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INTRODUCTION

This plan outlines the steps and procedures to be used in response to a disaster. Its primary goal is to minimize or eliminate damage to the collections after first ensuring personal safety. The plan will be reviewed periodically and revised as necessary to keep the contents current. All staff are encouraged to familiarize themselves with the overall plan and to study the parts relevant to their areas.
**FIRE**

1. **CALL**
   - Fire Department 911

2. **ASSIST**
   - LIBRARY STAFF in EVACUATING the building

3. **AFTER EVACUATION**
   - NOTIFY Security x4600 & refer to Quick Call List (p. 5)

**WATER**

- CALL Facilities Management x3300 after hours:
  - Security x4600
  - Refer to Quick Call List

- **Water FROM ABOVE**
  - Cover stacks with plastic sheeting (behind circ desk)

- **Water FROM BELOW**
  - Move books higher on shelves
  - Move books off shelves using a book truck or carry them by hand to another area
FLOW CHART
Disaster Response

DISCOVERY

- Personal Danger
  Call 911, Security x4600
- FIRE
  Call 911, Security x4600
- No Personal Danger
  Notify Supervisor

  Building Manager(s)

ASSESSMENT

- Examine Areas

  Form Teams

  Assessment Team
  Other Teams (as necessary)
  Report

  Initiate Recovery

RECOVERY

- Recovery Teams Formed

  Team Follows Salvage Instructions and Guidelines
QUICK CALL LIST OF FIRST NOTIFICATIONS
CALL IN THE ORDER GIVEN UNTIL SOMEONE IS REACHED

**EMERGENCY (MAJOR):**

- Bomb Threat
- Fire – Major
- Flood / Water Damage – Major
- Major Medical Emergency
- Vandalism – Major

Contact: **911** and Security x4600, then:

**PLEASE REFER TO DOCUMENT ON FILE WITH SECURITY FOR CONTACT NAMES AND NUMBERS**

**EMERGENCY:**

- Collapse of Shelving or Structural Damage
- Fire – Minor
- HVAC Failure
- Power Failure
- Vandalism – Minor
- Wild Animal Breaking In

Contact: Security x4600, then:

**PLEASE REFER TO DOCUMENT ON FILE WITH SECURITY FOR CONTACT NAMES AND NUMBERS**

**Emergency**

- Flood / Water Damage – Minor
- Mold & Mildew
- Rodents & Insects

Contact: Immediate Supervisor, then:

**PLEASE REFER TO DOCUMENT ON FILE WITH SECURITY FOR CONTACT NAMES AND NUMBERS**

If these areas are affected, please call:

**Special Collections** – Catherine Rod [if not available, call Chris Jones]

**Print Study Room** – Kay Wilson
<table>
<thead>
<tr>
<th>Building Manager(s)</th>
<th>Burling: R. Fyffe, C. Knight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Study Room:</td>
<td>K. Wilson</td>
</tr>
<tr>
<td>Kistle Science Library:</td>
<td>K. Engel</td>
</tr>
<tr>
<td>Curriculum Library in Steiner:</td>
<td>C. Knight</td>
</tr>
<tr>
<td>Special Collections:</td>
<td>C. Rod</td>
</tr>
<tr>
<td>Assessment Director(s)</td>
<td>K. Engel, C. Knight, D. Hoeksema</td>
</tr>
<tr>
<td>Assessment Team</td>
<td>Depends on which building and what disaster; most likely will include one or more Building Managers and the Assessment Director(s)</td>
</tr>
<tr>
<td>Team Leaders (Recovery)</td>
<td>Appointed by the Assessment Director(s) Will depend on where and what is damaged.</td>
</tr>
<tr>
<td>Teams</td>
<td>Library Staff—as many as needed and able to contribute</td>
</tr>
</tbody>
</table>

**Building Managers**
Refer to Grinnell College Libraries Telephone Calling Tree in the Storage/Library folder for contact information on the entire Libraries staff.

Richard Fyffe
Cecilia Knight
Catherine Rod
Kevin Engel
Kay Wilson
SCOPE

1. Locations Planned For: Burling Library, Kistle Science Library, Curriculum Library

2. Events Planned For

<table>
<thead>
<tr>
<th>Biological</th>
<th>Major outbreaks of insects, rodents and mold growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bomb</td>
<td>Covered under fire and water events.</td>
</tr>
<tr>
<td>Fire</td>
<td>Creates a combination of problems. Water damage procedures will be employed with instructions for dealing with soot, smoke, and major structural damage.</td>
</tr>
<tr>
<td>Power Failure</td>
<td>Loss of electricity, heating, cooling, and humidification.</td>
</tr>
<tr>
<td>Structural</td>
<td>Structural failure/shelving collapse, etc.</td>
</tr>
<tr>
<td>Vandalism</td>
<td>Defacing of materials or facilities, theft, and other acts of vandalism.</td>
</tr>
<tr>
<td>Water</td>
<td>The most likely disaster to expect. There are many sources for water damage: leaking roofs or pipes, backed-up plumbing, malfunctioning HVAC equipment, inclement weather, and firemen's hoses. This plan will concentrate on water damage recovery since whatever disaster occurs, it will most likely include the presence of unwanted water.</td>
</tr>
</tbody>
</table>

3. Structure

The plan outlines the discovery notification responsibilities, assessment procedures and responsibilities, and recovery procedures and responsibilities.

The basic structure of the plan is the same for all types of disaster, although some types of events require specialized action: Discovery, Notification, and Assessment and Recovery.
ASSESSMENT AND RECOVERY TEAM LIST

Police              911 (Emergency)  
                    236-2650 (Non-Emergency)  

Fire Department         911 (Emergency)  
                    236-2655 (Non-Emergency)  

Building Manager Supervisors: Richard Fyffe, Cecilia Knight

Assessment & Recovery Directors: Kevin Engel, Cecilia Knight, Donna Hoeksema

Assessment Team: DEFINITION. It is the task of the Assessment Team to investigate where damage exists, the type of damage, and the importance of the affected material. The team should also develop an estimate of the quantity of material involved and recommend initial recovery priorities. Damage should be documented as it is discovered, since this may be important later for insurance and legal reasons.

ASSESSMENT AND RECOVERY DIRECTOR

The Assessment and Recovery Director has two responsibilities. One is to organize and manage the **process by which damage is evaluated**. The second is to organize and manage the **recovery process**. Both responsibilities are covered in this section.

ASSESSMENT:

Since the primary purpose of this plan is to minimize or eliminate damage to the collections in the case of a major disaster the Director will generally be one or more staff with conservation/preservation expertise. In instances where collections are not affected, a staff person from the affected area may act as Director.

The Director will notify Assessment Team members. The Director will also enlist, in consultation with the Librarian of the College and other Building Managers, the assistance of outside experts/resource people as required (e.g., BMS, conservators).

The Director will work in liaison with the Building Managers. The Director will keep the appropriate Building Managers informed as to the nature and extent of the problem and of progress in the assessment and recovery process.
RECOVERY:

In the recovery process the Director will set priorities for recovery and assign duties to Recovery Teams based upon information received during the assessment process and from consultation with conservation personnel.

The information concerning purchasing authority for the assessment phase remains applicable to recovery. The Director, in conjunction with Building Manager(s), must exercise judgment in the expenditure of funds keeping in mind the primary objective to minimize destruction or damage to the collections.

The Building Managers will coordinate with college administration and FM to advise on institutional issues such as whether or not the affected building will remain open to the public, re-assignment of staff to other than normal tasks, and coordination of space requirements for the recovery effort.

The Building Managers will keep the college administration informed on the progress of the recovery and keep staff and public informed about the disaster and recovery. Affected staff members in particular will be concerned and efforts should be made to keep them informed.

BUILDING MANAGER RESPONSIBILITIES

The Building Manager has the responsibility of seeing that the building is safe, damage to the building evaluated, and measures formulated and implemented to remedy or correct problems.

In order to accomplish this, the Building Manager works closely with the Assessment Director, Assessment Team Leader, conservators, police, and appropriate maintenance and insurance personnel.

Upon receiving notification of a problem, the Building Manager's responsibilities are:

- Establish that no threat exists to personal safety
- Secure the affected area and/or building
- Alert Assessment Director

Once it is safe to do so, the Building Manager will notify the Assessment Director and accompany him/her in an initial inspection of the facility. They will establish what parts of the building are affected, whether or not collections are involved, and who needs to be notified for the next step in response.

The Building Manager is responsible for seeing that priorities are established for facility repairs, assessing the physical condition of the building and establishing priorities for repairs, which may
be simple or may be very involved and require the assistance of outside experts or resource people. The Building Manager will ensure that any outside expertise required is brought in or made available for facility inspection and repair prioritization.

Once priorities for repairs are established, the Building Manager will work with appropriate personnel to contact vendors to see that the necessary repairs are begun as soon as practical. The progress of repairs will be monitored to ensure personal and collection safety, and to prevent further damage.

In cases of minor damage due to fire, water, mold and mildew, or rodent infestation the Building Manager is the first person contacted by an individual discovering a problem. An initial inspection of the facility will be conducted by the Building Manager and appropriate staff will be notified. When collections are involved, the appropriate Assessment Team members and Assessment Director(s) will be contacted.

ASSESSMENT TEAM MEMBERS AND RECOVERY TEAM LEADER(S)

ASSESSMENT:

It is the responsibility of the Assessment Directors and Building Managers to select and assemble the appropriate Assessment Team and direct its operation.

Assessment Team members will determine whether any additional assistance is needed, briefly describe the situation, contact additional team members if necessary, instruct when and where to assemble, suggest appropriate clothing and estimate how long operation will take.

Once the team is assembled, the method of inspection and sampling will be explained. Team members will be told what kind of records to keep and how they are to be recorded.

During assessment, one Team Leader will circulate to see that instructions are being followed, answer questions, and monitor progress. This Team Leader should also watch the condition of team members, call for frequent breaks, and provide frequent encouragement. Together the Team and the Director will review the nature of the damage and the quantity affected. They will recommend which material should be salvaged and which should not, and recommend priorities for recovery.
RECOVERY

The Building Manager(s) and Assessment Director(s) are responsible for the recovery process. Recovery teams will be responsible for separating collections and other material to be salvaged, moving material to be recovered from affected areas to work or other storage spaces when necessary, beginning to dry wet materials, and packing material that will require shipment to another facility.

RECOVERY TEAM STRUCTURE

Each Recovery Team will have a Team Leader and as many additional members as are necessary. A team will consist of people who are most knowledgeable about the collection or material involved. There should be a person assigned to record what is observed and the decisions made and someone to photograph the damage. Team members may perform more than one function.

ASSESSMENT TEAM RESPONSIBILITIES

It is the task of the Assessment Team to investigate where damage exists, the type of damage, and the importance of the affected material. The team should also develop an estimate of the quantity of material involved and recommend initial recovery priorities. Damage should be documented as it is discovered since this may be important later for insurance and legal reasons. The following steps may be helpful:

- Estimate extent of damage to the collection.
- Identify type(s) of collections and other materials affected.
- Establish initial priorities for recovery of damaged items.

The assessment team should describe the scope of the problem in broad terms. It should distinguish between affected collection and non-collection materials (i.e. operating records). **Unless the problem is quite small, an item by item count is not appropriate at this time.** Quantity should be expressed in terms of linear feet or other appropriate units.

The immediate external appearance of the collections may be indicative of the degree of damage, as in the case of water soaked materials in aisles, or deceptive where storage containers are damaged and the contents relatively unharmed. Shelves and cabinets will contain materials damaged to different and varying degrees depending on the nature of the disaster: soaked partially wet, damp, charred, smoke-damaged, debris-covered, etc. **The damage to collection materials should be appraised without handling whenever possible, as further irreparable damage may result. A realistic and thorough assessment must be made as quickly, efficiently, and safely as possible.**

In addition to locating, categorizing and quantifying the damage to the collection, a major responsibility of the team is to determine the significance of the affected material. It must be
determined whether or not the material has artifactual value, what its significance is to the
collections and what its salvage priority should be. Time is a crucial element in the assessment, and
decisions will need to be made quickly.

Once these tasks have been accomplished, the Assessment Team will consult with the Assessment
Director and determine recommendations for recovery. The Team will also be prepared to provide
to Building Manager(s) and others specific information as to the nature and extent of damage and
priorities for recovery.

RECOVERY TEAM RESPONSIBILITIES

Disaster recovery team(s) will be formed by the Assessment and Recovery Director based on the
information and recommendations from the Assessment Team. Recovery Teams will include staff
members familiar with the affected collections. All staff members may be called upon to be
members of a recovery team. Depending on the extent and nature of the damage, recovery teams
will consist of 3-8 people. Recovery teams will be responsible for separating collections and other
material

CONSERVATION

Conservation will have varying roles in assessment and recovery depending upon the size and
extent of the disaster. In the event of a major disaster (major fire or flood) conservators should be
involved throughout assessment and recovery. In a small disaster, conservation may or may not be
involved until well into the recovery phase.

RECORDKEEPING

The recovery team leader will assign at least one team member to maintain records of the recovery.
Collections disposition recordkeeping should include: inventories and dates when items are sent out
of the building to off-site storage, commercial cold-storage or freeze-drying facilities private or
regional conservation centers, and inventories of withdrawn or discarded material. Other essential
information includes: items frozen, treated or dried in-house; items relocated within the facility and
where they have been moved to; and items in need of additional attention.

Depending upon work load, an additional person may be assigned to label individual items that
have lost call or catalog numbers, to label or relabel boxes with location information, or label boxes
ready for shipment.
RECOVERY TEAM GUIDELINES

Breaks for rest and refreshment should be frequent.

Team members who show signs of shock, who are mishandling items or are unable to following instructions must be relieved of their duties. Periodically remind team members:
1. Personal safety is the top priority.
2. Use care before speed. (Repeat this at each briefing.)
3. Use both hands and lift one item at a time. Remember the guidelines from training on back injury prevention.
4. Watch for and report signs of mold.
5. Be patient and tactful with each other.
6. Avoid any action that may damage or remove call number tags or other identifiers

Additional Guidelines for Library Collections
1. Do not open wet books; do not close books which have distorted and are lying open; do not remove covers.
2. Do not disturb contents of wet file boxes, or prints, drawings or photographic materials.
3. Do not separate single sheets.

Guidelines for Catalogers/Recordkeepers
1. Use only soft pencils or indelible laundry markers, not felt-tip markers or ink pens
2. Labels and slips must be clean, neutral-colored acid-free paper or card (no colored paper).
3. Do not mark directly on items, only on labels.
4. "Priority" labeling must be given to all items which need immediate attention (e.g. coated paper stock, feathering inks) which are identified by removal teams. Flag these items for immediate attention.
5. Work closely with team leaders for removal and packing to avoid confusion and bottlenecks.

SECURITY

Security check points may be required. Security guards will be appointed as deemed appropriate for the situation. The Security Guards will keep a record of people in and out of area assigned to them.
The following questions may be helpful in determining significance of library material:
(may be difficult to answer in a large-scale disaster)

- How important is the item to the collection?
- Does this item represent a value beyond its intellectual content; i.e., fine binding, illustrations,
  fine printing, important edition, autographed, etc.?
- Is there a legal obligation to preserve this material?
- Is the item available elsewhere?
- Can the item be replaced (e.g., with a same or later edition for reference
  materials)?
- Is the total cost of replacement (include ordering, cataloging, etc.) more or less than restoration
  of the item?
- How soon does the item need to be treated for optimum recovery?
## ASSESSMENT WORKSHEET

<table>
<thead>
<tr>
<th>NAME:</th>
<th>DATE:</th>
<th>DATE OF EMERGENCY:</th>
</tr>
</thead>
</table>

### NATURE OF EMERGENCY

### MATERIAL DAMAGED OR AFFECTED

### BRIEFLY DESCRIBE THE COURSE OR EVENTS AND ACTION TAKEN.

### PHOTO DOCUMENTATION? YES / NO

### CC: BUILDING MANAGER, ASSESSMENT DIRECTOR(S), OTHER
RESPONSES TO SPECIFIC DISASTERS

Collapse of Shelving or Structural Failures ............................................................ 17
Fire Emergency ........................................................................................................ 18
Flood and Water Damage ....................................................................................... 19
Mold and Mildew .................................................................................................... 20
Power or HVAC Failure .......................................................................................... 21
Rodents and Insects ............................................................................................... 22
Vandalism and Theft .............................................................................................. 23
COLLAPSE OF SHELVING OR STRUCTURAL FAILURES

Discovery
Briefly determine how extensive damage is. If people are injured or are in imminent danger, contact 7-911 immediately. Do not try to halt damage or save collections. Once you have a rough idea of damage, leave until the area can safely be assessed further.

1st Notifications
Contact Richard Fyffe and appropriate Building Managers
(See Quick Call List, pg. 3)

Building Assessment
Once it has been determined that it is safe to remain or re-enter the area, Facilities Management will inspect the building and determine affected areas and collections.

2nd Notification
If collections have been affected, Assessment and Recovery Director will notify the appropriate Assessment Team members and proceed from there.
FIRE EMERGENCY

Discovery
All fires must be reported. If you see a fire that is small enough to be easily and immediately contained, use an appropriate fire extinguisher near your area. (Map of extinguisher locations available in Appendix)

Extinguish fire only if the fire extinguisher is close and you feel confident using it. Fight the fire with your back to an exit so that you always have an escape route. Never allow a fire to get between you and your escape route. Otherwise, after calling the fire department, evacuate the building.

If fire is minor-and extinguished-the Fire Department can provide ventilation and salvage assistance as needed. Also, the cause of the fire has to be determined by the Fire Department under the authority of the State Fire Marshal (Iowa Code 100)

1st Notifications
All fires must be reported regardless of size or damage. See Quick Call List, pg. 3. If a fire has been contained, notify Building Managers

Building Assessment
If the fire has been contained, no persons injured or material damaged, and it has been reported, no further action is required. Building Managers and Assessment Director(s) will inspect the building for damage.

In case of serious fire damage, professionals will need to determine structural integrity of the building before any further action is taken.

2nd Notification
If collections have been affected, Assessment and Recovery Director will notify the Assessment Team for the affected collection.

The assessment team will continue the process from this point.
FLOOD AND WATER DAMAGE

Discovery
If water leak, try to determine its source and if it is actively leaking. If flooding, determine extent of flooding and, if possible, water source. Are people in danger? Do not try to halt damage or save items. If flooding involves substantial parts of the building, initiate evacuation.

Do not attempt to clean up water at this point; just try to limit damage. If leak is active and can easily be contained, use a container to catch it. If easily accomplished, move materials that are directly in line with leak. Disaster response supplies (plastic tarps, buckets, wet vacs, extension cords, etc.) are in Kintner Room.

1st Notification
Contact Building Managers.

If water has affected collections, Building Managers will notify Assessment and Recovery Director of the affected collection.

Building Managers (with the FM maintenance personnel as necessary) will determine the source of water and stop it.

If water has not affected collections, no further action is required.

2nd Notifications
Assessment and Recovery Director will contact appropriate Team members to assess damage.
MOLD AND MILDEW

A major outbreak of mold and mildew may follow flood, fire, or lengthy HVAC malfunction or power failure. If mold growth is observed, potential exists for many items to be affected.

Discovery
If mold is discovered, attempt to locate the source of moisture. Be alert for visible growth and/or musty smell.

1st Notification
Contact: Building Managers

If collections have been affected, the building manager will notify Assessment Director(s) of the affected collection.

Building Managers (with the assistance of appropriate personnel) will determine the source of moisture or heat that has provided the favorable growing conditions, and take immediate action to eliminate it.

2nd Notification
Assessment Director will notify appropriate team leaders and Building Directors will inspect the building and locate all affected areas and collections.
POWER OR HVAC SYSTEM FAILURE

Discovery
If the power fails or the heating, ventilation, and air conditioning system (HVAC) malfunctions, the result may be significant fluctuations in temperature or relative humidity which are very damaging to collections.

1st Notification
Contact: Building Managers

2nd Notifications
The Building Managers will notify appropriate services.

Building Assessment
Together, they will determine the cause and estimated duration of the problem, assess the situation and determine appropriate course of action.

Collections Assessment
If collections have been affected or are in imminent danger of being adversely affected, the Building Manager will notify the Assessment Director(s) for the affected area(s).

Team Leaders and Assessment Director(s) will help monitor temperature and humidity during a HVAC or power failure.

The Building Manager, Assessment Director(s), and Team Leaders will evaluate the situation. Depending upon cause and estimated duration, actions may include obtaining temporary environmental control equipment, restricting access, or relocating endangered collections.
RODENTS AND INSECTS

Discovery
Mice, rats, bats, and insects can all be harmful to collections. If insects or rodents are sighted, promptly report evidence found (e.g., animals nests, excrement, signs of damage).

1st Notification
Contact: Building Manager

2nd Notification
The Building Manager will contact FM for pest control:

The Building Manager will see that the building is searched for evidence of infestation and all possible points of entry checked. If it will not endanger personal safety, attempts should be made to capture a live insect or find a well preserved dead sample. Give the sample to pest control for identification.

The Assessment Director(s) and Building Manager will consult with a pest control company about materials and methods before infestation treatment is begun.

3rd Notifications
If collections are involved, the Assessment Director(s) will appoint appropriate Assessment Team.
VANDALISM AND THEFT

Discovery
Most vandalism will occur during off-hours. However, if vandalism is in progress, DO NOT confront the vandal. Find another staff member who can act as a support and witness. Keep vandal(s) in sight, if you can do so safely.

1st Notification
Contact: Security Office and Building Manager.

Police and Building Manager will inspect the building and determine the location of all damage.

2nd Notifications
The Building Manager will contact Assessment Director(s), if vandalism is involved.

Collections
If collections are affected, the Assessment Director(s) will notify appropriate Assessment Team members. The assessment team will continue the process from this point.
We have a contract with this company. The first call should be made here:

BMS Catastrophe  
71 Kendall Point Drive  
Oswego, IL 60543  
630-236-8454 (fax)  
24-hour response call: 1-800-433-2940
AUDIO-TAPE & VIDEO-TAPE DUPLICATION

SPECS Brothers
PO Box 195
Lodi, NJ 07644
800-852-7732
973-777-5065
http://www.specsbros.com
recovery of videotapes and archival video and audio tapes

COMPUTER EMERGENCIES SERVICE

Grinnell College Computer Services x4901
Dave Dale, Associate Director
Mark Miller, Associate Director

CONSERVATION SERVICES

American Institute for Conservation (AIC)
1156 15th St. NW, Ste. 320 202-452-9545
Washington D.C. 20005  free conservation services referral
http://aic.stanford.edu

Conservation Center for Art & Historic Artifacts (CCAHA)
264 S. 23rd St.
Philadelphia, PA 19103 215-545-0613
http://www.ccaha.org
books, paper, photographs, wall paper

Federal Emergency Management Agency (FEMA) Headquarters
500 C Street, SW
Washington, DC 20472 202-646-2500
Disaster Assistance: 800-621-3362
http://www.fema.gov

McKay Lodge Fine Arts Conservation Lab
10915 Pyle Road
Oberlin, OH 44074 440-774-4215
documents, fine art, collection condition

Upper Midwest Conservation Association
2400 3rd Ave South
Minneapolis MN 55404 612-870-3120
http://www.preserveart.org
objects, paintings, paper, photographs, textiles
CUSTODIAL SUPPORT DEHUMIDIFICATION

Moisture Control Services
PO Box 640
79 Monroe Street
Amesbury, MA 01913
800-686-8377 (Emergency Contact – ask for regional office)

FREEZERSPACE

Dayton Meat Locker (aka Malcom Locker)
102 Montezuma St.
Malcom, IA 50157
528-3420

MICROFILM RECOVERY

Heritage Microfilm, Inc
855 Wright Bros Blvd SW  http://www.heritagearchives.org
Cedar Rapids, IA 52404
888-870-0484

MOVERS

C & K Transfer (contact: Gene Campbell)
127 East St. S
Grinnell, IA 50112
641-236-3418

REFRIGERATED TRUCKS OR TRAILERS

Xtra Lease
850 66th Ave SW
Cedar Rapids IA 52404
319-363-4477

Lacaeyse Transport Inc.
4192 Hwy 146
Grinnell, IA 50112
641-236-6101
SAFETY & TOXIC SUBSTANCE INFO.

Occupational Safety and Health Administration (OSHA)
1000 East Grand Ave
Des Moines, IA 50319
515-242-5870
http://iowaworkforce.org/labor/iosh

SAVAGE AND RECOVERY SERVICE

American Freeze-Dry, Inc.
PO Box 5740
Deptford NJ 08096
856-939-8160 vacuum freeze-drying
609-458-0510 or 856-904-4227 (Emergency)

Document Reprocessors
40 Railroad Ave.
Rushville, NY 14544
800-437-9464 fumigation, sterilization, cleaning, inventory
585-554-4500 refrigeration, freeze & vacuum freeze-drying,

Dorlen Products
6615 West Layton Ave.
Milwaukee WI 53220
414-282-4840 smoke removal

Excalibur Data Recovery Inc.
13 Branch St., Suite 2078
Methuen, MA 01844
800-466-0893 computer recovery service
978-681-1200

Midwest Freeze-Dry, Ltd.
7326 N Central Park
Skokie IL 60076
847-679-4756 deacidification, fumigation, vacuum freeze-dry

Ontrack
9023 Columbine Road
Eden Prairie, MN 55347
800-872-2599 emergency and onsite data recovery services

http://www.americanfreezedry.com
http://www.documentreprocessors.com
http://www.wateralert.com
http://www.excaliburdr.com
http://midwestfreezedryltd.com
http://www.ontrack.com
Restoration Technologies, Inc  
3695 Prairie Lake Court  
Aurora, IL 60504  
800-421-9290  
630-851-1551  
http://www.restechnologies.com  
electronic equipment, computers

SPECs Brothers  
PO Box 195  
Lodi, NJ 07644  
800-852-7732  
973-777-5065  
http://www.specsbros.com  
recovery of videotapes and archival video and audio tapes

VACUUM FREEZE-DRYING

American Freeze-Dry, Inc.  
PO Box 5740  
Deptford NJ 08096  
856-939-8160  
609-458-0510 or 856-904-4227 (Emergency)  
http://www.americanfreezedry.com  
vacuum freeze-drying

BMS Catastrophe  
71 Kendall Point Drive  
Oswego, IL 60543  
800-433-2940  
http://www.bmscat.com  
disaster recovery, odor removal, vacuum freeze-drying, computers

Document Reprocessors  
40 Railroad Ave.  
Rushville, NY 14544  
800-437-9464  
585-554-4500  
http://www.documentreprocessors.com  
fumigation, sterilization, cleaning, inventory refrigeration, freeze & vacuum freeze-drying, smoke removal

Midwest Freeze-Dry, Ltd.  
7326 N Central Park  
Skokie IL 60076  
847-679-4756  
http://midwestfreezedryltd.com  
deacidification, fumigation, vacuum freeze-drying

Other Contacts:

Iowa State University Preservation  
515/294-8858
State Historical Society of Iowa  
319/335-3916
Upper Midwest Conservation Association  
612/870-3120
University of Iowa Conservation  
319/335-5908
University of Iowa Preservation  
319/335-5286
### DISASTER SUPPLIES/lists for immediate clean-up needs:

<table>
<thead>
<tr>
<th>Minimum/essential:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>React packs (contents???)</strong></td>
<td>On top of Bindery shelves in Library Services; Behind Circ on north wall; 3rd Floor in one of north carrels; Kistle</td>
</tr>
<tr>
<td>Polyethylene sheeting in rolls to cover stack and storage ranges.</td>
<td>CIRC Desk</td>
</tr>
<tr>
<td>Cutters for the plastic sheeting, preferably those containing razor blades and known by the trade name of Zippy cutters.</td>
<td>Kintner Room</td>
</tr>
<tr>
<td>Mops, buckets or wet/dry vacuums; brooms, pushbrooms, dustpans, and squeegees</td>
<td>Buckets in Kintner Room; other items from FM</td>
</tr>
<tr>
<td>Extension cords</td>
<td>Kintner Room</td>
</tr>
<tr>
<td>Boxes or plastic crates for packing out wet materials</td>
<td>Library Services or C &amp; K</td>
</tr>
<tr>
<td>Tape (filament) for boxes, tape cutter or dispenser, and duct tape for attaching plastic sheeting to shelves</td>
<td>Shipping area, closet near ACQ, duct tape in Kintner Room</td>
</tr>
<tr>
<td>Paper towels - plain white or industrial brown or unprinted newsprint</td>
<td>FM Unprinted newsprint from Herald-Register</td>
</tr>
<tr>
<td>Wax paper or freezer paper - in pre-cut sheets if possible</td>
<td>Kintner Room</td>
</tr>
<tr>
<td>Pads of ruled paper and pens - for documentation</td>
<td>Admin. Asst office</td>
</tr>
<tr>
<td>Waterproof marking pens - for marking boxes</td>
<td>Admin Asst office</td>
</tr>
<tr>
<td>Sponges and scrub brushes</td>
<td>FM</td>
</tr>
<tr>
<td>Soft cloths and/or brushes</td>
<td>FM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desirable:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Flashlights</td>
<td>CIRC Desk, Library Services tool box, Burling Media Room</td>
</tr>
<tr>
<td>Hand trucks and book trucks</td>
<td>Hand trucks - Coat area by restroom, west end of Library Services; book trucks – Circ desk, Library Services</td>
</tr>
<tr>
<td>Sling psychrometer - for measuring temperature and humidity</td>
<td>?????</td>
</tr>
<tr>
<td>Rope or clothesline and clothespins for cordon off areas and for hanging wet material</td>
<td>Kintner Room</td>
</tr>
<tr>
<td>Hard hats</td>
<td>Kintner Room</td>
</tr>
<tr>
<td>Disposable gloves</td>
<td>Kintner Room</td>
</tr>
<tr>
<td>Plastic bags</td>
<td>Custodians’ closet (&amp; East mechanical room</td>
</tr>
<tr>
<td>Portable generators</td>
<td>FM</td>
</tr>
<tr>
<td>Emergency lights</td>
<td>FM</td>
</tr>
<tr>
<td>Colored self-adhesive dots</td>
<td>Admin. Asst office</td>
</tr>
<tr>
<td>Large plastic garbage cans</td>
<td>Use large wastebaskets</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Water hoses and water source</td>
<td></td>
</tr>
<tr>
<td>Aluminum foil</td>
<td></td>
</tr>
<tr>
<td>Nylon filament fishing line, 1/32 diameter</td>
<td>Kintner Room</td>
</tr>
<tr>
<td>Newsprint</td>
<td>Herald-Register</td>
</tr>
<tr>
<td>Weights (may be paper- or plastic- or aluminum foil-covered bricks)</td>
<td></td>
</tr>
<tr>
<td>Bookends</td>
<td>On every floor-in the stacks, behind Circ, Library Services</td>
</tr>
<tr>
<td>Binder's board cut in standard sizes</td>
<td></td>
</tr>
<tr>
<td>Screen racks</td>
<td></td>
</tr>
<tr>
<td>Formaldehyde</td>
<td></td>
</tr>
<tr>
<td>Cotton gloves</td>
<td></td>
</tr>
<tr>
<td>Dust cloths</td>
<td>FM</td>
</tr>
<tr>
<td>Pink Pearl erasers</td>
<td></td>
</tr>
<tr>
<td>Dry chemical sponges</td>
<td></td>
</tr>
<tr>
<td>Extra fine steel wool</td>
<td>Ace Hardware</td>
</tr>
<tr>
<td>Vacuum cleaner</td>
<td>INNOPAC room, custodians’ closet</td>
</tr>
<tr>
<td>Rubber gloves, boots, aprons</td>
<td>Ace Hardware</td>
</tr>
<tr>
<td>Disinfectant</td>
<td>Ace Hardware</td>
</tr>
<tr>
<td>Shovels</td>
<td>Ace Hardware</td>
</tr>
</tbody>
</table>

**FOR PACKAGING MATERIALS:**

<table>
<thead>
<tr>
<th>Items</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pads of paper and pencils</td>
<td>Admin. Asst office</td>
</tr>
<tr>
<td>Colored self-adhesive stickers</td>
<td>Admin. Asst office</td>
</tr>
<tr>
<td>freezer paper</td>
<td>Kintner Room</td>
</tr>
<tr>
<td>Plastic trays or binder's board, cut to size</td>
<td></td>
</tr>
<tr>
<td>Baker's trays or plywood covered with plastic</td>
<td></td>
</tr>
<tr>
<td>Book trucks and dollies</td>
<td>CIRC Desk, INNOPAC room, FM</td>
</tr>
<tr>
<td>Rubber gloves, boots, aprons</td>
<td>Ace Hardware</td>
</tr>
<tr>
<td>Sturdy cardboard or plastic boxes or plastic milk crates</td>
<td>Boxes in Library Services</td>
</tr>
</tbody>
</table>

**FOR AIR DRYING:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fans, dehumidifiers</td>
<td>Kintner Rm, Library Services-west closet</td>
</tr>
<tr>
<td>Worktables</td>
<td>FM</td>
</tr>
<tr>
<td>Trash containers</td>
<td>Large wastebaskets in building</td>
</tr>
<tr>
<td>Plastic tarps</td>
<td>Kintner Room</td>
</tr>
<tr>
<td>Item</td>
<td>Location</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Scissors or paper cutters</td>
<td>Kintner Room</td>
</tr>
<tr>
<td>Paper pads and pencils</td>
<td>Admin Assst office</td>
</tr>
<tr>
<td>Sheet plastic and blotting paper</td>
<td>CIRC Desk</td>
</tr>
<tr>
<td>Nylon fishing line</td>
<td>Kintner Room</td>
</tr>
<tr>
<td>Bookends</td>
<td>stacks</td>
</tr>
<tr>
<td>Bricks—covered in paper, foil or plastic</td>
<td></td>
</tr>
<tr>
<td>Rigid plastic or boards covered in plastic or foil</td>
<td></td>
</tr>
<tr>
<td>Soft cloths</td>
<td></td>
</tr>
</tbody>
</table>

**FOR GENERAL RECOVERY**

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book trucks / colorful luggage straps</td>
<td>1st floor; Kintner Room</td>
</tr>
<tr>
<td>Fans</td>
<td>Kintner Room; Library Services- west closet</td>
</tr>
<tr>
<td>Dehumidifiers</td>
<td></td>
</tr>
<tr>
<td>Flash lights</td>
<td>CIRC desk, Library Services toolbox (plotter area of Library Services); Burling Media Room</td>
</tr>
<tr>
<td>“Trouble” light</td>
<td>Library Services</td>
</tr>
<tr>
<td>Heavy-duty extension cords</td>
<td>Kintner Room</td>
</tr>
<tr>
<td>Portable generators</td>
<td>FM</td>
</tr>
<tr>
<td>Wet Vac</td>
<td>FM</td>
</tr>
<tr>
<td>Dollies</td>
<td>Coat area by restroom, west end of Library Services</td>
</tr>
<tr>
<td>Stack ladders</td>
<td>FM</td>
</tr>
<tr>
<td>Pallets</td>
<td>FM</td>
</tr>
<tr>
<td>Crowbars, hammers, pliers, wrenches</td>
<td>Toolbox (plotter area of Library Services)</td>
</tr>
<tr>
<td>Forklift</td>
<td>FM</td>
</tr>
<tr>
<td>Trucks for transporting damaged materials</td>
<td>FM</td>
</tr>
<tr>
<td>(may need refrigerator trucks)</td>
<td></td>
</tr>
<tr>
<td>Freezer units</td>
<td></td>
</tr>
<tr>
<td>Battery-operated radio</td>
<td>CIRC Desk</td>
</tr>
<tr>
<td>Pagers or beepers</td>
<td>CIRC Desk</td>
</tr>
<tr>
<td>Camera</td>
<td></td>
</tr>
<tr>
<td>Resource</td>
<td>Provider</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Freezer Space</td>
<td>Meat lockers</td>
</tr>
<tr>
<td>Refrigerator/Freezer Trucks</td>
<td>Dairies</td>
</tr>
<tr>
<td>Milk crates, bread trays</td>
<td>Grocery wholesalers, Dining</td>
</tr>
<tr>
<td></td>
<td>Services</td>
</tr>
<tr>
<td>Pallets, moving equipment</td>
<td>FM, moving companies</td>
</tr>
<tr>
<td>Generators, pumps, portable</td>
<td>Rental companies</td>
</tr>
<tr>
<td>lighting</td>
<td></td>
</tr>
<tr>
<td>Lighting</td>
<td>Construction companies</td>
</tr>
<tr>
<td>Plastic sheeting, construction</td>
<td>Hardware stores, lumber yards</td>
</tr>
<tr>
<td>supplies, cleaning supplies,</td>
<td></td>
</tr>
<tr>
<td>protective gear</td>
<td></td>
</tr>
<tr>
<td>Off-site storage/work areas</td>
<td>Schools, churches, empty</td>
</tr>
<tr>
<td></td>
<td>commercial space (contact realty</td>
</tr>
<tr>
<td></td>
<td>companies), commercial</td>
</tr>
<tr>
<td></td>
<td>warehouses</td>
</tr>
<tr>
<td>Volunteer/support groups</td>
<td>Genealogy and history groups,</td>
</tr>
<tr>
<td></td>
<td>libraries, museums, community</td>
</tr>
<tr>
<td></td>
<td>service groups</td>
</tr>
</tbody>
</table>
STAFF TRAINING STRATEGY FOR DISASTER PREPAREDNESS

I. SCHEDULE AN ANNUAL TORNADO AND/OR FIRE DRILL

II. CONDUCT PERIODIC STAFF TRAINING SESSIONS, SUCH AS,

• Tour the building to review location and demonstrate use of disaster supplies and equipment. Identify collections with high salvage priority.

• Give a workshop or demonstration to address the recovery process in general or for a specific type of material.

• Invite an emergency response worker (i.e. fire, ambulance or police) or a safety expert to give a presentation.

III. TRAIN NEW STAFF MEMBERS

• Enlist a staff member from the new employee's work area to conduct the training.

• Review the emergency phone listings posted by the new employee's phone. Locate and check the flashlight for the new employee's work area.

• Review the Disaster Preparedness Plan and identify the new staff member's role in the plan.

• Tour the building and identify the location of disaster supplies and equipment, problem areas (leaks, etc.), and collections with high salvage priority in the new employee's work area.

• Explain the procedures for building evacuation and tornado warning response.
## DISASTER PREPAREDNESS PLAN
### ANNUAL CHECKLIST

<table>
<thead>
<tr>
<th>Date</th>
<th>Plan document (personnel changes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Staff list</td>
</tr>
<tr>
<td></td>
<td>Key system (who has keys for what doors)</td>
</tr>
<tr>
<td></td>
<td>Salvage priorities and floor plans</td>
</tr>
<tr>
<td></td>
<td>Supplies and equipment inventory</td>
</tr>
<tr>
<td></td>
<td>Flashlight and radio batteries</td>
</tr>
<tr>
<td></td>
<td>Fire extinguishers</td>
</tr>
<tr>
<td></td>
<td>Disaster drill(s)</td>
</tr>
<tr>
<td></td>
<td>Staff training session</td>
</tr>
<tr>
<td></td>
<td>Fire department inspection</td>
</tr>
</tbody>
</table>
These collections should have top priority in salvage operations in the event of a disaster. This may include collection files, indexes, and catalogs, in hard copy or computer format (This list will be kept on file with the Fire Department.) **Priorities will also depend on location of threat.**

<table>
<thead>
<tr>
<th>ORDER OF PRIORITY</th>
<th>COLLECTION</th>
<th>LOCATION</th>
<th>SPECIAL NEEDS: ACCESS/ REMOVAL</th>
<th>TYPE OF MATERIAL</th>
<th>AMOUNT</th>
<th>CONSULTANT(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>Special Collections -books</td>
<td>Vault</td>
<td>Combination of Vault door; key to both rooms</td>
<td>Print books</td>
<td></td>
<td>C. Rod, C. Jones</td>
</tr>
<tr>
<td>High</td>
<td>Special Collections -archives, manuscript collections</td>
<td>Vault</td>
<td>Combination of Vault door; key to both rooms</td>
<td>Gray boxes (archives, manuscripts, etc.)</td>
<td></td>
<td>C. Rod, C. Jones</td>
</tr>
<tr>
<td>High</td>
<td>Shelf list</td>
<td>Iowa Room</td>
<td>Key to room</td>
<td>Cards (3x5) in drawers</td>
<td></td>
<td>C. Rod, C. Jones</td>
</tr>
<tr>
<td>High</td>
<td>Archives in-process</td>
<td>Workroom of Iowa Room</td>
<td>Key to both rooms</td>
<td>Materials in process (many formats)</td>
<td></td>
<td>C. Rod, C. Jones</td>
</tr>
<tr>
<td>High</td>
<td>Print Study Rm.--art</td>
<td>Print Study Room</td>
<td>Key to both rooms</td>
<td>Artwork</td>
<td></td>
<td>K. Wilson</td>
</tr>
<tr>
<td>High</td>
<td>File Cabinets</td>
<td>Asst. to Librarian office</td>
<td>Key to room</td>
<td>Files (paper)</td>
<td></td>
<td>S. Clayton</td>
</tr>
<tr>
<td>Medium</td>
<td>Gov. Docs shelf list</td>
<td>Tech Services</td>
<td>May need key to room</td>
<td>Shelf list (3x5 cards in drawers)</td>
<td></td>
<td>J. Bauder, A. Brown</td>
</tr>
<tr>
<td>Where most endangered</td>
<td>Iowa Room Collection</td>
<td>Iowa Room</td>
<td>Key to room</td>
<td>Print books, bound journals</td>
<td></td>
<td>C. Rod, C. Jones</td>
</tr>
<tr>
<td>Where most endangered</td>
<td>Serials bindery tickets</td>
<td>Tech Services</td>
<td>May need key to room</td>
<td>Tickets (paper)</td>
<td></td>
<td>N. Cadmus</td>
</tr>
<tr>
<td>Where most endangered</td>
<td>Library Collections</td>
<td>Burling Media Room</td>
<td>Security system key, room key</td>
<td>CDs, DVDs, videos, LPs</td>
<td></td>
<td>R. Jones</td>
</tr>
<tr>
<td>Where most endangered</td>
<td>Stacks</td>
<td>Entire building (Burling or Kistle)</td>
<td>Building key/P-card (Burling), P-card (Kistle)</td>
<td>Print books, journals, gov. docs.</td>
<td></td>
<td>KE, RCK, DH</td>
</tr>
</tbody>
</table>
Notes: