been done so far? --Can the staff handle the situation initially? --Is relocation of some/all of the collection required? --Who is handling the media?</p> <p>Date revised: 11-15-12</p>
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Fresno County (California) Public Library – Central Library

CONFIDENTIAL

Fresno Central Library
2420 Mariposa St • 93721

Pocket Response Plan for Collections

Date revised: June 1, 2012

For **EMERGENCIES**, dial 9-1-1

INSTITUTIONAL CONTACTS

County Librarian
Laurel.Prysiakny@fresnolibrary.org
W: 600-6237 H: C: L: o@gmail.com

Associate County Librarian
Kelley.Worman@fresnolibrary.org
W: x6237 H: C: W: 8@sbcglobal.net

Business Manager
Steve.Nitta@fresnolibrary.org
W: x6235 H: C: N: 7@yahoo.com

Central Library Manager & Registrar / Special Collections
Lisa.Eckman@fresnolibrary.org
W: x6247 H: C: L: 2@comcast.net

Facilities Coordinator
David.Chavez@fresnolibrary.org
W: x6246 H: C: D: z@gmail.com

Janitorial Services
Lori.Jacobsen@fresnolibrary.org
W: x6245 C: L: 1@yahoo.com

Mending & Conservator
Eric.Shardlow@fresnolibrary.org
W: x6275 H: E: w@hotmail.com

INSTITUTIONAL CONTACTS (con't)

H.R., Risk Manager, & Personal Injury
Cindy.Freeland@fresnolibrary.org
W: x6233 H: C: F: 1@comcast.net

Public Information Officer
Roberta.Barton@fresnolibrary.org
W: x9274 C: R: 4@yahoo.com

Information Technology Analyst
Rick.Xiong@fresnolibrary.org
W: x6262 C: T: 5@yahoo.com

Security
Jerry Morris
W: x6785 24/7: 452-7102

Environmental Health & Safety
W: x3357

Insurance Contact / Agent
Greg Borboa
W: x1850 C:

DISASTER TEAM

Team Leaders
Eric Shardlow
Lisa Eckman

Member 1
Nance.Espinosa@fresnolibrary.org
W: x6269 H: C: E: 9@gmail.com

Member 2
Chris.Her@fresnolibrary.org
W: x6244 H: C: C: e@att.net

Member 3
Melissa.Scroggins@fresnolibrary.org
W: x6231 C: M: p@comcast.net

EMERGENCY RECOVERY SERVICES

Listed on back side

BUILDING UTILITIES

Fire Suppression & Fire Sprinklers
Fresno Fire Department
621-4199

Water – Potable
Fresno County Public Health Dept
x3200

Plumbing
Fresno County Facility Services
x7242

Gas & Electricity
Pacific Gas & Electric
(800) 743-5002

Telephone System
Fresno County Communications
x5892

Elevators
Thyssen Krupp
(800) 664-5438

Security System (Intrusion & Fire Alarms)
Valley Security & Alarm
495-3070

FIRST RESPONDERS

Fire Department
621-4199

Emergency Medical / Ambulance
443-5900

Sheriff's Office
911 / 488-3939 (Non-emergency)

City Emergency Management
621-8000

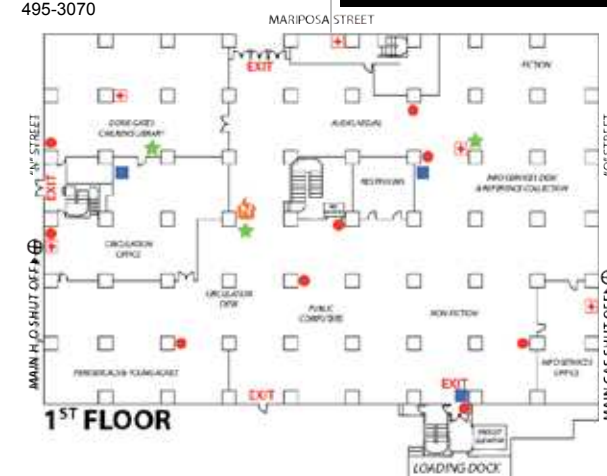
County Emergency Management
x3357

State Office of Emergency Services
CalEMA 916-845-8510

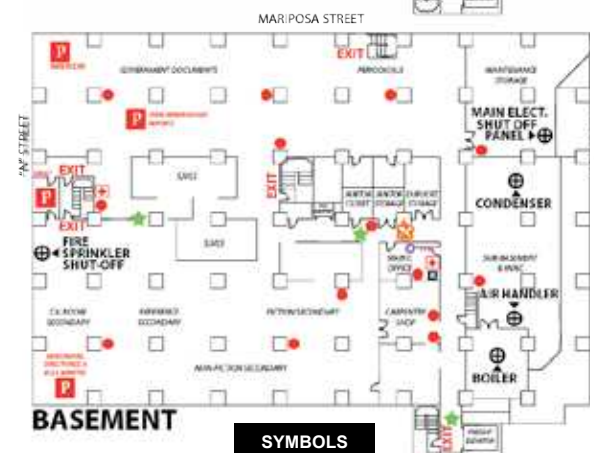
Health Department
x3200

Red Cross
455-1000

FLOOR PLANS



FLOOR PLANS (con't)



SYMBOLS

- FIRE EXTINGUISHER (TYPE A-B-C)
- ★ FIRE ALARM PULL BOX
- FIRE HOSE
- FIRE ALARM PANEL
- + FIRST-AID KIT
- P SALVAGE PRIORITY
- R 2-WAY RADIO (IN METAL DRAWERS)
- KEY BOX (MASTERS)

Fresno County (California) Public Library – Central Library

Immediate Response and Checklist for Collections Recovery	ASSESSMENT	COMMUNICATION	COLLECTION SALVAGE	COLLECTION PRIORITIES	MAJOR DISASTERS: INCIDENT COMMAND SYSTEM
<p>IMMEDIATE RESPONSE</p> <p>Notification (as appropriate):</p> <ul style="list-style-type: none"> First Responders <ul style="list-style-type: none"> Ensure that all staff and visitors are safe and accounted for Maintain security of building and collections Institutional Contacts Building Utilities If shared facility, make contact Activate the Disaster Plan's emergency response actions Activate the Disaster Team if collection damage Follow other Communication steps <p>WATER RESPONSE</p> <ul style="list-style-type: none"> Stop the source, remove standing water Cover collections with plastic sheeting Remove materials from water path. Move collections higher on shelves or onto tables/book trucks 	<p>Ensure through proper authorities that all hazards are cleared before entering building</p> <ul style="list-style-type: none"> Health & safety first; protect staff Document with photos, videos, notes Assess damage to collections, building, information systems <ul style="list-style-type: none"> What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)? What areas are affected? How much of the collection is damaged? What types of materials are damaged? Are critical information systems functional / safe? <p>WATER RESPONSE</p> <ul style="list-style-type: none"> Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, artwork, film, etc.) Stabilize the environment (cool, dry, circulating air optimal) 	<p>Establish and maintain channels of communication</p> <ul style="list-style-type: none"> Establish communication with appropriate local & regional emergency management Communicate with staff using the Phone Tree Contact risk manager and insurance agent Contact the public relations officer Contact CPP, Regional Contacts, conservators Contact outside Emergency Recovery Services Confirm funding sources for emergency services as needed Contact regional libraries to ensure continued services to constituents Report status to administration and public Post emergency information and instructions on the institutional website Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer) <p>WATER RESPONSE</p> <ul style="list-style-type: none"> Quick response is essential to prevent mold growth and irreversible damage to collections Obtain refrigerated trucks, freezer storage 	<p>Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage</p> <ul style="list-style-type: none"> Identify and gather emergency supplies Identify secure, dry location for pack-out and air-drying Recruit staff / volunteers Wear appropriate safety protection Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities <p>WATER RESPONSE</p> <ul style="list-style-type: none"> Organize staff / volunteers to load priority materials into freezer based on material type Organize staff / volunteers to air-dry materials that should not be frozen <p>EMERGENCY RECOVERY SERVICES</p> <p>California Preservation Program Julie Page / Barclay Ogden 888-905-7737 (emergencies) info@calpreservation.org</p> <p>Belfor Property Restoration Brian McGrath, Sales Representative W: 661-636-0760 C: 559-269-1346</p> <ul style="list-style-type: none"> Water extraction Structural Dehumidification, Cleaning, & Decontamination Mold Remediation Contents & Electronic Restoration Book & Document Recovery Emergency Power <p>California State Library State Librarian's Office 916-654-0174</p> <p>California State Archives General Information 916-653-7715</p>	<p>First Priority Collections:</p> <ul style="list-style-type: none"> <i>William Saroyan Collection</i> <ul style="list-style-type: none"> CA Room, across from windows <i>Rare Book Collection</i> <ul style="list-style-type: none"> In compact shelving, Gov Docs area, NW corner of basement <i>"Vault" Contents</i> <ul style="list-style-type: none"> Basement, west wall, next to staircase <p>Second Priority Collections:</p> <ul style="list-style-type: none"> <i>Newspapers, BOS minutes, Library Archives & Directories</i> <ul style="list-style-type: none"> Basement, SW corner <i>State Mineralogist Reports</i> <ul style="list-style-type: none"> Basement, Gov Docs area (blue shelves) <p>Files/Equipment:</p> <ul style="list-style-type: none"> <i>Personnel Records</i> <ul style="list-style-type: none"> Business Office, near receptionist desk <i>Kitty Hawk Room Equipment</i> <ul style="list-style-type: none"> Rack-mount servers <p>Other:</p> <ul style="list-style-type: none"> <i>Microfilm Holdings</i> <ul style="list-style-type: none"> CA Room, media area <i>Interlibrary Loan Materials</i> <ul style="list-style-type: none"> Circulation Office <i>Loaned Artwork</i> <ul style="list-style-type: none"> 1st floor foyer <p>REGIONAL CONTACTS</p> <p>FEMA Disaster Assistance 800-621-FEMA</p> <p>Environment & Historic Preservation (Region IX) 510-627-7027</p>	<p>ICS authority structure:</p> <ul style="list-style-type: none"> Incident Commander: Responsible for overall management of the incident Public Information Officer: Responsible for communication with media/public Safety Officer: Monitors safety of the incident in regards to both the facility and the responders Liaison Officer: Coordinates with representatives of cooperating agencies Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event Operations Section Chief: Ensures that the IAP is enacted Logistics Section Chief: Responsible for all support needs to enact the IAP Finance/Administration Section Chief: Manages all financial aspects of the incident <p>SITUATION REPORT</p> <p>Know these answers when speaking with insurance and Emergency Response</p> <ul style="list-style-type: none"> --Who is in charge? --What is the safety status? --What has happened and the cause? --What are the hazards? --Who discovered and reported the damage? --What has been done so far? --Can the staff handle the situation initially? --Is relocation of some/all of the collection required? --Who is handling the media?
<p>IN AN EMERGENCY, REMEMBER TO REMAIN CALM</p>					

Fresno County (California) Public Library – Branch template

CONFIDENTIAL	INSTITUTIONAL CONTACTS (con't)	BUILDING UTILITIES	FIRST RESPONDERS	FLOOR PLANS
<p>[Your Branch Name] Library [Address + Phone #]</p> <p>Pocket Response Plan for Collections</p> <p>Date revised: [Date]</p> <p>For EMERGENCIES, dial 9-1-1</p> <p>INSTITUTIONAL CONTACTS</p> <p>County Librarian Laurel.Prysiak@fresnolibrary.org W: 600-6237 H: [] C: [] []@gmail.com</p> <p>Associate County Librarian Kelley.Worman@fresnolibrary.org W: 600-6237 H: [] C: [] []@sbcglobal.net</p> <p>Business Manager Steve.Nitta@fresnolibrary.org W: 600-6235 H: [] C: [] []@yahoo.com</p> <p>Branch Services Manager Terry.Sterling@fresnolibrary.org W: 600-6243 H: [] C: [] []@hotmail.com</p> <p>[Your Cluster Name] Supervisor [First] .[Last] @fresnolibrary.org W: [Work #] H: [Home #] C: [Cell #] [Personal Email Address]</p> <p>Facilities Coordinator David.Chavez@fresnolibrary.org W: 600-6246 H: [] C: [] []@gmail.com</p> <p>Janitorial Services: Lori Jacobsen W: 600-6245 C: []</p> <p>Librarian-in-Charge, Central Library (Nights/weekends) Info Services Dept, librarian on duty During Central reg. hrs: 600-6719 Before Central opens: 600-6298</p>	<p>Landlord (If available) [Name] W: [Work #] H: [Home #] C: [Cell #]</p> <p>Adjacent Building Occupant (If available) [Name] W: [Work #] H: [Home #] C: [Cell #]</p> <p>Mending & Conservator Eric.Shardlow@fresnolibrary.org W: x6275 H: [] C: [] []@hotmail.com</p> <p>H.R., Risk Manager, & Personal Injury Cindy.Freeland@fresnolibrary.org W: x6233 H: [] C: [] []@comcast.net</p> <p>Public Information Officer Roberta.Barton@fresnolibrary.org W: x9274 C: [] []@yahoo.com</p> <p>Information Technology Analyst Rick.Xiong@fresnolibrary.org W: x6262 C: [] []@yahoo.com</p> <p>DISASTER TEAM</p> <p>Team Leaders [Co-Captain 1] [Co-Captain 2]</p> <p>Member 1 [First] .[Last] @fresnolibrary.org W: [Work #] H: [Home #] C: [Cell #] [Personal Email Address]</p> <p>Member 2 [First] .[Last] @fresnolibrary.org W: [Work #] H: [Home #] C: [Cell #] [Personal Email Address]</p> <p>Member 3 [First] .[Last] @fresnolibrary.org W: [Work #] H: [Home #] C: [Cell #] [Personal Email Address]</p>	<p>Fire Suppression & Fire Sprinklers [Your Fire Dept Name] [Fire Dept Phone #]</p> <p>Water – Potable Fresno Co. Public Health Dept 600-3200</p> <p>Plumbing Fresno Co. Facility Services 600-7242</p> <p>Gas & Electricity [Your Utilities Provider] [Utilities Phone #]</p> <p>Telephone System Fresno Co. Communications 600-5892</p> <p>Security System (If available) [Monitoring Co. Name] [Security Monitor Comp Phone #]</p> <p>Environmental Health & Safety Fresno Co. Environmental Health 600-3357</p> <p>Insurance Contact / Agent Greg Borboa W: 600-1850 C: 816-4717</p> <p>EMERGENCY RECOVERY SERVICES</p> <p>California Preservation Program Julie Page / Barclay Ogden 888-905-7737 (emergencies) info@calpreservation.org</p> <p>Belfor Property Restoration Brian McGrath, Sales Representative W: 661-636-0760 C: 559-269-1346</p> <ul style="list-style-type: none"> • Water extraction • Structural Dehumidification, Cleaning, & Decontamination • Mold Remediation • Contents & Electronic Restoration • Book & Document Recovery • Emergency Power 	<p>Fresno Co. Security Jerry Morris, Chief of Security W: 600-6785 24/7: 452-7102</p> <p>Fire Department [Fire Dept Phone #]</p> <p>Emergency Medical / Ambulance [Emerg. Medical #]</p> <p>Sheriff's Office 488-3111 (Non-emergency)</p> <p>[Local Police Dept] [P.D. Phone #] (Non-emergency)</p> <p>City Emergency Management [City Emerg. Mgmt #]</p> <p>Fresno Co. Emergency Management 600-3357</p> <p>State Office of Emergency Services CalEMA 916-845-8510</p> <p>Fresno Co. Health Department 600-3200</p> <p>Central Valley Red Cross 455-1000</p> <p>REGIONAL CONTACTS</p> <p>California State Library State Librarian's Office 916-654-0174</p> <p>California State Archives General Information 916-653-7715</p> <p>FEMA Disaster Assistance 800-621-FEMA</p> <p>Environment & Historic Preservation (Region IX) 510-627-7027</p>	<p>Insert your floor plan drawings here. You should also include the locations of the following items below (Hint: Use color-coded shapes/symbols and identify them with a legend).</p> <ul style="list-style-type: none"> ○ Fire Extinguishers ○ Fire Alarm Pull Boxes ○ Fire Hoses ○ Alarm Panels ○ First-Aid Kits ○ Utility shutoff valves/panels for: <ul style="list-style-type: none"> ▫ Water ▫ Gas ▫ Fire Sprinklers ▫ Electricity ▫ HVAC ○ Emergency Exits ○ Designated Evacuation Area & Procedures ○ High-priority collections for salvaging (you may want to upload photos of them for quicker identification)

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Immediate Response and Checklist for Collections Recovery	ASSESSMENT	COMMUNICATION	COLLECTION SALVAGE	COLLECTION PRIORITIES	MAJOR DISASTERS: INCIDENT COMMAND SYSTEM
<p>IMMEDIATE RESPONSE</p> <p>Notification (as appropriate):</p> <ul style="list-style-type: none"> First Responders <p>Ensure that all staff and visitors are safe and accounted for</p> <p>Maintain security of building and collections</p> Institutional Contacts Building Utilities If shared facility, make contact Activate the Disaster Plan's emergency response actions Activate the Disaster Team if collection damage Follow other Communication steps <p>WATER RESPONSE</p> <ul style="list-style-type: none"> Stop the source, remove standing water Cover collections with plastic sheeting Remove materials from water path. Move collections higher on shelves or onto tables/book trucks 	<p>Ensure through proper authorities that all hazards are cleared before entering building</p> <ul style="list-style-type: none"> Health & safety first; protect staff Document with photos, videos, notes Assess damage to collections, building, information systems <ul style="list-style-type: none"> What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)? What areas are affected? How much of the collection is damaged? What types of materials are damaged? Are critical information systems functional / safe? <p>WATER RESPONSE</p> <ul style="list-style-type: none"> Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, artwork, film, etc.) Stabilize the environment (cool, dry, circulating air optimal) 	<p>Establish and maintain channels of communication</p> <ul style="list-style-type: none"> Establish communication with appropriate local & regional emergency management Communicate with staff using the Phone Tree Contact risk manager and insurance agent Contact the public relations officer Contact CPP, Regional Contacts, conservators Contact outside Emergency Recovery Services Confirm funding sources for emergency services as needed Contact regional libraries to ensure continued services to constituents Report status to administration and public Post emergency information and instructions on the institutional website Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer) <p>WATER RESPONSE</p> <ul style="list-style-type: none"> Quick response is essential to prevent mold growth and irreversible damage to collections Obtain refrigerated trucks, freezer storage 	<p>Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage</p> <ul style="list-style-type: none"> Identify and gather emergency supplies Identify secure, dry location for pack-out and air-drying Recruit staff / volunteers Wear appropriate safety protection Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities <p>WATER RESPONSE</p> <ul style="list-style-type: none"> Organize staff / volunteers to load priority materials into freezer based on material type Organize staff / volunteers to air-dry materials that should not be frozen 	<p>First Priority Collections:</p> <ul style="list-style-type: none"> [1st Priority Coll. #1] - [Location] [1st Priority Coll. #2] - [Location] [1st Priority Coll. #3] - [Location] <p>Second Priority Collections:</p> <ul style="list-style-type: none"> [2nd Priority Coll. #1] - [Location] [2nd Priority Coll. #2] - [Location] [2nd Priority Coll. #3] - [Location] <p>Files/Equipment:</p> <ul style="list-style-type: none"> [High Priority Files \ Equipment #1] - [Location] [High Priority Files \ Equipment #2] - [Location] [High Priority Files \ Equipment #3] - [Location] <p>Other:</p> <ul style="list-style-type: none"> [Other Priority Coll. #1] - [Location] [Other Priority Coll. #2] - [Location] [Other Priority Coll. #3] - [Location] 	<p>ICS authority structure:</p> <ul style="list-style-type: none"> Incident Commander: Responsible for overall management of the incident Public Information Officer: Responsible for communication with media/public Safety Officer: Monitors safety of the incident in regards to both the facility and the responders Liaison Officer: Coordinates with representatives of cooperating agencies Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event Operations Section Chief: Ensures that the IAP is enacted Logistics Section Chief: Responsible for all support needs to enact the IAP Finance/Administration Section Chief: Manages all financial aspects of the incident <p>SITUATION REPORT</p> <p>Know these answers when speaking with insurance and Emergency Response</p> <ul style="list-style-type: none"> --Who is in charge? --What is the safety status? --What has happened and the cause? --What are the hazards? --Who discovered and reported the damage? --What has been done so far? --Can the staff handle the situation initially? --Is relocation of some/all of the collection required? --Who is handling the media?
<p>IN AN EMERGENCY, REMEMBER TO REMAIN CALM</p>					

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<p>UC Berkeley Library Emergency Contacts rev. Dec 2010</p> <hr/> <p>MEDICAL/FIRE/POLICE from a land line, call 911 from a cell, call 642-3333</p> <p>Urgent care:</p> <p>Tang Center 2222 Bancroft 8-6p M-F. Sat 9-4:30p</p> <p>If Tang is closed, then go to Urgent Care Center Alta Bates 2450 Ashby Ave (@Telegraph and Regent) 204-4444</p> <p>Administration 642-3773</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p>	<p><u>Building/Campus Utilities</u></p> <p>Custodial Services 642-1032</p> <p>Electricity 642-1032</p> <p>Elevators 642-1032</p> <p>Environment Health & Safety (EH&S) - office hours 642-3073 - after hours @ UCPD 642-6760</p> <p>Fire Suppression Maint. 642-1032</p> <p>Fire Marshall Daryl Shy 642-9529 Amy Chen (Deputy) 643-8576</p> <p>Gas leaks/shutoff 642-1032</p> <p>Pest Management 642-0878 Margaret Hurlbert</p> <p>Plumber 642-1032</p> <p>Police (UC, non emergency) 642-6760</p> <p>Telephone issues 642-8500 -during work hours push #1, 1 -nights/weekends push #1, 1, 9</p> <p><u>Library Services</u></p> <p>Security</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>(c) 206-4029</p> <p>South Doe entrance security desk 643-9296 & 643-3402 North Doe entrance security desk 643-2013</p> <p>Moffitt security 643-2229 Library Security Patrol 24hr cell</p>	<p><u>Library Services</u></p> <p>Systems</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Collection Salvage</p> <p>Conservation Treatment Division 642-8843 M-F 8-5p Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p><u>Unit Heads/Building Managers</u></p> <p>Doe-Moffitt Lib Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Doe-Moffitt Lib/ Circulation Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Anthropology Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p>	<p><u>Unit Heads/Building Alternates</u></p> <p>Art History Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Bancroft Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Bios Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx cience</p> <p>Business & Economics Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Chemistry Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Earth Science & Map Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>East Asian Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Education/Psychology Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Engineering Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Environmental Design Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p>	<p><u>Unit Heads/Building Alternates</u></p> <p>Math Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Music</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Optometry Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Physics/Astronomy Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Public Health Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Social Welfare Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>South Southeast Asian Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>NRLF Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Affiliated Libraries</p> <p>CED Visual Resource Center Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p>	<p><u>Unit Heads/Building Alternates</u></p> <p>Affiliated Libraries (con't)</p> <p>Continuing Education of the Bar Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Environmental Design Archives Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Ethnic Studies Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Giannini Foundation of Agricultural Economics Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Law Library Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Institute for Research on Labor and Employment Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Institute of Governmental Studies Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Transportation Studies Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>PR&P UCB example 8mar11.doc</p>
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<p>UC Berkeley Library</p> <p>Water emergency instructions</p> <p>rev. Dec 2010</p> <hr/> <p>1. ASK THESE QUESTIONS:</p> <p>(write the answers)</p> <p>Caller and phone number?</p> <p>Location of emergency?</p> <p>Nature and scale of problem? (Standing water? Leak?)</p> <p>Source of the problem?</p>	<p>Has Physical Plant-Campus Services been called for help? (642-1032)</p> <p>What action is in progress or has been promised?</p> <p>Are there damaged collection materials?</p> <p>Roughly, how many? (a dozen, hundreds, thousands?)</p> <p>Have the following been called?</p> <p>Did you leave a message or make contact?</p> <ul style="list-style-type: none"> ▪ Preservation ▪ Unit head ▪ Security ▪ ADMIN member 	<p>2 CALL THE FOLLOWING (if not called already):</p> <p>1. Physical Plant –Campus Services (PP-CS) Floods, Water leaks, Spills 642-1032 (24 hrs) If non-potable, notify EH&S as well 642-3073</p> <p>2. Preservation 642-8843 M-F 8-5p After hours, call until you reach one of the following PRES staff:</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx</p> <p>3. Library unit head (See other side for directory)</p> <p>4. Security (Doe/Moffitt): (See other side for directory)</p> <p>5. Appropriate ADMIN member (See other side for directory)</p>	<p>3. IF/WHEN ONSITE:</p> <p>DO NOT ALLOW STAFF TO WORK IN STANDING WATER WHICH MAY HAVE MADE CONTACT WITH WIRING AND MAY STILL BE ELECTRIFIED!</p> <p>a. Get a copy of the UCB Library Collections Salvage Plan and follow instructions in Section II. IMMEDIATE RESPONSE TO WATER EMERGENCY.</p> <p>i. Guide PP-CS clean-up as needed.</p> <p>ii. If the emergency appears to be beyond our response capacity, call Campus Risk Management, Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx who will dispatch a commercial disaster recovery company to assist with collection salvage.</p> <p>iii. If a chemical or sewage may be present in the water notify Environmental Health and Safety. During the day call 642-3073, after hours from a land line call 911, from a cell phone call 642-3333.</p> <p>iv. Ask PP-CS to turn off the heat supply to the building and turn up the air conditioning to full capacity. By lowering the temperature, the growth of mold will be slowed and by using the full capacity of the air conditioning to dehumidify, the rate of drying will be increased.</p> <p>v. If you have reached someone in PRES to assume responsibility for collection salvage: STOP here. If you have not reached Pres staff, then proceed with instructions in the Salvage Plan (red binder part III [procedures for salvage]).</p>	<p>Emergency supplies</p> <p>Disaster supply cage is located in B81 (B level) Gardner Stacks/Doe Moffitt tunnel. (PRES key or Bldg Master key will unlock cage). Boxes, gloves, plastic sheets/tarps, tape, Zip loc bags, pallets, wet and dry vacuums etc.</p> <p>NRLF supplies:</p> <p>5,000 boxes are located at NRLF:</p> <p>M-F 8-5:30p (except UC holidays & furlough days)</p> <p>Call Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx If unable to talk to any of the two people listed, then call 642-6233. Arrange with other NRLF staff to unlock the gate.</p> <p>Requester needs to provide name, his/her telephone number, and approximate time when the truck and driver will arrive to pick up supplies.</p> <p>After 5:30p weekdays, UC Holidays, furlough days, and/or on the weekend</p> <p>(Refer to the Salvage Plan/Red Binder Appendix IV E.)</p> <p>1. Call Staff member (o) xxx-xxxx (h) xxx-xxxx (c) xxx-xxxx NRLF staff will need to unlock and disarm the alarm in the disaster supply storage area, Room X21, and meet your truck.</p> <p>2. NRLF Manager/Responder will call UCB Police 642-6760 for Communications Dispatcher who will call RFS Security Patrol Officer (SPO). The SPO will unlock the gate. NRLF staff will meet the truck. Truck driver and his/her assistant(s) will load truck.</p> <p>3. SPO will contact RFS if a forklift is necessary.</p>	<p>Disaster response/salvage plan</p> <p>Locations of Salvage Plan (It's in a red binder)</p> <p>Staff member's office (right of door) 20 Doe Library (above desk) 9 Doe Library (next to main phone) B81 (in supply cage in beige tote bag)</p> <p>Disaster Services</p> <p>(Refrigerated) Trucking Service</p> <p>On Campus transportation Tasha Dowdakin-UCB Moving Coord. 642-9162 Tamera Garlock-UCB Moving Coord. 643-6262</p> <p>Alternate: NorCal Trucking Name: David Konecny cell Home Name: Lou Marchioratti cell</p> <p>Freezer Storage & Blast Freezing:</p> <p>Dreisbach Enterprises, Inc 2530 E 11th St., Oakland, CA 94701 510 533-6600 Contact name: Jason Dreisbach cell</p> <p>Water cleanup, mold, dehumidify</p> <p>American Technologies, Inc. Hayward, CA 1-800-400-9353</p> <p>BELFOR (plus document recovery) 2365 Industrial Pkwy Hayward, CA 94545 785-3473 David Warters (c) xxx-xxxx Kirk Lively (c) xxx-xxxx</p>
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