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
WESTPAS 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)™

- 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!

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

- An unanticipated or threatening event that requires immediate action
- 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
- Fire/wildfires
- Smoke/ash
- Earthquake/tsunami
- Flood/rain storms
- Tornado/high winds
- Hurricane
- Volcano

MAN-MADE DISASTERS
- 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

**Prevention / Mitigation**
Actions that prevent an emergency from happening & reduce harm to people, collections, property in event of unavoidable emergencies

**Preparation**
Actions such as gathering supplies & equipment, locating emergency contacts, preparing & training personnel to manage emergencies

---

**PREVENTION**

- Assign responsibility for planning
- Coordinate with agencies/personnel
- Assess potential sources of emergencies & identify hazards
- Assess prevention/protection needs

**KEEPING IN MIND:**

- Fiscal implications
- Implementation when possible

---

**PREPARATION**

- Prepare immediate response summary & telephone tree
- Assess collection assets & set priorities
- Identify insurance & emergency funds
- Purchase & distribute in-house supplies
- Identify sources of supplies, services, experts
- Document & distribute emergency procedures
- Train staff
Definitions

**Response**
- Actions immediately after emergency that provide temporary care for people, collections & property and prevent avoidable casualties & property damage

**Salvage**
- Actions taken to evacuate or retrieve collections & property from damaged areas and to restore collections as close as possible to their original condition

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

Questions?
**INSTITUTIONAL CONTACTS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Phone</th>
<th>Home Phone</th>
<th>Cell</th>
<th>Email</th>
<th>Home Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name] Library/Museum</td>
<td>Director</td>
<td>[phone]</td>
<td>[phone]</td>
<td>[cell]</td>
<td>[email]</td>
<td>[home email]</td>
</tr>
<tr>
<td></td>
<td>Assistant Director</td>
<td>[phone]</td>
<td>[phone]</td>
<td>[cell]</td>
<td>[email]</td>
<td>[home email]</td>
</tr>
<tr>
<td><strong>FIRST RESPONDERS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Department</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Department/Law Enforcement</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Emergency Management</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Emergency Management Services</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Office of Emergency Services</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>INSTITUTIONAL CONTACTS</strong></td>
<td>(cont)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BUILDING UTILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water – Fire Sprinklers</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water – Potable Fire Sprinklers</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumber</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elevator</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security System</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Suppression (other)</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EMERGENCY RECOVERY SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Institute for Conservation</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.conservation-us.org">AIC-CERT</a></td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.conservation-us.org">Find a Conservator</a></td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FIRST RESPONDERS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Department</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Medical/Ambulance Services</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Department/Law Enforcement</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Emergency Management</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Emergency Management Services</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Office of Emergency Services</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FIRST RESPONDERS</strong></td>
<td>(cont)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FIRST RESPONDERS</strong></td>
<td>(cont)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Department</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Medical/Ambulance Services</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Department/Law Enforcement</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Emergency Management</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Emergency Management Services</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Office of Emergency Services</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FIRST RESPONDERS</strong></td>
<td>(cont)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Institute for Conservation</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.conservation-us.org">AIC-CERT</a></td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.conservation-us.org">Find a Conservator</a></td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BUILDING UTILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water – Fire Sprinklers</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water – Potable Fire Sprinklers</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumber</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elevator</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security System</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Suppression (other)</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EMERGENCY RECOVERY SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Institute for Conservation</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.conservation-us.org">AIC-CERT</a></td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.conservation-us.org">Find a Conservator</a></td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FIRST RESPONDERS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Department</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Medical/Ambulance Services</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Department/Law Enforcement</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Emergency Management</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Emergency Management Services</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Office of Emergency Services</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FIRST RESPONDERS</strong></td>
<td>(cont)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Institute for Conservation</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.conservation-us.org">AIC-CERT</a></td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.conservation-us.org">Find a Conservator</a></td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BUILDING UTILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water – Fire Sprinklers</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water – Potable Fire Sprinklers</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumber</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elevator</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security System</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Suppression (other)</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EMERGENCY RECOVERY SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Institute for Conservation</td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.conservation-us.org">AIC-CERT</a></td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.conservation-us.org">Find a Conservator</a></td>
<td></td>
<td>[phone]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Immediate Response and Checklist for Collections Recovery

### IMMEDIATE RESPONSE Notification (as appropriate):

- **First Responders**
  - Ensure that all staff and visitors are safe and accounted for.
  - Maintain security of building and collections.
- **Institutional Contacts**
- **Building Utilities**
- **Activate the Disaster Plan’s emergency response actions**
- **Activate the Disaster Team if collection damage**
- **Follow other Communication steps**

### WATER RESPONSE

- **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**

### WATER RESPONSE

- **Identify materials needing immediate salvage action** (coated paper, leather bindings, unstable inks, artwork, film, etc.)
- **Stabilize the environment** (cool, dry, circulating air optimal)

### WATER RESPONSE

- **Quick response is essential to prevent mold growth and irreversible damage to materials**
- **Obtain refrigerated trucks, freezer storage**

### WATER RESPONSE

- **Quick response is essential to prevent mold growth and irreversible damage to materials**
- **Organize staff/volunteers to bad priority materials into freezer based on material type**
- **Organize staff/volunteers to air-dry materials that should not be frozen**

### ASSESSMENT

- Ensure through proper authorities that all hazards are cleared before entering building
- Health & safety first; protect staff
- Document with photos, videos, notes
- Assess damage to collections, building, information systems
- 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?

### COMMUNICATION

- Establish and maintain channels of communication
- 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)

### COLLEGE SALVAGE

- Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage
- 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

### COLLECTION PRIORITIES

- **First Priority Collections:**
- **Second Priority Collections:**
- **Files / Equipment:**
- **Other:**

### MAJOR DISASTERS: INCIDENT COMMAND SYSTEM

#### ICS authority structure:

- **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

### SITUATION REPORT

Know these answers when speaking with insurance and Emergency Response:

- 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?

---

Print on 8 1/2" x 14" paper. Trim on outside lines to 12 1/2" x 6 1/4"; 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.
Placer County (California) Museums Archives & Collections Facility

INSTITUTIONAL CONTACTS (cont)

Archives and Collections Management Facility
Pocket Response Plan for Collections
Date revised: 10/24/2011

INSTITUTIONAL CONTACTS

Museums Administrator
Melanie Barton
Office - 530-889-6504
Home phone 530-889-5576
Cell - 530-906-1624
email- mbarton@placer.ca.gov

Museums Program Manager
Ralph Gibson
Office - 889-6502
Home - 916/780-2831
Cell - 530-308-0957
email- rgibson@placer.ca.gov

Emergency Manager
Scott Mulic
Office - 889-6500
Home - 916/780-2831
Cell - 530-308-0957
email- smulic@placer.ca.gov

Financial Services / Accountant
Valese Bayne
Office - 889-6803
Home phone - 560-8351
Cell - 916/225-5121

Facilities / Building Manager
Todd Pisarek
Office - 889-6803

Security
Sonota - 530-613-1605

Environmental Health & Safety
Virginia Lineberry
Office - 889-6803

Janitorial Services
Jim Miller
Office - 889-6803

INSTITUTIONAL CONTACTS

Risk Manager
Maryellen Peters
Office - 530-889-6504

Insurance Contact / Agent
Jennifer Ludford
Office - 530-889-6504

Public Relations Officer
Robert Miller
Office - 530-889-6504

Information Technology Officer / IT
Dennis Christmon
Office - 530-889-6504

Curator of Collections
Kasia Woroniecka
Office - 530-889-7705
Home / cell - 530-889-7705
email - kworonie@placer.ca.gov

DISASTER TEAM

Team Leader
Kasia Woroniecka
Office - 530-889-7705
cell - 530-889-7705
email - kworonie@placer.ca.gov

Member 1
Ralph Gibson
Office - 889-6502 / home phone - 560-613-1605
Cell - 530-308-0957
email - rgibson@placer.ca.gov

Member 2
Debbie Poulsen
Office - 530-889-7789 / home phone - 560-236-9702
email - dpoulsen@placer.ca.gov

Member 3
Jason Adair
Office - 889-7702 / home phone - 560-613-1605
Cell - 530-906-1624
email - jadar@placer.ca.gov

BUILDING UTILITIES

Water – Fire Sprinklers
Placer Co. Water Agency 530-829-4850
Plumber
886-4966 day
886-6201 night
Electricity
PG&E 530-889-3190
Gas
PG&E 530-889-3190
Telephone
530-745-7735
Security System
Sonitrol 977-771-5407

FIRST RESPONDERS

Fire Department
9-111
(530) 889-0111

Emergency Medical / Ambulance
9-111
Police Department / Law Enforcement
9-111
530-889-7800
County Emergency Management
530/ 886-5200
State Office of Emergency Services
916/845-8510 CalEMA
Health Department
530/ 886-1770
Red Cross
530/889-9392
FEMA
Disaster Assistance
800-621-FEMA

WESTPAS - 889-905-7737

EMERGENCY RECOVERY SERVICES

American Institute for Conservation
AIC-CERT. 302-661-8068 24hr
AIC “Find a Conservator”
http://www.conservation-us.org ‘Resource Center’
202-452-9545

Conservator Textiles
Margaret Geiss-Mooney
707/763-6894
meg@textileconservator.com

Conservator Photography/Disaster Recovery
Thomas Portue
925/938-3900
tportue@yahoo.com

Conservator Ethnographic/Decorative
Jane Williams
510/643-1192x1
j.williams@berkeley.edu

Refrigerated Trucking Service
Ryder Truck Rental/ Rocklin
916/543-0835

Commercial Recovery Service
Commercial Recovery Service
916/543-0835

Data Recovery Service
Dennis Christmon
889-4959

Industrial Hygienist / Mold Testing
Lab
Environmental Services/Carmichael
916/993-1001

Exterminator / Fumigation Service
WestPas - 889-905-7737

Structural Architect
Building Maintenance
889-4966

REGIONAL CONTACTS

California Preservation Program
Julie Page/Balboa Art
889-905-7737 (emergencies)
info@calpreservation.org
www.calpreservation.org

Balboa Art Conservation Center
WRFSO Kara West
619-236-9702
wrfso@bacc.org, www.bacc.org

California Association of Museums
831-471-9970

California State Library
State Librarian’s Office
916/654-0174

California State Archives
General Information 916-653-7715

Melanie Barton
Office - 889-6504, Home - 916/780-2831
Cell - 530-308-0957
email - mbarton@placer.ca.gov

Ralph Gibson
Office - 889-6502, Home - 916/780-2831
Cell - 530-308-0957
email - rgibson@placer.ca.gov

Mary Jane Coon
Office - 889-6500, Home - 916/780-2831
Cell - 530-308-0957
email - mcoon@placer.ca.gov

Leith Sorenson
Office - 889-7702, Home - 916/780-2831
Cell - 530-308-0957
email - lsorenson@placer.ca.gov

Karen Mattson
Office - 889-6504, Home - 916/780-2831
Cell - 530-308-0957
email - kmattson@placer.ca.gov

Jim Miller
Office - 889-7702, Home - 560-8351
Cell - 916/225-5121
email - jadar@placer.ca.gov

Conservator
Thomas Portue
925/938-3900
tportue@yahoo.com

Conservator
Jane Williams
510/643-1192x1
j.williams@berkeley.edu

Refrigerated Trucking Service
Ryder Truck Rental/ Rocklin
916/543-0835

Commercial Recovery Service
Commercial Recovery Service
916/543-0835

Data Recovery Service
Dennis Christmon
889-4959

Industrial Hygienist / Mold Testing
Lab
Environmental Services/Carmichael
916/993-1001

Exterminator / Fumigation Service
WestPas - 889-905-7737

Structural Architect
Building Maintenance
889-4966

End of Table
Placer County (California) Museums Archives & Collections Facility

**Immediate Response and Checklist for Collections Recovery**

### ASSESSMENT
Ensure through proper authorities that all hazards are cleared before entering building
- Health & safety first; protect staff
- Document with photos, videos, notes
- Assess damage to collections, building, information systems
- 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?

### COMMUNICATION
Establish and maintain channels of communication
- 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)

### COLLECTION SALVAGE
Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage
- 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

### WATER RESPONSE
- 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
- Stabilize the environment (cool, dry, circulating air optimal)

- Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, artwork, film, etc.)
- Prevent mold growth and irreversible damage to collections
- Obtain refrigerated trucks, freezer storage

### COLLECTION PRIORITIES
First Priority Collections:
- CMF:
  - Lapp Collection Bins 386A and 387A
- Chinese collection (cabinet RR)

Second Priority Collections:
- CMF:
  - Archives: Assesor’s Maps
  - Maps in rear map room

### WATER RESPONSE
- 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

### WATER RESPONSE
- Quick response is essential to prevent mold growth and irreversible damage to collections
- Obtain refrigerated trucks, freezer storage

### MAJOR DISASTERS: INCIDENT COMMAND SYSTEM
- **authority structure:**
  - 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: Coordinates with representatives of cooperating agencies
  - Logistics Section Chief: Responsible for all support needs to enact the IAP
  - Finance/Administration Section Chief: Manages all financial aspects of the incident

### SITUATION REPORT
Know these answers when speaking with insurance and Emergency Response
- Who is in charge?
- What is the 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?
Estes Valley (Colorado) Public Library

**Building Utilities (Continued)**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevators</td>
<td>Kone</td>
<td>877-276-8691</td>
</tr>
<tr>
<td>Building</td>
<td></td>
<td>690-3849</td>
</tr>
<tr>
<td>Security System</td>
<td>Range View Security</td>
<td></td>
</tr>
<tr>
<td>Structural Engineer</td>
<td>Commerstore Engineering</td>
<td></td>
</tr>
</tbody>
</table>

**Library / Other Contacts**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Relations Officer</td>
<td>Claudine Perrelli-586-8116 x811</td>
</tr>
<tr>
<td>Kurtis Kelly-586-8116 x814</td>
<td></td>
</tr>
<tr>
<td>Crisis Counseling</td>
<td>Estes Valley Victim Advocates 577-2781</td>
</tr>
</tbody>
</table>

**Off-Site Assistance & Recovery Services**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Emergency Management</td>
<td>586-4000</td>
</tr>
<tr>
<td>Briggs Carpet Care</td>
<td>Jeff Briggs-577-0177 / 297-8647</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Janitorial Services</td>
<td>Locals Cleaning Crew II Yella Regalado</td>
</tr>
<tr>
<td>Insurance Contact / Agent</td>
<td>Insurance Associate of Estes Park Nancy Jo Tuiley 586-4407</td>
</tr>
<tr>
<td>Information Technology Officer / IT</td>
<td>Mark Riffle</td>
</tr>
<tr>
<td>Registrar / Special Collections</td>
<td>Sarah Holdt</td>
</tr>
<tr>
<td>Financial Services / Accountant</td>
<td>Kieran Rowser-586-8116 x820</td>
</tr>
</tbody>
</table>

**FIRST STEPS**

**Personal Safety Supercedes Collections!**

**Flooding or Water**

- Cover collections and shelves with plastic
- Notify DRTL and BSEC
- DO NOT try to open wet books.

**Fire or Visible Smoke**

- 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

**For larger, more threatening fires:**

- Follow the above procedures and
- Activate the Staff Phone Tree: Kieran Rowser: 586-8116 x820;
- DO NOT USE ELEVATORS when evacuating the building

**BUILDING UTILITIES**

- Water – Potable
- Safeway
- Numbler
- Electricity
- Gas
- Telephone

**PLANNED RESPONSE PLANS**

- Print on 8 ½" x 14" paper. Trim on outside lines to 12 ¼" x 6 ½", fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2 ½" x 3 ½". 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.

### Disaster Response Team Duties

**Date:** 11-15-12

**Disaster Response Team Leader** *(DRTL)*

- 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;
- Trans and supervises Disaster Team and workers;
- Receives reports from other team members;
- Assembles information needed for insurance claims;
- Prepares final report.

**Building Supervisor for Emergency Conditions** *(BSEC)* *(Kieran Rowser)*

- 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;

**Response Liaison / Public Relations** *(RLPR)* *(Claudine Perrault)*

- Supervises delivery and installation of needed equipment;
- Supervises crews which set up the recovery workplace;
- Coordinates as needed with appropriate staff in Facilities Management.

**Assessment Coordinators** *(AC)* *(Melanie Kozlowski & Cheryl Homan-Wendel)*

- Ensures 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).

**Documentation & Pack-Out & Relocation Coordinators** *(DC/POR)* *(Kathleen Kase & Wendy Corcoran)*

- 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 insurance claims.

- Trains employees and volunteers in packing boxes;
- Keeps record of materials moved to other sites;
- Preps a written report of the pack-out activities;
- Organizes the orderly return of materials to approved shelving.

**Collections Representative** *(Mark Riffle/Sarah Holdt/Peggy Moore)*

- 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.

**Health & Safety and Supplies & Equipment Coordinators** *(HS/SE)* *(Kerry Aiken & Laura Trump)*

- Retrives 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.

**Collectors Priorities**

1. Materials in Archival Room
   - Location: 2nd floor Archival Room
   - Server Back Up (1st floor - top of staff mail shelf - left side), Servers/Server Hard Drives (location: 2nd floor Server Room)

2. Permanent Records & Personnel Records
   - Location: 1st floor Director's Office Closet - top shelf and Desk-locked filing drawer

3. Records to be retained
   - Location: Director's Closet - all shelves except the top shelves)

**Key to Abbreviations for titles:**

- **AC:** Assessment Coordinators
- **AFC:** Admin. Financial Coordinator
- **BSEC:** Building Supervisor for Emergency Conditions
- **DC:** Documentation Coordinators
- **CR:** Collections Representative
- **DRTL:** Disaster Response Team Leader
- **HS/SE:** Supplies & Equipment Coordinators
- **LRPR:** Response Liaison & Public Relations

**SITUATION REPORT**

Know these answers when speaking with insurance and Emergency Response:
- Who is in charge?
- What is the safety status?
- What has happened and the cause?
- What are the hazards?
- What happened 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?

**Date revised:** 11-15-12

---

Print on 8 ½” x 14” paper. Trim on outside lines to 12½” x 6 ⅞”, fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2 ⅜” x 3 ⅝”.

### Institutional Contacts (cont)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.R., Risk Manager, &amp; Personal Injury</td>
<td>Cindy Freeland</td>
<td>freeland@c FresnoLibrary.org</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>Roberta Barton</td>
<td><a href="mailto:Freeland@FresnoLibrary.org">Freeland@FresnoLibrary.org</a></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Information Technology Analyst</td>
<td>Rick Xiong</td>
<td><a href="mailto:fxsat4@yahoo.com">fxsat4@yahoo.com</a></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Security</td>
<td>Jerry Morris</td>
<td><a href="mailto:Freeland@FresnoLibrary.org">Freeland@FresnoLibrary.org</a></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Environmental Health &amp; Safety</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Insurance Contact / Agent</td>
<td>Greg Borboa</td>
<td><a href="mailto:frogs4@yahoo.com">frogs4@yahoo.com</a></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Team Leaders</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Member 1</td>
<td>Nance Espino</td>
<td>espino2@c FresnoLibrary.org</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Member 2</td>
<td>Chris Her</td>
<td>her2@c FresnoLibrary.org</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Member 3</td>
<td>Melissa Scroggins</td>
<td>scroggins@c FresnoLibrary.org</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Janitorial Services</td>
<td>Lori Jacobs</td>
<td><a href="mailto:lori2@FresnoLibrary.org">lori2@FresnoLibrary.org</a></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Mending &amp; Conservator</td>
<td>Eric Shardlow</td>
<td><a href="mailto:eric5@FresnoLibrary.org">eric5@FresnoLibrary.org</a></td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### 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: 495-3570

### 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

- 1st Floor
  - Security, Fire Alarm Pull Box, Fire Hose
- 2nd Floor
  - Key Box (Masters)
- Basement
  - Fire Extinguisher, First Aid Kit

### Emergency Recovery Services

Listed on back side
**Immediate Response and Checklist for Collections Recovery**

<table>
<thead>
<tr>
<th>Immediate Response</th>
<th>ASSESSMENT</th>
<th>COMMUNICATION</th>
<th>COLLECTION SALVAGE</th>
<th>COLLECTION PRIORITIES</th>
<th>MAJOR DISASTERS: INCIDENT COMMAND SYSTEM</th>
</tr>
</thead>
</table>
| Notification (as appropriate): | Ensure through proper authorities that all hazards are cleared before entering building | Establish and maintain channels of communication | Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage | First Priority Collections:  
- William Saroyan Collection  
- CA Room, across from windows | ICS authority structure:  
- Incident Commander: Responsible for overall management of the incident |
| First Responders | Health & safety first; protect staff | Establish communication with appropriate local & regional emergency management | Identify and gather emergency supplies | Rare Book Collection  
- In compact shelving, Gov Docs area, NW corner of basement |
| Ensure that all staff and visitors are safe and accounted for | Document with photos, videos, notes | Communicate with staff using the Phone Tree | Identify secure, dry location for pack-out and air-drying | Vault® Contents  
- Basement, west wall, next to staircase |
| Maintain security of building and collections | Assess damage to collections, building, information systems | Contact risk manager and insurance agent | Recruit staff / volunteers | Second Priority Collections:  
- Newspapers, BOS minutes, Library Archives & Directories  
- Basement, SW corner |
| Institutional Contacts | What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)? | Contact the public relations officer | Wear appropriate safety protection | State Mineralogist Reports  
- Basement, Gov Docs area (blue shelves) |
| Building Utilities | What areas are affected? | Contact CPP, Regional Contacts, conservators | Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities | Files/Equipment:  
- Personnel Records  
- Business Office, near receptionist desk |
| If shared facility, make contact | How much of the collection is damaged? | Contact outside Emergency Recovery Services | Second Priority Collections:  
- State Mineralogist Reports  
- Basement, Gov Docs area (blue shelves) |
| Activate the Disaster Plan emergency response actions | What types of materials are damaged? | Confirm funding sources for emergency services as needed | Organize staff / volunteers to load priority materials into freezer based on material type |
| Activate the Disaster Team if collection damage occurs | Are critical information systems functional / safe? | Contact regional libraries to ensure continued services to constituents | Organize staff / volunteers to air-dry materials that should not be frozen |
| Follow other Communication steps | WATER RESPONSE | EMERGENCY RECOVERY SERVICES | Report status to administration and public | California Preservation Program  
- Julie Page / Barclay Ogden 888-905-7737 (emergencies)  
info@calpreservation.org |
| STOP THE SOURCE, REMOVE STANDING WATER | WATER RESPONSE | Post emergency information and instructions on the institutional website | Emergency Power  
- California State Library  
- State Librarian’s Office 916-654-0174 | Bellifort Property Restoration  
- Brian McGrath, Sales Representative  
W: 661-636-0780 C: 559-269-1346 |
| COVER COLLECTIONS WITH PLASTIC SHEETING | WATER RESPONSE | Obtain appropriate permissions to begin salvage public safety, public health, structural engineer) | Water extraction  
- Structural Dehumidification, Cleaning, & Decontamination | California State Library  
- State Librarian’s Office 916-654-0174 |
| REMOVE MATERIALS FROM WATER PATH | WATER RESPONSE | Quick response is essential to prevent mold growth and irreversible damage to collections | Mold Remediation | California State Archives  
- General Information 916-653-7715 |
| MOVE COLLECTIONS HIGHER ON SHELVES OR ONTO TABLES/BOOK TRUCKS | WATER RESPONSE | Obtain refrigerated trucks, freezer storage | Contents & Electronic Restoration | FEMA Disaster Assistance  
800-621-FEMA |
| IN AN EMERGENCY, REMEMBER TO REMAIN CALM | WATER RESPONSE | Prevent irreversible damage to collections | Book & Document Recovery | Environment & Historic Preservation  
(Region IX) 510-627-7027 |

**WATER RESPONSE**

- 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

**IN AN EMERGENCY, REMEMBER TO REMAIN CALM**

Webinar 1 of Protecting Your Collections: Writing a Disaster Response Plan
## Webinar 1: Response: One Facet of the Emergency Management Cycle

March 5, 2013

**Fresno County (California) Public Library – Branch template**

### INSTITUTIONAL CONTACTS (cont’d)

- **Landlord** (if available)
  - **[Name]**
  - **W:** [Work #]  H: [Home #]  C: [Cell #]

- **Adjacent Building Occupant** (if available)
  - **[Name]**
  - **W:** [Work #]  H: [Home #]  C: [Cell #]

- **Mending & Conservator**
  - **Eric Shardlow**
  - **W:** x6275  H: ___  C: __
  - **w@hotmail.com**

- **Fire Suppression & Fire Sprinklers**
  - **[Your Branch Name]**  Library
  - **[Name]**
  - **W:** [Work #]  H: [Home #]  C: [Cell #]

- **Public Information Officer**
  - **Roberta Barton**
  - **W:** x9274  H: ___  C: ___
  - **Fresno Co. Emergency Management**
  - **x6262  C: ___  H: ___**

- **Information Technology Analyst**
  - **Rick Xiong**
  - **W:** x6262  H: ___  C: ___
  - **info@calpreservation.org**

- **Telephone System**
  - **Fresno Co. Communications**
  - **600-5892  W:** x6243  H: ___  C: ___

- **Security System** (if available)
  - **[Monitoring Co. Name]**
  - **[Security Monitor Comp Phone #]**
  - **[Utilities Phone #]**

- **Public Utilities**
  - **Fresno Co. Electric**
  - **Plumbing & Gas**
  - **600-3630  C: ___  H: ___  W:** x6254  C: ___  H: ___

- **Designated Evacuation Area & Emergency Exits**
- **High-priority collections for salvaging (you may want to upload photos of them for quicker identification)**

### BUILDING UTILITIES

- **Fire Suppression & Fire Sprinklers**
  - **[Your Fire Dept Name]**  Library
  - **[Fire Dept Phone #]**
  - **600-3200

- **Plumbing**
  - **Fresno Co. Public Health Dept**
  - **600-3200

- **Gas & Electricity**
  - **Fresno Co. Facility Services**
  - **600-7242  C: ___  H: ___**

- **Fire Extinguishers**
- **Fire Alarm Pull Boxes**
- **Emergency Medical / Ambulance**
  - **[Emerg. Medical #]**
  - **600-3357  C: ___  H: ___**

- **Telephone System**
  - **Fresno Co. Communications**
  - **600-5892  W:** x6243  H: ___  C: ___

- **Security System** (if available)
  - **[Monitoring Co. Name]**
  - **[Security Monitor Comp Phone #]**
  - **[Utilities Phone #]**

- **Public Utilities**
  - **Fresno Co. Electric**
  - **Plumbing & Gas**
  - **600-3630  C: ___  H: ___  W:** x6254  C: ___  H: ___

- **Designated Evacuation Area & Emergency Exits**
- **High-priority collections for salvaging (you may want to upload photos of them for quicker identification)**

### FLOOR PLANS

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).

- Fire Extinguishers
- Fire Alarm Pull Boxes
- Fire Hoses
- Alarm Panels
- First-Aid Kits
- Utility shutoff valves/panels for:
  - 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)
<table>
<thead>
<tr>
<th>Immediate Response and Checklist for Collections Recovery</th>
<th>ASSESSMENT</th>
<th>COMMUNICATION</th>
<th>COLLECTION SALVAGE</th>
<th>COLLECTION PRIORITIES</th>
<th>MAJOR DISASTERS: INCIDENT COMMAND SYSTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IMMEDIATE RESPONSE</strong></td>
<td>Ensure through proper authorities that all hazards are cleared before entering building</td>
<td>Establish and maintain channels of communication</td>
<td>Salvage collections using pre-established Collection Priorities, taking into account access &amp; extent of damage</td>
<td>First Priority Collections:</td>
<td>ICS authority structure:</td>
</tr>
<tr>
<td>Notification (as appropriate):</td>
<td>- Health &amp; safety first; protect staff</td>
<td>- Establish communication with appropriate local &amp; regional emergency management</td>
<td>- Identify and gather emergency supplies</td>
<td>- [1st Priority Coll. #1] - [Location]</td>
<td>- Incident Commander: Responsible for overall management of the incident</td>
</tr>
<tr>
<td>- First Responders</td>
<td>- Document with photos, videos, notes</td>
<td>- Communicate with staff using the Phone Tree</td>
<td>- Identify secure, dry location for pack-out and air-drying</td>
<td>- [1st Priority Coll. #2] - [Location]</td>
<td>- Public Information Officer: Responsible for communication with media/public</td>
</tr>
<tr>
<td>- Assess damage to collections, building, information systems</td>
<td>- Contact risk manager and insurance agent</td>
<td>- Contact the public relations officer</td>
<td>- Recruit staff / volunteers</td>
<td>- [1st Priority Coll. #3] - [Location]</td>
<td>- Safety Officer: Monitors safety of the incident in regards to both the facility and the responders</td>
</tr>
<tr>
<td>- What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?</td>
<td>- Contact CPP, Regional Contacts, conservators</td>
<td>- Contact outside Emergency Recovery Services</td>
<td>- Wear appropriate safety protection</td>
<td>- Second Priority Collections:</td>
<td>- Liaison Officer: Coordinates with representatives of cooperating agencies</td>
</tr>
<tr>
<td>- What areas are affected?</td>
<td>- Contact outside Emergency Recovery Services</td>
<td>- Confirm funding sources for emergency services as needed</td>
<td>- Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities</td>
<td>- [2nd Priority Coll. #1] - [Location]</td>
<td>- Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event</td>
</tr>
<tr>
<td>- How much of the collection is damaged?</td>
<td>- Contact regional libraries to ensure continued services to constituents</td>
<td>- Contact regional libraries to ensure continued services to constituents</td>
<td></td>
<td>- [2nd Priority Coll. #2] - [Location]</td>
<td>- Operations Section Chief: Ensures that the IAP is enacted</td>
</tr>
<tr>
<td>- What types of materials are damaged?</td>
<td>- Report status to administration and public</td>
<td>- Report status to administration and public</td>
<td></td>
<td>- [2nd Priority Coll. #3] - [Location]</td>
<td>- Logistics Section Chief: Responsible for all support needs to enact the IAP</td>
</tr>
<tr>
<td>- Are critical information systems functional / safe?</td>
<td>- Post emergency information and instructions on the institutional website</td>
<td>- Post emergency information and instructions on the institutional website</td>
<td></td>
<td>Files/Equipment:</td>
<td>- Finance/Administration Section Chief: Manages all financial aspects of the incident</td>
</tr>
<tr>
<td>- Stop the source, remove standing water</td>
<td>- Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer)</td>
<td>- Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer)</td>
<td></td>
<td>- [High Priority Files \ Equipment #1] - [Location]</td>
<td>SITUATION REPORT</td>
</tr>
<tr>
<td>- Cover collections with plastic sheeting</td>
<td>- Organize staff / volunteers to load priority materials into freezer based on material type</td>
<td>- Organize staff / volunteers to load priority materials into freezer based on material type</td>
<td></td>
<td>- [High Priority Files \ Equipment #2] - [Location]</td>
<td>Know these answers when speaking with insurance and Emergency Response</td>
</tr>
<tr>
<td>- Remove materials from water path. Move collections higher on shelves or onto tables/book trucks</td>
<td>- Obtain refrigerated trucks, freezer storage</td>
<td>- Obtain refrigerated trucks, freezer storage</td>
<td></td>
<td>- [High Priority Files \ Equipment #3] - [Location]</td>
<td>--Who is in charge?</td>
</tr>
<tr>
<td></td>
<td>- Stabilize the environment (cool, dry, circulating air optimal)</td>
<td>- Stabilize the environment (cool, dry, circulating air optimal)</td>
<td></td>
<td>Other:</td>
<td>--What is the safety status?</td>
</tr>
<tr>
<td></td>
<td>- Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, artwork, film, etc.)</td>
<td>- Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, artwork, film, etc.)</td>
<td></td>
<td>- [Other Priority Coll. #1] - [Location]</td>
<td>--What has happened and the cause?</td>
</tr>
<tr>
<td></td>
<td>- Stabilize the environment (cool, dry, circulating air optimal)</td>
<td>- Stabilize the environment (cool, dry, circulating air optimal)</td>
<td></td>
<td>- [Other Priority Coll. #2] - [Location]</td>
<td>--What are the hazards?</td>
</tr>
<tr>
<td></td>
<td>- Quick response is essential to prevent mold growth and irreversible damage to collections</td>
<td>- Quick response is essential to prevent mold growth and irreversible damage to collections</td>
<td></td>
<td>- [Other Priority Coll. #3] - [Location]</td>
<td>--Who discovered and reported the damage?</td>
</tr>
<tr>
<td></td>
<td>- Obtain refrigerated trucks, freezer storage</td>
<td>- Obtain refrigerated trucks, freezer storage</td>
<td></td>
<td></td>
<td>--What has been done so far?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>--Can the staff handle the situation initially?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>--Is relocation of some/all of the collection required?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>--Who is handling the media?</td>
</tr>
</tbody>
</table>
**University of California Berkeley Library**

<table>
<thead>
<tr>
<th>Building/Campus Utilities</th>
<th>Library Services</th>
<th>Unit Heads/Building Alternates</th>
<th>Unit Heads/Building Alternates</th>
<th>Unit Heads/Building Alternates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodial Services 642-1032</td>
<td>Systems</td>
<td>Art History</td>
<td>Math</td>
<td>Affiliated Libraries (con’t)</td>
</tr>
<tr>
<td>Electricity 642-1032</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Continuing Education of the Bar</td>
</tr>
<tr>
<td>Elevators 642-1032</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
</tr>
<tr>
<td>Environment Health &amp; Safety (EH&amp;S) - office hours 642-3073</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Bancroft</td>
<td>Environmental Design Archives</td>
<td></td>
</tr>
<tr>
<td>- after hours @ UCPD 642-0760</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Fire Suppression Maint. 642-1032</td>
<td>Staff member (o) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Fire Marshall</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Bio</td>
<td>Ethnic Studies</td>
<td></td>
</tr>
<tr>
<td>Daryl Shy</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Amy Chen (Deputy) 643-8576</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Gas leaks/shutoff 642-1032</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Optometry</td>
<td>Social Welfare</td>
<td></td>
</tr>
<tr>
<td>Pest Management 642-0878</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Plumber 642-1032</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Chemistry</td>
<td>South Southeast Asian</td>
<td></td>
</tr>
<tr>
<td>Police (UC, non emergency) 642-6760</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Telephone issues 642-8500</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Earth Science &amp; Map</td>
<td>NRLF</td>
<td></td>
</tr>
<tr>
<td>- during work hours push #1, 1</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>- nights/weekends push #1, 1, 9</td>
<td>Staff member (o) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Library Services</td>
<td>Collection Salvage</td>
<td>East Asian</td>
<td>Law Library</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>Conservation Treatment Division 642-8843 M-F 8-5p</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Staff member (o) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Staff member (o) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Unit Heads/Building Managers</td>
<td>Doe-Moffitt Lib</td>
<td>DOE-Moffitt Lib/ Circulation</td>
<td>Engineering</td>
<td>Institute for Research on Labor and Employment</td>
</tr>
<tr>
<td>Doe-Moffitt Lib</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Library Security Patrol 24hr cell</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>South Doe entrance security desk 643-9296 &amp; 643-3402</td>
<td>Doe-Moffitt Lib/ Circulation</td>
<td>DOE-Moffitt Lib/ Circulation</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>North Doe entrance security desk 643-2013</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Moffitt security 643-2229</td>
<td>Staff member (o) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Library Security Patrol 24hr cell</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Anthropology</td>
<td>Staff member (o) xxx-xxxx</td>
<td>DOE-Moffitt Lib/ Circulation</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>Environmental Design</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>(h) xxx-xxxx (c) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td>Staff member (o) xxx-xxxx</td>
<td></td>
</tr>
<tr>
<td></td>
<td>642-1032</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# University of California Berkeley Library

## UC Berkeley Library

### Water emergency instructions

**rev. Dec 2010**

### 1. ASK THESE QUESTIONS:

(Write the answers)

- Caller and phone number?
- Location of emergency?
- Nature and scale of problem? (Standing water? Leak?)
- Source of the problem?

### Has Physical Plant-Campus Services been called for help? (642-1032)

### 2. CALL THE FOLLOWING (if not called already):

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

2. Preservation
   - 642-8843 M-F 8-5p
   - After hours, call until you reach one of the following PRES staff:
      - Staff member (o) xxx-xxxx
      - Staff member (h) xxx-xxxx
      - Staff member (c) xxx-xxxx
      - Staff member (o) xxx-xxxx
      - Staff member (h) xxx-xxxx
      - Staff member (c) xxx-xxxx

3. Library unit head (See other side for directory)

4. Security (Doe/Moffitt): (See other side for directory)

5. Appropriate ADMIN member (See other side for directory)

### 3. IF/WHEN ONSITE:

#### DO NOT ALLOW STAFF TO WORK IN STANDING WATER WHICH MAY HAVE MADE CONTACT WITH WIRING AND MAY STILL BE ELECTRICIFIED!

- Get a copy of the UCB Library Collections Salvage Plan and follow instructions in Section II. IMMEDIATE RESPONSE TO WATER EMERGENCY.
- Guide PP-CS clean-up as needed.
- If the emergency appears to be beyond our response capacity, call Campus Risk Management, Staff member (o) xxx-xxxx
- Staff member (h) xxx-xxxx
- Staff member (c) xxx-xxxx
- who will dispatch a commercial disaster recovery company to assist with collection salvage.
- 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.
- 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.
- 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]).

- Call Staff member (o) xxx-xxxx
- Staff member (h) xxx-xxxx (c) xxx-xxxx
- Staff member (o) xxx-xxxx
- Staff member (h) xxx-xxxx (c) xxx-xxxx
- Staff member (o) xxx-xxxx
- Staff member (h) xxx-xxxx (c) xxx-xxxx

#### What action is in progress or has been promised?

- Roughly, how many? (a dozen, hundreds, thousands?)
- Are there damaged collection materials?

#### Nature and scale of problem? (Standing water? Leak?)

- What is the problem?

#### Source of the problem?

- Have the following been called?
  - Preservation
  - Unit head
  - Security
  - ADMIN member

### Emergency supplies

- Disaster supply cage is located in B81 (B level) Gardner Stacks/Doe Moffitt tunnel. (PP-CS key or Bldg Master key will unlock cage). Boxes, gloves, plastic sheets/tarps, tape, Zip loc bags, pallets, wet and dry vacuums etc.
- Disaster Services
  - 5,000 boxes are located at NRLF: M-F 8-5p (except UC holidays & furlough days)
  - Call
    - Staff member (o) xxx-xxxx
    - Staff member (h) xxx-xxxx (c) xxx-xxxx
    - Staff member (o) xxx-xxxx
    - Staff member (h) xxx-xxxx (c) xxx-xxxx
  - NRLF supplies
    - 5,000 boxes are located at NRLF:
    - M-F 8-5p (except UC holidays & furlough days)
  - Call
    - Preservation 642-8843 M-F 8-5p
    - If non-potable, notify EH&S as well 642-3073
  - Preservation (642-8843)
    - Collections Salvage Plan and follow instructions in Section II. IMMEDIATE RESPONSE TO WATER EMERGENCY.
    - In Section II: IMMEDIATE RESPONSE TO WATER EMERGENCY.
    - 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.
    - 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.
    - 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]).

### Disaster Services

- Freezer Storage & Blast Freezing:
  - Dreisbach Enterprises, Inc.
  - 2530 E 11th St., Oakland, CA 94701
  - 1-800-400-9353

- Water cleanup, mold, dehumidify
  - American Technologies, Inc.
  - Hayward, CA 94545
  - 1-800-400-9353

- BELFOR
  - (plus document recovery)
  - 2365 Industrial Pkwy
  - Hayward, CA 94545
  - 785-3473 David Warters (c) xxx-xxxx
  - Kirk Likity (c) xxx-xxxx

- Water cleanup, mold, dehumidify
  - American Technologies, Inc.
  - Hayward, CA 94545
  - 1-800-400-9353

- BELFOR
  - (plus document recovery)
  - 2365 Industrial Pkwy
  - Hayward, CA 94545
  - 785-3473 David Warters (c) xxx-xxxx
  - Kirk Likity (c) xxx-xxxx

- Locations of Salvage Plan (It’s in a red binder)