



**LUISE V. HANSON
LIBRARY**

WALDORF COLLEGE

Library Disaster Plan

This plan is designed as a guide to action in the event of a crisis or emergency. All library staff should be familiar with its contents BEFORE an emergency occurs. Copies of this plan should be kept at the library staff desk and appropriate department areas. Also, a copy of this plan should be kept by all library staff at the domicile.

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Disaster prevention is based on looking at our facilities and determining what can be done to prevent damage to patrons and the collections. This should at all times be a concern for our library operations. This prevention also includes knowing what to do in a disaster or emergency situation and reacting in a safe and professional manner.

**Disaster plan.doc
Adopted 04/05**

1. Introductions and Definitions

In the event of a disaster?

A disaster need not be a campus wide, nor a natural disaster or wide scope. A disaster might be local or isolated to a particular floor of the library. In any event: the disasters outlined in this plan include: Damage from Rain/Floods, Damage from High Winds/Tornados, Damage from Bombs, Damage from Fire, and Medical Emergencies.

What do you want to save?

FIRST PRIORITY is lives. Under all circumstances the loss of life due to saving library materials IS not tolerated. Also, minimizing loss does NOT include risking personal injury to save library materials.

For each area of the library you are responsible for ask yourself these questions:

1. Can this be replaced and at what cost?
2. How important is this item(s)?
3. Would the cost of replacement be fore or less than the cost of salvage and restoration?

Where do you start?

Know where all the safety exits are fire prevention equipment is located. In the event of ANY emergency situation the elevator is off limits. Do not use the elevator to transport materials or people. Have on hand flashlight, first aid kit, and a radio.

What do you need?

These items are needed in any clean up effort after the emergency has been cleared by law enforcements.

Space: Drying and cleaning requires space and air circulation

Plastic Garbage Bags: For removal of debris.

Cardboard Boxes: For storage of salvaged items

Commercial Freezer space: for freezing water damage items

Waxed Paper: aids in preserving wet items

Dry Newsprint: used for blotting or interleaving

Paper Towels (No dyes): for cleaning

Fans: to provide air circulation

Camera and film: used to document damages

Protective Clothing and eye wear: for personal safety

Portable Pumps and Generators: may be needed to pump water or provide

A heat source

Fumigation services or chemicals: for mold prevention

Other needs include: flashlights, library trucks, heave duty extension cords, wet-dry vacuums, radios, first aid kits, and dehumidifiers.

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How do you respond?

Stay CALM. In any emergency situation evacuate the entire building. Do not attempt to answer any questions. Provide assistance to those who require it. Always use the staircase; the elevator becomes OFF LIMITS during any disaster situation.

Types of Disasters:

- 1. Damage from Fire**
- 2. Damage from High Winds/ Tornado**
- 3. Damage from Floods**
- 4. Damage from Natural Disaster**
- 5. Damage from a bomb**
- 6. Medical Emergencies**

Because Iowa weather is complex a combination of these events may occur in any season. More than likely water with high winds will be the most common disaster in the spring/summer and snow with snow/ice and winds in the fall/winter. This plan will outline in detail the procedures for damage from floods to serve as a guideline for other disasters.

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2. Immediate Action

A. BOMB THREAT

1. Stay Calm
2. Do not defend the Library
2. If you receive a bomb threat call security

B. CRIMINAL ACTIVITY

1. Stay Calm
2. Obtain as much information about the Nature of Crime, Location, and Description of suspect(s)
3. Call Public Safety.

C. DRUG OVERDOSE

1. Stay Calm and DO NOT GET INTO AN ARGUMENT
2. Listen to the person
3. be alert to the violence potential
4. Call Public Safety

D. ELEVATOR FAILURE

1. Provide reassurance to the people in the elevator
2. You may be able to pull elevator doors open
3. Report incidents to Public Safety and Physical Plant

E. FIRE

1. Stay Calm
2. Get people out – DO NOT USE THE ELEVATORS
 - a. Pull Fire Alarm
 - b. Direct people to the nearest fire exit; this may not be the main staircase
 - c. Check the following on all floors:
 1. Carrels
 2. Restrooms
 3. Lounge Areas
 4. Stairwells
 5. Group Study Rooms/ Conference Rooms
3. Assist Handicapped people. You might ask for help in carrying down the stairwell a person who is in a wheel chair.
4. Call Public Safety

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F. FLOODING AND WATER LEAKS

Smaller Water Leaks

1. If possible move material out of the area affected
2. Cover affected area with plastic or wastebaskets
3. Contact Physical Plant

Larger Leaks/Floods

1. Stay out of affected area, and clear area of people
2. Post a guard, if safe, to keep people out
3. Contact Physical Plant

In the case of ANY WATER LEAKING toxic fumes might be released into the air, if this is present CLEAR the entire floor and seal doors.

G. MEDICAL PROBLEMS

In the case of Unconscious person:

1. Do not assume death
2. Contact Safety Office
3. Clear the area or floor

In the case of Machinery failure or accident resulting in injury

1. Stay Calm
2. Call Public Safety
3. DO NOT attempt to move a body if under shelving, furniture yourself.
4. Await medical doctor or law enforcement

H. POWER FAILURE

DURING THE DAY

1. Check elevators, restrooms, study rooms for people, evacuate them if needed
2. Notify Public safety and Maintenance
3. Turn off all Electrical Mains until further notice
4. Close Library when Library Director gives authorization

DURING THE NIGHT

1. Turn off ALL Electrical Mains until further notice.
2. Notify Director of Library Public Safety
3. Evacuate the library, check elevators, restrooms, and study rooms
4. Close Library if authorized

3. Disaster recovery: a checklist for first response

Step 1: Notify facilities and preservation staff

When library collections are damaged by water or fire, contact the library director

Step 2: Ensure staff safety and halt damage to collections

Consult facilities or security personal to ensure that the affected area is safe to re-enter. Be certain that the following steps are taken:

Electricity is turned off in effected areas

Water supply is turned off if it continues to run into the effected areas

Materials are covered with plastic sheeting is water is dripping

No chemicals or mold present health risks

Step 3: Work with facilities staff to stabilize the environment before beginning to evaluate damage or to pack materials

Keep temperature below 65 degrees (60 is better)

Drop relative humidity below 35%

Use fans to circulate air

Step 4: Evaluate the extent of the damage

1. Identify the types of material that have been damaged and estimate quantities:

Books

Unbound paper

Photographic materials

Magnetic media

Etc.

2. Identify the nature of the damage, e.g.

Materials are:

Damp

Wet

Smoke damaged

Fire damaged

Muddy

3. Roughly sketch out which call number ranges or stack ranges are involved.

4. Consider whether outside resources (e.g., a trucking firm, a commercial freezer Company) must be contacted.

Step 5: Notify the entire library staff

Contact all staff articulate immediate responsibilities

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Step 6: Locate necessary emergency supplies

- Boxes
- Plastic sheeting
- Fans
- Dehumidifiers

Step 7: Documentation

Photograph all damaged areas. A visual record will be useful for a variety of purposes.

Step 8: Sorting and Salvage

The first few hours following a disaster are critical. The immediate goal is to stabilize materials so that they can be restored to useful condition. Wet books and papers must be frozen as quickly as possible to halt the damage and prevent mold growth.

Use 48 hours from wetting to freezing as a goal.

Sorting materials

Set up a sorting area in a safe place and separate materials by format and type of damage. (e.g., separate dry items from damp items, and damp from soaked).

Salvaging materials

Proceed with air drying, pack materials for freezing, or take other appropriate action.

Record keeping

When packing materials, number boxes and keep a master list of box contents. Records can be as detailed or as general as the situation demands.

Step 9: Contact the University Insurance Office

The university Insurance Office administers an insurance policy that covers buildings and limited replacement of contents. Consult with your building manager and begin the claims process with the Insurance Office as quickly as possible.

Addressing the damage

1. Plan for cleaning and restoring the building.
2. Decide which materials will be treated in house, treated through contractual arrangements, commercially rebound, or permanently withdrawn from service

4. Salvage Operations for Water Damaged Collections

A. General

1. Designate (preferably before the disaster) a Recovery Director.
2. Do not enter the building until it has been designated as safe. Confer with a maintenance director, fire and police departments.
3. Recovery Director notifies the Library Staff
4. The Recovery Director and Library Director will be accompanied by a recorder and a photographer will assess the scene of disaster and photograph the damage.
5. Decide whether the building will stay open, or closed so staff can participate in salvage operations.
6. the Recovery Director ensure that he or she has a office or desk near the site and is accessible by phone to walkie-talkie
7. The Library Director arranges for emergency facilities and supplies.
Arrangements should be made for library staff to being salvation operations
8. The Recovery Director will coordinate with the maintenance director and Library Director to:
 - a. reduce the temperature to less than 18 degrees C (65 degrees F) by turning down the heat
 - b. Lower relative humidity by adjusting the humidification system or installing dehumidifiers.
 - c. Circulate air with fans. Open doors if security is available.
9. Obtain generators if the electricity if off. Use safety grounded, waterproof cords.
10. The Recovery Director and Library Director will delegate teams for salvage.
Team members will be briefed and assigned to:
 - a. Prepare packing materials (cutting freezer paper, assembling cardboard boxes) and move to packers.
 - b. Pack the damaged collections. Begin with the wettest objects and items on the floor. See packing instructions below for the materials being handled.
 - c. Move crates and boxes by hand trucks and pallet movers if possible
11. The Recorder numbers the crates and records their contents. If catalogue numbers aren't evident, note the location where the object was found. Record the condition of the contents as wet, partially we, or damp
12. if the damage is substantial and salvage will take more than 10 hours, loosen tightly packed document boxes, books and pamphlets so they do not jam into the shelves
13. Do not separate the remaining dry books and documents when the relative humidity if high. If the RH remains high during cleaning and repairing of the storage areas, remove to an air conditioned room. However, evacuate undamaged diskettes because they are sensitive to a high RH.
14. Meetings will be held at the beginning and end of each day to review strategy and to keep up morale.
15. The shelves will be repaired and cleaned after the books and documents are removed.

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B. GUIDELINES FOR PACKING

Be extremely careful when handling wet materials. All of them are very fragile, including their paper boxes. If the boxes have disintegrated replace them with new containers. Don't unpack structurally sound containers (although they may be reinforced by packing inside plastic crates). Fill cartons and crates three-quarters full. Keep identification labels with objects. (Don't mark wet paper). To avoid mechanical damage, do not stack in piles on the floor.

PAPER

Single sheets of paper:

Do not try to separate but interleave the folders every two inches with freezer paper and pack.

Watercolors, maps and manuscripts with soluble media:

Do not blot surface. Quickly freeze or dry.

Coated papers:

Keep wet by packing in boxes lined with garbage bags, then freeze.

Framed prints and drawings:

If time and space permit, un-frame and pack as for single sheets.

Maps, plans, overall parings, and manuscripts:

Sponge standing water out of map drawers. Remove the drawers from the cabinet, ship and freeze them stacked up with 1" x 2" strips of wood between each drawer. Pack loose, flat maps in bread trays, flat boxes or plywood sheets covered with polyethylene. Bundle rolled maps very loosely to go in small numbers to the freezer, unless facilities are unavailable for conservators to unroll them.

BOOKS

Don't open or close wet books or remove wet book covers. If the water is dirty, wash the books before freezing. Do not wash open books and those with water soluble media. Wash closed books in tubs of cold running water and dab away (do not rub) mud with sponge. Time and facilities may limit this treatment.

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Lay a sheet of freezer paper around the cover, and pack spine down in a milk crate or cardboard carton.

Leather, parchment, and vellum bindings are an immediate priority because they distort and disintegrate in water. Books with coated papers should be kept wet by packing inside boxes lined with garbage bags, then frozen.

PAINTINGS

Drain off excess water and take to a work area for immediate drying. Transport horizontally if you can. If not, carry the painting facing towards you, holding the side of the frame with the palms of your hands. Larger paintings should be carried by two people. The order of removal and treatment is: First, the most highly valued; second, the least damaged; third, slightly damaged and fourth, severely damaged.

FLOOPY DISKETTES

If the diskettes are wet, pack them upright in containers of cold distilled water. Make arrangements to air dry.

SOUND AND VIDEO RECORDINGS.

Phonodiscs:

If a storage boxes are badly damaged, transfer the discs, up to five at a time, to milk crates. Pad the bottom of the crates with ethafoam and interleave with ethafoam every 25 records to absorb the shocks. Always support the discs vertically and hold the discs by their edges. Avoid shocks and jolts during transport.

Sound and video tapes:

Pack vertically into egg crates or cardboard cartons. Do not put excessive weight on the sides of the reels or cassettes.

PHOTOGRAPHIC MATERIALS

Salvage without delay these historic photographs:

Wet collodion photographs (ambrotypes, tintypes, pannotypes and wet collodion glass negatives):

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Salvage first and air dry immediately. Both immersion and freezing will destroy the emulsion.

Daguerreotypes:

Salvage and air dry.

Nitrates with softening emulsions:

Freeze immediately and make arrangements to freeze dry. Emulsions are water soluble and could be lost.

Other photographs should be kept wet in containers of fresh cold water until they are either air dried or frozen. If allowed to partially dry, they will stick together. Pack inside plastic garbage pails or garbage inside boxes. Keep to a minimum the immersion time to treatment or freezing.

Prints, negatives, and transparencies:

Salvage color photographs first, then prints, then black and white negatives and transparencies. If facilities and personnel are available, air dry. Pack and freeze if not.

Motion pictures:

Open the film can, fill it with water, and replace lid. Pack into plastic pails or cardboard cartons lined with garbage bags. Ship to a film processor for rewashing and drying.

MICROFORMS

Microforms in rolls:

Do not remove the films from their boxes. Hold cardboard boxes (and their labels) together with rubber bands. Fill boxes with water, and then wrap 5 cartons of film into a block with plastic wrap. Pack the blocks with a heavy duty cardboard box lined with 3 garbage bags. Label as wet film and ship to a microfilm processor.

Aperture cards:

Pack and freeze.

Microfilm strips in jackets:

Pack and freeze.

Diazo microfiche:

Pack, freeze, and make arrangements to air dry.

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PARCHMENT AND VELLUM

Separate from other documents, pack in crates or flat boxes, and freeze.

C. RECOVERY METHODS FOR MATERIALS REQUIRING IMMEDIATE ATTENTION OR UNUSUAL TREATMENTS

PAINTINGS

Ideally, this treatment should be done by a conservator.

Initially, set up tabletops padded with blotters and covered with plastic.

Separate the merely wet paintings from those showing structural damage. Signs of structural damage are tears in the canvas, flaking, lifting, and dissolving of paint and ground layers. Let the structurally damaged paintings dry, face up in a horizontal position, on the tables.

Structurally sound paintings on canvas are dried in the following way:

Set up several more layers of blotter on the table, followed by a layer of tissue paper. Unframe the painting, but don't remove it from its stretcher. Lay it face down on this surface, making sure the tissue is not wrinkled. Cut blotters to the inside dimensions of the stretcher frame. Cut a sheet of plywood or thick masonite to the same dimensions, or smaller to fit inside the stretcher keys. Cover the back of the canvas with a blotter (if the canvas is large and more than one blotter is necessary, butt the blotters end-to-end), then the board, and finally weights. Change the blotter until the canvas is dry. If the tissue on the front has any tendency to stick to the paint layer, leave it in place.

FLOPPY DISKETTES

The diskettes should be removed from their jackets, washed, and dried. Cut the edge of the jacket with non-magnetic scissors and remove the diskette with gloved hands. Wash in several water baths (photo trays) or distilled water, and dry with lint free towels. When the crisis is over, insert the diskettes into a new jacket (cannibalized from a new diskette; this can be reused) and copy with a disk drive. The drive heads should be cleaned frequently.

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SOUND AND VIDEO RECORDINGS

Phonodiscs:

Remove the discs from their sleeves and jackets. If labels have separated, mark the center of disc with a grease pencil and keep track of the label. Jackets, sleeves, and labels may be dried like other paper materials. If dirt has been deposited on the discs, they may be washed in 10% solution of Kodak Photo Flo in distilled water. Air dry the discs on supports that permit free circulation of air.

Reel to reel tapes:

If the exterior of the tape is dirty, wash the tape (still wound on its reel) with lukewarm water. Support the tape vertically and air dry it, or air dry by laying it on sheets of newsprint spread over plastic covered tables. The box can be air dried as well. If the reels are still dirty, remove the tape and wash the reel with detergent and water. An alternative is to replace the reel. Return the tape to its original box, after the box has dried. Replace the box if badly damaged.

Videocassettes:

Dismantle the cassette and dry as for reel to reel tapes.

Audio cassettes:

If there are no master copies, dismantle the cassette and air dry the tape as above. Rerecord the tape after drying. It is difficult to determine the condition of sealed cassettes. Copy them in any case.

PHOTOGRAPHIC MATERIALS

The first priority is to dry wet collodion photographs and daguerreotypes. The recovery rate may not be very high.

Case photographs:

Remove the assembly from the case. Carefully fold back the preserver frame, cut the sealing tape (if present) and take the assembly apart. Place daguerreotypes face up on blotters with the case components beside them. Wet collodion papers should be dried in a similar way emulsion side up.

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Wet collodion glass negatives and unmounted case photographs:

Dry emulsion side up on blotters.

Prints, negatives and transparencies:

In order of preference, the drying methods are: air dry, freeze, thaw and air dry, and freeze dry. Vacuum drying will make the photographs stick together into a lump. If the photographs have been immersed in dirty water, clean them before air drying or freezing.

Time and facilities may modify the following:

Black and white prints and negatives

Wash for half an hour in changes of cold water. Gently swab off stubborn dirt from the surface. Rinse with Kodak Photo Flo solution.

Color prints:

Wash as above, but for a shorter time.

Color negatives and transparencies:

Wash as for black and white negatives. A few varieties require bathing in a stabilizer prior to drying.

Color negatives:

Rinse for 1 minute using Kodak C41 stabilizer.

Ektachrome Transparencies:

Rinse 10-15 seconds in Kodak E6 stabilizer.

Kodachrome:

No stabilizer required.

Eastman Color Film:

Send to Kodak Laboratory.

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Air drying:

Remember to keep the photographs wet until they are separated from each other and their enclosures. If the photographs have been previously frozen, thaw them. If it appears that the photographs could dry and stick together during thawing, immerse again in cold water. Dry the photographs emulsion side up on blotters, paper or nylon screen.

MICROFORMS

Aperture Cards:

At present, the only treatment is a time-consuming one. Remove the film chips from their mounts. Wash the chips and remount them.

Microfilm strips in jackets:

Cut the strips from the jackets with sleeve cutters. Wash and dry the film and insert into new jackets.

Diazo microfiche and rolls:

Check for readability. If the photograph has blistered, discard and replace with a print from the security copy. If it had not delaminated, wash in cool water and dry on blotters or a lint-free cloth.

D. POST-DISASTER

Review disaster operations. Change plan accordingly. Send thanks to all who helped. Inspect collections over the next year to prevent hold outbreaks. Publish the results to aid other institutions.

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SALVAGE OF WATER-DAMAGED ARCHIVAL COLLECTIONS

PAPER

- Manuscripts, documents and small drawings
 - Freeze or dry within 48 hours
 - Don't separate single sheets
 - Interleave between folders and pack in milk crates or cartons
 - Air, vacuum or freeze dry
- Watercolors, and other soluble media
 - Immediately freeze or dry
 - Do not blot
 - Interleave between folders and pack in milk crates or cartons
 - Air or freeze dry
- Maps; oversize prints and manuscripts
 - Freeze or dry within 48 hours
 - Don't separate single sheets
 - Pack in map drawers, bread trays, flat boxes or poly covered plywood
 - Air, vacuum, or freeze dry
- Coated papers
 - Immediately pack, then freeze or dry within 48 hours
 - Keep wet in containers lined with garbage bags
 - Freeze dry only
- Framed prints and drawings
 - Freeze or dry within 48 hours
 - Unframed if possible, and then pack as for manuscripts or maps above
 - Once unframed or unmated, air or freeze dry

BOOKS

- Books and pamphlets
 - Freeze or dry within 48 hours
 - Do not open or close, do not separate covers
 - Separate with freezer paper, pack spine down in milk crate or cardboard box
 - Air, vacuum, or freeze dry
- Leather and vellum bindings
 - Immediately freeze

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Do not open or close, do not separate covers
Separate with freezer paper, pack spine down in milk crate or cardboard box

Air, or freeze dry

Books and periodicals with coated papers

Immediately pack. Freeze or dry within 48 hours

Do not open or close, do not separate covers

Keep wet; pack spine down in containers lined with garbage bags

Freeze dry only

PAINTINGS

Paintings

Immediately dry

Drain and carry horizontally

Pack face up without touching paint layer

Air dry. See instructions

FLOPPY DISKETTES

Floppy diskettes

Immediately pack

Do not touch diskette surface with bare hands

Contact supplier for best packing method

Contact supplier for best drying method

SOUND AND VIDEO RECORDINGS

Discs

Dry within 48 hours. Freezing is untested, if it is necessary, freeze at about 0 F (-18 C)

Hold disks by their edges. Avoid shocks

Pack vertically in ethafoam-padded plastic crates

Air dry

Sound and videotapes

Freezing is untested; if it is necessary, freeze at about -10 C

Pack vertically into plastic crates or cardboard cartons

Don't put any heavy weight on the sides of reels or cassettes. Then air dry

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PHOTOGRAPHS

Wet Collodion photographs (ambrotypes, tintypes, Pannotypes, wet collodion negatives)

Recovery rate is low. Immediately dry
Handle with care – glass supports or glazing
Pack horizontally in padded container
Air dry face up. Never freeze

Daguerreotypes

Immediately dry
Handle with care – usually cased behind glass
Pack horizontally in padded container
Air dry face up

Nitrates with soluble emulsion

Immediately freeze
Do not blot
Air dry; test freeze drying

Prints, negatives, and transparencies

Freeze or dry within 72 hours
Salvage order
1. color photographs
2. prints
3. negatives and transparencies
Do not touch emulsions with bare hands
Keep in cold water. Pack in containers lined with garbage bags

Order of preference for drying:

1. Air dry
2. thaw and air dry
3. freeze dry

Do not vacuum dry

Motion Pictures

Rewash and dry within 72 hours
Fill film cans with cold water and pack in plastic
Pails or cardboard cartons lined with garbage bags
Arrange for film processor to rewash and dry

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Microfilm rolls

Rewash and dry within 72 hours
Do not remove from boxes; hold cartons together with rubber bands
Fill boxes with water, and pack (in blocks of 5) in a cardboard box lined
With garbage bags
Arrange for a microfilm processor to rewash and dry

Aperture Cards

Freeze or dry within 48 hours
Keep wet inside container lined with garbage bags
Air dry

Jacketed Microfilm

Freeze or dry within 72 hours
Keep wet inside a container lined with garbage bags
Air dry

Diazo Fiche

Last priority for salvage
Pack in drawers or cartons
Air dry

5. Salvage Operations for Fire Damaged Collections

Assuming the fire might be wide spread on a floor(s) the damage could be considerable. Often, in the case of fire, water to put out the blaze is more harmful than the fire itself.

1. Designate (preferably before the disaster) a Recovery Director.
2. Do not enter the building until it had been designated as safe. Confer with the maintenance director, fire and police departments
3. Recovery Director notifies the Library Staff
4. The Recovery Director and Library Director will be accompanied by a recorder and a photographer will assess the scene of disaster and photograph the damage.
5. Decide whether the building will stay open, or closed so staff can participate in salvage operations.
6. The Recovery Director ensures that he or she has an office or desk near the site and is accessible by phone or walkie-talkie.
7. The Library Director arranges for emergency facilities and supplies. Arrangements should be made for library staff to begin salvage operations.
8. The Recovery Director will coordinate with the maintenance director and Library Director to:
 - a. Reduce the temperature to less than 18 degrees C (65 degrees F) is turning down the heat.
 - b. Require all staff to wear appropriate clothing in clean up efforts
 - c. Circulate air with fans. Open doors if security is available.
9. Obtain generators if the electricity is off. Use safely grounded, waterproof cords.
10. The Recovery Director and Library Director will delegate teams for salvage. Team members will be briefed and assigned for:
 - a. Prepare packing material (cutting freezer paper, assembling cardboard boxes) and move to packers.
 - b. Pack the damaged collections. Begin with the wettest objects and items on the floor.
 - c. Move crates and boxes by hand trucks and pallet movers if possible.
11. The Recorder numbers the crates and records their contents. If catalogue numbers aren't evident, note the location where the object was found. Record the condition of the contents as wet, partially wet or damp then burned or singed.
12. If the damage is substantial and salvage will take more than 10 hours, loosen tightly packed document boxes, books and pamphlets so they do not jam into the shelves.
13. Do not separate the remaining dry books and documents when the relative humidity is high. If the RH remains high during cleaning and repairing of the storage areas, remove to an air condition room. However, evacuate undamaged diskettes because they are sensitive to a high relative humidity.
14. Meetings will be held at the beginning and end of each day to review strategy and to keep up morale
15. The shelves will be repaired and cleaned after the books and documents are removed.

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A localized fire may not require the entire library to be closed; however, the floor(s) that a fire might be localized should remain closed to the public until the damage has been properly cleaned up. Fire cause soot, fumes, and gasses to build up; even after the fire is out. Continue to monitor for air quality before opening to the public.

Smoke damaged items only should be separated from other damaged materials. The oils in soot can leach onto other undamaged materials. Each smoke – non-water damaged item must be placed in an individual plastic bag before transportation.

Fire damage with water damage is the most costliest of repairs. As a general rule if the items have both smoke and water damage they should not be repaired.

In all other case follow the “Salvage Operations for Water Damage Collections”

6. Salvage Operations for Natural Disasters

All Natural Disasters probably will cause both fire and water problems. The main concern in a natural disaster is the SAFE removal of the library patrons and staff to a designated shelter area. Under NO circumstances in a Natural Disaster should anyone attempt to go home unless advise by law enforcement.

1. Designate (preferably before the disaster) a Recovery Director.
2. Do not enter the building until it has been designated as safe. Confer with the maintenance director, fire and police departments. \
3. Recovery Director notifies the Library Staff.
4. The Recovery Director and Library Director will be accompanied by a recorder and a photographer will assess the scene of disaster and photograph the damage.
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 - b. Require all staff to wear appropriate clothing in clean up efforts
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14. Meetings will be held at the beginning and end of each day to review strategy and to keep up moral and shelves will be scheduled for repair and cleaning.