Library Disaster Plan (RSD)

Fleet Library
RISD
Providence, RI 02903

Prepared by: Carol Terry

Last Updated: July 14, 2011
Contents

INTRODUCTION 7
  General Information ................................................................. 7
  Distribution of the Plan ............................................................ 8
  How to Use this Plan ................................................................. 10
  Review and Updating of the Plan ............................................... 10
  Scope and Goals of the Plan ..................................................... 10

SECTION 1: RESPONSE 11
  1.1 EVACUATION PROCEDURES ................................................... 11
  1.2 EMERGENCY NUMBERS ......................................................... 12
    1.2.1 Emergency Services ..................................................... 12
    1.2.2 Maintenance/Utilities .................................................. 13
  1.3 EMERGENCY CALL LIST ....................................................... 15
  1.4 LIST OF STAFF/KEY PERSONNEL ........................................... 15
  1.5 DISASTER RESPONSE TEAM ................................................... 24
    1.5.1 Disaster Response Team Responsibilities ............................ 24
  1.6 ADVANCE WARNING – EMERGENCY PREPARATIONS .......................... 26
    1.6.1 Flooding (Floodplain/River/Lake) .................................... 26
    1.6.2 Hurricane .................................................................. 27
    1.6.3 Severe Winter Storm ..................................................... 28
    1.6.4 Coastal Flooding .......................................................... 28
    1.6.5 Thunderstorms/Lightning ................................................. 29
    1.6.6 Tornado .................................................................. 29
  1.7 EMERGENCY INSTRUCTIONS .................................................. 30
    1.7.1 Water Damage (Minor) ...................................................... 30
    1.7.2 Fire ........................................................................ 30
    1.7.3 Mold ....................................................................... 31
    1.7.4 Flooding (Major) .......................................................... 33
    1.7.5 Hurricane ................................................................. 33
    1.7.6 Severe Winter Storm ..................................................... 34
    1.7.7 Thunderstorms/Lightning ............................................... 34
    1.7.8 Earthquake ................................................................. 34
    1.7.9 Tornado .................................................................. 34
    1.7.10 Power Outage ............................................................... 35
    1.7.11 Sewer System Backup .................................................... 35
    1.7.12 Water Main Break ....................................................... 35
# APPENDIX B: DISASTER TEAM RESPONSIBILITIES

# APPENDIX C: IN-HOUSE SUPPLIES

C.1 Basic Disaster Supply Kit ................................................. 66
C.2 Additional Supplies ..................................................... 68

# APPENDIX D: EXTERNAL SUPPLIERS AND SERVICES

D.1 Freezing Services .......................................................... 70
D.2 Building Recovery/Collection Salvage Services ....................... 71
D.3 Microfilm Salvage .......................................................... 73
D.4 Salvage - Electronic Data & Equipment ................................ 74
D.5 Salvage - Magnetic Media ................................................ 77
D.6 Professional Preservation Advice - Regional Centers .......... 78
D.7 Professional Preservation Advice - Conservators ................. 78
D.8 External Supplies .......................................................... 91
D.9 External Suppliers .......................................................... 92
D.10 Staff Supplies ............................................................. 100
D.11 Post-Salvage Recovery ................................................... 100

# APPENDIX E: RECORD KEEPING FORMS

E.1 Collection Incident Report Form ......................................... 102
E.2 Building Incident Report Form ........................................... 105
E.3 Packing and Inventory Form .............................................. 106
E.4 Volunteer Sign-In/Sign-Out Form ....................................... 107
E.5 Environmental Monitoring Form ....................................... 108
E.6 Bomb Threat Form .......................................................... 109
E.7 Donors Form ................................................................. 110

# APPENDIX F: SALVAGE PRIORITIES (DETAILED)

F.1 Salvage Priorities - Institutional Records ............................ 111
F.2 Salvage Priorities - Collections by Department or Area ........... 111
F.3 Salvage Priorities - Collections Overall ............................. 112
F.4 Overall Institutional Salvage Priorities ............................... 112

# APPENDIX G: FLOOR PLANS

# APPENDIX H: INSURANCE INFORMATION
INTRODUCTION

General Information

This disaster plan was completed by Carol Terry on July 14, 2011. It is meant to assist in recovering collections from events ranging from a minor emergency to a major disaster. However, in an emergency it is important to keep in mind that human safety is always the highest priority. Recovery of collections should not begin until all staff and patrons are safe.

Fleet Library
RISD
2 College St.
Providence, RI 02903
GPS Coordinates: 41.826531,-71.409459

The Disaster Planning Team gathered information for this plan. Responsibilities of the team members were –

Gathering collection information:
Director of Library Services Carol Terry

Preparing a staff list: 
Cataloger/Reference Librarian Elinor Nacheman

Assessing risks: 
Director of Library Services Carol Terry

Devising opening and closing procedures: 
Reader’s Services Librarian Claudia Covert, Reference Librarian Ellen Petraits

Devising a preventive maintenance checklist: 
Building Engineer, 15 West Wayne Silva

Determining salvage priorities: 
Director of Library Services Carol Terry, Archivist Andrew Martinez, Special Collections Librarian Laurie Whitehill Chong

Collecting insurance and accounting information: 
Senior Library Assistant, Acquisitions Elaine Robinson

Collecting facilities information and preparing floor plans: 
Building Engineer, 15 West Wayne Silva

Collecting information about local emergency services: 
N/A

Gathering internal supplies: 
Senior Lib. Assist., Tech Services Marc Calhoun

Collecting information about external supplies: 
Building Engineer, 15 West Wayne Silva

Devising emergency response and evacuation procedures: 
Director, Facilities Jack Silva

Preparing an emergency call list: 
Director of Library Services Carol Terry
Identifying a potential command center and/or alternative storage or drying space: Technical Services Librarian Robert Garzillo
Identifying potential volunteers and/or workers: Reference Librarian Ellen Petraits
Coordinating staff training: Technical Services Librarian Robert Garzillo
Coordinating distribution, review, and updating of the plan: Cataloger/Reference Librarian Elinor Nacheman
Preparing communications and PR kit: Director, Media Relations Jaime Marland
Communicating with bank or financial institution: Director, Financial Planning/ Risk Manager Ed Renzi
Maintaining relationships with “buddy” institutions: Technical Services Librarian Robert Garzillo
Information Technology: Director, Network Services Steve Boudreau, Tech Support Specialist, Library Anne Bulin

Distribution of the Plan

Copies of this plan have been distributed as follows –
<table>
<thead>
<tr>
<th>Person</th>
<th>Department</th>
<th>Location of Copy</th>
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<tbody>
<tr>
<td>Director of Library Services Carol Terry</td>
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<tr>
<td>Special Collections Librarian Laurie Whitehill Chong</td>
<td>Special Collections</td>
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<td>Visual Resources Librarian Mark Pompelia</td>
<td>Visual Resources</td>
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<td>N/A</td>
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<tr>
<td>Reader’s Services Librarian Claudia Covert</td>
<td>Reader’s Services</td>
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<td>Technical Services Librarian Robert Garzillo</td>
<td>Technical Services</td>
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<tr>
<td>Circulation Manager Gail Geisser</td>
<td>Circulation</td>
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<td>Archivist Andrew Martinez</td>
<td>Archives</td>
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<td>Reference Librarian Ellen Petraits</td>
<td>Reference</td>
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<tr>
<td>Cataloger/Reference Librarian Elinor Nacheman</td>
<td>Technical Services</td>
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<tr>
<td>Director, Facilities Jack Silva</td>
<td>Facilities</td>
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<tr>
<td>Building Engineer, 15 West Wayne Silva</td>
<td>Facilities</td>
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</tbody>
</table>
How to Use this Plan

This plan consists of three main sections (response, recovery, and rehabilitation) and a number of appendices. The body of the plan is designed for ease of use during the early stages of a disaster. Thus, summary information is provided in the body of the plan and more detailed information (e.g., detailed salvage priorities, or additional sources of information) can be found in the appendices. Once initial response is underway, consult the appendices for more information as a recovery strategy is mapped out.

Information on mitigating risks and preventing disasters (including a customized list of existing risks, as well as various forms and checklists) is also included in the appendices. This information should be consulted and updated regularly.

Review and Updating of the Plan

This plan is due to be updated in January, 2012. Responsibilities for updating the various sections of the plan have been assigned as follows –

- Staff list/Disaster Team lists: Director of Library Services Carol Terry
- Preventive maintenance: Special Collections Librarian Laurie Whitehill Chong
- Opening/closing procedures: Director of Library Services Carol Terry
- Facilities information/floor plans: Building Engineer, 15 West Wayne Silva
- Information technology: Tech Support Specialist, Library Anne Bulin
- Insurance: Director, Financial Planning/ Risk Manager Ed Renzi
- Institutional salvage priorities: Director of Library Services Carol Terry
- Evacuation instructions: N/A
- Emergency numbers: N/A
- In-house supplies: Senior Lib. Assist., Tech Services Marc Calhoun
- External supplies/services: N/A
- Volunteer list: Reference Librarian Ellen Petraits
- Areas for relocation/temporary storage: N/A
- Communication with emergency services: N/A
- Availability of emergency funds: N/A
- Staff training: N/A

Scope and Goals of the Plan
SECTION 1

RESPONSE

1.1 EVACUATION PROCEDURES

General Procedures

- Remain calm.
- Always respond to an evacuation order do not assume the situation is a drill or a false alarm.
- Remember that human safety is always the highest priority.
- Turn off electrical equipment if it is safe to do so.
- Assist anyone who requires help in leaving the building.
- Evacuate in an orderly fashion according to the evacuation routes that have been established.
- Move away from the building to the assembly area that has been designated in advance. Be sure not to block the street, driveway, or entrances.
- Do not reenter the building until instructed to do so.

Clearing the Building

Area Floor:
- Person responsible for clearing area: N/A
- Backup 1: N/A
- Backup 2: N/A
  Describe procedures for evacuating the area, including disabled personnel or patrons:
  This is dependent on the day and time involved as to what staff are responsible

Maintaining the Staff/Visitor Log

The following list designates who is responsible for maintaining the daily staff/visitor log(s) and bringing this information out of the building in the event of an evacuation.

Assembly Areas
Staff and patrons should gather in the following locations after an evacuation –

1.2 EMERGENCY NUMBERS

1.2.1 Emergency Services

Police/Sheriff –
Name: Dean Esserman
Phone: 401-272-3121

Fire Department –
Name: George S. Farrell
Phone: 401-243-6060

Ambulance –
Name: 
Phone: 
911 Service unavailable

In-house Security –
Name: 
Phone: 
After-hours phone: 
Cell phone: 

Security monitoring company –
Name: 
Phone: 
After-hours phone: 
Cell phone: 

Local emergency management –
Name: Peter T. Gaynor
Phone: 401-228-8000

Regional emergency management –
Rhode Island Emergency Management Agency
625 New London Avenue
Cranston, RI 02920
(401) 946-9996 (24-hour phone)
(401) 944-1891 (fax)
1.3 EMERGENCY CALL LIST

If you discover an emergency, call the people on this list in order until you contact someone who can assist in addressing the problem.

In consultation with that person, decide who else needs to be contacted. The disaster response team leader, the facilities maintenance supervisor, and the institution’s director will need to be notified of any emergency, however small. In the case of a small-scale problem other staff members may not be needed at all, or you will only need to contact those who are in charge of the collections directly affected. See the Staff/Key Personnel List for additional contact information.

<table>
<thead>
<tr>
<th>Staff member</th>
<th>Estimated response time</th>
</tr>
</thead>
</table>

1.4 LIST OF STAFF/KEY PERSONNEL

The following is a list of all institutional staff members AND other key personnel who are not staff members but are involved in your disaster planning efforts (e.g., members of the board of trustees, town building department personnel).
1.5 DISASTER RESPONSE TEAM

In addition to the staff of your organization and the local responders, we strongly urge you to create a partnership (or “buddy” agreement) with another local cultural agency and a similar partnership with a regional or extra-regional agency. In the event of disaster, your local buddy agency can share such critical commodities as space, a command center, volunteer workers, and supplies. A regional partner can manage your outside communications or backup your digital records before a major disaster. Cooperation established well before a disaster strikes can help create a much-needed support network for all partners.

1.5.1 Disaster Response Team Responsibilities

This section lists which members of the disaster team will fill the roles likely to be needed during an emergency. Specific descriptions of the duties of each team member are found in Appendix B.

Disaster Response Team Leader: Director of Library Services Carol Terry
Backup #1: Technical Services Librarian Robert Garzillo
Backup #2: N/A

Administrator/Supplies Coordinator: Senior Lib. Assist., Tech Services Marc Calhoun
Backup: N/A
Collections Recovery Specialist: Special Collections Librarian Laurie Whitehill Chong
Backup: Technical Services Librarian Robert Garzillo

Subject Specialists –

Subject/Department:
Primary: N/A
Backup: N/A

Local “buddy” organization

Name:
Contact Person:
Phone:
After-hours phone:
Cell phone:
Email:

Regional “buddy” organization

Name:
Contact Person:
Phone:
After-hours phone:
Cell phone:
Email:

Work Crew Coordinator: Reference Librarian Ellen Petraits
Backup: N/A

Technology Coordinator: Tech Support Specialist, Library Anne Bulin
Backup: Director, Network Services Steve Boudreau

Building Recovery Coordinator: Building Engineer, 15 West Wayne Silva
Backup: Director, Facilities Jack Silva

Security Coordinator: Director, Public Safety Ken Bilodeau
Backup: Facility Monitor, 15 West Carol Barrett

Public Relations Coordinator: Director, Media Relations Jaime Marland
Backup: N/A

Documentation Coordinator: Director of Library Services Carol Terry
Backup: Technical Services Librarian Robert Garzillo
1.6 ADVANCE WARNING – EMERGENCY PREPARATIONS

This section describes precautions to be taken if you have advance warning of an emergency (e.g., hurricane, flood, wildfire). If you are using dPlasn in Depth, the events that you have indicated pose the greatest risk to your institution are listed first. We cannot urge strongly enough that precautions include building a prior relationship with local emergency responders (e.g., fire department) and a local or regional conservator. Acquaint them with your mission, your staff, your collection, and your building. This preventive outreach costs nothing but your time.

1.6.1 Flooding (Floodplain/River/Lake)

There are a number of flood watches and warnings issued by forecasters. A flood watch is issued when water levels or other conditions indicate that flooding is possible in the given time period. A flood warning is issued when a flood is occurring or is imminent. In the latter case, time and location is usually provided, and orders are given to evacuate vulnerable areas. A flash flood watch is issued when flash flooding is possible in the given time period. A flash flood warning is issued when flash flooding is occurring or is imminent.

If a flood or flash flood watch is issued –

• Ensure that all staff members are aware of evacuation routes
• Move valuable collections to upper levels of the building
• Ensure that all collections are at least 4 inches off the floor.
• If necessary and possible, relocate collections to a safer building or other location (consider how security and transportation will be provided).
• Fill bathtubs, sinks and plastic soda bottles with clean water, in case water becomes contaminated. Sanitize the sinks and tubs first with bleach. Rinse, and then fill with clean water.
• Ensure that flashlights and fresh batteries are available.
• Ensure that battery powered radios with weather band (and fresh batteries) are available.
• Perform a controlled shutdown of the computer system.
• If the local authorities instruct you to do so, turn off all utilities at the main power switch. Do not turn off the gas unless instructed to do so by the authorities. If you turn off the gas, a professional must turn it back on.
• Use sand bags to keep water out of the building, if flooding seems likely.
• Install flood shields (if you have them) over windows and doors to keep water out, if flooding seems likely.
• Be prepared to evacuate at any time.

1.6.2 Hurricane

Hurricanes are slow moving, severe storms with high winds that originate in the Caribbean and the tropical Atlantic. Hurricane season lasts from June to November. Hurricanes are monitored by satellite and advisories are usually issued well in advance. A hurricane watch is issued when hurricane conditions pose a threat to an area within 24 hours. A hurricane warning is issued when hurricane conditions are expected within 24 hours; in this case, low-lying areas are usually evacuated.

When a hurricane watch is issued –

• Ensure that staff members are aware of evacuation routes.
• Check gutters and downspouts to insure they are functioning properly.
• Tie down loose objects outside the building (bicycles, garbage cans, etc.), or move them indoors.
• Ensure that flashlights and fresh batteries are available.
• Ensure that battery powered radios with weather band (and fresh batteries) are available.
• Ensure that auxiliary sources of electricity are in working order (e.g., generators).
• Fasten down any containers of flammable liquids or gases.
• If the storm is predicted to be very severe and/or the building is in a low-lying area, relocate collections to a safer building or other location (plan ahead for transportation and provision of security)

When a hurricane warning is issued –

• Put protective shutters/panels for windows in place.
• Tape windows to prevent shattered glass from being propelled into room.
• Seal off any areas where water might enter the building.
• Move collections to an interior location away from windows, with valuable collections taking first priority.
• Drape plastic sheeting over shelving units, exhibit cases, etc.
• Perform a controlled shutdown of the computer system, and disconnect other electrical equipment that is not being used.

Additional Information

Library abuts the river which flows into Narragansett Bay
1.6.3 Severe Winter Storm

A winter weather advisory is used when poor weather conditions are expected. A winter storm watch is issued when a storm is possible. A winter storm warning is issued when a storm is occurring or will occur shortly. A frost/freeze warning is issued when below freezing temperatures are expected. A blizzard warning is issued when heavy snow, near zero visibility, deep drifts, and severe wind chill are expected.

If a winter storm watch is issued –

- Check that the disaster kit is complete and that food, water, and/or batteries are not expired.
- Make sure that you have sufficient heating fuel as well as emergency heating equipment in case electricity is cut off. Be sure that fire extinguishers and detectors are operating properly.
- Ensure that auxiliary sources of electricity are in working order (e.g., generators).

1.6.4 Coastal Flooding

Forecasters issue a coastal flood watch when coastal flooding is possible within 12-36 hours. A coastal flood warning is issued when coastal flooding is occurring, is imminent, or is expected within the next 12 hours. A warning is sometimes issued 24 hours in advance when it is very likely that coastal flooding will occur or when a longer amount of time is needed for evacuation or other public response.

If a flood or flash flood watch is issued –

- Ensure that all staff members are aware of evacuation routes
- Move valuable collections to upper levels of the building
- Ensure that all collections are at least 4 inches off the floor.
- If necessary and possible, relocate collections to a safer building or other location (consider how security and transportation will be provided).
- Fill bathtubs, sinks and plastic soda bottles with clean water, in case water becomes contaminated. Sanitize the sinks and tubs first with bleach. Rinse, and then fill with clean water.
- Ensure that flashlights and fresh batteries are available.
- Ensure that battery powered radios with weather band (and fresh batteries) are available.
- Perform a controlled shutdown of the computer system.
- If the local authorities instruct you to do so, turn off all utilities at the main power switch. Do not turn off the gas unless instructed to do so by the authorities. If you turn off the gas, a professional must turn it back on.
- Use sand bags to keep water out of the building, if flooding seems likely.
• Install flood shields (if you have them) over windows and doors to keep water out, if flooding seems likely.

• Be prepared to evacuate at any time.

1.6.5 Thunderstorms/Lightning

A severe thunderstorm watch is issued when a severe thunderstorm (defined as “damaging winds 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater”) is likely to develop. A severe thunderstorm warning is issued when a severe thunderstorm has been reported or identified on radar. Once a warning has been issued, it is important to take shelter and listen to a battery-operated radio for more information. Also, remember that thunderstorms can hit with no warning.

When a thunderstorm warning is issued –

• Ensure that flashlights and fresh batteries are available.

• Ensure that battery powered radios with weather band (and fresh batteries) are available.

• Ensure that auxiliary sources of electricity are in working order (e.g., generators).

• Check gutters and downspouts to insure they are functioning properly.

• Tie down loose objects outside the building (bicycles, garbage cans, etc.), or move them indoors.

• Put protective shutters/panels for windows in place.

1.6.6 Tornado

A tornado watch is issued when tornadoes and/or severe thunderstorms are likely to strike an area, while a tornado warning is issued when the funnel of the tornado has been sighted in the area. At that point, human safety must be the highest priority. Immediate shelter must be sought and there will be no time to secure collections.

If a tornado watch is issued –

• Open windows on the side of the building away from the tornado’s approach (to equalize air pressure)

• Tie down or move loose objects outside the building (bicycles, garbage cans, storage sheds, etc.)

• Move collections to an interior location away from windows, with valuable collections taking first priority.

• Perform a controlled shutdown of the computer system

• Ensure that flashlights and fresh batteries are available

• Ensure that battery powered radios with weather band (and fresh batteries) are available
• Ensure that auxiliary sources of electricity are in working order (e.g., generators)

1.7 EMERGENCY INSTRUCTIONS

1.7.1 Water Damage (Minor)

These instructions cover cases in which a small amount of clean (not contaminated) water leaks into a collection area. If sewage or other dangerous substances contaminate the water, protective clothing must be worn, and it is best to enlist professional assistance.

1. If possible, determine the source of the water leak.

2. If possible, cut off the water. Location and procedures for the main water shut-off valve are as follows –

   Main water shut-off valve:
   Procedures:

3. Notify the person in charge of building facilities maintenance, also call the people on the Emergency Call List as necessary.

   Facilities Maintenance –
   Name: Wayne Silva
   Contact:

   Phone: 454-6925
   After-hours phone: 508-336-4245
   Pager: 401-413-4252
   Email: wsilva@risd.edu

4. Protect the collections from further damage as appropriate by –

   (a) To the extent possible, move wet or vulnerable items to a dry, secure location nearby.

   (b) If water is coming from above, protect collections by covering them with plastic sheeting. See Appendix C: In-House Supplies for the location of in-house supplies.

   (c) If water is coming in on the floor, use books trucks (again, see Appendix C for in-house supplies) to relocate materials to a safe area, starting with the materials closest to the floor.

5. See the Recovery section of this plan for instructions on drying wet collections.

1.7.2 Fire

These instructions cover cases of fire (or activation of the fire detection system) in your building.

1. If you see fire or smell smoke, activate the nearest fire alarm.
2. Call the Fire Department –
   Name:
   Phone:
   911 Service unavailable

3. If it is safe to do so, determine the location and source of the fire. If the fire detection or suppression system has been activated, check the fire alarm annunciator panel.

   Location of the fire alarm annunciator panel:
   Procedures for checking the panel are as follows:

4. If it is safe to do so, turn off computers and equipment, and close fire doors.

5. Evacuate the building. See the Evacuation Procedures elsewhere in this plan.

6. From a safe location, contact the people on the Emergency Call List, as well as the person in charge of building facilities maintenance.

   Facilities Maintenance –
   Name: Wayne Silva
   Contact:

   Phone: 454-6925
   After-hours phone: 508-336-4245
   Pager: 401-413-4252
   Email: wsilva@risd.edu

REMEMBER –

- Report the fire first, do not try to put it out first. If you are in immediate danger, evacuate first, then report the fire.
- Do not try to extinguish the fire if it is larger than a small garbage can.
- Always keep your back to your escape route.

1.7.3 Mold

If you discover mold on collections –

- Find out what is causing the mold growth. Look first for an obvious source of moisture such as a water leak. If there is no obvious source of moisture, look for less obvious problems, such as high humidity in a particular area, poor air circulation, or condensation along an outside wall.
- Consult a mycologist to ensure that no toxic mold species are present. If toxic molds are present, do not handle any materials yourself.
- Modify the environment so that it is no longer conducive to mold growth. Stop any leaks, remove standing water, and/or bring in dehumidifiers to reduce humidity. Keep the climate
well below 70 degrees Fahrenheit and 50 percent relative humidity. Be sure to monitor temperature and humidity with a reliable monitoring instrument. Also minimize air circulation, as this can spread mold spores to other areas of the collection. Open and close doors as little as possible, block off air return vents (if possible) so that spores are not spread in the air handling system, and do not run fans.

- Isolate the affected items. Transfer them to an isolation room (this room should have low temperature and humidity, and should not use the same air-handling equipment as collection storage areas). Transfer materials in sealed plastic bags (see Appendix C: In-House Supplies and Appendix D: External Suppliers and Services) so that other materials are not contaminated during the move.

- Decide whether the affected items need to be retained. It may be possible to replace them easily. If they are not of long-term value, it may be possible to discard them. Alternatively, they could be microfilmed or photocopied, although they may have to be cleaned first.

- For items that need to be retained, consult a preservation professional before proceeding with drying and/or cleaning. In the past librarians have been instructed that it is possible to clean up small outbreaks of mold themselves, but over time it has become clear that this recommendation is problematic. Even molds that are not defined as toxic can cause people who work with them to develop debilitating allergies. Unfortunately, no standards exist to specify “safe” or “unsafe” levels of mold exposure. The severity of health problems depends on the type of mold, the amount of exposure, and the susceptibility of the exposed person. To be protected when cleaning moldy materials, one must wear a particulate respirator that filters 99.97 percent of particles from the air (also known as a respirator with a HEPA filter). The use of respirators in the workplace is governed by OSHA (Occupational Safety and Health Administration) regulations, which specify the type of respirator to be used in various situations, fit testing procedures, and training procedures. The regulations also require approval from a medical practitioner that the person is physically fit to wear this type of respirator. There may be liability issues if the institution does not comply with these regulations. While repositories that are part of a larger institution with a health and safety office may have the ability to comply with the regulations, smaller repositories are likely to find it more difficult.

- If the institution decides that it is unable to dry and/or clean moldy items that need to be retained, or if mold is discovered on a large amount of material (e.g., in whole stack ranges, drawers, or rooms), it is best to work with a commercial company experienced in dealing with water damage and mold cleanup. See Appendix D: External Suppliers and Services for recommended service providers.

  - If there will be a delay in transferring wet materials to a salvage company, freeze the affected items to avoid further mold damage. They can later be thawed and dried in small batches, or they can be vacuum freeze dried (with the exception of photographs).

- If the institution decides to clean up the mold in-house, following the OSHA guidelines referenced above, the moldy materials will need to be dried (if they are wet) and then cleaned. As noted above, wet and moldy items should be frozen if they cannot be dried immediately. They can later be thawed and dried in small batches. Instructions for drying and cleaning

- Sterilize the affected storage area(s), and the climate control system if possible.

1.7.4 Flooding (Major)

If a flash flood warning is issued –

- Evacuate immediately. Human safety should be the highest priority.

If a coastal flood warning is issued –

- Listen to the battery-operated radio for the latest information.
- Use sand bags to keep water out of the building, if there is time.
- Install flood shields (if you have them) over windows and doors to keep water out, if there is time.
- Evacuate immediately if told to do so by local authorities.
- Do not re-enter the flooded area until instructed to do so by local authorities.

1.7.5 Hurricane

When a hurricane warning is issued –

- Put protective shutters/panels for windows in place.
- Tape windows to prevent shattered glass from being propelled into room.
- Seal off any areas where water might enter the building.
- Move collections to an interior location away from windows, with valuable collections taking first priority.
- Drape plastic sheeting over shelving units, exhibit cases, etc.
- Perform a controlled shutdown of the computer system, and disconnect other electrical equipment that is not being used.

During a hurricane –

- Remember that human safety is the highest priority. If the building is located in a low-lying area, evacuate.
- If the building is sturdy and on high ground, some staff may remain during the storm if desired; however, they must remain indoors for the duration of the storm. Do not be fooled by the calmness of the eye of the storm.
Additional Information

Library abuts the river which flows into Narragansett Bay

1.7.6 Severe Winter Storm

During a winter storm –

- If possible, staff members should not travel during a winter storm warning or a blizzard warning.
- Stay indoors and conserve fuel.
- After the storm, remove ice and snow from tree limbs, roof, etc. to prevent further damage.

1.7.7 Thunderstorms/Lightning

During a thunderstorm –

- Stay indoors.
- Do not handle any electrical equipment, telephones, or televisions during the storm because lightning could follow the wire.
- Avoid water faucets and sinks because metal pipes can transmit electricity.

1.7.8 Earthquake

If an earthquake occurs –

- Drop, cover, and hold on in a supported doorway or under a piece of sturdy furniture if possible, but do not move more than a few steps to find a safe place. Do not try to run outside as you may be hurt by falling debris. Stay indoors until the shaking stops and you’re sure it’s safe to go out. When you do go outside, move away from the building quickly.
- Stay away from windows, in case they shatter.
- In a high-rise building, use the stairs to exit. Be aware that the fire alarms and sprinklers may go off, even if there is no fire.

1.7.9 Tornado

If a tornado warning is issued, or a tornado is sighted –

- Human safety is the highest priority.
• Stay indoors. Direct staff and patrons to a safe interior location for the duration of the storm. This area should be the lowest level of the building, and it should be away from doors. Taking cover under heavy furniture can provide additional protection.

• In case of a tornado, staff and patrons should shelter (safe interior location for sheltering):

1.7.10 Power Outage

If there is a power outage in the building or in your local area –

• Do not panic.

• If you suspect the outage is only within your building, check the fuse box.

• If you cannot determine the cause of the outage, call the local power company.

• If you are in an area with windows, open the blinds, curtains, or shades to provide light.

• If you are in an unlit area, proceed slowly and carefully to an area with emergency lighting or windows.

• Shut down the computer system and any other electrical equipment that was running before the outage.

• If you are trapped in an elevator, do not panic. Use the emergency phone or button to call for help.

• Evacuate immediately if you feel that it is unsafe to keep staff and patrons in the building, or if you are told to do so by the authorities.

1.7.11 Sewer System Backup

If a sewer backup occurs –

• Avoid contact with sewage-contaminated water.

• Quickly move any items (collections or otherwise) that are in danger but not yet affected to a safe area.

• Keep a written record of any items (collections or otherwise) that have been damaged or lost.

• Arrange for cleanup of the affected area. This may involve wet-vacuuming, mopping, cleaning walls and floors with soap and disinfectant, removing carpeting, cleaning up ductwork or appliances, etc. Due to the health risks, this type of cleanup is usually best done by professionals.

1.7.12 Water Main Break

If a water main breaks –

• Contact the local water authority immediately.
• If it is safe to do so, try to do something to stop or contain the leak.

• If it is safe to do so, shut off utilities to the affected area.

• If a large amount of water is involved, do not enter the area if you can see any wet power outlets or live electrical wires.

• Move collections not yet affected to a safe area.

• If possible, move collections that have been affected to safety.

• Cover affected collections that cannot be moved with plastic sheeting.

1.8 SALVAGE PRIORITIES

Setting priorities for salvaging collections, institutional records, and other important materials is one of the most difficult but also one of the most important aspects of disaster planning. If an emergency occurs, there may be very little time for salvage. Materials could be lost while valuable time is wasted deciding what to save. A listing of priority materials and equipment allows the institution to concentrate on the most important items that are accessible for salvage.

Following is a list of the most important materials (collections, office files, computers, and/or data) to salvage in case of a disaster. See Appendix F: Salvage Priorities (Details) for lists of salvage priorities for collections (overall and by department or area), institutional records (bibliographic and administrative), and information technology (data and equipment).

If you are using dPlan in Depth, you may have uploaded a floor plan showing the location of the highest priority materials; this can be found in Appendix G. If you are using dPlan Lite, we encourage you to create such a floor plan and manually include it with Appendix G. In either case, a copy of the floor plan should be shared with the fire department.

<table>
<thead>
<tr>
<th>Material or Equipment</th>
<th>Location (include floor and specific location)</th>
</tr>
</thead>
</table>

Items/shelf ranges/boxes have been color-coded so that materials that are a priority for rescue can be easily identified in an emergency.

The color-coding scheme is as follows:

1.9 INITIAL RESPONSE STEPS

This section provides a general outline of the initial steps that will need to be taken when an emergency causes more than minor damage to collections. Depending on the scope of the disaster, some of these actions may be carried out concurrently, while some may not be needed at all. For immediate response procedures for specific types of emergencies (fire, flood, power outage, etc.), or for minor damage to collections, see the section above. In all cases, do not begin collection recovery efforts until the safety of staff and patrons has been assured.
1.9.1 Notify Appropriate Personnel

- During working hours, contact the Disaster Response Team Leader.
  
  Disaster Response Team Leader: Director of Library Services Carol Terry

- Outside of working hours, use the Emergency Call List. Keep calling until someone who can respond is found.

1.9.2 Assess the Damage

- **Begin to determine the extent of the damage.** The following questions will need to be answered, although you may not be able to get detailed answers at first.

  - What actually happened? How serious is the damage? How many and what type of materials are affected (e.g., general collections, local history materials, audio/visual materials, computers and data, plain paper, coated paper)? What kind of damage is it (e.g., water, fire, smoke)?

  - If water is involved, what kind is it (e.g., clean, dirty, rain, river, sewer)? How much water is/was there? What is/was the source of the water (e.g., flooding, leaky pipe)? Has the water source been shut off or stopped so that further damage can be avoided? Is there standing water in the building? Are wet collections soaked or just damp?

  * If collections are soaked, they will need to be frozen ASAP. If they are on coated paper, they will also need to be frozen immediately. If they are damp and there is space to do so, they can be air-dried. See Section II: Recovery of this plan for general salvage instructions, and instructions for salvage of specific media.

- **If necessary, get clearance to enter the site.** If serious damage has occurred (e.g., a serious fire), it may be necessary to wait until the appropriate officials declare the building safe to enter. Re-entry to the site may also be delayed if hazardous materials are present, or if the building is a crime scene (as in the case of arson).

  - If re-entry to the building is delayed, work must proceed from the off-site command center that has been designated ahead of time.

    Command center location *(off-site):*

- **Once it is possible to enter the building, make a detailed damage assessment.** This should be done by the Disaster Response Team Leader, with assistance from other members of the team as needed.

  Disaster Response Team Leader: Director of Library Services Carol Terry

  - Remember to take photographs or video, and to document the damage in writing. At this point, you should begin filling out an Incident Report Form, located in Appendix E: Record Keeping Forms.
• Call the insurance company or in-house contact (for self-insurance). Insurance contact information is as follows –

**Building/Equipment –**

SELF Insurance

Office/Department:
Contact:

Work phone:
Home phone:
Cell phone:
Pager:

COMMERCIAL Insurance

*Insurance policy(s) held by the institution –*

**Collections –**

SELF Insurance

Office/Department:
Contact:

Work phone:
Cell phone:
After hours phone:
Pager:

COMMERCIAL Insurance

*General Collections*

*Insurance policy(s) held by the institution –*

*Special Collections*

*Insurance policy(s) held by the institution –*

See Appendix H: Insurance Information for more detailed information and specific procedures to be followed in case of damage or loss.
1.9.3 Prepare for Recovery of Collections

- **Get advice from a preservation professional.** Unless the disaster is very small, it is likely that you will want to contact a preservation professional to ensure that you are responding properly. In the event of a major disaster, you may need to arrange for a professional to provide on-site assistance. See D.6 and D.7 for a full list of professionals. Additional Disaster and Preservation Sources can be found on the RI Office of Library and Information Services website www.olis.ri.gov/services/preservation/index.php

- **Determine whether additional personnel will be needed.** “If you are using dPlan in Depth, Appendix I: Volunteer/Temporary Personnel provides lists of potential volunteers and temporary workers.”
  
  - Establish a strategy for managing all staff, volunteers, and other workers who will be working at the site. All workers (volunteer or otherwise) will need to check in and check out. Records should be kept of hours worked (in case payment is necessary, and to ensure that sufficient breaks are provided) and of who was at the site each day. See Appendix E: Record-Keeping Forms for a Volunteer Sign-In/Sign-Out Form.

  - Staff and volunteers will need to be trained and supervised. The Collections Recovery Specialist and the Work Crew Coordinator will be in charge of this.

    Collections Recovery Specialist: Special Collections Librarian Laurie Whitehill Chong
    Work Crew Coordinator: Technical Services Librarian Robert Garzillo

  - Snacks, meals, a rest area, and possibly counseling services will be needed. See Appendix I: Volunteer/Temporary Personnel for organizations that might assist in providing services for workers.

- **Establish a command post for the recovery effort.**

  Potential sites are –

  Command center location:
  Alternate location #1:
  Alternate location #2 (off site):

- **Establish security procedures for the recovery site.** Only authorized persons should be allowed to enter the site some type of identification (e.g., badges, vests) should be arranged. If the site cannot be secured due to building damage, it may be necessary to bring in temporary security personnel.

- **Decide what will be salvaged and what will be discarded.** See Salvage Priorities for an overall list of priority materials. Additional salvage priorities for specific departments and types of material are found in Appendix F: Salvage Priorities (Detailed). Remember that salvage priorities may need to be adjusted according to the extent and or type of damage.

- **Decide how the materials to be salvaged will be treated.** See General Salvage Procedures for a summary of treatment options. Sort wet collections, separating those to be frozen from those to be air-dried. As you begin sorting and moving materials, it is essential
to keep track of collections at all times; use the Packing and Inventory Form in Appendix E: Record-Keeping Forms for this purpose.

- **Determine whether it will be necessary to relocate collections**, either to dry them or to store them temporarily to protect them from danger while the building and damaged collections are salvaged. We urge you to assess frequently (at least once a year) possible sites in your community: school gymnasiums, empty or partly-empty warehouses, church halls, businesses with temporary space.

**Potential drying space is** –

**Within the building/institution** –

- Location: Special Collections/Archives reading room (Rm 223)
- Space available: 
- Contact: Laurie Whitehill Chong
- Phone: 709-5927
- Cell phone: 401-742-6726
- After-hours phone: 401-724-0999
- Pager: 

**Off-site** –

- Location: 
- Space available: 
- Contact: 
- Phone: 
- Cell phone: 
- After-hours phone: 
- Pager: 

**Potential space for relocation or temporary storage is** –

**Within the building/institution** –

**Off-site** –

- **Gather supplies and arrange for services.** Gather supplies and arrange for services. See Appendix C for a list of in-house supplies. See Appendix J for procedures for accessing emergency funds.

Appendix D: External Suppliers and Services includes a list of companies specializing in building and collections recovery. There are a small number of companies nationwide that have
experience working with cultural institutions to recover buildings and collections. These companies provide a range of services, from building dehumidification, to vacuum freeze-drying, to mold remediation. If you are faced with a significant disaster, it is likely that you will need to contact one of them for assistance.

1.9.4 Stabilize the Building and Environment

If the emergency involves water (such as wet collections, furniture, carpeting, or even standing water), it is very important to quickly dry out the building and environment to avoid mold growth.

- **Do not** turn up the heat; this will not dry out the space and may encourage mold growth. If the outdoor humidity is low, open the windows.

- If the climate control system is working, it should be used to provide as much cooling and dehumidification as possible. The goal should be to keep the temperature below 70 degrees Fahrenheit and the humidity as much below 50 percent as possible.

- Wet carpeting should be removed and wet furniture and standing water should be removed. Even if the carpeting appears dry, it must be checked underneath to ensure that both the carpet and the padding are dry.

- If the climate control system is not sufficient to reduce the temperature and humidity to the desired levels, outside assistance will be needed. See Appendix D: External Suppliers and Services for companies that specialize in building dry out.

- Staff must monitor the temperature and humidity in the recovery area several times a day to ensure that the desired conditions are reached and maintained for the duration of the recovery effort. See Appendix E: Record-Keeping Forms for an Environmental Monitoring Form.

- Facilities maintenance personnel and the Building Recovery Coordinator should work together to coordinate building recovery issues.

Facilities Maintenance Personnel –

Name: Wayne Silva  
Contact:

Phone: 454-6925  
After-hours phone: 508-336-4245  
Pager: 401-413-4252  
Email: wsilva@risd.edu

Building Recovery Coordinator –

Primary: Building Engineer, 15 West Wayne Silva  
Backup: Director, Facilities Jack Silva
1.9.5 Communicate with the Media and the Public

- The disaster response team’s Public Relations Coordinator will be responsible for all interaction with the media and the public. It is essential that no one else provide information.

- Press releases should be issued periodically to local newspapers, and to TV and radio stations. It is important to inform patrons and other interested parties of the extent of the damage and the progress of recovery efforts.

Public Relations Coordinator –

Primary: Director, Media Relations Jaime Marland
Backup: N/A
SECTION 2

RECOVERY

2.1 GENERAL SALVAGE PROCEDURES

This section provides general background information on salvage techniques for water, mold, and fire-damaged collections.

2.1.1 Freezing

If wet materials cannot be dried within 48-72 hours, they should be frozen because they are at risk of developing mold, particularly if there is high humidity. Freezing wet materials also stabilizes them, keeping water damage from worsening. Water causes a variety of damage to paper-based collections: book bindings and pages swell and distort, pages and documents cockle, water-soluble inks can bleed, and coated papers begin to adhere to each other as soon as the volumes begin to dry. However, once wet collections are frozen, no additional damage occurs. Thus, if freezing occurs quickly there is less physical damage and more chance that the materials can be salvaged rather than replaced.

It is difficult to transfer wet collections directly to a salvage company for freezing quickly enough to prevent mold and minimize water damage, since there are only a few of these companies nationwide. In addition, institutions often require time to make decisions about what should be done and allocate funding for salvage. Thus, it is usually best to freeze collections locally, even if they will ultimately be sent to a salvage company to be vacuum freeze dried. A commercial blast freezer will provide the best results; materials should be frozen at -10 degrees Fahrenheit or lower.

Local freezing companies are –
East Greenwich-Browns Dairy  
2032 Plainfield Pike  
Cranston, RI 02919  
Contact: Dennis Almonte  
Phone: (401) 944-7115  
Cell: (401) 944-6455  
Services: Freezer storage

RI School of Design Nature Lab, Waterman Building  
13 Waterman St.  
Providence, RI 02903  
Phone: (401) 454-6451  
Hours: 8:30-5, M-F  
Services: Freeze dryer (cylinder shaped, 5’x 2.5’)  
The freeze dryer runs on a slow cycle; therefore the drying process can take from one week to ten days.

**Local freezer (1)** -

Name:  
Contact:  
Phone:  
After-hours phone:  
Cell phone:  
Regulations that must be complied with:

**Local freezer (2)** -

Name:  
Contact:  
Phone:  
After-hours phone:  
Cell phone:  
Regulations that must be complied with:

Be aware, however, that not all paper-based materials can be frozen. The *Salvage of Specific Media* section indicates which materials should not be frozen. In general, bound volumes and paper records can be frozen. If necessary, most photographic materials can be frozen, although it is better to dry them immediately. Cased photographs (such as daguerreotypes, ambrotypes, tintypes) should *never* be frozen.

If there is no local freezer facility available (due to a widespread disaster or other reason), a refrigerated truck may be needed to transport materials to the nearest freezer facility. A refrigerated
truck will not freeze the collections, but it may keep them cool enough to avoid mold growth. See Appendix D: External Suppliers and Services for a source of refrigerated trucks.

2.1.2 Drying Options

There are several options for drying wet collections. The method chosen will depend on the extent of the damage to collections and to the building, the amount of material involved, the rarity/scarcity of the damaged material, the number of staff or others available to provide assistance, and the funding available for salvage. If you choose to contract out for drying services, it is important to put a contract in place with the vendor. A sample contract is provided in Appendix K: Disaster Recovery Contract.

A general summary of the drying options is provided here to assist your institution in making decisions. Remember that no drying method will undo the damage that has already been done, however. The materials will not look better after drying than they looked before drying began. However, some drying methods can minimize or prevent additional damage, and in general, the quicker collections can be dried (or frozen, as described above) the less damage there will be.

Air-Drying

Air-drying is best used for small numbers of damp or slightly wet books or documents. It is less successful for large numbers of items or for items that are very wet. It requires no special equipment and can be done on site using staff or volunteers, but it is very labor-intensive, requires a lot of space, and often results in bindings and paper that are very distorted. It is seldom successful for drying bound volumes with coated paper. There will also likely be additional costs for rehabilitating collections, such as rebinding, flattening of single sheets, and additional shelf space to store volumes that remain distorted after drying. It is important to always contact a conservator or other preservation professional about drying unique or rare materials; they will sometimes choose to air-dry the item(s) using special techniques, or they will suggest another drying option.

In general, air-drying must be done in a clean, dry environment where the temperature and humidity are as low as possible. At a minimum, temperature must be below 70 degrees Fahrenheit and humidity must be below 50%. The air should be kept moving at all times to accelerate the drying process and discourage mold growth, but care must be taken not to blow away loose documents. Single documents can be laid out on tables, floors, and other flat surfaces, protected if necessary by paper towels or clean, unprinted newsprint. Bound volumes can be dried on tables covered with plastic or unprinted newsprint. The volume should be interleaved about every fifty pages with paper towels or unprinted newsprint, and then stood on its head, fanned open, and placed on several sheets of absorbent paper. If the edges are only slightly wet, interleaving is not required. When volumes are dry, but still cool to the touch, they should be closed, laid flat on a table or other horizontal surface, gently formed into their normal shape, and held in place with a lightweight. Do not stack drying books on top of each other, and check frequently for mold growth, particularly along the gutter margin.

The above instructions provide only very general guidance; additional instructions will be needed if air-drying is to be undertaken. There are a number of resources that provide detailed directions for air-drying wet materials. See Appendix L: Additional Resources for Salvage.
Potential locations for air-drying wet collections are –

Within the building/institution –

Location: Special Collections/Archives reading room (Rm 223)
Space Available:
Contact: Laurie Whitehill Chong
Phone: 709-5927
Cell phone: 401-742-6726
After-hours phone: 401-724-0999
Pager:

Location:
Space Available:
Contact:
Phone:
Cell phone:
After-hours phone:
Pager:

Off-site –

Location:
Space Available:
Contact:
Phone:
Cell phone:
After-hours phone:
Pager:

Freezer-Drying

Books and records that are only damp or moderately wet may be dried successfully in a self-defrosting blast freezer if left there long enough. Materials should be placed in the freezer as soon as possible after becoming wet. Books will dry best if their bindings are supported firmly to inhibit initial swelling. The equipment should have the capacity to freeze very quickly, and temperatures must be below −10 degrees Fahrenheit to reduce distortion and to facilitate drying. Expect this method to take from several weeks to several months, depending upon the temperature of the freezer and the extent of the water damage. Caution is advised when using this method for coated paper, as leaves of coated paper may stick to each other.

Vacuum Freeze-Drying

This process calls for very sophisticated equipment and is especially suitable for large numbers of very wet books and records as well as for coated paper. Books and records must be frozen, then placed in a vacuum chamber. The vacuum is pulled, a source of heat introduced, and the collections, dried at temperatures below 32 degrees Fahrenheit, remain frozen. The physical process known as sublimation takes place; that is, ice crystals vaporize without melting. This means that there is
no additional swelling or distortion beyond that incurred before the materials were placed in the chamber.

Many coated papers can be difficult to dry without sticking together once they are wet. Because it is nearly impossible to determine which papers will block, all coated papers should be treated the same way for the purpose of vacuum freeze-drying: before any drying takes place, and ideally within six hours of becoming wet, materials should be frozen at -10 degrees Fahrenheit or lower. Then they may be vacuum freeze-dried with a high potential for success. Rare and unique materials can be dried successfully by vacuum freeze-drying, but leathers and vellums may not survive. Photographs should not be dried this way unless no other possibility exists. Consult a photograph conservator.

Although this method may initially appear to be more expensive because of the equipment required, the results are often so satisfactory that additional funds for rebinding are not necessary, and mud, dirt, and/or soot is lifted to the surface, making cleaning less time-consuming. If only a few books are dried, vacuum freeze-drying can indeed be expensive. However, companies that offer this service are often willing to dry one client’s small group of books with another client’s larger group, thus reducing the per-book cost and making the process affordable. See Appendix D: External Suppliers and Services for vacuum freeze-drying service providers.

**Vacuum Thermal Drying**

Books and records that are slightly to extensively wet may be dried in a vacuum thermal drying chamber into which they are placed either wet or frozen. The vacuum is drawn, and heat is introduced. Drying typically occurs at temperatures above 100 degrees Fahrenheit, but always above 32 degrees Fahrenheit. This means that the materials stay wet while they dry. It is an acceptable manner of drying wet records, but often produces extreme distortion in books, and almost always causes blocking (adhesion) of coated paper. For large quantities of materials, it is easier than air-drying and almost always more cost-effective. However, extensive rebinding or recasing of books should be expected. Given the elevated temperature used in drying, it is most appropriate for materials with short-term (under 100 years) value.

**On-Site Dehumidification**

This is the newest method to gain credibility in the library and archival world, although it has been used for many years to dry out buildings and the holds of ships. Large commercial dehumidifiers are brought into the facility with all collections, equipment, and furnishings left in place. Temperature and humidity can be carefully controlled to specifications. Additional testing is being undertaken, but the technique is certainly successful for damp or moderately wet books, even those with coated paper, as long as the process is initiated before swelling and adhesion have taken place. The number of items that can be treated with dehumidification is limited only by the amount of equipment available and the expertise of the equipment operators. This method has the advantage of leaving the materials in place on the shelves and in storage boxes, eliminating the costly, time-consuming step of moving them to a freezer or vacuum chamber. See Appendix D: External Suppliers and Services for on-site dehumidification service providers.
2.1.3 Packing

Whether collections are to be moved to another location for immediate air-drying or transported to a local freezer or commercial drying facility, the materials will need to be properly packed and the location/transport of all items will need to be documented.

The order for packing collections will depend on the extent of the damage and the institution’s salvage priorities. If collections will be frozen and vacuum-freeze dried, it is usually best to begin with the wettest materials first so that they can be frozen quickly. If only air-drying will be possible, however, it is better to begin with the collections that are the least damaged and most easily salvaged.

If sufficient staffing is available, one or more packing crews should be put together. This will be the responsibility of the Collections Recovery Specialist and the Work Crew Coordinator. See the Disaster Response Team for names and backups for these two positions. The packing crew would consist of a crew leader, box assembler, retriever of collections, wrapper, packer, sealer, record-keeper, and transporter. Book trucks, handcarts, or dollies can be used to move packed materials within the building. See Appendix C: In-House Supplies and Appendix D: External Suppliers and Services for resources.

Materials can be placed in cardboard boxes, milk crates, Rescubes, or other containers as appropriate. If cardboard boxes are used—they should be no larger than 1.5 cubic feet, they should be lined with heavy-duty trash bags to prevent them from becoming wet, and they should never be stacked more than four boxes high. Packing instructions for specific types of collections can be found in the Salvage of Specific Media section below.

If materials are muddy, sandy, or otherwise dirty, it may be necessary to rinse them before packing (assuming enough time and personnel are available). If materials have been damaged by salt water it is especially important to rinse them. Collections with soluble inks (watercolors, many manuscripts), animal skins (leather, vellum, or parchment), or works of art paper should **not** be rinsed, since rinsing may cause further damage.

The area to be used for rinsing must have running water and good drainage. Personnel should be provided with rubber boots and waterproof clothing; see Appendix D: External Suppliers and Services for resources. If deposits of dirt are light, individual folders or volumes can be rinsed with a garden hose with a spray nozzle, keeping the item tightly closed to avoid transferring dirt between the pages. If deposits are heavy, a series of 3-8 large plastic garbage cans should be set up with a garden hose running into each can and the nozzle resting at the bottom. The water should be turned on to provide a slow but continuous flow into each can. Each item should be taken to the first can, held tightly closed, and immersed, and then to subsequent cans. The last station should have a hose with a spray nozzle for a final rinse. Excess water should then be squeezed from the volumes or folders.

**Do not** try to remove mud or stubborn stains; this slows down the rinsing process and may further damage the materials. Note that the same rinsing procedure can be used for photographic materials and computer media, except that shallow dishpans or photo processing trays may be used instead of garbage cans.
2.1.4 Documentation

It is essential to document where collections were moved and what was done with them. This documentation allows the institution to keep track of which collections were damaged and where they have been taken. It will also be needed for insurance purposes. Both written and photographic documentation should be maintained. Forms that will assist in documentation are provided in Appendix E: Record-Keeping Forms. These include the Packing and Inventory forms and the Incident Report Form (which should be used to document salvage decisions and who authorized them).

In general, all boxes or other containers must be labeled on all four sides. The contents should be described as appropriate (e.g., by shelf range, call number, cabinet, drawer, record group, series). It is also helpful to indicate the quantity of material, the type of damage, the priority ranking of the material, and the destination of the container (e.g., freezer, air-drying). Alternatively, each container can be given a brief designation (e.g., floor/section and box number) and the Packing and Inventory forms can be used to record the detailed information described above.

2.1.5 Fire Damage

Collections that have been involved in a fire often also suffer water damage, which has been addressed above. Problems that result specifically from fire include charring (either completely or just around the edges), smoke or soot deposits, and smoke odor.

If collections have been charred but are still readable, they can be microfilmed or photocopied if they are of value, but great care must be exercised because the paper may be extremely brittle. Bound volumes that have been smoke-damaged or charred only around the edges can be sent to a library binder for trimming and rebinding. General materials with smoke or soot deposits on the edges can also be sent to a library binder for trimming, or they can be cleaned in-house using natural latex sponges to remove the deposits. Any rare, archival, or special collections materials should not be cleaned this way, however; a conservator should evaluate them.

For collections with a residual smoke odor, there are professional companies that specialize in deodorization. Treatment in an ozone chamber will reduce the odor, but ozone is a powerful oxidizing agent that accelerates the aging of paper, so it should not be used on archival or other intrinsically valuable materials. Another possibility is to use storage boxes that incorporate zeolites; these have been shown to be effective in odor reduction.

2.1.6 Evaluation of Salvage Efforts

Once salvage has been completed, ensure that a Collection Incident Report Form (see Appendix E: Record Keeping Forms) has been filled out completely, documenting all decisions that were made during the recovery. It is also a good idea to evaluate how successful the salvage efforts were and whether any changes need to be made to the disaster plan.
2.2 SALVAGE OF SPECIFIC MEDIA

Following are very basic initial salvage instructions for the types of material found in your collections. Please note that detailed instructions are not provided here. If you wish to add them, such instructions are referenced in Appendix L: Additional Resources for Salvage of Specific Media. Also, if you wrote in additional types of material when you filled out the online forms, you are responsible for locating salvage instructions for those materials and adding them here. Again, see Appendix L: Additional Resources for Salvage of Specific Media.


2.2.1 Archival Materials

*Documents with stable media* should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. **Do not** separate single sheets. Pick up files by their folders, interleave between folders every two inches with freezer paper, and pack in milk crates or cartons, filling them three quarters full. If it is known from the outset that the records will be vacuum freeze dried, interleaving is not necessary.

*Documents with soluble inks (felt pens, colored pens, ball point pen)* should be dried or frozen immediately. **Do not** blot the surface. Interleave between folders with freezer paper and pack in milk crates or cartons. The documents can be air-dried or vacuum freeze dried.

2.2.2 Audio Recordings, Compact Discs

Immediately air dry discs. Dry paper enclosures within 48 hours. If disks have been exposed to seawater, rinse in clean water immediately. **Do not** scratch the surface. Pack vertically in crates or cardboard cartons. Dry discs vertically in a rack. **Do not** vacuum freeze dry. However, CD cases and paper booklets can be vacuum freeze dried.

2.2.3 Books, General Collection

*General books and pamphlets* should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. **Do not** open or close wet books, and **do not** remove book covers. Gently
shape closed books to reduce the distortion set into the book on drying. If the water is very dirty, and there is enough time and help, consider rinsing; see the General Salvage section above for instructions. To pack wet books, lay a sheet of freezer paper around the cover and pack spine down in a milk crate or cardboard box. Fill boxes only one layer deep. If books have fallen open, pack them “as is” in cartons or trays, stacking them in between sheets of freezer paper and foam. Oversized volumes can be packed flat in cartons or bread trays, 2-3 books deep.

*Books with coated papers* will stick together unless frozen or dried quickly. Freeze them, or keep them wet in cold water until they can be air-dried.

### 2.2.4 Books, Rare

*Cloth bindings* should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. **Do not** open or close wet books, and **do not** separate the covers. To pack wet books, lay a sheet of freezer paper around the cover and pack spine down in a milk crate or cardboard box. Fill boxes only one layer deep. If books have fallen open, pack them “as is” in cartons or trays, stacking them in between sheets of freezer paper and foam. Oversized volumes can be packed flat in cartons or bread trays, 2-3 books deep.

*Leather and vellum bindings* must be air-dried under the supervision of a conservator, as they distort and disintegrate in water and are highly susceptible to mold growth. Dry them immediately or freeze them (if many books are involved) until they can be thawed and air-dried. **Do not** open or close wet books, and **do not** remove the covers. To pack them for freezing, separate with freezer paper and pack spine down in a milk crate or cardboard box, filling the box only one layer deep.

### 2.2.5 Computer CDs/CD-ROMs

If discs have been exposed to seawater, wash them in tap water immediately. Immediately air dry discs. Dry paper enclosures within 48 hours. **Do not** scratch the surface during rinsing or packing. Pack vertically in crates or cardboard cartons.

### 2.2.6 Computer Disks, Magnetic

First consult with appropriate personnel to determine whether undamaged backups of data are available; if so, salvage may not be necessary. Separate into categories: dry, wet enclosures only, and wet media. If water has condensed inside disks, treat them as wet. Air dry disks; **do not** freeze. **Do not** touch disk surface with bare hands. Keep wet until they can be air-dried, and pack vertically in plastic bags or tubs of cold water.

### 2.2.7 DVDs

Immediately air dry discs. Dry paper enclosures within 48 hours. **Do not** scratch the surface. Pack vertically in crates or cardboard cartons. Dry discs vertically in a rack. **Do not** vacuum freeze dry.
2.2.8 Film, Motion Picture

If only the outside of the can is wet, dry the container and relabel it if necessary. If the film is wet, fill the can with cold water and replace the lid. Pack into plastic pails filled with cold water or cardboard cartons lined with garbage bags. Arrange with a film processor to rewash and dry within 48 hours.

2.2.9 Maps and Plans

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

*Stable media* should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. Use extra caution if folded or rolled. Pack in map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood.

*Soluble media (maps and plans by reproductive processes and hand-colored maps)* should be immediately frozen or dried. They can be air-dried or vacuum freeze dried. **Do not** blot. Interleave between folders and pack in map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood.

*Drafting linens* should be immediately frozen or dried. They are coated with starch and may stick together like coated papers. They can be air-dried by separating sheets and interleaving or vacuum freeze dried. **Do not** blot the surface, and avoid pressure—inks can smear away. Pack in containers lined with plastic—map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood.

*Maps on coated papers* should be immediately frozen or dried. Vacuum freeze drying is preferred. Pack in containers lined with plastic—map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood.

2.2.10 Microfiche

Microfiche should be frozen or dried within 48 hours. They should be air-dried immediately or thawed later and air-dried. To pack, interleave between envelopes and pack in milk crates.

2.2.11 Microfilm

*Microfilm rolls* should be rewashed and dried within 48 hours by a microfilm processor. **Do not** remove the film from the boxes; hold the boxes (and labels) together with rubber bands. Keep film wet. Wrap five cartons of film into a block with plastic wrap. Pack the blocks into a cardboard box lined with garbage bags.
Microfilm strips in jackets should be frozen or dried within 48 hours. They should be air-dried immediately or thawed later and air-dried. To pack, keep wet and pack in plastic bags inside a pail or box.

Aperture cards should be frozen or dried within 48 hours. They should be air-dried immediately or thawed later and air-dried. To pack, keep wet and pack in plastic bags inside boxes.

2.2.12 Photographic Prints, Black and White

Albumen prints should be frozen or dried within 48 hours. They should be air-dried immediately or thawed and air-dried later. Do not touch the binder with bare hands. Interleave between groups of photographs with freezer paper.

Matte and glossy collodion prints should be frozen or dried within 48 hours. They should be air-dried immediately, thawed and air-dried later, or vacuum freeze dried. Avoid abrasion. Do not touch the binder with bare hands.

Silver gelatin printing out and developing out papers should be frozen or dried within 48 hours. Drying methods in order of preference are: air dry immediately, thaw and air-dry later, or vacuum freeze dry. Do not touch the emulsion with bare hands. To pack, keep wet and pack in plastic bags inside boxes.

Carbon prints and Woodburytypes should be frozen or dried immediately. They should be air-dried or thawed and air-dried later. Handle them carefully, due to swelling of the binder. Pack horizontally.

Photomechanical prints (e.g., collotypes, photogravures) and cyanotypes should be frozen or dried within 48 hours. They should be air-dried or vacuum freeze dried. Do not separate single sheets. To pack, interleave every two inches with freezer paper and pack in boxes or crates.

2.2.13 Photographic Prints, Color

Dye transfer prints should be air-dried face up immediately. The recovery rate is poor. Do not touch the emulsion and transport horizontally.

Chromogenic prints and negatives should be frozen or dried within 48 hours. Drying methods in order of preference are: air dry immediately, thaw and air-dry later, or vacuum freeze dry. Do not touch the binder with bare hands. To pack, keep wet and pack in plastic bags inside boxes.

2.2.14 Posters

Freeze or dry immediately. Vacuum freeze-drying is preferred due to coated paper. Can also be air-dried by separating pages and interleaving. Keep wet in containers lined with garbage bags.
2.2.15 Scrapbooks

*Scrapbooks* should be frozen or dried within 48 hours. If the scrapbook is not boxed and the binding is no longer intact, wrap in freezer paper before freezing. Vacuum freeze drying is preferred, although it should not be used for photographs. If scrapbooks are to be vacuum freeze dried, the photographs should be removed first. Air drying may be used for small quantities that are only damp or water-damaged around the edges. The scrapbooks should not have large amounts of coated paper or soluble adhesives. **Do not** move items until an area has been prepared to receive them. Large scrapbooks must be supported with boards.

2.2.16 Serials

*Serials not on coated paper* should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. **Do not** open or close wet volumes, and **do not** separate the covers. To pack them, separate with freezer paper and pack spine down in a milk crate or cardboard box. The box should be filled only one layer deep.

*Serials on coated paper* should be frozen or dried immediately to prevent the pages from sticking together. Vacuum freeze drying is preferred, although air drying by fanning the pages and interleaving is possible. **Do not** open or close wet volumes, and **do not** separate the covers. Keep the items wet and pack them spine down in containers lined with garbage bags.

2.2.17 Transparencies, Color

Mounted *color slides and chromogenic color transparencies* should be frozen or dried within 48 hours. Drying methods in order of preference are: air dry in mounts if possible, thaw and air dry, or vacuum freeze dry. Handle by mounts or edges. To pack, keep wet and pack in plastic bags inside a box.

*Additive color transparencies (Autochromes, Dufaycolor)* have a poor recovery rate because the dyes dissolve. They should be packaged to prevent damage. If they become wet, air dry immediately. **Do not** freeze. Handle carefully due to loose binding tapes and glass.

2.2.18 Videotapes

Immediately rinse off tapes soaked by dirty water. Dry within 48 hours if they have paper boxes and labels. Otherwise, tapes can stay wet for several days. **Do not** freeze. Air dry. **Do not** touch magnetic media with bare hands. To pack, keep tapes wet in plastic bags. Pack vertically in plastic crates or tubs.

2.2.19 Other (Salvage of Specific Media)

Artists’ Books
(The following is adapted from Fox, Lisa, Disaster Preparedness Workbook for U.S. Navy Libraries and Archives, and Wellheiser, Joanna and Jude Scott, An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries, and Records Centres. See bibliography for full citations.)

Rehabilitation of collections is the process of returning collections to a usable state once they have been salvaged. Once wet collections have been dried, they are not simply ready to put back on the shelf. Depending on the nature and extent of the disaster, the rehabilitation process may be relatively quick and easy, or it may take a great deal of time and money. If there is a great deal to be done, it may be necessary to hire and/or train additional personnel to handle the work. Unfortunately there is no quick or easy way to make rehabilitation decisions; all damaged items must be examined and sorted, and categorized according to their needs.

Options for rehabilitation of water-damaged collections include –

- **Cleaning** – Some materials may have been rinsed before being allowed to dry. If dry paper-based collections still have mud or other debris, they can be cleaned by brushing or vacuuming. However, any works of art or other valuable materials need to be cleaned by a conservator. If materials have sewage contamination, they should be discarded or cleaned by a professional.

- **Repair and rebinding** – If trained staff is available, it may be possible to do minor repairs to books and paper documents in-house. If there are a large number of books requiring rebinding, they should be sent to a commercial binder.

- **Professional conservation treatment** – Treatment by a conservator is usually reserved for materials of significant value, due to the high cost of treating individual items. Treatment might include cleaning, removal of stains, rebinding, etc.

- **Rehousing/relabeling** – Water-damaged boxes, folders, envelopes, sleeves, etc. will need to be replaced. Be sure to copy all identification information to the new enclosures. It may also be necessary to replace labels, card pockets, book plates, security tags, and other items.

- **Data verification** – Tapes and disks that have been dried onsite or sent out to a commercial company for recovery need to be checked to verify that the data is readable.
Options for rehabilitation of fire-damaged materials include –

• **Cleaning** – Dry-cleaning can be used to remove smoke and soot deposits. Vacuuming, cleaning with dry-chemical sponges, or dry-cleaning powder and erasers are common methods. Wet cleaning should not be used.

• **Odor removal** – For collections with a residual smoke odor, there are professional companies that specialize in deodorization. Treatment in an ozone chamber will reduce the odor, but ozone is a powerful oxidizing agent that accelerates the aging of paper, so it should not be used on archival or other intrinsically valuable materials. Another possibility is to use storage boxes that incorporate zeolites; these have been shown to be effective in odor reduction. Placing collections in an enclosed container with baking soda, activated charcoal, or kitty litter may also help (these materials should not come into direct contact with the collections, however).

• **Recovery of information in charred items** – In rare cases of collections that are badly charred but very important, it may be possible for a forensic science laboratory to retrieve information from the materials. This treatment is very expensive and would only be justified for unusually valuable items.

• **Repair and rebinding** – As with water-damaged collections, charred items can be repaired and rebound. Charred edges would be trimmed and the volumes rebound, as long as the pages are not too brittle.

• **Professional conservation treatment** – As with water-damaged collections, treatment by a conservator is usually reserved for materials of significant value, due to the high cost of treating individual items.

• **Rehousing/relabeling** – Boxes, folders, and other enclosures that have suffered fire damage will need to be replaced. In addition, items that have suffered fire damage may be very brittle and may need special enclosures to protect them from future damage.

Also remember that additional activities will be required before collections can be returned to the shelves. Catalog records and finding aids will need to be updated to reflect any withdrawals, replacements, or other changes. Furnishings and shelving will need to be cleaned, repaired, and/or replaced. Finally, the collections themselves will need to be reshelved or refilled.

In some cases, rehabilitation of the collections may not be possible due to excessive damage, or rehabilitation may be more expensive than other options such as replacement. Thus, in making rehabilitation decisions, there are several alternatives that must be considered. It may be possible to discard some damaged materials, if they are non-essential or easily replaced. There are several options for replacement: photocopying, microfilming, purchase of a replacement copy, or purchase of a reprint or other edition.

It is difficult to plan ahead for specific rehabilitation activities, since it is impossible to know the extent or nature of the disaster in advance. When the time comes to plan for rehabilitation, these general planning issues will need to be considered –

• What specific steps are needed for each rehabilitation activity?

• Who will carry them out?
• Who will supervise the work?
• Where will the work be done?
• Will temporary storage space be needed?
• What kind of work flow makes sense?
• Who will have authority to discard badly damaged items?
• What funds will be available? From the operating budget? From insurance?
• How should rehabilitation priorities be set to allow quick resumption of essential services?
• How much of the work can be done by staff and how much needs to be contracted out?
APPENDIX A

FACILITIES INFORMATION

A.1 Utility/Shut-Off Control Locations and Procedures

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
<th>Procedures</th>
</tr>
</thead>
</table>

A.2 Fire Protection Systems

Fire alarm pull boxes

Fire alarm pull box
Main floor
2nd floor
Main floor
Main floor
Mezzanine
Mezzanine
Mezzanine
Mezzanine
2nd floor
2nd floor
Location
behind reference desk
Corridor staircase door near Archives/Special Collections
Stairwell by staff elevator
Stairwell by handicapped elevator
North end, by periodical shelving A’s
North end exit door
South end exit door
Across from staff elevator
By emergency staircases outside both doors to Picture Collection
Corridor staircase door near Tech Services

Fire extinguishers
<table>
<thead>
<tr>
<th>Type of extinguisher</th>
<th>Location</th>
<th>Date of last inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>First floor: Circulation desk, outside rm. 119</td>
<td>monthly</td>
</tr>
<tr>
<td>ABC</td>
<td>Copy station, by color printer</td>
<td>monthly</td>
</tr>
<tr>
<td>ABC</td>
<td>Mezzanine: north end, near handicap lift</td>
<td>monthly</td>
</tr>
<tr>
<td>ABC</td>
<td>Mezzanine: south end, near staff elevator</td>
<td>monthly</td>
</tr>
<tr>
<td>ABC</td>
<td>Second floor: Special Collections rm. 220</td>
<td>monthly</td>
</tr>
<tr>
<td>ABC</td>
<td>Wall inset, outside rm. 223, (Archives/Spec. Collections reading room)</td>
<td>monthly</td>
</tr>
<tr>
<td>ABC</td>
<td>Wall inset, between rm. 204 and 207, (Visual Resources &amp; Picture Coll.)</td>
<td>monthly</td>
</tr>
<tr>
<td>ABC</td>
<td>Wall inset, in alcove by staff elevator</td>
<td>monthly</td>
</tr>
<tr>
<td>ABC</td>
<td>Wall mounted in staff mailroom, by copier</td>
<td>monthly</td>
</tr>
</tbody>
</table>

**Smoke and heat detectors**

<table>
<thead>
<tr>
<th>Type of detector</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date of last inspection/maintenance:</td>
</tr>
<tr>
<td></td>
<td>Date system was last tested:</td>
</tr>
<tr>
<td></td>
<td>Description of monitoring procedures:</td>
</tr>
</tbody>
</table>

*Detection system monitoring agency*

<table>
<thead>
<tr>
<th>Name/Organization:</th>
<th>Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phone:</td>
</tr>
<tr>
<td></td>
<td>After-hours phone:</td>
</tr>
<tr>
<td></td>
<td>Pager:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
</tbody>
</table>

*Detection system service company*

<table>
<thead>
<tr>
<th>Name/Organization:</th>
<th>Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phone:</td>
</tr>
<tr>
<td></td>
<td>After-hours phone:</td>
</tr>
<tr>
<td></td>
<td>Pager:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
</tbody>
</table>

**Sprinklers**

Description of monitoring procedures: No entry

*Sprinkler system monitoring agency*
Name/Organization:
Contact:

Phone:
After-hours phone:
Pager:
Email:

Sprinkler system service company

Name/Organization:
Contact:

Phone:
After-hours phone:
Pager:
Email:

Gaseous Fire Suppression

Description of monitoring procedures: No entry

Gaseous systems monitoring agency

Name/Organization:
Contact:

Phone:
After-hours phone:
Pager:
Email:

Gaseous systems service company

Name/Organization:
Contact:

Phone:
After-hours phone:
Pager:
Email:
A.3 Water Detectors

Type of water detector | Location
sprinkler system

Description of monitoring procedures: No entry

Water detector monitoring agency

Name/Organization:
Contact:
Phone:
After-hours phone:
Pager:
Email:

A.4 Security

Location | Type of security
security guards at building entrance 24/7

Date of last inspection of automated security system: No entry

Location of access codes for automated security system: No entry

Description of monitoring procedures: No entry

Security monitoring agency

Name/Organization:
Contact:
Phone:
After-hours phone:
Pager:
Email:

Security system service company

Name/Organization:
Contact:
Phone:
After-hours phone:
Pager:
Email:
### A.5 Building Access

<table>
<thead>
<tr>
<th>Staff member</th>
<th>Type of access</th>
<th>Area(s) person may access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Library Services</td>
<td>key/card</td>
<td>master key to all locked areas/id card for keypad access</td>
</tr>
<tr>
<td>Carol Terry</td>
<td>key/card</td>
<td>key to Special Collections (rm.219); Special Collections/Archives reading room (rm 223); personal office (rm 202),(rm. 203)/ card access to key pads</td>
</tr>
<tr>
<td>Archivist Andrew Martinez</td>
<td>key/card</td>
<td>key access to main library entrance; personal office (rm.108)/ card access to keypads</td>
</tr>
<tr>
<td>Reading Services Librarian</td>
<td>key/card</td>
<td>key access to main library entrance; personal office (rm.105)/ card access to keypads</td>
</tr>
<tr>
<td>Claudia Covert</td>
<td>key/card</td>
<td>key access to main library entrance; personal office (rm.118)/ card access to keypads</td>
</tr>
<tr>
<td>Reference Librarian Ellen Portraits</td>
<td>key/card</td>
<td>key access to main library entrance; personal office (rm.119); Picture Collection (rm. 207)/ card access to keypads</td>
</tr>
<tr>
<td>Circulation Manager Gail Geisser</td>
<td>key/card</td>
<td>key access to main library entrance; Circ. office (rm.119)/ card access to keypads</td>
</tr>
<tr>
<td>Senior Circ. Assistant/Stack Supervisor Mark Sweeney</td>
<td>key/card</td>
<td>access to main library entrance; key access to the three offices in Technical Services (rms. 214, 215, 217), Picture Collection (rm. 207)(rm. 209); Visual Resources (rm. 204)(rm. 205) / card access to keypads</td>
</tr>
<tr>
<td>Sr. Library Assistant, Circ./Serials Stephen Mc-Caughey</td>
<td>key/card</td>
<td>key to Special Collections (rm.219); card access to keypads</td>
</tr>
<tr>
<td>Technical Services Librarian</td>
<td>key/card</td>
<td>key to Special Collections (rm.219)(rm.218); Special Collections/Archives reading room (rm 223); personal office (rm. 203),(rm. 202); Graphic Design Archive (rm. 229)/ card access to keypads</td>
</tr>
<tr>
<td>Robert Garzillo</td>
<td>key/card</td>
<td></td>
</tr>
<tr>
<td>Cataloger/Reference Librarian</td>
<td>key/card</td>
<td></td>
</tr>
<tr>
<td>Elinor Nacheman</td>
<td>key/card</td>
<td></td>
</tr>
<tr>
<td>Special Collections Librarian</td>
<td>key/card</td>
<td></td>
</tr>
<tr>
<td>Laurie Whitehill Chong</td>
<td>key/card</td>
<td></td>
</tr>
</tbody>
</table>

Location of access codes for automated security system: campus card services

Indicate how the fire department would gain access to the building, if necessary: security guards at
building entrance 24/7, with key/card access to all points

A.6 Climate Control Systems

**Heating System**

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
<th>Procedures for operation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Heating system service company</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name/Organization:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact:</td>
<td></td>
<td></td>
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<tr>
<td>Phone:</td>
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<tr>
<td>After-hours phone:</td>
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<td>Pager:</td>
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</tr>
<tr>
<td>Email:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date of last inspection and maintenance of the heating system:

**Cooling System**

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
<th>Procedures for operation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cooling system service company</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name/Organization:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact:</td>
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<td>Phone:</td>
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<tr>
<td>After-hours phone:</td>
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<td>Pager:</td>
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<tr>
<td>Email:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date of last inspection and maintenance of the cooling system:
APPENDIX B

DISASTER TEAM
RESPONSIBILITIES

Disaster Team Leader: Activates the disaster plan; coordinates all recovery activities; consults with and supervises all members of the disaster team; establishes and coordinates an internal communications network; and reports to the director or governing body, as appropriate. Important: be sure that this person has authorization to act from the upper levels of the administration, if necessary.

Administrator/Supplies Coordinator: Tracks personnel working on recovery; maintains in-house disaster response supplies; orders/coordinates supplies, equipment, and services with other team members; authorizes expenditures; deals with insurance company.

Collections Recovery Specialist: Keeps up to date on collections recovery procedures; decides on overall recovery/rehabilitation strategies; coordinates with administrator regarding collections-related services/supplies/equipment, such as freezing and vacuum freeze drying services; trains staff and workers in recovery and handling methods.

Work Crew Coordinator: Coordinates the day-to-day recovery work of library staff and volunteers to maintain an effective workflow; arranges for food, drink, and rest for staff, volunteers, and other workers.

Subject Specialist/Department Head: Assesses damage to the collections under his/her jurisdiction; decides what will be discarded and what will be salvaged; assigns salvage priorities among collections. Unless the institution is very small, there will be more than one subject specialist.

Technology Coordinator: Assesses damage to technology systems, such as hardware, software, telecommunications; decides on recovery/rehabilitation strategies; sets priorities for recovery; coordinates with administrator for external services/supplies/equipment related to technology.

Building Recovery Coordinator: Assesses damage to the building and systems; decides on recovery/rehabilitation strategies for the building; coordinates with administrator for external services/supplies/equipment related to building recovery.

Security Coordinator: Maintains security of collections, building, and property during response
and recovery; oversees response to medical emergencies.

**Public Relations Coordinator:** Coordinates all publicity and public relations, including communication with the media and the public. Provides regular updates of information to the media and the public. Takes names and phone numbers of potential volunteers.

**Documentation Coordinator:** Maintains a list of the priorities for recovery; keeps a written record of all decisions; maintains a written and photographic record of all damaged materials for insurance and other purposes; tracks collections as they are moved during salvage and treatment.
APPENDIX C

IN-HOUSE SUPPLIES

C.1 Basic Disaster Supply Kit

Person responsible for inventorying supplies/equipment: Senior Lib. Assist., Tech Services Marc Calhoun

Frequency of inventory (four times per year is recommended):

<table>
<thead>
<tr>
<th>Item</th>
<th>Recommended Quantity</th>
<th>Quantity</th>
<th>Location(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aprons, plastic</td>
<td>1 box (100)</td>
<td>24</td>
<td>8 in each react pak</td>
</tr>
<tr>
<td>Book trucks, hand carts</td>
<td>2</td>
<td></td>
<td>supply room</td>
</tr>
<tr>
<td>Brooms and dustpans</td>
<td>2</td>
<td></td>
<td>facilities</td>
</tr>
<tr>
<td>Buckets (plastic)</td>
<td>2</td>
<td>2</td>
<td>supply closet</td>
</tr>
<tr>
<td>Camera with film (disposable)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clipboard</td>
<td>2</td>
<td>3</td>
<td>1 in each react pak</td>
</tr>
<tr>
<td>Dehumidifiers, portable</td>
<td>2</td>
<td></td>
<td>facilities</td>
</tr>
<tr>
<td>Ear plugs</td>
<td>20 pairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension cords (50 ft., grounded)</td>
<td>2</td>
<td>1</td>
<td>supply room ; facilities</td>
</tr>
<tr>
<td>Item</td>
<td>Qty</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----</td>
<td>--------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Fans, portable</td>
<td>2</td>
<td>portable 2</td>
<td></td>
</tr>
<tr>
<td>First aid kit</td>
<td>1</td>
<td>2 circ.; tech services</td>
<td></td>
</tr>
<tr>
<td>Flashlights (waterproof)</td>
<td>4</td>
<td>4 (or one per department) 4</td>
<td></td>
</tr>
<tr>
<td>Freezer bags (polyethylene, various sizes)</td>
<td>40</td>
<td>1 box gallon zip lock</td>
<td></td>
</tr>
<tr>
<td>Garbage bags, plastic (30 or 42 gallon)</td>
<td></td>
<td>1 box (40) 32 bags 42 gallon size</td>
<td></td>
</tr>
<tr>
<td>Gloves (nitrile)</td>
<td>1</td>
<td>box (100) 1 pack (8) supply room</td>
<td></td>
</tr>
<tr>
<td>Markers (waterproof)</td>
<td>1</td>
<td>pkg.</td>
<td></td>
</tr>
<tr>
<td>Masks, protective</td>
<td>1</td>
<td>box (20) 6 2 in each react pak</td>
<td></td>
</tr>
<tr>
<td>Milk crates/Rescubes</td>
<td>50</td>
<td>12 4 crates/8 rescubes</td>
<td></td>
</tr>
<tr>
<td>Mops</td>
<td>2</td>
<td>3 in react paks; facilities</td>
<td></td>
</tr>
<tr>
<td>Paper - absorbent white blotter paper</td>
<td>200</td>
<td>sheets (11 inches x 13 inches - each)</td>
<td></td>
</tr>
<tr>
<td>Paper - uninked newsprint (used for</td>
<td>2</td>
<td>2 large rolls (15 inches x 1100 feet - each)</td>
<td></td>
</tr>
<tr>
<td>interleaving wet materials)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper pads (for clipboards)</td>
<td>1</td>
<td>pkg of 12 supply room; each react pak</td>
<td></td>
</tr>
<tr>
<td>Paper towels</td>
<td>1</td>
<td>case (30 rolls) 6 rolls supply room; facilities</td>
<td></td>
</tr>
<tr>
<td>Pencils (sharpened)</td>
<td>1</td>
<td>pkg of 12 supply room; each react pak</td>
<td></td>
</tr>
<tr>
<td>Pencils sharpener (handheld)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Plastic sheeting, heavy (polyethylene) 5 rolls

Scissors 2

Sponges cellulose 2

Tape (clear, 2 inches wide, with dispenser) 1 roll

Tape (duct) 2 roll

Tape (yellow caution) 1 roll

Toolkit (crowbars, hammers, pliers, flat-head and philips-head screwdrivers) 1

Utility knife 1

Utility knife blades Package of 5

Waxed or freezer paper 7 boxes (75 feet each)

Wet/dry vacuum 2

C.2 Additional Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Location(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boots, rubber (or galoshes)</td>
<td>3 pairs</td>
<td>in each react pak</td>
</tr>
<tr>
<td>Boxes, cardboard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bubble wrap</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clothesline (nylon or 30 lb. monofilament)</td>
<td>1</td>
<td>supply room</td>
</tr>
<tr>
<td>Clothespins</td>
<td>1 pk. (24)</td>
<td>supply room</td>
</tr>
</tbody>
</table>
Glasses (protective)

Hard hats

Labels, self adhesive (even when wet)

Radio, battery-operated (with weather band)

Sponges, dry chemical (for removing soot)

Sump pump (portable)

Tables, portable folding

Tags with twist ties

Trash cans

Walkie-Talkies
APPENDIX D

EXTERNAL SUPPLIERS AND SERVICES

D.1 Freezing Services

Greylawn Foods
2032 Plainfield Pike
Cranston, RI 02919
Contact: Dennis Almonte
Phone: (401) 944-7115
Cell: (401) 944-6455
Services: Freezer storage

Rhode Island Cold Storage
1 Noyes Avenue, Building #2
East Providence, RI 02916
Phone: (401) 438-4555 or (800) 637-0040
Website: www.capecodice.com
Contact: David Fernandes Cell: (401) 230-5608
Services: Long term freezer space available (0 degrees to +5). Emergency service available 7 days per week.

Local freezer (1) -

Name/Organization:
Contact:
Phone:
After-hours phone:
Cell phone:
Regulations that must be complied with:
D.2 Building Recovery/Collection Salvage Services

There are a relatively small number of reputable companies experienced in salvaging buildings and collections (e.g., drying and cleaning buildings, wet books, documents, computer date, microfilm, and audio/video) for cultural institutions. The names of recommended companies follow. The list contains vendors that have been used by Rhode Island cultural institutions.

American Freeze-Dry, Inc.
411 White Horse Pike
Audubon, NJ 08106
Contact: John Zioance
Phone: (856) 546-0777
Cell: (609) 458-0510
Hours: 24 hour emergency service
American Freeze-Dry is able to vacuum freeze-dry 50 cubic feet of wetted library materials (approximately 625 volumes) at a cost of $55-60 per cubic foot. The company can also make arrangements for larger quantities with McDonnell-Douglas (thermal-vacuum drying) or a Canadian company with a 500-cubic foot vacuum freeze-dry chambers.

Belfor
185 Oakland Avenue, Suite 300
Birmingham MI 48009
Toll free phone: (800) 856-3333
Fax: (248) 594-1133
www.belfor.com
Disaster recovery and recovery planning services, vacuum freeze drying
Blackmon-Mooring Steamatic Catastrophe, Inc. (BMS-Cat)
303 Arthur Street
Fort Worth, Texas 76107
http://www.bmscat.com
Toll free: (800) 433-2940 (24-hour hotline)
Phone: (817) 332-2770
Fax: (817) 332-6728
Contact: Rebecca Cesa, Scott Devier
Hours: 8:00 am - 5:00 pm M-F
Disaster recovery services, odor removal, vacuum freeze drying.
BMS-Cat provides extensive recovery and restoration services and is able to handle almost any size emergency. Recovery services include paper-based materials as well as electronic equipment and magnetic media. Book and document collections are vacuum freeze dried for approximately $40 per cubic ft. based on a 500 cubic foot (approx. 6,250 volumes) load, BMS Cat offers a free standby service agreement that create a customer profile, capturing information that is vital in an emergency prior to the event. A portable blast freezer is available.

Document Reprocessors
5611 Water Street
Middlesex (Rochester), New York 14507
http://www.documentreprocessors.com
Toll free: (888) 437-9464 (24-hour hotline)
Phone: (585) 554-4500
Fax: (585) 554-4114
Contact: Alberta Keppan
Hours: 8:00 am - 5:00 pm M-F, 24-hour hotline
Vacuum freeze-drying, disaster recovery of computer media, microfiche and microfilm books, business records.
Uses vacuum freeze-drying to recover water damaged materials. The vacuum freeze-dry chamber has an 800-cubic ft. capacity that translates to approx. 10,000 volumes. The rate for freeze-drying varies but is generally about $60 per cubic foot. Document Reprocessors also has a thermal freeze-drying process that employs heat and a cold trap. During the drying operation, materials cycle between from .40 to 60 degrees.
Midwest Freeze-Dry, Ltd.
Midwest Center for Stabilization & Conservation
7326 North Central Park
Stokie, IL 60076
Phone: (847) 679-4756
Fax: (847) 679-4756
http://www.midwestfreezedryltd.com
Hours: open by appointment M - F, 24-hour call monitoring
Freeze drying of historical volumes, manuscripts, microfilm, blueprints. Uses vacuum freeze-drying to salvage wet books and documents. Their chamber will hold 150 milk crates (approx. 2,500 cubic feet, or 31,250 volumes). The cost to dry materials is based on the amount of water extracted from materials. Please call for price.

Munters Corporation . Moisture Control Services
79 Monroe Street
Amesbury, MA 01913
http://www.muntersmcs.com
Toll free: (800) 686-8377 (24-hour hotline)
Phone: (978)388-4900
Fax: (978) 241-1215
Hours: 7:30 am - 8:00 pm M - F, 24-hour hotline
Disaster recovery services, building dehumidification, drying services, microfilm drying services. Will dry to customer's specifications or will recommend an appropriate method. Choices include: vacuum freeze-drying, in-situ drying through dehumidification, or stabilization by freezing materials to be dried at a later time. The vacuum freeze-dryer has a 100-cubic foot, or 1,250 volume capacity. Cost is approximately $50 per cubic foot with a reduction for quantities greater than 500-cu.ft.

Solex Environmental Systems
P.O. Box 460242
Houston, TX 77056
Toll free (800) 548-0484 (24-hour hotline)
Phone: (713) 963-8600
Fax: (713) 461-5877
Hours: 8:00 am . 6:00 pm M - F, 24-hour hotline
Disaster recovery, dehumidification, building drying services. Specialty is drying wet materials. Solex's cryogenic dehydration chamber can accommodate a 40-ft. trailer of materials. Solex also offers vacuum freeze-drying and additional services, such a dehumidification of large spaces. The vacuum freezer has a capacity of 1,000 cubic feet (12,500) volumes at $40 per cubic foot. The minimum job is 250 cubic feet.

D.3 Microfilm Salvage

Eastman Kodak Company
Disaster Recovery Laboratory
Reprocesses original camera films (only Kodak brand) free of charge. There is no limit on the number of rolls. Films should be packaged according to Kodak’s instructions, which are given when Kodak is notified.

New England Micrographics
750 E. Industrial Park Drive
Manchester, NH 03109
Toll Free: (800) 340-1171
Telephone: (603) 625-1171
Fax: (603) 625-2515
Email: sales@nemicrographics.com
URL: http://www.nemicrographics.com

Reprocesses any amount of water-damaged microfilm, and also provides off-site storage for microfilm and computer media. Cost is based on the size and nature of the request. Works with Fuji film and also Ilford color film.

D.4 Salvage - Electronic Data & Equipment

Aver Drivetronics Data Recovery Service
42-220 Green Way, Suite B
Palm Desert, CA 92211
Telephone: (760) 568-4351
Fax: (760) 341-8694
Email: aver@averdrivetronics.com
URL: http://www.averdrivetronics.com/

In business since 1979. Specializing in repairing damaged data caused by hardware failure, virus contamination, and user error.

Data Mechanix Services
18271 McDermott Street, Suite B
Irvine, CA
Toll Free: (800) 886-2231
E-mail: help@datamechanix.com
URL: http://www.datamechanix.com

Specializing in the rescue of lost data from hard disk drives and other storage media.

Data Recovery Labs
85 Scarsdale Road, Suite 100
Toronto, ON M3B 2R2
Canada
Toll Free: (800) 563-1167
Provides custom-engineered data recovery solutions and data evidence investigations. Free pre-recovery analysis.

**Data Recovery and Reconstruction (Data R&R)**
P.O. Box 35993
Tucson, AZ 85740
Telephone: (520) 742-5724
E-mail: datarr@datarr.com
URL: http://www.datarr.com

A charge of $75.00/per drive is required for decontamination of fire- or water-damaged drives. Offers a $150.00 discount for non-profit organizations. No charge for preliminary diagnostics.

**ECO Data Recovery**
4115 Burns Road
Palm Beach Gardens, FL 33410
Toll Free: (800) 339-3412
Telephone: (561) 691-0019
Fax: (561) 691-0014
Email: info@eco-datarecovery.com
URL: http://www.eco-datarecovery.com

Specializing in electronic data retrieval and restoration of failed hard drives.

**ESS (Electronic System Services)**
239 South Lewis Lane
Carbondale, IL 62901
Toll Free: (800) 237-4200
Toll Free: (888) 759-8758
Telephone: (618) 529-7779
Fax: (618) 529-5152
E-mail: info@savemyfiles.com
URL: http://www.datarecovery.org

Charges no evaluation fee, and can provide 24-hour turnaround. Disks may be sent to the address above with or without prior approval. Please enclose your contact information with your hard drive.

**Excalibur**
101 Billerica Avenue
5 Billerica Park
North Billerica, MA 01862-1256
A computer recovery service that can recover data from loss caused by many types of disaster. They have experience working with many types of media and more than twenty operating systems.

Micro-Surgeon
6 Sullivan Street
Westwood, NJ 07675
Telephone: (201) 666-7880
After 5:00 PM EST: (201) 619-1796 (please enter "#" after leaving your number)
E-mail: info@msurgeon.com
URL: http://msurgeon.com/

Offers evaluations based upon a flat rate of $75 per drive and includes all diagnostic services related to determination of recovery feasibility. Special discounts for the educational market are offered.

Ontrack
6321 Bury Drive
Eden Prairie, MN 55346
Toll Free: (800) 872-2599
Phone: (952) 937-5161
Fax: (952) 937-5750
URL: http://www.ontrack.com

Offers emergency and on-site data recovery services as well as Remote Data Recovery (RDR);

Restoration Technologies, Inc.
3695 Prairie Lake Court
Aurora, IL 60504
Toll Free: (800) 421-9290
Fax: (708) 851-1774

Offers a broad range of cleaning services, from cleaning and disinfecting heating ventilation and air conditioning systems (HVAC), to computer media. However their specialty is electronic equipment, including computers, printers, video tape recorders, cameras, etc.

TexStar Technologies
3526 FM 528, Suite 200
Friendswood, Texas 77546
Telephone: (281) 282-9902
Fax: (281) 282-9904
Email: texstar@texstartech.com
URL: http://www.texstartech.com/index.html

Specializes in data recovery, computer security, software design, systems integration, and Internet services.
D.5 Salvage - Magnetic Media

Film Technology Company, Inc.
726 North Cole Avenue
Los Angeles, CA 90038
Telephone: (213) 464-3456
Fax: (213) 464-7439
E-mail: alan@filmttech.com
URL: http://www.filmttech.com

Nitrate movie film duplication

John E. Allen, Inc.
116 North Avenue
Park Ridge, NJ 07656
Telephone: (201) 391-3299
Fax: (201) 391-6335

Nitrate movie film duplication

Karl Malkames
1 Sherwood Place
Scarsdale, NY 10583
Telephone: (914) 723-8853

Nitrate movie film duplication

Restoration House
Film Group, Inc.
PO Box 298
Belleville, ON K8N 5A2
Canada
Telephone: (613) 966-4076
Fax: (613) 966-8431

Nitrate movie film duplication

Seth B. Winner Sound Studios, Inc.
2055 Whalen Avenue
Merrick, NY 11566-5320
Telephone: (516) 771-0028 or (212) 870-1707
Fax: (516) 771-0031
Contact: Seth B. Winner
Email: Seth.B.Winner@worldnet.att.net

Consulting and treatment of audio tape collections. Able to work with a variety of formats.

Smolian Sound Studios
1 Wormans Mill Court
Frederick, MD 21701
Well known for offering all types of audiotape restoration. Also works with acetate and shellac discs.

**SPECS Brothers**  
PO Box 5  
Ridgefield Park, NJ 07660  
Toll Free: (800) 852-7732  
Telephone: (201) 440-6589  
Fax: (201) 440-6588  
Email: info@specbros.com  
URL: http://www.specbros.com  
Contact: Peter Brothers

Specializes in the recovery of videotapes after any type of disaster. Offers recovery advice, assistance, as well as cleaning and copying services for affected tapes. SPECS Bros. also cleans and copies archival video and audiotapes.

**D.6 Professional Preservation Advice - Regional Centers**

Northeast Document Conservation Center  
100 Brickstone Square  
Andover, MA 01819-1494  
(978) 470-1010 (telephone)  
(978) 475-6021  
www.nedcc.com

**D.7 Professional Preservation Advice - Conservators**

It is essential to establish an ongoing relationship with a conservator in your region or community before a disaster occurs. Even if an emergency damages collections that are outside that conservator’s area of expertise, he or she can direct you to qualified colleagues, and may be able to assist them. To access the most up-to-date list of conservators, go to the OLIS Disaster and Preservation Sources website at: http://www.olis.ri.gov/services/preservation/index.php If you need to locate additional preservation/conservation assistance, see the American Institute for Conservation (AIC) conservator database at www.conservation-us.org. This link points you to guidelines for choosing a conservator; the link to the database is at the end of the document.
ARCHAEOLOGICAL MATERIALS
Margaret Ordonez
55 Lower College Rd.
Suite 3, Quinn Hall
University of RI
Kingston, RI 02881
(401) 874-4574, ext. 5481
mordonez@uri.edu

Kent Severson
74 The Fenway #43
Boston, MA 02115
(617) 267-9093
kipsever@aol.com

Williamstown Art Conservation Center
225 South St.
Williamstown, MA 01267
(413) 458-5741
www.williamstownart.org

ARCHITECTURAL INTERIORS
American Conservation Consortium, LTD.
4 Rockville Rd.
Broadbrook, CT 06016
(860) 386-6058
acc@conservator.com

ARCHITECTURAL MATERIALS
Bruce Mason
31 Pine Top Rd.
Barrington, RI 02806
(401) 246-2406
b.d.mason@cox.net

Mary Lou Davis
517 Route 169
Woodstock, CT 06281
(860) 617-3902
maryloudavis@charter.net
Robert Mussey Associates
1415 Hyde Park Ave.
**Boston, MA 02136**
(617) 364-4054
mussey.robert@gmail.com

**BOOKS AND PAPER**

Elizabeth Coombs
1463 Narragansett Blvd.
**Cranston, RI 02905**
(401) 461-8568
elcoombs@cox.net

Deborah Evetts
PO Box 3367
**Green Farms, CT 06838**
(203) 259-2209
evetts@optonline.net

Tad Fallon
Fallon and Wilkinson
240 Scotland Rd.
**Baltic, CT 06330**
(860) 822-6790
tfallon1024@adelphia.net

Mindy Freedman Horn
19 Greenlea Lane
**Weston, CT 06883**
(203) 454-2362
mfh4444@aol.com

Mary Wood Lee
5 Railroad Square
PO Box 125
**West Cornwall, CT 06796**
(860) 672-0310
mlee@mowhawk.net

Elizabeth Morse
24 Cedar St.
**Cohasset, MA 02025**
(781) 383-2011
papercons@comcast.net
Northeast Document Conservation Center
100 Brickstone Square
Andover, MA 01810
(978) 470-1010
www.nedcc.org

Sarah Riley
104 Bartlett Ave.
Arlington, MA 02467
(781) 646-9223
sarahcriley@yahoo.com

Williamstown Art Conservation Center
225 South St.
Williamstown, MA 01267
(413) 458-5741
www.williamstownart.org

ELECTRONIC MEDIA
Paul Messier Conservation of Photographs and Works on Paper
103 Brooks St.
Boston, MA 02135
(617) 782-7110
pm@paulmessier.com

ETHNOGRAPHIC OBJECTS
Alexandra Allardt
ArtCare Resources
71 Division St.
Newport, RI 02840
(401) 849-3779
alex@artcareresources.com

Ingrid Neuman
Museum of Art, Rhode Island School of Design
224 Benefit St.
Providence, RI 02903
(401) 454-6549
inewuman@risd.edu
Margaret Ordonez  
55 Lower College Rd.  
Suite 3, Quinn Hall  
University of RI  
**Kingston, RI 02881**  
(401) 874-4574, ext. 5481  
mordonez@uri.edu

Susan Holbrook  
Holbrook and Hawes  
314 Sperry Rd.  
**Bethany, CT 06524**  
(203) 393-1035  
sholbriik22@hotmail.com

Camille Myers Breeze  
24 Elm St.  
PO Box 5004  
**Andover, MA 01810**  
(978) 851-0110  
museumtextiles@gmail.com

Williamstown Art Conservation Center  
225 South St.  
**Williamstown, MA 01267**  
(413) 458-5741  
www.williamstownart.org

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**FRAMES**

Peter Williams/Museum Services  
30 Ipswich St.  
**Boston, MA 02215**  
(617) 536-4092  
pwilliamsart@juno.com

Williamstown Art Conservation Center  
225 South St.  
**Williamstown, MA 01267**  
(413) 458-5741  
www.williamstownart.org
FURNITURE
David Lockwood
Baggot Frank Lockwood LLC
1 Celestial Drive
Narragansett, RI 02882
401-497-3098 or 401-789-9111

American Conservation Consortium, LTD.
4 Rockville Rd.
Broadbrook, CT 06016
(860)386-6058
acc@conservator.com

Robert Mussey Associates
1415 Hyde Park Ave.
Boston, MA 02136
(617) 364-4054
mussey.robert@gmail.com

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225 South St.
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(413) 458-5741
www.williamstownart.org

NATURAL SCIENCE OBJECTS
Alexandra Allardt
ArtCare Resources
71 Division St.
Newport, RI 02840
(401) 849-3779
alex@artcareresources.com

OBJECTS
Bruce Mason
31 Pine Top Rd.
Barrington, RI 02806
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b.d.mason@cox.net
Ingrid Neuman
Museum of Art, Rhode Island School of Design
224 Benefit St.
**Providence, RI 02903**
(401) 454-6549
ineuman@risd.edu

Mary Lou Davis
517 Route 169
**Woodstock, CT 06281**
(860)617-3902
maryloudavis@charter.net

Susan Holbrook
Holbrook and Hawes
314 Sperry Rd.
**Bethany, CT 06524**
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sholbriik22@hotmail.com

Barbara Roberts
390 Westside Rd.
**Norfolk, CT 06058**
(860) 542-1797
babarobert@aol.com

Melissa Carr
Masterwork Conservation
54 Brantwood Rd.
**Arlington, MA 02476**
(781) 648-1442
hiattcarr@earthlink.net

Daedalus, Inc.
205-3 Arlington St.
**Watertown, MA 02453**
(617) 926-7590
daedelusart@verizon.net

HarvardArt
49 Littleton County Rd.
**Harvard, MA 01451**
(978) 456-9050
sjackson@harvardart.com
Barbara Mangum  
9 Josephine Ave.  
**Somerville, MA 02144**  
(617) 625-5809  
bmangum411@aol.com

Kent Severson  
74 The Fenway #43  
**Boston, MA 02115**  
(617) 267-9093  
kipsever@aol.com

PHOTOGRAPHIC MATERIALS

Mary Wood Lee  
5 Railroad Square  
PO Box 125  
**West Cornwall, CT 06796**  
(860) 672-0310  
mlee@mowhawk.net

Paul Messier Conservation of Photographs and Works on Paper  
103 Brooks St.  
**Boston, MA 02135**  
(617) 782-7110  
pm@paulmessier.com

Northeast Document Conservation Center  
100 Brickstone Square  
**Andover, MA 01810**  
(978) 470-1010  
www.nedcc.org

Williamstown Art Conservation Center  
225 South St.  
**Williamstown, MA 01267**  
(413) 458-5741  
www.williamstownart.org
PAINTINGS

Adreienne Malane
213 Riverside Dr.
Hamden, CT 06518
(203) 248-8088
malane90@hotmail.com

Lance Mayer and Gay Myers Painting Conservators
Lyman Allyn Art Museum
625 Williams St.
New London, CT 06320
(860)443-2618
mayer@lymanallyn.org

Studio TKM Conservation of Fine Art and Historic Works on Paper
1 Fitchburg St.
Sommerville, MA 02143
(617) 666-9010
tkm@studiotkm.com

Peter Williams/Museum Services
30 Ipswich St.
Boston, MA 02215
(617) 536-4092
pwilliamsart@juno.com

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225 South St.
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jiwri@tiac.net

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Jamaica Plain, MA 02130
(617) 524-7797
jrzilius@earth.net
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Watertown, MA 02453
(617) 926-7590
daedelusart@verizon.net

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(617) 625-5809
bmangum411@aol.com

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Boston, MA 02115
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kipsever@aol.com

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University of RI  
**Kingston, RI 02881**  
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mordonez@uri.edu

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sathreads@aol.com

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museumtextiles@gmail.com

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57 Bowman St.  
**Westborough, MA 01581**  
(508) 366-5564  
mackaymail@charter.net

Dierdre Windsor  
Windsor Conservation  
85 Pine St.  
**Dover, MA 02030**  
(508) 785-1974  
dwindsor@comcast.net

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**WOODEN ARTIFACTS**

Bruce Mason  
31 Pine Top Rd.  
**Barrington, RI 02806**  
(401) 246-2406  
b.d.mason@cox.net
American Conservation Consortium, LTD.
4 Rockville Rd.

**Broadbrook, CT 06016**
(860)386-6058
acc@conservator.com

Mary Lou Davis
517 Route 169

**Woodstock, CT 06281**
(860)617-3902
maryloudavis@charter.net

Susan Holbrook
Holbrook and Hawes
314 Sperry Rd.

**Bethany, CT 06524**
(203) 393-1035
sholbriik22@hotmail.com

Barbara Roberts
390 Westside Rd.

**Norfolk, CT 06058**
(860) 542-1797
babarobert@aol.com

Randy Wilkinson
Fallon and Wilkinson
240 Scotland Rd.

**Baltic, CT 06330**
(860) 822-6790
rwilkinson@99main.com

Alexander Carlisle
A.M. Carlisle Art Conservation
526 Water St.

**Williamstown, MA 01267**
maclisle@adelphia.net

Melissa Carr
Masterwork Conservation
54 Brantwood Rd.

**Arlington, MA 02476**
(781) 648-1442
hiattcarr@earthlink.net
Daedalus, Inc.
205-3 Arlington St.
**Watertown, MA 02453**
(617) 926-7590
daedelusart@verizon.net

HarvardArt
49 Littleton County Rd.
**Harvard, MA 01451**
(978) 456-9050
sjackson@harvardart.com

Robert Mussey Associates
1415 Hyde Park Ave.
**Boston, MA 02136**
(617) 364-4054
mussey.robert@gmail.com

**WORKS OF ART ON PAPER**

Paul Messier Conservation of Photographs and Works on Paper
103 Brooks St.
**Boston, MA 02135**
(617) 782-7110
pm@paulmessier.com

Studio TKM Conservation of Fine Art and Historic Works on Paper
1 Fitchburg St.
**Sommerville, MA 02143**
(617) 666-9010
tkm@studiotkm.com

Williamstown Art Conservation Center
225 South St.
**Williamstown, MA 01267**
(413) 458-5741
www.williamstownart.org

Carolyn Frisa
Works on Paper
LLC 7 The Square
**Bellows Falls, VT 05010**
(802) 875-3978
carolyn@works-on-paper.net
D.8 External Supplies

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aprons, plastic</td>
</tr>
<tr>
<td>Book trucks, metal</td>
</tr>
<tr>
<td>Boots, rubber</td>
</tr>
<tr>
<td>Boxes, cardboard</td>
</tr>
<tr>
<td>Brooms/dustpans</td>
</tr>
<tr>
<td>Buckets, plastic</td>
</tr>
<tr>
<td>Camera/film</td>
</tr>
<tr>
<td>CB radio/ham radio, nearest</td>
</tr>
<tr>
<td>Clothesline (nylon or 30 lb. monofilament)</td>
</tr>
<tr>
<td>Construction materials (wood, screws, nails)</td>
</tr>
<tr>
<td>Dehumidifiers, portable</td>
</tr>
<tr>
<td>Dry ice</td>
</tr>
<tr>
<td>Extension cords (50 ft, grounded)</td>
</tr>
<tr>
<td>Fans, portable</td>
</tr>
<tr>
<td>Freezer bags, polyethylene (various sizes)</td>
</tr>
<tr>
<td>Freezer or waxed paper</td>
</tr>
<tr>
<td>Garbage bags, plastic (30 or 42 gallon)</td>
</tr>
<tr>
<td>Generator, portable</td>
</tr>
<tr>
<td>Glasses, protective</td>
</tr>
<tr>
<td>Gloves (leather work gloves)</td>
</tr>
<tr>
<td>Gloves (nitrile)</td>
</tr>
<tr>
<td>Hard hats</td>
</tr>
<tr>
<td>Ladders</td>
</tr>
<tr>
<td>Lighting, portable</td>
</tr>
<tr>
<td>Milk crates, plastic – or Rescubes</td>
</tr>
<tr>
<td>Mops</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Paper towels</td>
</tr>
<tr>
<td>Paper – absorbent white blotter paper (used for drying loose paper materials)</td>
</tr>
<tr>
<td>Paper – uninked newsprint (used for interleaving wet materials)</td>
</tr>
<tr>
<td>Phone, nearest off-site</td>
</tr>
<tr>
<td>Plastic sheeting (heavy)</td>
</tr>
<tr>
<td>Protective clothing, disposable</td>
</tr>
<tr>
<td>Pump, portable</td>
</tr>
<tr>
<td>Respirators</td>
</tr>
<tr>
<td>Sand bags</td>
</tr>
<tr>
<td>Security personnel (additional)</td>
</tr>
<tr>
<td>Sponges (cellulose)</td>
</tr>
<tr>
<td>Sponges, dry chemical (for removing soot)</td>
</tr>
<tr>
<td>Tables, portable</td>
</tr>
<tr>
<td>Thermohygrometer</td>
</tr>
</tbody>
</table>
Toilets, portable
Trash cans
Truck, refrigerated
Walkie-talkies
Water hoses (with spray nozzles)
Wet/dry vacuum

D.9 External Suppliers

To access the most up-to-date list of suppliers, go to the OLIS Disaster and Preservation Sources website at: www.olis.ri.gov/services/preservation/index.php

Barrington Hardware
65 Bay Spring Ave.
Barrington, RI 02806
(401) 246-0550

Center Ace Hardware
156 County Rd.
Barrington, RI 02806
(401) 245-3661

Quality Paint & Wallpaper Co
119 Maple Ave.
Barrington, RI 02806
(401) 245-5574

Staples
186 County Rd.
Barrington, RI 02806
(401) 245-4438

Island True Hardware
102 Ocean Ave.
Block Island, RI 02807
(401) 466-5831

Arnold Lumber Co
545 Metacom Ave.
Bristol, RI 02809
(401) 254-0740

Bristol Ace Hardware & Rental Center
28 Gooding Ave.
Bristol, RI 02809
(401) 253-8180

Hope Hardware Co
391 Wood St.
Bristol, RI 02809
(401) 253-9777

Centre Ace Hardware
156 County Rd.
Barrington, RI 02806
(401) 245-3661

Union Commercial Co
479 Wood St.
Bristol, RI 02809
(401) 253-7616

Builders Surplus
2 Conduit St.
Central Falls, RI 02863
(401) 473-6900

Central Falls, RI 02863
(401) 722-0131

Andross Hardware & Coal
8 Ridgewood Rd.
Charlestown, RI 02813
(401) 364-9607

Ninigret Marine Hardware
3964 S County Trl.
Charlestown, RI 02813
(401) 364-0200

Coventry Lumber
2030 Nooseneck Hill Rd.
Coventry, RI 02816
(401) 821-2800

Coventry paint & Wallcovering
600 Tiogue Ave.
Coventry, RI 02816
(401) 823-0620

Home Depot
700 Centre of New England Blvd.
Coventry, RI 02816
(401) 823-5173

John Koszela & Son Inc
1284 Victory Hwy.
Coventry, RI 02827
(401) 397-3646
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>S &amp; T True Value Hardware</td>
<td>2300 Nooseneck Hill Rd.</td>
<td>(401) 397-6300</td>
</tr>
<tr>
<td>Western Hardware &amp; Auto</td>
<td>603 Washington St.</td>
<td>(401) 821-3113</td>
</tr>
<tr>
<td>Allied Building Products Corporation</td>
<td>1 Wholesale Way</td>
<td>(401) 946-3005</td>
</tr>
<tr>
<td>Cambio Plywood Inc</td>
<td>515 Dyer Ave.</td>
<td>(401) 942-8400</td>
</tr>
<tr>
<td>Cranston Paint &amp; Wallcoverings</td>
<td>505 Atwood Ave.</td>
<td>(401) 946-5070</td>
</tr>
<tr>
<td>J and J Hardware</td>
<td>45 Sockanosset Cross Rd #1</td>
<td>(401) 463-6550</td>
</tr>
<tr>
<td>Kamco Supply Corporation</td>
<td>37 Amflex Drive</td>
<td>(401) 463-5266</td>
</tr>
<tr>
<td>&quot;Lowe’s of Cranston, RI&quot;</td>
<td>247 Garfield Ave.</td>
<td>(401) 275-2250</td>
</tr>
<tr>
<td>Munro Electrical Supply</td>
<td>1550 Elmwood Ave.</td>
<td>(401) 785-9430</td>
</tr>
<tr>
<td>Ossco Bolt &amp; Screw Co</td>
<td>1351 Elmwood Ave.</td>
<td>(401) 461-6900</td>
</tr>
<tr>
<td>Riccio Hardware</td>
<td>1444 Plainfield Pike</td>
<td>(401) 946-0066</td>
</tr>
<tr>
<td>Rockys Ace Hardware</td>
<td>1768 Broad St.</td>
<td>(401) 941-8561</td>
</tr>
<tr>
<td>St. James True Value Hardware</td>
<td>386 Dyer Ave.</td>
<td>(401) 944-2740</td>
</tr>
<tr>
<td>The Color House</td>
<td>1107 Reservoir Ave.</td>
<td>(401) 943-1155</td>
</tr>
<tr>
<td>Dufree Hardware True Value</td>
<td>65 Rolfe Sq.</td>
<td>(401) 461-0800</td>
</tr>
<tr>
<td>Cumberland Paint and Wallpaper</td>
<td>1764 Mendon Rd #8</td>
<td>(401) 334-7317</td>
</tr>
<tr>
<td>Depauls Hardware</td>
<td>Cumberland Street</td>
<td>(401) 333-9855</td>
</tr>
<tr>
<td>Depault’s Hardware</td>
<td>2000 Mendon Rd #9</td>
<td>(401) 333-9855</td>
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<tr>
<td>Fair True Value Home Center</td>
<td>39 Jones St.</td>
<td>(401) 725-0390</td>
</tr>
<tr>
<td>Landry J a Hardware Company</td>
<td>688 Broad St.</td>
<td>(401) 723-3652</td>
</tr>
<tr>
<td>Roger’s Ace Hardware Store</td>
<td>159 Broad St.</td>
<td>(401) 725-3723</td>
</tr>
<tr>
<td>&quot;OverDrive Solutions, Inc&quot;</td>
<td>5600 Post Rd.</td>
<td>(401) 397-2639</td>
</tr>
<tr>
<td>Sherwin-Williams</td>
<td>750 Main St.</td>
<td>(401) 885-6680</td>
</tr>
<tr>
<td>Gripnail</td>
<td>97 Dexter Rd.</td>
<td>(401) 431-1791</td>
</tr>
<tr>
<td>Paint Shoppes</td>
<td>2745 Pawtucket Ave.</td>
<td>(401) 434-3030</td>
</tr>
<tr>
<td>Bolduc’s Lumber Co</td>
<td>83 Wilber St.</td>
<td>(508) 673-5171</td>
</tr>
<tr>
<td>Greenville Hardware</td>
<td>633 Putnam Pike</td>
<td>(401) 949-1150</td>
</tr>
<tr>
<td>Company Name</td>
<td>Address</td>
<td>City</td>
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<tr>
<td>----------------------------------</td>
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<tr>
<td>Lawrence Bro Inc</td>
<td>95 Chapel St.</td>
<td>Harrisville</td>
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<tr>
<td>Jamestown True Value Hardware</td>
<td>5 Narragansett Ave.</td>
<td>Jamestown</td>
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<tr>
<td>Pages Hardware</td>
<td>30 Southwest Ave.</td>
<td>Jamestown</td>
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<tr>
<td>Conti Supply Co</td>
<td>2143 Hartford Ave.</td>
<td>Johnston</td>
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<tr>
<td>Kings Building Supply</td>
<td>43 Wilson Ave.</td>
<td>Johnston</td>
</tr>
<tr>
<td>North Scituate Paint &amp; Décor</td>
<td>2766 Hartford Ave.</td>
<td>Johnston</td>
</tr>
<tr>
<td>Staples</td>
<td>1665 Hartford Ave.</td>
<td>Johnston</td>
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<tr>
<td>Ted’s Painting &amp; Decorating</td>
<td>194 Front St.</td>
<td>Lincoln</td>
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<tr>
<td>Wholesale Contractors Supply Co</td>
<td>50 New River Rd.</td>
<td>Manville</td>
</tr>
<tr>
<td>JT’s Lumber</td>
<td>1400 W Main Rd.</td>
<td>Middletown</td>
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<tr>
<td>Parvo’s Paint &amp; Wallpaper Center</td>
<td>679 W Main Rd.</td>
<td>Middletown</td>
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<tr>
<td>Richardson’s Beach Hardware</td>
<td>58 Aquidneck Ave.</td>
<td>Middletown</td>
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<td>Rockys Ace Hardware</td>
<td>278 W Main Rd.</td>
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<td>Sherwin-Williams</td>
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<tr>
<td>Staples</td>
<td>870 W Main Rd.</td>
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<tr>
<td>Jerry’s Paint and Harware</td>
<td>120 Point Judith Rd.</td>
<td>Narragansett</td>
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<tr>
<td>Sherwin-Williams</td>
<td>14 Woodruff Ave # 8</td>
<td>Narragansett</td>
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<tr>
<td>Carpenter &amp; Company</td>
<td>64 Halsey St.</td>
<td>Newport</td>
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<tr>
<td>BB and S treated Lumber</td>
<td>403 Devils Foot Rd.</td>
<td>North Kingstown</td>
</tr>
<tr>
<td>Home Depot</td>
<td>1255 Ten Rod Road</td>
<td>North Kingstown</td>
</tr>
<tr>
<td>Jt’s Lumber Co.</td>
<td>6000 Post Rd.</td>
<td>North Kingstown</td>
</tr>
<tr>
<td>Closettect</td>
<td>7 Broadway</td>
<td>Newport</td>
</tr>
<tr>
<td>Gutter Pro Enterprises</td>
<td>20 Bull St.</td>
<td>Newport</td>
</tr>
<tr>
<td>N &amp; E Plate Glass Co.</td>
<td>112 Van Zandt Ave.</td>
<td>Newport</td>
</tr>
<tr>
<td>Newport Hardware</td>
<td>130 Broadway</td>
<td>Newport</td>
</tr>
<tr>
<td>Newport Hardware</td>
<td>I Casino Ter # 1</td>
<td>Newport</td>
</tr>
<tr>
<td>One Stop Building Supply Center</td>
<td>236 Connell Hwy.</td>
<td>Newport</td>
</tr>
<tr>
<td>North Scituate Paint &amp; Décor</td>
<td>2766 Hartford Ave.</td>
<td>Johnston</td>
</tr>
<tr>
<td>Name</td>
<td>Address</td>
<td>Phone</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>&quot;Lowe's of N. Kingstown, RI&quot;</td>
<td>1530 Davisville Road, North Kingstown, RI 02852 (401) 267-6330</td>
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<tr>
<td>Staples</td>
<td>1007 Ten Rod Rd., North Kingstown, RI 02852 (401) 295-5505</td>
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<tr>
<td>The Color House</td>
<td>8190 Post Rd., North Kingstown, RI 02852 (401) 294-6100</td>
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<tr>
<td>Wickford Lumber Co True Value</td>
<td>434 Tower Hill Rd., North Kingstown, RI 02852 (401) 295-8866</td>
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<tr>
<td>Eastern Paint Center</td>
<td>1926 Smith St., North Providence, RI 02911 (401) 232-0600</td>
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<tr>
<td>Sherwin-Williams</td>
<td>1873 Mineral Spring Ave., North Providence, RI 02904 (401) 353-4800</td>
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<tr>
<td>Us Architectural Products</td>
<td>1117 Douglas Ave., North Providence, RI 02904 (401) 270-1777</td>
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<tr>
<td>Country Builders Inc</td>
<td>622 Danielson Pike, North Scituate, RI 02857 (401) 647-2988</td>
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<tr>
<td>Scituate Hardware</td>
<td>32 Danielson Pike, North Scituate, RI 02857 (401) 647-4900</td>
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<tr>
<td>Leeway True Value Hardware</td>
<td>790 Great Rd., North Smithfield, RI 02896 (401) 765-2222</td>
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<tr>
<td>Leeway True Value Hardware</td>
<td>790 Great Rd., North Smithfield, RI 02896 (401) 765-2222</td>
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<tr>
<td>Village Paint &amp; Decorating</td>
<td>900 Victory Hwy., North Smithfield, RI 02896 (401) 765-3128</td>
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<tr>
<td>Village Paint &amp; Decorating</td>
<td>900 Victory Hwy., North Smithfield, RI 02896 (401) 765-3128</td>
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<tr>
<td>Chum's Electro &amp; Hardware Shop</td>
<td>66 Pascoag Main St., Pascoag, RI 02859 (401) 568-4650</td>
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<tr>
<td>Chum's Electro &amp; Hardware Shop</td>
<td>66 Pascoag Main St., Pascoag, RI 02859 (401) 568-4650</td>
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<tr>
<td>Bradco Supply Corporation</td>
<td>295 Beverage Hill Ave., Pawtucket, RI 02861 (401) 729-4510</td>
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<tr>
<td>Bradco Supply Corporation</td>
<td>295 Beverage Hill Ave., Pawtucket, RI 02861 (401) 729-4510</td>
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<tr>
<td>Calcutt Hardware Inc</td>
<td>558 Smithfield Ave., Pawtucket, RI 02860 (401) 723-6200</td>
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<tr>
<td>Calcutt Hardware Inc</td>
<td>558 Smithfield Ave., Pawtucket, RI 02860 (401) 723-6200</td>
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<tr>
<td>East Industrial Hardware</td>
<td>76 Pleasant St., Pawtucket, RI 02860 (401) 723-6936</td>
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<tr>
<td>East Industrial Hardware</td>
<td>76 Pleasant St., Pawtucket, RI 02860 (401) 723-6936</td>
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<tr>
<td>Hanna's Color Center</td>
<td>470 Central Ave., Pawtucket, RI 02861 (401) 723-6096</td>
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<tr>
<td>Hanna's Color Center</td>
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<tr>
<td>Ici Paint</td>
<td>50 Ann Mary St # 50, Pawtucket, RI 02860 (401) 751-7300</td>
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<tr>
<td>Ici Paint</td>
<td>50 Ann Mary St # 50, Pawtucket, RI 02860 (401) 751-7300</td>
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<tr>
<td>Rockys Ace Hardware</td>
<td>727 East Ave., Pawtucket, RI 02860 (401) 729-9162</td>
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<tr>
<td>Rockys Ace Hardware</td>
<td>727 East Ave., Pawtucket, RI 02860 (401) 729-9162</td>
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<tr>
<td>Sherwin-Williams</td>
<td>285 Newport Ave., Pawtucket, RI 02861 (401) 723-1633</td>
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<td>Sherwin-Williams</td>
<td>285 Newport Ave., Pawtucket, RI 02861 (401) 723-1633</td>
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<tr>
<td>Stergis Supply Inc</td>
<td>100 Dexter St. # 100, Pawtucket, RI 02860 (401) 722-6880</td>
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<tr>
<td>Stergis Supply Inc</td>
<td>100 Dexter St. # 100, Pawtucket, RI 02860 (401) 722-6880</td>
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<tr>
<td>Supply New England</td>
<td>273 Lonsdale Ave., Pawtucket, RI 02860 (401) 722-7010</td>
<td></td>
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<tr>
<td>Supply New England</td>
<td>273 Lonsdale Ave., Pawtucket, RI 02860 (401) 722-7010</td>
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<tr>
<td>Tessier's</td>
<td>837 Central Ave., Pawtucket, RI 02861 (401) 726-9627</td>
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<tr>
<td>Tessier's</td>
<td>837 Central Ave., Pawtucket, RI 02861 (401) 726-9627</td>
<td></td>
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<tr>
<td>Rig Pro</td>
<td>14 Regatta Way, Portsmouth, RI 02871 (401) 683-6966</td>
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<tr>
<td>Rig Pro</td>
<td>14 Regatta Way, Portsmouth, RI 02871 (401) 683-6966</td>
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<tr>
<td>Sparcraft Hardware Inc</td>
<td>14 Regatta Way, Portsmouth, RI 02871 (401) 683-0164</td>
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<tr>
<td>Sparcraft Hardware Inc</td>
<td>14 Regatta Way, Portsmouth, RI 02871 (401) 683-0164</td>
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<tr>
<td>ABC Supply Co</td>
<td>200 Whitehall St., Providence, RI 02909 (401) 944-6800</td>
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<tr>
<td>ABC Supply Co</td>
<td>200 Whitehall St., Providence, RI 02909 (401) 944-6800</td>
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<tr>
<td>Acoustical Supplies</td>
<td>11 Riom Way, Providence, RI 02909 (401) 946-1110</td>
<td></td>
</tr>
<tr>
<td>Acoustical Supplies</td>
<td>11 Riom Way, Providence, RI 02909 (401) 946-1110</td>
<td></td>
</tr>
<tr>
<td>Advantage Glass Co Inc</td>
<td>80 Hathaway St., Providence, RI 02907 (401) 490-6414</td>
<td></td>
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<tr>
<td>Advantage Glass Co Inc</td>
<td>80 Hathaway St., Providence, RI 02907 (401) 490-6414</td>
<td></td>
</tr>
<tr>
<td>Business Name</td>
<td>Address</td>
<td>Phone</td>
</tr>
<tr>
<td>-------------------------------</td>
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<td>-----------</td>
</tr>
<tr>
<td>Alder's Hardware</td>
<td>173 Wickenden St.</td>
<td>(401) 421-5157</td>
</tr>
<tr>
<td>American Equipment Rentals</td>
<td>1 Fields Point Dr.</td>
<td>(401) 780-0512</td>
</tr>
<tr>
<td>Armen's Hardware Co Inc</td>
<td>765 Broad St.</td>
<td>(401) 941-3600</td>
</tr>
<tr>
<td>B &amp; H Lockshop and Hardware Inc</td>
<td>112 Union Ave.</td>
<td>(401) 421-4552</td>
</tr>
<tr>
<td>B&amp;H Lockshop &amp; Hardware Inc</td>
<td>112 Union St.</td>
<td>(401) 421-4552</td>
</tr>
<tr>
<td>Blacher Brothers Inc</td>
<td>245 Waterman St # 400</td>
<td>(401) 421-9393</td>
</tr>
<tr>
<td>Blackstone Supply Co</td>
<td>100 Whipple St.</td>
<td>(401) 421-3470</td>
</tr>
<tr>
<td>Bouchard Hardware Co</td>
<td>577 Cranston St.</td>
<td>(401) 351-8405</td>
</tr>
<tr>
<td>Eastern Tool CO</td>
<td>1183 North Main St.</td>
<td>(401) 621-9200</td>
</tr>
<tr>
<td>Flores Paint</td>
<td>112 Douglas Ave # 102</td>
<td>(401) 421-0080</td>
</tr>
<tr>
<td>Hamel Fabricating Co</td>
<td>128 Narragansett Ave.</td>
<td>(401) 941-1165</td>
</tr>
<tr>
<td>Hardware On The Square</td>
<td>1911 Westminster St.</td>
<td>(401) 831-1400</td>
</tr>
<tr>
<td>Holcim Cement</td>
<td>139 Terminal Rd.</td>
<td>(401) 467-8411</td>
</tr>
<tr>
<td>Home Depot</td>
<td>387 Charles St.</td>
<td>(401) 454-1811</td>
</tr>
<tr>
<td>Hudson Terminal Corporation</td>
<td>29 Terminal Rd.</td>
<td>(401) 941-0500</td>
</tr>
<tr>
<td>J L Anthony &amp; Co</td>
<td>115 Baker St.</td>
<td>(401) 467-9700</td>
</tr>
<tr>
<td>JTS Harris Lumber</td>
<td>546 Atwells Ave.</td>
<td>(800) 874-9500</td>
</tr>
<tr>
<td>King's Hardware Co</td>
<td>531 Smith St # 2</td>
<td>(401) 521-3213</td>
</tr>
<tr>
<td>Mercury Tool Inc</td>
<td>25 Bucklin St.</td>
<td>(401) 421-6888</td>
</tr>
<tr>
<td>MT Pleasant Hardware</td>
<td>249 Academy Ave.</td>
<td>(401) 351-7200</td>
</tr>
<tr>
<td>National Lumber &amp; Building Materials</td>
<td>81 Troy St.</td>
<td>(401) 351-3500</td>
</tr>
<tr>
<td>North Pacific Group Inc</td>
<td>18 Harborside Blvd.</td>
<td>(401) 467-9555</td>
</tr>
<tr>
<td>Northeast Distributors</td>
<td>60 Shipyard St.</td>
<td>(401) 232-7708</td>
</tr>
<tr>
<td>Northstar Metals</td>
<td>200 Corliss St # 1</td>
<td>(401) 467-0075</td>
</tr>
<tr>
<td>One Stop Hardware</td>
<td>193 Elmwood Ave.</td>
<td>(401) 272-7867</td>
</tr>
<tr>
<td>Ports America Inc</td>
<td>5 Harborside Blvd.</td>
<td>(401) 467-2701</td>
</tr>
<tr>
<td>R I Marble &amp; Granite Inc</td>
<td>35 Terminal Rd.</td>
<td>(401) 467-5574</td>
</tr>
<tr>
<td>Business Name</td>
<td>Address</td>
<td>Phone Number</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------------------------</td>
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</tr>
<tr>
<td>Read &amp; Lundy Inc</td>
<td>225 Georgia Ave. Providence, RI 02905</td>
<td>(401) 781-2475</td>
</tr>
<tr>
<td>Restoration Hardware</td>
<td>85 Providence Pl. Providence, RI 02903</td>
<td>(401) 243-0620</td>
</tr>
<tr>
<td>Restoration Hardware</td>
<td>10 Francis St. Providence, RI 02903</td>
<td>(401) 243-0620</td>
</tr>
<tr>
<td>Rockys Ace Hardware</td>
<td>678 Branch Avenue Providence, RI 02904</td>
<td>(401) 272-8893</td>
</tr>
<tr>
<td>Standard Hardware &amp; Paint Co</td>
<td>214 Taunton Ave. Providence, RI 02914</td>
<td>(401) 434-2134</td>
</tr>
<tr>
<td>Standard Hardware Co</td>
<td>360 Taunton Ave. Providence, RI 02914</td>
<td>(401) 438-1420</td>
</tr>
<tr>
<td>Staples</td>
<td>551 N Main St. Providence, RI 02904</td>
<td>(401) 272-2828</td>
</tr>
<tr>
<td>Staples</td>
<td>75 Eagle St. Providence, RI 02909</td>
<td>(401) 454-0702</td>
</tr>
<tr>
<td>Sweet Lumber Co Inc</td>
<td>709 Harris Ave. Providence, RI 02909</td>
<td>(401) 521-3085</td>
</tr>
<tr>
<td>The Paint Shoppes</td>
<td>275 Smith Street Providence, RI 02908</td>
<td>(401) 421-7256</td>
</tr>
<tr>
<td>Humfrey's Building Supply Center</td>
<td>590 Main Rd. Tiverton, RI 02878</td>
<td>(401) 624-8800</td>
</tr>
<tr>
<td>Contractors Supply Inc</td>
<td>3340 Pawtucket Ave. Riverside, RI 02915</td>
<td>(401) 434-4300</td>
</tr>
<tr>
<td>Tiverton Lumber</td>
<td>1023 Old Stafford Rd. Tiverton, RI 02878</td>
<td>(401) 624-9228</td>
</tr>
<tr>
<td>East Providence Paint</td>
<td>200 Willet Ave. Riverside, RI 02915</td>
<td>(401) 437-1444</td>
</tr>
<tr>
<td>Arnold’s Main Street Branch</td>
<td>297 Main St. Wakefield, RI 02879</td>
<td>(401) 783-3311</td>
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<tr>
<td>Home Depot</td>
<td>95 Highland Avenue Seekonk, MA 02771</td>
<td>(508) 336-2563</td>
</tr>
<tr>
<td>ETM Lumber &amp; Hardware Supplies</td>
<td>315 Osprey Rd. Wakefield, RI 02879</td>
<td>(401) 783-8133</td>
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<tr>
<td>Douglas Lumber</td>
<td>125 Douglas Pike Smithfield, RI 02917</td>
<td>(401) 231-6800</td>
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<tr>
<td>Home Depot</td>
<td>371 Putnam Pike Smithfield, RI 02917</td>
<td>(401) 233-4204</td>
</tr>
<tr>
<td>Home Depot</td>
<td>371 Putnam Pike # 230 Smithfield, RI 02917</td>
<td>(401) 232-3533</td>
</tr>
<tr>
<td>Staples</td>
<td>371 Putnam Pike # 230 Smithfield, RI 02917</td>
<td>(401) 232-3533</td>
</tr>
<tr>
<td>Staples</td>
<td>230 Smithfield Xing Smithfield, RI 02917</td>
<td>(401) 232-3533</td>
</tr>
<tr>
<td>Ace True Value Hardware Co</td>
<td>12 Waterman Ave. South Attleboro, RI 02703</td>
<td>(401) 231-6200</td>
</tr>
<tr>
<td>Mercier’s Hardware</td>
<td>193 Water St. Warren, RI 02885</td>
<td>(401) 245-8964</td>
</tr>
<tr>
<td>Clyde Lumber Supply Co</td>
<td>75 Robert St. Warwick, RI 02893</td>
<td>(401) 828-0196</td>
</tr>
<tr>
<td>Consolidated Brick and Building Supplies</td>
<td>110 Jefferson Blvd. Warwick, RI 02888</td>
<td>(401) 732-1982</td>
</tr>
</tbody>
</table>
Eagle Lumber Inc  
3356 Post Rd.  
Warwick, RI 02886  
(401) 737-0400

Grossman’s Bargain Outlet  
20 Pila Dr.  
Warwick, RI 02886  
(401) 737-9170

Harvey Industries  
45 Lori Ann Way.  
Warwick, RI 02886  
(401) 737-7767

Home Depot  
80 Universal Blvd.  
Warwick, RI 02886  
(401) 826-0600

Hoxsie Hardware  
1674 Warwick Ave.  
Warwick, RI 02889  
(401) 738-3700

Ici Dulux Paint  
225 Metro Center Blvd.  
Warwick, RI 02886  
(401) 732-8999

Ici Paints  
1094 Post Rd.  
Warwick, RI 02888  
(401) 781-0501

Lonergan Paint Wallpaper  
1689 Warwick Ave.  
Warwick, RI 02889  
(401) 737-2575

"Lowe’s of N. Warwick, RI"  
555 Greenwich Ave.  
Warwick, RI 02886  
(401) 287-3232

80 Lambert Lind Hwy.  
Warwick, RI 02886  
(401) 738-9113

Builder’s Surplus  
94 Industrial Ln.  
West Warwick, RI 02893  
(401) 826-0100

C J Coutu Lumber Co  
90 Industrial Ln.  
West Warwick, RI 02893  
(401) 828-3220

"Lowe’s of Warwick, RI"  
510 Quaker Ln.  
Warwick, RI 02886  
(401) 822-6300

Overhead Door Co of Providence  
1 Overhead Way.  
Warwick, RI 02888  
(401) 751-1775

Paint Shoppes  
1329 Warwick Ave.  
Warwick, RI 02888  
(401) 463-5262

Salk’s Hardware & Marine  
2524 W Shore Rd.  
Warwick, RI 02889  
(401) 739-1027

Sears Roebuck and Co  
"Ste 100, 650 Bald Hill Rd."  
Warwick, RI 02886  
(401) 827-4806

Sears Roebuck and Co  
"Ste 100, 650 Bald Hill Rd."  
Warwick, RI 02886  
(401) 827-4806

Staples  
1800 Post Rd.  
Warwick, RI 02886  
(401) 732-5322

Staples  
1276 Bald Hill Rd # 15  
Warwick, RI 02886  
(401) 828-3737

Staples  
379 Liberty Ln.  
West Kingston, RI 02892  
(401) 783-2010

Staples  
325 Liberty Ln.  
West Kingston, RI 02892  
(401) 789-6626

Artic Lumber CO Inc  
1332 Main St.  
West Warwick, RI 02893  
(401) 738-7626

Arnold Lumber Co  
251 Fairgrounds Rd.  
West Kingston, RI 02892  
(401) 738-3700

Kamco Supply Corporation of New England  
379 Liberty Ln.  
West Kingston, RI 02892  
(401) 783-2010

Liberty Cedar  
325 Liberty Ln.  
West Kingston, RI 02892  
(401) 789-6626

Liberty Cedar  
325 Liberty Ln.  
West Kingston, RI 02892  
(401) 789-6626
<table>
<thead>
<tr>
<th>Store Name</th>
<th>Address</th>
<th>City, State</th>
<th>Zip Code</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paint Shoppe</td>
<td>713 Quaker Ln.</td>
<td>West Warwick, RI</td>
<td>02893</td>
<td>(401) 821-6644</td>
</tr>
<tr>
<td>Roger’s Paint Services Store</td>
<td>199 Washington St.</td>
<td>West Warwick, RI</td>
<td>02893</td>
<td>(401) 821-2225</td>
</tr>
<tr>
<td>A &amp; M Home Center</td>
<td>100 Main St.</td>
<td>Westerly, RI</td>
<td>02891</td>
<td>(401) 596-1011</td>
</tr>
<tr>
<td>Grossman’s Bargain Outlet</td>
<td>116 Granite St.</td>
<td>Westerly, RI</td>
<td>02891</td>
<td>(401) 596-0021</td>
</tr>
<tr>
<td>Hanley &amp; Williams Lumber Co</td>
<td>124 Oak St.</td>
<td>Westerly, RI</td>
<td>02891</td>
<td>(401) 596-2806</td>
</tr>
<tr>
<td>Hardware Express</td>
<td>100 Main St.</td>
<td>Westerly, RI</td>
<td>02891</td>
<td>(401) 596-1011</td>
</tr>
<tr>
<td>Home Depot</td>
<td>120 Franklin St.</td>
<td>Westerly, RI</td>
<td>02891</td>
<td>(401) 596-4440</td>
</tr>
<tr>
<td>McQuade’s Ace Hardware</td>
<td>105 Franklin St.</td>
<td>Westerly, RI</td>
<td>02891</td>
<td>(401) 596-0302</td>
</tr>
<tr>
<td>Sherwin-Williams</td>
<td>116 Granite St # 5Q</td>
<td>Westerly, RI</td>
<td>02891</td>
<td>(401) 596-2110</td>
</tr>
<tr>
<td>Staples</td>
<td>16 Post Rd.</td>
<td>Westerly, RI</td>
<td>02891</td>
<td>(401) 348-4900</td>
</tr>
<tr>
<td>United Builders Supply Co Inc</td>
<td>9 Oak St.</td>
<td>Westerly, RI</td>
<td>02891</td>
<td>(401) 596-0383</td>
</tr>
<tr>
<td>United Builders Supply Co Inc</td>
<td>30 Oak St.</td>
<td>Westerly, RI</td>
<td>02891</td>
<td>(401) 596-2208</td>
</tr>
<tr>
<td>Westerly Paints Inc</td>
<td>85 Franklin St.</td>
<td>Westerly, RI</td>
<td>02891</td>
<td>(401) 596-8333</td>
</tr>
<tr>
<td>Beaudemin Lumber</td>
<td>334 Social St.</td>
<td>Woonsocket, RI</td>
<td>02895</td>
<td>(401) 762-1657</td>
</tr>
<tr>
<td>Craft Corner</td>
<td>849 Cumberland Hill Rd.</td>
<td>Woonsocket, RI</td>
<td>02895</td>
<td>(401) 762-3233</td>
</tr>
<tr>
<td>Grossman’s Bargain Outlet</td>
<td>333 River St.</td>
<td>Woonsocket, RI</td>
<td>02895</td>
<td>(401) 769-2280</td>
</tr>
<tr>
<td>&quot;Lowe’s of Woonsocket, RI&quot;</td>
<td>2010 Diamond Hill Rd.</td>
<td>Woonsocket, RI</td>
<td>02895</td>
<td>(401) 769-0471</td>
</tr>
<tr>
<td>Mayfield Paint</td>
<td>32 Mechanic Ave.</td>
<td>Woonsocket, RI</td>
<td>02908</td>
<td>(401) 235-9018</td>
</tr>
<tr>
<td>Peppin Lumber</td>
<td>830 Cumberland Hill Rd.</td>
<td>Woonsocket, RI</td>
<td>02895</td>
<td>(401) 769-8128</td>
</tr>
<tr>
<td>Pinault Hardware Co</td>
<td>630 Social St.</td>
<td>Woonsocket, RI</td>
<td>02895</td>
<td>(401) 762-2283</td>
</tr>
<tr>
<td>Sherwin-Williams</td>
<td>272 Main St</td>
<td>Woonsocket, RI</td>
<td>02895</td>
<td>(401) 767-2181</td>
</tr>
<tr>
<td>Staples</td>
<td>2000 Diamond Hill Rd # 2</td>
<td>Woonsocket, RI</td>
<td>02895</td>
<td>(401) 765-8666</td>
</tr>
<tr>
<td>Beaudemin Lumber</td>
<td>849 Cumberland Hill Rd.</td>
<td>Woonsocket, RI</td>
<td>02895</td>
<td>(401) 762-4343</td>
</tr>
<tr>
<td>Vose True Value Hardware</td>
<td>38 Kingstown Rd.</td>
<td>Wyoming, RI</td>
<td>02898</td>
<td>(401) 539-3033</td>
</tr>
<tr>
<td>United Builders Supply Co Inc</td>
<td>38 Kingstown Rd.</td>
<td>Wyoming, RI</td>
<td>02898</td>
<td>(401) 539-3033</td>
</tr>
<tr>
<td>Wyoming DO it Best Hard-goods</td>
<td>1190 Main St.</td>
<td>Wyoming, RI</td>
<td>02898</td>
<td>(401) 539-8988</td>
</tr>
</tbody>
</table>
D.10 Staff Supplies

Following is a listing of supplies that staff members have on hand at home and could contribute in the event of a disaster.

<table>
<thead>
<tr>
<th>Type/Item</th>
<th>Amount of supplies</th>
<th>Staff member</th>
</tr>
</thead>
</table>

D.11 Post-Salvage Recovery

The following companies can assist with supplies, relocating materials, and other recovery activities after initial salvage has been completed.

NOVA
431 Harris Ave.
Providence, RI 02909
http://www.novarecordsmgmt.com
Phone: (401) 421-1122
Contact: Mike Donahue Ext. 14
1-877-570-4636 (24/7)
Services: Storage of records, response to fire and water disasters
Will provide dehumidifiers, heaters, cardboard boxes, ozone treatment of paper records, post-disaster inventory; certified destruction services.

Quinlan Companies
125 Earnest Street
Providence, RI 02905
http://www.quincos.com
Toll free: (888) 416-5353
Phone: (401) 461-5353
Contact: Lissa Quinlan, President or Denise Moriarty, Operations Manager
Services: Records management including storage, access, retrieval, boxing, moving and relocation of materials.

William B. Meyer, Inc.
20 Liberty Way
Franklin, MA 02038
http://www.williambmeyer.com
Toll free: (800) 873-6393
Phone: (508) 520-4558
Contact: Carla Caforio, cell: (800) 850-1482
Services: Full moving services, planning and consultation, rare book moves, cleaning collections (during the move or maintenance of your stacks), integrations, conversions to Library of Congress, all shelving needs, equipment rental and storage.
Cost: Free initial consultations
APPENDIX E

RECORD KEEPING FORMS

The following basic forms have been provided to assist you in documenting any incidents that may damage your building and/or collections. Use them as is, modify them for your circumstances, or devise others as needed.

Please consider keeping multiple photocopies of any forms that you anticipate using with your in-house disaster supplies since access to a photocopier may not be possible in an emergency.
E.1 Collection Incident Report Form

This form should be used to keep a record of any incident that causes damage to collections. The second section of the form provides a salvage timeline form to keep track of salvage decisions.

_Initial Report_

Person Completing Form: ____________________________________________________________

Today’s Date: ______________________________________________________________________

Date of incident: ____________________________________________________________________

Time of incident: ____________________________________________________________________

Collection(s) involved (type and quantity):

Description of incident:

Damage to collections:

Immediate action taken to minimize damage:
**Salvage Timeline**

| Salvage method (e.g., air dry, freeze, vacuum freeze dry, professional conservation) | Description of items | Quantity of items | Person who authorized salvage | Date begun | Date finished |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
**Collection Rehabilitation Timeline**

Date disaster area cleaned: ________________________________

By whom: ________________________________

<table>
<thead>
<tr>
<th>Rehabilitation/disposition (e.g., discard, replace, microfilm, photocopy, clean, repair, rebind)</th>
<th>Description of items</th>
<th>Quantity of items</th>
<th>Person who authorized decision(s)</th>
<th>Date(s) treated</th>
<th>Date returned to shelf</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
E.2 Building Incident Report Form

Use this form to document any building problems, whether or not they caused collections damage. These forms should be maintained in a building log notebook, so that a history of building problems will be available.

Location:

Date: _______________________

Person reporting problem: _______________________

Description of problem:

Description of action taken:

If collections were damaged, describe briefly (and fill out an Incident Report Form):
E.3 Packing and Inventory Form


<table>
<thead>
<tr>
<th>Box Number</th>
<th>Original storage location (e.g., 2nd floor)</th>
<th>Contents (e.g., call numbers, record series)</th>
<th>Format of material (e.g., books, photographs)</th>
<th>Quantity of material (e.g., number of volumes, items, folders)</th>
<th>Damage (e.g., wet, damp, mold, smoke)</th>
<th>Salvage priority (e.g., number 1, 2, ...)</th>
<th>Destination (e.g., air dry, freezer, vacuum freeze drying)</th>
</tr>
</thead>
<tbody>
<tr>
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106
### E.4 Volunteer Sign-In/Sign-Out Form

<table>
<thead>
<tr>
<th>Name, address, and phone number</th>
<th>Time In</th>
<th>Time Out</th>
<th>Work performed</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
E.5 Environmental Monitoring Form

(Use one form for each room/area that needs to be monitored. Readings should be taken at least every four hours.)

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Relative Humidity</th>
<th>Time</th>
<th>Person taking reading</th>
<th>Equipment used</th>
</tr>
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</table>
E.6 Bomb Threat Form

Date: ______________________________

Time: ______________________________ am/pm

Person receiving the call: ______________________________

ASK THE FOLLOWING QUESTIONS –

Where is the bomb?

What does it look like? ___ round ___ square ___ package ___ briefcase ___ Other: _________________

When will it detonate?

What will cause it to explode?

Why are you calling?

Why was it placed?

Who placed the bomb? ______________________________

What is your name? ______________________________

KEEP ASKING QUESTIONS UNTIL THE CALLER REFUSES TO ANSWER OR HANGS UP!!

Additional Information (write down everything you can remember):

Approximate age of caller: ______________________________

Sex of caller: ______________________________

Caller’s exact words:

Describe the caller’s voice and speech (e.g., high pitched, deep, raspy, soft, calm, angry):

Describe any background noise: (e.g., street noises, voices):
E.7 Donors Form

(Use this form to keep track of supplies or other materials donated for the recovery effort.)

Date: ______________________________

Donor (name, address, and phone:)

Supplies or other materials donated:
APPENDIX F

SALVAGE PRIORITIES (DETAILED)

F.1 Salvage Priorities - Institutional Records

**Administrative Records**

<table>
<thead>
<tr>
<th>Name of record group</th>
<th>Location of records</th>
</tr>
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<tbody>
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</table>

**Bibliographic Records**

<table>
<thead>
<tr>
<th>Name of record group</th>
<th>Location of records</th>
</tr>
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<tbody>
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</table>

F.2 Salvage Priorities - Collections by Department or Area

**Salvage Priorities by Department**

<table>
<thead>
<tr>
<th>Collection</th>
<th>Department</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 –</td>
<td>ARCHIVES</td>
<td>15 WEST, 2ND FLOOR, off rm. 223</td>
</tr>
<tr>
<td>3 –</td>
<td>CIRCULATION</td>
<td>15 WEST, 1ST FLOOR, CIRCULATION DESK</td>
</tr>
<tr>
<td>4 –</td>
<td>CIRCULATION FILES</td>
<td>15 WEST, 1ST FLOOR, CIRCULATION DESK</td>
</tr>
<tr>
<td>1 –</td>
<td>FILES</td>
<td>15 WEST, 1ST FLOOR, RM.101</td>
</tr>
<tr>
<td>2 –</td>
<td>MASTER’S THESISES</td>
<td>15 WEST, 1ST FLOOR, REFERENCE DESK, EAST WALL SHELVING</td>
</tr>
</tbody>
</table>

111
<table>
<thead>
<tr>
<th>Collection</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 – SPECIAL COLLECTIONS</td>
<td>15 WEST, 2ND FLOOR, off rm. 223</td>
</tr>
<tr>
<td>3 – BOUND PERIODICALS</td>
<td>SPECIAL COLLECTIONS</td>
</tr>
<tr>
<td>1 – 16 mm FILMS</td>
<td>STORAGE</td>
</tr>
<tr>
<td>2 – GORHAM GIFT</td>
<td>STORAGE</td>
</tr>
<tr>
<td>3 – BOUND PERIODICALS</td>
<td>STORAGE</td>
</tr>
<tr>
<td>4 – POSTER COLLECTION</td>
<td>VISUAL RESOURCES</td>
</tr>
<tr>
<td>5 – LANTERN SLIDES</td>
<td>VISUAL RESOURCES</td>
</tr>
</tbody>
</table>

**F.3 Salvage Priorities - Collections Overall**

<table>
<thead>
<tr>
<th>Collection</th>
<th>Location</th>
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<tbody>
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<td>-</td>
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</table>

**F.4 Overall Institutional Salvage Priorities**

<table>
<thead>
<tr>
<th>Collection</th>
<th>Location</th>
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<tbody>
<tr>
<td>-</td>
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</table>
APPENDIX G

FLOOR PLANS

Prepare floor plans of your building that clearly indicate the location of important equipment. Prepare one set of floor plans for each of the following –

- Fire protection and suppression systems (fire extinguishers, sprinkler heads, fire call boxes, smoke/heat detectors
- Water-bearing pipes and equipment
- Mechanical systems – electrical control panels, outlets, and cut-off; heating and cooling system equipment and controls; oil and/or gas shut-offs, if applicable
- Security system – controls and location of motion detectors, etc.
- Salvage priorities – overall priorities and priorities for specific departments/types of material (if applicable, include color-coding)

No map/floor plan(s) has been uploaded
APPENDIX H

INSURANCE INFORMATION

H.1 Property Insurance - Buildings, Machinery, and Equipment - Self Insurance

Office/department in charge of Buildings, Machinery, & Equipment –

Office/Department:
Contact person:

Work phone:
Home phone:
Cell phone:
Pager:

H.1.1 Extent of Coverage

Amount of money available for repair and replacement of the building, machinery, and equipment in case of a disaster:

Person responsible for periodic evaluation of the funds set aside for self-insurance: N/A

Frequency of evaluation and increase of funds set aside for self-insurance:

Procedures and Documentation –

Procedures that must be followed in case of damage or loss:

Documentation required to prove loss:

Business Interruption and Extra Expenses Insurance –

Specify the amount of insurance provided for replacing income that is lost while damaged or destroyed property is repaired or replaced:
Specify the amount of insurance provided to cover extra expenses that may be incurred as the institution tries to carry on its normal business while damaged or destroyed property is repaired or replaced:

**H.2 Property Insurance - Buildings, Machinery, and Equipment - Commercial Insurance**

**H.2.1 Type and Extent of Coverage**

**H.2.2 Business Interruption Insurance**

Policy number:
Policy inception date:
Policy expiration date:
Amount of deductible, if there is one:
Amount of Business Interruption insurance provided:

**Insurance carrier**

Company/Organization:
Contact Person:

Phone:
Cell phone:
After hours phone:
Pager:

**Insurance agent or broker**

Company/Organization:
Contact Person:

Phone:
Cell phone:
After hours phone:
Pager:
Frequency of review and updating of this policy:
Person responsible for reviewing and updating this policy: N/A
Procedures required by the insurance company in case of damage or loss:

H.2.3 Extra Expenses Insurance

Policy number:
Policy inception date:
Policy expiration date:
Amount of deductible, if there is one:
Amount of Extra Expenses insurance provided:

Insurance carrier

Company/Organization:
Contact Person:
Phone:
Cell phone:
Pager:

Insurance agent or broker

Company/Organization:
Contact Person:
Phone:
Cell phone:
Pager:

Frequency of review and updating of this policy:
Person responsible for reviewing and updating this policy: N/A
Procedures required by the insurance company in case of damage or loss:
H.3 Property Insurance - Rare Books, Manuscripts, Valuable Papers and Records, and Special Collections - Self Insurance

Office/department in charge of rare books, manuscripts, papers/records, & special collections –

Office/Department:
Contact person:

Work phone:
Cell phone:
After hours phone:
Pager:

H.3.1 Extent of Coverage

Funds available for salvage, repair, and/or replacement of collections in case of a disaster:

Collection appraisal(s) –

Person responsible for periodic evaluation of the funds set aside for self-insurance: N/A

Frequency of evaluation and increase of funds set aside for self-insurance:

Procedures and Documentation –

Procedures that must be followed in case of damage or loss:

Documentation required to prove loss:

H.4 Property Insurance - Rare Books, Manuscripts, Valuable Papers and Records, and Special Collections - Commercial Insurance

Please note: much of the information printed here should be found in your Summary of Insurance and your Claims Manual(s), if your insurance agent has provided them.

The institution’s risk/insurance officer –

Name:
Title:
Work phone - Extension:
Cell phone:
Weekend/after hours phone:
H.4.1 Type and Extent of Coverage - General Collections

H.4.2 Type and Extent of Coverage - Special Collections
APPENDIX I

VOLUNTEER/TEMPORARY PERSONNEL

When an emergency occurs, volunteers may simply arrive on the scene. What should you do with them?

Any outside volunteers or workers who handle damaged collections must be properly trained and insured to avoid institutional liability. In practice, this means that you may be able to manage a small emergency with in-house staff (e.g., drying a small number of wet, non-moldy materials), but if you are unsure of your ability to handle the emergency, if a medium to large proportion of the collection is involved, or if there may be mold growth, you should engage an outside vendor to handle the recovery. The outside vendor will supply workers, train them, and provide insurance. They will also supply any necessary protective gear (e.g., clothing, respirators) and train workers to use it properly.

You may consider accepting volunteer assistance from a “buddy” institution with trained professionals experienced in dealing with collections, but you must be sure any such volunteers are also properly trained and insured. If community volunteers arrive on the scene that you do not need, take names and phone numbers and tell them they will be contacted when and if they are needed. The public relations coordinator should handle this. If your institution does hire temporary workers directly, they must be limited to clerical/office tasks.

Once volunteers or temporary workers are on the scene, they must be properly managed. Any outside vendor that you employ should take care of this for their workers. All volunteers/workers must be registered, and all workers (including staff) must be provided with some type of identification. Volunteers and other workers must be required to sign in and out every day.
I.1 Buddy Institutions (might provide experienced volunteers)

Local “buddy” organization

Name:
Contact Person:
Phone:
After-hours phone:
Cell phone:
Email:

Regional “buddy” organization

Name:
Contact Person:
Phone:
After-hours phone:
Cell phone:
Email:

Temporary Clerical/Office Workers (Potential sources for hiring temporary workers)

 Labor Ready
  78 Dean St, Providence, RI 02903
  401-751-8900
  1862-Br@LaborReady.com
  OR
  200 Main St, Pawtucket, RI 02860
  401-724-6100
  1861-Br@LaborReady.com

 Temp Depot
  1277 Cranston St, Cranston, RI 02920
  401-275-6021

 Atlas Employment
  225 Newman Ave #9, Rumford RI 02916
  401-383-0833

 RI Temps
  88 Jefferson Blvd, Warwick, RI 02888
  401-781-8400
  www.ritemps.com

 Kelly Services
  Ste. 200, 100 Jefferson Blvd, Warwick, RI 02888-3848
  401-463-8767
  5311@kellyservices.com
I.2 Services for Staff/Volunteers/Workers

It is very important to remember that in any disaster you must also provide for the emotional needs of staff members, volunteers, and temporary workers. In a widespread disaster, some of them may also be dealing with the disaster at home. Even a relatively small event that is confined to the building (or even to a single department) can be emotionally upsetting. You should consider who might provide counseling or other assistance to staff, volunteers, or other workers if needed.

American Red Cross
Rhode Island Chapter
105 Gano Street
Providence, RI 02906

Phone: 401-831-7700
Fax: 401-831-0502
Email: info@riredcross.org
Web: http://www.riredcross.org

Rhode Island 2-1-1
Get information 24 hours a day, 7 days a week. One call gives you access to resources across your community, whether you need to get help – for you, for a family member or for a friend. Someone at 2-1-1 will help connect you to the services or information you need. Confidentially, for free, in your language.
Dial: 211 from any phone in Rhode Island
TDD/TTY: 519-0374
Out of state callers: 1-800-367-2700

Additional local organizations that would be able to provide counseling and other assistance –
APPENDIX J

EMERGENCY FUNDS

J.1 In-House Funds

Persons who are authorized to disburse funds -

Name/Title

Disbursement procedures:

Persons authorized to use the institutional credit card -

Name/Title

Procedures

Persons who can provide authorization for large purchase orders -

Name/Title

Procedures

Institutional charge accounts -

J.2 Additional Funds

If additional funds are needed, contact -
APPENDIX K

DISASTER RECOVERY CONTRACT

K.1 Disaster Recovery Contract

This is a draft of a proposed Disaster Recovery Contract that the FLICC Preservation & Bindery Working Group has developed for Federal Agencies, especially, Federal Libraries and Archives. A Disaster Recovery Contract is usually not in place at the time a disaster occurs, and will have to be instituted on an emergency basis after a disaster has occurred. The affected Federal Agency will have to work with their Procurement Office to put such a contract into place.

What follow are recommendations that should be in a Disaster Recovery Contract and what should be expected from a credible recovery firm.

The most critical part of the contract is developing a SCOPE OF WORK that describes the services to be preformed. The nature of the work to be preformed will have to be written in order to place the contract. The SCOPE OF WORK should be written using an institution’s existing Disaster Preparedness Plan. The SCOPE OF WORK will have to be flexible, as the initial assessment of the disaster will often not reveal the full extent of the damage to the facility or to the collections. A major factor that must be considered is SECURITY. If a disaster site has been designated a crime scene due to a criminal activity or terrorism, security will become paramount. It will complicate your efforts for disaster recovery, as the disaster site will not be accessible until the security authorities release it. An additional security factor will be if the disaster site holds classified records. The procurement office in awarding the disaster recovery contract must address this concern. Another important consideration is the TERMS of the CONTRACT. The contract must start on a specific date and continue until the services have been rendered and the work described in the SCOPE OF WORK is completed. A third consideration is PRICE. This will have to be negotiated between the vendor, librarian/archivist and the procurement office. The vendor will have a rate schedule for standard items and the ability to obtain needed equipment at a cost plus price. It is vital to place the contract as soon as possible after the disaster to avoid additional damage to the facility and to the collections.

TIME IS CRITICAL IN A DISASTER. THE FASTER THE CONTRACT CAN BE PLACED, (WITHIN 24 to 48 HOURS), THE MORE LIKELY THAT THE FACILITY CAN BE STABILIZED AND THE DISASTER RECOVERY OF COLLECTIONS
STARTED. THE LONGER THE WAIT—THE HIGHER THE RECOVERY COST AND THE LESS CHANCE THAT RECOVERY EFFORTS WILL BE SUCCESSFUL.

Remember, that once the requirements are stated in the SCOPE OF WORK for the Disaster Recovery Contract, it is very important that the contract negotiations be followed very closely. The selection of the right contractor is absolutely essential for the clean up of a disaster site. A review of the contractor's qualifications is imperative and the Library - Archives must have input into the selection process.

This document deals primarily with the recovery of the site and the collections. For information on a sample Disaster Recovery Planning document for a Business Resumption Plan see the University of Toronto website at http://www.utoronto.ca/security/drp.htm. It is an example of this type of a plan. (Other plans will be added)

Some of the items you need to consider when writing the SCOPE OF WORK are described below.

K.2 Contract and Performance Specifications

Vendor Qualifications

Have the facilities, experience, qualifications, and expertise to provide professional advice and packing, freezing, and drying services to Federal Agencies affected by a disaster. Other services will include air treatment, smoke neutralization, sanitization, deodorization and the treatment and removal of mold. The recovery of damaged technology is another facet that must be considered. Provide freezer and/or drying trucks, packing supplies, and personnel to assist Federal Agencies that have been affected by a disaster that is beyond their capability of handling.

Have systematic procedures and policies in place for the removal of library materials from a disaster-struck Federal Agency to ensure that all the materials have been identified, inventoried, and kept in as much order as possible given the situation in the Federal Agency.

Have the capacity to freeze large quantities of library materials if the quantity to be dried is too large for the current drying capacity of the firm due either to the current available space or the amount of the material.

Have the facilities and expertise to dry varying amounts of materials of varying degrees of humidity and to remove mold and decontaminate materials when necessary.

Have drying policies and procedures in place to determine when the materials have reached normal equilibrium. Ensure that all materials are completely dry.

When appropriate, have the capability, and/or arrangements, for cleaning the materials after they have been dried.

Be capable of returning the materials to the affected Federal Agency in order, in appropriate boxes, etc., and in as usable a form as possible considering the degree of
the disaster.

**Required Services**

Respond to a disaster scene within 24 hours of being called by the Federal Agency or designated preservation site. Provide the most practical and efficient options for the salvage, recovery and rehabilitation of the collections, whether this means packing, freezing, and vacuum-freeze drying; packing, freezing, and drying at another facility; drying the materials and building in place; or other options.

Freeze and completely dry the library and/or archival materials affected by a disaster and return these materials to the Federal Agency in usable form when completed.

During the drying process constantly monitor and manipulate the materials to ensure that they are completely dried and not stuck together.

Under the direction of Federal Agency staff or designated preservation professional, provide advice to affected libraries/archives, on their damaged materials.

**Time and Materials Schedule**

**I. Labor**

**A. Operations Personnel Labor (Samples)**

This listing applies to personnel engaged to fulfill the terms of the contract, whether regular full time employees of the vendor or temporary hires employed directly by the vendor or secured through a labor service. The rates, which will be established by the vendor, are per person per hour.

**CLASSIFICATION**

General Cleaning Laborer
Clerical
General Restoration Supervisor/Technician
Remediation Supervisor/Technician
Resource Coordinator
Project Accountant
Assistant Superintendent
Electronics Restoration Supervisor/Technician
Industrial Corrosion Control –
  • Supervisor/Technician
Documents Recovery Specialist
Superintendent
Project Manager
Project Director
Health and Safety Officer
Certified Industrial Hygienist
Technical Consultants/Engineers
Operation Technician
Variable Labor
Labor Pool (Temp labor)
Labor Management Fee*

- Where customer supplies labor force

Dry – Laborer, Customer Site Dry Room Setup
Dry – Supervisor, Customer Site Dry Room Setup
File Jackets – Labor Only
File Labels – Labor Only
Fire Damage Edge Trim – Labor Only
Inventory Pack out – Supervisor
Inventory Pack out Labor – Laborer
Mold & Mildew Removal – Labor Only
Pack-In Labor – Laborer
Pack-In Labor – Supervisor
Pack out Labor – Laborer
Pack out Labor – Supervisor
Photo Copy Documents – Labor Only
Retrieval & Delivery Labor

* (Time and one-half after 8 hours and on Saturdays. Double time on Sundays/Holidays)

B. Other Labor Provisions

1. Standard Hours - All labor rates are for the first 40 hours worked in a workweek, exclusive of the vendor holidays.

2. Non-Standard Hours - The rates for labor performed by all classifications in a workweek over 40 hours, will be 1.5 times the rates scheduled. Rates for labor performed on the vendor recognized holidays would be 2.0 times the rates scheduled. In the event the vendor is required to pay double time for any work performed, pursuant to state or federal law or the terms of any collective bargaining agreement, the rates for such labor hours shall be 2.0 times the rates scheduled.

3. Travel time for personnel shall be billed to the contract at the rates provided by the vendor.

4. These rates and provisions are predicated upon the vendor standard wage rates and overtime compensation practices. To the extent the work under a particular contract is subject to Federal and State minimum wage or hour laws or collective bargaining agreements which modify the vendor standard rates and practices, adjustments shall be made to the hourly rates and other labor provisions stated above.

C. Consulting

These sample rates apply to personnel who have been retained to provide project management of a job.

CLASSIFICATION –

Project Engineer/Scientist/Hygienist or other Environmental Specialists.
Preservation Consultants.
II. Equipment Rental

A. Equipment Rental - Vendor Owned Equipment

The vendor will establish rates that apply to equipment that is owned by the vendor and utilized in the performance of the work (whether supplied from the vendor inventory or specially purchased by the vendor for performance of the work).

CLASSIFICATION –

Air Compressor
Air Mover/Carpet Dryer
Boroscope
Dehumidifiers
Distribution Panel
EDP - Tool Set
EDP - High Pressure Sprayer
EDP - Instrument Drying Oven
Foamer
Fogger - Spray Mist
Fogger - Thermo-Gen
Generator - Less than 100 Kilowatt
Heaters (In-Line)
HEPA Air Filtration Unit - 2000 CFM
High Pressure Moisture Extractors
HVAC - Air Tool Kit
HVAC - Cutting/Spray Kit
HVAC - Duct Auger
HVAC - Duct Sweeper
Hygrothermograph - Recording
Injectidry
Interseptor
Lambrite - Dry Clean Machine
Lights - Quartz Demolition
Micromanometer
Micromanometer - Recording
Moisture Meter - Penetrating or Non-Penetrating
Negative Air Machine
Ozone Generator - Model 330
Ozone Generator - Model 630
Radio - Personnel Communication
Refrigeration –

- Cooling Coils Only
- Chillers
- DX Units

Refrigerant Dehumidification Units

Respirator

Sprayer - Industrial Airless

Steamatic 8100E Extraction System

Steamatic TMU Extraction System

Thermohygrometer

Trailer - 40 ft. Storage

Trailer - Refrigerated 40 ft. Storage

Trailer - Utility (inclusive of mileage)

Truck - Box (inclusive of mileage)

Ultrasonic Decontamination Vat - 500 Watt

Vacuum - Barrel

Vacuum - Commercial Canister

Vacuum - EDP Anti-static

Vacuum - Handheld

Vacuum - HEPA

Vacuum - MV II

Vacuum - Upright

Van - Cargo/Pasenger

Washer - High Pressure

1. The daily rental rate by the vendor shall be charged for each calendar day or portion thereof during which the equipment is utilized to perform the work, regardless of the number of shifts on which the equipment is used during the day.

2. During the course of performance of the work, the vendor may add additional equipment to the schedule above at rates to be determined by the vendor.

3. The customer shall pay for any repairs or maintenance performed on the equipment on the basis of cost plus twenty percent (20%) mark up.

4. In the event any item of rental equipment is damaged beyond reasonable repair by conditions at the work site, the customer shall be charged the replacement cost plus twenty percent (20%).

**B. Equipment Rented by The Vendor**

The rental rate for any items of equipment the vendor rents from third party vendors specifically for use in performing the work shall be the vendor’s cost thereof plus twenty percent (20%).

**III. Materials**

**A. Materials**
CLASSIFICATION –

Anti-Microbial Sealer
Applicators - 6" Cotton
Biocides/Disinfectants
Box - Book
Box - Dish
Box - Freeze Dry
Carpet Deodorizer
Cartridge - N-95
Cartridge - Respirator
Coil Cleaner
Cotton Cleaning Cloths
Desiccant 25
Desudser
Dry Solvent Stain Remover
EDP-Corrosion Control Lubricant #1
EDP-Corrosion Control Lubricant #2
EDP - VCI Device
Emulsifier - Powder
Emulsifier - Liquid
Filter - HEPA for Air Filtration Unit
Filter - HEPA for Vacuum
Filter - Primary
Filter - Secondary
Fireman’s Friend Abrasive Compound
Furniture Blocks
Furniture Pads
Furniture Polish
Glass Cleaner
Gloves - Cotton
Gloves - Latex
Gloves - Leather
Gloves - Nimble Finger (N-Dex)
Goggles
Hexathane (MS, CS, or LO)
Lemon Oil
Mop Heads
Odormatic
Paper - Corrugated
Paper - Craft
Pigmented Sealer
Polishing Pads
Polyester Filter Material Polyethylene Bags - 3-6 mil
Polyethylene Sheeting
Pump - Barrel Syphon
Reodorant
Restoration Sponge
Safety Glasses
Shrink Wrap
Stainless Steel Polish
Steel Wool
Suit - Tyvek
Tape - Boxing
Tape - Duct
Tape - Masking
Thermo Fog Spray
Trash Bags - Disposable
Vinyl & Leather Conditioner

Please note that vendors will have proprietary products.

B. Additional Provisions Respecting Materials

1. All prices shall be applied to all materials on the schedules above which are utilized in the performance of the work, whether shipped to the site from the vendor inventory, shipped directly to the site from the vendor’s sources, or purchased locally by the vendor from either an affiliated or non-affiliated entity.

2. During the course of performance of the work, the vendor may add additional materials to the schedule above at rates to be determined by the vendor.

IV. Document Remediation

Specific freeze drying costs will be determined per job, based on the factors relevant to each job and pricing per cubic foot.

These factors include, but are not limited to –

- Nature of Damage
- Moisture Saturation
- Degree of Char/Soot Residue
- Mold/Mildew Infestation
- Smoke Odor
- Deodorization Requirements
- Contamination Factors Include – Debris, Sewage, Silt, and/or Hazardous Materials

The above rates represent the changes for freeze-drying only. Labor, equipment, materials and other costs incurred in connection with document remediation will be billed in accordance with the appropriate schedules and provisions.

V. Desiccant Dehumidification
Specific costs for Desiccant Dehumidification services will be determined per job, based on factors relevant to each job and pricing per square foot.

These factors include, but are not limited to –

- Nature of Damage
- Moisture Saturation
- Height of Buildings, Ceilings and Affected Space
- Length of Job and/or Time Constraints
- Other Contamination Factors

The above rates represent the charges for Desiccant Dehumidification only. Labor, equipment, materials and other costs incurred in connection with remediation, deodorization and other services will be billed in accordance with the appropriate schedules and provisions contained in this Exhibit.

**VI. Small Tools**

Items such as, shovels, ladders, demolition carts, extension cords, small hand tools, etc. are provided by the vendor but are not included in the Schedules above. The vendor shall be compensated for these items by application of a small tool charge in the amount of three percent (3%) of total labor billings.

**A. Subcontract Services**

The compensation paid the vendor for all services such as laboratory services, testing services, and other services which are not identified in Sections IV or V above or performed by individuals billed to the customer in accordance with Section I above, but are subcontracted by the vendor, shall be the vendor’s cost for such subcontract service plus twenty percent (20%) the vendor mark-up on such costs.

**B. Travel, Lodging and Per Diem**

The vendor shall be compensated for costs incurred for travel, lodging and per diem costs for vendor employees assigned to the work on the basis of the vendor’s cost for such items plus twenty percent (20%) the vendor mark-up on such costs.

**C. Freight/Transportation and Other Charges**

The vendor shall be compensated for costs incurred for the transportation of equipment, supplies and materials to and from the site of work and for other job related charges not listed in the sections above on the basis of the vendor’s cost for such charges plus twenty percent (20%) the vendor mark-up on such charges.

**D. Taxes and Permits**

The rates contained in this schedule are exclusive of federal, state and local sales or use taxes and any applicable federal, state or local approvals, consents, permits, licenses and orders incident to performance of the work. The vendor shall be compensated for all costs incurred which are described above on the basis of the vendor’s actual cost incurred for such items.
APPENDIX L

ADDITIONAL RESOURCES FOR SALVAGE OF SPECIFIC MEDIA


Interactive Emergency Response and Salvage Wheel, available at
http://www.fema.gov/ehp/ers_wl.shtml. This information is from the Emergency Response and 
Salvage Wheel, a sliding chart designed for archives, libraries, and museums. It is also a useful tool 
for home or business and is available in English and Spanish versions. The Wheel was produced by 
the Heritage Emergency National Task Force, a public-private partnership sponsored by FEMA and 
Heritage Preservation http://www.heritagepreservation.org). For further information or to order the 
Wheel, call toll-free 1-888-979-2233.

Minnesota Historical Society Emergency Response web site, at 

Detailed salvage instruction sheets are provided for the following types of objects:

Archaeological artifacts
Books: Cloth or Paper Covers
Books: Leather or Vellum Covers
Disaster Salvage Tip Sheet
Inorganics: Ceramics, Glass, Metals, Stone
Leather and Rawhide
Magnetic Media: Computer Diskettes
Magnetic Media: Reel-to-Reel Tapes
Microfiche
Microfilm and Motion Picture Film
Organics: Bone, Hair, Horn, Ivory, Shell
Paintings on Canvas
Paper: Coated
Paper: Framed or Matted, Preparation for Drying
Paper: Uncoated
Photographs and Transparencies
Record Albums
Scrapbooks
Textiles and Clothing
Textiles: Costume Accessories
Vellum and Parchment: Bindings and Documents
Wood

National Park Service. Conservograms. Available at 

See the section on Emergency Preparedness, which includes the following:

21/1 Health and Safety Hazards Arising from Floods
21/2 An Emergency Cart for Salvaging Water-Damaged Objects
21/3 Salvage of Water-Damaged Collections: Salvage at a Glance
21/4 Salvage at a Glance, Part I: Paper Based Collections
21/5 Salvage at a Glance, Part II: Non-Paper Based Archival Collections
21/6 Salvage at a Glance, Part III: Object Collections
21/7 Salvage at a Glance, Part IV: Natural History Collections
21/8 Salvage at a Glance, Part V: Textiles


APPENDIX M

PRE-DISASTER COMMUNICATION
WITH EMERGENCY SERVICES

M.1 Fire Department

Date of last inspection by the fire marshal:
Contact person within fire department:
Phone:
Cell phone:
In-house liaison to fire department: N/A
Backup liaison: N/A
Date of last in-house review of collection priorities:

Date of last on-site review of collection priorities,
collections salvage procedures, and building re-entry
procedures with fire department personnel:

M.2 Police Department

Contact person within police department:
Title:
Phone:
Cell phone:
In-house liaison with the police department: N/A
Backup liaison: N/A
Date of last on-site review of the building and con-
tents with police department personnel:
M.3 Local Emergency Management Agency

Local emergency management agency:
Contact person(s):
Title:
Phone:
Cell Phone:
In-house liaison with local emergency management agencies:
Building Engineer, 15 West Wayne Silva
Backup liaison: N/A
Date of last on-site review of the building and contents with emergency management personnel:

Describe applicable local procedures for managing disasters (e.g., area-wide evacuation procedures, local emergency shelters, etc.):

M.4 Regional Emergency Management Agency

Regional emergency management agency:
Contact person(s):
Title:
Phone:
Cell Phone:
APPENDIX N

COMMAND CENTER/TEMPORARY SPACE

In a disaster, temporary space may be needed onsite or offsite for a command post, temporary relocation of collections, or for drying collections.

Command Center

During a disaster, a command center will be needed to serve as a base of operations for the Disaster Response Team. It is essential to have one central location through which all recovery activities are coordinated. All communications and decisions should be made through the command center.

Locations that might be used as a command center are:

Primary location:

Alternate location #1:

Alternate location #2 (off-site):

N.1 Relocation/Temporary Storage of Collections

Areas (within the building, in another building within the institution, or off-site) to which collections in imminent danger of becoming damaged can be relocated, or where undamaged collections can be temporarily stored are listed below. We urge you to assess frequently (at least once a year) possible sites in your community: school gymnasiums, empty or partly-empty warehouses, church halls, businesses

Within the building/institution:

Off-site:
N.2 Drying Space

Areas (within the building, in another building within the institution, or off-site) that can be used to air-dry wet collections are:

**Within the building/institution:**
- **Location:** Special Collections/Archives reading room (Rm 223)
- **Space Available:**
- **Contact person:** Laurie Whitehill Chong
- **Phone:** 709-5927
- **Cell phone:** 401-742-6726
- **After-hours phone:** 401-724-0999
- **Pager:**

**Off-site:**
- **Location:**
- **Space Available:**
- **Contact person:**
- **Phone:**
- **Cell phone:**
- **After-hours phone:**
- **Pager:**
APPENDIX O

INFORMATION TECHNOLOGY

O.1 Emergency Contact Information

The following people and organizations can provide assistance in case of temporary information systems failure or damage. Remember that it is very important to keep all account numbers and passwords current, and to indicate who on staff knows them.

Information Technology Department
(for problems with hardware and software)

Department name: Office of Information Technology, RISD
Contact: Thomas Szilagyi

Phone: 401 454-6671
After-hours phone: 
Pager: 

Remote Storage Site for Backups

In-house staff member who is familiar with account details and passwords:

Organization name: 
Contact: Thomas Szilagyi 

Phone: 
After-hours phone: 
Pager: 
Account number: 
Procedures for retrieving backups in an emergency:

Internet service provider
In-house staff member who is familiar with account details and passwords: N/A

Organization name: Contact:

Phone: After-hours phone: Pager: Account number: Procedures for reactivating service in an emergency:

**Web site host**

In-house staff member who is familiar with account details and passwords: N/A

Organization name: Contact:

Phone: After-hours phone: Pager: Account number: Procedures for retrieving service in an emergency:

**Online subscription service(s)**

In-house staff member who is familiar with account details and passwords: N/A

Organization name: Contact:

Phone: After-hours phone: Pager: Account number: Procedures for reactivating account in an emergency:

**Regional online catalog/network**
In-house staff member who is familiar with account details and passwords: N/A

Regional network name: Contact:

Phone: After-hours phone: Pager:
Account number:
Procedures for getting the network up and running in an emergency (e.g., where are data backups located, how are they retrieved, how long does it take?):

O.2 Software and Equipment Inventory

Software Inventory
The following software is used within the institution –

Computer Equipment Inventory
Insert your existing inventory of computer equipment here –
O.3 Data Backup

The following electronic data is unique and maintained solely in-house:  
**If any of this data is not currently backed up, devise backup procedures immediately.**

- **Type of data:** Library Catalog  
- **Location of data:** 20 Washington Place  
- **Person responsible for backup:** senior systems administrator Tom Szilagyi  
- **On site location of backup:** Office of Information Technology  
- **Off site location of backup:**  
- **Frequency of backup:** Nightly

O.4 Data Restoration

The following people on staff know how to restore backed up data:  
- **Staff Person:** senior systems administrator Tom Szilagyi

The following people outside the institution can assist in restoring backed up data:  
- **Organization name:**  
- **Title:**  
- **Phone:**  
- **Cell phone:**  
- **Beeper:**  
- **Email:**

O.5 Software and Hardware Reconfiguration

The following people within the institution know how to reinstall and reconfigure software and hardware in the event of a disaster:  
- **Staff Person:** Technical Services Librarian Robert Garzillo

The following people outside the institution can assist in reinstalling and reconfiguring software and hardware in the event of a disaster:  
- **Organization name:** Innovative Interfaces Inc.  
- **Title:**  
- **Phone:** 800 878-5800  
- **Cell phone:**  
- **Beeper:**  
- **Email:** helpdesk@iii.com
O.6 Relocation of Computer Operations

Temporary sites for relocation of computer operations are –

O.7 Alternate Access to Telecommunications and Online Services

In the event of an emergency that requires your institution to provide services from an alternate site, it may be necessary for staff and/or patrons to access email, Internet, and online services from that site. This may be done by redirecting existing accounts, or it may be necessary to provide alternative ways to access online resources. Information and instructions are provided below.

Procedures for emergency remote access are as follows –

Telephone/Voice Mail (procedures for switching fax and phone numbers to the remote site):

Email (may need to be accessed via modem or Internet):

Intranet:

Library website:

Regional library network:

Local online catalog:

Online Subscription Services:

Other:

O.8 Emergency Procedures for Manual Operations

During an emergency, it may be necessary to switch to manual operations for a limited time, either until computer systems are back up or until services can be switched to an alternate location.

Instructions for conducting services such as circulation manually or financial recordkeeping are as follows –
APPENDIX P

PREVENTION AND PROTECTION

Assessing risks, engaging in preventive building maintenance, maintaining information about building systems, and putting in place consistent opening and closing procedures can prevent disasters that might damage collections, as well as protect collections from any disasters that do occur.

P.1 Natural - Hazards and Risks

P.1.1 Priority 1 - Must be Addresses

Hurricane

Hurricanes are slow moving, severe storms with high winds that originate in the Caribbean and the tropical Atlantic. Hurricane season lasts from June to November. Hurricanes are monitored by satellite and advisories are usually issued well in advance. A hurricane watch is issued when hurricane conditions pose a threat to an area within 24 hours. A hurricane warning is issued when hurricane conditions are expected within 24 hours; in this case, low-lying areas are usually evacuated.

Preventive actions to reduce the risk of hurricane damage –

- Put together a disaster kit in case staff members must remain in the building during the storm (flashlights, radio with weather band, batteries, food and water, first aid kit, etc.). Check all items every six months and replace any expired items (e.g., water, food, batteries).

- Prepare protective shutters for windows so that they can be installed quickly if necessary. See FEMA’s web site for instructions http://www.fema.gov/hazards/. It is also possible to board up windows using exterior plywood: measure the windows and pre-cut and pre-drill the sheets of exterior plywood so that they can be put up quickly.

- Consider protecting your building against wind damage from a hurricane with truss bracing (if your building has a gable roof) and/or by installing hurricane straps, which help hold your roof to the walls. See FEMA’s web site http://www.fema.gov/hazards/ for more information.
• Keep the property around your building clear of dead or rotting trees and branches that could fall during a hurricane.

Additional details on your institution’s risk, and additional actions that should be taken:

Library abuts the river which flows into Narragansett Bay

Severe Winter Storm

The term winter storm covers a variety of weather events. Winter storms often involve heavy snow, sleet or freezing rain. If very heavy snow is accompanied by high winds and extreme cold, the storm is termed a blizzard. A Nor’easter is a specific type of storm characteristic of the eastern U.S. coast, in which a low-pressure system gathers strength as it moves up the mid-Atlantic coast, bringing heavy snow and hurricane force winds, along with coastal flooding and beach erosion. Nor’easters usually occur between October and April (although they can occur at any time and sometimes involve rain rather than snow). When rain falls on surfaces with a temperature below freezing, an ice storm can occur.

A winter weather advisory is used when poor weather conditions are expected. A winter storm watch is issued when a storm is possible. A winter storm warning is issued when a storm is occurring or will occur shortly. A frost/freeze warning is issued when below freezing temperatures are expected. A blizzard warning is issued when heavy snow, near zero visibility, deep drifts, and severe wind chill are expected.

Preventive actions to reduce the risk of severe winter storm damage –

• Install storm windows in your building (or cover windows with plastic), insulate walls and attics, and caulk and weather-strip doors and windows.

• Winterize your building. Make sure gutters are clear, repair any roof leaks, and trim any tree branches that could fall on your building during a storm.

• Insulate pipes in your building and allow faucets to drip a little during cold weather to avoid freezing.

• Learn how to shut off the water in the building (in case a pipe bursts).

• Ensure that the roof of your building is able to sustain the weight of heavy snow accumulation.

• Put together a disaster kit in case staff members must remain in the building during the storm (drinking water, canned/no-cook food, non-electric can opener, first aid kit, battery-powered radio with weather band and alert, flashlights and extra batteries, blankets/cots/pillows). Check all items every six months and replace any expired items (e.g., water, food, batteries).

Additional details on your institution’s risk, and additional actions that should be taken:

Flooding (Floodplain, River, Lake, and/or Stream)

Flooding is very common in the United States and can be caused by a variety of events. Flooding often develops over a number of days, as a result of prolonged heavy rain or melting snows that create high river, stream, or reservoir levels. In winter, ice jams in rivers can also contribute to flooding, stopping the river’s flow. Other factors that can make conditions worse are frozen ground (which cannot absorb as much water) and wet or saturated soil. Urban areas, and areas with many
buildings and parking lots, may also be at risk of flooding, since there is less soil to absorb the water and storm drains may get overloaded. Flooding can be extremely dangerous; even shallow floodwaters can sweep away cars or people.

A floodplain is defined as a low-lying area near a stream or river that becomes flooded during heavy rains. The terms “500-year-flood” and “100-year-flood” are sometimes used. A 500-year-flood is so large and unusual that it would normally happen only every 500 years. However, it is more accurate to say that each year there is a one in 500 chance of a 500-year-flood occurring (e.g., if a 500-year-flood occurred, it would be possible for another to occur the next year).

Flash flooding is particularly dangerous, as it occurs very quickly with little warning. Flash flooding occurs most often from storms that produce large amounts of rain in a short time, but can also be caused by a river ice jam, or by a catastrophic event such as a dam failure or a tsunami following an earthquake. A flash flood can cause severe damage, destroying buildings and bridges, uprooting trees, etc.

There are a number of flood watches and warnings issued by forecasters. A flood watch is issued when water levels or other conditions indicate that flooding is possible in the given time period. A flood warning is issued when a flood is occurring or is imminent. In the latter case, time and location is usually provided, and orders are given to evacuate vulnerable areas. A flash flood watch is issued when flash flooding is possible in the given time period. A flash flood warning is issued when flash flooding is occurring or is imminent.

Preventive actions to reduce the risk of damage from flooding:

- Consider constructing barriers, such as levees, to protect your building and property.
- Purchase flood insurance. Flood insurance is guaranteed through the National Flood Insurance Program (NFIP) http://www.fema.gov/nfip/, administered by the Federal Emergency Management Agency. Be aware that it normally takes 30 days after purchase for a flood insurance policy to go into effect, so purchasing insurance at the last minute is not possible.
- If flooding occurs frequently in your area, stockpile supplies for protecting your building, including plywood, plastic sheeting, lumber, nails, hammer, saw, pry bar, shovels, and sandbags.
- Be aware of the locations of nearby storm sewers and water mains.
- Install sewer backflow valves (this keeps flood waters from backing up in sewer drains).
- Identify any stored hazardous materials or other chemicals that could be flooded. Move or raise them.
- Consider making changes to your building to reduce potential damage from flooding. Remember that a licensed contractor must make any changes. Potential changes (explained in more detail on FEMA’s web site http://www.fema.gov/hazards/floods/whatshouldidoprotect.shtml include –

  - Raising your electrical system components
  - Adding a waterproof veneer to the exterior of your building

147
- Anchoring your fuel tank(s)
- Raising or flood proofing your HVAC equipment
- Providing openings in foundation walls that allow floodwaters in and out, thus avoiding collapse
- Building and installing flood shields for doors and other openings (have your building evaluated to ensure it can handle the forces)

- Put together a disaster kit (drinking water, canned/no-cook food, non-electric can opener, first aid kit, battery-powered radio with weather band and alert, flashlights and extra batteries). Check all items every six months and replace any expired items (e.g., water, food, batteries).

Additional details on your institution's risk, and additional actions that should be taken:

P.1.2 Priority 2 - Should be Addressed

Thunderstorms/Lightning

Thunderstorms are fairly common occurrence, but they can cause severe damage. They can involve heavy rain (which can in turn cause flash flooding), high winds, lightning, and hail. They can also cause tornadoes. Lightning is a serious danger whenever there is a thunderstorm. Lightning is very powerful; it can start fires, cause electrical failures, and seriously injure or even kill people. Hail (which can be as large as a softball) can also cause damage and injury, making it even more important to take cover.

Preventive actions to reduce the risk of thunderstorm/lightning damage -

- Be sure staff members know and take seriously the signs that a thunderstorm is imminent (threatening clouds, distant thunder and lightning).
- Keep a disaster kit stocked in case staff members are unable to leave the building for some time (flashlights, radio with weather band, batteries, food and water, first aid kit, etc.). Check all items every six months and replace any expired items (e.g., water, food, batteries).
- Ensure that staff members know how to turn off the electricity and water in case this becomes necessary.
- Check for hazards near your building, such as dead or rotting trees and branches that could fall during a severe thunderstorm.
- Consider installing lightning rods to carry the electrical charge of lightning bolts safely to the ground.

Additional details on your institution's risk, and additional actions that should be taken:

Coastal Flooding

Institutions located near the ocean are at risk of coastal flooding, which refers to the inundation of land near the coast by seawater, over and above the usual tides. Coastal flooding is usually
generated by storms with strong winds that drive the seawater inland (this is known as a storm surge). Such storms are most often hurricanes, tropical storms, or nor’easters.

Forecasters issue a **coastal flood watch** when coastal flooding is possible within 12-36 hours. A **coastal flood warning** is issued when coastal flooding is occurring, is imminent, or is expected within the next 12 hours. A warning is sometimes issued 24 hours in advance when it is very likely that coastal flooding will occur or when a longer amount of time is needed for evacuation or other public response.

Coastal flooding levels are categorized according to the amount the water rises above the normal tide level. **Minor flooding** does not do any significant damage to homes or buildings and causes only minor beach erosion. **Moderate flooding** can threaten lives and property, and may flood some roads and cause moderate beach erosion. **Major flooding** is a serious threat and will likely cause numerous flooded roads and major damage to homes and businesses, along with major beach erosion. Evacuation of people living or working near the coast is usually required.

If your institution is located near the coast –

- Consider constructing barriers, such as levees, to protect your building and property.
- Purchase flood insurance. Flood insurance is guaranteed through the National Flood Insurance Program (NFIP) [http://www.fema.gov/nfip/](http://www.fema.gov/nfip/), administered by the Federal Emergency Management Agency. Be aware that it normally takes 30 days after purchase for a flood insurance policy to go into effect, so purchasing insurance at the last minute is not possible.
- If flooding occurs frequently in your area, stockpile supplies for protecting your building, including plywood, plastic sheeting, lumber, nails, hammer, saw, pry bar, shovels, and sandbags.
- Install sewer backflow valves (this keeps flood waters from backing up in sewer drains).
- Identify any stored hazardous materials or other chemicals that could be flooded. Move or raise them.
- Consider making changes to your building to reduce potential damage from flooding. Remember that any such changes must be made by a licensed contractor. Potential changes (explained in more detail on FEMA’s web site [http://www.fema.gov/hazards/floods/whatshouldidoprotect.shtml](http://www.fema.gov/hazards/floods/whatshouldidoprotect.shtml)) include –
  - raising your electrical system components
  - adding a waterproof veneer to the exterior of your building
  - anchoring your fuel tank(s)
  - raising or flood proofing your HVAC equipment
  - Provide openings in foundation walls that allow floodwaters in and out, thus avoiding collapse
  - Build and install flood shields for doors and other openings (have your building evaluated to ensure it can handle the forces)
- Put together a disaster kit (drinking water, canned/no-cook food, non-electric can opener, first aid kit, battery-powered radio with weather band and alert, flashlights and extra batteries).

Additional details on your institution’s risk, and additional actions that should be taken:

P.1.3 Priority 3 - Could be Addressed

Tornado

Tornadoes are very violent and destructive storms; they have a funnel shape and sound like a roaring train when they approach. They are usually spawned by a thunderstorm, but can also be caused by a hurricane. Tornadoes are more localized and less easy to predict than other storms; there is often little warning of their approach. A tornado watch is issued when tornadoes and/or severe thunderstorms are likely to strike an area, while a tornado warning is issued when the funnel of the tornado has been sighted in the area. At that point, immediate shelter must be sought and there will be no time to secure collections.

Tornadoes generally occur between March and August, mostly during the afternoon or evening. It is important to remember that due to the violence of these storms and the short advance warning, human safety will likely be the highest priority. It is very important to know what to do and where to go if a warning is issued.

Preventive actions to reduce the risk of tornado damage –

- Conduct tornado drills each tornado season.
- Investigate methods of protecting your building against wind damage.
- Consider having unreinforced masonry strengthened.

Additional details on your institution’s risk, and additional actions that should be taken:

Earthquake

An earthquake is a sudden, violent shaking of the Earth caused by the shifting of the Earth’s crust. The outer layer of the earth’s crust consists of a number of large plates that slowly move over, under, and past each other. Sometimes, however, some of the plates are locked together. Once enough energy accumulates, the plates suddenly break free, causing an earthquake at the point where the plates join. The Richter Scale is used to measure the magnitude of earthquakes. This is a logarithmic scale, meaning that an earthquake measuring 5 on the Richter scale is ten times as large as an earthquake measuring 4).

Any earthquake that measures 6 or more on the Richter scale is considered major; earthquakes with a magnitude of 8 or more on the Richter scale can do catastrophic damage. Minor earthquakes usually do not cause much damage, but larger earthquakes can cause extensive damage, including collapsed buildings and bridges, broken gas lines, and downed power and phone lines. In a worst-case scenario, an earthquake could trigger landslides, avalanches, flash floods, fires, and/or tsunamis. Buildings that are constructed on unconsolidated landfill, old waterways, or other unstable soil are
most at risk. Trailers and manufactured homes not tied to a reinforced foundation anchored to the ground are also at risk. Earthquakes can occur at any time of the year.

Recommended procedures for prevention of earthquake damage are as follows:

- Ensure that staff members are aware of evacuation routes (provide an alternate in case the primary route is blocked).
- Put together a disaster kit (drinking water, canned/no-cook food, non-electric can opener, first aid kit, battery-powered radio with weather band and alert, flashlights and extra batteries).
- Bolt bookshelves to wall studs and use solid back and end panels (these should be metal or \( \frac{3}{4} \) inch plywood, but not particle board). Cross bracing can be used if solid panels are impossible. Use more than one cross brace on tall units, and weld or bolt the braces securely to the unit.
- Enclose document collections in boxes to prevent damage from falling. Rare and/or fragile books should be in boxes or wrappers, as should unbound serials.
- Consider some method of restraint to keep books from falling off shelves during an earthquake. A number of methods are available, including tilting shelves slightly from front to back, using bungee cords, or installing protective bars that extend from the upper shelves. Consult other libraries with experience in earthquake protection before making a decision.
- Bolt filing cabinets securely to the wall or to each other, and ensure that all drawers are latched to prevent the contents spilling out.
- Secure medium-sized items that might fall (telephones, lamps, computers, etc.), using Velcro-like fastening sets available for this purpose (note that this is appropriate for items weighing 20-80 pounds). Small items can be anchored to shelves using soft dental wax.
- Large or very heavy equipment may require special straps, brackets, bracing, or tethering cables. Consider strapping the water heater to wall studs and bolting down any gas appliances.
- Install flexible pipe fittings, which are less likely to break, to avoid gas or water leaks.
- Install strong latches or bolts on cabinets so that content do not fall out.
- Store large, heavy, and/or fragile items on lower shelves.
- Store any chemicals or other hazardous materials in closed cabinets with latches, on bottom shelves.
- Hang heavy items, such as pictures and mirrors, away from anywhere people sit, since earthquakes can knock things off walls.
- Brace overhead light fixtures so they do not fall.
- Consider installing laminated safety glass if you have a large expanse of windows, or install protective film over existing windows to help prevent shattering of glass.
- Repair any deep cracks in ceilings or foundations, and consult an expert if you see signs of structural problems.
• Consider having your building evaluated by a professional structural design engineer, who can give advice on how to reduce earthquake damage to your building.

Additional details on your institution’s risk, and additional actions that should be taken:

P.2 Industrial/Environmental - Hazards and Risks

P.2.1 Priority 1 - Must be Addressed

P.2.2 Priority 2 - Should be Addressed

Water Main Break

Water main breaks can occur at any time, for various reasons. Since many underground water mains are very old and deteriorated, they often break unexpectedly. It is also possible for a water main to be broken accidentally by digging or construction in the area. The primary threat to institutions and collections is flooding, which can be significant, particularly if some time passes before workers can cap the water main.

Additional details on your institution’s risk, and additional actions that should be taken:

Pipes from overhead dormitories run through the ceilings of the shelving area for Special Collections and Archives, as well as the ceiling of the basement area where the library has a room filled with books in storage (bound periodicals, low use items and gifts)

Power Outage

Power outages can occur in many different situations. Sometimes they are precipitated by a storm or natural disaster, in which case the power outage may be only part of the emergency. Sometimes, particularly in summer, a power outage occurs due to overuse of electricity resources. While a power outage alone rarely poses a direct threat to collections (e.g., rise in temperature and/or humidity when the HVAC system shuts down), and it may pose a threat to staff and/or patrons.

Additional details on your institution’s risk, and additional actions that should be taken:

Sewer System Backup

Sewer system backups often occur because of heavy rains that increase the water pressure in the sewer system, causing sewage to flow into buildings through the basement drains. If there is a widespread power outage in the area, the sewer system may fail due to lack of power to parts of the system. Sewer backups can also result from inappropriate materials being disposed of down the drains, or from shrub or tree roots cracking or breaking the sewer lines. Sewage backup presents a number of risks: damage to the building, damage or destruction of materials stored in the basement, possible electrical malfunctions in the building, and the possibility of disease.

Preventive actions to reduce the risk of sewer backup –
• Do not pour grease down a drain, as it will solidify after it cools off, either in the property owner’s sewer line, or in the main sewer line.

• Do not dispose of anything in the toilet except bathroom tissue.

• Avoid planting trees or shrubs near the sewer line, to reduce the chances of roots damaging the pipes. It is also possible to replace older sewer pipes with plastic piping, which is not damaged by roots.

• Consider modifying your plumbing system to prevent sewage backup into your building. Modifications might include installing a sump pump, check valve, shut-off valve, and/or ejector pump. Consult a qualified plumber for advice on appropriate modifications for your building.

Additional details on your institution’s risk, and additional actions that should be taken:
overhead dormitories provide risk. Pipes exposed in Special Collections/Archives and basement

P.2.3  Priority 3 - Could be Addressed

P.3  Building/Systems/Procedures - Hazards and Risks

P.3.1  Water Hazards

P.3.1.1  Priority 1 - Must be Addressed

Roof
Water leak 1/24/10 in archives storage from strong wind/rain storm.

P.3.1.2  Priority 2 - Should be Addressed

Bathrooms/kitchens nearby or above collections
Bathrooms in student housing above library have caused occasional water problems in Special Collections. Needs to be monitored. Some work done around toilets to minimize leaks.

Water pipes running through collection areas
Bathrooms in student housing above library have caused occasional water problems in Special Collections. Needs to be monitored. Some work done around toilets to minimize leaks.

Water-bearing HVAC equipment (chillers, etc.) nearby or above collections

Collections stored in the basement
Material on bottom shelves would need to be moved if river flooding was anticipated. (We do have sump pumps and the hurricane barrier.)
P.3.1.3 Priority 3 - Could be Addressed

*Internal roof drains*
Facilities has regular inspection schedule

*Sump pump problems*
There is a sump pump; checked regularly

*No water detection system*
Water detection system in Archives; water would need to be quite deep before it actually measured.

*Collections stored on the floor*
Booksale boxes on floor in basement. Some boxes on floor in archives processing area.

P.3.2 Fire Hazards

P.3.2.1 Priority 1 - Must be Addressed

P.3.2.2 Priority 2 - Should be Addressed

P.3.2.3 Priority 3 - Could be Addressed

P.3.3 Climate Control

P.3.3.1 Priority 1 - Must be Addressed

P.3.3.2 Priority 2 - Should be Addressed

P.3.3.3 Priority 3 - Could be Addressed

P.3.4 Security

P.3.4.1 Priority 1 - Must be Addressed

P.3.4.2 Priority 2 - Should be Addressed

P.3.4.3 Priority 3 - Could be Addressed

*Inadequate written policies/procedures for building and collection security*

*Collections have been vandalized*

*Collection materials have been stolen*

*The institution has problem patrons*
P.3.5  Housekeeping/Pests

P.3.5.1  Priority 1 - Must be Addressed

P.3.5.2  Priority 2 - Should be Addressed

Pest infestation has affected collections

Trash stored in basement near library storage room. Need to be watchful to see that there are no insects or rodents as a result.

P.3.5.3  Priority 3 - Could be Addressed

Visible dust and dirt in collections storage areas

Dusting of books could probably be done with greater frequency

Garbage not removed from the building daily

Handled daily

Food waste from special events not cleaned up promptly

Need to be more specific about expectations.

Food and drink allowed in the building

no food or drink allowed, except bottled water. Food/drinks allowed in balcony conference room or rm. 228

Collections not cleaned once per year (note: this must be done by trained staff)

Every 2-3 years when collections are shifted.

P.3.6  Storage

P.3.6.1  Priority 1 - Must be Addressed

P.3.6.2  Priority 2 - Should be Addressed

P.3.6.3  Priority 3 - Could be Addressed

P.3.7  Personnel

P.3.7.1  Priority 1 - Must be Addressed

Staff members not trained in emergency procedures
P.3.7.2  Priority 2 - Should be Addressed

P.3.7.3  Priority 3 - Could be Addressed

Security staff not trained to recognize hazards and respond properly to collections emergencies
P.4 Preventive Maintenance Checklist

Use the following checklist(s) as a reminder for carrying out preventive maintenance activities.

Daily

Person responsible for checking that all activities have been completed: N/A
Weekly

Use the following checklist as a reminder for carrying out preventive maintenance activities.

Person responsible for checking that all activities have been completed: N/A
Seasonally
Use the following checklist as a reminder for carrying out preventive maintenance activities.

Person responsible for checking that all activities have been completed:  N/A
Twice per Year (Minimum)

Use the following checklist as a reminder for carrying out preventive maintenance activities.

Person responsible for checking that all activities have been completed: N/A
Annually

Use the following checklist as a reminder for carrying out preventive maintenance activities.

Person responsible for checking that all activities have been completed: N/A
P.5 Opening Procedures Checklist and Schedule

The purpose of the opening checklist is to ensure that no hazards are present and that no problems have occurred while the building was closed. Use the following checklist when opening the building.

Opening Checklist

*Equipment is operating properly* -
<table>
<thead>
<tr>
<th>Day</th>
<th>Primary:</th>
<th>Backup:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Circulation Manager Gail Geisser</td>
<td>Reader’s Services Librarian Claudia Covert</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Circulation Manager Gail Geisser</td>
<td>Reader’s Services Librarian Claudia Covert</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Circulation Manager Gail Geisser</td>
<td>Reader’s Services Librarian Claudia Covert</td>
</tr>
<tr>
<td>Thursday</td>
<td>Circulation Manager Gail Geisser</td>
<td>Reader’s Services Librarian Claudia Covert</td>
</tr>
<tr>
<td>Friday</td>
<td>Circulation Manager Gail Geisser</td>
<td>Reader’s Services Librarian Claudia Covert</td>
</tr>
<tr>
<td>Saturday</td>
<td>Senior Circ. Assistant/Stack Supervisor Mark Sweeney</td>
<td>Reference Librarian Ellen Peters</td>
</tr>
<tr>
<td>Sunday</td>
<td>Sr. Library Assistant, Circ./Serials Stephen McCaughey</td>
<td>Reference Librarian Ellen Peters</td>
</tr>
</tbody>
</table>
P.6 Closing Procedures Checklist and Schedule

Regular closing procedures are essential to preventing disasters. The purpose of the closing checklist is to ensure that no hazards are present and that all protection equipment is working properly. Use the following checklist when opening the building.

Closing Checklist

*Equipment is operating properly* -
### Closing Procedures Responsibilities and Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Primary: Sr. Library Assistant, Circ./Serials Stephen McCaughey</th>
<th>Backup: Senior Circ. Assistant/Stack Supervisor Mark Sweeney</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
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<tr>
<td>Wednesday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>Primary: Senior Circ. Assistant/Stack Supervisor Mark Sweeney</td>
<td>Backup: Circulation Manager Gail Geisser</td>
</tr>
<tr>
<td>Saturday</td>
<td>Primary: Senior Circ. Assistant/Stack Supervisor Mark Sweeney</td>
<td>Backup: Circulation Manager Gail Geisser</td>
</tr>
<tr>
<td>Sunday</td>
<td>Primary: Sr. Library Assistant, Circ./Serials Stephen McCaughey</td>
<td>Backup: Reference Librarian Ellen Petraits</td>
</tr>
</tbody>
</table>
P.7 Construction and Renovation

Construction and/or renovation is NOT planned for my institution/building.
APPENDIX Q

STAFF TRAINING

Staff training is crucial to successful disaster planning. It should begin with the members of the disaster planning and response teams, and expand to include all staff. In particular, training staff in the mechanics of the plan ensures that they will be familiar with it and be able to use it effectively if an emergency occurs.

Disaster Planning Team

The disaster planning team can be trained in a variety of ways. Team members should certainly be encouraged to educate themselves through the use of books and articles on disaster planning, and to monitor online resources such as list-servs and web sites relating to disaster planning. More formal types of training should also be offered, such as disaster planning workshops by outside agencies or in-house training sessions (e.g., seminar, group discussion, case study exercise). Whatever type of training is chosen, the leader of the disaster planning team should be responsible for ensuring that all members of the team are periodically given the opportunity for additional training to keep up to date on new developments in disaster planning.

Team member in charge of coordinating training for the disaster planning team: N/A

Describe current and planned training for the disaster planning team:

Disaster Response Team

It is crucial for all members of the Disaster Response Team to receive training (preferably hands-on) in first response procedures, salvage methods for damaged collections, and procedures for recognizing and dealing with any hazards that might be present at the disaster site. The fundamental goals of training should be to familiarize the team with all elements of the disaster plan and to give them experience working together as a team.

Team member in charge of coordinating training for the disaster response team: N/A

Describe current and planned training for the disaster response team:
There are various possible training methods, but remember that practical and hands-on training will be the most effective. Options include:

- Formal disaster response/recovery workshops (offered by library and conservation organizations)
- First aid and/or CPR training
- In-house training (e.g., hands-on sessions focused on specific topics, “tabletop” disaster exercises, or mock disasters)
- Individual use of books and articles on disaster response, salvage, recovery, and rehabilitation
- Individual use of online resources (such as list-servs and web sites) to keep up-to-date on new developments in disaster response, salvage, and recovery methods for collections

Subjects that should be addressed include:

- Team-building
- Handling wet and damaged collections
- Recovery procedures and the use of equipment
- Workplace health and safety (relating to emergency response)
- Proper use of protective clothing and equipment
- Hazards of exposure to mold
- Crisis counseling

**General Staff Training**

The importance of training all staff in emergency procedures and implementation of the disaster plan cannot be overstated. Staff members are often the first line of defense against disasters, observing problems as they occur. They must be able to recognize that there is a problem, know how to respond, and know whom to call. The following training activities should be carried out regularly.

*Person responsible for seeing that all training has been done:* N/A

**Review basic preventive measures during staff meetings (e.g., protection from water/fire, security procedures)**

<table>
<thead>
<tr>
<th>Suggested frequency:</th>
<th>Semi-annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency:</td>
<td></td>
</tr>
<tr>
<td>Person responsible:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Review specific evacuation routes and general emergency procedures during all-staff meeting**

<table>
<thead>
<tr>
<th>Suggested frequency:</th>
<th>Semi-annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency:</td>
<td></td>
</tr>
<tr>
<td>Person responsible:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Review procedures for operation of the security system with appropriate staff**
Review procedures for operation of the climate control system with appropriate staff

Suggested frequency: Semi-annually
Frequency: N/A

Review procedures for operation of the fire detection system with appropriate staff

Suggested frequency: Semi-annually
Frequency: N/A

Review proper procedures for operation of the fire suppression system with appropriate staff

Suggested frequency: Semi-annually
Frequency: N/A

Review how to operate a fire extinguisher with all staff

Suggested frequency: Annually
Frequency: N/A

Hold staff meeting to review proper implementation of the disaster plan (e.g., how to recognize a potential threat, what to do, how to report a problem, how and when to activate the plan)

Suggested frequency: Annually
Frequency: N/A

Conduct “tabletop” disaster exercise

Frequency: N/A

Conduct small-scale disaster simulation

Frequency: N/A

Conduct large-scale disaster simulation

Frequency: N/A

Train staff in the Incident Command System via online FEMA training

Frequency: N/A
First Aid/CPR Training

First Aid
Staff member: N/A
Date of training: 
Description of training: 

CPR
Staff member: Sr. Library Assistant, Circ./Serials Stephen McLaughey
Date of training: current
Description of training: 

Staff member: Facility Monitor, 15 West Carol Barrett
Date of training: current
Description of training: 

APPENDIX R

SELECTED BIBLIOGRAPHY

The following basic resources should be used as a starting point to explore areas of further interest in disaster planning. See also Appendix L: Additional Resources for Salvage of Specific Media.


Fortson, Judith.


Information here/below is ONLY for institution’s located in Massachusetts.
APPENDIX S

ADDITIONAL APPENDICIES