Disaster Preparation and Remediation

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Most common disasters

- Flooding
- Fire
- Leaks
Water disasters
Assuming you have a disaster plan in effect...
Determine extent of emergency

- Minor
- Major
• Contact Facilities representative and rest of phone tree
• Assess safety/cordon off area
• Stop the leak
• Protect materials at risk
• Remove damaged materials

Minor water emergency
• First remove materials at risk.
• Then, remove wet materials.

Until leak is corrected
Once leak is corrected

- Remove wet materials.
- Check materials nearby.
STACKS
Closed
Flooding
• Thoroughly wet
• Partially wet
• Damp
• Almost dry

Prepare for air drying
Thoroughly wet
Partially wet
Damp
Almost dry
• Air drying
• Dehumidification
• Freeze drying
• Vacuum freeze drying
• Vacuum thermal drying
• Central disaster team
• Unit disaster teams
• Regional response team

Major emergencies
Major emergencies

- Contain damage
- Reduce humidity
- Assess nature of damage
- Establish command post
- Make recovery plan
Fire or similar event

- Pull alarm
- Evacuate
- Notify public safety office
- Call members on the disaster phone tree
Establish priorities

• Consult salvage priority list
• Discard easily replaceable materials
• Low priority for items with low chance of recovery
• Start at closest point of access and work back
• Directed by conservation professional
• Skip washing if time is short
• If time permits remove dirt as materials are assembled for packing

Mud and dirty water
Packing

In the event of a major disaster, books will be sent offsite for freezing.
Disaster Simulation and Collection Salvage
Examining disaster site
Loading wet materials into crates
Carrying crated materials to freezer
The freezer
Unloading crated materials
Inside the freezer
Drying the materials
Handling wet microfiche
Handling wet photographic materials
Handling graphic materials and single pages
Part 2
Making a plan
Interim Plan

Our Disaster Recovery Plan Goes Something Like This...

HELP! HELP!

Final Plan Under Construction
Begin with a task force.
• Access or public services supervisor
• Preservation officer or conservator
• Cataloger or computer systems specialist
• Representatives of branch libraries
• Other experts

Task force members
Duties of the task force

• Gather information
• Appoint a disaster response team
• Develop a phone tree
Gather information

- Research other plans
- Fire suppression systems
- Insurance for your institution
- Invite experts
Appoint a disaster response team
Disaster response team members

- Disaster response administrator
- Building representative
- Disaster recovery director
- Emergency coordinator
- Library specialist
Extra team members

- Communications director
- Regional mutual response team
- Recorder
Create a phone tree
• Library director
• Facilities manager
• Disaster recovery director
• Emergency coordinator
• Unit disaster action team
• Central disaster team

Disaster phone tree
Two teams

• Central disaster team
• Unit disaster action team
Unit disaster action team
• Risk identification
• Preventative action

While assembling the plan
Facilities and risks audit

- Insurance coverage
- Responsibility for building maintenance
- Fire and water alarms
- Electrical wiring
- Evidence of past problems
Preventative action

Identify vulnerabilities
Examples

- Construction/renovation
- Asbestos abatement
- Vulnerable areas
- Failing HVAC systems
Potential problems

- Basements
- Areas with a history of flooding
- Leaking pipes
- Overflowing bathrooms
- Roof breaks
- Broken skylights
• Leak detectors
• Moving collections to safer locations
• Inspection
• Notification
• Alarm should be wired to a security center
• Automatic sprinklers
• Extinguishers
• Reduce rubbish accumulation
• Remove chemicals and other combustibles from areas near the collections

Reduce fire risk
Assemble the plan
• Emergency protocol
• Phone tree
• Collection priorities
• Salvage response

What does the plan need to address?
"This has always been my worst nightmare. I've always feared this would happen," said Jerry McCoy, a librarian and archivist of the Peabody Room. "I've always thought: If there was a fire, what would I grab first?“

Georgetown fire, 2007
Determine salvage priorities

- Monetary value
- Fragility
- Replaceable (or not)
- Importance to institutional programs
- Other items of importance
LIBRARY SALVAGE PRIORITY LIST

LIBRARY/DEPT

________________________________________________________DATE________

CUL UNIT HEAD/DIRECTOR

List in order of priority those library materials and collections which should be salvaged first. When completing this form, consider that you would salvage if you had only half a day or less. This includes catalogs, shelflist, circulation files and well as individual items. Briefly describe the collection, give the location by indicating the room, level or building, describe the type of material (e.g. books, film) and how much material is in the collection. The contact person should be the person able to answer questions about the collection.

<table>
<thead>
<tr>
<th>COLLECTION/ITEM</th>
<th>LOCATION</th>
<th>TYPE OF MATERIAL</th>
<th>QUANTITY</th>
<th>CONTACT</th>
</tr>
</thead>
</table>


• Accessibility
• Proximity
• Good air circulation
• Availability of flat, open spaces
• Electrical outlets
• Security

Locate drying and packing areas
• Assemble disaster kit
• Locate other supplies on site
• Locate supplies and vendors off site

Emergency supplies
Disaster kit

- Plastic sheeting
- Paper towels
- Cutters
- Power bar
- Extension cords
- Gloves
- Goggles
- Aprons
Other supplies on site

- Portable electric fans
- Mops and buckets
- Floor squeegee
- Garbage containers
• Indicate locations of fire extinguishers and alarms
• Indicate salvage priorities
• Identify drying and packing areas

Include floor plans
Insert Floor Plan(s) Here
Supplies and vendors off site

- Vendors for freezing/drying
- Wet/dry vacuums
- Book trucks
- Dehumidifiers
- Plumbing, electrical services
• Library departments
• Disaster kit
• Web page
• Home

Disseminate the plan
• Contact information
• Floor plans
• Disaster remediation
• Designed for someone with no previous experience

Cornell’s plan