**DISASTER PLANNING**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

1. **A Disaster is anything that prevents your agency from providing information resources in a timely manner. It is often sudden and unplanned.**
2. **Authority - “An articulation of a commitment to disaster preparedness” from the top administrator is needed first.**
3. **Responsibility - Assign the creation of the plan to one or two people.**
4. **Know the possible causes of disasters most likely to strike your operation. An ounce of prevention is worth a pound of cure.**
5. **Survey - Perform a hazard survey of building, collection and staff practices. Establish recovery priorities.**
6. **Involvement - Get input from all staff about procedures and concerns.**
7. **Consult with peers, specialists and vendors. Read the literature.**
8. **Assign duties and response procedures in a written plan. Provide staff training.**
9. **Disseminate plan and review it annually.**
10. **Update vendor list every six months.**

**REMEMBER: Human life is more important than property.**

Updated 2/14/97

 **Your Agency Name**

 **INTERNAL DISASTER RECOVERY PLAN**

 ***Date***

***Please retain one copy of this plan* at your work station**

**and one copy at your home.**

**EMS, Prairie Farms, Physical Services, Black..,**

**Ice Co. no longer in business, Central IL Ice Co. does not provide freezer storage for records any longer. 2/14/97**

**pg 7-8 All trucking vendors & disaster recovery co. were called 2/97 and prices, addresses, and names verified.**

**Suppliers of sponges etc. on page 5-5**

**Village of ???**

 ***MEMORANDUM***

**TO :** ??? Staff **DATE:** February 20, 1997

**FROM :** ????, Mayor

**SUBJECT:** Internal Disaster Recovery Plan

This disaster plan is designed to deal with the problems which would most likely confront an archival institution - water damage to records as a result of leaks, broken water lines, or the aftermath of a fire.

The plan contains seven sections.

1. Section one lists the names and phone numbers of **(Insert your departments that would be covered by this plan)** staff to be contacted in the event of a disaster.
2. Section two lists the names and phone numbers of the resources which should be contacted concerning the restora­tion of water-damaged documents and a description of their services.
3. Section three gives the procedures to turn off the electri­cal power and water in the building(s).
4. Section four contains the "Phone Tree" and Disaster Recovery Team Listing.
5. Section five contains a supply list which may be needed in various types of disasters and some common uses of those supplies.
6. Section six contains the initial situation assessment form.
7. Section seven contains the basic guidelines for disaster recovery and detailed guidelines for handling and disaster recovery of water damaged materials.
8. Section eight includes a list of preservation manuals to be consulted for technical methods involving the restoration of documents.

Each staff member should become familiar with this plan. Please retain one copy of this plan at your work station and one copy at your home. We are all members of the Disaster Response Team, and we share in the responsibi­lity to preserve and protect the agency's holdings. In the event of a large scale recovery operation, we will all be called upon to assist as a member of a team.

**Also see document called table of contents has pictures on right**

|  |
| --- |
| **Village Name****INTERNAL DISASTER RECOVERY PLAN****TABLE OF CONTENTS** |
| **1** | **Emergency Telephone Numbers During Regular Business Hours** | **1-1** |
|  | **Emergency Telephone Numbers Holidays, Before and After Regular Business Hours** | **1-2** |
| **2** | **Resources for Restoration of Water-Damaged Documents and Transportation of Records** | **2-1** **2-2** |
| **3** | **Types of Services Provided by the following Conservators:** **Blackmon Mooring Steamatic Catastrophe, Inc. & Northeast Document Conservation Center** | **2-3** |
| **4** | **Procedures for Fire & Water Damage, Shut-off of Water, Steam, & Electrical Power, & Procedures for Electrical Hazards** | **3-1** |
| **5** | **Area Clean Up** |  |
| **6** | **Disaster Recovery Team Assignments & Phone Tree** | **4-1****4-2** |
| **7** | **Basic Supply List & Uses of Commonly Available Supplies:** | **5-1****5-2****5-3****5-4****5-5****5-6** **5-7** |
| **8** | **Initial Situation Assessment Forms** | **6-1** **6-2** |
| **9** | **Major Disasters - Responsibilities & Guidelines:** | **7-1****7-2** |
| **10** | **Basic Guidelines for Disaster Recovery & Guidelines for Handling Water Damaged Materials** | **7-3** **7-4****7-5****7-6****7-7****7-8** |

 **1-1**

 **EMERGENCY TELEPHONE NUMBERS**

|  |
| --- |
| **Appropriate agencies and persons should be notified immediate­ly in the event of a fire, flood, or any situation which causes danger to human life and or the Archives collections.** |
| **The following ??? Staff are to be contacted in the event of a disaster:** |
| **, Village Clerk** |  |  **(Work)** **(Home)** |
| **, Deputy Clerk** |  |  **(Work)** **(Home)** **(Cell)** |
| **, Supervisor, ????**  |  |  **(Work)** **(Home)** **(Beeper)** |
| **, Mayor**  |  |  **(Work)** **(Home)** |
| **If a disaster occurs during non-working hours and authorization to procure services, equipment, or merchandise is needed the village treasurer should also be contacted.** |
| **, Village Treasurer** |  |  **(Work)** **(Home)** |
| **In the event of a disaster during regular office hours, the ??? should first be contacted. If he is not available, the ??? should be called. Their telephone numbers are as follows:** |
| **Building Manager/Landlord if Rental Property – Joe Smith** |  |  **(Work)** **(Beeper)** |
| **Electrician -**  |  |  **(Work)** **(Beeper)** |
| **Plummer -**  |  |  **(Work)** |
| **Janitor -**  |  |  **(Work)** **(Beeper)** |
| **The following ??? staff are to be contacted in the event the disaster occurs in an area where the ?? are stored. (This might be an area where hazardous materials are housed or another city agency shares space in the building)** |
| **Office Administrator** |  |  **(Work)** **(Home)** |

 **1-2**

 **EMERGENCY TELEPHONE NUMBERS**

|  |
| --- |
| **In the event of a disaster occurring****in the ???? list the facilities here****on a holiday, weekend or after 4:30 p.m.. Monday - Friday****the ???? should be contacted at:** |

**Only if the ??? can not be reached by phone or beeper are the following**

**supervisory staff to be contacted:**

| **Department of Physical Services Personnel** | **Telephone Numbers** |
| --- | --- |
| **Director of Physical Services** |  |  | **(Work)****(Home)****(Pager)** |
| **Deputy Director of Physical Services** |  |  | **(Work)****(Beeper)**  |
| **Deputy Director of Physical Services** |  |  | **(Work)****(Beeper)** |
| **Chief of Security, Police, Sheriff ???** |  |  | **(Work)****(Beeper)** |
| **Engineering Division Chief** |  |  | **(Work)****(Beeper)** |
| **The restoration of phone service can be arranged by contacting:** |
| **Telecommunications Coordinator** |  |  | **(Work)** |

**Blackmon, General Transfer, Prairie Farms, Thermo King all called 2/97**

**Part 2 begins here list of the names and phone numbers and services of resources 2-1**

| **NAMES AND PHONE NUMBERS** **OF RESOURCES FOR** **THE RESTORATION OF WATER-DAMAGED DOCUMENTS****(List Updated 9/1/12)** |
| --- |
| **Disaster Resources on the Internet** | **http://www.disaster-resource.com** |  |
| **For advice and assistance from professional conservators contact:** | **Mildred O'Connell****Northeast Document Conservation Center****100 Brickstone Square****Andover, Massachusetts 01810-1428** | **(978)470-1010** |
| **For fire and water damage restoration, dehumidification, and off-site shipment and storage of fire and water damaged records:** | **Bill Negro****SERVPRO****5221 S. 6th Street****Springfield, IL 62703*****Costs are based on volume of material, degree of damage, and types of services needed*.** | **(217)528-7775****FAX (217)544-7775** |
| **For fire and water damage restoration, document dehumidification, & freeze drying, and off-site shipment & storage of fire & water damaged records:**  | **Bob Krell, General Mgr.****Evans Emergency Restoration Services****2831 Farmers Market Road****Springfield, IL 62707*****Costs are based on volume of material, degree of damage, and types of services needed*.** | **(217)528-2878****24 hour hotline:****(888)653-8267** |
| **For large loss fire and water damage and restoration of documents and electronic records:** | **Servicemaster Recovery Management****860 Ridge Lake Boulevard****Mail Stop, AZ 38120****(Local service should be provided through Evans Restoration Services in Springfield)*****Costs are based on volume of material, degree of damage, and types of services needed*.** | **Hour Hotline: 1-800-776-6710** **1-800-854-1664****Fax 1-901-684-7588** |
| **Full range of Disaster Services including refrigerated transport, media recovery, vacuum/freeze drying of documents and general damage mitigation:** | **Blackmon Mooring - Steamatic Catastrophe, Inc. (BMS CAT)****303 Arthur Street****Fort Worth, Texas 76107****Some services may also be available through their IL Regional Office at** **71 Kendall Point Drive****Oswego, IL 60543****(1-800-443-2940)****chicago@bmscat.com*****Costs are based on volume of material, degree of damage, & types of services needed, although prices for drying normally fall into the $40-$75 per hour range with additional charges for labor, equipment & materials. Rate information by both Steamatics locations is maintained by Your Name or responsible person in the village.*** | **(800)433-2940****or (817)332-2770** |
| **Purchase of plastic milk crates to freeze, ship, and vacuum dry records contact. Price range $2.99-$7.99 each:** | **Office Max****Staples****Office Depot** | **217-698-3930****217-793-7243****217-698-4825** |
| **For the purchase of pallets to ship the plastic crates on contact. As of March 2012 pallets were between $12.00 -$15.00 each, depending on size:** | **George Hart****Hart-Clayton, Inc.****2000 E. Cornell****Springfield, IL 62703** | **(217)525-1610** |
| **Climate Controlled Transport- An account must be activated with FEDEX in order to obtain use of this service, but this can be done over the phone in a short amount of time.** | **FEDEX Custom Critical****2088 S. Arlington Road****Akron, OH 44306** | **1-800-255-2421****Fax: 1-330-724-2007** |

|  |
| --- |
| **NAMES AND PHONE NUMBERS** **OF RESOURCES FOR** **THE RESTORATION OF WATER-DAMAGED DOCUMENTS** |
| **All prices & charges vary depending on the size of the truck/trailer needed. The basic cost of using any vehicle is based on vehicle size and miles traveled. A relocation fee is charged at a per mile rate if the type of vehicle requested is not available within 200 miles of where it’s needed. Also, each size of truck comes with “free” hours for loading and unloading (the smallest truck 2 hours, etc.). Vendor would not provide sample rates.** |
| **For refrigerated semi-trailors contact:*****As of March 2012 the price of a 45 foot refrigerated trailer was $250.00 per day or $800 per week. They will bring the trailor to the site for an additional $1.00 per mile charge based on round trip mileage from their facility.*** | **Becky Nickell****Thermo King Transport****3410 Remington Road****Springfield, IL 62703****Marilyn McGuire****Thermo King Transport – Quad Cities****2001 10 Avenue E.****Milan, IL 61264** | **(217)525-6011****(309)787-6177** |
| **Trucking firm to transport Refrigerated Semi-trailors, contact:*****Charges for trucks and drivers to transport trailers are charged by an hourly base rate to destination and back. Fuel surcharges can be added dependent on the price of fuel. As of March 2012, the estimated cost for use of truck was $95.00 per hour and fuel surcharges may also be added.*** | **Todd Donley****Donley, Inc.****8998 West Outer Road****Williamsville, IL 62693** | **(217)566-3561** |

 **2-3**

**BLACKMON MOORING STEAMATIC CATASTROPHE, INC.**

**303 Arthur Street**

**Fort Worth, Texas 76107**

**(800)433-2940 or (817)332-2770**

 **SERVICES**

**Boxing of materials**

**Cleaning of interiors--ceilings, walls, and floors**

**Cleaning and restoration of furnishings--wood, porcelain fixtures, office machines**

**Controlled demolition**

**Corrosion control of electronic equipment**

**Damage appraisal**

**Debris removal**

**Document reproduction--microfilm, microfiche, photocopy, floppy disks**

**Fumigation**

**Inventory of materials**

**Soot and smoke odor removal**

**Thermal vacuum drying**

**Transportation of materials**

**Vacuum freeze drying**

**Blackmon Mooring has been in the cleaning and restoration business since 1946, and specializes in restoration of fire damaged materials. They have over 500 employees and there are 200 independent Steamatic contractors in the U.S. and Canada. The company can either transport damaged records to their plant for treatment or move their equipment to the disaster site. Their primary drying method is thermal vacuum drying, which is used for the majority of wet materials; freeze drying is done in a smaller chamber and is mostly used on "extremely old or valuable documents".**

**Cleaning and restoration of fire-damaged documents can be handled either on site or at one of the company's plants. Soot is removed with dry soot-absorbing sponges, and burnt edges can be trimmed off.**

**Organizations may fill out an Emergency Response from which contains information which would be helpful in expediting action by company. This form is not binding and is kept on file at the company's headquarters.**

**NORTHEAST DOCUMENT CONSERVATION CENTER**

**100 Brickstone Square**

**Andover, MA 01810-1428**

**(508)470-1010**

**NEDCC will provide emergency assistance over the telephone at no charge, and may be reached day or night, seven days a week. In case of a major disaster, a representative may be sent to provide help on-site. The Center has a photographic conservator on its staff who can deal with water-damaged prints and negatives.**

**part 3 begins here turn off power, fire etc**

 **3-1**

**NOTIFICATION PROCEDURES FOR**

**FIRE AND WATER DAMAGE,**

**SHUT-OFF OF WATER, STEAM, AND ELECTRICAL POWER,**

**AREA CLEAN UP, AND PROCEDURES FOR ELECTRICAL HAZARDS**

**FIRE**

**Immediately pull the fire alarm and evacuate the area per the ??? Evacuation Plan.**

**WATER DAMAGE**

 **NOTIFICATION PROCEDURES**

**Notify the supervisor of the ??? immediately. In the event the supervisor is absent contact the Building Manager. Report the exact location of the leak or broken pipe by vault and bay. Obtain plastic sheeting stored in the basement with the janitorial supplies and cover or move threatened collections to lesson damage. If flooding is extensive some records may need to be moved to another stack area.**

**SHUT-OFF OF WATER, STEAM, AND ELECTRICAL POWER**

***It is the responsibility of the ??? staff to turn off all utilities in the event of emergency. Do not attempt to turn off any of the utilities unless under the direction of the appropriate ??? staff.***

**At the present time this building does not have any master shut-offs for the incoming hot and cold water supplies.**

**The steam system has two separate lines running into the building. The smaller secondary line, usually operated during the spring, summer, and fall enters the basement from the utility tunnel south of the outside freight elevator. The main shut-off valve is located just inside the tunnel. The main winter line enters from the ??? Building alongside the ??. The valve is at ceiling level in the maintenance room located immediately north of the west end of the tunnel.**

**Water for the heating and cooling systems must be shut off in the penthouse. Immediately to one's left at the top of the stairs, a valve controls water for both systems. Staff must also make certain to turn off electrical power to the pumps. The first three switches to the pumps are located on the wall at the penthouse northwest corner and a final single one beside the roof exit door.**

 **AREA CLEAN UP**

**The building manager or engineer will be responsible for obtaining mops, wet-dry vacuums, sump pumps, and removal of carpeting, etc. if necessary.**

 **ELECTRICAL HAZARDS**

**If necessary the building manager or engineer will call in the electricians to check for possible electrical hazards. The operation of any electrical equipment such as fans will only take place upon the advice of electricians who have checked any control panels, switches, outlets, and light fixtures for pockets of collected water which could cause a short circuit or electrocution. Once the electricians have checked the area for electrical hazards, the records will be inspected.**

 **4-2**

**DISASTER RECOVERY TEAM**

**TEAM ASSIGNMENTS**

|  |  |
| --- | --- |
| **ACTIVATE IN-HOUSE****RECOVERY TEAM AND** **CONTACT OFF-SITE SOURCES****Name of Village Clerk****Names of Department Supervisors** | **PROCUREMENT OF NEEDED SUPPLIES****Your City Treasurer** |
| **ASSESS DAMAGES TO DOCUMENTS AND INTERLEAVING****List a specific employee to do each of these tasks:** **(Access Damages)** **(Interleaving)** **(Paper-cutting)** **(Interleaving)** **(Interleaving)** | **TAG AND LABEL BOXED MATERIALS****List Names of Employees** |
| **RECORD DAMAGES AND** **INVENTORY RECORDS****List Employees** | **PACKERS (SORTING AND PACKING WET AND DAMAGED MATERIALS)****Lists Names of Employees** |
| **ASSIST WITH REMOVAL OF DOCUMENTS AND MOVING** **OF DOCUMENTS****List Employees** | **RECORD WHAT IS MOVED,****IT'S CONDITION AND** **WHERE IT IS MOVED TO****List Employees** |

**\*DESIGNATED TEAM LEADERS**

 **5-1**

|  |
| --- |
| **BASIC SUPPLY CHECKLIST** |
| **Listed below are some of the basic supplies which may be****needed for the first twenty-four hours of a salvage operation.** |
|  | **a copy of the disaster plan** |
|  | **aprons** |
|  | **batteries - for camera, flashlight, and transistor radio** |
|  | **battery powered radios** |
|  | **boots** |
|  | **boxes (waxed or plain corrugated)** |
|  | **buckets** |
|  | **chemical light sticks** |
|  | **computer discs & jackets** |
|  | **dehumidifiers** |
|  | **disinfectant - Lysol Concentrate** |
|  | **extension cords (heavy duty - waterproof)** |
|  | **fans** |
|  | **film (2 rolls of 35mm film and the name of a staff member with a 35mm camera)** |
|  | **first aid kits (band-aids, elastic and gauze bandages, first aid creams, gloves, peroxide, rubbing alcohol, scissors, tissues, tweezers)** |
|  | **fishing line (mono filament line)** |
|  | **flashlights** |
|  | **fork lift** |

 **5-2**

|  |
| --- |
| **BASIC SUPPLY CHECKLIST** |
|  | **freezer paper** |
|  | **fungicide treated paper** |
|  | **garbage cans** |
|  | **hard hats** |
|  | **masks** |
|  | **milk cartons (plastic)** |
|  | **mops** |
|  | **name tags & colored self stick labels for identification** |
|  | **newsprint** |
|  | **notebooks for documentation and/or clipboard and paper** |
|  | **pallets** |
|  | **paper** |
|  | **paper towels** |
|  | **pencils** |
|  | **plastic tarps** |
|  | **polyester film or fabric** |
|  | **purchase orders, invoices and account numbers** |
|  | **rubber bands** |
|  | **rubber gloves** |

 **5-3**

|  |
| --- |
| **BASIC SUPPLY CHECKLIST** |
|  | **scissors (non-magnetic)** |
|  | **self-stick labels (water proof)** |
|  | **shrink wrap** |
|  | **silicone paper** |
|  | **sponges (regular, wishab sponges for removing dust and soot, chemical sponges (to be used dry) which have been treated to absorb soot & dirt)** |
|  | **tape for sealing boxes** |
|  | **telephone books/suppliers telephone lists** |
|  | **trash bags** |
|  | **waterproof pens** |
|  | **wet/dry vacuum** |

 **5-4**

 **BASIC SUPPLY LIST**

**THE FOLLOWING SUPPLIES MAY ALSO BE NECESSARY OR HELPFUL:**

**Employees will need to dress appropriately in clothes they wouldn't mind if they were damaged. The following are some suggestions for employee's personal equipment list:**

**CLOTHING**

**Hard hat if you have access to one**

**Hats**

**Long sleeved, washable jacket**

**Long, washable trousers**

**Long sleeved shirt**

**Old flat shoes, closed or rubber boots**

**Rubber gloves**

**Socks plus one dry pair in your kit**

**Work gloves**

**PERSONAL ITEMS**

**Battery operated radio**

**Container of drinking water**

**Pencils**

**Pocket knife**

**Prescription medicines, aspirin**

**Quick energy snacks**

**Small notebook**

**Sun glasses**

**Tissues or towelettes**

**Tooth brush**

**Tooth paste**

**Waterproof flashlight**

**Other personal needs**

**If necessary the Agency may need to see that some or all of the following items are provided:**

**A village credit card to buy food for workers during break periods may be necessary**

**Arrangements with a local hospital/clinic to give tetanus shots to workers**

**Portable phones and walkie-talkies**

**Dry ice**

**Generators**

**Hand trucks**

**Hygrothermographs**

**Psychrometers**

 **5-5**

**COMMENTS ABOUT COMMONLY AVAILABLE**

**SUPPLIES ARE PROVIDED BELOW:**

 **ALCOHOL**

**Alcohol is used to remove mold from the covers of books, as it not only kills the spores, but also wets down any powdery substances, so that these may be wiped off without spores flying into the air to contaminate other materials.**

**Denatured or isopropyl alcohols are the least toxic and the most readily available. Clean rags may be dampened with either and wiped carefully over the book covers. Alcohol will dissolve some dyes, and may also effect pyroxylin coated book cloth (library buckram).**

**Mold found on or in the textblocks of books should be referred to the conservator. Some sources suggest the use of thymol or orthophenylphenol in alcohol as a fungicide, but as there are serious health questions about both chemicals, they should be used only by experts. If the State Archives fumigator is accessible and operational books and records should be placed in the fumigator.**

 **CHEMICAL LIGHT STICKS**

**Chemical light sticks provide a source of light in emergencies where electrical power is not available or not safe to use. The chemical light sticks are made of plastic tubes containing non-flammable and non-toxic chemicals which produce luminescence when the tubes are shaken. They have a shelf life of approximately four (4) years. Light sticks will emit up to twelve (12) hours, but are very low intensity.**

**If the Archives emergency lights are not operational, the lower intensity sticks could be useful for marking out pathways or identifying obstacles when salvage operations must be carried out in the dark. Chemical light sticks are available from Cole-Palmer Instrument Company, 7425 North Oak Park Avenue, Chicago, IL 60648, telephone 1-800-323-4340.**

 **CHEMICAL SPONGES**

**Chemical sponges are made of foam rubber which has been chemically treated to absorb soot and dirt, and are used dry. The sponges are 2" x 3" x 6" and come in cases of thirty-six (36) and are available from Brenda Products, 35 North Street, P. O. Box 106, Canton, MA 02021, telephone 1-800-343-7783.**

**Also available is a product called "Absorene" which works like an eraser, absorbing dust, dirt, smoke and film from surfaces. It is a kneadable, putty-like cleaner.**

**Wishab sponges remove dust and soot when rubbed on surfaces. The residue and crumbs must then be brushed off. Absorene and Wishab sponges are available from Talas, 213 West 35th Street, New York, NY 10001, telephone (212)736-7744.**

 **DRY ICE**

**Dry ice may be used as a temporary measure to refrigerate small numbers of wet books, or to pack around books being**

 **5-6**

 **COMMENTS ABOUT COMMONLY AVAILABLE**

 **SUPPLIES ARE PROVIDED BELOW:**

**sent out to be frozen or freeze dried. Some suppliers will provide styrofoam containers and some cardboard. Dry ice must be handled carefully, and not with the bare hands, as it can cause injury to unprotected skin.**

 **DISINFECTANT**

**Use Lysol Concentrate to thoroughly wipe shelves and filing drawers to prevent mold growth. If Lysol is unavailable, a solution of Clorox Bleach in a 10% solution with water may also be used.**

 **HAND TRUCKS**

**These will enable workers to move more than one crate at a time, and can be easily maneuvered through narrowed aisles in the stacks or salvage areas. For large scale operations a conveyor belt would also be useful in moving large quantities of records from one location to another.**

 **NEWSPRINT**

**Newsprint is useful in an air drying operation, as it is an inexpensive and absorbent material for covering drying tables, and also for interleaving wet books. Unprinted newsprint may be obtained in rolls or in large sheets, and is often sold by weight. It can save valuable time to store some newsprint already cut into appropriate sizes for interleavings, so**

**as not to have to organize a cutting operation while also trying to deal with masses of wet materials.**

**When newsprint or any other material used to absorb water has served its purpose, it must be removed from the drying area in order to help reduce the amount of moisture in the room.**

 **PLASTIC GARBAGE CANS**

**Garbage cans are useful for hauling away wet debris and/or rubbish or as containers in which to wash mud and muck from the exterior surfaces of books (this should be done under the supervision of the conservator). Plastic garbage cans can be filled with cold water to keep water damaged microfilm and negatives wet until they can be processed. Since transporting filled containers can be difficult, five gallons should be the largest size considered.**

 **PLASTIC SHEETING**

**Plastic sheeting can be used to protect card catalogs, furniture, file cabinets, and other fixtures from water leaks. It is available in several thicknesses. The most useful thicknesses are in the range from one to five mils. The thicker the sheeting, the less likely it is to tear, but the more bulky, unwieldy, and expensive it becomes. Clear polyethylene is recommended over black, as it allows one to see what is underneath.**

 **5-7**

 **COMMENTS ABOUT COMMONLY AVAILABLE**

 **SUPPLIES ARE PROVIDED BELOW**

**When ordering plastic sheeting, one should have some idea of the length and width required to cover stack sections, catalogs, furniture, etc. as this material is supplied in a variety of sizes. Once the sheeting has arrived, it will need to be cut to the right size, if ordered on rolls.**

 **TAPE**

**Tape should not to be used on documents, but may be needed to seal boxes or for holding plastic sheeting in place on bookshelves or furniture.**

 **TRANSISTOR RADIOS**

**Battery powered radios may be used to keep informed of news and weather reports during weather emergencies or other situations if electric power has been lost.**

 **TWO-WAY RADIOS**

**Useful in the event power and phones are out.**

 **WAXED/FREEZER PAPER**

**Freezer and waxed paper can be used to separate books which are being packed for freeze drying. To keep the wet covers from sticking together when the books are frozen sheets of waxed or freezer paper should be placed around the book, leaving the edges of the textblock exposed.**

**Waxed paper may also be used for interleaving between pages of coated paper in books being air dried. Coated Paper will not stick to waxed paper, as it will to paper towels, newsprint and possibly freezer paper.**

**Waxed and freezer paper should also not be used for interleaving between pages of uncoated paper, as it is not absorbent, will form a moisture barrier, and will impede the drying process.**

 **WET/DRY VACUUMS**

**Some are capable of picking up small amount of accumulated water, while others can handle over 19 gallons at a time. They are useful for final cleanup of areas, from which water has been pumped. May be used to remove water from inside empty filing cabinets and on shelving. If visible mold develops on books, it can be removed using an industrial wet/dry vacuum which has a mold-killing solution mixed with water in its tank.**

 **6-1**

 **INITIAL SITUATION ASSESSMENT FORM**

 **(To be complete when initial request is received)**

|  |  |
| --- | --- |
| **Current Time and Date:** |  |
| **Disaster Locations – Buildings Affected:** |
|  | **Name of Building, Address, phone number** |
|  | **Name of Building, Address, phone number** |
|  | **Name of Building, Address, phone number** |
|  |
| **Name and title of caller:** |  |
| **Time damage is thought to have began:** |  |
|  |
| **Area of Damage** |
| **Room No.** |  |
|  |  |
| **Description of Disaster** |
|  | **Broken Water Pipe** |  | **Leaking Roof** |
|  | **Sewage** |  | **Fire/Smoke Damage** |
|  |
| **Amount of Damage** |
|  | **Few Books/Papers** |  | **Few Drawers** |
|  | **Few Cabinets** |  | **Entire Room** |
| **Other Comments:**  |
| **Types and Number of Materials Involved** |
|  | **Regular Paper** |  | **Bound Volumes** |
|  | **Photographs and/or Maps and/or Blueprints** |  | **Sound or Video Recordings** |
|  | **Coated Paper** |  | **Computer Media (cd’s, dvd’s, thumb drives, etc.** |
| **General Condition of Materials** |
|  | **Still Under Water** |  | **Soaked** |
|  | **Damp** |  | **Dirt/Mud** |
|  | **Scatter on Floor** |  | **Moldy** |
|  | **Melted** |  | **Burnt Beyond Repair** |
| **Other:** |  |

 **6-2**

**INITIAL SITUATION ASSESSMENT FORM**

**Were any of the records damaged vital records?**

 **Situation at the Site**

**When do you expect access to the building?**

**Are any staff trained in disaster recovery?**

**Number of staff members available to respond?**

**Are the following available? \_\_\_\_\_\_\_\_\_\_ Electricity \_\_\_\_\_\_\_\_\_\_ Water**

 **\_\_\_\_\_\_\_\_\_\_Heat\_\_\_\_\_\_\_\_\_\_Air Conditioning**

**Other Comments:**

 **7-1**

 **MAJOR DISASTERS**

 **RESPONSIBILITIES & GUIDELINES**

**AUTHORIZED PERSONNEL LISTING**

**A list of all agency personnel, as well as any other persons authorized to be in attendance at the disaster site will be kept by the\_\_\_\_\_\_\_\_\_\_\_, or his/her designee. If necessary the \_\_\_\_\_\_\_\_\_ or his/her designee will contact the \_\_\_\_\_\_\_\_\_\_, and the IL Emergency Management Agency. Listed below are the telephone numbers and the types of services which other \_\_\_\_\_\_\_\_\_\_\_\_departments and other state agencies may provide in the event of a disaster.**

**EMERGENCY MANAGEMENT AGENCY COMMUNICATIONS CENTER**

**1-800-782-7860**

**The Illinois Emergency Management Agency may aid in obtaining CB radios, dehumidifiers, hard hats, paper towels, plastic sheeting, sump pumps, waterproof clothing or garbage bags, and wet-dry vacuums (call 785-6060).**

**They may also assist in obtaining fans, fork lifts, portable generators, and pallets (782-9486). At the present time these items are not maintained by the agency; however, the agency may serve as a resource in obtaining the equipment and supplies.**

**SECRETARY OF STATE**

**PHYSICAL SERVICES DEPARTMENT**

**TELEPHONES**

**If a major disaster occurs a headquarters equipped with telephones will need to be established. To assist in establishing telephone services the ??? would need to be called.**

**Contact:**

**HEAVY EQUIPMENT**

**The Building Department is responsible for determining the need for heavy equipment, supplies, physical services personnel, verifying sources of equipment and supplies and putting on notice other Building Dept. staff necessary to operate equipment and procure supplies.**

**Contact:**

 **7-2**

 **MAJOR DISASTERS**

 **RESPONSIBILITIES & GUIDELINES**

**SECURITY**

**Village Police will be responsible for monitoring and keeping records of all entry and exit into the building.**

**ID badges should be worn by all personnel at the scene. ID badges for outside experts such as conservators and disaster recovery personnel should be provided by Human Resources.**

**Contact:.**

 **COMMUNICATIONS DEPARTMENT**

**PRESS RELEASES**

**Contact:**

**(Work)**

**PHOTOGRAPHY OF DAMAGES**

**Contact:**

 **7-3**

 **BASIC GUIDELINES FOR DISASTER RECOVERY**

 **I. Minimum of five team members and alternates**

 **A. Responsibilities**

 **1. Team leader - overall management**

 **2. Assemble and coordinate crews and materials**

 **3. Record/inventory control of damaged materials**

 **4. Damage/salvage assessment**

 **5.Assemble supplies & equipment, food, photography, etc.**

**II. Prevention of Disaster**

 **A. Man-made**

 **1. Control temperature (68 degrees) and humidity (50%)**

 **2. Control insects and rodents**

 **3. Properly stored documents**

 **4.Watch for and repair leaky pipes, frayed wires, turn off unattended machinery if possible, close window, etc.**

 **5.Avoidance of food, beverages, cigarettes, etc. in areas where records are stored or are being restored**

 **B. Be Aware**

 **1.Staff members should be familiar with the layout of the building and possible danger areas.**

 **2.Wide-scale disaster sources may be of little or no help - keep as many supplies on hand as possible.**

**III. Disaster Plan Form**

 **A. Name of the institution**

 **B. Completion date and update**

 **7-4**

 **C.Staff members to call and who is to call whom**

 **D.Off-site services to be contacted if needed.**

 **1. Fire**

 **2. Police**

 **3. Insurance**

 **4. Utilities**

 **5. Exterminators**

 **6. Etc.**

 **E. Upkeep Checklist**

 **1. Daily procedures**

 **2. Periodic procedures**

 **a. Phone numbers accurate**

 **b. Working flashlights**

 **c. Extinguishers and alarms operable**

 **d. portable radios**

 **F. Location of in-house emergency equipment**

 **G. Sources of off-site equipment**

 **H.All locations where these plans and follow-up reports are located.**

**IV. Inventory/Priority Lists**

 **A. Assign priorities as follows**

 **1. Salvage at all costs**

 **2. Salvage if time permits**

 **3. Salvage as part of general cleanup**

**V. Recovery**

 **A. Assess damages**

 **B. Stabilize environment**

 **C. Activate in-house recovery team**

 **D. Restore area**

**VI. Salvage Procedures**

 **A. Vacuum freeze drying**

 **7-5**

 **B.Freezing - followed by vacuum freeze drying or air drying**

 **C. Air drying**

**VII. Do Not**

 **A. Enter area until it is safe**

 **B. Attempt to open a wet book**

 **C. Attempt to close or open a book that is swollen**

 **D. Write on wet paper**

 **E.Use bleaches, detergents, adhesive tapes, paper clips, etc.**

 **F. Use colored paper of any kind**

 **7-6**

 **HANDLING OF WATER DAMAGED MATERIALS**

**Depending on the nature and extent of the damage the amount of materials to be removed and the ability to gain access to the building, a decision by the \_\_\_\_\_\_\_ will be made to call in a Disaster Recovery Service. \_\_\_\_\_\_\_\_\_\_\_will be responsible for coordinating the inspection.**

**The interior of the building should be kept as dry and cool as possible to inhibit mold growth. Turn off heat if necessary and create free circulation of air. If possible fans and air-conditioning should be kept on at night, unless a fungicidal fogging operation is in process.**

**DAMP OR WET DOCUMENTS**

**Wet paper tears very easily. Handling of unsupported individual sheets should be avoided. Move sheet materials in their original containers. Piles of soaked papers, loose documents, rolled or large unsupported items should be moved only with support underneath using a tray or similar device such as a map drawer, poly covered plywood, or flat box. Do not attempt to separate single-sheet materials unless they are supported on polyester film or fabric.**

**WET BOOKS**

**Do not open soaked books. Do not attempt to open or close a book that is swollen. Do not write on wet papers. Bleaches, detergents, adhesive tapes, paper clips, etc. should not be used to repair documents. Do not use colored paper of any kind to separate wet pages. Leave covers on the books, as they will help to support the books during drying.**

**Pack wettest materials first from floor up. Soaked books already open should remain open. They can be lifted and moved on trays. Wet materials should be grouped in small units allowing free flow of air around each unit.**

**DAMP BOOKS**

**Damp books can best be detected by removing from the shelf and carefully opening to check the center as well as the fore-edge for dampness. If dampness is detected then the entire shelf or file cabinet should be checked, in some cases several bays may need to be checked.**

**Clean white blotter paper, paper towels, strong toilet paper, and unprinted newsprint paper may be used for interleaving in the drying process. Never use colored blotting paper or colored paper of any king to dry books and other documents.**

**When partially dry books may be hung over nylon lines to finish drying. Do not hang books from lines while they are very wet because the weight will cause damage to the inside section.**

 **7-7**

 **HANDLING OF WATER DAMAGED MATERIALS**

 **COATED PAPERS**

**Coated papers are difficult to salvage and should be kept wet. Interleave with wax paper or pages will stick together when dried.**

**CLEANING AND WASHING OF BOOKS BEFORE DRYING**

**This is to be done under the supervision of the Conservator. Do not attempt to clean opened volumes, manuscripts, photographs, or materials with water soluble components without advice from the Conservator.**

**HANDLING OF WATER DAMAGED MATERIALS**

**Books with coated paper or smoke damage are not to be washed. To clean mud and grime hold book firmly closed under cool, low pressure running water. Gently squeeze water from book with hands only.**

**Do not mechanically press books, which can force mud into the paper and subject the materials to stresses which will damage their structures. Do not rub or scrub. Dab edges with a soft absorbent towel and interleave with fungicidal sheets for drying.**

**Clinging mud can be brushed off after drying. For more extensive washing, use a series of large plastic garbage cans filled with cool, low pressure running water. Holding the books tightly, pass from one container to the next.**

**PACKING MATERIALS FOR FREEZING**

**Do not remove labels or other identifying elements of items. Do not use ink for marking. Wet books are heavy; therefore, boxes should be small and not fully packed.**

**Books which are to be freeze dried or put in cold storage may be packed before cleaning. Freezing within first 24 hours of exposure to water may eliminate the need for sterilization. Freezing after the first 48 hours of exposure to water may require sterilization in the rehabilitation stage.**

**Books should be wrapped or separated by sheets of coated butcher paper, freezer or waxed or silicone paper to prevent sticking together with the waxed side close to the book. Wrap books spine down, tightly, but not crammed, and pack crushed paper at top and on sides, allowing some room for expansion after freezing. Wrap open books as they are found and pack on top of cartons one layer deep, side by side, separating with paper from books underneath.**

**Pack boxes on wooden pallets for transport and load pallets on truck. To avoid collapse of stacked boxes, if possible shrink wrap boxes to keep them in place.**

 **7-8**

 **ESTIMATED COSTS FOR**

 **RESTORATION OF WATER-DAMAGED DOCUMENTS**

**FOR FREEZER TRANSPORT**

**OF DOCUMENTS**

**Thermo King Transport can provide 45 foot refrigerated semi-trailors for $200.00 a day, $800.00 a week. Delivery charges are $1.00 per mile. The trucks are equipped with auto start and stop (thermostats) which cost an additional $.?? per running hour. Thermo King Transport does not provide rigs for transport. Drivers and rigs would need to be sub-contracted through other vendors. Donley, Inc. of Williamsville, IL can provide the rig and driver for a cost of $95 per hour plus possible fuel surchares.**

**FEDEX Custom Critical can provide refrigerated semi-trailors.**

**FOR VACUUM DRYING**

**OF DOCUMENTS**

**Blackmon Mooring - Steamatic Catastrophe, Inc. (BMS CAT) charges $40-65 per cubic foot for drying. The larger the total volume the lower the cost per cubic foot. This does not include any costs for reboxing, removing mildew, soot, etc.**

**FOR CONTAINERS TO STORE**

**THE DOCUMENTS DURING**

**THE DRYING PROCESS**

**.**

**Section 4 phone tree and disaster recovery team assignments**

**updated 2/14/97 DISASTER RECOVERY TEAM 4-1**

 **PHONE TREE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **\* These employees have been assigned telephone credit cards** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Also see document called table of contents has pictures on right**

**Section 4 phone tree and disaster recovery team assignments**

**updated 2/14/97 - no phone numbers DISASTER RECOVERY TEAM 4-1**

 **PHONE TREE**

|  |  |  |  | **John Daly\*****to call** |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Wayne Temple****to call** |  | **Tammy Payne****to call** |  | **Chris Schofield****to call** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Gloria Huston\*****to call** |  | **Mark Sorensen\*****to call** |  | **Chuck Cali****to call** |  | **Ken Marker****to call** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Dottie Hopkins-Rehan****to call** |  | **Jim Cohlmeyer** |  | **John Coss\*****to call** |  | **Dan Smith****to call** |  | **Anna Vasconcelles\*****to call** |  |  **Bob Bailey** |  | **Jeannie Weatherford** |
|  |  |  | **Dennis Kepler** |  |  |  |  |  |  |  |  |  |  | **Elaine Evans** |  | **Joe Adams** |
| **Betty Strang** |  | **Becky Tipps** |  | **Mick Bernasek\*** |  | **Jane Roberts** |  | **Lynn Kahbeah** |  | **Kim Efird** |  | **Sally Fritcher** |
|  |  | **Cody Wright** |  | **Teena Groves** |  | **Al Witlow** |  | **Ruby Heyen** |  | **Karl Moore\*** |  | **Mike Reynolds** |
|  |  | **Bob Lyons** |  |  |  | **Kurt Markert** |  |  |  | **Linda Green** |  | **Rick Wohler** |
|  |  |  |  |  |  | **Kirk Friedrich** |  |  |  |  |  |  | **Henry Develschowrd** |
|  |  |  |  |  |  |  |  | **Linda Green****to call** |  | **Karl Moore\*****to call** |  | **Mark Kirby** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | **Pat Adcock** |  | **Barb Heflin** |  |  |
| **\* These employees have been assigned telephone credit cards** |  |  |  | **Debbie Stewart** |  |  |  |  |
|  |  |  |  |  |  | **David Morse** |  |  |  |  |