Disaster Planning: Knowing Your Risks is Just the First Step

Morgan O.H. McCune
Pittsburg State University

Kathryn Talbot
Kansas State University Libraries

Topeka, 1966
National Weather Service
http://www.crh.noaa.gov/Image/top/events/topeka/torn.jpg
Disaster Planning

- Know Your Risks
- Make a Plan (baby steps if necessary)
- Disaster Planning Tools
- KCHERN, Regional and State Cooperation
- MayDay
- Training
- Follow Up/Ongoing
What Disasters? Your Risks

**Natural Causes**
- Earthquakes
- Severe Weather or Tornado
- Fires
- Floods

**Man-made Disasters**
- Computer system failure
- Fire
- Accidental sprinkler activation
- Bomb threats
- Chemical accidents
- Pest invasions
- Transportation accidents (haz mat through town?)
New Risks?--Earthquakes

If you are indoors when the tremor begins, stay there. Get under a desk or table, or stand in a doorway or corner. If possible, direct all patrons and staff to take shelter under tables or other solid objects.

Keep away from windows, book stacks, and areas where falling glass, books, plaster or debris could cause injury.

Do not use elevators!

If you are outside, get into an open area away from trees, buildings, walls, and power lines.

Wait for the tremor to subside and for any falling objects to rest before leaving shelter.

Be prepared for aftershocks. After shocks are usually smaller than the main quake but may be large enough to do additional damage to structures weakened during the main shock.
Property Risks

- Buildings
- Furniture and Office Equipment
- Electronic Data
- Collection Materials
- Motor Vehicles
- Property of Others- ILS / Servers/Digital Collections/Visiting Exhibits
Building/Furniture/Equipment Risks

- Walk through (and outside) the building and observe. What needs to be:
  - Updated?
  - Cleaned?
  - Repaired?
  - Secured?
  - Moved or Recycled?
  - Protected?
  - Insured?

- Cooperate with Maintenance/Physical Plant/Administration/Boards.

- Get involved in fire inspections, and with your local firefighting personnel. Ask them for a walk-through.
Electronic Data

• Virus detections
• Password protection
• Firewalls
• Back-up plan or multiple copies in multiple locations
• Uninterruptable power supply for crucial systems

• Cooperate with IT personnel in library, in university, in town
Insurance

• Is the building covered as well as the collections?
• What information does the company need?
• Do you have to use certain restoration companies?
• Is your institution pre-registered with a disaster recovery service?
Collection Materials

- Water
- Mold
- Pests
- Environmental Controls
- Fire Protection

What do you need in place to deal with risks? Skills, supplies, contacts ...?
For more information, visit: www.dhs.gov/protective-security-advisors

Chuck Clanahan, CPP
Protective Security Advisor
(785) 213-8699  chuck.clanahan@dhs.gov
Homeland Security

• Chuck covers entire state so his schedule is booked for a few months; get on his calendar!

• He covers all types of organizations/buildings

• All-hazard assessment of risk
  - Building security
  - Emergency operation plan
  - Business continuity plan
  - Cybersecurity

• Several trainings/presentations such as Active Shooter, Cyber Security, and See Something, Say Something

• Services are free!

• Non-regulatory; non-binding!
Next step--As you identify hazards/risks, develop or update your disaster plan
“When you have a great and difficult task, something perhaps almost impossible, if you only work a little at a time, every day a little, suddenly the work will finish itself.”—Isak Dineson
Plan!—Putting Together the Pieces

- Phone tree
- Site map
- Pocket Plan
- Disaster Plan
- Disaster Kit--Supplies
- Train!
- Follow Up!
Kansas Cultural Heritage Emergency Resources Network (KCHERN)

Resources for Planning/Collaborating

http://kansaschern.wordpress.com/
PREPAREDNESS PROTECTS OUR HERITAGE

Every year Heritage Preservation encourages libraries, museums, archives, historical societies, and preservation organizations to set aside May 1 to participate in MayDay. This year, make sure your institution is prepared! KCHERN's "Before Disaster" resources will help!

Welcome! Join our KCHER-L Listserv and see what is new with KCHERN in the “News” section, or subscribe to our RSS Feed!

The Kansas Cultural Heritage Emergency Resources Network is a website to aid libraries, museums, historical societies and any cultural heritage institution in preparing for and recovering from various disasters. This statewide resource guide is a replacement for KDRAN (Kansas Disaster Recovery Assistance Network, 1993-2009) in providing valuable annotated resources. KDRAN was a statewide network that encouraged institutions to develop their own disaster plans and to practice disaster prevention methods.

KCHERN does not provide immediate response assistance.

KCHERN_brochure

We welcome any comments and suggestions. Let’s all work together in protecting Kansas’s irreplaceable cultural resources from harm.

This site has been made available by the generous support of the U.S. Institute of Museum and Library Services IMLS Connecting to Collections grant.

INSTITUTE of MUSEUM and LIBRARY SERVICES
Assessment and Emergency Planning

- Before Disaster Strikes: Ten Things You Need to Know (Workshop Handout)
- California Preservation Program. Preservation needs assessment: Information on determining institutional problems and recommending strategies and actions to address those problems.
- Northeast Document Conservation Center, Preservation Leaflet 1.2: Preservation Assessment and Planning: Discusses surveys, risk analysis, and approaches to preservation.
- National Institute of Standards and Technology Fire Hazard Analysis Techniques
- Conservation Online, Disaster Preparedness and Response: Lists resources for
Before Disaster Strikes: Ten Things You Need to Know

Julie Page, WESTPAS  jpage@westpas.org
Tom Clareson, Lyrisis  tom.clareson@lyrisis.org
Tyra Grant, University of Kansas  tgrant@ku.edu

Overarching priorities: Human life & safety and Protection of institution’s assets

#1 Have a communication plan
• Up-to-date work and home numbers, cell phones and pagers
• Phone trees, email/instant messaging, “reverse 911”
• Emergency recording on phone line, out of state emergency number
• Have a crisis communication plan

#2 Prepare a first response action list
• Who to call. What to say. What first actions to take.
• Simple “fact sheets” with step-by-step instructions – gas, water, fire sprinklers, security, HVAC, etc.

#3 Organize emergency contact information for all staff & volunteers
• In event of injury, who should be called? Where do they want medical treatment?
• Keep contact numbers, emergency call lists readily available in case of evacuation
• Remember, life safety comes first!

#4 Prepare a disaster plan that covers people & collections
• Have a plan that is coordinated with your city/county/campus plan
• Keep it up-to-date, with multiple copies distributed
• Include procedures to handle the most likely emergencies
• Cover both people and collections


#5 Train staff to respond to the most likely emergencies
• Make sure all staff know their roles in an emergency
• Extend your training beyond evacuation drills
• Encourage staff to have emergency plans for their families
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<td>Name: Marsh H. Gallo</td>
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<td>Name: Jo Anne Beasley</td>
<td>Name: Barbara Pope</td>
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<td>Name: Robert Lindsey</td>
<td>Name: Stephanie Wills</td>
<td>Name: Janet Davis</td>
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<tr>
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<th>S</th>
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<tbody>
<tr>
<td>Name: Dawn Armstrong</td>
<td>Name: Wanda Wilson</td>
<td>Name: Wanda Wilson</td>
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<tr>
<td>Email:</td>
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<tr>
<td>Cell Phone:</td>
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</table>
Dawn Armstrong  darmstrong@pittstate.edu  620-235-4877
Marsha Blalock  mbialock@pittstate.edu  620-235-4870
Janet Davis  jdadavis@pittstate.edu  620-235-4893
Betty Geier  bgeier@pittstate.edu  620-235-4879
Linda Grotheer  lgrotheer@pittstate.edu  620-235-4881
David Paul Hensley  dhensley@pittstate.edu  620-235-4890
Susan Johns-Smith  sjohnssmith@pittstate.edu  620-235-4115
Earl Lee  gle@pittstate.edu  620-235-4885
Robert Lindsey  rldindsay@pittstate.edu  620-235-4887
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David Nance  dnance@pittstate.edu  620-235-4087
Barbara Pope  bppope@pittstate.edu  620-235-4884
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Richard Samford  rgsanford@pittstate.edu  620-235-4890
Susan Schreiner  sschreiner@pittstate.edu  620-235-4888
Stephanie Willis  swillis@pittstate.edu  620-235-4891
Jean Winters  jwwinters@pittstate.edu  620-235-4895
Heather Winzer  hwinzer@pittstate.edu  620-235-4054

Emergency Communication

- Leave a message for unavailable contacts. The caller should continue down the phone tree and continue attempting contact with unavailable persons.
- Secondary contacts report back to primary contact after calls are made
- Keep the message short and accurate. Only the facts should be given and each caller should avoid speculation. Confidentiality should be stressed.
- Use the exact same message for both email and telephone communications.

Transcribe message:
“Photoshopped” Site Plan

Axe Library Basement

All areas of the basement are designated as “Storm Refuge Areas”
Pocket Plan

http://kansaschern.files.wordpress.com/2010/03/imlspocketplan.pdf
<table>
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<th>Institution Name</th>
<th>[Institutional Contacts (cont.)]</th>
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<td>Water—Potable</td>
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Institutional Contacts:

- Director:
  - [name]
  - [office phone]/[home phone]/[cell]
  - [email]/[home email]

- Assistant Director:
  - [name]
  - [office phone]/[home phone]/[cell]
  - [email]/[home email]

- Emergency Manager:
  - [name]
  - [office phone]/[home phone]/[cell]
  - [email]/[home email]

- Financial Services / Accountant:
  - [name]
  - [office phone]/[home phone]/[cell]
  - [email]/[home email]

- Facilities / Building Manager:
  - [name]
  - [office phone]/[home phone]/[cell]
  - [email]/[home email]

- Security:
  - [name]
  - [office phone]/[home phone]/[cell]
  - [email]/[home email]

- Environmental Health & Safety:
  - [name]
  - [office phone]/[home phone]/[cell]
  - [email]/[home email]

- Janitorial Services:
  - [name]
  - [office phone]/[home phone]/[cell]
  - [email]/[home email]

- Archivist:
  - [name]
  - [office phone]/[home phone]/[cell]
  - [email]/[home email]

- Special Collections / Archives:
  - [name]
  - [office phone]/[home phone]/[cell]
  - [email]/[home email]

- Information System Officer / IT:
  - [name]
  - [office phone]/[home phone]/[cell]
  - [email]/[home email]

- Public Relations Officer:
  - [name]
  - [office phone]/[home phone]/[cell]
  - [email]/[home email]
**Immediate Response and Recovery Checklist for Collections**

### WATER RESPONSE
- Remove materials from water path.
- Move books higher on shelves or on plastic sheeting.
- Stabilize the environment (cool, dry, circulating air).
- Cover collections with plastic sheeting.
- Stop the source of standing water.
- Identify materials needing immediate salvage action (coated paper, slides, film, etc. unstable).
- Quick response is essential to prevent irreversible damage to materials.
- Organize staff and volunteers to load materials into freezes based on material type.
- Obtain refrigerated trucks, freezer storage.
- Obtain appropriate permissions to begin salvage (public health, structural engineer).
- Post emergency information and instructions on the institutional website.
- Contact regional libraries as needed for emergency services to continue staff and collection services.
- Contact local and regional contacts.
- Communicate with staff using the public meeting phone tree.
- Wear appropriate safety equipment.
- Start collection salvage.
- Equipment: Supplies: First: Second:

### ASSESSMENT
- Notification (as appropriate).
- First Responders:
- Ensure all staff and visitors are safe and accounted for.
- What type of an emergency? (fire, flood, etc.)/What was the cause?
- Are critical information systems functional/safe?
- What areas are affected?
- Where is the damage?
- Document collection damage:
  - Images: videos: notes:
- Assess damage to collections:
  - Buildings:
  - Information systems:
  - What is the state of the building?
  - What is the status of the collections?

### WATER RESPONSE
- Activate the Disaster Plan.
- Activate the Disaster Plan's emergency response actions.
- Maintain security of building and collections.
- Establish and maintain channels of communication.
- Establish and maintain communication with appropriate local and regional emergency management.
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- Establish communication with appropriate local and regional emergency management.

### COLLECTION SALVAGE
- Salvage collections using priorities:
- Establish collection priorities:
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- Establish collection priorities:
- Salvage collections using priorities:
- Establish collection priorities:

### COMMUNICATION
- Document collection damage:
- Document collection damage:
- Document collection damage:
- Document collection damage:
- Document collection damage:
Immediate Response for Collections Recovery

MONDAY-FRIDAY From opening till 5 p.m.

XXXXX, Director of Finance & Facilities 532-2034
Administrative Office 532-7400

EVENINGS & WEEKENDS AFTER HOURS:
Help Desk 532-3014
(Reference Desk will call XXXX)

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
- CMC/Juvenile Literature Microforms
- Materials in Gifts Unit / Book Sales

ASSSESSMENT

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 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 dry.

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

Online resources: Contact XXXX

Library's web page: Contact XXXX

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
Other Disaster Plans

Disaster Plans

- dPlan: *Online disaster-planning tool for cultural and civic institutions*
- Connecting to Collections Course, *Protecting Your Collections: Writing a Disaster Response Plan*
- VA Museum Emergency Support Team: *Museum Emergency Support Team (MEST) ToolKit*
- Northeast Document Conservation Center, Preservation Leaflet 3.4: *Worksheet for outlining a disaster plan: Form with equipment, supplies, housekeeping steps, and other emergency planning issues.*
- Building an Emergency Plan: The Getty
- Conducting Emergency Exercises (workshop handout)
Welcome to dPlan!

Is your institution ready to deal with a disaster today?

Disasters can come in all shapes and sizes, from natural disasters (floods, hurricanes, and earthquakes) to emergencies resulting from an accident (burst water pipe), deferred maintenance (leaking roof), or negligence (fire or mold). An effective response will be determined by how well prepared you are to deal with a disaster.

Disaster planning is an essential component of preserving your institution's collections. With a written disaster plan, libraries, archives, museums, historical societies, and other collection-holding institutions can reduce the risk of disaster and minimize losses. dPlan is perfect for small and medium-sized institutions that do not have in-house preservation staff. dPlan is also valuable for large library systems or museum campuses that need to develop separate but related plans for multiple buildings, locations, or branches.

dPlan can help you create a plan for disaster prevention and response. Enter data into the online template to create a customized disaster plan for your institution. This plan will help you:

- prevent or mitigate disasters,
- prepare for the most likely emergencies,
- respond quickly to minimize damage if disaster strikes, and
- recover effectively from disaster while continuing to provide services to your community.

Learn More

Are you ready to proceed? Choose one of these options:

- **DEMO** To try dPlan
- **NEW USER** To register as a new user

Copyright © 2006, Northeast Document Conservation Center (NEDCC)
PSU Plan Based on ...

How To Start? Start NOW!

1. Who do you need to talk to, or collaborate with?

2. What do you think are your biggest risks?

3. In terms of collection, what are your preservation priorities? (What would you save first?)
K-State Library Collection Disaster Plan Collection Response Flowchart

Disaster Discovery
- Personal Danger Call 911 or 2-6400

Disaster Recovery
- Call Building Services 2-6077
- Evacuate building/area as needed
- Disaster Assessment
  - Disaster Collection Team, Building Services, Administration, Dept. Heads

Disaster Response Evaluation
- Assemble by loading dock
- Large over 1,000 vendor recovery
- Replenish disaster collection supplies

Recovery based on collection priorities
- Small <100 items In-house recovery
- Medium 100-1000 In-house and/or vendor recovery

Update procedures and staff training if necessary
- Report findings to Admin team

Gather disaster bin supplies, salvage teams form and follow recovery procedures
- When building is released to Library, walk-through procedure and report damage
A Little Video Action

License to Preserve

https://www.youtube.com/watch?v=YG332UZIXxo
Disaster Kit

http://blogs.lib.ku.edu/spencer/tag/disaster-kit/
<table>
<thead>
<tr>
<th>Disaster Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 X 5 cards</td>
</tr>
<tr>
<td>Caution tape</td>
</tr>
<tr>
<td>Clipboard</td>
</tr>
<tr>
<td>Clothes pins</td>
</tr>
<tr>
<td>Disposable aprons</td>
</tr>
<tr>
<td>Disposable boots</td>
</tr>
<tr>
<td>Duct tape</td>
</tr>
<tr>
<td>Fishing line</td>
</tr>
<tr>
<td>Flashlight/batteries</td>
</tr>
<tr>
<td>Garbage bags</td>
</tr>
<tr>
<td>Grease pen</td>
</tr>
<tr>
<td>Leather gloves</td>
</tr>
<tr>
<td>Lysol disinfectant</td>
</tr>
<tr>
<td>Masking tape</td>
</tr>
<tr>
<td>Newsprint (interleave pages of wet books)</td>
</tr>
<tr>
<td>Paper towels (interleave pages or clean up)</td>
</tr>
<tr>
<td>Particle masks</td>
</tr>
<tr>
<td>Permanent marker</td>
</tr>
<tr>
<td>Plastic sheeting</td>
</tr>
<tr>
<td>Quart zip-lock bags</td>
</tr>
<tr>
<td>Rubber gloves</td>
</tr>
<tr>
<td>Scissors</td>
</tr>
<tr>
<td>Small bucket</td>
</tr>
<tr>
<td>Sponge</td>
</tr>
<tr>
<td>Terry cloth towels</td>
</tr>
<tr>
<td>Utility knife</td>
</tr>
<tr>
<td>Safety goggles</td>
</tr>
<tr>
<td>Disaster Assessment forms</td>
</tr>
<tr>
<td>Notepad or Scratch paper</td>
</tr>
<tr>
<td>Heritage Preservation Emergency Response and Salvage Wheel</td>
</tr>
<tr>
<td>Safety Goggles</td>
</tr>
<tr>
<td>Yellow/Purple Wristbands (Mailroom only)</td>
</tr>
<tr>
<td>Camera (Mailroom only)</td>
</tr>
<tr>
<td>Hardhats (Mailroom only)</td>
</tr>
<tr>
<td>Collection Movement Form (Mailroom only)</td>
</tr>
</tbody>
</table>
An Emergency Cart For Salvaging Water-Damaged Objects

When disaster strikes, there are three ingredients to orchestrating a successful recovery:
- an up-to-date emergency response plan
- trained staff
- sufficient recovery supplies that can be transported quickly to the disaster site

*Note:* Information and references on disaster planning can be found in Museum Handbook, Part 1, Chapter 10: Emergency Planning.

Every museum should have a complete range of supplies on hand to clean up spills from broken pipes, roof leaks, or malfunctioning sprinkler heads, and to remove excess water from collection objects. There are a number of options for storing and transporting these supplies depending on the size and configuration of your collection areas. Rolling utility cabinets, and lidded, rigid polyethylene bins or trash bins with wheels moved by one person. Backup supplies and oversized materials can be stored in a designated cabinet or closet.

*Figure 2.* Metal supply cabinet on wheels

Salvage and Cleanup Supplies

To protect your collection from mold growth, it is important to remove the maximum amount
“It’s important to remember the payoff—every dollar spent on mitigation/prevention saves an average of four dollars on recovery!” (COSTEP Starter Kit, Handbook for Cultural Community, 2009).

Preparation will make a difference in any disaster, no matter the size.

We only use 10-20% of our brain in an emergency situation. Training will help you be more effective.
Training

Reveals any weakness in your plan
Find out resource gaps
Improves coordination efforts
Clarify roles and responsibilities
Improves staff confidence and performance in an emergency
Allows staff to give input
Training
“Masters of Disaster”—K-State
Hands on training

Five station hands on activity

- Station one – Collection priorities
- Station two – Covering with plastic, who do you call?
- Station three – Drying items
- Station four – Boxing items and collection movement form
- Station five – Packing a pallet
Station one- Collection Priorities

#1 Red, #2 Blue,
#3 Green, #4 Black
Station Two - Training to cover with plastic... A museum's best friend.....
1. Someone gathers fans and locates table space or floor space to dry out the water damaged materials.

2. Another person puts down blotter paper or clean newsprint on the tables or floor where the wet materials will be placed.

3. Another person gathers carts to move materials from wet location to drying stations.

4. Stand the bound volumes upright on their top or bottom edge and open the covers to about a 90 degree angle or is in a wide "V". Fan the pages out as much as possible to allow for maximum airflow.

5. Exceptions: If a volume will not stand up or has glossy paper, lay it on its side and interleave the pages of the text block with paper towels.

6. Rotate standing volumes from their top to bottom edges every few hours as they are drying so that the paper dries evenly.
Station three – drying items

EXCEPTIONS: INTERLEAFING for Clay paper, Paperbacks or soaking wet items that cannot stand up by themselves.
Water Damage Tips

• Cover books and equipment with plastic sheeting
• Remove wet and damp books
• Wipe down all wet shelving under plastic to prevent mold.
• Be on the lookout for books with glossy pages as they fuse together fast. Make these a higher priority.
• Many books are dusty. Do not try to wipe the dust from the books when water is present. It grinds the dirt into the pages and creates mud.
• Water in special collections -- If boxes get wet, remove immediately from disaster and remove contents. If the boxes are not too wet, it is possible the file folders and contents are not wet at all so these can then be set aside for return.
Station four

Pack ten to twelve books per box lined with plastic or garbage bags. Wet books are heavy and care should be taken not to make the boxes too wet.

Pack the books *spine down* and fold a piece of freezer paper (shiny side in) around every other book, with edges toward the top of the box. Edges of the book should come to within no more than 1" of the top of the box.

Do not pack tightly, but avoid extra space which could cause slumping. Do not pack them too tightly because wet paper-based materials will often continue to expand. If extra space remains in the box, support the books with crumpled paper or Styrofoam peanuts.

Wet books should *not* be packed flat if at all possible because the weight will damage the bindings of the books on the bottom.

Items should be placed on pallets. No more than two high due the weight of the materials.
Station four

- Box Control #
- Original Location
- Type of item
- Call Number Range
- # of Items
Station five- arranging boxes on a pallet
Remember to acknowledge staff

Collection Disaster Staff Training

Willie Wildcat is officially a Master of Disaster!

Training completed: Sept. 2014

Thanks for taking time to hone in on you super hero powers to protect our collections.
Hands on Training - Recovery workshop

Getting donated items wet and practicing drying and recovery techniques
Table Top Scenarios

Theses can be done in a variety of settings

- Monthly/weekly staff meetings
- Once a year
- Quarterly

Include staff, custodial, board members, volunteers, etc.
Table top exercises

**Scenario #1**  Tornado or Fire Drill

**Scenario #2**  Water leak from Fire Suppression

**Scenario #3**  Reports of loud and heated arguments

**Scenario #4**  Building was closed for a fire. What is the first thing to do after the building is cleared for safety.

**Scenario #5**  Leak from Toilet in the floor above what to do with the section of books

**Scenario #6**  Someone set a book drop on fire—what to do?

**Scenario #7**  Tornado hit the building. 85% of the windows are gone or shattered. No central heat or air
Table Top Example Scenario

It’s 4:30pm on the first Friday of the so-called Spring Semester. Heavy snow has been falling for 9 hours since a record-breaking storm coated campus roofs with 5 inches of ice. A student reports water flooding the women’s restroom floor adjacent to the Hemisphere room entrance at the same time that Lisa calls in water pouring over the computers stored in 414. Building Services Administrator has been laid up after a bad sprain from falling on ice.

What are you going to do?
Take 10 minutes to brainstorm all the things that need to be done.
Spend 5 minutes rank ordering the top three things that need to be done first.
# Table top exercise

## Conducting Emergency Exercises

<table>
<thead>
<tr>
<th>Exercise</th>
<th>Fire extinguisher training exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Collections/Salvage response</td>
</tr>
<tr>
<td></td>
<td>Site-wide, include evacuation</td>
</tr>
</tbody>
</table>

| Who?                         | Collections group                    |
|------------------------------| Security                              |
|                              | Facilities                            |
|                              | Staff                                 |
|                              | Public agencies                       |

| Why?                         | Build confidence                      |
|------------------------------| Enhance response                      |
|                              | Mandated                              |

| Where?                       | Library/Archive/Museum                |
|------------------------------| Collections storage                   |
|                              | Staff building(s)                     |
|                              | Loading dock                          |

| When?                        | Annual                                |
|------------------------------| Non-public hours                      |
|                              | Before noon                           |

| How?                         | Planned training                      |
|------------------------------| Surprise exercises                    |
|                              | Frequency                             |

Adapted from California Alliance for Response 4/07

Scenario Training Resources

Scenarios, Level of Collections Emergency
http://www.loc.gov/preservation/emergprep/plan/scenarios.pdf

Preservation Planning Tool: Table top Planning Scenarios, Level of Collections Emergency
http://www.loc.gov/preservation/emergprep/plan/scenariosII.pdf

Kentucky Cultural Heritage Mock Disaster Tabletop Exercises

Other training ideas

Partner with other cultural heritage institutions in your area/region. You can help each other in a regional disaster situation or provide assistance when only one institution has a disaster.

Partner with local emergency response agency—have them tour your institution. Let them know of your priorities and needs.
Actual Disaster Recovery - testing the plan
Disaster Recovery
Safety First !!

Do not enter disaster area without protective gear. Protective gear available in the disaster bins.

**Rubber boots over shoes**: Do not go into standing water without them.

**Hard hat**: Ceiling tiles might fall on you. Protect your head.

**Rubber Gloves**: Avoid cuts or exposure to mold or dirty water.

**Aprons**: To keep your clothing clean, and safe from possible toxins.

**Safety goggles**: to protect your eyes from splashing or other possible dangers.

**Face masks**: to protect your lungs from mold or chemicals.
Recovery resources

Don’t need to invent the wheel!!

Salvage of water damaged materials (all types)


Salvage at a Glance


Drying techniques for water damaged books and paper

Follow Up!

https://www.fema.gov/preparedness-0
Follow Up!

- LIBRARIES • HISTORIC PRESERVATION

May Day
SAVING OUR HERITAGE
MAY 1 • 2013

ARCHIVES • MUSEUMS

HISTORICAL SOCIETIES

PREPAREDNESS PROTECTS OUR HERITAGE
Additional resources

Webinars -- Connecting to Collections
Exercising your plan
http://www.connectingtocollections.org/exercisingyourplan/

Writing a Disaster Response Plan
http://www.connectingtocollections.org/archiveresponseplan/

Risk Evaluation: First Step in Disaster Planning
http://www.connectingtocollections.org/archiveriskevaluation/