Immediate Response for Collections Recovery

MONDAY-FRIDAY From opening till 5 p.m.: XXXXXX, Director of Finance & Facilities, 532-2934
Administrative Office: 532-7400

EVENINGS & WEEKENDS
HELP DESK: 532-3014
(Reference Desk will call XXXX)

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

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

COLLECTION PRIORITIES
Top Priority
- University Archives/Rare Books
- Reference
- Bound periodicals
- Current periodicals
- New materials in Technical Services area

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

Low Priority
- Maps
- Government Documents
- CMU Juvenile Literature
- Microforms
- Materials in Gifts Unit / Booksale

COLLECTION SALVAGE
Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage
- Identify and gather emergency supplies
- Identify secure, dry location for pack-out and air-drying
- Recruit staff / volunteers
- Wear appropriate safety protection
- Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities
- Keep the lights on at all times. Ultraviolet light kills mold spores.
- Set up high powered fans to further circulate the air.

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

Floor Design with Disaster Bin Locations

BUSINESS CONTINUITY PLAN
Information Services: Contact XXXX
Maintain IM chat site. Take questions from visitors.

Online resources: Contact XXXX
Online resources are either maintained at a vendor's remote location or Hale Library. Mirrored site for catalog apps at KU. Vendor contact Jane Hale Email. CTS has backup generators that should be in place for service going for three to five days.

Library web page: Contact XXXX
Use the library's web page to announce disaster-related information to the world.

Interlibrary loan: Contact XXXX
Suspend lending services and perform borrowing services from remote site.

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

COMMUNICATION CONT’D
Confirm funding sources for emergency services
- as needed
- Report status to administration and public
- Post emergency information and instructions on the institutional website
- Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer)

MAJOR DISASTERS: INCIDENT COMMAND SYSTEM
- Incident Commander: Responsible for overall management of the incident
- Public Information Officer: Responsible for communication with media/public
- Safety Officer: Monitors safety of the incident in regards to both the facility and the responders
- Liaison Officer: Coordinates with representatives of cooperating agencies
- Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event
- Operations Section Chief: Ensures that the IAP is enacted
- Logistics Section Chief: Responsible for all support needs to enact the IAP
- Finance/Administration Section Chief: Manages all financial aspects of the incident