

Protecting Your Collections

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**WRITING A DISASTER
RESPONSE PLAN**

PART 1: RESPONSE

JULIE PAGE – WESTPAS

Acknowledgments

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*Content based on WESTPAS workshops
funded by NEH*

Western States and Territories

WESTPAS

Preservation Assistance Service



NATIONAL ENDOWMENT FOR THE
Humanities

Additional content developed by:

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

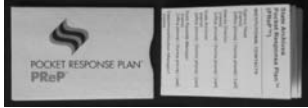
Objectives

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- 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

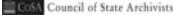
OVERARCHING GOAL :
Disaster Plan completed for all collecting institutions with staff trained to implement

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)

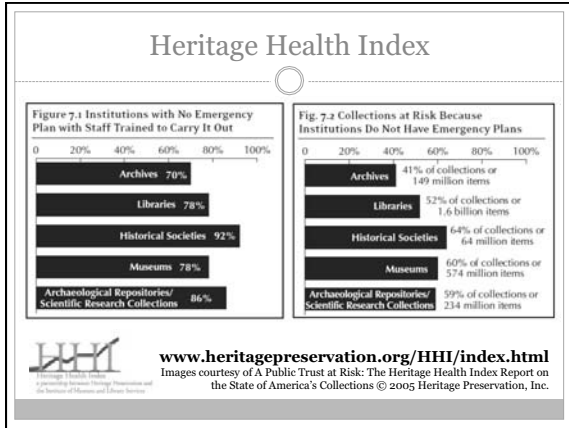


- contents scalable to needs
- 3-ring for easy access to a topic
- cost effective / easy to update
- easy to produce in-house


Flip Chart




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



Emergency vs. Disaster



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

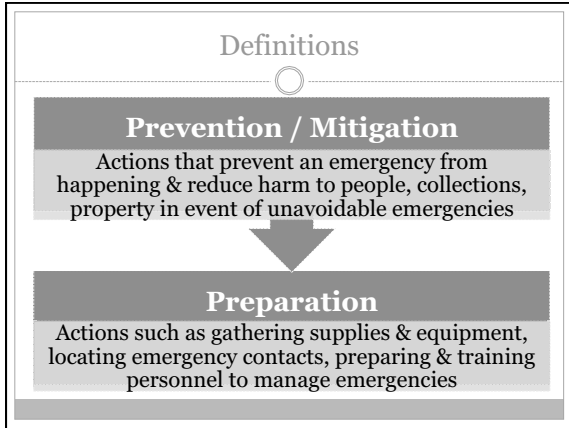
It CAN happen to you!

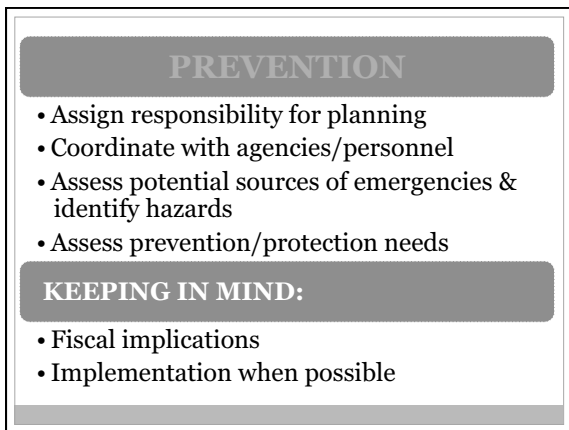
NATURAL DISASTERS	MAN-MADE DISASTERS
<ul style="list-style-type: none"> • Fire/wildfires • Smoke/ash • Earthquake/tsunami • Flood/rain storms • Tornado/high winds • Hurricane • Volcano 	<ul style="list-style-type: none"> • Vandalism • Fire/arson • Water leaks/sewage • Electrical/construction accidents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

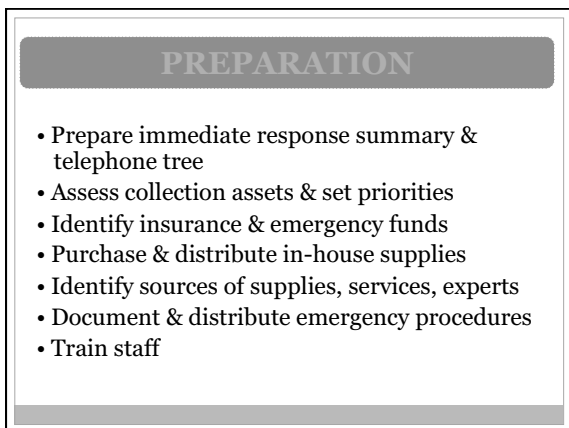
Emergency Management

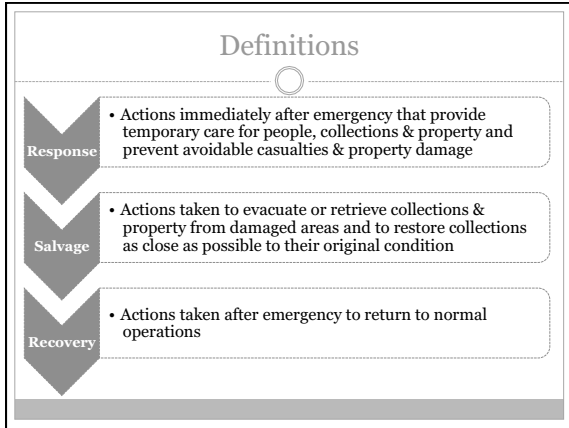


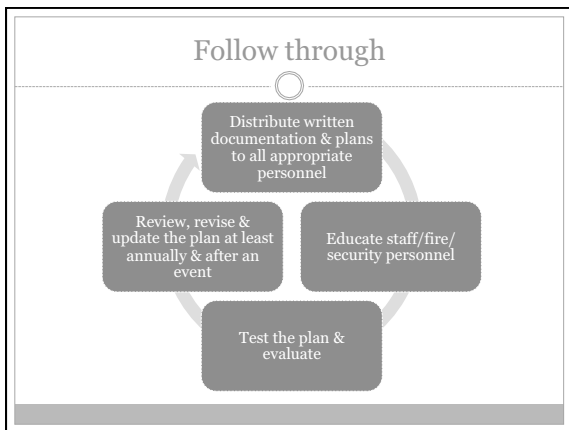
Before	<ul style="list-style-type: none"> Prevention/Mitigation Preparation
During	Response
After	Recovery
Follow Through	













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.

[Name] Library/Museum Pocket Response Plan for Collections Date revised:	INSTITUTIONAL CONTACTS (cont.)	BUILDING UTILITIES	FIRST RESPONDERS	EMERGENCY RECOVERY SERVICES	REGIONAL CONTACTS
INSTITUTIONAL CONTACTS	Risk Manager [name] [office phone] / [home phone] / [cell] / [email] / [home email]	Water – Fire Sprinklers [phone] Water – Potable [phone]	Fire Department [phone] Emergency Medical / Ambulance [phone]	American Institute for Conservation AIC-CERT:202-661-8068 24hr AIC "Find a Conservator" http://www.conservation-us.org "Resource Center" 202-452-9545	Regional Preservation Assistance [phone] Regional Disaster Network [phone]
Director [name] [office phone] / [home phone] / [cell] / [email] / [home email]	Insurance Contact / Agent [name] [office phone] / [home phone] / [cell] / [email] / [home email]	Plumber [phone] Electricity [phone] Gas [phone]	Police Department / Law Enforcement [phone] City Emergency Management [phone] County Emergency Management [phone]	Conservator 1 (specialization) [name] [phone] Conservator 2 (specialization) [name] [phone]	[state] Office of Historic Preservation [phone] [state] State Library [phone] [state] State Archives [phone]
Assistant Director [name] [office phone] / [home phone] / [cell] / [email] / [home email]	Information Technology Officer / IT [name] [office phone] / [home phone] / [cell] / [email] / [home email]	Telephone [phone] Elevators [phone] Security System [phone] Fire Suppression (other) [phone]	State Office of Emergency Services [phone] Health Department [phone] Red Cross [phone]	Refrigerated Trucking Service [name] [phone] Freezer Storage [name] [phone] Commercial Recovery Service (dehumidification, freeze drying, AV) [name] [phone]	[state] Museum Association [phone] STAFF PHONE TREE Human Resources [name] [office phone] / [home phone] / [cell] / [email] / [home email]
Emergency Manager [name] [office phone] / [home phone] / [cell] / [email] / [home email]	Registrar / Special Collections [name] [office phone] / [home phone] / [cell] / [email] / [home email]	DISASTER TEAM Team Leader [name] [office phone] / [home phone] / [cell] / [email] / [home email]	FEMA • Disaster Assistance 800-621-FEMA • Environment & Historic Preservation- Region [#] [phone]	Data Recovery Service [name] [phone] Industrial Hygienist / Mold Testing Lab [name] [phone] Exterminator / Fumigation Service [name] [phone] Structural Architect [name] [phone]	
Financial Services / Accountant [name] [office phone] / [home phone] / [cell] / [email] / [home email]	DISASTER TEAM Member 1 [name] [office phone] / [home phone] / [cell] / [email] / [home email]				
Facilities / Building Manager [name] [office phone] / [home phone] / [cell] / [email] / [home email]	DISASTER TEAM Member 2 [name] [office phone] / [home phone] / [cell] / [email] / [home email]				
Security [name] [office phone] / [home phone] / [cell] / [email] / [home email]	DISASTER TEAM Member 3 [name] [office phone] / [home phone] / [cell] / [email] / [home email]				
Environmental Health & Safety [name] [office phone] / [home phone] / [cell] / [email] / [home email]					
Janitorial Services [name] [office phone] / [home phone] / [cell] / [email] / [home email]					

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 PRRep™ 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.

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

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Placer County (California) Museums Archives & Collections Facility

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
 Cell-
 email- mbarton@placer.ca.gov

Museums Program Manager
 Ralph Gibson
 Office - 889-6502
 Home
 Cell-
 e-mail- rgibson@placer.ca.gov

Emergency Manager
 Scott Mulic
 Office
 Work
 After Hours

Financial Services / Accountant
 Valerie Bayne
 Office
 e-mail

Facilities / Building Manager
 Todd Pisarek
 Office

Security
 Sonitrol
 Office

Environmental Health & Safety
 Virginia Lineberry
 Office

Janitorial Services
 Jim Miller
 Office

INSTITUTIONAL CONTACTS (cont)

Risk Manager
 Maryellen Peters
 Office
Insurance Contact / Agent
 Jennifer Ludford
 Office

Public Relations Officer
 Robert Miller
 Office

Information Technology Officer / IT
 Dennis Christmon
 Office

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

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

Member 1
 Ralph Gibson
 Office 889-6502 / home phone -
 / cell -
 e-mail - rgibson@placer.ca.gov

Member 2
 Debbie Poulsen
 Office - 530/889-7789
 home phone-
 e-mail- dpoulsen@placer.ca.gov

Member 3
 Jason Adair
 Office - 889-7702 / home phone
 / cell -
 jadair@placer.ca.gov

BUILDING UTILITIES

Water – Fire Sprinklers
 Placer Co. Water Agency
 530-823-4850

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 877-771-5407

FIRST RESPONDERS

Fire Department
 9-911
 (530) 889-0111

Emergency Medical / Ambulance

9-911
Police Department / Law Enforcement
 9-911
 530/889-7800

County Emergency Management
 530/ 886-5300

State Office of Emergency Services
 916/845-8510 CalEMA

Health Department
 530/ 886-1870

Red Cross
 530/885-9392

FEMA
 • Disaster Assistance
 800-621-FEMA
 • Environment & Historic Preservation-
 Region IX 510-627-7027

WESTPAS - 888-905-7737

C Avenue



EMERGENCY RECOVERY SERVICES

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

Conservator Textiles
 Margaret Geiss-Mooney
 707/763-8694
 meq@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

Mobile Freezer Rental
 1-800-379-4626

Commercial Recovery Service
 There to Repair Auburn Water Damage
 1-866-871-6839

Data Recovery Service
 Dennis Christmon
 889-4959

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

Exterminator / Fumigation Service
 PCM Office: Mary Jane Coon 889-6500

Structural Architect
 Building Maintenance
 Service Desk – 886-4966

REGIONAL CONTACTS

California Preservation Program
 Julie Page/Barclay Ogden
 888-905-7377 (emergencies)
 info@calpreservation.org
 www.calpreservation.org

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

CA Office of Historic Preservation
 General Information 916-653-6624

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 –
 cell-
Ralph Gibson
 Office – 889-6502, Home –
 cell-
Mary Jane Coon
 Office – 889-6500, Home –
 cell –
Jason Adair
 Office – 889-7702, Home –
 cell -
Kasia Woroniecka
 Office – 889-7705, Home and cell

Tom Reinke
 Office – 889-7702, Home -
 cell –
Karen Mattson
 Office – 889-6506, Home –
 cell-
Leith Sorenson
 Office – 889-7716, Home
 ,cell:
Debbie Poulsen
 Office-
 , Home

Placer County (California) Museums Archives & Collections Facility

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--What is the safety status? --What has happened and the cause? --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?
<h1 style="font-size: 100px; margin: 0;">DON'T PANIC!</h1>					

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 Pocket Response Plan for Collections Date revised: 11-15-2012</p> <p>Police/Fire/Medical Emergency 911 or 586-4000</p> <p>WHOM TO CALL FIRST: <small>(Area code 970 unless otherwise indicated)</small></p> <p>Director / Response Liaison Claudine Perrault</p> <p>Facilities / Building Manager Kieran Rowser</p> <p>Disaster Response Team Leader Peggy Moore</p>	<p>BUILDING UTILITIES <small>(continued)</small></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 Comerstone Engineering [REDACTED]</p> <p>LIBRARY / OTHER CONTACTS</p> <p>Water Mitigation / Fire Damage / Mold Remediation Briggs Carpet Care Jeff Briggs- 577-0177 / 297-8647</p> <p>Janitorial Services Locals Cleaning Crew II Vella 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.hardegen@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 <small>(Continued)</small></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 cad.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 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; 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> <p>Disaster Response Team Leader [DRTL] (Peggy Moore)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notifies and maintains communication with DR Team members; <input type="checkbox"/> Defines goals and outlines response plan; <input type="checkbox"/> Manages overall recovery and salvage operation; <input type="checkbox"/> Assesses and records damage with the Assessment & Documentation Coordinators <input type="checkbox"/> Informs AFC and CML of required resources, including human; <input type="checkbox"/> Trains and supervises Disaster Team and workers; <input type="checkbox"/> Receives reports from other team members; <input type="checkbox"/> Assembles information needed for insurance claims; <input type="checkbox"/> Prepares final report. <p>Building Supervisor for Emergency Conditions [BSEC] (Kieran Rowser)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sets up the command center and disaster recovery area; <input type="checkbox"/> Tells library staff and volunteers where to report on the advice of the Disaster Response Team Leader; <input type="checkbox"/> Is responsible for all transportation and relocation activities; <input type="checkbox"/> Makes any necessary arrangements to remove books from the disaster site; <input type="checkbox"/> Arranges for transportation and moving equipment; 	<p>Building Supervisor for Emergency Conditions (cont'd)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Supervises delivery and installation of needed equipment; <input type="checkbox"/> Supervises crews which set up the recovery workplace; <input type="checkbox"/> 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"> <input type="checkbox"/> Ensure through proper authorities that all hazards are cleared before entering the building; <input type="checkbox"/> Assesses damage using the Collections Assessment Form, specifically; <input type="checkbox"/> 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"> <input type="checkbox"/> Photographs extent of damage to building, furniture, art, collections, and electronic equipment as part of the initial damage assessment; <input type="checkbox"/> Provides photographic record of the recovery, salvage, rehabilitation process, with attention to recording unsalvageable materials; <input type="checkbox"/> Tracks the subjects, dates and times of photographs for reports and/or insurance claims. <input type="checkbox"/> Trains employees and volunteers in packing boxes; <input type="checkbox"/> Keeps record of materials moved to other sites; <input type="checkbox"/> Prepares a written report of the pack-out activities; <input type="checkbox"/> 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"> <input type="checkbox"/> Communicates with local & regional emergency management contacts outside Emergency Recovery Services; WESTPAS, <input type="checkbox"/> Serves as source of all public information on the disaster; <input type="checkbox"/> Deals with media inquiries and arranges media announcements; <input type="checkbox"/> Issues information to the staff <input type="checkbox"/> Contacts regional libraries to ensure continued services to constituents <input type="checkbox"/> Receives reports from the DRTL; <input type="checkbox"/> Decides on resumption of Library services; <input type="checkbox"/> Acknowledges and thanks people who have participated in the recovery. <p>Administrative & Financial Coordinator [AFC] (Kieran Rowser)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establishes in advance the command center and work space for recovery; <input type="checkbox"/> Notifies insurance representative; <input type="checkbox"/> Determines when to begin salvage after consulting emergency personnel and Facilities Management; <input type="checkbox"/> Authorizes DRTL and Disaster Response Team to begin recovery; <input type="checkbox"/> Keeps Library Director informed <input type="checkbox"/> Coordinates budget and fiscal management issues; <input type="checkbox"/> Authorizes payment and signs requisitions for supplies and services; <input type="checkbox"/> Works closely with the BSEC to arrange transport and delivery of needed supplies and services; <input type="checkbox"/> 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"> <input type="checkbox"/> Develops pre-disaster priority lists for use during salvage operations; <input type="checkbox"/> Reviews priorities and floor plans at least annually; <input type="checkbox"/> Advises, at the disaster site, on priorities for action and salvage on basis of the written guidelines; <input type="checkbox"/> Liaises with cataloging and acquisitions to record destroyed items and to arrange for replacement copies; <input type="checkbox"/> 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"> <input type="checkbox"/> Retrieves available in-house supplies and transports them to the disaster site; <input type="checkbox"/> Coordinates with other team members to assess the need for additional supplies and equipment; <input type="checkbox"/> Advises AFC on the need to purchase supplies and equipment; <input type="checkbox"/> Coordinates with AFC on contacting outside agencies for services and supplies; <input type="checkbox"/> Monitors supply needs throughout the recovery stage; <input type="checkbox"/> 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>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> <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>Date revised: 11-15-12</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.

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.Prydziazny@fresnolibrary.org
W: 600-6237 H: [REDACTED] C: [REDACTED]
L: [REDACTED]o@gmail.com

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

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

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

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

Janitorial Services
Lori.Jacobson@fresnolibrary.org
W: x6245 C: [REDACTED]
L: [REDACTED]1@yahoo.com

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

INSTITUTIONAL CONTACTS (con't)

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

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

Information Technology Analyst
Rick.Xiong@fresnolibrary.org
W: x6262 C: [REDACTED]
T: [REDACTED]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: [REDACTED]

DISASTER TEAM

Team Leaders
Eric Shardlow
Lisa Eckman
Member 1
Nance.Espinoza@fresnolibrary.org
W: x6269 H: [REDACTED] C: [REDACTED]
E: [REDACTED]9@gmail.com

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

Member 3
Melissa.Scroggins@fresnolibrary.org
W: x6231 C: [REDACTED]
M: [REDACTED]b@comcast.net

EMERGENCY RECOVERY SERVICES

Listed on back side

FIRST RESPONDERS

Fire Department
621-4199
Emergency Medical / Ambulance
443-5900

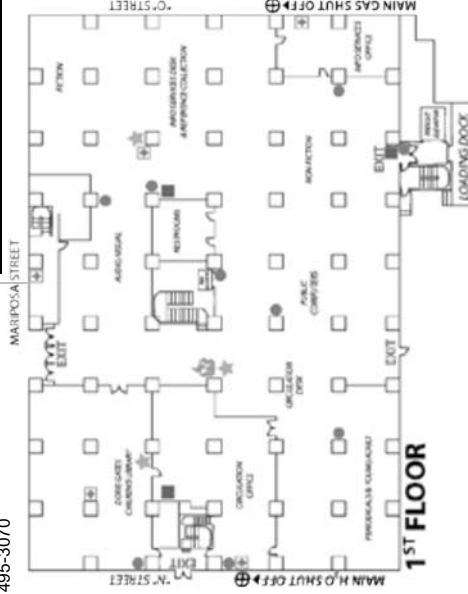
Sheriff's Office
911 / 488-3939 (Non-emergency)
City Emergency Management
621-8000

County Emergency Management
x3357
State Office of Emergency Services
CalEMA 916-845-8510

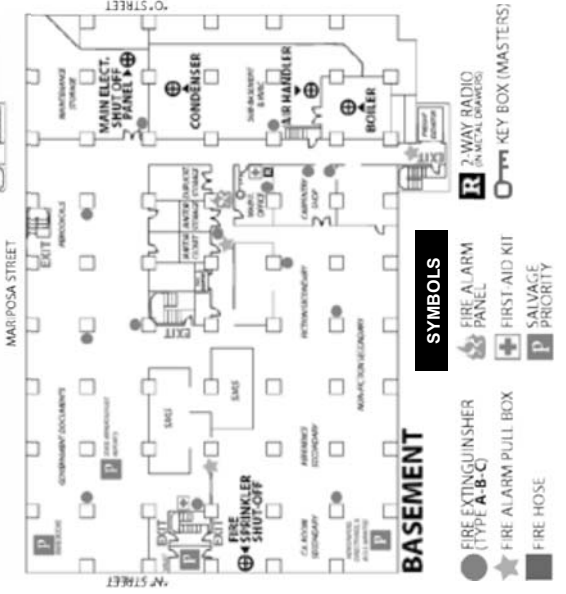
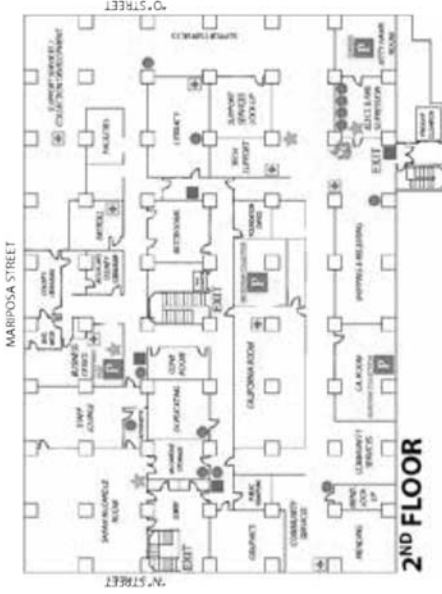
Health Department
x3200
Red Cross
455-1000



FLOOR PLANS



FLOOR PLANS (con't)



SYMBOLS

- FIRE EXTINGUISHER (TYPE A-B-C)
- FIRE ALARM PULL BOX
- FIRE ALARM PANEL
- FIRE ALARM KEY BOX (MASTERS)
- FIRST AID KIT
- SALVAGE PRIORITY
- FIRE HOSE

Fresno County (California) Public Library – Central Library

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
- If shared facility, make contact
- 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 tables/book trucks

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?

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)

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)

WATER RESPONSE

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

IN AN EMERGENCY, REMEMBER TO REMAIN CALM

COLLECTION PRIORITIES

First Priority Collections:

- *William Saroyan Collection*
- CA Room, across from windows
- *Rare Book Collection*
- In compact shelving, Gov Docs area, NW corner of basement
- *"Vault" Contents*
- Basement, west wall, next to staircase
- *Second Priority Collections:*
- *Newspapers, BOS minutes, Library Archives & Directorates*
- Basement, SW corner
- *State Mineralogist Reports*
- Basement, Gov Docs area (blue shelves)

Files/Equipment:

- *Persomal Records*
- Business Office, near receptionist desk
- *Kitty Hawk Room Equipment*
- Rack-mount servers
- *Microfilm Holdings*
- CA Room, media area
- *Interlibrary Loan Materials*
- Circulation Office
- *Loaned Artwork*
- 1st floor foyer

REGIONAL CONTACTS

FEMA Disaster Assistance
800-621-FEMA
Environment & Historic Preservation (Region IX) 510-627-7027

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?

Fresno County (California) Public Library – Branch template

<p>CONFIDENTIAL</p> <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.Pryszczyzna@fresnolibrary.org W: 600-6237 H: [Redacted] C: [Redacted] L: [Redacted]o@gmail.com</p> <p>Associate County Librarian Kelley.Worman@fresnolibrary.org W: 600-6237 H: [Redacted] C: [Redacted] W: [Redacted]8@sbcglobal.net</p> <p>Business Manager Steve.Nitta@fresnolibrary.org W: 600-6235 H: [Redacted] C: [Redacted] N: [Redacted]7@yahoo.com</p> <p>Branch Services Manager Terry.Sterling@fresnolibrary.org W: 600-6243 H: [Redacted] C: [Redacted] S: [Redacted]9@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: [Redacted] C: [Redacted] D: [Redacted]z@gmail.com Janitorial Services: Lori Jacobsen W: 600-6245 C: [Redacted]</p> <p>Librarian-in-Charge, Central Library (Nights/weekends) Info Services Dept, librarian on duty During Central reg. hrs: 600-6779 Before Central opens: 600-6298</p>	<p>INSTITUTIONAL CONTACTS (cont.)</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: [Redacted] W: [Redacted]w@hotmail.com</p> <p>H.R., Risk Manager, & Personal Injury Cindy.Freeland@fresnolibrary.org W: x6233 H: [Redacted] C: [Redacted] F: [Redacted]1@comcast.net</p> <p>Public Information Officer Roberta.Barton@fresnolibrary.org W: x9274 C: [Redacted] R: [Redacted]4@yahoo.com</p> <p>Information Technology Analyst Rick.Xiong@fresnolibrary.org W: x6262 C: [Redacted] T: [Redacted]5@yahoo.com</p>	<p>BUILDING UTILITIES</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>FIRST RESPONDERS</p> <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>FLOOR PLANS</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"> o Fire Extinguishers o Fire Alarm Pull Boxes o Fire Hoses o Alarm Panels o First-Aid Kits o Utility shutoff valves/panels for: <ul style="list-style-type: none"> o Water o Gas o Fire Sprinklers o Electricity o HVAC o Emergency Exits o Designated Evacuation Area & Procedures o High-priority collections for salvaging (you may want to upload photos of them for quicker identification)
	<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>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>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>	

Fresno County (California) Public Library – Branch template

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

University of California Berkeley Library

UC Berkeley Library Emergency Contacts

rev. Dec 2010

MEDICAL/FIRE/POLICE
from a land line, call 911
from a cell, call 642-3333

Urgent care:

Tang Center 2222 Bancroft
8-6p M-F. Sat 9-4:30p

If Tang is closed, then go to
Urgent Care Center
Alta Bates
2450 Ashby Ave
(@Telegraph and Regent)
204-4444

Administration

642-3773

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

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

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

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

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

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

Building/Campus Utilities

Custodial Services 642-1032

Electricity 642-1032

Elevators 642-1032

Environment Health & Safety (EH&S)
- office hours 642-3073
- after hours @ UCPD 642-6760

Fire Suppression Maint. 642-1032

Fire Marshall

Daryl Shy 642-9529

Amy Chen (Deputy) 643-8576

Gas leaks/shutoff 642-1032

Pest Management 642-0878

Margaret Hurlbert

Plumber 642-1032

Police (UC, non emergency) 642-6760

Telephone issues 642-8500
-during work hours push #1, 1
-nights/weekends push #1, 1, 9

Library Services

Security

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

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

(c) 206-4029

South Doe entrance security desk
643-9296 & 643-3402
North Doe entrance security desk
643-2013

Moffitt security 643-2229
Library Security Patrol 24hr
cell

Library Services

Systems

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

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

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

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

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

Collection Salvage

Conservation Treatment Division
642-8843 M-F 8-5p
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

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

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

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

Unit Heads/Building Managers

Doe-Moffitt Lib
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

Doe-Moffitt Lib/ Circulation
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

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

Unit Heads/Building Alternates

Art History
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

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

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

Business & Economics
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

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

Earth Science & Map
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

East Asian
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

Education/Psychology
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

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

Environmental Design
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

Unit Heads/Building Alternates

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

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

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

Physics/Astronomy
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

Public Health
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

Social Welfare
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

South Southeast Asian
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

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

Affiliated Libraries
CED Visual Resource Center
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

Unit Heads/Building Alternates

Affiliated Libraries (cont)
Continuing Education of the Bar
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

Environmental Design Archives
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

Ethnic Studies
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

Giannini Foundation of Agricultural
Economics
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

Law Library
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

Institute for Research on Labor and
Employment
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

Institute of Governmental Studies
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

Transportation Studies
Staff member (o) xxx-xxxx
(h) xxx-xxxx (c) xxx-xxxx

PREP UCB example 8mar11.doc

University of California Berkeley Library

<p>UC Berkeley Library Water emergency instructions rev. Dec 2010</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? 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: 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 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: 5,000 boxes are located at NRLF: 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. After 5:30p weekdays, UC Holidays, furlough days, and/or on the weekend (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 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 (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: Dreisbach Enterprises, Inc 2530 E 11th St., Oakland, CA 94701 510 533-6600 Contact name: Jason Dreisbach cell</p> <p>Water cleanup, mold, dehumidify 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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