

*CARLO De FERRARI ARCHIVE  
DISASTER PLAN*



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# **DISASTER RESPONSE PLAN**

## IMMEDIATE EMERGENCY RESPONSE

- Assess your own safety and act accordingly.
- Elicit help from a co-worker or another person in the area.
- Act to protect lives, then physical property.

### MAKE THE FOLLOWING PHONE CALLS IN THE ORDER SHOWN, BASED ON THE TYPE OF EMERGENCY

1st CALLS: TYPE OF EMERGENCY:	WHO TO CALL:
Fire	Fire Department 911
People Injured	Fire Department 911
Water / Electrical Emergency	Tuolumne Utilities District 532-5536 <b>PG&amp;E</b> 1-800-743-5000

2 <sup>nd</sup> CALLS: TYPE OF EMERGENCY:	WHO TO CALL:
People Injured	HUMAN RESOURCES 533-5566
Building or Equipment Damage	FACILITIES MANAGEMENT 533-5660
Collection Damage	COUNTY ASSESSOR 533-5535
Computer Damage	INFORMATION SYSTEMS & SERVICES 536-2360

3rd CALL: ALL EMERGENCIES:	WHO TO CALL:
All emergencies <i>during</i> working hours	County Assessor-Recorder 533-5535
All emergencies <i>after</i> working hours	County Assessor-Recorder 533-5535 Supervising Archives/Records Coordinator 586-6043

## In-House Emergency Team

	<u>Name</u>	<u>Responsibility</u>	<u>Office Ph.</u>	<u>Home/Cell Ph.</u>
Administrator(s):	<u>County OES Coordinator</u>		<u>533-5511</u>	<u>911</u>
	<u>County Fire Marshal/PIO</u>		<u>533-5501</u>	<u>911</u>
	<u>County Risk Management</u>		<u>533-5566</u>	<u>911</u>
Disaster Team Leader:	<u>County Assessor/Recorder</u>		<u>533-5535</u>	<u>911</u>
Building Maintenance:	<u>Maintenance Supervisor</u>		<u>533-7102</u>	<u>911</u>
Preservation Resource:	<u>See Resource Tab</u>			
Disaster Team:				
1.	<u>Charles Dyer</u>	<u>Records &amp; Archive Coordinator</u>	<u>536-1163</u>	<u>586-6043</u>
2.	<u>Patsy Knox</u>	<u>Assistant Recorder</u>	<u>533-5531</u>	<u>984-5832</u>
3.	<u>David Mortensen</u>	<u>Archive Assistant</u>		<u>532-5073</u>
4.	<u>Cheryl Maddox</u>	<u>Archive Assistant</u>		<u>588-9715</u>
5.	<u>Kristine Childres</u>	<u>Archive Assistant</u>		<u>533-9191</u>
6.	<u>Jim Duncan</u>	<u>Archive Assistant</u>		<u>532-9753</u>
Contact Person:	<u>Stan Alcorn</u>	<u>Work Release Supervisor</u>		<u>533-7500</u>
Contact Person:	<u>Anita Simpson</u>	<u>Library Operations Supervisor</u>		<u>533-5507</u>
Contact Person:	<u>Ed Hoag</u>	<u>Facilities Manager</u>		<u>533-7102</u>

## Facilities: Locations of Emergency Systems

Building: Carlo De Ferrari Archive and County of Tuolumne Record Center

### A. Main Utilities

1. **Main water shut-off valve:** The valve is below grade in a Christy box marked “water” outside of the building at northeast corner below the dedication plaque and to the right of the main entrance. **Marked as #1 on the floor plan.**
2. **Fire Sprinkler shut-off valve:** The county library and the archive facility use the same fire sprinkler valve. It is located outside; at the south end of the library facility east of the library trash dumpster. The fire sprinkler drain is in a closet that is only accessible from the outside of the archive facility. The door to this closet is on the upper level in the northeast corner of the building. **Marked as #2 on the floor plan.**
3. **Main electrical cut-off switch:** The main electrical panel is on the upper level in the southeast – exterior corner of the building
4. **Main gas shut-off:** N/A
5. **Heating/cooling system controls:** There are two separate HVAC systems in this facility. They are both located in the upper level. The controls are located in the research room and in the main stack area. **Both controls are marked as #5 on the floor plan.** There is no HVAC system in the lower level.

### B. Fire Suppression Systems (by room or area)

6. **Fire extinguishers:** All Fire extinguishers are type ABC. **Upper level:** There is one fire extinguisher in the upper level just inside the research area. **Lower level:** There are two fire extinguishers in the lower level, one of them is located on the west outer wall of the destruction closet, the other one is located on the south outer wall of the stairway. **All fire extinguishers are marked as #6 on the floor plan.**
7. **Fire hoses:** N/A
8. **Other:** N/A

### C. Water Detectors: N/A

**D. Keys**

**9. Key boxes:** N/A

**10. Individuals with keys:**

<b>Name Telephone #</b>	<b>Office Telephone #</b>	<b>Emergency</b>
Facilities Management	533-5660	911
Archive/Records Coordinator	536-1163	586-6043
Assessor-Recorder	533-5535 ext 3024	911
Assistant Assessor	533-5535 ext 3022	911
Assistant Recorder	536-2360	911

**E. Fire Extinguishers**

- 1. Type ABC – combination:** Three, One on top floor and two on lower floor.
- 5. Halon:** N/A

**F. Fire Alarm Pull Boxes:** N/A

**G. Smoke and Heat Detectors:** N/A

**H. Radios**

1. Transistor radios (for news):
2. Two-way radio (for communication): N/A

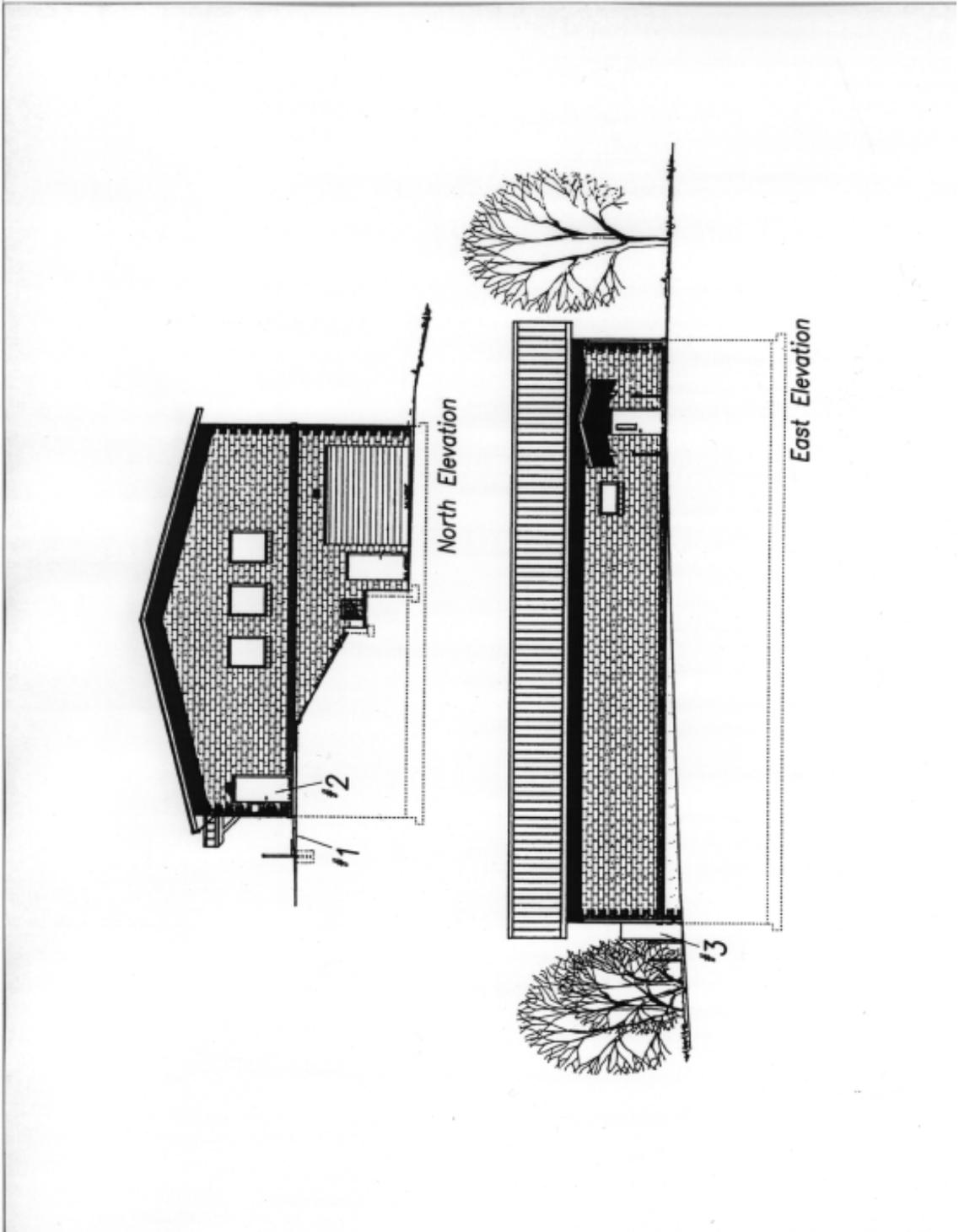
**I. Cell Phones:** N/A

**J. First Aid Kits:** Archive's Main Office

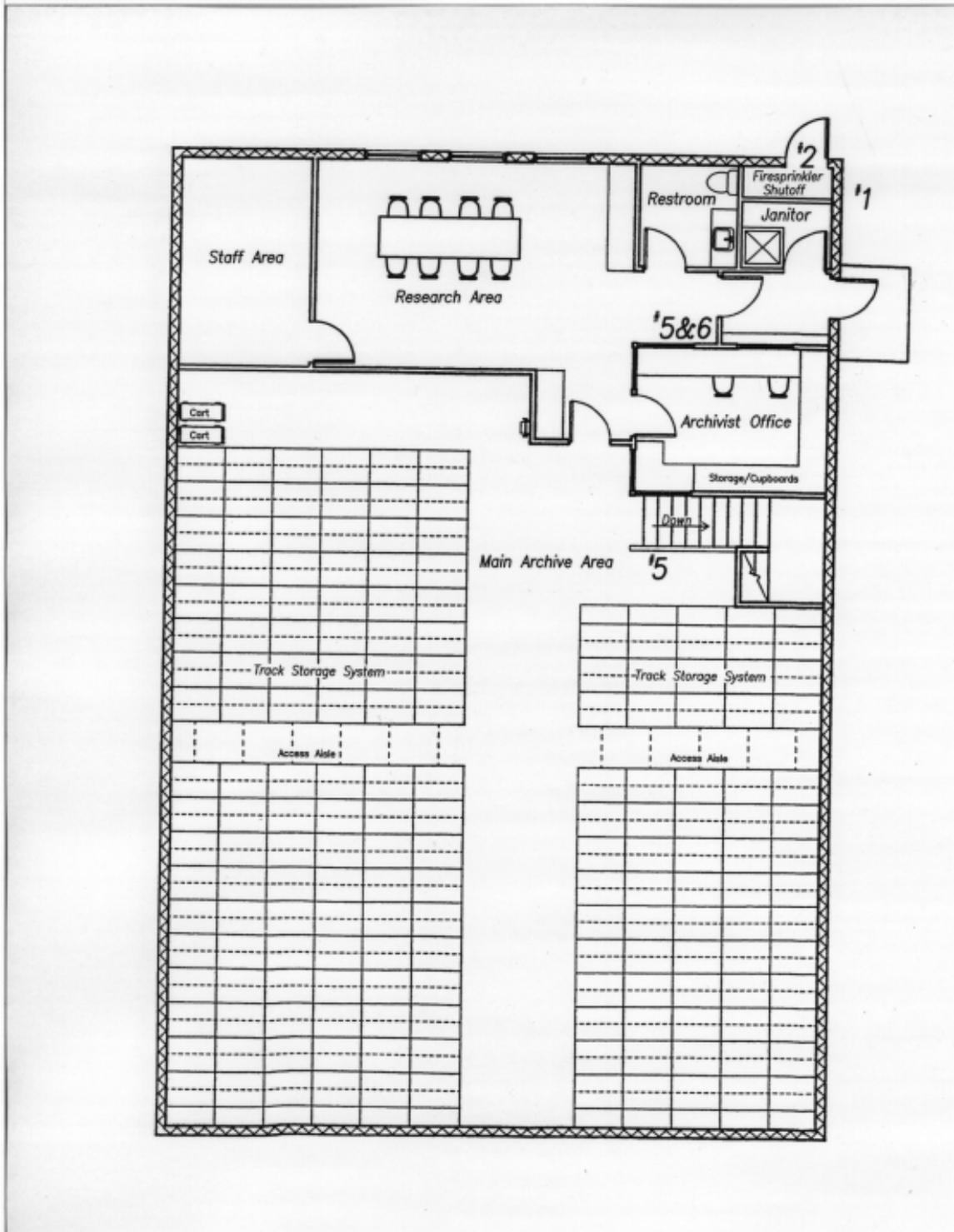
**K. Public Address System:** N/A

**CARLO DE FERRARI ARCHIVE FLOOR PLAN &  
PHOTOS**

# Exterior

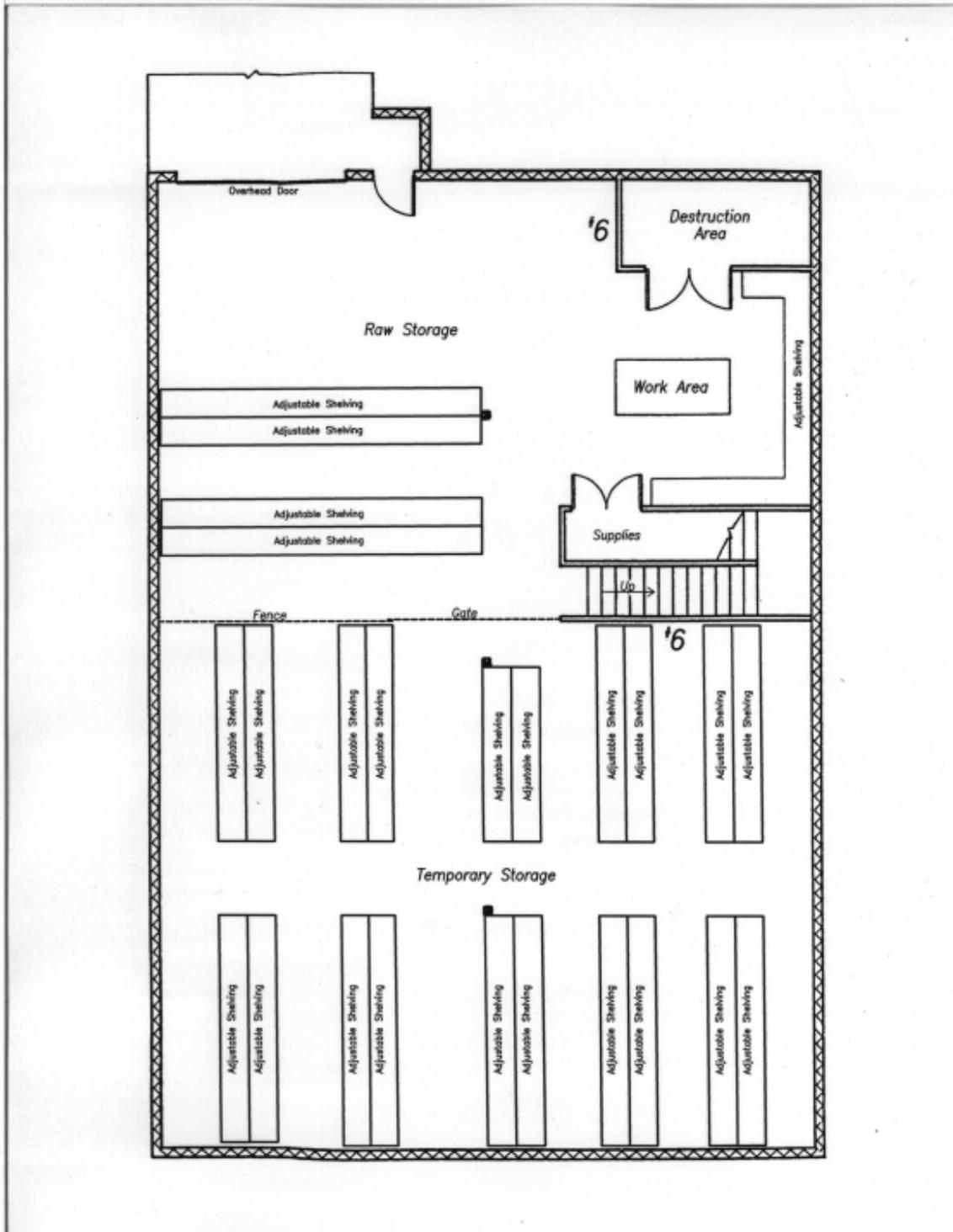


Archive (top floor)





# Record Center (lower floor)





## Emergency Services

<u>Company/Service and Name of Contact</u>	<u>Phone #</u>
<u>Security: Alarm Company – Arrow Alarms</u>	<u>736-4996</u>
<u>Fire Dept.: Sonora Fire Department</u>	<u>911/ 754-1187</u>
<u>Sonora Police Department</u>	<u>911/ 533-8141</u>
<u>Sheriff</u>	<u>911/ 533-5815</u>
<u>Ambulance: Tuolumne County Ambulance</u>	<u>911</u>

Civil Defense: N/A

Other:

### **Maintenance/Utilities**

Housekeeping: Peggy Crisp 533-5660

Facilities Management: Ed Hoag Facilities Manager 533-5660

Gas Company: N/A

Electric Company: PG&E (Customer Service & Emergency) 800-743-5000

Water Utility: Tuolumne Utilities District 532-5536

### **Insurance**

Risk Management: Bill Morse 533-5566

Insurance Company: California State Association of Counties Excess Insurance Authority

Agent/Contact: Risk Management

Policy Number: N/A

Self-Insured No

### **Conservators/Specialists**

Preservation/Restoration: Heidi Ferrini (Bookbinder) 588-8694  
Michael Marotti (Joseph J. Marotti Co.) (775) 721-4281

Computer Records: Information Systems & Records 536-2360

## Emergency Services (con't.)

### Recovery Assistance

Disaster Recovery Network: Julie Page, Preservation Librarian, U C San Diego (jpage@ucsd.edu)

Disaster Recovery Service: Contact Risk Management who will contact CSAC Insurance Company

Disaster Relief Companies: See vendor list.

Exterminator: Anchor Pest Control 536-1981

### Other

Legal Advisor: County Counsel 533-5517

Architect: Cooper Kessel Associates 532-1123

## Responsibilities for Collections Disaster Response & Recovery

Identify and list at least one person and an alternate for each responsibility. Sometimes a group or committee will bear responsibility.

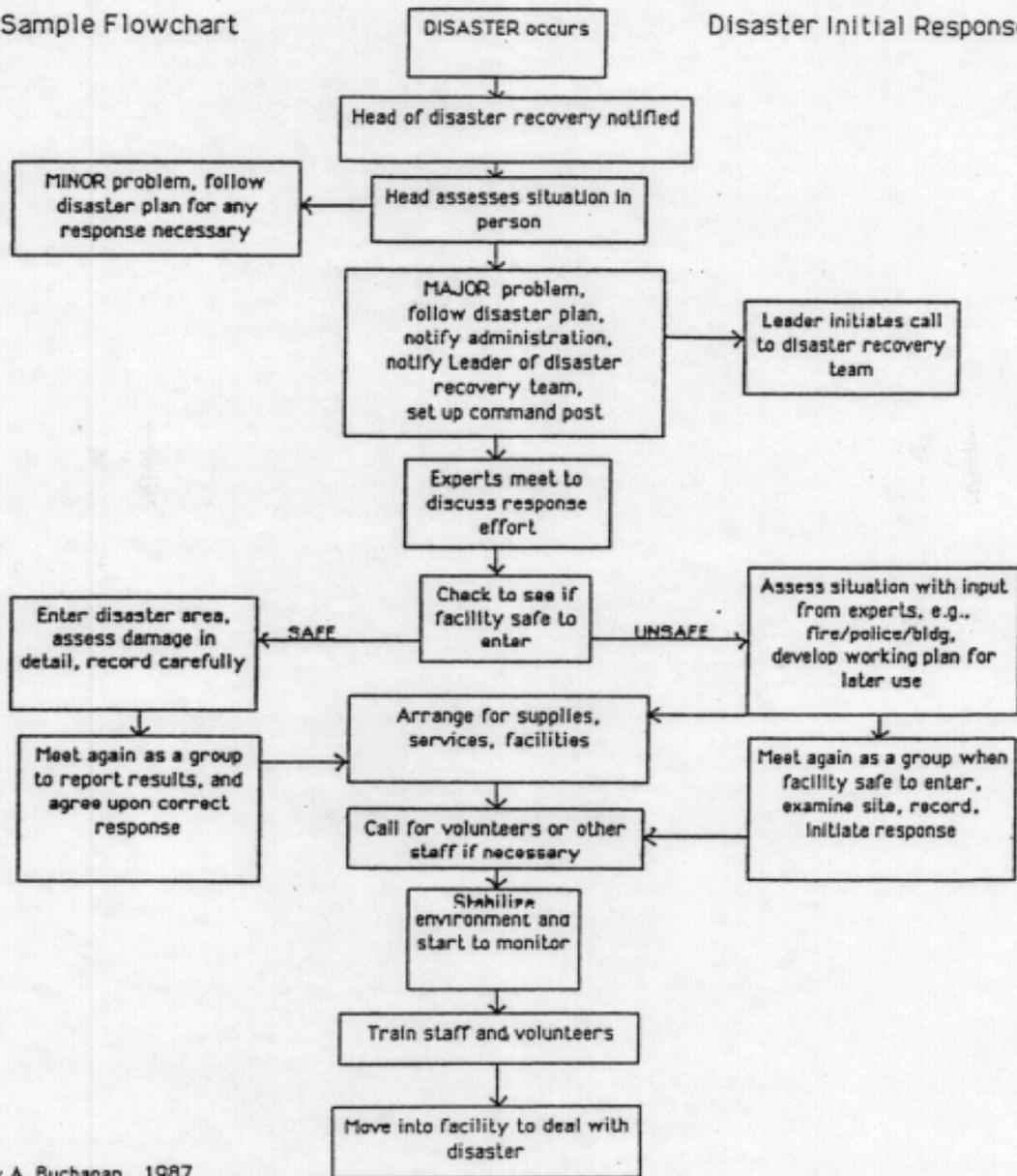
<b>Assessment &amp; Documentation</b>	<b>Name &amp; Contact Information</b>
Assesses and estimates the type and extent of the damage. Determines if the matter is so urgent that bidding and or authorization procedures are not feasible. If applicable contact the Chair of the BOS so that an appropriate meeting may be called to make the necessary findings and consent to authorize contracts to meet the needs of the emergency.	Risk Management Bill Morse 533-5566
Contacts insurance company and fills out required forms.	Risk Management Bill Morse 533-5566
Ensures proper documentation of damage (pictures, videos, etc.)	Risk Management Bill Morse 533-5566
Reviews collections priorities list and confirm or adjust it based upon damage assessment.	Carlo De Ferrari Archive Charles Dyer 536-1163
Estimates number of personnel needed to complete the work & how long recovery up will take.	Office of Emergency Services Kathleen Haff 533-5511
Evaluates & recommends if salvage can be done in house with staff, or if a consultant and/or disaster recovery service is needed.	Office of Emergency Services Kathleen Haff 533-5511
Identifies locations for storing materials out of building if a commercial disaster recovery service is not used.	Office of Emergency Services Kathleen Haff 533-5511
Formulates logistics for packing out and moving materials from the building if a commercial disaster recovery service is not used.	Carlo De Ferrari Archive Charles Dyer 536-1163
Records all major decisions and a chronology of events.	Office of Emergency Services Kathleen Haff 533-5511
<b>Communications</b>	
Handles all public relations & the media.	Fire Inspector Strphen Gregory 533-5633
Provides communication with workers.	Office of Emergency Services Kathleen Haff 533-5511

<b>Assessment &amp; Documentation</b>	<b>Name &amp; Contact Information</b>
<b>Communications (cont.)</b>	
Interacts with the organization to which the Archive reports.	County Assessor/Recorder Ken Caetano 533-5535

<b>Security</b>	<b>Name &amp; Contact Information</b>
Secures and protects the building's contents.	Office of Emergency Services Kathleen Haff 533-5511
<b>Financial Issues</b>	
Tracks the monetary impact of all decisions.	Risk Management Bill Morse 533-5566
Arranges for funds necessary to buy supplies, equipment, food, etc.	Office of Emergency Services Kathleen Haff 533-5511
<b>Salvage Operations</b>	
Deploys work teams.	Office of Emergency Services Kathleen Haff 533-5511
Supervises work teams in proper packing and personal safety.	Office of Emergency Services 533-5511
Keeps inventory control of items being removed or discarded.	Carlo De Ferrari Archive Charles Dyer 536-1163
<b>Supplies and Equipment</b>	
Responsible for ordering, delivery and dispersal of sufficient quantities of the appropriate materials for packing out.	Office of Emergency Services Kathleen Haff 533-5511
Responsible for ordering, delivery and dispersal of sufficient quantities of food, water and other comfort items for the workers.	Office of Emergency Services Kathleen Haff 533-5511
<b>Building Issues</b>	
All issues leading up to the eventual restoration of the building to normal.	Facilities Management Ed Hoag 533-5660
Identification of locations for response and salvage activities.	Facilities Management Ed Hoag 533-5660
<b>Personnel Issues</b>	
Provides communications with staff.	Office of Emergency Services 533-5511
Responsible for union issues.	Risk Management-Eric Larsen 533-5566
Handles health, safety and comfort (physical and emotional) concerns.	Office of Emergency Services 533-5511
Coordinates and monitors the use of volunteers.	Carlo De Ferrari Archive Charles Dyer 536-1163

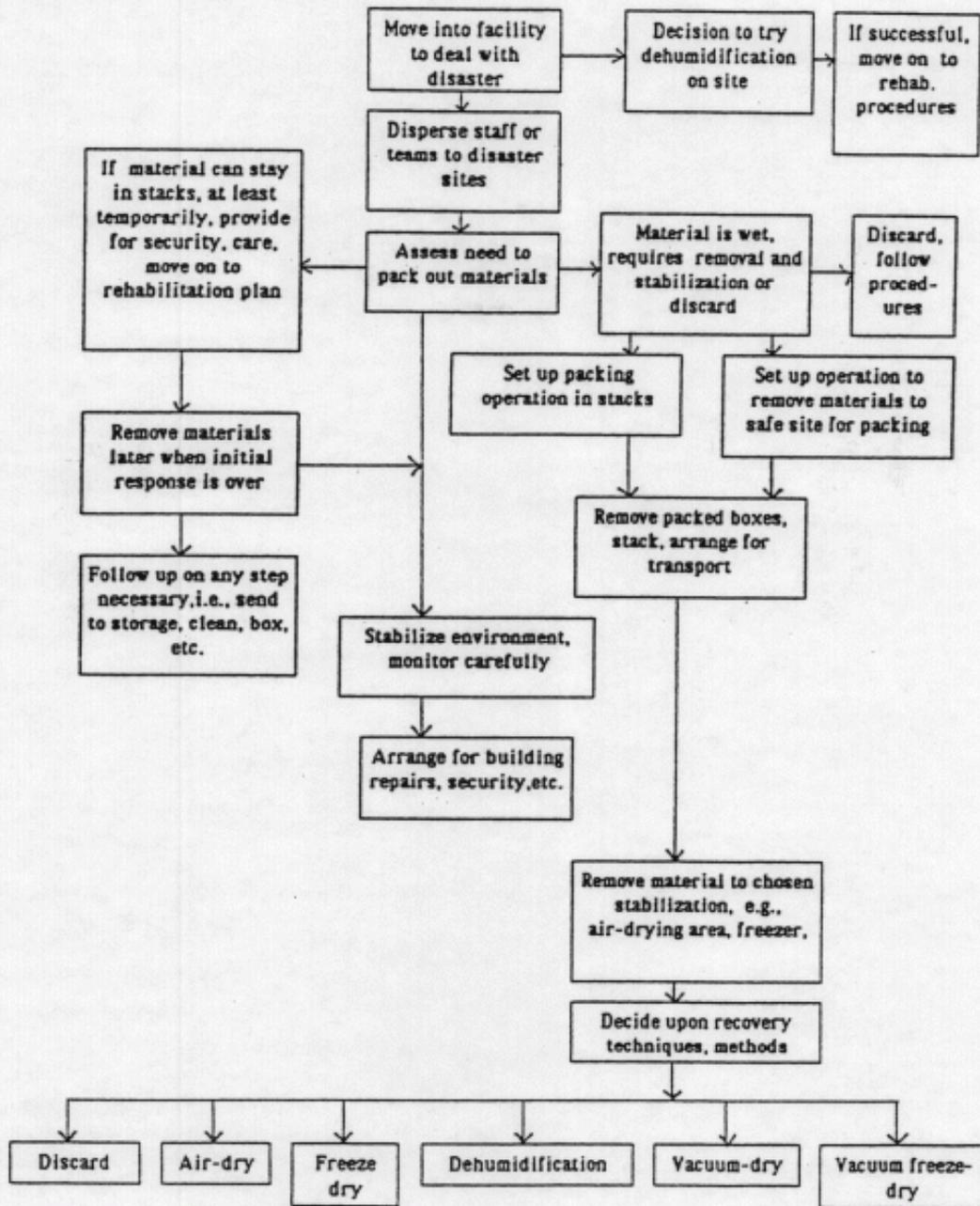
Sample Flowchart

Disaster Initial Response



Sample Flowchart

Disaster Response, On Site



1750 K Street, NW  
Suite 566  
Washington, DC 20006  
PH 202 654-1432  
FX 202 654-1455  
www.heritagepreservation.org



An initiative of  
Federal Emergency  
Management Agency  
The Getty Conservation  
Institute  
Heritage Preservation  
and

Advisory Council on  
Historic Preservation  
American Association  
of Museums  
American Association  
for State and Local  
History  
American Institute  
of Architects  
American Institute for  
Conservation of Historic  
and Artistic Works  
American Library  
Association  
Association of Regional  
Conservation Centers  
Council on Library and  
Information Resources  
Department of the Army  
General Services  
Administration, Public  
Buildings Service  
Institute of Museum and  
Library Services  
Library of Congress  
National Archives and  
Records Administration  
National Association of  
Government Archives and  
Records Administrators  
National Conference  
of State Historic  
Preservation Officers  
National Emergency  
Management Association  
National Endowment  
for the Arts  
National Endowment  
for the Humanities  
National Park Service  
National Science  
Foundation  
National Trust for  
Historic Preservation  
Regional Alliance for  
Preservation  
Small Business  
Administration  
Smithsonian Institution  
Society of American  
Archivists  
Society for Historical  
Archaeology  
US Committee,  
International Council on  
Monuments and Sites

Summer/Fall 2000

Dear Colleague:

Enclosed is your **Emergency Response and Salvage Wheel**® from the National Task Force on Emergency Response. The wheel is an interactive slide chart designed to provide the staff at cultural and other institutions with quick access to information on protecting and salvaging collections. The information has been developed and reviewed by preservation and conservation professionals, and endorsed by the Federal Emergency Management Agency (FEMA) and seven other federal agencies and national organizations.

Much of America's cultural heritage is held in collections like yours. But when a natural disaster or other emergency strikes, many irreplaceable items can be lost. Water damage is the most common threat to collections. The wheel will help you safeguard collections and records damaged by water, whether from flooding, fire, earthquakes or severe storms.

Use the wheel in the first 48 hours of an emergency when salvage measures are most critical. Emergency Response Action Steps are listed in nine sections on Side 1. General salvage information and recovery tips for specific kinds of collections are on Side 2.

We hope you will find the wheel of great value, and we encourage you to read through it at once. Everyone on your staff should be familiar with the basic response steps. Keep the wheel dry in its resealable plastic bag and place it where you can reach it quickly and easily.

**But remember that in emergencies, the wheel alone is not enough! For the sake of our nation's heritage—which you hold in trust—*please*:**

- Learn more about the emergency response agencies in your community; enter their phone numbers on Side 1 of the wheel.
- Develop a disaster plan for your institution covering prevention, preparedness, response and recovery. Keep the plan up-to-date and test it regularly.
- Stock necessary emergency supplies and develop contacts with disaster recovery firms.

<over>

- Look for opportunities for staff training in disaster preparedness and response. You will find notices in professional journals, association newsletters and on the Internet.
- Learn what conservation and preservation resources are available to you in emergencies. National organizations, some of whose members offer disaster response information and services, are listed below.

Δ American Institute for Conservation of Historic & Artistic Works Conservation Referral Service, (202) 452-9545, <http://aic.stanford.edu>.

Δ Association of Regional Conservation Centers, (508) 470-1010.

Δ Regional Alliance for Preservation, (800) 843-8482, [www.rap-arcc.org](http://www.rap-arcc.org), or the nearest preservation field service office.

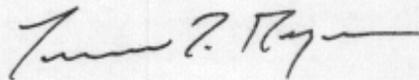
The National Task Force on Emergency Response is a joint initiative of FEMA, The Getty Conservation Institute (GCI) and Heritage Preservation. It is a partnership of 30 government agencies and national service organizations committed to providing expert assistance to cultural institutions and the public in times of disaster. Heritage Preservation and GCI contributed administrative costs and staff time to the development of the wheel. But like all Task Force projects, this tool is the result of countless hours donated by our member organizations and dedicated professionals around the country.

The National Endowment for the Humanities provided major funding for the initial production and distribution of the wheel, with additional support from The St. Paul Companies, Inc., and an anonymous foundation. Because of these generous contributions, we were able to print and mail 43,000 complimentary wheels to libraries, museums, archives, and historical organizations and sites nationwide in 1997.

Additional wheels were then offered for sale at a modest cost. They proved so popular that Heritage Preservation sponsored a second printing. For more information about the Emergency Response and Salvage Wheel or to order additional copies, call toll-free (888) 979-2233, or use the enclosed order form.

Please learn all about your new wheel and how it can help you in an emergency. I hope you never need to use it!

Sincerely,



Lawrence L. Reger  
President  
Heritage Preservation

A preservation project produced with the support of the  
**NATIONAL ENDOWMENT FOR THE HUMANITIES**  
 and The St. Paul Companies

**1 DISASTER ALERT**  
 If you have advanced warning:

- People come first. Provide assistance. Note needs of people with disabilities.
- Move or secure vital records/high priority items if it can be done safely.
- Screw plywood over windows or use tape to reduce shattering.
- Verify master switch shut-off (water, gas, electricity) by trained staff.
- Move items away from windows and below-ground storage into water-resistant areas:
  - Flooding: move items to higher floors.
  - Hurricane: avoid areas under roof.
- Wrap shelves, cabinets, other storage units in heavy plastic sealed with waterproof tape.
- Move outdoor objects indoors or secure.
- Take with you lists of staff, institutional/public officials, insurance and financial data, inventory supplies, and emergency plan.
- Appoint a staff contact to give instructions on returning to work.

**EMERGENCY RESPONSE ACTION STEPS**



**EMERGENCY RESPONSE AND SALVAGE Wheel™**  
 The first 48 hours can make the difference.

When a natural disaster or other emergency strikes, your collections can be lost. This **Emergency Response and Salvage Wheel™** will help you safeguard collections damaged by water, whether from flood, fire, earthquakes, severe storms or broken pipes. Use the wheel within 48 hours of an emergency when salvage steps are most critical. Emergency Response Action Steps are listed on this side. Salvage information and tips for specific collections are on the other side. These guidelines were developed by experts, but remember that this is an easy reference guide. After an emergency, consult with conservation or preservation specialists as soon as possible. **PLEASE:**

- Study the wheel now and discuss it with other staff. Everyone in your institution should be able to use it.
- Complete the telephone number section today; update it every six months.
- Learn more about emergency response resources in your community.
- Make sure your institution has an emergency preparedness and response plan. It will minimize collection loss.
- **SAFETY FIRST! EVACUATE THE BUILDING AT ONCE IF EMERGENCY AUTHORITIES DIRECT YOU TO.**

**SAFETY FIRST!**

**EMERGENCY NUMBERS**

Fire Department \_\_\_\_\_

Police Department \_\_\_\_\_

Ambulance \_\_\_\_\_

Poison Control Center \_\_\_\_\_

Physician \_\_\_\_\_

**NON-EMERGENCY NUMBERS**

Local Emergency Management Office \_\_\_\_\_

Local American Red Cross Chapter \_\_\_\_\_

Insurance Representative or Risk Manager \_\_\_\_\_

Staff Emergency Officer \_\_\_\_\_

Nearest Conservator \_\_\_\_\_

**3 GETTING STARTED**

**4 STABILIZE THE BUILDING AND ENVIRONMENT**

**2 HISTORIC BUILDING GENERAL TIPS**

**5 SALVAGE PRIORITIES**

**6 DAMAGE ASSESSMENT**

**7 RETRIEVAL AND PROTECTION**

**8 DOCUMENTATION**

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# Collection Salvage Priorities

## 1. Salvage Priorities – Carlo M. De Ferrari Archive (upper level)

This collection is the official records of the County of Tuolumne dating back to 1850. Listed below are those portions of the collection to which salvage priorities have been assigned.

<b>Priority</b>	<b>Location</b>	<b>Special Notes</b>
<u>1</u>	<u>East side of Main Archive Area on track storage shelving</u>	<u>Heavy Bound books &amp; boxes</u>
<u>1</u>	<u>South side of Main Archive Area on historic shelving</u>	<u>Heavy Bound books &amp; files</u>
<u>1</u>	<u>North side of Main Archive Area in Microfilm Cabinet</u>	<u>Microfilm &amp; Electronic Media</u>
<u>1</u>	<u>North side of Main Archive Area in Microfiche Cabinet</u>	<u>Microfilm</u>
<u>1</u>	<u>North side of Main Archive Area in Map Cabinet</u>	<u>Maps</u>
<u>1</u>	<u>Office, research &amp; staff wall areas</u>	<u>Historic maps and photographs</u>
<u>2</u>	<u>North side of Research Area in historic shelving</u>	<u>Oral history cassette tapes</u>
<u>2</u>	<u>Office, research &amp; staff areas</u>	<u>Computer hardware</u>
<u>2</u>	<u>Staff area</u>	<u>Microfilm Reader</u>
<u>3</u>	<u>Office, research &amp; staff areas</u>	<u>Historic wooden furniture</u>

## Collection Salvage Priorities

### 2. Salvage Priorities – County of Tuolumne Records Center (lower level)

This collection is the official records of the County of Tuolumne, these records belong to individual county departments for fiscal, legal, and administrative purposes. The following outside agencies: United States Forest Service, Superior Court of California County of Tuolumne, and Tuolumne County Historical Society also store their records at this facility.

Listed below are the county departments and outside agencies. Once a determination is made as to which records are damaged, the records center will notify the affected agencies. The affected agencies will determine which records need to be saved and the salvage priorities for these records.

#### COUNTY OF TUOLUMNE

<b>Name of Agency</b>	<b>Contact Person</b>	<b>Phone#</b>
<u>Assessor</u>	<u>Ken Caetano</u>	<u>533-5535</u>
<u>Auditor</u>	<u>Debi Russell</u>	<u>533-5551</u>
<u>Board Of Supervisors</u>	<u>Alicia Jamar</u>	<u>533-5521</u>
<u>County Administrative Office</u>	<u>Craig Pedro</u>	<u>533-5511</u>
<u>Child Support Services</u>	<u>Debbie Smith</u>	<u>533-6475</u>
<u>County Counsel</u>	<u>Gregory Oliver</u>	<u>533-5517</u>
<u>Community Development</u>	<u>Bev Shane</u>	<u>533-6967</u>
<u>District Attorney</u>	<u>Don Segerstrom</u>	<u>588-5458</u>
<u>Environmental Health</u>	<u>Robert Kostlivi</u>	<u>533-5990</u>
<u>Facilities Management</u>	<u>Ed Hoag</u>	<u>533-7102</u>
<u>Social Services</u>	<u>Ann Connolly</u>	<u>533-5794</u>
<u>Public Defender</u>	<u>Robert Price</u>	<u>532-0430</u>
<u>Public Works</u>	<u>Bev Shane</u>	<u>533-6967</u>
<u>Recreation</u>	<u>Eric Aitken</u>	<u>533-5663</u>
<u>Revenue Recovery</u>	<u>Shelley Piech</u>	<u>533-5920</u>
<u>Treasurer</u>	<u>Del Hodges</u>	<u>533-5544</u>
<u>Visiting Nurses</u>	<u>Ann Connolly</u>	<u>533-6842</u>

## Outside Agencies

<b>Name of Agency</b>	<b>Contact Person</b>	<b>Phone#</b>
<u>Superior Court</u>	<u>Fran Jurcso</u>	<u>533-6504</u>
<u>Historical Society</u>	<u>Jack Gallagher</u>	<u>532-1317</u>
<u>United States Forest Service</u>	<u>Kathy Strain</u>	<u>532-3671</u>

## Collection Salvage Supplies

<u>On-Site Location(s) or Off-Site Source</u>	<u>Source Phone #</u>
Boxes    Staples	533-2600
Clothes pins    Orchard Hardware	533-3060
Freezer/wax paper    Cost U Less	532-8497
Gloves, rubber or latex    Orchard Hardware	533-3060
Masks, dust    Orchard Hardware	533-3060
Newsprint, blank    Union Democrat	532-7151
Note pads & clipboards    Staples	533-2600
Nylon cord    Orchard Hardware	533-3060
Packing tape    Orchard Hardware	533-3060
Paper towels (no dyes)    Facilities Management	533-5660
Plastic sheeting    Orchard Hardware	533-3060
Sponges    Orchard Hardware	533-3060
Trash bags, plastic    Facilities Management	533-5660

**Basic response supplies should be immediately accessible. Inventory supplies at least annually.**

## Other Equipment & Supplies

<u>On-Site Location(s) or Off-Site Source</u>	<u>Source Phone #</u>
___ Aprons, smocks    Orchard Hardware	533-3060
___ Book trucks, metal    County Library	533-5507
___ Boots, rubber    Orchard Hardware	533-3060
___ Brooms    Orchard Hardware	533-3060
___ Buckets & trash cans, plastic    Orchard Hardware	533-3060
___ Camera (to document damage)    Office of Emergency Services	533-5511
___ Caution tape    Office of Emergency Services	533-5511
___ Dehumidifiers    Office of Emergency Services	533-5511
___ Extension cords, grounded    Facilities Management	533-5660

## Equipment & Supplies (con't.)

<u>On-Site Location(s) or Off-Site Source</u>	<u>Source Phone #</u>
___ Fans <u>Office of Emergency Services</u>	<u>533-5511</u>
___ Flashlights <u>Orchard Hardware</u>	<u>533-3060</u>
___ Forklift <u>Public Works</u>	<u>533-5601</u>
___ Generator, portable <u>Office of Emergency Services</u>	<u>533-5511</u>
___ Gloves, heavy duty <u>Orchard Hardware</u>	<u>533-3060</u>
___ Hard hats <u>Orchard Hardware</u>	<u>533-3060</u>
___ Lighting, portable <u>Office of Emergency Services</u>	<u>533-5511</u>
___ Mops, pails <u>Facilities Management</u>	<u>533-5660</u>
___ Pallets <u>Facilities Management</u>	<u>533-5660</u>
___ Paper towels <u>Facilities Management</u>	<u>533-5660</u>
___ Plastic sheeting, heavy <u>Orchard Hardware</u> (stored w/scissors, tape)	<u>533-3060</u>
___ Refrigerator trucks <u>See vendor list</u>	
___ Safety glasses <u>Orchard Hardware</u>	<u>533-3060</u>
___ Sponges, industrial <u>Orchard Hardware</u>	<u>533-3060</u>
___ Sump pump, portable <u>Office of Emergency Services</u>	<u>533-5511</u>
___ Tables, portable <u>Office of Emergency Services</u>	<u>533-5511</u>
___ Trash bags, plastic <u>Facilities Management</u>	<u>533-5660</u>
___ Vacuum, wet <u>Facilities Management</u>	<u>533-5660</u>
___ Water hoses <u>Facilities Management</u>	<u>533-5660</u>
___ Water-proof clothing <u>Office of Emergency Services</u>	<u>533-5511</u>

# One Disaster Response Can Recommended For Each County Building

## A Disaster Response Supply Can

The Disaster Response Supply Can is meant to be used only in case of emergency, a reliable source of supplies for immediate response. It does not take the place of a larger centralized stock of disaster supplies. Cans such as this can be placed in all library public service departments and are inventoried annually. Estimated total cost of materials is \$125.

The supplies, including the container, are labelled in the hope that unused emergency supplies will be returned to the disaster can after the emergency. Note: do not store batteries in the flashlight. Be sure to renew them every year and after emergency use.

### Contents:

- \_\_\_ 33 gal. plastic trash can with lid (preferably red)
- \_\_\_ 1 roll 10' x 100' 2 mil plastic sheeting
- \_\_\_ 1 roll filament tape (to tape sheeting)
- \_\_\_ 10 large plastic trash bags (to fit can)
- \_\_\_ 2 large sponges
- \_\_\_ 1 Lysol spray can, 19 oz.
- \_\_\_ 1 5 gal. bucket with lid
- \_\_\_ 1 box disposable latex gloves
- \_\_\_ 1 roll "Do not enter" barricade tape
- \_\_\_ 2 rolls white paper towels
- \_\_\_ Scissors, 1 pr.
- \_\_\_ Pencils, 1 doz. sharpened
- \_\_\_ 2 black permanent marking pens
- \_\_\_ Yellow lined pad
- \_\_\_ Flashlight
- \_\_\_ Batteries (replace every year and do not store in the flashlight)
- \_\_\_ 10 dust masks

Most supplies are available at office/home supply or hardware stores. In addition, barricade tape is available from:

Lab Safety Supply Inc.  
PO Box 1368  
Janesville, WI 53547-1368

Telephone: 800-356-0783  
Fax: 800-543-9910 12/97

Return to SILDRN.

For more information on in-house emergency equipment and disaster supplies see the California Preservation Clearinghouse "Emergency Planning & Response" [cpc.stanford.edu](http://cpc.stanford.edu)

# **STAFF EMERGENCY PROCEDURES**

## **Medical Emergencies: Staff**

If a staff member or volunteer is seriously ill or injured:

1. Notify your supervisor immediately.
2. Render the minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).
3. Do not attempt to move a person who has fallen and who appears to be in pain.
4. Avoid unnecessary conversation with or about the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
5. After the person has been taken care of and the incident is over, remain available to help the supervisor with pertinent information for a medical report or, if applicable, a Workers' Compensation report.
6. Contact Human Resources, 533-5566, for any questions concerning Workers' Compensation.

## **Medical Emergencies: Visitor**

When an employee or volunteer observes a visitor who appears to be ill or injured:

1. Notify your supervisor immediately.
2. Render the minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).
3. Do not attempt to move a person who has fallen and who appears to be in pain.
4. Avoid unnecessary conversation with or about the ill or injured person or members of his/her party. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
5. Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause.
6. Under no circumstances should an employee or volunteer discuss any insurance information with members of the public.
7. After the person has been taken care of and the incident is over, remain available to help the supervisor with pertinent information for a medical report.

## Phone Threat, Mail Threat, and Suspicious Object

If you receive a **telephone threat**:

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so you can gather more information.
3. If possible, signal a colleague to inform administration for you or contact them as soon as the caller hangs up.
4. Call the police.
5. Promptly complete a telephone threat report, writing down as many details as you can remember. This information will be needed by security and police interviewers.
6. Do not discuss the threat with other staff.
7. If evacuation is ordered, go to a designated area (see map).

If you receive a **written threat** or a **suspicious package** or if you find a **suspicious object** anywhere on the premises:

1. Keep anyone from handling it or going near it.
2. Notify your supervisor immediately.
3. Call the police.
4. Promptly write down everything you can remember about receiving the letter or package, or finding the object. This information will be needed by security and police interviewers.
5. Remain calm. Do not discuss the threat with other staff members.
6. If evacuation is ordered, go to a designated area (see map).

## Fire

If a fire occurs in your area:

1. Remain calm.
2. Call the Fire Department.
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
5. Never allow the fire to come between you and an exit.
6. Disconnect electrical equipment that is on fire if it is safe to do so (pull the plug or throw the circuit breaker).
7. Notify your supervisor of the location and extent of the fire.
8. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to a designated area (see map).
9. Do not break windows. Oxygen feeds a fire.
10. Do not open hot doors. Before opening any door, touch the top for heat. If the door is hot or if smoke is visible, do not open the door.
11. Do not use elevators.
12. Do not attempt to save possessions at the risk of personal injury.
13. Do not return to the area until cleared by emergency personnel.

All fires, no matter how small, must be reported to a supervisor.

## Toxic Events, Chemical Spills and Fires

If a **chemical spill** occurs within the building:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. Use chemical shower if available.
2. Notify your supervisor of the extent and location of the spill.
3. If there is any possible danger, evacuate your area.

If a **chemical fire** occurs within the building:

1. Remain calm.
2. Call the Fire Department.
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
5. Never allow the fire to come between you and an exit.
6. Notify your supervisor of the location and extent of the fire.
7. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to a designated area (see map).
8. Do not break windows. Oxygen feeds a fire.
9. Do not attempt to save possessions at the risk of personal injury.
10. Do not return to the area until cleared by emergency personnel.

All chemical spills and fires, no matter how small, must be reported to a supervisor.

In the event of a **toxic spill** outside of the building, most likely caused by a train derailment or tanker truck accident:

1. Notify your supervisor immediately.
2. Call Police and Fire Departments, giving location of spill.
3. Evacuate the building only if instructed to do so.

## Earthquakes

In the event of an earthquake:

1. Remain calm.
2. Stay in the building. Take shelter within a doorway, in a narrow corridor, or under a heavy table, desk or bench.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment
4. Do not attempt to leave the building, as exit stairwells may have collapsed or be jammed with people.

After the earthquake has stopped:

1. Remain alert for aftershocks.
2. Listen to local radio stations for instructions.
3. Assist those who have been trapped or injured by falling debris, glass, etc. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
4. Evacuate the building if safe to do so. Do not re-enter until the building has been declared structurally sound.
5. Check for broken water pipes or shorting electrical circuits. Do not use a match, candle or lighter to find your way, since there may be flammable gas in the air. Shut off utilities at main valves or meter boxes. Turn off appliances.
6. Do not use the telephone, except in a real emergency. The lines should be kept free for emergency rescue operations.
7. Ensure that sewage lines are intact before running water or flushing toilets.

## **Explosion**

1. Remain calm.
2. Be prepared for possible further explosion.
3. Crawl under a table or desk.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
5. Be guided by the administration. If evacuation is ordered, go to a designated area (see map).
6. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
7. Open doors carefully. Watch for falling objects.
8. Do not use elevators.
9. Do not use matches or lighters.
10. Avoid using telephones.
11. Do not spread rumors.

## **Power Outage**

If a power outage occurs:

1. Remain calm.
2. Provide assistance to visitors and staff in your immediate area.
3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
4. If you are in an elevator, stay calm. Use the intercom or the emergency button to notify building security.
5. If instructed to evacuate, go to a designated area (see map).
6. Secure the building from vandalism, intrusion, and fire.

## Flooding and Water Damage

If a water leak or flooding occurs:

1. Remain calm.
2. Notify building maintenance and your supervisor. Give the exact location and severity of the leak. Indicate whether any part of the collections is involved or is in imminent danger.
3. Do not walk in standing water which may have contact with wiring and may be electrified. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
4. If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.
5. Be prepared to help as directed in protecting collection materials that are in jeopardy. Take only those steps needed to avoid or reduce immediate water damage: cover shelf ranges with plastic sheeting; carefully move materials out of the emergency area. Do not remove already wet books from shelves.

## **Employee Evacuation Procedure**

In advance, each staff person and volunteer should:

1. Understand the evacuation plan.
2. Recognize the sound of the evacuation alarm.
3. Know at least two ways out of the building from your regular work space.

When you hear the evacuation alarm or are told to evacuate the building:

1. Remain calm.
2. Immediately shut down any hazardous operations.
3. Leave quickly.
4. The highest ranking person who is physically present in each department is responsible for insuring all members of his/her department evacuate the area. In addition, employees should check that all others in the work space are leaving as instructed.
5. As you exit, quickly check nearby rest rooms, copier rooms, closets, etc.
6. Accompany and help handicapped personnel, visitors, and any co-workers who appear to need direction or assistance.
7. Take with you: your car keys, purse, briefcase, etc. Do not attempt to take large or heavy objects.
8. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
9. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
10. Once out of the building, move away from the structure.

**DISASTER RECOVERY SERVICE VENDORS &  
RESOURCES**

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### EMERGENCY NUMBER

**(800) 856-3333**

#### **Fire Related - First Response - Structure Government**



#### **Client**

Cook County Administration Building

#### **Affected**

Dozens of Floors

#### **Incident**

Massive Fire



#### **Service Rendered**

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#### **Results**

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San Leandro, CA94577  
(800) 350-2551  
(510) 352-3900  
(510) 352-3913 FAX

**Sacramento**

970 Riverside Pkwy., Suite 20  
West Sacramento, CA 95691  
(877)748-2636 or (916) 376-0110

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V & M offers complete restoration services, emergency and catastrophe response. Our team of restoration experts is standing by ready to help. One call to our toll free number does it all.

# **DOCUMENT REPROCESSORS**

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Welcome to the **California Preservation Clearinghouse (CPC)**. This site serves to support the mission of the **California Preservation Program** by providing preservation related resources to libraries, archives, historical societies, cultural institutions and records repositories in California.



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- Preservation Education**
- Preservation Management**
- Collections Maintenance**
- Programs & Workshops**
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Questions? Contact [cpc@ucsd.edu](mailto:cpc@ucsd.edu). For urgent requests or disaster assistance and response in California, call: 888-905-7737

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**EMERGENCY PLANNING & RECOVERY DOCUMENTS  
SALVAGE OF WATER DAMAGED COLLECTIONS**

## Inventory Control

Inventory control is vital in a large disaster – but extremely difficult to visualize and execute – especially if you haven't planned ahead. Keeping track of materials that must be sent to locations out of the building after a disaster can be challenging. A good inventory is essential if treatment and restoration needs to be conducted in a priority order. It assists when the time comes to reshelve the material in an efficient manner. Knowing approximately what is in each box, and where that box is, becomes key to a timely and efficient recovery.

One method for inventory control:

- 1) Mark each box with the archive number of the first and last book and the total number of books in the box. Unless it is a very small disaster there won't be time to record each book. If books are off the shelf or not in order, record the row and bay number, or other identifying information. Ten to twelve average size books will fit into a standard document box (1.5 cubic feet).
- 2) The box is taken to the a control point where the box information is placed on an Inventory Control Sheet (see over) and assigned a box number that is transferred to the box (mark it on 2 consecutive sides of the box).
- 3) Whenever the box is moved, its new location and date is recorded on the Inventory Control Sheet.



## DRYING TECHNIQUES FOR WATER-DAMAGED BOOKS AND RECORDS

<u>TECHNIQUE</u>	<u>PROCEDURE</u>	<u>SPEED</u>	<u>DIRECT COST</u>	<u>STAFF &amp; LABOR</u>	<u>AVAIL-ABILITY</u>	<u>RESULTS</u>
Air Drying	Items dried by circulating air in low temperature, low humidity space	days or week	negligible	high	very good	-swelling (20-30%) -cockling -blocking -inks running -mold threat
Dehumidification	Large, commercial dehumidifiers installed to dry building, furnishings, and collections in place.	varies	varies	low	good	-limited cockling, if used only on damp items -inks may run
Freezer Drying	Items placed in self-defrosting freezer (under -10 F) are frozen, then ice is slowly sublimated	weeks or months	negligible (if done at home)	moderate	very good	-swelling -blocking
Vacuum Thermal Drying	Wet or frozen items placed in chamber; vacuum drawn; heat introduced; dried just above 32 F	4-6 weeks per load	\$5 - \$10 per volume	low	good	Potential: -swelling -cockling -inks running -blocking -damage to film media
Vacuum Freeze Drying	Frozen items placed in chamber; vacuum drawn; small amount of heat introduced (below 32 F); ice crystals drawn out by sublimation	1-2 weeks per load	\$5 - \$10 per volume	low	good	Very good results IF stabilized quickly. -leather & vellum may warp -photos may lose gloss

Adapted from version by SOLINET Preservation Program 2/89

Refer to NEDCC Technical leaflet "Emergency Salvage of Wet Books and Records" for additional information on technique

# Guidelines for Packing Books for Freezing

## Wet Books

1) If time allows and the number of affected books is not too large, use freezer wrap to separate the books. Cut pieces of freezer paper (waxed on one side) 1-2" larger than is needed to wrap around the spine and covers of the books. For cutting large quantities of paper, fold the paper accordion style then cut across the two edges.

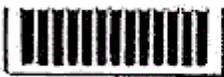
**Pack all books spine down.**



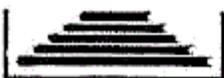
**Pack books in single row.**



**Pack books snugly.**



**Pack oversize books flat with largest on the bottom.**



2) Pack ten to twelve books per box. Wet books are heavy and care should be taken not to make the boxes too wet. Pack the books *spine down* and fold a piece of freezer paper (shiny side in) around every other book, with edges toward the top of the box. Edges of the book should come to within no more than 1" of the top of the box. Do not pack tightly but avoid extra space which could cause slumping. If extra space remains in the box, support the books with crumpled paper or styrofoam peanuts.

3) Wet books should *not* be packed flat if at all possible because the weight will damage the bindings of the books on the bottom.

## Dry Books

Dry books may be frozen to treat insect infestation. Line the box with a plastic bag big enough to extend at least 18" over the top of the box. Dry books can be packed in a box vertically (as on a shelf), spine down, or flat. Twist the top of the bag tightly to exclude excess air and double over, then secure with a small nylon fastener. Seal the box completely with packing tape.

Note: When the boxes return from the freezer, allow them to come to room temperature before opening the bags. Condensation will form on the outside of the bag rather than on the dry books

## Books: Cloth or Paper Covers

### Priority

Freeze or dry within 48 hours. **Coated paper** must not be allowed to air dry in a clump or it will permanently block together. If slightly damp and the pages are separable, air dry interleaved pages before items have an opportunity to dry. If the material is saturated, coated paper must be frozen as soon as possible for subsequent vacuum freeze-drying.

### Handling Precautions

Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers. Oversized books need to be fully supported, it may only be possible to move one at a time.

### Preparation for Drying

Closed books that are muddy should be rinsed before freezing. If air drying is not possible, books should be frozen within 48 hours. Separate with freezer paper, pack spine down in milk crates, plastic boxes, or cardboard boxes lined with plastic sheeting.

**Coated paper** requires that each and every page be interleaved with a non-stick material such as silicone release paper, Holytex, or wax paper. If the leaves cannot be separated without further damage, the book cannot be air dried successfully and must be prepared for vacuum freeze drying.

### Drying Methods

*Air Drying* is suitable for small quantities for books (less than 100 volumes) that are not thoroughly soaked. This may require space in an area away from the disaster to spread the books out. Books are stood upright and gently fanned open to dry. It is important to keep air moving at all times using fans. Direct the fans into the air and away from the drying volumes. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

**Oversize volumes** must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of uninked newsprint or blotting paper that is changed as it becomes saturated.

*Freeze Drying* (not vacuum thermal drying) is suitable for large quantities of books and books that are very wet. Pack as described above and ship to drying facility.

*Vacuum Freeze Drying* is suitable for large quantities of books. Wet *coated* paper can only be dried by this method. Pack as described above and ship to drying facility. Pack carefully, as volumes packed with distortions will retain that distortion permanently after vacuum freeze drying.

## Books: Leather or Vellum Covers

### Priority

Freeze as soon as possible; vellum will distort and disintegrate in water.

### Handling Precautions

Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers. Oversized books need to be fully supported; it may only be possible to move one at a time.

### Preparation for Drying

Closed books that are muddy should be rinsed before freezing. If air drying is not possible, books should be frozen, preferably blast frozen, as soon as possible. Separate with freezer paper, pack spine down in milk crates, plastic boxes, or cardboard boxes lined with plastic sheeting.

### Drying Procedure

*Freeze drying* is the preferred method. Books should be separated with freezer paper and packed spine down in milk crates, plastic boxes, or cardboard boxes lined with plastic sheeting.

*Air Drying* may be used for items that are not very wet. This requires space in an area away from the disaster to spread the books out. Books are stood upright and gently fanned open to dry.

**Coated paper** requires that each and every page be interleaved with non-stick materials such as silicone release paper, Holytex, or wax paper.

**Oversize volumes** must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of uninked newsprint or blotting paper that is changed as it becomes saturated.

Keeps the air moving at all times using fans and direct the fans into the air and away from the drying records. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

## Paper: Uncoated

### Priority

Air dry or freeze within 48 hours. Records with water-soluble inks should be frozen immediately to arrest the migration of moisture that will feather and blur inks. Records that show signs of previous bacterial growth should also be frozen immediately if they cannot be air dried.

### Handling Precautions

Paper is very weak when wet and can easily tear if unsupported while handling.

### Preparations for Drying

Pack flat sheets in bread trays, flat boxes, or on plywood sheets covered with polyethylene. Bundle rolled items loosely and place horizontally in boxes lined with a release layer. Remove drawers from flat files; ship and freeze stacked with 1" x 2" strips of wood between each drawer. Framed or matted items must be removed from frames and mats prior to air or freeze drying. See Section: *Paper: Framed or Matted, Preparation for Drying*.

*Air Drying* — Secure a clean, dry environment where the temperature and humidity are as low as possible. Cover tables, floors, or other flat surfaces with sheets for blotter or uninked newsprint.

*Freezing* — Work space and work surfaces and the following equipment: milk crates and/or cardboard boxes, bread trays, sheets of plywood, and rolls/sheets of freezer or waxed paper.

### Drying Methods

*Air Drying* — This technique is most suitable for small numbers of records which are damp or water-damaged around the edges. It is important to keep air moving at all times using fans. Direct the fans into the air from the drying records. Use dehumidifiers as needed to maintain 50 percent RH.

*Damp material* — Single sheets or small groups of records are to be laid out on paper-covered flat surfaces. If small clumps of records are fanned out to dry, they should be turned at regular intervals to encourage evaporation from both sides. As a last resort to maximize space utilization, clothesline may be strung for the records to be laid across.

If an item exhibits water-soluble media, allow it to dry face up. Do not attempt to blot the item since blotting may result in offsetting water-soluble components. Wet blotter or newsprint should be changed and removed from the drying area.

*Wet material* — When separating saturated paper, use extra caution to support large sheets. If sheets are contained in flat files, standing water should be sponged out first. If items are in L-sleeves the polyester must be removed to allow drying. Cut the two sealed edges of the film in the boarder between the item and the seal. Roll back the top piece of polyester in a diagonal direction. If there are any apparent problems with the paper support or media, stop and seek the assistance of a Conservator. Support can be given to single sheets by placing a piece of polyester film on top of the document. Rub the film gently and then slowly lift the film while at the same time peeling off the top sheet in a diagonal direction. Lay the sheet flat; as it dries, it will separate from the surface of the film.

*Freezing* — This option is best if there are large quantities or if the water damage is extensive. Place manuscript boxes in milk crates or cardboard boxes. If time permits, interleave each manuscript box with freezer or waxed paper. If the boxes have been discarded, interleave every two inches of foldered material with freezer or waxed paper.

Do not freeze framed items. Remove frame assemblage before freezing. See Section: *Paper: Framed or Matted, Preparation for Drying*.

## **Paper: Coated** **(Including linen drawings (Drafting Cloth) and paper with sensitized coatings such as thermofax and fax copies)**

### Priority

Coated paper must not be allowed to air dry in a clump or it will permanently block together. If saturated, freeze within six hours for subsequent vacuum freezing-drying. If damp, separate and air dry before items have an opportunity to dry.

### Handling Precautions

Physical manipulation should be kept to a minimum to avoid disruption of the water-soluble coating and media which may cause obliteration of the information.

### Preparation for Drying

*Air Drying* — Secure a clean, dry environment where the temperature and humidity are as low as possible. Equipment needed: flat surfaces for drying; fans and extension cords; dehumidifier; moisture meter; sheets of polyester film, non-stick interleaving material such as freezer, waxed or silicone release paper, or polyester non-woven fabric.

*Freezing* — Equipment needed: milk crates; cardboard boxes for large items; large flat supports such as bread trays or pieces for plywood; freezer, waxed or silicone release paper, or polyester non-woven fabric.

Remove drawers from flat files; ship and freeze stacked with 1" x 2" strips of wood between each drawer. Framed or matted items must be removed from frames and mats prior to drying. See Section: *Paper: Framed or Matted, Preparation for Drying*.

### Drying Methods

*Air Drying* — This technique is most suitable for small numbers of records which are damp or water-damaged around the edges. Coated paper requires that each and every page be interleaved with a non-stick material such as silicone release paper, Holytex, or wax paper.

*Damp material* — Lay single sheets or small groups of interleaved records on paper covered flat surfaces. If small clumps of records are fanned out to dry, they should be turned at regular intervals to encourage evaporation from both sides.

If an item exhibits water-soluble media, allow it to dry face up. Do not attempt to blot the item since blotting may result in offsetting water-soluble components. Wet blotter or uninked newsprint should be changed and removed from the drying area.

*Wet material* — When separating saturated paper, use extra caution to support large sheets. If sheets are contained in flat files, standing water should be sponged out first. If items are in L-sleeves the polyester must be removed to allow drying. Cut the two sealed edges of the film between the item and the seal. Roll back the top piece of polyester in a diagonal direction. If there are any apparent problems with the paper support or media, *stop* and seek the assistance of a Conservator. Support can be given to single sheets by placing a piece of polyester film on top of the document. Rub the film gently and then slowly lift the film while at the same time peeling off the top sheet in a diagonal direction. Lay the sheet flat; as it dries, it will separate from the surface of the film.

Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

*Freezing* — Freezing is best if there are large quantities or if the water damage is extensive. Place manuscript boxes in milk crates or cardboard boxes. If time permits, interleave each manuscript box with freezer or waxed paper. If the boxes have been discarded, interleave every two inches of foldered material with freezer or waxed paper.

Specify vacuum *freeze* drying for coated paper and linen drawings; do not use vacuum thermal drying.

Pack flat sheets in bread trays, flat boxes, or on plywood sheets covered with polyethylene. Bundled rolled items loosely and place horizontally in boxes lined with a release layer.

Do not freeze framed items. Remove frame assemblage before freezing. See Section: *Paper: Framed or Matted, Preparation for Drying*.

## Paper: Framed or Matted, Preparation for Drying

### Priority

Wet paper must be frozen or air dried within 48 hours. Framed and matted items must be disassembled prior to air drying or freezing.

### Handling Precautions

Caution must be exercised so as to not puncture or tear the wet paper artifact in the process of removing the frame, glazing, and mounting materials.

### Preparation for Drying

Place frame face down on a smooth, flat surface covered with blotter paper or plastic bubble pack. Carefully remove dust seal and hardware (place these metal pieces in container so that they do not come in contact with the wet paper and inadvertently cause damage). Check if the paper object is adhered to rabbet of frame by gently pushing up on the glazing to see that the assemblage will release without resistance. Place a piece of board (mat board, masonite, or plexiglass) over the back of the frame with all contents still in place. Using two hands, invert frame assemblage as that the glass and image are facing up. Lift off the frame then lift off the glass.

When the paper is in direct contact with the glass, carefully remove them together and lay face down on a flat surface. Consult a Conservator if the paper is sticking to the glazing.

If the glass is broken, the pieces may be held together with tape applied lightly over the breaks. The frame may then be laid face down and the paper removed from the back. If pieces of glass have dropped behind the remaining glass, hold the frame in a vertical position to remove the mat and/or paper.

To remove the item from its mat, place the image facing up. Lift window mat board carefully and detach paper object from back mat by carefully cutting hinges. If the object is attached firmly and directly to mat or backing board, do not attempt to remove. Proceed to air dry paper object as recommended in Sections: *Paper: Uncoated* or *Paper: Coated*, as appropriate.

If difficulty is encountered at any point, consult a Conservator for assistance.

## Microfiche

### Priority

Freeze or dry within 72 hours.

### Handling Precautions

Do not move items until a place has been prepared to receive them and you have been instructed to do so. If the fiche cannot be air dried immediately, keep them wet inside a container lined with garbage bags until they are frozen.

### Drying Methods

Freeze if arrangements cannot be made to air dry the fiche quickly. Fiche should be removed from the paper jackets to dry. Jackets should be retained to preserve any information printed on them, but this information should be transferred to new jackets once the fiche is dry and ready to be stored again. The best air drying method is to clip the fiche to clotheslines with rust-proof clips.

Fiche has been successfully vacuum freeze-dried, though freeze-drying of photographic materials is not widely recommended. If dealing with large quantities of fiche this option should be investigated.

## **Microfilm and Motion Picture Film**

### **Priority**

Rewash and dry within 72 hours. Wet film must be kept wet until it can be reprocessed.

### **Handling Precautions**

Wipe outside of film cans or boxes before opening. Cans that are wet on the outside may contain dry film that should be separated from wet material. Do not remove wet microfilm from boxes; hold cartons together with rubber bands. Dry film in damp or wet boxes should be removed and kept together with the box. Do not move items until a place has been prepared to receive them.

### **Packing Methods**

Wet microfilm in plastic trays in the microfilm vault should be filled with water until reprocessed. Pack wet motion picture film in a container lined with plastic garbage bags.

### **Preparation for Drying**

Contact a microfilm lab or film processor to rewash.

### **Drying Methods**

Contact a disaster recovery service or microfilm lab to rewash and dry film. The manufacturer or other professional processor should be contacted to rewash and dry motion picture film.

## Magnetic Media: Computer Diskettes

### Priority

Prolonged storage in water causes leaching of chemicals from the support. *If a back-up copy is available, it is better to discard the water-soaked original.*

### Handling Precautions

Store diskettes upright without crowding, in cool, distilled water until you are ready to attempt data recovery. Exposure to water should not extend beyond 72 hours. If disks cannot be dried and copied within three days, the disks should be placed wet in plastic bags and frozen until drying and data recovery is possible.

### Preparation for Drying

*3½" disks* — Pack wet disks in plastic bags and ship overnight to a computer media recovery service vendor for data recovery. Do not dry disks first; dried impurities can etch magnetic coating.

*5¼" disks* — Remove the disk by cutting with scissors along the edge of the jacket. Carefully remove the diskette and agitate the exposed disks in multiple baths of cool deionized water or distilled water to remove all visible dirt.

### Drying Methods

*3½" disks* — It is safest to send disks to a professional data recovery vendor for data recovery. *Damage to your hardware could result.* Gently blot surface with lint-free cloth or lay on clean cloth to air dry.

*5¼" disks* — Dry with lint-free toweling or cheese cloth.

### Data Recovery

In order to ensure the preservation of data on disks that have been wet, it is prudent to copy it to a new disk. Insert the disk which has been dried into an empty jacket made by removing a new disk. The water damaged disk which has been placed in the new jacket is inserted into a disk drive. Copy and verify that the information has transferred, then discard the damaged disk. You need only prepare one new jacket for each five to ten disks since the same jacket can be reused several times. Most diskettes can be salvaged unless the diskette itself is magnetically damaged or warped. If copying is not successful, consult a computer recovery service.

## Magnetic Media: Video and Audio Cassettes

### Priority

Air dry within 72 hours.

### Handling Precautions

Pack cassettes vertically into plastic crates or cardboard boxes.

### Preparation for Drying

Often the casings will keep tape clean and dry. If the tape is damaged, disassemble the case and remove tape. Rinse dirty tapes, still wound on reel, in clean deionized or distilled water.

### Drying Methods

*Air dry* by supporting the reels vertically or by laying the reels on sheets of clean blotter. Leave tapes next to their original cases. Use fans to keep air moving without blowing directly on the items.

Use dehumidifiers as needed to maintain humidity at or below 50% RH.

### Additional Steps

Once dry, the tapes can be assessed for further cleaning and duplication by a specialized recovery service.

## **Magnetic Media: Reel-To-Reel Tapes**

### **Priority**

Air dry within 72 hours.

### **Handling Precautions**

Pack vertically into plastic crates or cardboard cartons. Don't put heavy weight or pressure on the sides of the reels.

### **Preparation for Drying**

Often contamination by water and other substances is mainly confined to the outermost layers of tape. Do not unwind tapes or remove from the reel. In these cases, wash the exposed edges with deionized water or with distilled water.

### **Drying Methods**

Air dry by supporting the reels vertically or by laying the reels on sheets of clean blotter. Leave the tapes to dry next to their original boxes. Use fans to keep air moving without blowing directly on the items.

Use portable dehumidifiers to slowly remove moisture from the area/objects. Bring relative humidity down to 50 percent.

### **Additional Steps**

Once dry, the tapes can be assessed for further cleaning and duplication. This procedure is done by specialized professional vendors.

## **Compact Discs and CD-ROMs**

### **Priority**

Immediately air dry the discs and dry paper enclosures within 48 hours.

### **Handling Precautions**

Do not scratch surfaces.

### **Preparations for Drying**

Remove discs from cases. Rinse discs with distilled water. Do not rub the discs because dirt could scratch. If necessary, blot, do not rub, with a soft lint-free cloth.

### **Drying Methods**

Case and paper enclosures may be freeze dried. Do not freeze dry the discs.  
Air dry vertically in a rack.

## Record Albums (Vinyl, Shellac, and Acetate Disks)

### Priority

Dry within 48 hours. Freezing is untested; if there are not options, freeze at above 0 degrees F.

### Handling Precautions

Hold disks by their edges. Avoid shocks.

### Packing Methods

Pack vertically in padded plastic crates.

### Preparation for Drying

Remove the disks from their sleeves and jackets. If labels have separated, mark label information on the center of the disk with a grease pencil and keep track of the label.

Separate shellac, acetate, and vinyl disks. If dirt has been deposited on the disks, they may be washed in a 1 percent solution of Kodak Photo Flo in distilled water. Each disk media should be washed in its own container (i.e., do not wash shellac disks with vinyl disks). Rinse each disk thoroughly with distilled water.

### Drying Methods

Jackets, sleeves, and labels may be air dried like other paper materials. See Sections: *Paper: Coated* and *Paper: Uncoated*, as appropriate.

Air dry the disks vertically in a rack that allows for the free circulation of air. Dry slowly at ambient temperature away from direct heat and sources of dust.

## Photographs and Transparencies

### Priority

Salvage Priorities. *Within 24 hours:* 1) ambrotypes, daguerreotypes, tintypes, silver gelatin glass plate negatives, wet collodion glass plate negatives; *Within 48 hours:* 2) color prints and film, silver gelatin prints and negatives; 3) albumen prints and salted paper prints. Cyanotypes in alkaline water must be dried as soon as possible; in acidic water they drop to priority 3.

### Handling Precautions

Do not touch the emulsion; hold by the edges or margins. Always lay with emulsion side up.

### Preparations for Drying

Secure a clean area to work, free from particulates. Keep the photos and/or negatives in containers of fresh cold water until they are either air dried or frozen. *If allowed to partially dry in contact with each other, they will stick together.* To maintain wetness until the drying process can take place, pack photos inside plastic garbage pails or boxes lined with garbage bags.

Equipment and materials needed: plastic trays, cold water, clothesline, clothespins and/or photo clips, soft bristle brushes, Kodak Photo Flo Solution, Holytex and clean photographic blotter paper, Falcon squeegee and drying racks for resin-coated prints; and Salthill dryer for recent fiber based prints.

Carefully remove prints and film positives and negatives from the enclosures. Keep the enclosure or the file number with each film item as it contains vital information to maintain intellectual control.

*Daguerreotypes, Glass, and Metal-based Collodion Emulsions* such as ambrotypes, tintypes, wet collodion glass plates (which include some negatives, lantern slides, and stereo graphs on glass):

*Cased photographs* — Carefully open the case and place the photograph face up on blotters. Do not attempt to disassemble the components, remove debris, or wash the photograph. If the affected photo has water or debris trapped within the assemblage, contact a conservator for proper disassembly.

*Uncased images* — Air dry side up on clean absorbent blotters. Remove and retain cover slips from glass lantern slides if present. Do not attempt to clean debris or wash these images. These procedures should only be performed by a conservator.

*Black and white prints* — Place the prints in a tray and fill with cold water. Agitate the tray and change the water several times. After 15 minutes, drain the water and air dry. Reduce washing time for deteriorated and card mounted prints.

*Color prints* — Use the same procedure as for black and white prints but with decreased washing time: ten minutes. Reduce washing time further for deteriorated prints.

*Negatives (glass and film) - silver gelatin* — Soak the films in clean, cold water for 30 minutes. If there are particulates on the film, rinse for 10-15 minutes while gently brushing surfaces under water with a soft bristle brush, then continue washing for an additional 15 minutes. Rinse with Kodak Photo Flo Solution.

*Glass plate negatives - collodion* — Do not wash or expose plates to further moisture; if any image remains, air dry immediately, emulsion side up.

*Kodachrome transparencies* — Wash as described above for negatives C silver gelatin.

*Ektachrome transparencies* — Wash as described above for negatives C silver gelatin, omitting the Photo Flo, then dry. Consult a photo conservator after transparencies have dried, as some may require stabilization.

*Color negatives* — Wash as described above for negatives C silver gelatin, omitting Photo Flo, then dry. Consult a photo conservator after negatives have dried, as some may require stabilization.

#### Drying Method

Order of preference: 1) air dry; 2) freeze/thaw and air dry; 3) vacuum freeze dry. *Do not vacuum thermal dry or freeze dry.*

*Prints and Films* — Dry film by hanging on a clothesline at room temperature in a dust free area. Lay glass plates and prints emulsion side up on a clean absorbent blotter.

*Photo Albums* — To air dry, place sheets of blotter covered with Holytex between each leaf. Change the blotter paper as it becomes damp or wet. If the binding structure is no longer intact or the album can be dismantled, separate the leaves and air dry on clean blotters covered with Holytex; periodically turn from recto to verso to promote even drying. If drying cannot proceed immediately, wrap the volume in plastic and freeze. The volume can then be thawed and air dried at a later date.

It is important to keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

If air drying is not possible due to media solubility or unacceptable disruption to the structural integrity of the volume, vacuum freeze drying is recommended.

If difficulty is encountered, consult a conservator for assistance.

## Scrapbooks

### Priority

Freeze immediately.

### Handling Precautions

Do not move items until a place has been prepared to receive them. Large scrapbooks should be supported with boards.

### Preparation for Drying

If the scrapbook is not boxed and the binding is no longer intact, wrap in freezer paper. Freeze as quickly as possible, using a blast freezer if available.

*Freezing* — Equipment needed: milk crates; cardboard boxes for large items; large flat supports such as bread trays or pieces of plywood; freezer, waxed, or silicone release paper, or polyester non-woven fabric.

*Air Drying* — Secure a clean, dry environment where the temperature and humidity are as low as possible. Equipment needed; flat surfaces for drying; fans and extension cords; dehumidifier; moisture meter; sheets of polyester film, non-stick interleaving materials such as freezer, waxed, or silicone release paper, or polyester non-woven fabric.

### Drying Methods

*Vacuum freeze* drying is the preferred method, although this should not be used for photographs. See Section: *Photographs and Transparencies*. If the book is to be vacuum freeze dried, the photographs should first be removed. Wrapped scrapbooks should be packed laying flat in shallow boxes or trays lined with freezer paper.

*Air drying* may be used for small quantities which are only damp or water-damaged around the edges. The books should not have large amounts of coated paper or soluble adhesives.

Pages should be interleaved with uninked newsprint or blotter and the books placed on tables. The interleaving and page opening should be changes regularly and often to speed the drying. If the binding has failed, it may be advisable to separate the pages and lay them out individually to dry. Care must be taken to maintain page order.

It is important to keep the air moving at all times using fans and direct fans into the air and away from the items. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

## Vellum and Parchment: Bindings and Documents

### Priority

If the textblock of the book is wet, priority should be placed on getting it dry over saving the binding, unless the binding has been assigned the higher priority by a curator. If the item has gotten wet, successful salvage will probably not be possible, so other high priority items should be treated first.

### Handling Precautions

Do not move items until a place has been prepared to receive them.

### Drying Procedures

Drying must take place slowly and be carefully controlled. The item needs to be restrained as it dries for it to retain its shape.

Documents that have only been exposed to high humidity should be interleaved with dry blotters and placed under weights. Blotters should be checked after about a half hour to see if they need to be exchanged for drier ones.

For drying of slightly damp documents, the edges should be clipped and pinned or at least weighted. As the item dries, it should be checked at least every 15 minutes and the tension adjusted as necessary. Once the item is almost dry, the clips or weights can be removed and the item should be placed between blotters and weighted overall to complete drying.

Vellum bindings need to be watched carefully. Blotters should be placed between the covers and text, and on the outside of the cover. The book should then be weighted or put in a press. As the binding dries, it may shrink and cause damage to the text block, in which case it should be carefully removed before more damage is caused.

Freeze drying can be used as a last resort for drying vellum and parchment, but the limited experience with these procedures shows there will be much distortion and change in the object.

## Leather and Rawhide

### Priority

Begin drying within 48 hours to prevent mold growth. Leather with the condition known as "red rot" will be irreversibly stiffened and darkened by exposure to water if not treated quickly.

### Handling Precautions

Wet leather may be fragile; leather with red rot or which is torn will require support to transport safely. Move items only after a place has been prepared to receive them.

### Packing Method

Wrap items with freezer paper or plastic sheeting to prevent red-rotted leather from coming in contact with and soiling adjacent items and to keep it from drying before it can be treated. Support complex- shaped objects with uninked newsprint or other absorbent material.

### Preparation for Drying

Rinse or sponge the material with clear water to remove mud or dirt before drying. Be careful in rinsing red-rotted or painted/gilded surfaces. Keep red-rotted leather damp, if it is still in that condition, until proper consolidation can be done.

### Drying Procedure

Some leather was intended to be flexible (e.g., much native tanned "buckskin," harness leather, and some rawhide) and will need to be manipulated during drying in order to retain its' flexibility. Other leather was either not intended to flex (e.g., shields, fire buckets) or no longer needs to be flexible and may be padded out and allowed to dry slowly.

Sponges, clean towels, paper towels, or uninked newsprint may be used to absorb excess moisture. Pad out to correct shape using uninked newsprint or other absorbent material. Change padding material as it becomes saturated.

It is important to keep the air moving at all times using fans without blowing directly on the pieces. Raise items off the floor on trestles, 2x4 lumber, or screens to allow air to circulate on all sides.

Use portable dehumidifiers to slowly remove moisture from the area and objects. Bring the relative humidity down to as close to 50 percent as is practical. Check daily for mold.

## Paintings: On Canvas

### Priority

Begin drying within 48 hours to prevent mold growth.

### Handling Precautions

Move items only after a place has been prepared to receive them. If the frame is unstable, remove from painting, pad corners with corrugated cardboard, bubble wrap, or unused newsprint and transport to area dealing with wood objects.

### Packing Method

Pad corners of frame or painting with corrugated cardboard, bubble wrap, or newsprint. Transport paintings vertically; stand upright with corrugated cardboard between paintings so painted surfaces do not touch another painted or any rough surface.

### Preparation for Drying

Remove painting from frame. Contact a paintings conservator to discuss. See Section: *Paper: Framed or Matted, Preparation for Drying*.

### Drying Procedure

Prepare a horizontal bed of blotter paper and unused newsprint, equal in thickness to the paint layer, with top-most layer of strong clean tissue. Lay painting, still on stretcher/strainer, face down on this surface. Remove any remaining backing or labels from the painting to expose wet canvas. Retain and tag all associated labels, parts and/or components that are removed or detached from the painting or frame.

Place cut-to-fit blotters or unused newsprint against this back and apply a slight amount of pressure so the blotter makes good contact with the entire exposed canvas surface. Repeatedly change backing blotter, being careful not to create impressions in the canvas. *Do not change facing materials.*

When dry to the touch, remove backing blotter and pick up painting. If front facing tissue is still attached to painting front, do not attempt to remove it, since it will hold the painting surface together until it can be consolidated by a conservator.

Consult with a paintings conservator for any questions or problems and all circumstances not adequately covered by the above instructions.

Use fans to keep air moving in the room without blowing directly on the paintings. Use portable dehumidifiers to *slowly* remove moisture from the area/objects. Bring relative humidity down to 50 percent.

# Wood

## Priority

Begin drying within 48 hours to prevent mold growth. Polychromed objects require immediate attention; notify a conservator.

## Handling Precautions

Move items only after a place has been prepared to receive them. Lift from the bottom of an object; tables from the apron; chairs by the seat rails, not by the arms, stretchers, slats, headpiece, or crest rails; trunks from the bottom, etc.

## Packing Methods

Partially wetted objects can be packed with dry blotting materials such as uninked newsprint or acid free blotters to remove as much moisture as possible. Thoroughly wetted, unpainted objects should be wrapped with blotting materials, then wrapped in polyethylene sheeting to retain as much moisture as possible, since fast drying will cause irreversible damage.

## Preparation for Drying

Rinse or sponge the material with clear water to remove mud or dirt before drying. Be careful not to wipe or scour as grit will damage remaining finish. Use a soft bristle brush to clean carvings and crevices. If mud has dried, dampen with a sponge and remove with a wooded spatula; rinse. Remove wet contents and paper liners from drawers and shelves.

## Drying Procedure

Absorb excess moisture with sponges, clean towels, paper towels, or uninked newsprint. Blot, do not wipe, to avoid scratching the surface.

It is important to keep the air moving at all times using fans on the pieces. Tent the objects with polyethylene sheeting to slow the drying. Raise items off the floor on trestle or 2x4 lumber to allow air to circulate on all sides. Open the doors and drawers *slightly* to allow air to circulate inside the items.

Use portable dehumidifiers to slowly remove moisture from the area and objects. Drying quickly will cause warping and cracking. Bring relative humidity down to 50-55 percent.

## **Inorganics: Ceramics, Glass, Metals, Stone (Decorative/Historic)**

### Priority

These materials can be dealt with last since they generally will suffer little damage from short term exposure to water.

### Handling Precautions

Move items only after a place has been prepared to receive them.

### Packing Method

Varies with the fragility of the material; water/wetness has no bearing.

### Preparation for Drying

Rinse or sponge the material with clear water to remove mud or dirt before drying.

### Drying Procedure

Sponges, clean towels, paper towels, or unused newsprint may be used to absorb excess moisture. Exchange wet for dry blotting material at least daily until items are dry. Check daily for mold growth.

It is important to keep the air moving at all times without blowing directly on the pieces. Raise items off the floor on trestles or 2x4 lumber to allow air to circulate underneath.

Metal objects can be dried with moderate heat (90-100° F in an oven or using a heater or hair dryer).

Use portable dehumidifiers to *slowly* remove moisture from the area/objects. Bring relative humidity down to 50 percent.

# **BUILDING ASSESSMENTS**

## RISK ASSESSMENT: CARLO DE FERRARI ARCHIVE

Assess your institution's vulnerability to the following destructive forces based on location. Use a scale of 1-5 for each to indicate possibility of occurrence:

- 5 = Strong probability/has occurred before
- 4 = Probability
- 3 = Possibility
- 2 = Remote possibility
- 1 = Improbability

Rating	Disaster	Notes
4	<b>Severe weather</b> – Heavy rain-	
1	<b>Tornado</b>	
4	<b>Flooding</b> – Downstairs – low level, hill slope	
1	<b>Hurricane</b> –	
3	<b>Earthquake</b> – No known major faults – no recent history	
3	<b>Fire</b> – Trees, shrubs nearby – brush fire possibility	
1	<b>Pest Invasion</b> – Introduction from contaminated books, etc.	
3	<b>Vandalism</b> – Nearby location of: school, playground, skateboard park	
2	<b>Hazardous materials/Radiation accidents</b> – No locations in close proximity to building	
2	<b>Chemical accidents</b> – None on site – See above	
2	<b>Transportation Accidents (Railway, freeway, air)</b> – Some aircraft, private - Not near RR/freeway	
3	<b>Bomb threat</b> – Present terrorist threats (9-11)	
3	<b>Terrorism</b> – Present national situation (9-11)	

## RISK ASSESSMENT: FACILITIES

Rate your institution for these common problem areas which can leave you vulnerable to disaster.  
Rate each on a scale of 1-5.

- 5 = Has been ongoing concern
- 4 = Definite risk
- 3 = Possible risk
- 2 = Not at risk at this time
- 1 = Not applicable

Rating	Disaster	Notes
2	<b>Leaky or damaged roof –</b>	
4	<b>Clogged/damaged gutters, drains –</b>	In the past, leaves in gutters
2	<b>Old plumbing and pipes</b>	
2	<b>Unmaintained heating system</b>	
2	<b>Faulty, inadequate wiring</b>	
4	<b>Inadequate or no smoke/heat detectors –</b>	No known smoke detectors
1	<b>Inadequate or no fire suppression system</b>	
2	<b>Emergency lighting –</b>	Building equipped with emergency lighting on both floors

## Hazard Assessments

This section has been divided into two sections, an Internal Survey, and an External Hazards Survey.

---

DATE 3-30-04

### Internal Survey:

#### LOCATION Carlo De Ferrari Archive

[Use a copy of this page for each area checked.]

##### I. Entrance, Exits & Access Survey:

###### A. Emergency Exits:

1. Clearly marked and visible? Yes
2. Working? Yes Clear of blockage? Yes
3. How many entrances and exits (count elevators separately). One on the upper level and one on the lower level.
4. Do they exit out of the building or into another area? Exit out
5. Are they lockable? Yes Alarmed? Yes Crash bars? No
6. Alarms working properly? Yes
7. Fire doors closed? Yes

###### B. Stairs, ramps, floors and doors:

1. Corridors, aisles, and stairwells clear? Yes
2. Floors dry - not slippery (entrance mats available for wet weather)? Yes
3. Carpets and rugs secure - no wires under carpets? Yes
5. Floor(s) even - no holes or cracks? Cracks
6. Stair treads in good condition; handrails and guardrails installed and in good condition? Yes
7. Ramps have non-slip surface? N/A
8. Warped or sticking doors? No

##### II. Plumbing and Water Survey

- A. Are there water pipes running through collection areas? No Fire sprinkler system Yes  
Where: Whole building

B. Windows sealed against leaks? Yes

C. Toilets and water fountain working properly? Yes

D. Water stained ceilings indicating possible leaks? No

##### III. Biological Hazards Survey:

A. Are there signs of rot or termites? Where: No

B. Any signs of insect or rodent activity? Explain: No

C. Visible mold, mildew, fungus (odor can be a clue)? No

##### IV. HVAC (Heating, Ventilation, Air-Conditioning)

A. Temperature of the room seem OK? Yes

B. Is there air movement? Yes

C. Signs of air conditioning units leaking? No

D. Dirt around vents? No

##### V. Electrical

A. Condition of plugs and wall outlets? Good

B. Overloaded sockets? No

C. Condition of equipment cords (not patched or spliced)? Good

D. Worn exposed wiring? No

E. Wires stretched across aisles? Or in other dangerous positions? No

F. Electrical equipment and machines grounded? Yes

G. Extension cords - isobar type only? N/A

H. Electric switch panels clear (at least 30" open area)? Yes

##### VI. Stacks and stack areas

A. Stacks braced? Yes

According to Seismic Safety Standard for Library Shelving (California State Library, 1990)? Unknown

B. Properly balanced? Yes

- C. Shelving neat and orderly and evenly spaced? Include book trucks. Yes
- D. Shelves not overloaded (24" ceiling clearance)? Yes
- E. Heavy storage files and bookcases secured from tipping? Yes
- F. Dirt and dust around base of stacks/on books? No
- G. Excess paper and trash removed? Yes
- H. Are hazardous materials such as gas cylinders, solvents, paints, etc., stored in the area? Yes, in janitor's in closet. Downstairs area? Yes

VIII. Safety Equipment Checklist:

- A. Fire alarms easy to find and plentiful? N/A
- B. Smoke or heat detectors? N/A
- C. Sprinkler system present? Yes, Sprinkler heads not blocked (24" ceiling clearance)
- D. Water detectors? N/A
- E. Fire extinguishers
  - 1. Easy to find and plentiful? Yes
  - 2. Fire extinguishers blocked or obstructed? No
  - 3. What kind(s)? List: ABC type
  - 4. Last date of inspection 6-2000 (check tag).
  - 5. Check pressure gauge. Yes
- G. Emergency lighting operable & available where needed? List locations and date checked:  
Yes, research room, main stack area, and lower floor.
- H. Clearly posted and updated emergency evacuation maps? N/A
- I. Any disaster or emergency supplies in view? Yes

REPORTED PROBLEMS TO \_\_\_\_\_ ON \_\_\_\_\_ DATE PROBLEM WAS  
FIXED: \_\_\_\_\_

DATE 3-30-04

**External Hazard Assessments:**

LOCATION Carlo De Ferrari Archive

I. Climate:

- A. Is the area subject to extremes or to sudden changes in temperature and relative humidity? No
- B. Is the area subject to heavy or prolonged snow or rainfall? No
- C. Is the area subject to severe storms? No

II. Topography:

- A. Is the building situated by a reservoir, lake, river or ocean? No
- B. Is the river tidal? N/A
- C. Is the basement below water level or water table level? No
- D. Is the building in an area prone to avalanches or landslides? No
- E. Seismic Stability: Is the area subject to earthquakes or volcanic action? Other? Yes

III. Building Structure:

- A. What are the structural materials? Please list: Brick/metal/sheet rock
- B. Has the building a flat roof, skylights, roof access doors or internal roof drains? Please list: No
- C. Are there visible cracks in the structure? Where: Floor
- D. Equipment cut-off switches and valves can you easily locate for:
  - 1. Electric Yes
  - 2. Water Yes
  - 3. Gas N/A
  - 4. Sprinkler System Yes
  - 5. Sump Pump N/A
  - 6. Water Detectors N/A
  - 7. Smoke Detectors N/A
  - 8. Fire Alarms N/A

IV. Housekeeping

- A. Are the grounds maintained? (Are there areas of dense, dry plants?) Yes
- B. Are there materials stored against or near the building that might be hazardous (either chemicals or combustible materials)? No
- C. Is trash stored in fire-proof containers? No
- D. Are the containers big enough for the amount of trash put in them? Yes How often are they emptied?  
Weekly

V. Security

- A. How many entrances and exits? for the public? 1 for staff only? 1
- B. Who has access after hours? Charles Dyer
- C. Are keys under strict control? Yes
- D. Are there security personnel? N/A Do they guard the exits? N/A Roam the stacks? N/A
- E. Is there a book tagging security system (i.e. 3M or other)? No When was the last time the gates were Adjusted and tested? N/A

REPORTED PROBLEMS TO \_\_\_\_\_ ON \_\_\_\_\_ DATE PROBLEM WAS  
FIXED: \_\_\_\_\_

## **GENERAL INFORMATION**

## Locations Where This Plan Is On File

	<u>Location</u>	<u>Responsible for Updates</u>
<b>In-House:</b>	Archive Office	Charles Dyer

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<b>Off-Site:</b>	Assessor/Recorder 's Office	Charles Dyer
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# Tuolumne County Telephone Directory

<b>Department</b>	<b>Phone</b>	<b>Department</b>	<b>Phone</b>
<u>Administrative Office</u>	<b>5511</b>	<u>Mother Lode Medical Center</u>	<b>532-3124</b>
<u>Adult Protective Services</u>	<b>7359</b>	<u>Museum</u>	<b>532-1317</b>
<u>Agriculture Commissioner/Weights &amp; Measures</u>	<b>5691</b>	<u>Office of Emergency Services</u>	<b>5511</b>
<u>Air Pollution Control</u>	<b>5693</b>	<u>Outpatient Rehab</u>	<b>7140</b>
<u>Airport Manager</u>	<b>5685</b>	<u>Primary Care Clinic</u>	<b>7255</b>
<u>Ambulance</u>	<b>533-0972</b>	<u>Probation</u>	<b>7500</b>
<u>Animal Control</u>	<b>984-1338</b>	<u>Public Defender</u>	<b>532-0430</b>
<u>Archives</u>	<b>536-1163</b>	<u>Public Guardian</u>	<b>5741</b>
<u>Assessor</u>	<b>5535</b>	<u>Public Works - Administration</u>	<b>5601</b>
<u>Auditor-Controller</u>	<b>5551</b>	<u>Public Works - Engineering Development</u>	<b>5633</b>
<u>Board of Supervisors</u>	<b>5521</b>	<u>Recorder</u>	<b>5531</b>
<u>Meetings</u>	<b>3100</b>	<u>Recreation</u>	<b>5663</b>
<u>Boat Patrol</u>	<b>5688</b>	<u>Recycling</u>	<b>5914</b>
<u>Building Division</u>	<b>5633</b>	<u>Revenue Recovery</u>	<b>5920</b>
<u>Child Protective Services</u>	<b>5717</b>	<u>Sheriff's Dept. Administration</u>	<b>5855</b>
<u>Child Support Services</u>	<b>533-6400</b>	<u>Sheriff's Dept. Dispatch Center</u>	<b>5815</b>
<u>Community Development</u>	<b>5633</b>	<u>Social Services</u>	<b>5711</b>
<u>Coroner's Division</u>	<b>5833</b>	<u>Solid Waste</u>	<b>5588</b>
<u>County Counsel</u>	<b>5517</b>	<u>Surveyor</u>	<b>5626</b>
<u>District Attorney</u>	<b>588-5450</b>	<u>Treasurer - Tax Collector</u>	<b>5544</b>
<u>District Attorney - Victim Witness</u>	<b>588-5440</b>	<u>Tuolumne General Hospital</u>	<b>7100</b>
<u>Elections</u>	<b>5570</b>	<u>Visiting Nurses Association</u>	<b>533-6800</b>
<u>Environmental Health</u>	<b>5990</b>	<u>Veterans Services Officer</u>	<b>7155</b>
<u>Facilities Management</u>	<b>5660</b>	<u>Victim Witness</u>	<b>588-5440</b>
<u>Facilities Management - Work Orders</u>	<b>5980</b>	<b>Miscellaneous</b>	<b>Phone</b>
<u>Farm Advisor</u>	<b>5695</b>	<u>Central Sierra Planning Council</u>	<b>532-8768</b>
<u>Fire Department</u>	<b>5548</b>	<u>City of Sonora</u>	<b>532-6115</b>
<u>Training</u>	<b>5983</b>	<u>Community Action Agency</u>	<b>533-1397</b>
<u>Fire Prevention Bureau</u>	<b>5549</b>	<u>Employment Development Department</u>	<b>536-2972</b>
<u>Health Department</u>	<b>7400</b>	<u>Job Connection Resource Center</u>	<b>588.115</b>
<u>Human Resources</u>	<b>5566</b>	<u>Mental Health</u>	<b>5775</b>
<u>ISS</u>	<b>536-2360</b>	<u>Courts - Administration</u>	<b>5556</b>
<u>Jail</u>	<b>5844</b>	<u>Tuolumne Utilities District</u>	<b>532-5536</b>
<u>Library - Sonora Branch</u>	<b>5507</b>	<u>WATCH Program</u>	<b>533-0510</b>
<u>Mailroom / Purchasing</u>	<b>5541</b>		

# Why Exercise?

The goal of emergency management exercises is to improve operational readiness. Exercises are designed to:

- Reveal planning weaknesses
- Reveal resource gaps
- Improve coordination
- Clarify roles & responsibilities
- Improve individual performance & confidence
- Build the emergency management team

## Other Reasons to Exercise:

- Gain public recognition of the emergency management program
- Motivate public officials support of emergency program
- Foster cooperation among government agencies & private sector resources
- Stimulate need for emergency planning
- Satisfy government or other exercise requirements

## Types of Exercises

- Tabletop exercise (TT)
- Functional exercise (FE)
- Full scale exercise (FSE)

### Tabletop Exercise

- Discussion exercise
- Discussion & actions taken based on a described emergency situation (plus some messages to players)
- Practice coordinated problem solving for emergency situations
- Ongoing discussion & critique of appropriateness of actions taken & decisions made
- Participants practice a coordinated effective response
- Permits breaks between messages to discuss proper response
- Will involve policy and/or coordination personnel
- Prepares for functional exercising

# TYPES OF EXERCISES

There are three basic types of exercises. Each of these differ in their design and goals- as well as complexity. The following will provide an overview of these three types of exercises.

## Table Top Exercise

A table-top exercise is normally the first exercise attempted. Its purpose is to identify gaps in a plan or system. It is usually conducted prior to submitting a plan or procedures for final approval or during reviews of existing plans and procedures. In the table top exercise, individuals who are the principal “players” in a particular plan or system being reviewed are assembled into a conference room setting. The group is presented with a series of question-problems to which they identify how they would respond. Gaps are quickly identified and incorporated into the evaluation for revision of the plan or system.

## Functional Exercise

Generally, the next step in the exercise process is to conduct a functional exercise. This exercise usually involves the simulated activation of a command location such as an Emergency Operations Center. The staff of this facility receives simulation from an outside “simulation team”. They respond within the facility as if the simulation were actually taking place. This level is usually designed to practice the “command and control” aspects of a plan or system.

## Full Scale Exercise

This is the ultimate exercise. This exercise should not be attempted until after the prior two exercises have been successfully conducted. In the full scale exercise not only does the command structure participate, but the field personnel also participate. This exercise usually involves props, actors, and special effects to make the situation realistic. This level is usually designed to provide total-spectrum walk-thru of a plan or system. While this the ultimate in exercises, it is also involves the most staff time, costs, and liability.

# Salvage Glossary

## **AIR DRYING**

Use a cool, low-humidity area with good air circulation. Place absorbent material (see interleaving) under objects; replace as it becomes wet. If possible, air-dry materials on plastic racks (e.g., commercial bread trays or rust-proof screens) to allow more evaporation. Exposure to light may reduce the threat of mold. Bright sunlight can cause fading.

## **INTERLEAVING**

Interleaving will keep items from sticking together and prevent dye transfer. Blotter paper, uninked newsprint, or paper towels may be used, except in cases waxed paper or freezer paper is called for.

## **FREEZING**

If objects cannot be dried within 48 hours, freeze them until action can be taken. Freezing is an effective way to stabilize collections for days or even months; it stops mold growth, ink running, dye transfer, and swelling. If possible, use a commercial freezer that provides sub-zero freezing or a home freezer. A refrigerated truck may at least keep materials cool enough to prevent mold growth.

## **ON-SITE DEHUMIDIFICATION**

This is a useful technique for drying damp library and archival collections without the need to move them. Available from several companies in the U.S. Super-dry air is pumped into the building and moist air drawn out.

## **RINSING**

Mud or dirt: rinse items under a gentle stream of clean running water or gently agitate them in containers filled with water, before drying. Never scrub items in a way that might drive dirt in deeper. Use a sponge/soft cloth to blot off mud and debris. Hold books and file folders closed while rinsing.

## **VACUUM DRYING**

Sometimes known as "thermal drying." Available from many companies in the U.S. Items are dried in a vacuum chamber, often at temperatures above 100°F. Slower than vacuum freeze drying, but generally less expensive. Because high temperatures accelerate aging, THIS METHOD SHOULD NOT BE USED FOR LIBRARY AND ARCHIVAL MATERIALS.

## **VACUUM FREEZE DRYING**

Frozen items are placed in a vacuum chamber and dried at below-freezing temperatures to minimize swelling and distortion. Generally provides the most satisfactory results and is recommended for library and archival materials. This service is available throughout the U.S.

# EMERGENCY EVENT DEBRIEFING

After an emergency has been brought under control it is very important for participants to meet. There are three main objectives for this meeting:

- Gather complete and accurate information about the incident.
- Objectively assess what aspects of the emergency response worked well and what aspects need specific improvement.
- Recognized the incident stress by allowing participants to unburden and share their personal reactions to the event.

## **Information Gathering**

Describe the source or cause of the emergency

Give the chronology of the event

Discovery

Early response

Organization

Full response

Aftermath measures

Name all the people involved in each phase

List the actions in each phase

Describe the outcome of the event

List the order of activities now required to bring the institution back to normal operations

## **Assessment of Response**

Were all phases of the event handled in a timely manner?

Were all the communications adequate throughout the event?

Was the response well organized?

Were staff resources adequate?

Were emergency supplies adequate?

Was there any confusion during any phase?

What problems arose that were not adequately dealt with?

How can the plan and response be refined to function better?

## **The Human Factor**

Was anyone injured?

Did people get adequate rest and necessary refreshments?

Does everyone understand exactly what happen?

Was anyone frighten or angry?

Does anyone feel guilty or anxious?

Are family members supportive?



## Acknowledgements

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Elements of the plan were developed by Sheryl Davis, (UC Riverside), Julie Page, (UC San Diego), and the Amigos Preservation Service (APS), with information gathered from the following sources:

John P. Barton and Johanna G. Wellheiser, eds. *An Ounce of Prevention: A Handbook on Disaster Contingency Planning for Archives, Libraries and Record Centers*. Toronto: Toronto Area Archivists Group Education Foundation, 1985.

Minnesota Historical Society. *Disaster Preparedness Plan: Recovery Procedures for the Minnesota History Center* (revised for outside distribution). Saint Paul: Minnesota Historical Society, January 1, 1994.

National Institute for the Conservation of Cultural Property. *Emergency Response and Salvage Wheel*, June 1997.