UNIVERSITY OF WASHINGTON LIBRARIES

Disaster Response Plan for Library Collections

Unit Plan

Revised 03/17/2014
DESTROY EARLIER VERSIONS

UNIVERSITY OF WASHINGTON LIBRARIES
Disaster Response Plan for Library Collections

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I. INTRODUCTION

Disasters, especially those involving water-damaged materials, seem inevitable in a library's history. A disaster interrupts normal operations and is unplanned and unpredictable. The focus of this plan is on disasters that result in damaged library materials; its purpose is to maximize efficient response in the event of a disaster and to minimize loss of library materials. It covers collection damage involving water, fire, and natural disasters such as volcanic eruptions and earthquakes. It also covers damage resulting from structural problems, e.g., from collapsing stacks.

Disaster preparedness planning includes four stages: 1) prevention, 2) preparation 3) response, and 4) recovery. In the Libraries' plan, recovery is limited to the salvage of library materials; it does not include the recovery of library operations in the event of a disaster.

Medical emergencies and bomb threats are not covered, neither is damage to computers or data files. Although evacuation of staff and library users in the event of a disaster is not covered per se, PERSONAL SAFETY IS ALWAYS THE FIRST CONSIDERATION IN THE EVENT OF A DISASTER. Please refer to the *Employee Emergency Response Procedures for Suzzallo and Allen Libraries (Lib. 77)* or the emergency response procedures for your building.

The "Disaster Procedures" poster (**Appendix 1**) is widely distributed in the Libraries and includes basic response information. The "Unit Plan" contains more detailed information on immediate and secondary responses to each type of disaster covered by the plan. It also includes appendices with a prevention checklist, information about fire extinguishers, etc. Each specific unit plan includes a floor plan for that unit and a collection salvage priority list, if that unit has a collection. A copy of the unit plan is in each library unit. The complete "Disaster Response Plan" includes the text found in the unit plan and floor plans and collection salvage priority lists for all library units. It also includes information on disaster recovery, including salvage procedures; post-recovery procedures; and appendices covering such things as sources of technical information and assistance and sources for emergency supplies and services. Members of the Library Collections Disaster Team (LCDT) have complete copies of the plan.

II. PREVENTION

The first stage of disaster preparedness is prevention. Good housekeeping, good monitoring (smoke, heat and water) and fire suppression systems, and regularly scheduled inspections of detection or fire suppression systems, fire safety equipment, electrical and plumbing systems, etc., are essential. Staff should be alert to potential problems and report them to their supervisors. **Appendix 2** contains a prevention checklist. Units should refer to it periodically, and will be asked to complete the checklist annually.

III. IMMEDIATE RESPONSE: WHO TO CALL

1. EMERGENCY:

FIRE **911 and pull nearest fire alarm**
PEOPLE HURT **911**

Evacuation, fire, medical and other 911 emergencies take precedence over collections. See the UW "Emergency Procedures" poster.
*Do **NOT** enter a damaged area without clearance from fire or safety officials.*

2. BUILDING DAMAGE:

Building Coordinator:_____

Emergency 24-hour UW Facilities Services: 206-685-1411

3. COLLECTION DAMAGE:

Library Collections Disaster Team Office Phones: ***Call until one is reached.***

Stephanie Lamson……..206-543-4890
Kathryn Leonard…….....…. 206-543-2273
Linda Ambre…… 206-685-2080
Tim Pemberton…… 206-685-2529
Siôn Romaine…….. 206-543-7014
Charles Chamberlin……206-685-1978

After Hours Cell Phone…….....206-459-6383

4. ADMINISTRATION:

Unit Head:_____

Libraries Administration: 206-543-1760

After Hours: ***Unit Head or LCDT will call administration after hours as needed. Call until one is reached.***

Cynthia Fugate……...206-339-4326
Betsy Wilson…….206-523-6349
Tim Jewell……....206-842-6503

Be prepared to state: your name, location, nature of emergency, amount of damage, and if damage still occurring.

IV. LEVELS OF DISASTERS

A. **MINOR** Fewer than 1,000 items. Response will generally involve LCDT and Salvage Team.

B. **MODERATE** Between 1,000 and 5,000 items. Response will involve LCDT and Salvage Team and may involve outside vendors and other staff.

C. **MAJOR** More than 5,000 items. Response will involve LCDT and Salvage Team and may involve outside vendors (for example freezing or freeze drying), other staff, and volunteers.

NOTE: These are working definitions. The level of emergency dictates the resources needed for recovery, i.e., the number of people needed, amount of space needed, kind and quantity of equipment and supplies, etc. For example, in an emergency involving water-damaged books, factors such as the degree of saturation, whether or not the paper is coated, etc., in addition to the number of items, may determine the resources needed.

University of Washington All-Hazards Emergency Management Plan http://www.washington.edu/emergency/files/documents/2012_UW_All_Hazards_EMP_PUBLIC_version.pdf defines three levels of emergencies:

Level 1 – an emergency incident that normal UW emergency response services can handle. While there may be some damage and/or interruption, the conditions are localized and the Emergency Operations Center (EOC) activation is not needed. The UW EOC operates, by default, under Level 1, unless it is upgraded to levels 2 or 3. This is considered the "stand-by" mode.

Level 2 – emergency incident is severe and causes damage and/or interruption to UW operations. A partial or full activation of the UW Emergency Operations Center (EOC) is needed. UW may be the only affected entity.

Level 3 – disaster conditions in which the UW must activate the full UW Emergency Operations Center (EOC) in order to address immediate emergency response. Emergency conditions are wide spread and UW must be self sufficient for a period of hours to several days. UW may request mutual assistance from the City of Seattle, King County, other State agencies or request federal assistance via the State of Washington EOC.

V. INITIAL RESPONSE BY TYPE OF DISASTER

A. WATER DAMAGE (Leaks, floods, etc.)

1. Immediate Response

a. KEEP CALM.

b. Make phone calls listed in Section III "Immediate Response: Who to Call."

1) Get water flow stopped--call Building Coordinator or, if after hours, Facilities Services Communications Center.

2) WATER DAMAGED MATERIALS MUST BE DEALT WITH QUICKLY IN ORDER TO SALVAGE THEM. Call the LCDT.

3) Make other phone calls listed in Section III.

c. Keep unauthorized personnel out of affected areas.

DO NOT ENTER AN AREA WITH STANDING WATER SINCE THERE IS A POSSIBILITY OF ELECTROCUTION. WAIT UNTIL FACILITIES HAS TURNED OFF ELECTRICITY OR HAS DETERMINED THAT IT IS SAFE TO ENTER. WEAR RUBBER BOOTS.

IF THE DISASTER INVOLVES CONTAMINATED WATER (MUD OR SEWAGE, ETC.), ALERT FACILITIES SERVICES AND THE LCDT. WEAR RUBBER GLOVES IF YOU MUST HANDLE MATERIAL AND TAKE OTHER APPROPRIATE PRECAUTIONARY MEASURES DEPENDING ON THE SEVERITY OF THE CONTAMINATION. PEOPLE WITH ALLERGIES, RESPIRATORY PROBLEMS, OR COMPROMISED IMMUNE SYSTEMS SHOULD NOT ENTER THE DISASTER AREA.

2. Secondary Response

a. Protect materials

1) If leak is small or localized in a small area, remove books in direct path of leak or water flow.

2) Remove library materials from the floor if they are still dry and in the path of the water flow.

3) Cover ranges of books onto which water is falling with sheet plastic. LDCT will bring plastic if needed and not stored near the site of water damage.

4) Begin mop-up of water on floor and channel ceiling drips away from library materials into containers or trash cans. LDCT will bring plastic containers if needed and not stored near the site of water damage. Wet floors are slippery; exercise caution.

LOCATIONS OF A UNIT'S DISASTER SUPPLIES ARE NOTED ON THE DISASTER PROCEDURES POSTER FOUND IN EACH UNIT (SEE **APPENDIX 1**).

IF THIS IS A MAJOR DISASTER, IT MAY NOT BE POSSIBLE TO TAKE THE ABOVE STEPS TO PROTECT LIBRARY MATERIALS. IN THESE INSTANCES, THE PRIORITY IS TO STOP THE FLOW OF WATER AND REMOVE STANDING WATER AS QUICKLY AS POSSIBLE SO THAT SALVAGE CAN BEGIN. FACILITIES SERVICES PERSONNEL ARE RESPONSIBLE FOR STOPPING WATER FLOW AND REMOVING STANDING WATER.

FOR ALL DISASTERS INVOLVING WATER-DAMAGED MATERIAL:

Do NOT open or close books.
Do NOT separate single sheets.
Do NOT press wet books.
Do NOT wipe off mud or dirt.
Do NOT remove book covers or separate materials.
Do NOT disturb wet file boxes, prints, drawings or photographs.

"Such handling may result in extensive and irreparable damage to materials that otherwise might be salvaged" (Peter Waters).

B. FIRE DAMAGE (Burnt, soot, & smoke. If only water damage, see Section V.A.)

1. Immediate Response

a. KEEP CALM.

b. Pull fire alarm at the nearest fire alarm box <u>and</u> call the University Police at 911 to report the location of the fire.

c. <u>If it is a small fire</u>, use the nearest fire extinguisher; if it is the right type for the fire and you have been trained in its use (see **Appendix 3**). Do NOT let the fire get between you and the exit. If not controlled in one minute, evacuate.

d. Evacuate the building and go to your Evacuation Assembly Point according to your building evacuation procedures. Close doors to confine fire as much as possible.

e. From a safe location make the other calls noted in Section III. “Immediate Response: Who to Call.” The LCDT will assess damage and implement disaster recovery procedures when allowed to enter the building.

f. In the case of a fire the incident command system is in effect. The incident commander will usually be the senior Fire Department officer on duty. The Chair of the Library Collections Disaster Team should identify themselves as the person coordinating salvage of library collections.

C. VOLCANIC ASH

1. Immediate Response

a. University Administration will notify the campus community of an ash fall and designated staff will commence shutting down all ventilation systems as soon as the decision is made to close the University. For the Libraries' "Volcanic Activity Contingency Plan" (see **Appendix 4)**. See also *Volcanoes and Risks to Repositories* on the Library of Congress website. http://www.loc.gov/preservation/emergprep/volcano.html (accessed 9/14/12)

b. Follow instructions of the University Administration. In the event of a heavy ash fall, the campus will be closed, current activities will cease, and staff and patrons should leave the campus promptly.

c. Close all books and cabinets before leaving. Turn off and cover all office equipment, especially computers and printers.

d. Close and lock doors and windows before leaving. Places where ash could sift into the building should be repaired in advance. There will not be time to cover problem areas when the closure has been ordered.

e. Do not return to campus until University Administration reopens the University and advises such in the broadcast or print media.

KEEP ALL BOOKS, CABINETS, WINDOWS, AND DOORS CLOSED AND COMPUTERS COVERED UNTIL INSTRUCTED TO BEGIN RECOVERY PROCEDURES.

D. EARTHQUAKES

1. Immediate Response

a. KEEP CALM.

b. Take cover underneath a desk or table and hang on; or stand or crouch in a hallway, NOT in a doorway. Protect your head and neck.

c. Stay away from windows, bookcases, and objects that could fall on you.

d. Stay where you are. DO NOT USE ELEVATORS and DO NOT RUN OUTSIDE during an earthquake. Exits may be damaged and there may be falling debris.

e. Be prepared for additional aftershocks.

f. Do not use matches, lighters, or any other appliances (including the phone and electrical switches) unless certain that there is no flammable gas. Leave the building and call for help from a nearby phone.

g. Call 911 or other emergency personnel as necessary. Do not use the phones except to report fires and medical emergencies – lines should be kept free for rescue operations.

2. Secondary Response

a. Evacuate the building after all shaking has stopped and go to your Evacuation Assembly Point as designated in your building emergency plan.

b. Once you have exited the building, do not reenter until the building has been declared safe by trained emergency personnel. It may take some time to assess the safety of University buildings, depending on the severity of the earthquake.

c. “Facilities engineers will conduct building inspections with support from Capital Projects Office licensed architects. In the event of a major earthquake or other disaster involving widespread damage to UW buildings, Engineers and CPO Architects will gather at the established assembly area, form into teams, and execute the inspection and posting of buildings in accordance with the ATC-20 protocol of Rapid Post-Earthquake Building Inspection. Priorities for building inspection, equipment, supplies, etc. are identified in the Engineering Services Plan…” Facilities Services Unit Response Plan

d. When allowed, authorized library staff should accompany Facilities personnel into damaged areas to determine the extent and the types of damage.

e. Cooperate with the Facilities personnel to cover material in the affected area as necessary, to prevent damage from debris or exposure to the elements and to cordon off affected areas.

f. Water pipes can break with structural damage, especially in older buildings. Ensure that sewage lines are intact before running water or flushing toilets. If there is water damage, follow guidelines in Section V. A. “Water Damage” as soon as possible.

E. NON-EARTHQUAKE STRUCTURAL DAMAGE (Collapsed Stacks, Roofs)

1. Immediate Response

a. KEEP CALM.

b. Request emergency assistance. See Section III. "Immediate Response: Who to Call."

c. Evacuate all users and staff from the area, locking doors and/or quickly cordoning off the area so that no one can reenter.

DO NOT REENTER THE AREA UNTIL IT HAS BEEN EVALUATED AND DECLARED SAFE BY APPROPRIATE PERSONNEL.

F. MOLD OUTBREAK

1. Immediate Response

a. Request emergency assistance. See Section III. "Immediate Response: Who to Call."

b. Keep unauthorized personnel out of the disaster area.

c. If only a few volumes are affected, place them in sealed plastic bags and isolate them.

MOLD POSES HEALTH RISKS AND APPROPRIATE HEALTH AND SAFETY PROCEDURES SHOULD BE FOLLOWED. PEOPLE WITH ALLERGIES, RESPIRATORY PROBLEMS, OR COMPROMISED IMMUNE SYSTEMS SHOULD NOT ENTER THE DISASTER.