

Disaster Planning : Knowing Your Risks is Just the First Step

Morgan O.H. McCune

Pittsburg State University

Kathryn Talbot

Kansas State University Libraries



Topeka, 1966
National Weather Service
<http://www.crh.noaa.gov/Image/top/events/torn/torn.jpg>

Disaster Planning

- Know Your Risks
- Make a Plan (baby steps if necessary)
- Disaster Planning Tools
- KCHERN, Regional and State Cooperation
- MayDay
- Training
- Follow Up/Ongoing

What Disasters? Your Risks

Natural Causes

- Earthquakes
- Severe Weather or Tornado
- Fires
- Floods

Man-made Disasters

- Computer system failure
- Fire
- Accidental sprinkler activation
- Bomb threats
- Chemical accidents
- Pest invasions
- Transportation accidents (haz mat through town?)

Property Risks

- Buildings
- Furniture and Office Equipment
- Electronic Data
- Collection Materials
- Motor Vehicles
- Property of Others- ILS / Servers/Digital Collections/Visiting Exhibits

Building/Furniture/Equipment Risks

- Walk through (and outside) the building and observe. What needs to be:
 - Updated?
 - Cleaned?
 - Repaired?
 - Secured?
 - Moved or Recycled?
 - Protected?
 - Insured?
- Cooperate with Maintenance/Physical Plant/Administration/Boards.
- Get involved in fire inspections, and with your local firefighting personnel. Ask them for a walk-through.

Electronic Data

- Virus detections
- Password protection
- Firewalls
- Back-up plan or multiple copies in multiple locations
- Uninterruptable power supply for crucial systems
- Cooperate with IT personnel in library, in university, in town

Insurance

- Is the building covered as well as the collections?
- What information does the company need?
- Do you have to use certain restoration companies?
- Is your institution pre-registered with a disaster recovery service?

Collection Materials

- Water
- Mold
- Pests
- Environmental Controls
- Fire Protection

What do you need in place to deal with risks? Skills, supplies, contacts ...?



Homeland Security

For more information, visit:
www.dhs.gov/protective-security-advisors

Chuck Clanahan, CPP

Protective Security Advisor

(785) 213-8699 chuck.clanahan@dhs.gov

Homeland Security

- Chuck covers entire state so his schedule is booked for a few months; get on his calendar!
- He covers all types of organizations/buildings
- All-hazard assessment of risk
 - Building security
 - Emergency operation plan
 - Business continuity plan
 - Cybersecurity
- Several trainings/presentations such as Active Shooter, Cyber Security, and See Something, Say Something
- Services are free!
- Non-regulatory; non-binding!

Next step--As you identify hazards/risks, develop or update your disaster plan



“When you have a great and difficult task, something perhaps almost impossible, if you only work a little at a time, every day a little, suddenly the work will finish itself.”—Isak Dineson

Plan!—Putting Together the Pieces

- Phone tree
- Site map
- Pocket Plan
- Disaster Plan
- Disaster Kit--Supplies
- Train!
- Follow Up!



Kansas Cultural Heritage Emergency Resources Network (KCHERN)

Resources for Planning/Collaborating

<http://kansaschern.wordpress.com/>

Kansas Cultural Heritage Emergency Resources Network

Lansing Historical Museum
Photo provided by Laura L. Phillippi

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MayDay

• HISTORICAL SOCIETY

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PREPAREDNESS PROTECTS OUR HERITAGE

Every year **Heritage Preservation** encourages libraries, museums, archives, historical societies, and preservation organizations to set aside May 1 to participate in MayDay. This year, make sure your institution is prepared! KCHERN's "Before Disaster" resources will help!

Welcome! Join our **KCHER-L Listserv and see what is new with KCHERN in the "**News**" section, or subscribe to our **RSS Feed**!**

The Kansas Cultural Heritage Emergency Resources Network is a website to aid libraries, museums, historical societies and any cultural heritage institution in preparing for and recovering from various disasters. This statewide resource guide is a replacement for KDRAN (Kansas Disaster Recovery Assistance Network, 1993-2009) in providing valuable annotated resources. KDRAN was a statewide network that encouraged institutions to develop their own disaster plans and to practice disaster prevention methods.

KCHERN does not provide immediate response assistance.

KCHERN_brochure

We welcome any comments and suggestions. Let's all work together in protecting Kansas's irreplaceable cultural resources from harm.

This site has been made available by the generous support of the U.S. Institute of Museum and Library Services **IMLS Connecting to Collections** grant.



- **Contact**
- **Council Members**

RECENT POSTS

- **Incident Command System (ICS) in Cultural Repositories**
- **MayDay 2014! Free Webinar on Incident Command System**
- **Canadian Conservation Institute's Notes Available Online**
- **National Conference on Cultural Property Protection**
- **MAYDAY 2014- Heritage Preservation**

RSS FEED

- **RSS - Posts**

KCHERN



Kchern

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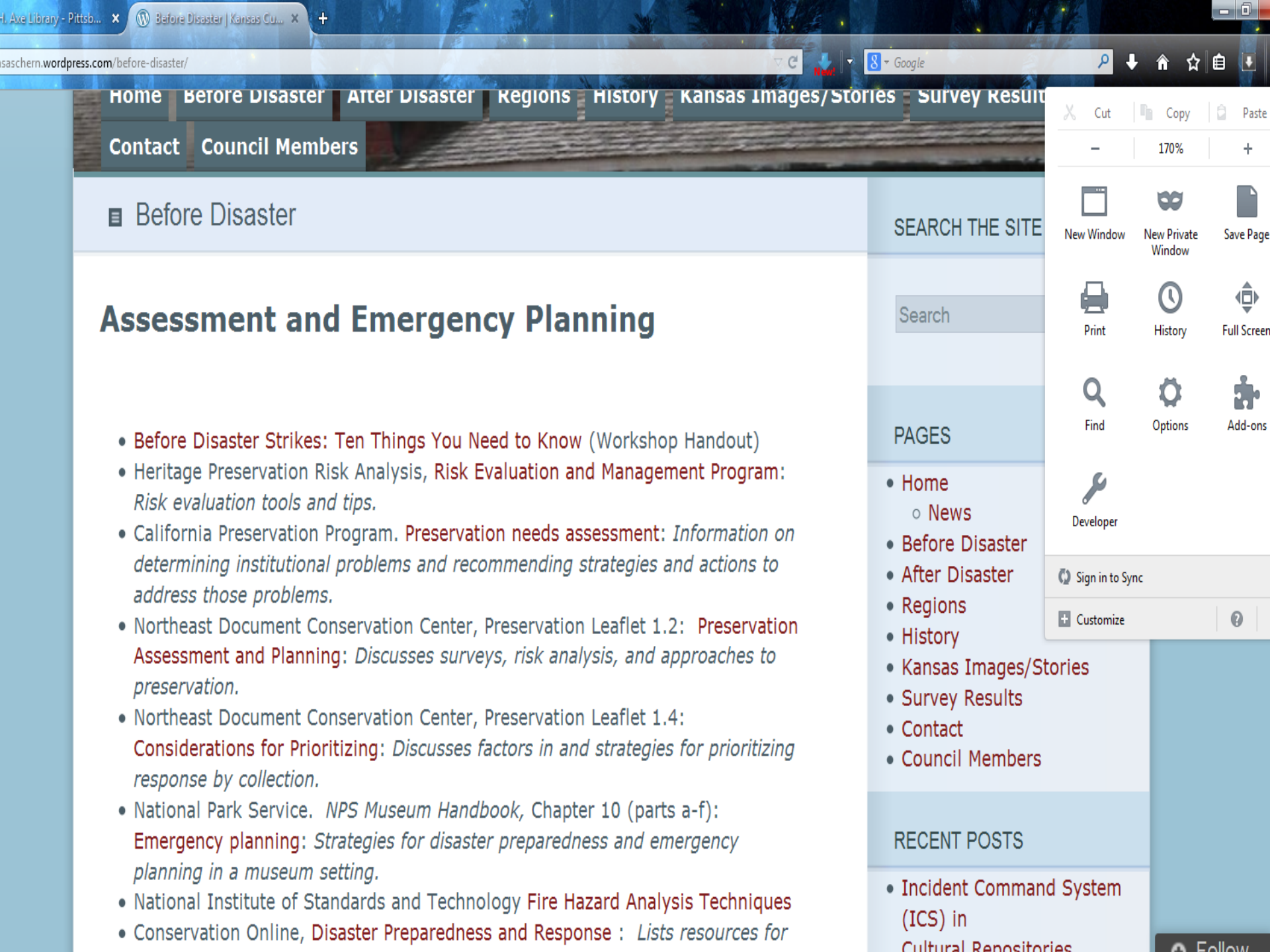
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Before Disaster

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RECENT POSTS

- Incident Command System (ICS) in Cultural Repositories

Assessment and Emergency Planning

- Before Disaster Strikes: Ten Things You Need to Know (Workshop Handout)
- Heritage Preservation Risk Analysis, Risk Evaluation and Management Program: *Risk evaluation tools and tips.*
- California Preservation Program. **Preservation needs assessment:** *Information on determining institutional problems and recommending strategies and actions to address those problems.*
- Northeast Document Conservation Center, Preservation Leaflet 1.2: **Preservation Assessment and Planning:** *Discusses surveys, risk analysis, and approaches to preservation.*
- Northeast Document Conservation Center, Preservation Leaflet 1.4: **Considerations for Prioritizing:** *Discusses factors in and strategies for prioritizing response by collection.*
- National Park Service. *NPS Museum Handbook*, Chapter 10 (parts a-f): **Emergency planning:** *Strategies for disaster preparedness and emergency planning in a museum setting.*
- National Institute of Standards and Technology **Fire Hazard Analysis Techniques**
- Conservation Online, **Disaster Preparedness and Response :** *Lists resources for*

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Before Disaster Strikes: Ten Things You Need to Know

Julie Page, WESTPAS jpage@westpas.org
Tom Claerson, Lyrasis tom.claerson@lyrasis.org
Tyra Grant, University of Kansas tgrant@ku.edu

Overarching priorities: Human life & safety and Protection of institution's assets

#1 Have a communication plan

- Up-to-date work and home numbers, cell phones and pagers
- Phone trees, email/instant messaging, "reverse 911"
- Emergency recording on phone line, out of state emergency number
- *Have a crisis communication plan*

#2 Prepare a first response action list

- Who to call. What to say. What first actions to take.
- Simple "fact sheets" with step-by-step instructions – gas, water, fire sprinklers, security, HVAC, etc.

#3 Organize emergency contact information for all staff & volunteers

- In event of injury, who should be called? Where do they want medical treatment?
- Keep contact numbers, emergency call lists readily available in case of evacuation
- *Remember, life safety comes first!*

#4 Prepare a disaster plan that covers people & collections

- Have a plan that is coordinated with your city/county/campus plan
- Keep it up-to-date, with multiple copies distributed
- Include procedures to handle the most likely emergencies
- Cover both people *and* collections

Emergency Preparedness & Response: calpreservation.org/disasters/index.html

#5 Train staff to respond to the most likely emergencies

- Make sure all staff know their roles in an emergency
- Extend your training beyond evacuation drills
- Encourage staff to have emergency plans for their families

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Clipboard Font Alignment Number Styles Cells Editing

Times New Roman 10 A A

B I U

Wrap Text

General

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Conditional Formatting Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear Sort & Find & Filter Select

	B	C	D	E	F	G	H	I	J	K	L	M
4	Primary Contact:	Name: Dr. David Bunnell										
5		Email:	Primary/Alt Contact Calls									
6		Cell Phone:	Name: Betty Geier									
7		Home Phone:	Email:									
8		Alt. Phone:	Cell Phone:									
9	Alternative Primary Contact:	Name: Senior Faculty	Home Phone:									
10			Alt. Phone:									
11												
12												
13												
14	Primary Contact Calls All Secondary Contacts and Alternative Primary Contact											
15	<i>Secondary Contact</i>	<i>Secondary Contact</i>	<i>Secondary Contact</i>									
16	Name: Susan Johns-Smith	Name: Randy Roberts	Name: Susan Schreiner									
17	Email:	Email:	Email:									
18	Cell Phone:	Cell Phone:	*Cell Phone:									
19	Home Phone:	Home Phone:	Home Phone:									
20	Alt. Phone:	Alt. Phone:	Alt. Phone:									
21	Calls All Listed Below	Calls All Listed Below	Calls All Listed Below									
22	<i>Alternative Secondary Contact</i>	<i>Alternative Secondary Contact</i>	<i>Alternative Secondary Contact</i>									
23	Name: David Nance	Name: Morgan McCune	Name: Marsha Blalock									
24	Email:	Email:	Email:									
25	Cell Phone:	Cell Phone:	Cell Phone:									
26	Home Phone:	Home Phone:	Home Phone:									
27	Alt. Phone:	Alt. Phone:	Alt. Phone:									
28	Name: Earl Lee	Name: Jean Winters	Name: Richard Samford									
29	Email:	Email:	Email:									
30	Cell Phone:	Cell Phone:	Cell Phone:									
31	Home Phone:	Home Phone:	Home Phone:									
32	Sherry's Phone:	Alt. Phone:	Alt. Phone:									
33	Name: Janette Mauk	Name: Linda Grotheer	Name: David Hensley									
34	Email:	Email:	Email:									
35	Cell Phone:	Cell Phone:	Cell Phone:									
36	Home Phone:	Home Phone:	Home Phone:									
37	Alt. Phone:	Alt. Phone:	Alt. Phone:									
38	Name: Heather Winzer	Name: Jo Anne Beezley	Name: Barbara Pope									
39	Email:	Email:	Email:									
40	Cell Phone:	Cell Phone:	*Cell Phone:									
41	Home Phone:	Home Phone:	Home Phone:									
42	Alt. Phone:	Alt. Phone:	Alt. Phone:									
43	Name: Robert Lindsey	Name: Stephanie Willis	Name: Janet Davis									
44	Email:	Email:	Email:									
45	Cell Phone:	Cell Phone:	Cell Phone:									
46	Home Phone:	Home Phone:	Home Phone:									
47	Alt. Phone:	Alt. Phone:	Alt. Phone:									
48	Name:	Name: Dawn Armstrong	Name: Waudenna Agee									
49	Email:	Email:	Email:									
50	Cell Phone:	Cell Phone:	Cell Phone:									

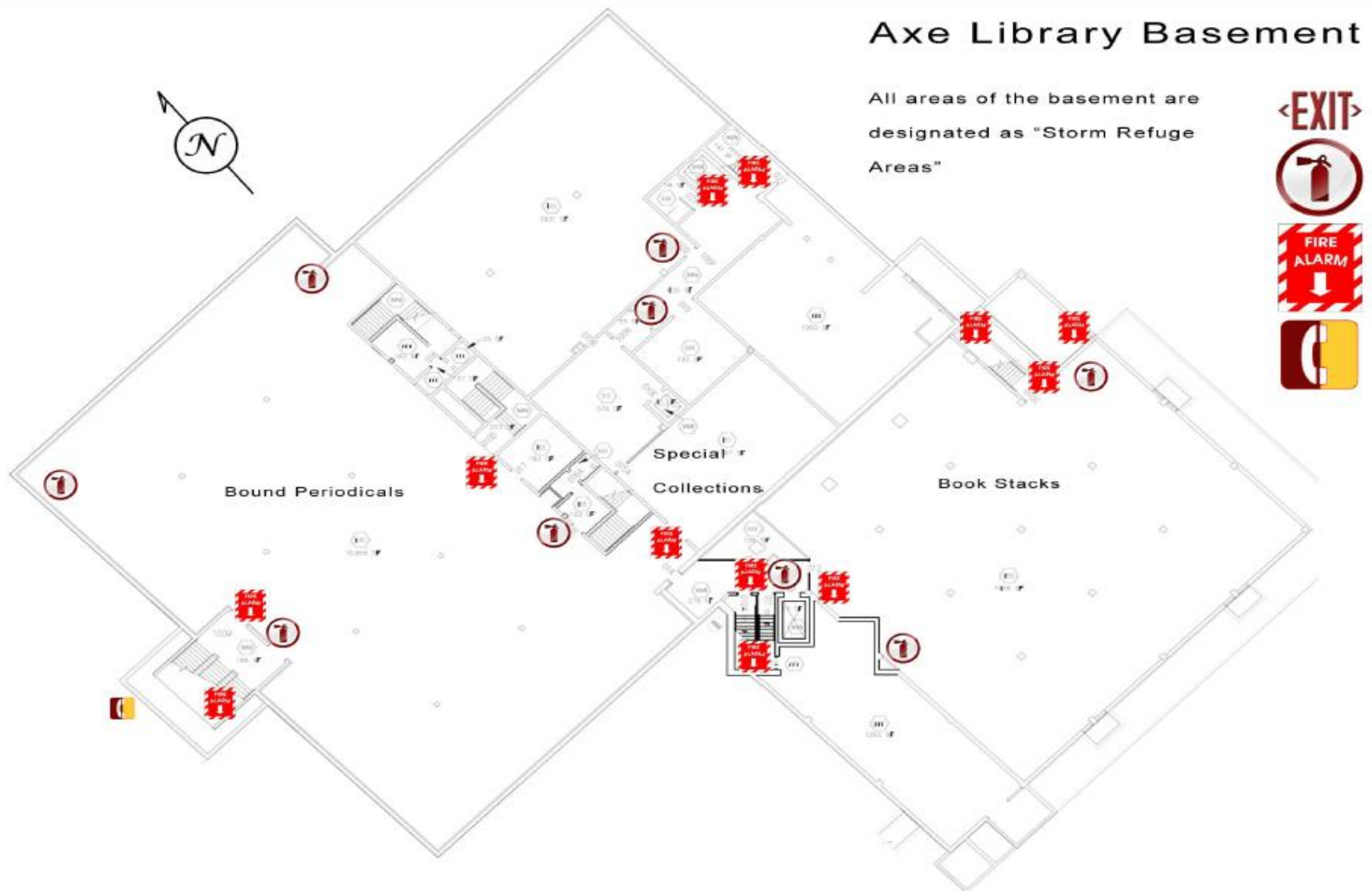
Dawn Armstrong	darmstrong@pittstate.edu	620-235-4877
Marsha Blalock	mblalock@pittstate.edu	620-235-4870
Janet Davis	jdavis@pittstate.edu	620-235-4893
Betty Geier	bgeier@pittstate.edu	620-235-4879
Linda Grotheer	lgrotheer@pittstate.edu	620-235-4881
David Paul Hensley	dhensley@pittstate.edu	620-235-4890
Susan Johns-Smith	sjohnssmith@pittstate.edu	620-235-4115
Earl Lee	elee@pittstate.edu	620-235-4885
Robert Lindsey	rlindsey@pittstate.edu	620-235-4887
Janette Mauk	jmauk@pittstate.edu	620-235-4883
Morgan McCune	mmccune@pittstate.edu	620-235-4895
David Nance	dnance@pittstate.edu	620-235-4087
Barbara Pope	bpope@pittstate.edu	620-235-4884
Randy Roberts	rroberts@pittstate.edu	620-235-4878
Richard Samford	rsamford@pittstate.edu	620-235-4890
Susan Schreiner	sschreiner@pittstate.edu	620-235-4888
Stephanie Willis	swillis@pittstate.edu	620-235-4891
Jean Winters	jwinters@pittstate.edu	620-235-4895
Heather Winzer	hwinzer@pittstate.edu	620-235-4054

Emergency Communication

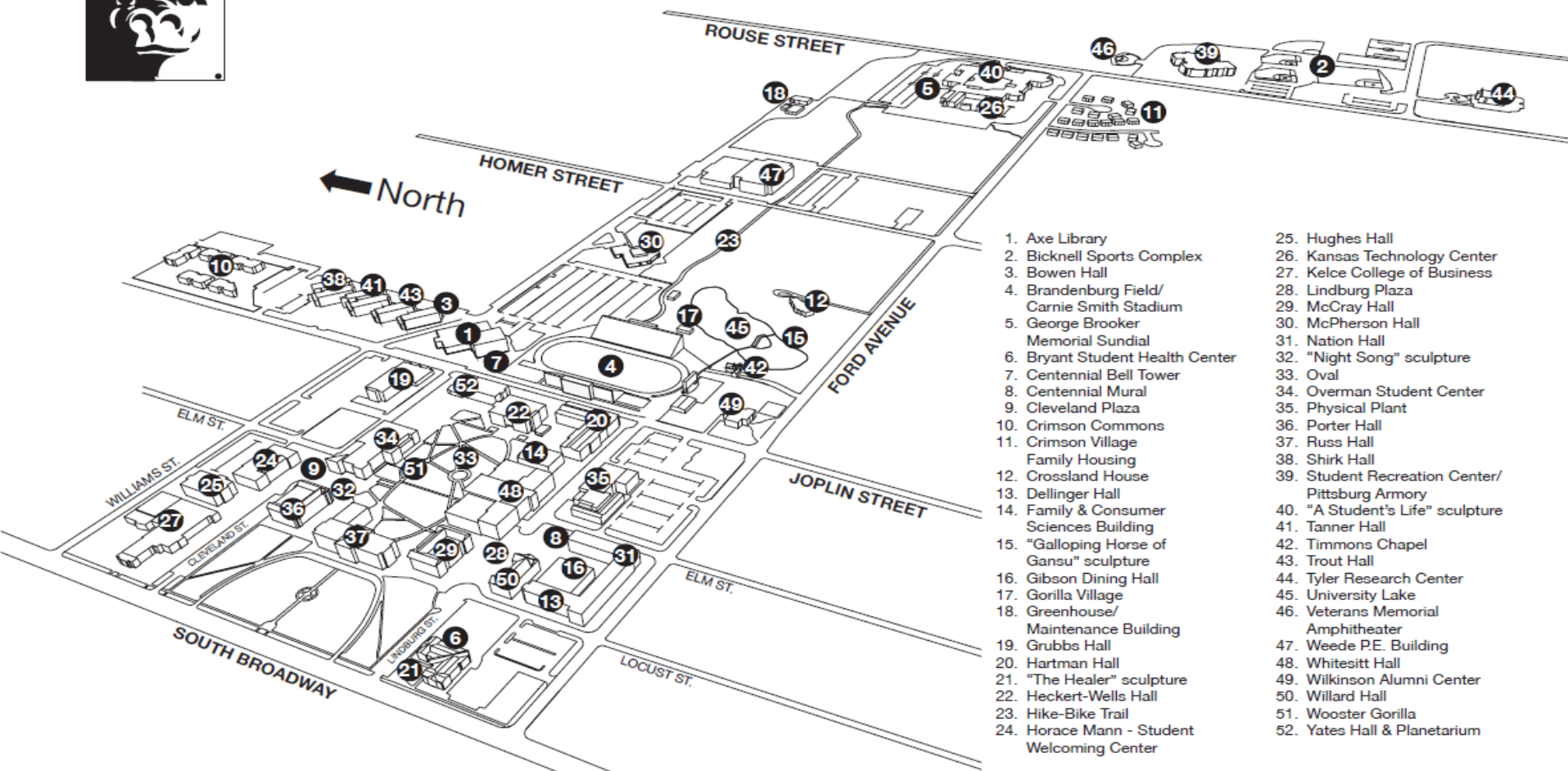
- Leave a message for unavailable contacts. The caller should continue down the phone tree and continue attempting contact with unavailable persons.
- Secondary contacts report back to primary contact after calls are made
- Keep the message short and accurate. Only the facts should be given and each caller should avoid speculation. Confidentiality should be stressed.
- Use the exact same message for both email and telephone communications.

Transcribe message:

"Photoshopped" Site Plan



Pittsburg State University Campus Map



Pocket Plan

<http://kansaschern.files.wordpress.com/2010/03/imlspocketplan.pdf>

<p>[Institution Name]</p> <p>Pocket Response Plan for Collections</p> <p>Date revised:</p>	<p>INSTITUTIONAL CONTACTS (cont.)</p> <p>Risk Manager</p> <p>--[name] --[office phone]/[home phone]/[cell] --[email]/[home email]</p> <p>Insurance Contact/Agent</p> <p>--[name] --[office phone]/[home phone]/[cell] --[email]/[home email]</p> <p>Public Relations Officer</p> <p>--[name] --[office phone]/[home phone]/[cell] --[email]/[home email]</p> <p>Information Technology Officer/IT</p> <p>--[name] --[office phone]/[home phone]/[cell] --[email]/[home email]</p> <p>Special Collections/Archives</p> <p>--[name] --[office phone]/[home phone]/[cell] --[email]/[home email]</p> <p>DISASTER TEAM</p> <p>Team Leader</p> <p>--[name] --[office phone]/[home phone]/[cell] --[email]/[home email]</p> <p>Member 1</p> <p>--[name] --[office phone]/[home phone]/[cell] --[email]/[home email]</p> <p>Member 2</p> <p>--[name] --[office phone]/[home phone]/[cell] --[email]/[home email]</p> <p>Member 3</p> <p>--[name] --[office phone]/[home phone]/[cell] --[email]/[home email]</p>	<p>BUILDING UTILITIES</p> <p>Water—Fire Sprinklers</p> <p>--[phone]</p> <p>Water—Potable</p> <p>--[phone]</p> <p>Plumber</p> <p>--[phone]</p> <p>Electricity</p> <p>--[phone]</p> <p>Gas</p> <p>--[phone]</p> <p>Telephone</p> <p>--[phone]</p> <p>Elevators</p> <p>--[phone]</p> <p>Security System</p> <p>--[phone]</p> <p>Fire Suppression (other)</p> <p>--[phone]</p>	<p>FIRST RESPONDERS</p> <p>Fire Department</p> <p>--[phone]</p> <p>Emergency Medical/Ambulance</p> <p>--[phone]</p> <p>Police Department/Law Enforcement</p> <p>--[phone]</p> <p>City Emergency Management</p> <p>--[phone]</p> <p>County Emergency Management</p> <p>--[phone]</p> <p>Kansas Division of Emergency Management</p> <p>--800-905-7521 --www.kansas.gov/kdem</p> <p>Health Department</p> <p>--[phone]</p> <p>Red Cross</p> <p>--800-733-2767 --www.redcross.org/where/chpts.asp</p> <p>FEMA</p> <p>Disaster Assistance</p> <p>--800-621-FEMA</p> <p>Environment & Historic Preservation Region VII</p> <p>--816-283-7960</p>	<p>EMERGENCY CONTACTS</p> <p>American AIC-CERT</p> <p>AIC-Find</p> <p>--http://www.aic-cert.org</p> <p>Conservation</p> <p>--[name] --[phone]</p> <p>Conservation</p> <p>--[name] --[phone]</p> <p>Refrigeration</p> <p>--[name] --[phone]</p> <p>Freezer Storage</p> <p>--[name] --[phone]</p> <p>Commercial (dehumidification)</p> <p>--BELFOR</p> <p>--24/7 Emergency</p> <p>--Kansas State</p> <p>--Munters</p> <p>--24/7 Emergency</p> <p>--St. Louis</p> <p>Data Recovery</p> <p>--[name] --[phone]</p> <p>Industrial</p> <p>--[name] --[phone]</p> <p>Extermination</p> <p>--[name] --[phone]</p> <p>Structural</p>
<p>INSTITUTIONAL CONTACTS</p> <p>Director</p> <p>--[name] --[office phone]/[home phone]/[cell] --[email]/[home email]</p> <p>Assistant Director</p> <p>--[name] --[office phone]/[home phone]/[cell] --[email]/[home email]</p> <p>Emergency Manager</p> <p>--[name] --[office phone]/[home phone]/[cell] --[email]/[home email]</p> <p>Financial Services/Accountant</p> <p>--[name] --[office phone]/[home phone]/[cell] --[email]/[home email]</p> <p>Facilities/Building Manager</p> <p>--[name] --[office phone]/[home phone]/[cell]</p> <p>Security</p> <p>--[name] --[office phone]/[home phone]/[cell]</p> <p>Environmental Health & Safety</p> <p>--[name] --[office phone]/[home phone]/[cell]</p> <p>Janitorial Services</p> <p>--[name] --[office phone]/[home phone]/[cell]</p>				

Immediate Response for Collections Recovery

MONDAY-FRIDAY From
opening till 5 p.m.:

XXXXXX, Director of Finance &
Facilities, 532-2934
Administrative Office 532-
7400

EVENINGS & WEEKENDS
AFTER HOURS:

Help Desk 532-3014
(Reference Desk will call XXXX)

- Ensure that all staff and visitors are safe and accounted for
- Maintain security of building and collections
- Activate the Disaster Plan's emergency response actions

ASSESSMENT

Ensure through proper authorities that all hazards are cleared before entering building

- Health & safety first; protect staff
- Document with photos, videos, notes
- Assess damage to collections, building, information systems
- What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)
 - What areas are affected?
 - How much of the collection is damaged?
- What types of materials are damaged?
 - Are critical information systems functional / safe?

COLLECTION PRIORITIES

Top Priority

University Archives/Rare Books
Reference
Bound periodicals
Current periodicals
New materials in Technical
Services area

Mid Priority

Music (print or audio)
Stack levels
Folio
Reserves
Art
New materials

Low Priority

Maps
Government Documents
CMC/Juvenile Literature
Microforms
Materials in Gifts Unit /
Booksale

COLLECTION SALVAGE

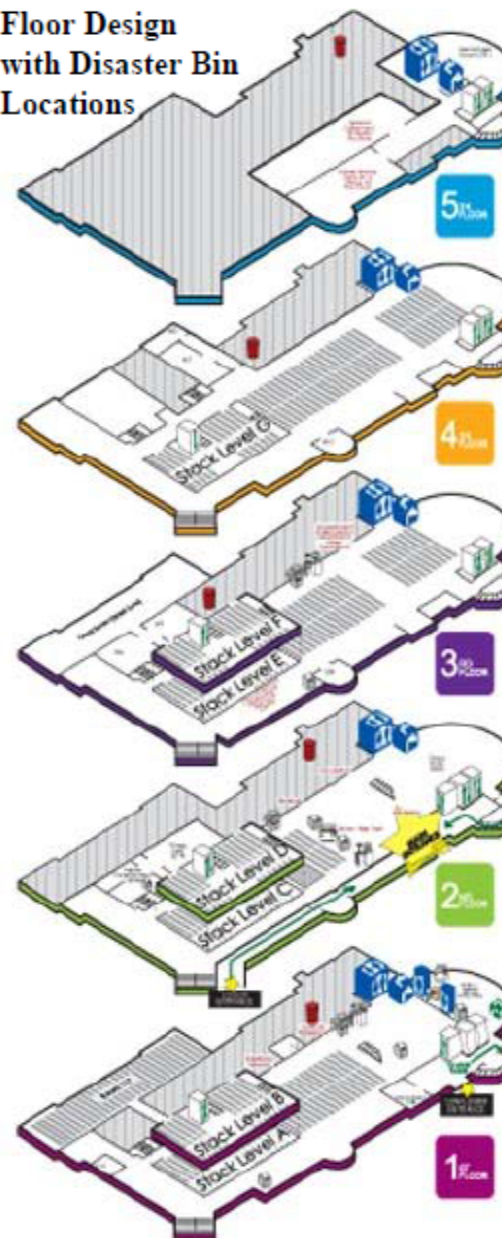
Salvage collections using
pre-established Collection
Priorities, taking into
account access & extent of
damage

- Identify and gather emergency supplies
- Identify secure, dry location for pack-out and air-drying
- Recruit staff / volunteers
- Wear appropriate safety protection
- Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities
- Keep the lights on at all times. Ultraviolet light kills mold spores.
- Set up high powered fans to further circulate the air.

WATER RESPONSE

- Stop the source, remove standing water
- Cover collections with plastic sheeting
- Remove materials from water path. Move books higher on shelves or onto book trucks
- Stabilize the environment (cool, dry, circulating air optimal) without heat (in the winter) or turn the air conditioner on full (in the summer).
- Quick response is essential to prevent mold growth and irreversible damage to materials
- Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, film, etc.)
- If a disaster < 100 water damaged volumes, these materials can be air dried by library staff in-house.
- If between 100 and 5,000 volumes, library personnel will box the wet materials and have them picked up and stored by Kansas City Cold Storage (816) 421-4300. Arrangements to freeze dried.
- If > 5,000 volumes or if there is a "dirty water" disaster, disaster recovery firms whose services have been retained with our profiles.
- Organize staff / volunteers to load priority materials into freezer based on material type or to air-dry materials that should not be frozen.

Floor Design with Disaster Bin Locations



BUSINESS CONTINUITY PLAN

Information Services: Contact
XXXX

Maintain IM chat site, Take questions
from voice mail or by telephone

Online resources: Contact XXXX

Online resources are either
maintained at a vendor's remote
location or Hale Library. Mirrored site
for catalog possible at KU. Vendors
contact Jane Hale Email. CTS has
backup generators that should keep
our server going for three to five
days.

Library's web page: Contact XXXX

Use the library's web page to
announce disaster-related
information to the world.

Interlibrary loan: Contact XXXX

Suspend lending services and
perform borrowing services from
remote site.

COMMUNICATION

Establish and maintain channels of
communication

- Establish communication with appropriate local & regional emergency management
- Communicate with staff using the Phone Tree
- Contact the public relations officer
- Contact Regional Contacts, conservators and regional libraries to ensure continued services to constituents
- Contact outside Emergency Recovery Services

K-STATE
LIBRARIES

Other Disaster Plans

Disaster Plans

- **dPlan**: *Online disaster-planning tool for cultural and civic institutions*
- Connecting to Collections Course, **Protecting Your Collections: Writing a Disaster Response Plan**
- **VA Museum Emergency Support Team** : *Museum Emergency Support Team (MEST) ToolKit*
- Northeast Document Conservation Center, Preservation Leaflet 3.4: **Worksheet for outlining a disaster plan** : *Form with equipment, supplies, housekeeping steps, and other emergency planning issues.*
- **Building an Emergency Plan**: The Getty
- **Conducting Emergency Exercises** (workshop handout)



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This online disaster-planning template was prepared by the [Northeast Document Conservation Center \(NEDCC\)](#) and the [Massachusetts Board of Library Commissioners \(MBLC\)](#). The development of the template was funded by the [Institute of Museum and Library Services \(IMLS\)](#) and the [National Center for Preservation Technology and Training \(NCPTT\)](#).

Welcome to dPlan!

Is your institution ready to deal with a disaster today?

Disasters can come in all shapes and sizes, from natural disasters (floods, hurricanes, and earthquakes) to emergencies resulting from an accident (burst water pipe), deferred maintenance (leaking roof), or negligence (fire or mold). An effective response will be determined by how well prepared you are to deal with a disaster.

Disaster planning is an essential component of preserving your institution's collections. With a written disaster plan, libraries, archives, museums, historical societies, and other collection-holding institutions can reduce the risk of disaster and minimize losses. dPlan is perfect for small and medium-sized institutions that do not have in-house preservation staff. dPlan is also valuable for large library systems or museum campuses that need to develop separate but related plans for multiple buildings, locations, or branches.

dPlan can help you create a plan for disaster prevention and response. Enter data into the online template to create a customized disaster plan for your institution. This plan will help you:

- prevent or mitigate disasters,
- prepare for the most likely emergencies,
- respond quickly to minimize damage if disaster strikes, and
- recover effectively from disaster while continuing to provide services to your community.

[Learn More](#)

Are you ready to proceed? Choose one of these options:

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To try dPlan

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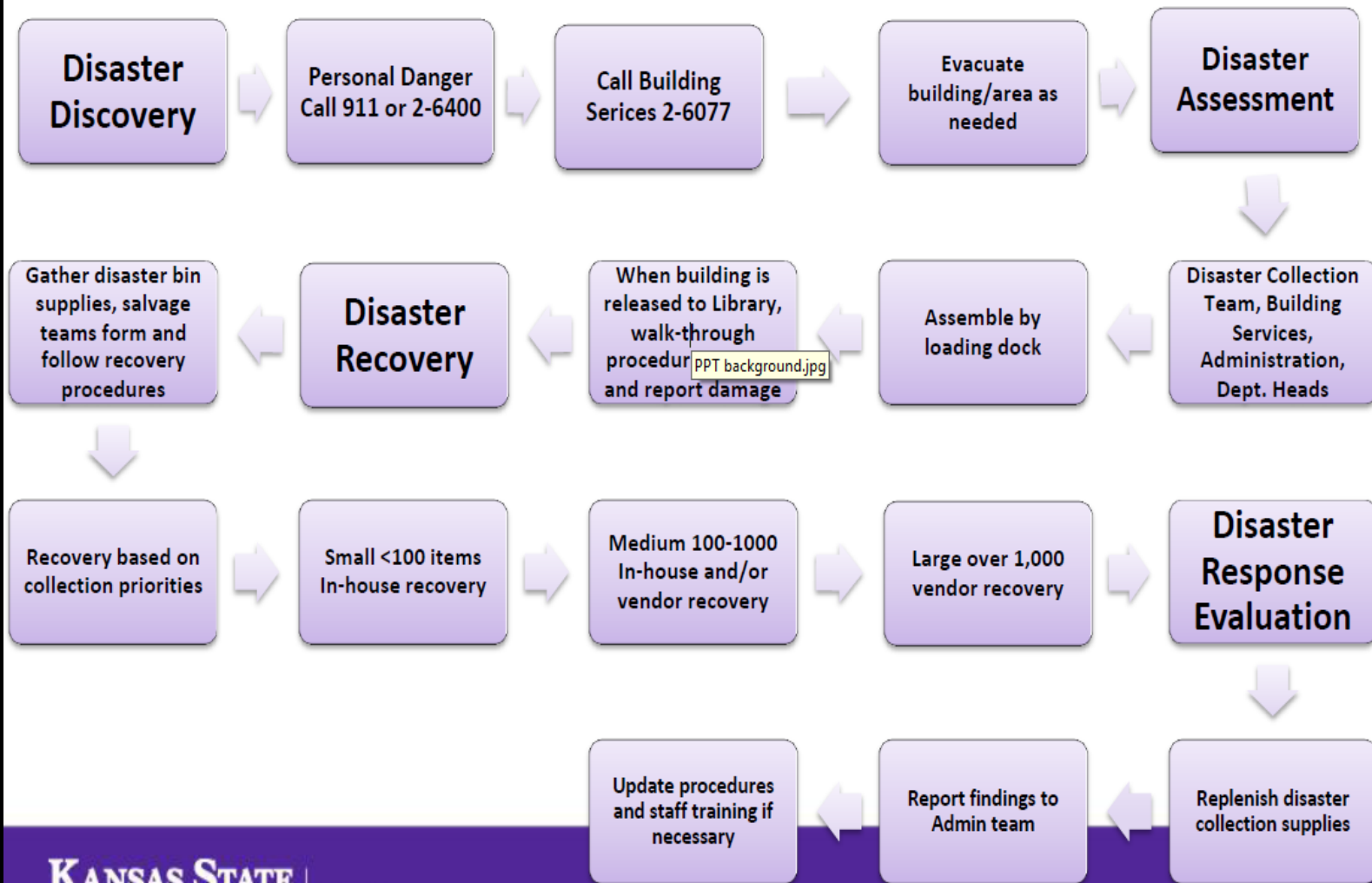
To register as a new user

Copyright © 2006, Northeast Document Conservation Center (NEDCC)

PSU Plan Based on ...

http://calpreservation.org/wp-content/uploads/2013/05/CPTF_disaster_plan_2003.pdf

K-State Library Collection Disaster Plan Collection Response Flowchart



A Little Video Action

License to Preserve

<https://www.youtube.com/watch?v=YG332UZIXxo>

Disaster Kit

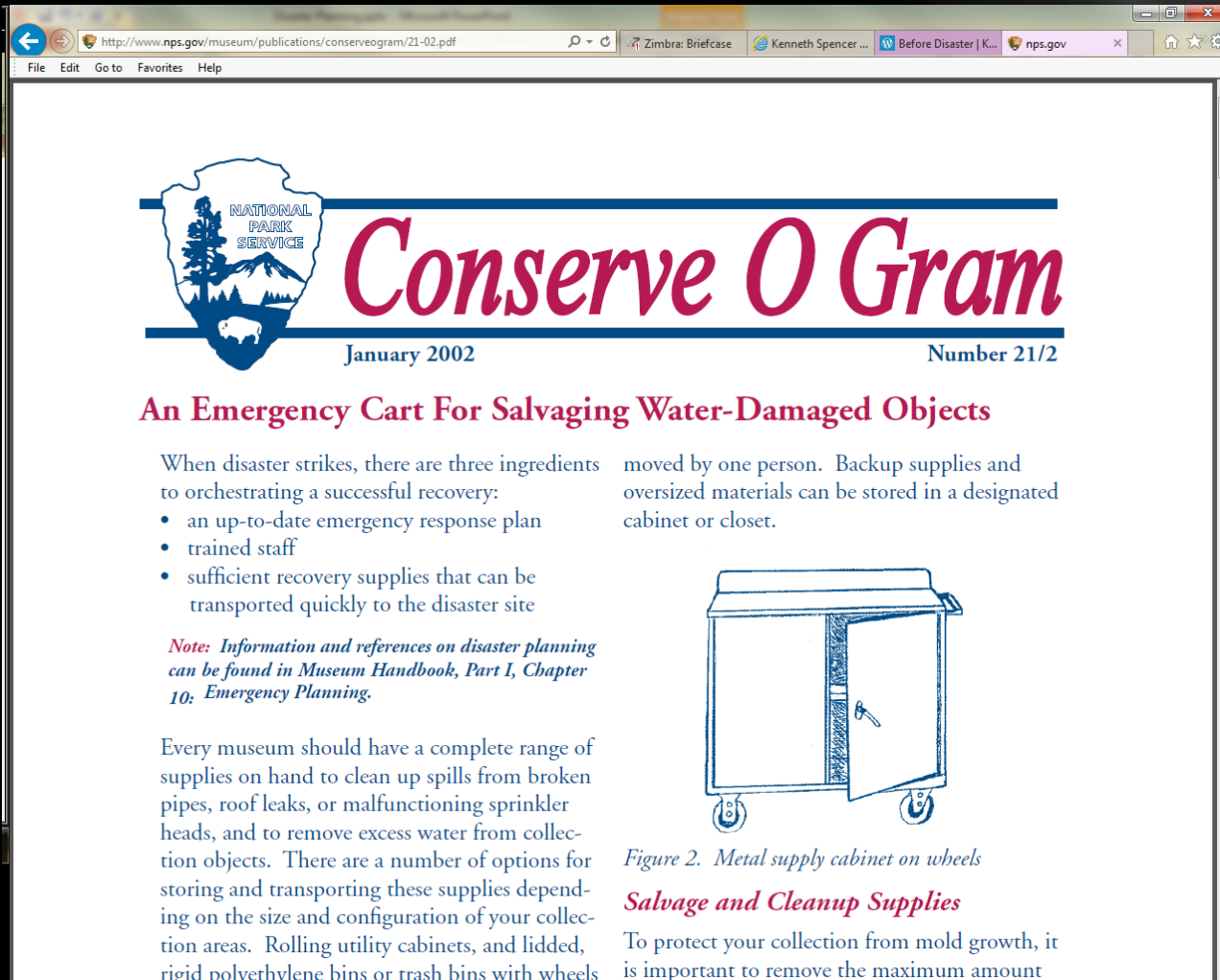


<http://blogs.lib.ku.edu/spencer/tag/disaster-kit/>

Disaster Supplies

3 X 5 cards	Quart zip-lock bags
Caution tape	Rubber gloves
Clipboard	Scissors
Clothes pins	Small bucket
Disposable aprons	Sponge
Disposable boots	Terry cloth towels
Duct tape	Utility knife
Fishing line	Safety goggles
Flashlight/batteries	Disaster Assessment forms
Garbage bags	Notepad or Scratch paper
Grease pen	Heritage Preservation Emergency Response and Salvage Wheel
Leather gloves	Safety Goggles
Lysol disinfectant	Yellow/Purple Wristbands (Mailroom only)
Masking tape	Camera (Mailroom only)
Newsprint (interleave pages of wet books)	Hardhats (Mailroom only)
Paper towels (interleave pages or clean up)	Collection Movement Form (Mailroom only)
Particle masks	
Permanent marker	
Plastic sheeting	

<http://www.nps.gov/museum/publications/conservation/21-02.pdf>



“It’s important to remember the payoff—every dollar spent on mitigation/prevention saves an average of **four dollars** on recovery!” (*COSTEP Starter Kit, Handbook for Cultural Community*, 2009).

Preparation will make a difference in any disaster, no matter the size.

We only use 10-20% of our brain in an emergency situation. Training will help you be more effective.

Training

Reveals any weakness in your plan

Find out resource gaps

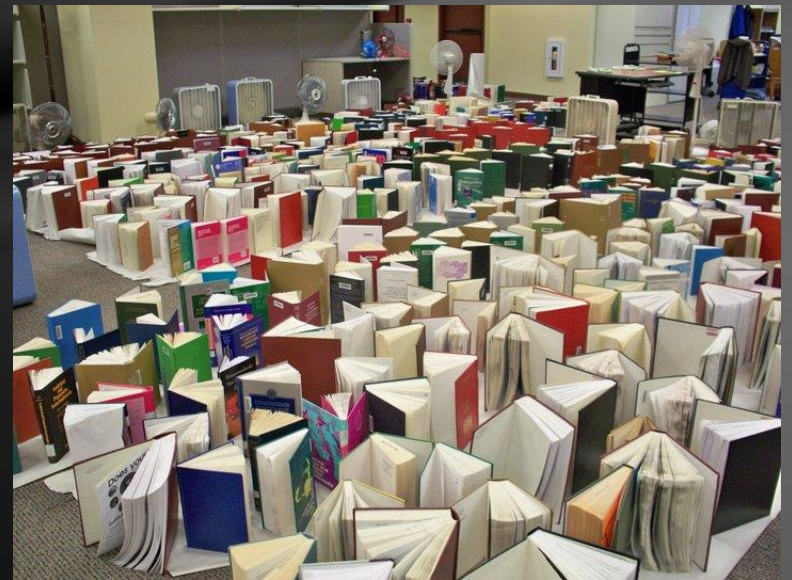
Improves coordination efforts

Clarify roles and responsibilities

Improves staff confidence and performance in an emergency

Allows staff to give input

Training



“Masters of Disaster”—K-State



Hands on training

Five station hands on activity

- Station one – Collection priorities
- Station two– Covering with plastic, who do you call?
- Station three— Drying items
- Station four –Boxing items and collection movement form
- Station five– Packing a pallet

Station one- Collection Priorities



#1 Red #2 Blue,
#3 Green, #4 Black

Station Two - Training to cover with plastic... A museum's best friend.....



Station three- drying items

1. Someone gathers fans and locates table space or floor space to dry out the water damaged materials.
2. Another person puts down blotter paper or clean newsprint on the tables or floor where the wet materials will be placed.
3. Another person gathers carts to move materials from wet location to drying stations.
4. Stand the bound volumes upright on their top or bottom edge and open the covers to about a 90 degree angle or is in a wide "V". Fan the pages out as much as possible to allow for maximum airflow.
5. Exceptions: If a volume will not stand up or has glossy paper, lay it on its side and interleave the pages of the text block with paper towels.
6. Rotate standing volumes from their top to bottom edges every few hours as they are drying so that the paper dries evenly.

Station three – drying items

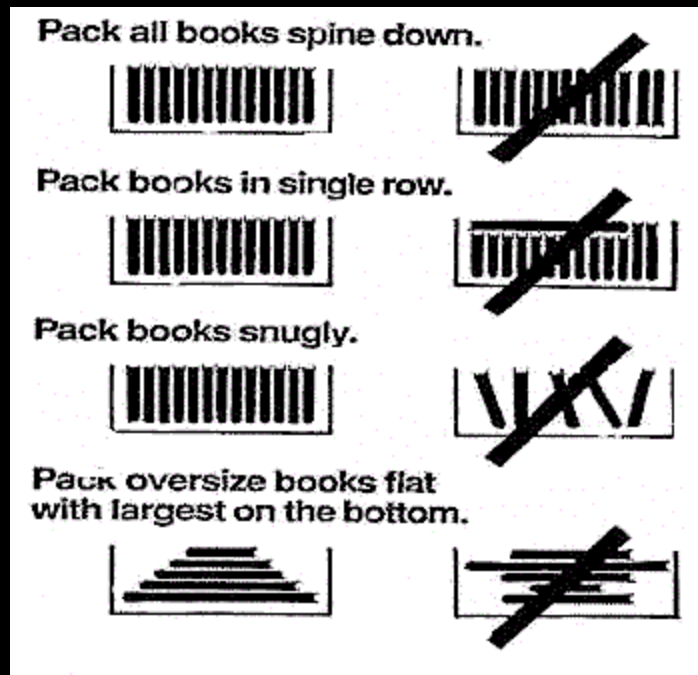


EXCEPTIONS: INTERLEAFING for Clay paper, Paperbacks or soaking wet items that cannot stand up by themselves

Water Damage Tips

- Cover books and equipment with plastic sheeting
- Remove wet and damp books
- Wipe down all wet shelving under plastic to prevent mold.
- Be on the lookout for books with glossy pages as they fuse together fast. Make these a higher priority.
- Many books are dusty. Do not try to wipe the dust from the books when water is present. It grinds the dirt into the pages and creates mud.
- Water in special collections -- If boxes get wet, remove immediately from disaster and remove contents. If the boxes are not too wet, it is possible the file folders and contents are not wet at all so these can then be set aside for return.

Station four



Pack ten to twelve books per box lined with plastic or garbage bags. 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. Do not pack them too tightly because wet paper-based materials will often continue to expand. If extra space remains in the box, support the books with crumpled paper or Styrofoam peanuts.

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

Items should be placed on pallets. No more than two high due the weight of the materials.

Station four

Box Control #

Original Location

Type of item

Call Number Range

of Items



Station five- arranging boxes on a pallet



Remember to acknowledge staff

Collection Disaster Staff Training

Willie Wildcat

is officially a Master of Disaster!

Training completed: Sept. 2014

Thanks for taking time to hone in on you super hero powers to protect our collections.

Hands on Training- Recovery workshop



Getting donated items wet
and practicing drying and
recovery techniques



Table Top Scenarios

Theses can be done in a variety of settings

- Monthly/ weekly staff meetings
- Once a year
- Quarterly

Include staff,
custodial, board
members,
volunteers, etc.



Table top exercises

Scenario #1 Tornado or Fire Drill

Scenario #2 Water leak from Fire Suppression

Scenario #3 Reports of loud and heated arguments

Scenario #4 Building was closed for a fire. What is the first thing to do after the building is cleared for safety.

Scenario #5 Leak from Toilet in the floor above what to do with the section of books

Scenario #6 Someone set a book drop on fire—what to do?

Scenario #7 Tornado hit the building. 85% of the windows are gone or shattered. No central heat or air

Table Top Example Scenario

It's 4:30pm on the first Friday of the so-called Spring Semester.

Heavy snow has been falling for 9 hours since a record-breaking storm coated campus roofs with 5 inches of ice.

A student reports water flooding the women's restroom floor adjacent to the Hemisphere room entrance at the same time that Lisa calls in water pouring over the computers stored in 414.

Building Services Administrator has been laid up after a bad sprain from falling on ice.

What are you going to do?

Take 10 minutes to brainstorm all the things that need to be done.

Spend 5 minutes rank ordering the top three things that need to be done first.

Table top exercise

Conducting Emergency Exercises	
Exercise What type of exercise do you want to conduct?	<ul style="list-style-type: none">▪ Fire extinguisher training exercise▪ Collections/Salvage response▪ Site-wide, include evacuation
Who? Who should be involved from your organization? External participation? If yes, who?	<ul style="list-style-type: none">▪ Collections group▪ Security▪ Facilities▪ Staff▪ Public agencies
Why? Why should the exercise be conducted?	<ul style="list-style-type: none">▪ Build confidence▪ Enhance response▪ Mandated
Where? Where on your site should you conduct the exercise?	<ul style="list-style-type: none">▪ Library/Archive/Museum▪ Collections storage▪ Staff building(s)▪ Loading dock
When? When should you conduct the exercise? Month? Day? Time of day?	<ul style="list-style-type: none">▪ Annual▪ Non-public hours▪ Before noon
How? How should you conduct the exercise? Small or large scale? How often?	<ul style="list-style-type: none">▪ Planned training▪ Surprise exercises▪ Frequency

Adapted from California Alliance for Response 4/07

Scenario Training Resources

Scenarios, Level of Collections Emergency

<http://www.loc.gov/preservation/emergprep/plan/scenarios.pdf>

Preservation Planning Tool: Table top Planning Scenarios, Level of Collections Emergency

<http://www.loc.gov/preservation/emergprep/plan/scenariosII.pdf>

Kentucky Cultural Heritage Mock Disaster Tabletop Exercises

<http://history.ky.gov/pdf/CommunityServices/Rehearsing%20for%20Disasters%20%28Knoer%29%20-%20Berea%20talk.pdf>

<http://history.ky.gov/pdf/CommunityServices/pilot%20scenario2%20-%20handout%20for%20debriefing.pdf>

Other training ideas

Partner with other cultural heritage institutions in your area/ region. You can help each other in a regional disaster situation or provide assistance when only one institution has a disaster.

Partner with local emergency response agency- have them tour your institution. Let them know of your priorities and needs.

Actual Disaster Recovery- testing the plan



Disaster Recovery



Safety First !!

Do not enter disaster area without protective gear. Protective gear available in the disaster bins.

Rubber boots over shoes: Do not go into standing water without them.

Hard hat: Ceiling tiles might fall on you. Protect your head.

Rubber Gloves: Avoid cuts or exposure to mold or dirty water.

Aprons: To keep your clothing clean, and safe from possible toxins.

Safety goggles: to protect your eyes from splashing or other possible dangers.

Face masks: to protect your lungs from mold or chemicals.

Recovery resources

Don't need to invent the wheel!!

Salvage of water damaged materials (all types)

<http://www.connectingtocollections.org/wp-content/uploads/2013/03/11-Salvage-of-Water-Damage.doc>

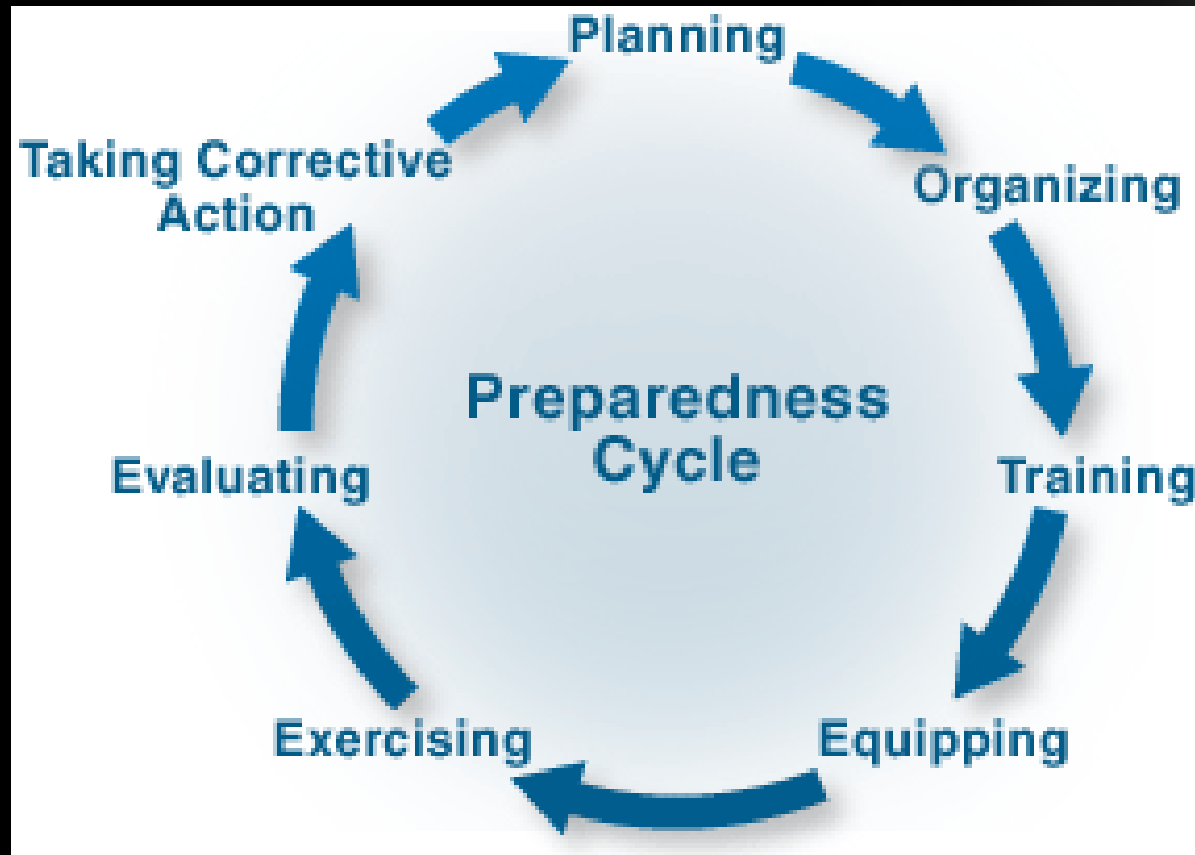
Salvage at a Glance

<http://www.connectingtocollections.org/wp-content/uploads/2013/03/10-Salvage-at-a-Glance.doc>

Drying techniques for water damaged books and paper

<http://www.connectingtocollections.org/wp-content/uploads/2013/03/12-Drying-Techniques.doc>

Follow Up!



<https://www.fema.gov/preparedness-o>

Follow Up!

• LIBRARIES • HISTORIC PRESERVATION

ARCHIVES • MUSEUMS



MayDay

SAVING OUR HERITAGE

MAY 1 • 2013

• HISTORICAL SOCIETIES

PREPAREDNESS PROTECTS OUR HERITAGE

Additional resources

Webinars-- Connecting to Collections

Exercising your plan

<http://www.connectingtocollections.org/exercisingyourplan/>

Writing a Disaster Response Plan

<http://www.connectingtocollections.org/archiveresponseplan/>

Risk Evaluation: First Step in Disaster Planning

<http://www.connectingtocollections.org/archiveriskevaluation/>



<http://upload.wikimedia.org/wikipedia/commons/3/34/Double-Rainbow.jpg>



Earthquakes ??

If you are indoors when the tremor begins, stay there. Get under a desk or table, or stand in a doorway or corner. If possible, direct all patrons and staff to take shelter under tables or other solid objects.

Keep away from windows, book stacks, and areas where falling glass, books, plaster or debris could cause injury.

Do not use elevators!

If you are outside, get into an open area away from trees, buildings, walls, and power lines.

Wait for the tremor to subside and for any falling objects to rest before leaving shelter.

Be prepared for aftershocks. After shocks are usually smaller than the main quake but may be large enough to do additional damage to structures weakened during the main shock.