

Gunnin Architecture Library Disaster Recovery Plan

Reviewed and Revised
June 2014

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Introduction

This document supplements the Clemson University Libraries Disaster and Recovery Plan. It contains information that pertains only to the Gunnin Architecture Library in Lee Hall. The policies and procedures in the Libraries' disaster plan should be followed unless they are revised or supplemented by policies and procedures in this plan. The Branch Head will work with the Recovery Director, the Disaster Team, and the Libraries Administration on recovery in the event of a disaster.

Architecture Staff Call List

	Contact Name	Title	Day Phone	Eve/Wkd/Cell
Architecture Library	Teague, Gypsey	Branch Head	864-656-4277	405-820-4280
	Chapman, Christopher	Library Manager	864-656-3934	864-630-6675
	Edwards, Kathy	Ref. Librarian	864-656-4289	864-367-2185
	Smith, Paula	Lib. Specialist	864-656-3933	868-9998/c9868829
Lee Hall Building/Security Coordinator	Richard Woodward	Administrator	864-656-7699	864-654-7104

Collection Priorities

1. Main Level:

- **First priority:**
Media Resources Center
College Lecture Series Videos (videotape NA2560 .C54, v. 1-140)

Library Office:
Rare Books (all)

- **Second priority:**
Reference books
Folio books

2. Ground Level:

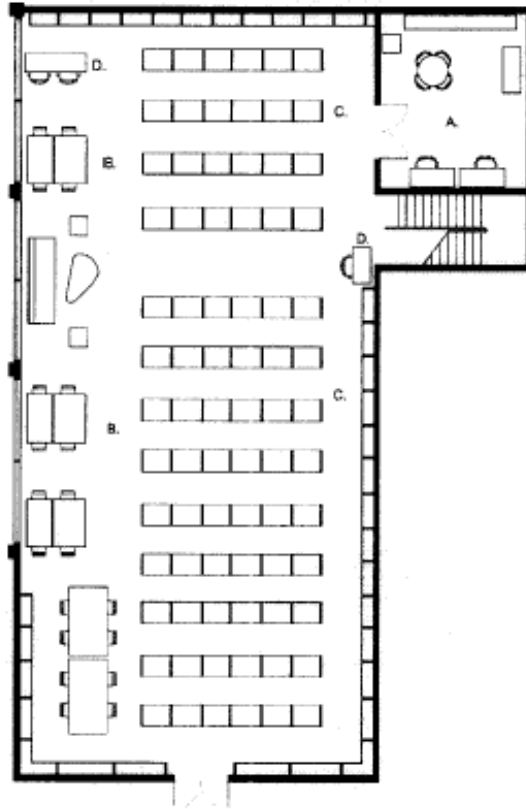
- **Books with class NA (approximately 9,000 volumes)**

Prevention/Protection Strategies

The Branch Representative on the Disaster Preparedness and Recovery Team will be responsible for monitoring emergency response equipment and potential trouble areas in Gunnin. This includes monthly inspection of fire extinguishers, exit lights, emergency lights, and stairwells to be sure they are free of obstructions and litter, and other areas as needed. Checklists will be used to record findings, which will be given to the Branch Head for appropriate action. The Branch Head will also send copies of these checklists to the Recovery Director. The Branch Head will work with the Fiscal Analyst to update insurance information for the Gunnin Architecture Library on an annual basis.

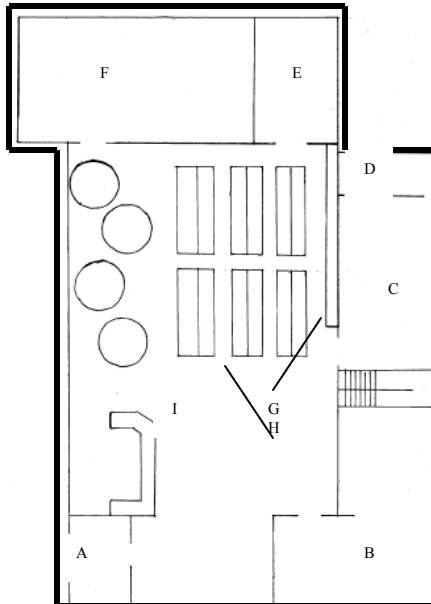
Lower Level

- A. Staff Workroom
- B. Carrels and Quiet Study Area
- C. Circulating Collection
- D. Library Public Stations



Upper Level

- A. Rare Book Room/ Branch Head's Office
- B. Media Resources Room
- C. Conference Room
- D. Storage Closet
- E. Computer Lab
- F. Print Facility
- G. Current Periodicals
- H. Reference and Oversized Books



Disaster Supply List

The following supplies will be located in the conference room closet located on the main floor of the Gunnin Architecture Library:

<u>Item</u>	<u>Quantity</u>
First aid kits	1
Batteries (for flashlights)*	2 "D" batteries
Flashlights*	1
Book trucks	3
Extension cords (3-wire, grounded, 100 ft.)	1
Heavy-duty large size garbage bags	50/1 box
Five-gallon plastic buckets	1
Light sticks	10
Wet/dry shop lights	1
Plastic sheeting	2 rolls
Protective masks/gloves	1 package/1 box
Scissors	2
Boxes	10
Freezer or waxed paper	1 roll (150 feet)
Inventory forms	25
Labels, adhesive	102
Notepads	4
Pens/pencils	10/10
Permanent, waterproof markers	1 box
Box tape	3 rolls
Paper for interleaving	1 box
Sponges	2
Nylon screening (36x84 roll)	1 roll
Duct tape	1 roll
Caution tape	1 roll
Copy of Disaster Plan	1
Toothpicks	1 box
Recyclable flash cameras	1
Team ID (T-shirts)	3 L, 3 XL
Validated parking permits	10
Emergency Response & Salvage Wheels	1
<i>Help!</i> Disaster manual	1
Digital cameras	2
Disks for digital cameras	4

*One flashlight and two "D" batteries are located in the Unit Head's office

Response Procedures for Water Damage Emergencies, Shelving Collapse and Other Structural Accidents

Refer to Appendix E of the Libraries disaster plan for water damage procedures for books and other paper-based materials, microforms, photographs, magnetic media, and electronic equipment. Refer to Appendix F of the Libraries disaster plan for general procedures in the event of shelving collapse and other structural accidents.

Slides

Slides can be rinsed and dipped in a slide cleaner, or similar commercial product then air-dried. *Do not freeze dry!* To dry, remove from the frame, hang on a line or prop on edge. When dry, slides may be remounted.

Shelving collapse and other structural accidents

Recovery efforts will include:

- Evaluation of the damage by Branch Head in conjunction with Recovery Director.
- Decision-making on individual items by Branch Head.

Appendix: Gunnin Architectural Library Procedures for Responding to Emergencies

The safety of patrons and employees is paramount in responding to emergencies. All library staff will be trained to respond to emergencies. At no time, however, should an employee place him/herself in danger as they follow these procedures. Common sense should always be used.

In most emergencies, the staff should notify the Branch Head who will then notify Library Administration. If the Branch Head is unavailable, staff should contact Library Administration directly. For purposes of this document, Library Administration members are the Dean, Department Chair, Building Security Coordinator and Human Resources Manager. Members of Library Administration will contact the appropriate members of the Disaster Preparedness & Recovery Team when a disaster situation develops and immediate action is needed.

A complete incident report (<http://staffweb.lib.clemson.edu/forms/Incident.htm>) should be submitted to the Building Security Coordinator after the resolution of every emergency. If a situation occurs that jeopardizes the safety of the staff or patrons, the Building Security Coordinator or member of Administration will issue security alerts to inform the staff of the incidents and later, of their resolutions.

Standard Evacuation Procedures to be followed in all emergencies

Pull the fire alarm, call 911 and notify the Branch Head or a member of the Library Administration. All library staff and/or security guard on duty will immediately evacuate patrons through the front doors as well as the emergency exits. Emergency exits are located on the main level in the library conference room and downstairs to the left of the stairwell. All staff should meet in the parking lot behind Lee Hall after the building has been evacuated. Report missing personnel and any uncooperative patrons to the fire department. Do not re-enter the building until it is deemed safe by the fire officials.

EVACUATION PROCEDURES REVIEW LIST

Date _____

Three times each year each staff member of the Gunnin Architecture Library will be asked to review the standard evacuation procedure for Lee Hall. Please read the procedure below and sign and date next to your name.

Standard Evacuation Procedures to be followed in all emergencies

Pull the fire alarm, call 911 and notify the Branch Head or a member of the Library Administration. All library staff and/or security guard on duty will immediately evacuate patrons through the front doors as well as the emergency exits. Emergency exits are located in the library conference room and downstairs. **All staff should meet in the parking lot behind Lee Hall after the building has been evacuated.** Report missing personnel and any uncooperative patrons to the fire department. Do not re-enter the building until it is deemed safe by the fire officials.

Gypsy Teague _____

Kathy Edwards _____

Christopher Chapman _____

Paula Smith _____

MONTHLY CHECK LIST

DATE _____

The Branch Representative on the Disaster Preparedness and Recovery Team will be responsible for monitoring emergency response equipment and potential trouble areas in Gunnin. This includes monthly inspection of fire extinguishers, exit lights, emergency lights, and stairwells to be sure they are free of obstructions and litter, and other areas as needed. Checklists will be used to record findings, which will be given to the Branch Head for appropriate actions. The Branch Head will also send copies of these checklists to the Recovery Director.

Fire Extinguisher Locations

- ___ Media Resources Center – to the left of CD shelves
- ___ Level One – to the right of Reference Librarian’s office door
- ___ Print Facility – to the right of door
- ___ Downstairs – left of stairwell, beside A stacks

Exit Lights – Upstairs

- ___ Over main entrance
- ___ Above conference room door
- ___ Above fire exit door inside conference room

Exit Lights – Downstairs

- ___ At stairwell
- ___ To the right of fire exit door, above the stacks
- ___ Above fire exit door

Emergency Lights

There are no emergency lights located in the Gunnin Architecture Library

Stairwell and Emergency Door Obstructions

- ___ None

NOTES _____
