



Indiana State Library

Collections Disaster and Recovery Plan

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TABLE OF CONTENTS

Contents

INTRODUCTION	3
IN THE EVENT OF AN EMERGENCY:.....	3
LEVELS OF EMERGENCIES AND DISASTERS	3
DISASTER RESPONSE TEAM (DRT).....	4
DISASTER RESPONSE PHONE TREE AND FIRST-IN STAFF LIST	5
RECOVERY TEAM DUTIES.....	6
Response Director: Associate Director of Public Services	6
Recovery Specialist: Conservator	6
Media Liaison: Director	6
Logistics Coordinator: Director of Operations	6
Photographer: Director of Communications	7
Administration Coordinator: CFO.....	7
Collection Representative: Catalog Supervisor.....	7
Volunteer Coordinator: Circulation Supervisor.....	8
Collection Coordinators: Division Supervisors	8
Supplies Coordinator	8
EVACUATION PLAN	9
ESCAPE ROUTES	9
GENERAL PRECAUTIONARY MEASURES.....	10
Water-Related Emergencies	11
Fire-Related Emergencies	12
Environmental Emergencies.....	13
TO AVOID MOLD.....	13
Structural Emergencies	14
Collections Recovery Cards	15
Collection Identification.....	16
Removal of wet collections from affected area.....	17
Books	18
Manuscript and Archival Collections.....	19
Oversized Collections; Maps, Newspapers, Broadsides, Drawings, Blueprints, etc.....	20
Photographic Prints and Film Negatives	21
Glass Plate Negatives.....	22
Microfilm and Motion Picture Film.....	23
Magnetic Media (Video, Cassette, and Computer Tapes).....	24
Paintings	25
<u>APPENDICES</u>	
APPENDIX A: COLLECTION RECOVERY PRIORITIES LIST	32
APPENDIX B: EMERGENCY SERVICES PHONE NUMBERS	33
APPENDIX C: DISASTER REMEDIATION VENDORS	34
APPENDIX D: FORMS.....	35
APPENDIX E: FIRE SUPPRESSION AND UTILITIES SYSTEMS INFORMATION	48
APPENDIX F: RECOVERY SITES (ON AND OFF SITE)	51
APPENDIX G: SUPPLIES.....	52
APPENDIX H: LIST OF EXISTING DISASTER PLAN BINDERS	60
APPENDIX I: What to Report to the State Emergency Operations Center Reference Page	61
APPENDIX J: CONSERVATION LAB MSDS FORMS.....	63

INTRODUCTION

This document summarizes recovery steps to take should a disaster, whether environmental, structural, or from natural events affect the ISL building, collections, and material resources. It is not an evacuation plan or medical guide. This plan will depend on institutional guidelines set in place regarding power to the building and communication strategies should regional disaster make telecommunication impossible.

Salvage guidelines are pertinent only to library collections materials, not to buildings, supplies, and equipment. Indiana Department of Administration (IDOA) maintains and executes disaster planning with respect to the personal safety of those in the library when a disaster occurs.

IN THE EVENT OF AN EMERGENCY:

In all building emergency situations, the safety of ISL building staff members and patrons is the *first priority*.

The following procedures will apply in any emergency situation. For your own safety, as well as the effective recovery of the historical collections, please heed this information.

- Follow all emergency procedures declared by state and ISL evacuation and disaster plans.
 - Do not re-enter a fire-damaged, structurally damaged, or severely water-damaged area until it has been inspected and declared safe by local Fire Marshal and State authorities.
 - Do not walk in any water-affected area until all electrical circuits have been turned off and the area has been declared safe by the State authorities.
 - In the event of a building-wide emergency, the Director of the Emergency Plan will have authority to assign duties to all staff as required.
1. **Remain** calm and do not panic.
*****If evacuation is necessary, notify emergency services and begin evacuation immediately.**
 2. **Survey** the damage and make a quick visual determination of the type and severity of damage.
 3. **Activate** phone tree according to level of disaster severity.

LEVELS OF EMERGENCIES AND DISASTERS

Isolated Incident: a destructive event involving only part of the collection or divisional resources, which does not present a danger to the rest of the building. An isolated incident is handled primarily by staff members of the division affected.

- Evacuation likely not necessary for this type of event
- **Recovery Specialist (Conservator) and Response Director** can be contacted first

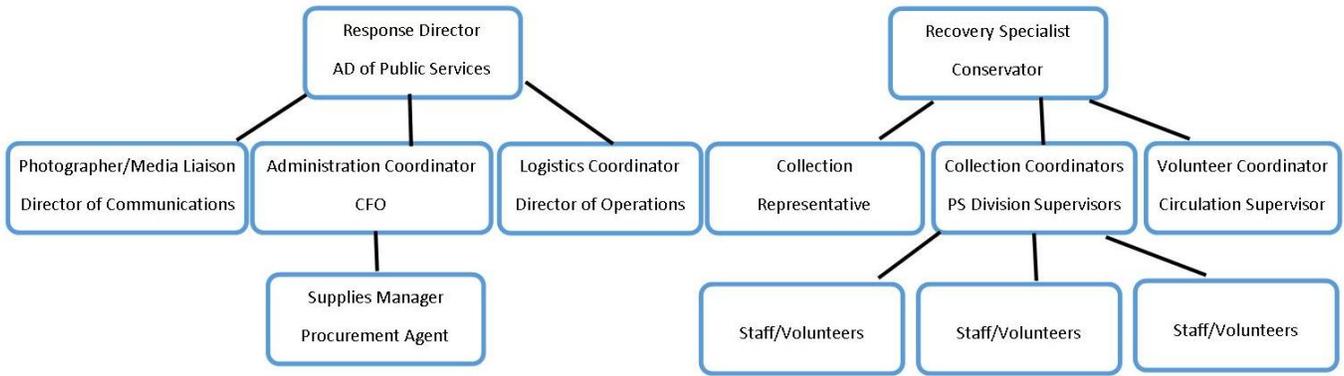
Disaster: a destructive event involving one or several divisions and affecting massive amounts of material. Supplies and equipment kept in the building are available but are insufficient for all disaster recovery needs.

- Evacuation likely necessary for this type of event
- **Emergency services should be contacted immediately, then the Response Director.**

Major or Catastrophic Disaster: a destructive event involving several floors of the building and affecting massive amounts of material, and/or affects the structural integrity of the building and possibly the community. Supplies and equipment kept in the building are not available as a consequence of the disaster. Emergency and State/Federal Emergency response teams may be required.

- Evacuation mandatory for this type of event
- **Emergency services should be contacted immediately, then the Response Director.**

DISASTER RESPONSE TEAM (DRT)



Response Director: Associate Director of Public Services

Media Liaison / ISL Director

Photographer: Director of Communications

Collection Representative: Catalog Supervisor

Collection Coordinator

Collection Coordinator

Collection Coordinator

Recovery Specialist: Conservator

Logistics Coordinator: Director of Operations

Administration Coordinator: CFO

Volunteer Coordinator: Circulation Supervisor

Supplies Coordinator

Collection Coordinator

Collection Coordinator

DISASTER RESPONSE PHONE TREE

First Responder: Personnel that first recognizes or is first on the scene after a disastrous occurrence.

1. Police
2. Fire Department
3. Response Director

Response Director: Associate Director of Public Services

1. ISL Library Director / Media Liaison
2. Recovery Specialist
3. Logistics Coordinator
4. Photographer
5. Administration Coordinator

Recovery Specialist: Conservator

1. Collection Representative
2. Volunteer Coordinator
3. Partner Conservators

Media Liaison: Director

1. Indiana Historical Bureau Director
2. Inspector General
3. ILHB Board President
4. Governor's Office Liaison
5. Associate Director of Statewide Services

Logistics Coordinator: Director of Operations

1. Facilities Management
Utilities, Structural Engineer
2. Securitas/Protection Plus
3. Project Search Director

Photographer: Director of Communications

None

Administration Coordinator: CFO

1. Supply Coordinator
2. Procurement Management

Collection Representative: Catalog Supervisor

1. Collection Coordinators
2. Catalog staff

Volunteer Coordinator: Circulation Supervisor

1. Circulation staff

Collection Coordinators: Division Supervisors

1. Division staff

Supplies Coordinator

1. Vendors

FIRST-IN STAFF

In the event of a disaster that compromises the safety of the building, the first staff members to enter and assess damage and priorities are:

- **Media Liaison: Director**
- **Response Director: Associate Director of Public Services**
- **Associate Director of Outreach and Resources Sharing**
- **Logistics Coordinator: Director of Operations**
- **Recovery Specialist: Conservator**

RECOVERY TEAM DUTIES

Response Director: Associate Director of Public Services

- Initiate phone tree
- Responsible for overall management of recovery and salvage operation
- Determine (along with ISL Director, IDOA, and emergency personnel) when it is safe to enter the building and begin salvage
- Establish command center
- Complete walk-through with the Recovery Specialist and Collection Representative to complete a damage assessment and determine type and level of salvage necessary
- Inform the Logistics Coordinator, Administration Coordinator, and Photographer of needs
- Direct the Logistics Coordinator
- Direct Administration Coordinator
- Direct Photographer
- Document salvage operation
- Receive team reports
- Prepare (along with the Recovery Specialist) final reports

Recovery Specialist: Conservator

- Complete assigned phone tree calls
- Complete walk-through with Response Director and Collection Representative to complete a damage assessment and determine type and level of salvage necessary
- Determine and advises Response Director on treatment area and storage needs
- Advise Response Director on supply needs
- Designate treatment area
- Inform Volunteer Coordinator of additional staff/volunteer assistance needed
- Direct Collection Representative
- Train and Direct Collection Coordinators
- Supervise treatment work and movement of damaged materials
- Prepare an activity report and deliver to the Response Director
- Prepare (along with Response Director) final reports

Media Liaison: Director

- Complete assigned phone tree calls
- Determine (along with Response Director, IDOA, and emergency personnel) when it is safe to enter the building and begin salvage
- Determine if ISL COOP should be initiated
- Communicate with the Indiana Historical Bureau and Inspector General's Office
- Act as liaison between partner organizations, ISL Disaster Recovery Team, and ISL COOP Team
- Handle all media inquiries
- Arrange (along with Director of Communications) media announcements
- Communicate progress to the ISL Board of Directors
- Receive reports from Response Director
- Acknowledge people who have participated in the recovery
- Decide on restorations of services

Logistics Coordinator: Director of Operations

- Complete assigned phone tree calls

- Contact Protection Plus to arrange for additional security as directed by the Response Director
- Set up command center including an area for the Response Director, Administration, Volunteer services, and a “break” area
- Direct vendors where to deliver equipment
- Arrange for supplies to be delivered to the administration table in the command center
- Arrange and set up food and drink area
- Direct transportation and relocation activities
- Supervise loading, unloading, and installations of equipment and supplies
- Ensure equipment and supplies are delivered to the correct team members
- Arrange the return of materials after treatment is completed
- Coordinate the return of equipment and supplies
- Coordinate any building clean up necessary
- Prepare an activity report and deliver to the Response Director

Photographer: Director of Communications

- Complete assigned phone tree calls
- Photograph the extent of damage to the building, furniture, and the collections as part of the initial assessment
- Provide photographic record of the recovery, salvage, and treatment process under the direction of the Recovery Specialist
- Work with the Media Liaison to arrange media announcements
- Prepare an activity report and deliver to the Response Director

Administration Coordinator: CFO

- Complete assigned phone tree calls
- Set up and staffs administration table in the command center
- Coordinate budget for equipment and supplies
- Authorize payment for equipment, supplies, and services needed
- Direct Supplies Coordinator
- Act as liaison between salvage operation and IDOA or insurance provider including handling any necessary claims
- Prepare an activity report and deliver to the Response Director

Collection Representative: Catalog Supervisor

- Complete assigned phone tree calls
- Advise on collection priorities for salvage on the basis of the pre-approved priority list
- Act as recorder during damage assessment
- Work with the Collection Coordinators to record destroyed items for later removal from the catalog and OCLC
- Prepare an activity report and deliver to the Response Director
- After salvage operation is complete work with the Collection Coordinators to determine items that need replaced

Volunteer Coordinator: Circulation Supervisor

- Complete assigned phone tree calls
- Set up and staff volunteer assignment table in the command center
- Become familiar with command center set up so can serve as “information center” for all staff and volunteers that need directed to various stations
- Have each volunteer sign in and complete a waiver form
- Keep track of time worked for each volunteer
- Issue name tags to all volunteers
- Assign each volunteer a work location
- Assign at least one ISL staff member to “shuttle” volunteers to their assigned work location
- Keep track of volunteer information and forms and turns into Response Director after salvage is complete
- Prepare an activity report and deliver to the Response Director

Collection Coordinators: Division Supervisors

- Complete assigned phone tree calls
- Report to the command center and see the Recovery Specialist for training and direction
- Collect needed supplies from the command center administration table
- Train staff/volunteers on proper treatment and/or packing method as directed by the Recovery Specialist
- For boxed items direct staff/volunteers how to label each box with the division and type of material
- If needed, direct relocation of materials to the appropriate location
- Keep count of boxed items sent to another location
- Assist with treatment and/or packing of materials
- Prepare an activity report and deliver to the Response Director
- After salvage operation is complete work with the Collection Representative to determine items that need replaced

Supplies Coordinator

- Complete assigned phone tree calls
- Contact vendors and suppliers at the request of the Administration Coordinator
- Work closely with the Logistics Coordinator to arrange transport and delivery of needed equipment, supplies, and services
- Arrange food and drink for the staff/volunteers
- Arrange lodging for the team members, staff, and volunteers as needed
- Prepare an activity report and deliver to the Response Director

EVACUATION PLAN

EVACUATION MEETING PLACE:

ESCAPE ROUTES

GENERAL PRECAUTIONARY MEASURES

The following are precautionary measures that can be taken in the event of an impending emergency. Insuring the safety of yourself, all staff and patrons, these steps should be taken as immediately as possible:

ESTABLISH SAFETY OF BUILDING ENTRY: If the integrity of the building is in question, Response Director and Recovery Specialist will meet/discuss with Emergency Services and Architect/Structural Engineers to assess if entry is possible.

If entry is possible:

1. **Recovery Specialist** will determine the appropriate course of action.
2. **Coordinators and Recovery Specialist** will assemble and brief their recovery teams.
3. **Supplies Coordinator** will set up a command center, make its location known, and make appropriate contacts for supplies and resource services.
4. **Recover** shelf lists and other records that list or identify the collection. If destroyed, obtain from off-site storage.
5. **Inspect** area for the development of mold and employ all possible ventilation. If mold is present, freeze material immediately. If mold is found over a large area, fumigation of the building will be necessary.
6. **Clear** passageways and aisles between the stacks that may be strewn with materials.
7. **Inventory and remove** damaged material to a dry work area. Be aware that wet books will swell and may sometimes be lodged on the shelves; if tight, remove one or two volumes to avoid damage before evacuating the remainder of the shelf.
8. Do not attempt any cleaning of damaged material without a conservator's specific instructions.
9. If material is to be frozen, then wrap, package, make an inventory, and remove from the area.
10. **Remove** dry portions of the collection and thoroughly clean the affected area.
11. **Keep** impeccable records and take photographs.

Remember:

- Wet material has priority over material that may be burned or scorched but not wet.
- Water-damaged books and records should have action taken as soon as the problem is discovered.
- Water-damaged photographic materials must be kept wet. Seek advice and assistance immediately from the conservator.

* If entry to building is not immediately possible, Response Director and Recovery Specialist will be immediately informed when "First Entry" can be established, then initiate recovery.

The above list is adapted from Library and Archival Disaster-Preparedness and Recovery Manual and Workbook, Tinsley and Young, Biblioprep; 1986.

Water-Related Emergencies

The following information concerns specific procedures to be followed in the event of a **water-related emergency or disaster**, such as a flood, a burst water pipe, or a water leak in a collection area.

CAUTION: DO NOT WALK IN ANY WATER-AFFECTED AREA UNTIL ALL ELECTRICAL CIRCUITS HAVE BEEN TURNED OFF AND THE AREA HAS BEEN DECLARED SAFE BY STATE AUTHORITIES.

1. **Contact** Response Director and/or Recovery Specialist regarding the following recovery procedures:
 - **Verifying** that the water has stopped flowing from its source before beginning recovery efforts.
 - **Estimating** the quantity of water and assessing the condition of areas affected by the water.
 - **Covering** with tarps any materials in danger of being damaged by water.
 - **Protecting** adjacent areas from damage by draping with tarps, which are available from the emergency supplies stored in the third-floor conservation area.
 - **Starting** wet-vacuum work.
 - **Calling** a commercial water-removal service to rid areas of standing water.
2. **Remove** the holdings from the affected area according to established procedures. **(Recovery Specialist)**
Refer to collection priority lists.
 - **Evaluate** whether damaged materials can be dried on site or if they must be removed for freezing.
 - **Begin** air-drying immediately, if damaged items are not too numerous and are only damp rather than thoroughly soaked. Several on-site locations can be easily adapted for this use: xxxx.
3. **Remove** wet debris from the area.
4. **Reduce** the temperature and humidity to retard the growth of mold **(Logistics Coordinator)**:
 - **Turn off** the heat in the winter and **turn on** the air conditioning in the summer.
 - **Open** doors and **use** fans to maximize air circulation.
 - **Distribute** and **use** dehumidifiers to lower the humidity.

Fire-Related Emergencies

The following information contains specific procedures to be taken in the event of a fire-related emergency or disaster. **When a fire is discovered, whether smoldering or a live blaze, the fire alarm is pulled.** This will assist in the evacuation of the building and call needed fire department personnel.

CAUTION: Staff may contain small fires by the use of a fire extinguisher; however, they are not expected to jeopardize their own personal safety in an attempt to control a fire. Staff should stay out of the affected area until it has been declared safe by the fire marshal.

The procedures listed below relate to the recovery effort after a fire emergency:

1. **Security** will contact **Response Director** and **Recovery Specialist** regarding the following recovery procedures:

- **Evaluating** the extent of the damage and engage the Recovery Coordinators as needed.
- **Determining** the location for a recovery site, such as a nearby school auditorium, vacant warehouse, etc.
- **Assembling** out-of-building supplies and equipment.
- **Setting up** communications within the building from the recovery operations site with two-way radios or cellular telephones.

2. **Recovery Specialist** will evaluate the extent of particulate damage in the general area and coordinate the following procedures:

- **Handle** fire-damaged items with extreme care. Particulates will abrade the surface of most materials in the collections. Do not wipe soot from the surface of any original item from the collections.
- **Vacuum** storage containers and drawers thoroughly with HEPA vacuum prior to disturbing the contents of the containers.
- **Evaluate** damaged items according to their pre-established priority.
- **Begin** conservation procedures for the highest-priority items.

3. **Recovery Specialist** and **Response Director** will assess the overall damage and commence the following procedures:

- **Place** tarps beneath the water source and over endangered collections.
- **Begin** water removal at once.
- **Remove** water-damaged collections to a safe area.
- **Set up** portable generators, if necessary, to provide power for other equipment.
- **Set up** dehumidifiers to lower the relative humidity level.
- **Set up** fans to circulate the air and keep it as cool as possible.
- **Monitor** the temperature and relative humidity.
- **Begin** conservation procedures for the highest-priority items.

Environmental Emergencies

The following information pertains to procedures to be taken in the event of an environmental emergency, such as a breakdown in the building's environmental control system. Sudden or dramatic atmospheric changes are harmful to ISL collections and/or staff, and steps must be taken immediately to stabilize the temperature and relative humidity in the collection areas.

CAUTION: Personal safety is the first priority and must not be jeopardized in an attempt to save the collections. Stay out of any affected area until proper inspections have been performed to determine safety.

In the event of an environmental emergency, contact the **Response Director**, who will in turn contact the **Recovery Specialist**, to evaluate the situation regarding the opportunity for fungus to grow.

1. **Contact Logistics Coordinator and/or IDOA** to evaluate the status of the system. Collection areas are the first priority for repair.
2. **Inspect** local environmental monitors (the HVAC system) and take hourly temperature and humidity readings.
3. **Use** dehumidifiers, fans, humidifiers, or cooling units to stabilize the temperature and relative humidity at acceptable levels. If high indoor temperatures (above 80 degrees) occur, portable cooling units should be used to route chilled air into the vaults; they should not, however, be placed inside collection areas because they generate heat and humidity. Maintain relative humidity below 60%.
4. **Limit** access to the affected areas to allow reconditioning of the atmosphere.
5. **Inspect** the collections for mold and mildew damage, moving those affected items to a safe area. As a last resort, seal items temporarily in layers of trash bags.
6. **Begin** cleanup and sterilization of the affected areas, including the climate control system. **Recovery Specialist** will determine if fumigation is necessary.
7. **Begin** conservation procedures for affected materials.

TO AVOID MOLD

In all cases where water or high temperature affects collections, the **Recovery Specialist (Conservator)** and **Logistics Coordinator** will emphasize preservation issues to all State personnel associated with efforts to repair, recover, or stabilize the building including HVAC systems. **All repair personnel** must report to **Logistics Coordinator** any activity that may cause temperature to rise above 72 degrees F or reduce air circulation at any time the building is being stabilized as a precautionary measure.

The following steps must be taken to keep temperature and relative humidity as stable as possible:

1. Reduce temperature to below 72 degrees F to avoid mold growth.
2. Increase air circulation to avoid mold growth.

Structural Emergencies

The following information pertains to procedures to be taken in the event of major structural damage to the building, such as from a tornado or an earthquake.

CAUTION: Personal safety is the first priority and must not be jeopardized in an attempt to save the collections. Stay out of any affected area until proper inspections have been performed to determine safety.

Any staff member who is aware of structural damage should contact **Response Director** who will commence the following procedures:

1. **Evacuate** the area, if necessary.
2. **Contact Response Director**, who will contact the **Logistics Coordinator** and **IDOA** regarding repairs.
3. **Alert** the **Recovery Specialist** as necessary.
4. **Response Director** will **Contact** IDOA regarding our utilities.
5. **Evaluate** the extent of the damage to the collections.
6. **Remove** endangered items to a safe area.
7. **Set up** a recovery site, taking into consideration that surrounding buildings and areas may be similarly affected by structural damage and that equipment and supplies may be difficult or impossible to gather.
8. **Commence** conservation efforts.

Collections

Recovery Cards

Collection Identification

1. **Retain** all identification labels and markings on collection materials as they are found. Include labels with the original storage container, or in the case of damp items that are reboxed, the newly packed container.
2. **Mark** newly packed or original collection containers with soft lead pencil if marking is necessary. Do not mark wet collection items; place originals in folders that can be marked.
3. **Label** and inventory all materials that have defaced labels or missing labels.
4. As each range of shelves or cabinets is emptied, the boxes should be labeled and inventory made.

Removal of wet collections from affected area

1. **Evaluate** degree of damage to top priority collections. Remove the wet materials in the manner outlined below.
2. **Remove** boxed collections from the nearest accessible point to a nearby "dry" station for packing.
3. **Do not reuse** wet boxes; damp contents should be repacked in new containers and an inventory made. Label the box.
4. **Do not stack** materials on the floor to await removal and packing, as this will promote mechanical damage, reduce air flow around the items, and reduce working space within the affected area. Work in an orderly manner until all wet materials have been removed.
5. **Sponge** away excess water from storage containers and unboxed folders stored on open shelving.
6. **Support** oversized materials stored on open shelves, such as oversized folders, by transferring onto lifting boards or trays to prepare for freezing. Do not stack items to be frozen more than two inches high. Wrap in kraft paper. Keep inventory and label.
7. **Do not make** attempts to clean or wash materials; the conservator will assess soil damage and set up appropriate washing procedures for books and flat paper items at the time.
8. **Remove** map drawers and stack in a nearby "dry" station. Drawers may be frozen with contents intact.
9. **Remove** books from shelves and wrap individually with kraft paper; do not pack boxes tightly, as the books will expand substantially upon freezing.
10. **Unframe paper** documents, graphic works, and photographs; place individually in folders and box; keep inventory of box contents and label. If oversized, support onto Masonite panels to prepare for freezing. Do not stack items to be frozen more than two inches high. Wrap with kraft paper, keep inventory, and label.
11. **Stack** boxes/drawers/masonite panels onto pallets in freezer trucks for transport to cold storage facility.
12. **Stack** containers carefully inside the freezer, making certain to separate cartons with wood slats to prevent crushing and to promote air circulation.
13. **Freeze** as rapidly as possible to -10 and -20 degrees Fahrenheit to minimize the formation of large ice crystals.
14. All frozen paper materials may be vacuum freeze-dried ***except photographic collections***

Books

Books are composite materials of paper, leather, cloth, and glue. Problems arise since these differing materials behave differently as the book dries. Drying must be controlled to avoid radical dimensional changes. Rapid drying in a freeze-dry chamber is preferred to air-drying. Freezing books in a common freezer chest allows individual treatment to take place over an extended period of time.

1. **Evaluate** the extent and types of damage to the collection; consult with conservator regarding damages from fire, water, and structural disaster.
2. **Identify** the damaged holdings according to pre-established priority (Appendix A, Collection Recovery Priorities).
3. **Remove one** book carefully from shelves that are packed with water-swelled books. Do not grasp book at headband; move book forward from the shelf by applying pressure to fly edge.
4. **Do not open** books, or if already swollen and open, do not close.
5. **Remove** surface deposits of mud from books with a hand-held water spray.
6. **Blot** surface of books with dry toweling and prepare for freeze-drying by wrapping with kraft paper sleeve as directed by coordinator.
7. **Separate** books printed on coated paper and freeze-dry; freeze-drying is essential to prevent blocking.
8. **Wrap** books with vellum bindings round with crepe bandages to prevent distortion, starting at the lower edge and winding across the boards from spine to fore edge to spine with a small overlap. A polyethylene or cling film wrapping may then be added prior to freezing. ***Vellum bound books will not be subjected to freeze-drying***
9. **Wrap** individually folio volumes and lay flat for transport to the freezer. They should be laid out flat individually until fully frozen, when they may be stacked.
10. **Pack** wrapped books to be frozen or freeze-dried spine down into milk crates. Fill boxes only 3/4 full, as water will expand the size of the books when frozen. Label and stack crates on pallets for the freezing process; secure to pallet by strapping. Label pallet with an identifying number and record number on inventory.
11. **Air-dry** books, interleave sections with unprinted paper toweling. Interleaving should not exceed one-third of the book's thickness to avoid placing strain on the spine. Change toweling often.

Manuscript and Archival Collections

1. **Evaluate** the extent and types of damage to the collection; consult with conservator regarding damages from fire, water, and structural disaster.
2. **Identify** the damaged holdings from the affected area according to pre-established priority (Appendix A, Collections Recovery Priorities).
3. **Assemble** lifting boards and trays.
4. **Lift** soaking storage boxes by sliding a lifting board beneath box to be removed. Gently position box onto tray. Place additional boxes to easily fill the bottom of the tray; remove tray from the affected area to pallets. Do not attempt to stack broken down, wet boxes. Move trays to the recovery site.
5. **Rebox** the contents of any broken boxes; use spacers to keep files vertical in boxes that are not full. Label and stack boxes on pallets for the freezing process; secure boxes to pallet by strapping. Label pallet with an identifying number and record number on inventory.
6. **Repeat** process to ready the collection for freezing.
7. **Air-dry** small numbers of damp items by placing mss or unbound papers individually between or on sheets of blotting paper. Light weights may be placed on interleaved piles. Particular care should be taken to support applied and pendant seals on paper and parchment documents; see conservator.
8. **Change** all blotting paper and newsprint used for interleaving at regular intervals to speed up the drying process and dried for reuse.

Oversized Collections; Maps, Newspapers, Broadsides, Drawings, Blueprints, etc.

1. **Evaluate** the extent and type of damage to the collection; consult with conservator regarding damages from fire, water, and structural disaster.
2. **Identify** the damaged holdings according to pre-established priority (Appendix A, Collection Recovery Priorities)
3. **Remove** flat file drawers and transport to recovery site. Do not attempt to move folders independently from the drawers while the drawers are still in the flat file as this could damage the items inside.
4. **Grasp** drawer liner and slide lifting board beneath stack of folders. Remove stack of map folders and place between double corrugated cardboard on a wood pallet.
5. **Stack** groups of folders, separated by cardboard, to a height of 6 inches.
6. **Repeat** process to ready the maps for freezing. Attach copy of pallet inventory to stack, and file original inventory for future use.

Photographic Prints and Film Negatives

Water-soaked photographic materials should preferably be air-dried as soon as possible, but freezing may be necessary if the material cannot be treated immediately (prints or negatives must be frozen or dried within 72 hours). Freeze-drying is never an option, as emulsion layers fuse when subjected to this process. A professional photographic lab/drying facility may be contacted, depending upon the size of the problem.

1. **Evaluate** the extent and types of damage to the collection; consult with conservator regarding damages from fire, water, and structural disaster.
2. **Identify** the damaged holdings according to pre-established priority (Appendix A, Collection Recovery Priorities).
3. Never allow the materials to dry before attempting to salvage them; treat at the earliest moment because wet gelatin will disintegrate in a matter of days under wet conditions.
4. **Do not** attempt to lift soaking storage boxes; assemble lifting boards and trays. Slide lifting boards beneath box to be removed and lift; gently position onto baker's tray. Place additional boxes to easily fill the bottom of the tray; remove tray from the affected area to the recovery site.
5. **Soak** items in clean cold water; carefully separate the prints or negatives from their storage enclosures and from each other. Handle negatives by the edges. Rinse foreign matter from surfaces and gently wash for 30 minutes.
6. **Dry** without weight at room temperature in a dust-free area.
7. **Wrap** photographic prints and negatives in 5-inch bundles in kraft paper and place in carton to freeze them. Fill cartons only 3/4 full, as water will expand the size of the packages when frozen.
8. **Repeat** process to ready the collection for freezing. Strap cartons together with plastic strapping, attach copy of inventory to stack, and file original inventory for future use.

This card is copied and distributed to those involved with the recovery of visual and photographic print and negative collections.

Glass Plate Negatives

1. **Evaluate** the extent and types of damage to the collection; consult with conservator regarding damages from fire, water, and structural disaster.
2. **Identify** the damaged holdings according to pre-established priority (Appendix A, Collection Recovery Priorities).
3. **Lift** boxes of glass plate negatives with both hands; place on cart and remove to the recovery site.
4. **Remove** negatives from storage enclosures. Handle negatives by the edges to avoid placing fingerprints on the emulsion (dull) side.
5. **Wash** glass plates in clean cool water and rinse foreign matter from surfaces, gently wash for 30 minutes.
6. **Dry** the plates emulsion side up at room temperature in a dust-free area.

Microfilm and Motion Picture Film

Do not dry; do not freeze. Films should be kept in clean, cold water and sent to the nearest film processing laboratory as soon as possible.

1. **Secure** microfilm cartons with rubber bands without removing the rolls from the cartons.
2. **Transfer** film boxes to plastic containers filled with clean water and transport containers to commercial processing lab.
3. **Reprocess** the affected films at a professional lab as soon as possible. Black and white negative film can be kept submerged for up to 3 days before the emulsion separates from the film backing. Color negative and positive film can remain in water for only 48 hours.

Should in-house processing be available, follow these steps:

1. **Secure** microfilm cartons with rubber bands without removing the rolls from the cartons.
2. **Transfer** film boxes to plastic containers filled with clean water.
3. **Use** a film processor capable of developing the type and size of the film to be washed.
4. **Drain** developing and fixing solutions, replacing these chemicals with clean 75 degree tap water.
5. **Remove** the screens from the processing machine to keep them from scraping off sensitive emulsions.
6. **Drain** storage water from the microfilm one roll at a time and immediately run the film through the entire developing cycle.

Magnetic Media (Video, Cassette, and Computer Tapes)

Magnetic tapes should be backed up to prevent loss of information. If a backup copy is available, it is usually better to discard the water-soaked original.

If contamination by water and soiled surfaces is mainly confined to the outermost layers of the tape, it may be worth it to save the original.

1. **Wash** the exposed edges with clean water and leave the tapes to dry without heating.
2. **Fast wind** the tape against felt pads when it has dried (without the tape contacting the heads) to remove dried foreign matter from the oxide and base surfaces. Cartridges do not permit cassette tapes to be easily cleaned of mud and other contaminants. As a last resort, they may be opened and cleaned as above.
3. **Re-record** onto a new tape once cleaning has been completed. A decision can then be made as to whether the original will be discarded or saved.

Magnetic Media (Floppy Disks)

Stabilizing magnetic floppies requires keeping them wet until the operation of copying may be completed. However, the longer they remain wet, the more likely that some information will be lost.

1. **Remove** disk from the original jacket by cutting with nonmetallic scissors along edge of jacket. Remove diskette and agitate exposed disks in multiple baths of cool distilled water to remove all visible dirt. Dry with lint-free towels and insert into an empty jacket.
2. **Copy** original disk onto new disk and dispose of old disk. Clean heads often.

Paintings

1. **Evaluate** the extent and types of damage to the collection; consult with conservator regarding damages from fire, water, and structural disaster.
2. **Identify** the damaged holdings according to pre-established priority (Appendix A, Collection Recovery Priorities)
3. **Air-dry** paintings immediately; drain water from the stretcher and carry face up, without touching paint layer. Transport to the recovery site.
4. **Place** frame face down on a smooth flat surface, covered with blotting paper or bubble pack where an ornate frame makes it necessary.
5. **Remove** hanging hardware and dust seal and backing boards. Make sure item is not adhered to the rabbet of the frame, spacer, liners, or glazing material. Carefully lift work from frame.
6. **Do not** remove an unframed painting from its stretcher.
7. **Protect** front paint surface with unprinted newsprint that is flat and wrinkle-free. Place paint surface down on prepared work surface covered with layers of white blotting paper. Add layers of blotting paper to reverse of canvas area. Change the paper every half hour until dry.
8. **Cover** the entire back of the painting, both stretcher and filled area, with a lifting board and weight it. Weighting the edges will prevent warping of the wooden stretcher bars.
9. **Circulate** air and change blotters until dry.

Air-drying Materials

General Procedures for Damp Materials

Air drying is most suitable for small numbers of items that are damp or water damaged only around the edges. If there are hundreds of single items, or if water damage is severe, items will be frozen and scheduled for vacuum freeze-drying.

- **Secure** a clean, dry environment where the temperature and humidity are as low as possible.
- Use fans to keep the air moving at all times, accelerate drying time, and discourage the growth of mold.
- **Cover** any surface that will come into contact with wet materials (e.g., tables, carts, bookshelves, etc.) with kraft paper from emergency supplies.

Non-coated Papers

- **Remove** box lids from boxed collections and evaluate damage to the contents..
- **Blot** carefully the storage boxes and folders with thick fabric wipes or unprinted paper towels.
- **Remove** boxes to dry work area; use lifting boards to support wet boxes.
- **Place** dry standard folders with contents in dry record storage boxes.
- **Lay out** damp portion of boxed collections by carefully separating with blotters.
- **Move** oversize boxed items in their wet boxes, if possible, to a dry station; use lifting boards to support wet boxes when necessary.
- **Move** map case drawers with contents intact to a dry station.
- **Remove** all items to a well-ventilated room, using a cleared, clean table or floor covered with kraft paper as a work surface.
- **Remove** individual oversize folders from flat file and lay out flat on dry work surface.
- **Blot individual items with dry blotters and change blotters until dry.**
- **Label** material contents carefully during the drying procedure. (I.D. info see page 27)
- **Re-house** dry materials in dry boxes or, if no dry boxes are available, wrap dry materials together with wide strips of acid-free paper and label.

Photographic Prints

Air drying is the preferred method of drying for most photographic materials; drying under a vacuum causes blocking and sticking of gelatin layers in stacked photos. Contact professional photographic labs for drying facilities. If none is available, photographs may be frozen and thawed in small groups when washing and drying may take place by the method described below:

- **Place** prints in a tray and fill with cold water to aid removal of storage sleeve or envelope. Retain information with photograph. Allow prints to air dry.

Manuscripts

- **Assemble** manuscript items for freezing to help discourage blurring or running of inks and colored pigments. These items must be frozen immediately and await treatment by a conservator.

Books

- **Place** books spine down on a book cart for safe transport.
- **Place** books with the spine resting flat (do not fan pages) and support book boards using rolled balls of kraft paper.

- **Insert** dry blotters between book covers; air dry by interleaving with absorbent paper. Exchange paper as often as necessary with dry towels until dry.

Coated Papers/Non Photographic:

- **Separate** books with coated papers from those that have non-coated papers.
- **Wrap** in blotter paper and make immediate arrangements for freezing. Once frozen, the items must be vacuum freeze-dried. **There are no exceptions to this procedure.** Books made of coated papers should not be allowed to air dry, as the book block will fuse into one solid mass.
- **Lay out** broadsides made with coated papers individually to air dry and prevent sticking. Contact the Conservator immediately for proper instruction.

Separation of Wet Materials

The following procedure may be used to separate wet unbound paper materials:

- **Place** a sheet of Mylar on top of the stack and rub lightly.
- **Peel** away the Mylar carefully, bringing the first item from the stack with the Mylar sheet.
- **Place** each item on a blotter (blotters may be stacked three high with items between) and sandwich stack of blotters between corrugated cardboard sheeting.
- **Ensure** collection boxes are adequately labeled.
- **Keep** a running inventory of all boxed collections that are frozen.
- **Number** each box and cross-file with the items it contains.
- **Ventilate** the area affected by water damage, making sure the air is cooled to remain below 72 degrees Fahrenheit to discourage mold growth.
- **Place** dehumidifiers within the area affected by water and monitor with a hygromograph until the relative humidity stabilizes between 45-55%.

Freezing Materials for Air Drying General Procedures for Soaked Items

Materials that are frozen may be thawed for individual drying. This procedure is most appropriate for large collections of black and white photographic prints. Items should be frozen as rapidly as possible at a temperature of 10-20 degrees Fahrenheit to avoid the formation of large ice crystals. An inventory will be maintained for all procedures.

Distortion, the possibility of bleeding inks and the threat of mold and mildew may accompany gradual thawing of frozen paper materials for air-drying. Frozen paper collections may be vacuum freeze dried by a professional to facilitate drying without these hazards. Re-humidification is necessary for any item that is freeze dried; leathers and vellums may not survive the rapid change from the vacuum drying and re-humidification process.

- **Handle** heavily soaked items carefully to avoid sudden damage and loss of structural strength. Use lifting board for support when necessary
- **Transfer** materials from the area affected by water.
- **Use** freezer paper for items to be frozen and later air dried. Do not use freezer paper for freeze-drying; it prevents escape of water vapor during freeze drying and is not recommended.
- **Wrap** foldered items in blotter paper for those items that will be vacuum dried.
- **Wrap** black and white photographic prints in freezer paper for photos that will be frozen and later air dried; photos are never vacuum freeze dried.
- **Wrap** each book with unprinted blotter paper; do not use freezer paper if the book is to be vacuum dried.

To reduce damage to wet books and manuscript collections, vacuum freeze drying is recommended. The procedure is applied to both wet and frozen materials; it does not cause distortion and reduces greatly the threat of contamination by mold associated with air-drying. Because water is completely removed from the freeze drying chamber, re-humidification is necessary after the drying has been completed. Forced re-humidification is performed while the chamber is returned to normal atmospheric pressure.

If vacuum drying is anticipated for several hundred books, kraft paper will be used. Should freeze drying not be an option, the books will be wrapped with freezer paper and placed under deep freeze until such a time that they may be individually thawed and dried by staff and volunteers.

Vacuum Freeze-drying vs. Vacuum drying

Vacuum freeze-drying involves placing frozen materials in a vacuum chamber. A vacuum is created and heat is introduced. The collections, dried at temperatures below 32 degrees Fahrenheit, remain frozen. The physical process known as sublimation takes place—that is, ice crystals vaporize without melting. This means that there is no additional swelling or distortion beyond that incurred before the materials were placed in the chamber and that the running of inks and pigments will be reduced.

The process is especially suitable for large numbers of very wet books and records as well as coated paper. Coated paper will dry well if it has been frozen or placed in the chamber within six hours, otherwise it may fuse into a solid block. Rare and unique materials can be dried successfully in this manner, but leathers and vellums may not survive. Photographs should not be vacuum freeze-dried!

The process calls for very sophisticated equipment. Although this method may initially appear to be more expensive due to the equipment required, the results are often so satisfactory that additional funds for rebinding are not necessary. In addition, mud, soot, and/or dirt is often lifted to the surface, making cleaning less time-consuming.

Vacuum Drying

Materials may be dried in a vacuum (thermal) drying chamber into which they are placed either wet or frozen. The vacuum is created, heat is introduced, and the materials are dried above 32 degrees Fahrenheit. Materials dried above 32 degrees stay wet while undergoing the drying process. It is an acceptable manner of drying wet records, but often produces extreme distortion in books and almost always causes coated papers to fuse. For large numbers of materials it is easier than air-drying and almost always less expensive. Extensive rebinding or re-casing of books, however, should be expected. This method is a solution for materials which have suffered extensive water damage.

Freezer Drying

Books, records, and photographs that are only damp or moderately wet may be dried successfully in a self-defrosting blast freezer if left there long enough. Materials should be placed in the freezer as soon as possible after water damage. Books will dry best if their bindings are supported firmly to inhibit initial swelling. The equipment should have the capacity to freeze very quickly to temperatures below -10 degrees Fahrenheit to reduce distortion, and facilitate drying. Documents may be placed in the freezer in stacks or may be spread out for faster drying depending upon the temperature of the freezer and the extent of the water damage. Coated paper will block with this technique; these materials, therefore, will not be considered for freezer drying.

Dehumidification of Building

This is the newest method to assist salvage operations even though it has been used for many years to dry out buildings and the holds of ships. Large, commercial dehumidifiers are brought into a facility with all collections, equipment, and furnishings left in place. Temperature and humidity can be carefully controlled. This method is successful for damp to moderately wet books and has the advantage of leaving the materials in place on the shelves and in storage boxes, eliminating the costly step of removal to a freezer or vacuum chamber. Dehumidification of the affected area is extremely important in retarding the start of fungus that could permanently affect the quality of the storage area. Should the scale of the disaster or lack of equipment present a problem, call a dehumidification contractor. In most cases, they answer a call 24 hours a day and can start the next day.

APPENDIX A: COLLECTION RECOVERY PRIORITIES LIST

**INSERT YOUR INSTITUTION'S
FORM HERE**

APPENDIX C: DISASTER REMEDIATION VENDORS

Water/Mold Mitigation (Buildings)

Water/Mold Mitigation (Building/Collections)

Materials Transportation (Box trucks/vans)

Refrigerated Trailers/Units

Box Trucks

Freeze-dry/Gamma Radiation Services (Collections)

APPENDIX D: FORMS

- **Staff Report of First Injury Form**
Fill out in case of injury to any persons, staff or public.
- **Incident Report Form (People)**
Fill out for any incidents related to people within the building.
- **Incident Report Form (Collections)**
Fill out for any incidents that damage the collections.
- **Staff Time Tracker Form**
- **Volunteer Waiver Form**
- **Volunteer Time Tracker Form**
- **Packing Inventory Form for Collections Materials**

**INSERT YOUR INSTITUTION'S
FORM HERE**

Indiana Library Procedure
Application: Indiana State Library
Effective Date: August 20, 2012
General Subject: Incident Report



Incident Report

This form is to be used every time there are emergency personnel called to the library or there is a non-medical incident that occurs on State Library property.

Patron Information

Name(s): _____

Address: _____ Phone: _____

Library Card Number (if applicable): _____

Incident Information

Date of Incident: _____ Time of Incident: _____ Location of Incident: _____

Describe what happened and who was involved: _____

Were there any contributing factors?: _____ If so, what?: _____

Was emergency personnel called?: _____ If so, what was their action? _____

Describe other action taken or assistance provided?: _____

Name(s) and contact information of any witnesses: _____

Staff member completing the report (printed name): _____

Staff member signature: _____ Date of Report: _____

**Send a copy of the completed report to the Administrative Assistant
and save a copy on the shared drive within 24 hours of the incident.**

COLLECTIONS INCIDENT REPORT

Please use this form to describe any event that affects the library collections. Please print double-sided.

Your name: _____

Date of event: _____

Today's date: _____

Approximate time of event: _____

Location of disaster: _____

Person who originally discovered event: _____

Location of disaster:		
Floor	Room number / area (describe as best as possible)	Floor

Describe the nature of the event: *(Leak (roof/pipes/HVAC/flood/other), mold, pest, fire, spill, vandalism, etc)*

Types of materials damaged and approximate volume		Qty.
Check	Type	
	Books	
	Serials	
	Microfilm/fiche	
	Manuscripts	(Cubic ft)
	Oversized paper (maps, newspapers, drawings, blueprints, etc)	
	Audio/video materials (VHS, reel, cassette, vinyl, etc)	
	Photographs	
	Paintings	
	Other (describe)	

Describe type and degree of damage to the materials: (*Damp? Soaked? Charred? Moldy? Physically damaged?*)

--

What action was taken by library staff?

--

What action was taken by IDOA staff?

--

What follow-up is necessary? Has follow-up been completed?

--

DISASTER SUPPLIES - MASTER LIST

Need	In Stock	Item	On site location / Purchase from
		Absorbant noodles	
		Absorbant pads	
		Air bulbs	
		Aprons, disposable	
		Bags, Clear - large	
		Bags, Clear - medium	
		Bags, Clear - small	
		Batteries	
		Boots, rubber	
		Boxes, cubic foot	
		Brushes, scrubbing	
		Brushes, soft	
		Bucket, 5 gallon	
		Camera, digital	
		Camera, disposable	
		Carts, book	
		Carts, flat bed	
		Carts, map size	
		Caution tape	
		Chairs	
		Clip boards	
		Communication devices (walkie-talkies/cell phones)	
		Cotton swabs	
		Cotton twine or tape	
		Crates, plastic	
		Dehumidifier	
		Dollies	
		Door wedges	
		Emergency lighting	
		Extension cords (heavy duty preferred)	
		Eyewash kits	
		Fans	
		First aid kits	
		Flashlights	
		Garbage bags, large	
		Garbage bags, medium	
		Garbage bags, small	
		Garden hose with adjustable spray attachment	
		Generator	
		Glasses, safety	
		Gloves, heavy work	
		Gloves, nitrile	
		Gloves, rubber	
		Hard hats	
		Labels, adhesive - for boxes	
		Lifting boards, 20" x 24" (plywood, plexiglas, masonite, etc)	
		Lifting boards, 16" x 20" (plywood, plexiglas, masonite, etc)	
		Masks, dust	
		Masks, Particulate respirator (N100)	
		Megaphone/bull horn	
		Mops	
		Mop buckets	
		Name tags (adhesive)	
		Pallet jack	
		Pallets	
		Paper	
		Paper towels, white	
		Paper, freezer/wax	
		Paper, kraft or newsprint	
		Paper, lined writing	
		Pencils	
		Permanent markers	

APPENDIX E: FIRE SUPPRESSION AND UTILITIES SYSTEMS INFORMATION

In the event of fire, ISL vault areas will likely be adversely affected by water. Water directed to the roof of the building will drain to lower areas, including interior walls of the storage stacks and other resource areas. Below is a description of the various suppression systems installed and how they can be shut down in the event of accidental discharge.

APPENDIX F: RECOVERY SITES (ON AND OFF SITE)

On-site recovery locations:

Off-site Recovery Sites (Confirmed)

Off-site Recovery Sites (Potential)

Corporate warehouses or office structures within the downtown and surrounding areas should be contacted regarding the possible use of their space; ask whether the space could be donated for the duration of the emergency.

APPENDIX G: SUPPLIES

- Emergency Procurement Procedures
- Master List
- Area Specific List – Logistics
- Area Specific List – Salvage
- Area Specific List – First-aid

DISASTER SUPPLIES - LOGISTICS

Need	In Stock	Item	On site location / Purchase from
		Batteries	
		Bucket, 5 gallon	
		Camera, digital	
		Camera, disposable	
		Carts, book	
		Carts, flat bed	
		Carts, map size	
		Caution tape	
		Chairs	
		Clip boards	
		Communication devices (walkie-talkies/cell phones)	
		Dehumidifier	
		Dollies	
		Door wedges	
		Emergency lighting	
		Extension cords (heavy duty preferred)	
		Fans	
		Flashlights	
		Garbage bags, large	
		Garbage bags, medium	
		Garbage bags, small	
		Generator	
		Gloves, heavy work	
		Gloves, nitrile	
		Gloves, rubber	
		Hard hats	
		Megaphone/bull horn	
		Mops	
		Mop buckets	
		Name tags (adhesive)	
		Pallet jack	
		Pallets	
		Paper	
		Pencils	
		Permanent markers	
		Plastic Sheeting	
		Plywood	
		Posterboard	
		Surge Protectors	
		Tables	
		Tape, duct	
		Tape, masking	
		Tape, packing	

EMERGENCY PROCUREMENT PROCEDURES

APPENDIX H: LIST OF EXISTING DISASTER PLAN BINDERS

Use this list whenever any information must be revised.