Disaster Preparedness and Recovery Plan

Center for Popular Music
Room 140
Bragg Mass Communications Building
Middle Tennessee State University
Murfreesboro, Tennessee

Contents include:

introduction
emergency instructions
evacuation procedures
emergency telephone numbers
floor plan
emergency materials
supplies, facilities,
    consultants, agencies,
    and resources
general recovery operations
review and maintenance
appendices

Written by David Jelema,
Updated by Lucinda Cockrell/Dicky Dixon
(Updated June 2011)
INTRODUCTION

The Center for Popular Music’s mission is to promote the study of American popular and vernacular music, with an emphasis on the role of music as an integral part of American cultural and social history. In order to fulfill this mission and insure that future generations will benefit, the Center must preserve the important, rare, and unique materials that constitute its collections. This Disaster Plan is part of maintaining that mission.

The CPM Disaster Plan outlines the basic responses anticipated during various disaster situations. The purpose of the plan is to reduce the risk of material loss to the collections held by the Center for Popular Music due to a disaster such as fire or flood. The plan specifies contact information for key personnel, vendors, and consultants. It also contains basic supplies that will be needed during the first critical phase of disaster recovery, when the priority is to remove damaged materials and stabilize the environmental conditions of the affected area.

The CPM’s Disaster Plan does not specifically address issues of human safety or major database and equipment recovery. Priorities for addressing decision making in the event of an emergency situation are as follows:

- **Priority 1** Human safety issues including evacuation of buildings
- **Priority 2** Collections and essential records protection and recovery
- **Priority 3** Electronic equipment protection and recovery
- **Priority 4** Fittings and furniture protection and recovery

University policies and procedures relating to issues of human safety in an emergency or disaster, along with other emergency information are available through the MTSU Emergency Plan and the ALERT4U web site: [http://www.mtsu.edu/alert4u](http://www.mtsu.edu/alert4u).

Security of the computer-generated documents contained within the Center’s server and database records is the responsibility of the Director. Daily backup tapes are created each weekday evening. A complete data and systems backup is performed each Friday. This tape is stored off site at the MTSU Walker Library.

The management and implementation of this plan is the responsibility of the entire Center for Popular Music staff. The archivist is responsible for the review and updating of the plan on an annual or semi-annual basis (preferably each May 1 or May Day). In the event of an actual disaster situation, the CPM staff will be called upon to respond. The Disaster Coordinator
Introduction (continued)

will need to make quick decisions and work assignments in accordance with this plan and the unique characteristics of the particular event. Responsibilities and actions will vary depending on the nature and extent of the disaster. A general outline and specific guidelines are included in the section titled Emergency Instructions. The following questions are intended to serve as a checklist of issues that may need to be addressed, depending on the nature and extent of the situation.

1. Who should be notified first?

2. Who assesses the situation? Has the source of the trouble been eliminated, eg. water turned off, fire controlled, windows boarded?

3. If this is not a minor incident, who is notified next?

4. Where is the command post?

5. How are necessary staff and disaster team members and volunteers notified? Where do they convene?

6. Who activates the plans for supplies, equipment and services? Are consultants required?

7. Where are deliveries to be made?

8. How are things to be paid for?

9. Is the area safe to enter?

10. What will be done with damaged materials?

11. How will communication, both internal and external be handled?

12. How is the activity being documented (including photographs) and who is responsible for writing it up?
EMERGENCY INSTRUCTIONS

FIRE

Notify:  Call 911 or Public Safety  (898)-2424

Summary of procedures

For a fire within the Center for Popular Music:
1. Trigger fire alarm--located by the exit door next to Room 130.
2. Call 2424 (MTSU Public Safety) or 911.
3. Clear Reading Room of researchers.
4. Alert staff to clear area.
5. Close but do not lock all doors.
6. Cover computer equipment if time permits.
7. Exit the building by the north (side) door.
8. Staff should gather near the Business/Aerospace building.
9. Staff may not reenter the building until notified by fire department or public safety officer.

Fire Extinguishers
There are five fire extinguishers in the Center. One is located beside the front desk in the Reading Room. One is in the hallway outside of Yvonne’s office. Three are located in the stacks area, one by each door. All are ABC type dry chemical extinguishers, meaning they can be used on fires containing trash, wood, paper, liquids, grease, and electrical equipment. CPM staff should follow the above emergency procedures and only attempt to put out a fire with a fire extinguisher after reading and understanding MTSU’s Portable Fire Extinguishers Training Material. By OSHA standards, we are required to execute a mandatory evacuation in the event of a fire.

FLOODING OR WATER DAMAGE

Notify:  Facilities Services (898)-2414
           Public Safety  (898)-2424

Summary of procedures

* If water is coming from overhead (roof leaks, sprinklers or plumbing):

1. If only a small area is affected, move materials to a dry area (exception: 78 rpm records.)
2. If a large area is affected, cover stacks with plastic sheeting. Cover affected computer equipment.

Flooding or Water Damage (continued)
* If water is pooling on floors:

1. Unplug electrical equipment if water has not reached area. **DO NOT** attempt to unplug equipment that is standing in water or while you are standing in water.

2. In affected area, move items on bottom shelves to higher surface. Exception: 78 rpm records.

3. Vacuum up small pools of water with the Shop Vac. Use sponges, mops and/or rags as needed.

4. Use the two large fans stored in the stacks to dry area. Leave fans running until the area is completely dry. Leave all lights on until area is completely dry.

5. If any materials have gotten wet, follow procedures for handling of paper goods or other media.

6. Call ITD to have computers thoroughly checked before turning them on!

**Fire Suppression System**

The CPM is equipped with a dry-pipe sprinkler system in the stacks area. This means that water is allowed in the pipes only after a smoke or fire alarm has been triggered. The sprinkler heads are heat-sensitive and the ceiling temperature must reach 155 degrees F. before a sprinkler head is activated. This lowers the possibility of an accidental discharge. [Where is the main turn-off valve located for the stacks area?]

**TORNADO WARNING**

Staff may learn of a tornado warning for the University area by listening to the weather radio, through a university alert or other means. Senior staff should evaluate the degree of threat and, if necessary, evacuate the Center. **DO NOT PULL A FIRE ALARM** : **no one should leave the safety of the building!** Further information about tornado safety is found in Appendix E or here: [http://www.mtsu.edu/alert4u/tornado.shtml](http://www.mtsu.edu/alert4u/tornado.shtml)

1. Clear researchers from Center. Direct them to the interior hallway near the computer animation lab.

2. Center staff should gather in the interior hallway near the audio lab.

3. Proceed to a designated Tornado safe area. In the Mass Communications Building they are:
Tornado Warning (continued)

- Interior Corridors in South Wing Away From Atrium. (This is the wing area leading to the loading dock and the wing by the recording studio (but no further on Recording wing than Studio A).

- Downstairs restrooms, and rooms with interior walls (the Graphic Lab open area, Rooms 123, 149, 150, 155 (edit bays A-H) and 167 (follow runners’ directions).

- If necessary, and last resort, the central machine room away from the glass, and very last resort, the central machine room hallway and the east and west corridors in main hallway, along the walls inside brick pillars under the overhang area.

BOMB THREAT

1. Employees receiving a bomb threat by telephone should note the exact time of the call and the exact words said by the caller. Check caller ID and write down if available.

2. Call the MTSU Police Department at 2424 and give details of the circumstances surrounding the matter. Describe any details (voice, mannerisms, mood, or appearance) of the person who issued the threat.

3. If the area is threatened, employees should remain calm and stay where they are until police arrive at the scene.

4. If directed to evacuate, employees should follow evacuation procedures and inform police outside of the building about any suspicious article seen and the exact location. DO NOT TOUCH ANY ITEM THAT IS NOT IDENTIFIABLE IN THE WORK AREA.

Details of the MTSU emergency procedures in the case of a bomb threat are found in Appendix D or here: [http://www.mtsu.edu/alert4u/bombthreat.shtml](http://www.mtsu.edu/alert4u/bombthreat.shtml)

EVACUATION PROCEDURES

PERSONS AUTHORIZED TO INITIATE AN EVACUATION

Any member of the Center staff is authorized to oversee evacuation of researchers from the Center in response to a fire alarm, power failure or an order from public safety staff. In other cases (e.g., tornado warning) the Director or, in his absence, other professional staff in charge
will determine if the Center should be evacuated.

Dale Cockrell   Director   (898)-2453
Lucinda Cockrell  Assistant Director   (898)-5884
Grover Baker   Librarian   (898)-5512
Martin Fisher   Media Manager   (898)-5509
Yvonne Elliott  Executive Aide   (898)-2449

PROCEDURE

1. All researchers and student workers should be cleared from the building, followed by the permanent staff.

2. Doors: All interior doors must be closed but should be left unlocked. Exterior doors must be closed and should be locked unless staff is certain there is a fire in the building. In most cases all staff will exit from the main door of the Center. In the unlikely event of an active fire or other source of danger in the building, the back exterior door by Paul’s office should be used instead.

3. In an emergency, all staff cleared from the building should proceed to the southeast corner of the Business/Aerospace Building.
Center for Popular Music EMERGENCY TELEPHONE LIST  
(all area code 615)

<table>
<thead>
<tr>
<th>Category</th>
<th>Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>All emergency calls</td>
<td>Call 911</td>
</tr>
<tr>
<td>Fire Department</td>
<td>Call 911 or call 898-2424</td>
</tr>
<tr>
<td>Police</td>
<td>Call (898)-2424 if busy, call 893-1311</td>
</tr>
<tr>
<td>Medical Assistance/Ambulance</td>
<td>Call (898)-2424 first if busy, call 896-2520</td>
</tr>
<tr>
<td>Media or Public Inquiries</td>
<td>Call (898)-2919</td>
</tr>
</tbody>
</table>

*Note: calling 911 or 9-911 from a campus phone will automatically connect you with MTSU security.*

Director, CPM:  Dale Cockrell  410-3535 (home)  631-2924 (cell)

Assistant Director:  Lucinda Cockrell  410-3535 (home)  604-0356 (cell)

Librarian:  Grover Baker  599-9947 (home)  668-9948 (cell)

Manager, Media Collections:  Martin Fisher  315-0611 (home)  315-0611 (cell)

Executive Aide, CPM:  Yvonne Elliott  893-3235 (home)  306-4952 (cell)

Reference Assistant:  Dicky Dixon  594-0449 (cell)

Dean, Mass Communications:  Roy Moore  (898)-5171

Executive Aide, Mass Communications:  Lisa McCann  (898)-5872

Public Safety:  (898)-2424

Environmental Health and Safety Services:  Terry Logan  (898)-5784  (Terry’s 24 hour dispatch: 2424)

Facilities Services:  David Gray, Director  (898)-2414  (898)-2309
DISASTER TEAM

Secretary

During an emergency threatening the holdings of the Center, the director or the staff in charge will appoint one secretary to coordinate calls coming in and going out. To assist emergency personnel, consultants, and administration in follow-up and assessment, taking detailed minutes of all decisions, assignments, calls, actions, and follow-up is critical. The secretary will be stationed in the Center if circumstances permit. If not, the secretary will secure permission from the Mass Comm Dean to conduct secretarial duties from the Digital Imaging Lab (room 148), the Graphics Lab, or the Mass Comm bldg. main office (room 251). In the event that the Mass Communications building is off-limits, the secretary will conduct call coordination and minutes from the Gore Research Center. If the Gore Center is unavailable, the Rutherford County Archives (435 Rice Street) will serve as the coordination point.

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone #</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dale Cockrell</td>
<td>410-3535 (home) 604-6097 (cell)</td>
<td>--notify on-campus, local personnel for materials recovery; assess computer damage</td>
</tr>
<tr>
<td>Lucinda Cockrell</td>
<td>410-3535 (home) 604-0356 (cell)</td>
<td>--contact and coordinate student workers; --notify off-campus consultants, local personnel for materials recovery; assess special collections stacks damage; photo documentation.</td>
</tr>
<tr>
<td>Grover Baker</td>
<td>599-9947 (home) 668-9948 (cell)</td>
<td>--notify appropriate vendors for book recovery; main reading room, special collections books and rare books materials damage.</td>
</tr>
<tr>
<td>Martin Fisher</td>
<td>315-0611</td>
<td>--contact student workers; assess damage to audio equipment and recorded sound materials.</td>
</tr>
<tr>
<td>Yvonne Elliott</td>
<td>893-3235 (home)</td>
<td>--assess serials damage; contact services and</td>
</tr>
</tbody>
</table>
306-4952 (cell) rental agencies for large equipment. File incident/injury/illness reports as needed.

Dicky Dixon 594-0449 (cell) --assess serials damage; assist as needed

Student Assistants/Technician --assist with damage assessment and as needed

Rachel Morris 663-2435 (cell) needed

Local Consultants and Coordinators (all 615 area code)

Mayo Taylor, Walker Library 890-2081(h) or 898-5605 (o)
Jim Williams, Director, Gore Center 898-2632 (o)
Jim Havron, Archivist, Gore Center 898-2633 (o)
Jack Ross, Director, Photographic Services 895-3525 (h)
Carol Roberts, Archivist, State Library & Archives 741-2997 (o)
Mike Stefani (Manager IT Division) 898-5177 (o)
Ken Buggs, HVAC Asst. Manager 898-2435 (o)
John Lodl, Rutherford County Archives 867-4609 (o)

SECURITY INFORMATION

People who have keys to the CPM facilities:

--Center Staff (see disaster team listing for contact numbers)
   Dale Cockrell (master key)
   Lucinda Cockrell (master key)
   Grover Baker (master key)
   Martin Fisher
   Yvonne Elliott (master key)

--Custodial Staff (Aramark) (898)-2414
   Hal Plemons, liaison (904)-8195
   Dave Fagan (898)-5097

--Public Safety Staff (898)-2424

Building access:
   Exterior building doors, other than CPM, locked at 10:00 p.m.

CPM has no anti-theft devices for any of the materials. Security measures include an electric doorbell and staff monitoring.
The Floor Plan

The Floor Plan, included in the manual and posted by each of the exit doors, highlights the locations in the Center where critical holdings, data files, or emergency equipment and supplies are housed.

In the rare instance in which there may be time to “prepare” for a disaster, please protect or remove these materials according to the direction and/or supervision of the staff most familiar with them. These materials are also highlighted for immediate post-emergency damage assessment and recovery. A list of specific collection priorities follows the Floor Plan.

**Room 133, Front Supplies Closet**

-- *master accession records* in the file cabinet
-- red box with *server tape back-ups*

**Room 134, Audio Lab**

-- recording equipment checked for *reels, cassettes, or discs.*

**Room 136, Assistant Director’s Office**

-- *document boxes and uncataloged Special Collection items* on bookshelf

**Room 142, Serials**

-- *all document boxes* on right bookshelf

**Room 138, Librarian's Office**

-- *rare books on* rear bookshelf or rolling cart

**Room 144, Director’s Office**

-- *manuscript music* on bookshelf nearest rear door
-- *file cabinet* contents.
-- *computer*
The Floor Plan /Collection Priorities

Room 146, Main Stacks

--Upper Mezzanine: *manuscript collections, disc recordings. Hymn books, songbooks, songsters, broadsides, sheet music.*

--Oversize Drawers and Boxes: *posters, playbills, programs, photographs, clippings.*

(for details of mezzanine and oversize materials, see the priorities listed below.)

--Administrative File: *all files related to history and activities of CPM.*

--Iconographic Files: *boxes in filing cabinets.*

--Catalog Collection: *select folders.*

--Special Serials: *all boxes.*

**Collection Priorities**

The following list highlights specific collections or genres in the stacks that should receive priority in protection and recovery efforts.

**Sheet Music**

Confederate (one box): Range 7B, section 2
Goldstein broadsides: Range 3B, section 2
Manuscript music: Range 5A and B
Sheet Music Volumes: Range 5A, section 1-4
Ray Avery Collection: Range 5A, section 5-6

*NOTE: Water damage to coated sheet music will likely consist of serious adhesion. Most standard-sized (smaller) sheet music is coated, and some large sheet music as well.*

**Rare Books**

Goldstein and miscellaneous songsters: Range 3A, section 3-4
Oblong songbooks: Range 1
Sacred and secular songbooks: Ranges 1 – 3B
Instrumentals: Range 3a, sections 6, 3B section 1
Denominational hymnbooks: downstairs, cabinets 1-2
School books: downstairs, cabinet 4

Collection Priorities (continued)
Performance
Minstrel boxes (Minstrel scrapbook box; minstrel binders 1 & 2; minstrel oversize boxes)

Oversize and Extra Large Oversize
Goldstein song broadsides: map case, drawer 10
Hutchinson family posters: map case, drawer 9
Fisk Jubilee Singers: biographical oversize, box 1
Performance collections: map case, drawer 11
Ray Avery Collection: oversize boxes 32, 33
Sheet music: oversize boxes; map case, drawer 10
Serials: oversize boxes

Microfilm
Catalogs: vertical case
Vaughan Family Visitor: vertical case

Manuscripts
[unless noted otherwise, all manuscript materials are located in Range 5A and B and Range 6 on the Mezzanine, and on bookshelf nearest door in Director’s office]
**SHELVING: COLLECTION ARRANGEMENT**

In all lists below, sections are numbered from left to right. (Revised 5/2008)

**I. Reading Room.**

5 ranges of two-faced shelves, each with 6 sections, plus 1 range of 4 sections against north wall. Numbering begins with shelves closest to west wall (front windows).

Range 1A:  Sections 1-6 - Bound periodicals, A-D  
1B:  Bound periodicals D-K  
Range 2A  Bound periodicals K-Q  
2B  Bound periodicals R-Z  
Range 3A  Scores (Call number M)  
3B  General Collection books (Call Number A-ML156.4)  
Range 4A  General Collection books (Call Number ML156.4-ML420.B)  
4B  General Collection books (Call Number ML420.B- ML1005.F)  
Range 5A  General Collection books (Call Number ML1011 - ML3556.E)  
5B  General Collection books (Call Number ML3556.F - Z)  
Range 6 (North wall)  Reference books (Call Number A-Z) and Current Periodicals in hanging files.  
Range 7 (West wall)  General Collection books (MT – Z)  
Range 8 (East wall)  Music business, new books, and Phonologs.

Room 133 Storage closet near front desk:  
Filing cabinet: All master Special Collections Accessions files  
Bookshelves:  Special Collections Reading Room rare books

**II. Stacks: Mezzanine Level**

Range 1:  6 glass-front cabinets along rails on west end.  
Oblong Sacred (050000-) 4 cabinets.  
Oblong Secular (060000) 2 cabinets.  
Range 2-6 Two-faced shelf units, 6 sections each

Range 2A  Gospel songbooks (000001-001935)  
2B  Gospel songbooks (001936-)  
Secular Choral/Vocal  (040000-)  
Sections 1-2  
Sections 3-6  
Range 3A  Sacred Choral/Vocal  (045000-)  
Lyrics only hymnals (070000-)  
Lyrics only songsters (080000-)  
Sections 1-3  
Sections 1-3  
Sections 3-5
Instrumental music books (090000-)  Section 6

Shelving (continued)

3B Instrumental music books (090000-)  Section 1

American Song Broadsides  Section 2
Sheet music: Avery  Section 3
Sheet Music: BYU Large  Sections 3-5
Sheet Music: UCLAS  Sections 5-6

Range 4A

Sheet music: SHOW Large and Small  Sections 2-5
Sheet Music: ORCH  Sections 5-6

4B

Sheet music: CPM Small  Sections 1-3
Sheet music: CPM Large  Sections 3-6

Range 5A

Manuscript Collections  Section 1-6

5B

Manuscript audio tapes (TCA)  Section 5

Range 6

2 Artifact Boxes  Sections 1-4  Section 5

Range 7a  unprocessed materials  Section 1-2
Range 7b  Sheet music: Newspaper  Section 1
Sheet Music: Movie Small  Section 1
Sheet Music: Tennessee  Section 2
Sheet Music: Confederate  Section 2
Sheet Music: Piano Rolls  Section 2
III. Stacks: Lower floor: Metal Filing Cabinets

13 filing cabinets located immediately adjacent to ramp:
  Cabinets 1-4: Trade catalogs
  Cabinets 5-7: Iconographic
  Cabinet 8: empty
  Cabinet 9: Maximum Rock & Roll tapes
  Cabinets 10-13: Administrative files

On lower floor: Center floor, West end

- 1 map case for oversize materials on West wall between stairs
- Shelf immediately across from this with various Oversize materials and Performance Documents

On lower floor: Shelves on North wall

- Wolfe Collection unprocessed materials

IV. Stacks: Shelving below Mezzanine

Consists of 6 two-faced ranges, each with 7 sections. The upright supports of these shelves support the mezzanine floor.

<table>
<thead>
<tr>
<th>Range</th>
<th>Description</th>
<th>Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td>Audio Cassette tapes A-Z</td>
<td>Section 1-2</td>
</tr>
<tr>
<td>1B</td>
<td>Video A-Z</td>
<td>Section 1-4</td>
</tr>
<tr>
<td>2A</td>
<td>CD Box sets</td>
<td>Section 1</td>
</tr>
<tr>
<td>2B</td>
<td>CDs</td>
<td>Sections 2</td>
</tr>
<tr>
<td></td>
<td>45s - 1 range</td>
<td>Section 1-6</td>
</tr>
<tr>
<td>3A</td>
<td>16&quot; discs</td>
<td>Section 7</td>
</tr>
<tr>
<td>3B</td>
<td>LPs, 1st Alpha. A-S</td>
<td>Sections 7</td>
</tr>
<tr>
<td>4A</td>
<td>LPs, 1st Alpha S-Z</td>
<td>Sections 1-2</td>
</tr>
</tbody>
</table>
2nd Alpha A-B
Sections 2-7

4B LPs, 2nd Alpha, B-C
Range 5A LPs, 2nd Alpha, C-E
5B LPs, 2nd Alpha, E-K
Range 6A LPs, 2nd Alpha, K-P
6B LPs, 2nd Alpha, P-R
Range 7 LPs, 2nd Alpha, R-T
Range 8 LPs, 2nd Alpha, T-Z

Cabinets: Next to mezzanine stairs:
  Cabinet 1: Denominational Hymnals (010000-010178)
  Cabinet 2: Denominational Hymnals (010000-)
    Non-Denominational Hymnals (020000-020016)
  Cabinet 3: Non-Denominational Hymnals (020017-)
  Cabinet 4: School Texts: (030000-)

Stacks: Glass Cabinets on floor.
  Glass-fronted shelving units placed against east (back) wall of stacks contain 78s, Q-Z.
  Archival or manuscript audio and videotapes in metal cabinets on ground floor (near 78s)
  10” 33 ½s on top of metal cabinets (Griffis 03-028)

V. Stacks: Serials Shelving

  3 ranges of two-faced shelf units, each with 5 sections. Numbering begins with range
  nearest back wall.

Range 1A Special collection Secondary serials (boxed )
  Boxed or bound oversized back issue periodicals, A
  1B Boxed or bound oversized back issue periodicals, A-C
Range 2A Boxed or bound oversized back issue periodicals, C-F
  2B Boxed or bound oversized back issue periodicals, F-M
Range 3A Boxed or bound oversized back issue periodicals, M-P
  3B Boxed or bound oversized back issue periodicals, R-W

(Shelving Continued) On shelves against south wall:
  Secondary serials (boxed)
  Reference collection directories, pre-1994

Note: There are additional shelf ranges, each with several sections 2-3 shelves high, which are
used for storage of supplies, literature, old equipment, etc. at the front of the stacks near the steps
and adjacent to the Oversize/Performance materials.
EMERGENCY MATERIALS

This section identifies supplies and small equipment that might be needed for protecting collections and/or in recovery efforts. Sources for quick rental or purchase are also listed. The emphasis is on sources of acquisition rather than establishing stockpiles of the wide range of items that might be required.

Alcohol: Alcohol is used to remove mold from the covers of books, as it not only kills the spores, but also wets down any powdery substances, so that these may be wiped off without spores flying into the air to contaminate other materials. Denatured or isopropyl alcohols are the least toxic and most readily available. Clean rags may be dampened with it and wiped carefully over book covers. Please note that alcohol will dissolve some dyes, and may also affect library buckram.

Chemical Sponges: Chemical sponges or industrial cleaning sponges may be used for removal of soot, smoke, and odors from books or other materials in the collections. Absorene may be useful, but at present is unobtainable.

Dry Ice: Dry ice may be used as a temporary measure to refrigerate small numbers of wet books, or to pack books being sent to be frozen or freeze dried. Dry ice must be handled carefully, and not with bare hands, as it can cause injury to unprotected skin.

Generators: Generators or emergency power may be provided through the University.

Emergency materials (continued)

Milk Crates: Plastic milk crates are the best containers for transporting, freezing, and freeze drying wet books. They may be bought or borrowed when needed.

Newsprint: Unprinted newsprint is useful in an air drying operation. It is an inexpensive and absorbent material for covering drying tables and for interleaving damp to moderately wet books. When newsprint or any other material used to absorb water has served its purpose, it must be removed from the drying area in order to help reduce the amount of moisture in the room. U Haul and other moving/packing companies also sell it.

Plastic Sheeting: Plastic sheeting is used to protect bookshelves, card catalogs, and other fixtures from water leaks. It is available in several thicknesses, but the range of 2 mils to 5 mils is most appropriate for this purpose. Clear polyethylene is recommended over black, because it allows one to see what is underneath.
Emergency Supplies On-Hand

In the Stacks

*Room 146, west wall between stairways*

*(Some on top of filing cabinet in plastic container labeled Disaster Supplies)*

garbage back
plastic bags (small ziploc)
sponges
alcohol
clothes lines and pins
dirt erasers
disinfectant (Lysol, etc.)
duct tape
dust masks
freezer paper
freezer tape
rubber gloves
aprons
extension cords
blotting paper (located in bottom 2 two drawers of Oversize metal cabinet)

**Need to purchase and add to list:**

Chemical light sticks
Hard hats
Waterproof markers, pens, labels
Boots, gloves
Liquid or hazardous materials absorbing compounds

dirt erasers
alcohol
clothes lines and pins
Freezer paper
Freezer tape
Clothes lines and pins
Blotting paper

Supplies Cabinets, west wall collections storage, gray metal cabinet

various archival materials (file folders, binders, paper, etc.)
alcohol
Cotton gloves
various archival materials (deacidification spray, card stock, mylar, paper, etc.)

*south wall*

dehumidifier
fan
short stepladder

*under the mezzanine stairs*

water vacuum
vacuum
brooms
brushes
buckets
mops

Emergency Supplies (continued)
Stacks Area continued

back east wall

cardboard cartons
tall steps ladder
wooden pallets

on mezzanine

plastic tarps
fan
flashlight and batteries

break room
room 137, cabinet

paper towels  [extras in Mass Com Bldg., maintenance supplies cabinet]
wax paper
plastic wrap

Supplies Cabinet
room 139, across from secretary’s office

first aid kit
paper pads
pens and pencils
trash bags
flashlight/batteries
clipboards
scissors

materials inspected on 05/16/08
To Be Borrowed or Obtained When Needed: see below

**SOURCES FOR SUPPLIES**

**Item**                          | **Nearest Source**        
---                              | ---                       
electric generators (Sunbelt Rentals) | 849-4000                  
(Aggreko in Smyrna)              | 355-8881 or 459-0888      
flood lamps and stands (Sunbelt Rentals) | 849-4000                  
folding tables                   | Mass Comm. main ofc / custodial 
industrial fans (Sunbelt Rentals) | 849-4000                  
plastic milk crates (M.T. Dairy Services) | 893-2526                  
plastic bread trays (Interstate Brands) | 893-4150                  
portable pumps (Sunbelt Rentals)  | 849-4000;                 
(Farrer Bros. Construction)      | 893-6118/ 24 hr emg. 893-6835 
two-way radios                   | Environmental Safety, 898-5784 
alcohol (Rite Aid)(Walgreens)    | 867-9907 // 890-5911      
plastic sheets (Wal-mart)        | 896-4650                  
(Pack Secure)                    | (757)-483-4790            
fork lifts (manual), flat carts, dollies | 898-2700 (Phillips Bookstore) 
(Forklift Express)               | 898-2959 (Recvng & Moving Servcs: Derek Vincion (cell 714-1030) 
(Forklifts Unlimited)           | 898-2944 (Procurement: Joe Hugh) 

(Many of the smaller items listed on pages 20 & 21 are available at Wal-Mart if extras are needed.)

**SOURCES FOR FACILITIES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Vendor</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>fire and water damage</td>
<td>Chem-Dry</td>
<td>890-9804</td>
</tr>
<tr>
<td>refrigeration</td>
<td>United States Cold Storage, Inc.</td>
<td>355-0047/ 641-9800</td>
</tr>
<tr>
<td>dehumidification</td>
<td>Munters (Atlanta, GA)</td>
<td>(770) 242-0935 or (800)-686-8377</td>
</tr>
</tbody>
</table>

**CONSULTANTS**

Carol Roberts ?              | ? 253-6446 or 741-2764 

(additional consultants are listed in Appendix B, page 36.)

**GENERAL RECOVERY OPERATIONS**
Recovery operations are likely to be based on a mix of commercial services, university services and in-house capabilities. The following section is intended to provide guidance for the quick decisions that must be made.

Whether the disaster is large or small, the following steps are required for an effective recovery operation.

1. **Assess the damage**

   How much damage has occurred?
   What kind of damage is it (fire, smoke, soot, clean water, dirty water, heat, humidity)?
   How much of the building is affected?
   What is the nature and extent of damage to the collections?
   Are the damaged items easily replaced, or are they irreplaceable?
   Can they be salvaged by the in-house recovery team, or will outside help be required?
   Photographs should be taken to document the damage.

2. **Stabilize the environment**

   The environment must be stabilized to prevent the growth of mold. Mold can develop within 48-72 hours in an environment where the temperature is over 75 degrees and the relative humidity is over 60%. Aim to bring the temperature to 65 degrees and the RH to 50%. Air should be circulated. (See Mold Outbreak page 27)

3. **Activate the in-house disaster recovery team or commercial service**

   A clear plan of action and priorities must be established by the team leader. (Refer to page 10.) Disaster and recovery areas should not be accessible to the public.

4. **Restore the area**

   After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Walls, floors, ceilings, and all furniture and equipment must be scrubbed with soap and water (or other appropriate cleaners) and a fungicide. Carpeting, and especially the padding under it, should be carefully examined, as mold can develop quickly. Removal of smoke odor and fogging with fungicides or insecticides should be performed only by professionals.

**Commercial Services**

Blast freezing and freeze drying services are recognized as the most effective recovery technique for wet books and paper records. These services should be considered as the option of first

*General Recovery Operations (continued)*
choice for unique, irreplaceable or otherwise valuable materials. Recovery by this means is estimated to cost $5.00 - $10.00 per volume, which in most cases will be less than replacement. [For example: 10 boxes (200 volumes) of wet periodicals could be freeze dried for about $1500.00. Replacement at $50.00 per volume would come to $10,000.00.]

Commercial firms can re-wash and dry wet microfilm. The cost is estimated to be between $5.00 and $10.00 per roll of microfilm, which in most cases will be less than purchasing replacement films, though time and personnel costs for packing and labeling before shipment need be considered. (See subsequent section below on packing microfilm.)

The following sections describe basic guidelines and procedures for handling, packing and air-drying wet books, paper and other materials found in the collections.

**GUIDELINES FOR PACKING AND IN-HOUSE RECOVERY**

Be extremely careful when handling wet materials. All of them are very fragile, including their paper boxes. If boxes have disintegrated replace them with new containers. Fill cartons and crates only three-quarters full. Keep identification labels with objects. Do not mark wet paper, but picture frames and reels can be marked with a grease pencil. To avoid further damage, do not stack materials in piles or on the floor.

**Paper**

Single sheets of paper:
- Do not try to separate but interleave the folders every 2 inches with freezer paper.

Watercolors, maps, and manuscripts with soluble media:
- Do not blot the surface. Quickly freeze.

Coated papers: (sheet music)
- Keep wet by packing in boxes lined with garbage bags, then freeze.

Framed prints and drawings:
- If time and space permit, unframe and pack as for single sheets.

Maps, posters, plans and oversize prints:
- Sponge standing water out of map drawers. Remove the drawers from the cabinet and freeze them stacked up with 1" x 2" strips of wood between each drawer.

**Guidelines (continued)**

**Books**

Do not open or close wet books or remove wet book covers. If the water is dirty, closed books may be washed before freezing, but time and facilities may limit this treatment. If
time permits wash the books in tubs of cold running water and dab away (do not rub) mud with a sponge.

Lay a sheet of freezer paper around the cover and pack spine down in a milk crate or cardboard box.

Leather, parchment and vellum bindings are an immediate priority because they distort and disintegrate in water.

Books with coated papers should be kept wet by packing inside boxes lined with garbage bags, then frozen.

The Walker Library has a Wei T’o Book Dryer that can be used to freeze and/or dry books. It can accommodate between 200 and 600 books depending on size per full cycle. A full cycle for complete freezing and drying is between two to four weeks.

**Microfilm in rolls**

Do not remove the film from their boxes. Hold cardboard boxes and their labels together with rubber bands. Fill boxes with water, then stack five boxes of film into a block and wrap with plastic. Pack the blocks into a heavy cardboard box lined with garbage bags. Ship to a film processor for rewashing and drying.

**Microfiche**

Pack, freeze and make arrangements to air-dry. Mechanical reprocessing is not possible as with rolled microfilm. Air drying is labor intensive and probably not cost effective for fiche that can be commercially replaced.

**Photographic materials**

**Historic photographs:** Wet collodion photographs (ambrotypes, tintypes, pannotypes and wet collodion glass plate negatives): Salvage first and air-dry immediately. Both immersion and freezing will destroy the emulsion. Dry on blotters, emulsion side up. Recovery rate may not be very high.  

Daguerreotypes and other framed images: Salvage and air-dry, on blotters, emulsion side up. Recovery rate may not be very high.

**Guidelines (continued)**  

**Other photographs, prints and negatives** should be kept wet in containers of fresh cold water until they are either air dried or frozen. If allowed to partially dry they will stick together. Pack inside plastic garbage pails or garbage bags inside of cardboard boxes. Keep to a minimum the amount of immersion time. Salvage color photographs first, then prints, then black and white negatives and transparencies. Air-drying is done on blotters,
paper, or nylon screen, emulsion side down.

**Motion pictures**

Open the film can, fill it with water and replace the lid. Pack into plastic pails or cardboard cartons lined with garbage bags. Ship to a film processor for rewashing and drying.

Nitrate film: Freeze immediately and make arrangements to freeze dry. Emulsions are water-soluble and could be lost.

**Tapes (audio, video, computer)**

Water is especially damaging to magnetic materials. The longer they have been wet, the greater the damage will be. Do not attempt to play any damaged tapes or disks as they can damage the equipment on which they are being played. Tapes should be removed from cassettes and washed in clean or distilled water and then air-dried or dried with a lint-free cloth. Tape may be washed in a mild detergent if it is very dirty.

**Sound recordings**

Vinyl disk sound recordings will probably not be damaged by clean water, but water with particles in it may scratch a disk. Disks should be washed with clean water and dried with cheesecloth or a lint-free cloth. If dirt has been deposited on the disks, they may be washed in a 10% solution of Kodak Photo Flo in distilled water. Record jackets or paper protective sleeves should be thoroughly dried like other paper or discarded to prevent mold.

**Art Work/Paintings**

Drain off excess water and take to safe area for professional assessment and drying. Transport horizontally if you can. If not, carry the painting facing toward you, holding the side of the frame with the palms of your hands. Larger paintings should be carried by two people. The order of removal and treatment should be: first, the most highly valued; second, the least damaged; third, those slightly damaged; and, fourth, those severely damaged.
MOLD OUTBREAK

The Center is more likely to be affected by an outbreak of active mold growth than by any other disaster considered in this manual. Fortunately, mold growth is not life threatening and does not require intervention from safety professionals, as would a threat from fire, storm damage or flooding. However, mold poses a very serious threat to the materials housed at the Center.

Mold outbreaks occur under damp, warm conditions. Those conditions may result from a water problem (flooding or leaks) at any time in the year, or from a failure of cooling equipment during a warm, humid time of year. The rule of thumb is that mold becomes a serious concern at 70 degrees and 70 percent humidity. Higher temperatures and/or humidity increase the concern. Dormant mold, which is present in many of our materials and in the general atmosphere, will mature in approximately 48 hours and will produce airborne spores which will then infect virtually all exposed surfaces in the area.

Procedures for avoiding an outbreak.

1. Our best defense is the routine monitoring of temperature and humidity. The audio director should alert the coordinator anytime temperature or humidity readings approach the 70/70 threshold.

2. Light and air are the enemies of mold. If temperature and humidity are increasing all fluorescent lights in the Center should be left on around the clock. In addition, the two large fans stored in the stacks area should be turned on (low setting) and left running as well as one on the mezzanine and one on the floor.

3. Turn on the dehumidifier located in the stacks and, if possible, borrow or rent additional dehumidifiers.

4. If the threat of mold results from a leak or other water problem that is localized within the Center, use of lights and fans can be limited to the affected area. Follow appropriate procedures listed under Flooding and Water Damage above, and in the section on handling water damaged materials.

5. If the increase in temperature or humidity occurs at the same time or results from a prolonged power outage (which leaves us without fans, lights or dehumidifiers), staff should make arrangements to rent emergency generators within 48 hours of the first rise in the reading.

Procedures if active mold is suspected.

1. Continue to provide as much light and moving air as possible, except that fans should be turned off if mold is positively identified in a specific area (to avoid spreading spores).
Mold (continued)

2. If the Center has experienced a water problem, such as roof leaks, or if temperature and/or humidity has increased because of problems with the HVAC system for the building, staff should be alerted to the possibility of mold. Staff should visually inspect materials on the shelves in all areas of the Center and should be alert for the smell of mold. However, **materials should not be removed from the shelves and handled unless they are known to have a problem and are going to be treated.** (Reason: materials which are stored in boxes and books that are tightly shelved are only susceptible to airborne mold infection on the surfaces exposed to the air. If you open boxes or handle books, you increase the surfaces exposed. Also, some of the older materials may have dormant mold, which is becoming active. The spores of such materials will be contained within the affected box or book if it is not opened.) Mold growth will most likely first appear on the spines of books or phase boxes, on the tops or edges of boxes which house sheet music or manuscripts, and on the edges of cardboard record jackets. Because paper materials absorb moisture from the air, they are more likely to support mold than are impermeable surfaces, such as plastic book jacket covers or CD cases.

3. If wet conditions are limited to a part of the Center only, avoid transferring materials from the affected areas to dry areas, unless it is for the purpose of treating them.

Procedures if active mold growth is positively identified.

The Center is not likely to experience a full mold emergency unless damp, warm conditions persist over several days or longer. However, once mold gets going it can spread extremely fast and will affect all exposed surfaces, including floors and walls, which will need to be cleaned. If a mold outbreak is underway the coordinator and archivist will develop a response plan and will involve all staff. Outside experts will be consulted as needed.
REVIEW AND MAINTENANCE

This emergency plan was last reviewed by the entire CPM staff on ____________
and is due for a thorough review, in six months, on ____________.

Maintenance Checklist

every six months:
   ___ Review emergency procedures.
   ___ Review recovery procedures.

Annually:
   ___ Update phone and contact lists. Update entire plan. Make copies (9 total) for Archivist, Director, Librarian, Walker Library, Gore Center, Rutherford County Archives. Make three copies for the following CPM areas: 1.) On wall of coat/bookbag deposit area beside the Reference Desk in the Reading Room. 2.) On wall in hallway behind Kym’s office. 3.) On wall to right of East wall exit door in stacks.
   ___ Update abbreviated disaster plan, make copies, and distribute to all CPM staff.
   ___ Contact on-campus consultants and partners for briefing and updating.
      (include Environmental Health and Safety, Facilities Services, After Hours Maintenance, Gore Research Center, and Walker Library.)
   ___ Contact outside services providers for review of agreements and contracts.
   ___ Contact outside preservation and conservation consultants for updates.
   ___ Inventory emergency supplies.

FUTURE CONSIDERATIONS

(a list of reminders for improvements on the plan, future purchases, actions needed, etc.)
   ___ emergency lighting
   ___ sprinklers under mezzanine?
   ___ all boxes off floors
   ___ Mass Comm. Building floor plan
   ___ more lighting in the mezzanine
Appendix A
AGENCIES AND RESOURCES

MURFREESBORO

Fire and Water Damage Resources
Farrer Bros. Construction (www.farrerbros.com)  893-6120
24 Hour Emergency Pager:  893-6385
A Plus Carpet Cleaning  812-8112
Servicemaster
www.servicemasterclean.com/providers/mindex.asp  896-5565
896-7127
Servpro  849-9794
www.servpro.com/franchise.asp?id=5793
Chem-Dry of Tennessee  890-8055
www.thecleanest.com
All Techni-Clean  893-4999

Equipment Rental Agencies
Sunbelt Rentals  849-4000
Farrer Bros./Ace Hardware Rental  893-6118/ 24 hr emg. 893-6835
Aggreko (Smyrna) elec. generators  355-8881 or 459-0888

Miscellaneous Supplies
Middle Tennessee Dairy Service, Inc. (crates)  893-2526
Heritage Farms Dairy, Inc.  895-2790
Interstate Brands Corp. (bread trays)  893-4150
alcohol (Rite Aid)(Walgreens)  867-9907 // 890-5911
Bemis Custom Products (packaging, Shelbyville)  (931) 680-2957

NASHVILLE

Fire and Water Damage Resources
Americlean, Inc. (Indiana)  1(800) 654-9101
www.americleaninc.com/index.html
Nashville Fire and Water Damage Resources (continued)

Chem-Dry of Nashville  223-9945

PuroClean  http://www.puroclean.com/  (866) 991-7876/ 24 hr Emg (615)-932-2400

Servpro
(South Nashville)  331-0200
(Rutherford)  849-9794
(Belle Meade West Nashville)  242-9391
(Donelson)  885-3906
http://www.servpro.com/

(Hickory Hollow)  731-4222
(Madison)  868-5324
http://www.servpro.com/ Franchise/5920

(Gallatin) 1(615) 822-0200

Steamatic of Middle TN  www.steamatictn.com  256-7447

Cold Storage/Freezers
Air Liquide America  (901)-357-5308/ (901)357-7333
Nashville Refrigerated Services (Lebanon)  449-2653
www.nrs-tn.com

United States Cold Storage, Inc. (Lavergne) 641-9800
(http://uscold.com/html/lavergne.html)
Cold Storage of Nashville  251-9587
United States Cold Storage, Inc. (Smyrna)  355-0047

Equipment Rental Agencies
Thompson Machinery Commerce Corporation 1(615) 256-2424  gen info
(www.thompsonmachinery.com)
(Caterpillar machinery dealer, LaVergne) contact: Chet Kelley) 291-5444

Diamond Equipment Inc.  641-1100

Pallet Factory, Inc.(pallets & skids)  www.thepalletfactory.com  847-7474

Itnolap (pallets & skids) (www.itnolap.com)  895-2908
**Miscellaneous Supplies**
Pack Secure (plastic sheets)  (888) 511-7225 (757)483-4790
www.packsecure.com/servlet/StoreFront

**REGIONAL**

**Cold Storage/Freezers**
Portable Refrigerated Storage, Inc. (Atlanta)  1-888-299-1266
http://www.portablerefrigerationstorage.com/refrigerated_containers.asp

**Fire and Water Damage Resources (continued)**

**Equipment Rental Agencies**
(Chattanooga)
Chattanooga Tractor & Equipment Inc.  (423) 892-5725
www.chattanoogatractor.com/
Lanes Equipment Rental  (423) 266-7402
MidSouth Equipment Co.  (423) 899-1219 Or 1-(866)-867-1532

**NATIONAL**

**Freeze Drying and Vacuum Freeze Drying**
American Freeze Dry (Runnemede, NJ)  (866)-939-8160 / Emg. (609) 458-0510
(www.americanfreezedry.com)
Belfor USA  (615) 885-6577 / Emg. (800) 856-3333
www.us.belfor.com/index.php?id=11&L=0

Document Reprocessors (Middlesex, NY)  (800)-437-9464 Or (585) 554-4500
(www.documentreprocessors.com)
Mid-West Freeze Dry (Skokie, IL)  (847) 679-4756
http://midwestfreezedryltd.com/

**Cold Storage/Freezers, Refrigerated Trucks**
IARW International Association of Refrigerated Warehouses (703) 373-4300
(www.iarw.org) Fax (703) 373-4301
Frozen Food Express (www.ffex.net) 1(800) 569-9200 / (662) 890-7411
Equipment Rental Agencies
United Rentals (www.ur.com) 1-800-877-3687

Fire and Water Damage Resources
(www.munters.us/en/us) 1(800) 843-5360
Appendix B
CONSERVATION CONSULTANTS

MURFREESBORO

Photography

Jack Ross, MTSU (Photo Services) 898-2875

Computer Recovery

Mike Stefani (Manager IT Division) 898-5177

NASHVILLE

Tennessee State Library and Archives, Carol Roberts 253-6446 or 741-2764
(http://www.tennessee.gov/tsla/)
Christine Young, Paper and Photo Conservation 227-0538
Shelley Reisman Paine, General Conservation 269-4247
Cynthia Stow, Paintings and Art conservation 269-3868

REGIONAL

SOLINET (404) 892-0943
Chicora Foundation, Inc. (Columbia, SC) 1(803) 787-6910
(www.chicora.org)
Conservation Center for Art and Historic Artifacts (Philadelphia, PA)
(www.ccaha.org) (215) 545-0613

NATIONAL

American Institute for Conservation (202) 452-9545
(http://conservation-us.org/)
Heritage Preservation, Washington, DC (202) 233-0800
(www.heritagepreservation.org)
National Conservation Consultants (continued)

FEMA (Federal Emergency Management Agency) (www.fema.gov) Atlanta Regional Office (770) 220-5200 or (800) 621-3362
Document Reprocessors (800) 437-9464
(www.documentreprocessors.com)
American Institute for Conservation of Historic and Artistic Works (AIC)
http://conservation-us.org/ (202) 452-9545

Getty Conservation Institute (GCI) 310-440-7325
(www.getty.edu/conservation/institute/index.html)
Library of Congress 202-707-5000
National Preservation Program Office
(http://www.loc.gov/preserv/)
Northeast Document Conservation Center (NEDCC) 978-470-1010
http://www.nedcc.org/home.php
Appendix C
WEBSITES

GENERAL REFERENCE

- Hazards, USGS  www.usgs.gov/hazards
- National Fire Protection Association (NFPA)  www.nfpa.org
- Primer on Disaster Preparedness, Management, and Response  http://cool.conservation-us.org/bytopic/disasters/
- Lyrasis Library Services  http://www.lyrasis.org/
- The Disaster Center  http://www.disastercenter.com/
- National Archives  www.archives.gov
- National Archives and Records Administration (NARA)  http://www.gpoaccess.gov/nara/index.html
- Regional Alliance for Preservation (RAP)  www.rap-arcc.org
- Conservation Online (CoOL)  http://cool.conservation-us.org/bytopic/disasters/
- Heritage Emergency National Taskforce
- http://www.heritagepreservation.org/PROGRAMS/TASKFER.HTM

CONSERVATION and PRESERVATION

- Preservation  http://www.lyrasis.org
- Sound Recording Preservation  http://www.nedcc.org/resources/suppliers.php
- Preservation and Conservation  http://www.nedcc.org/resources/leaflets.list.php
- American Institute for the Conservation of Artistic and Historic Works (AIC)  http://www.conservation-us.org/
- Heritage Preservation
  [formerly (NIC) the National Institute for the Conservation of Cultural Property]  www.heritagepreservation.org
- Georgia Department of Archives: Preservation Services  http://sos.georgia.gov/archives/how_may_we_help_you/ask_an_archivist/default.htm

RECOVERY and RESTORATION
• Disaster Recovery Journal  www.drj.com
• Tips for the Care of Water-Damaged Family Heirlooms and Other Valuables http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&pageId=597
• Saving Photographs after the Flood http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&pageId=600
• Disaster Mitigation Planning Assistance (a searchable database) A joint project of Michigan State University Libraries and the Center for Great Lakes Culture. http://matrix.msu.edu/~disaster/
• Lyrasis: Disaster Assistance http://www.lyrasis.org/Preservation/Disaster-Resources/Disaster-Assistance.aspx
• Library of Congress (LC): Preservation Directorate http://www.loc.gov/preserv/
• Emergency! If You're First http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&pageId=596
• The Centers for Disease Control and Prevention http://www.cdc.gov
• Inland Empire Libraries Disaster Response Network (IELDRN) http://www.ieldrn.org/
• The Disaster Center http://www.disastercenter.com/
• Extension Disaster Education Network http://www.eden.lsu.edu/

• Salvage at a Glance http://cool.conservation-us.org/waac/wn/wn19/wn19-2/wn19-
WRITING and UPDATING EMERGENCY and DISASTER PLANS

- Disaster Preparedness and Recovery: Selected Bibliography
- Contents of a Disaster Plan
- Disaster Planning Process
- Disaster Prevention & Protection Checklist
- Decision-making Tree for Disaster Recovery
- Disaster Preparedness
  http://www.ready.gov/america/index.html
- A Primer on Disaster Preparedness, Management and Response: Paper-Based Materials
  http://cool.conservation-us.org/bytopic/disasters/primer/
- The Master of Disaster  http://www.mdma.ku.dk/

DISASTER SUPPLIES and EQUIPMENT

- In-House Supply Stockpile Checklist
- Thomas Register  http://www.thomasnet.com/
- Emergency Services Checklist
  http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-
Services/Resources-and-Publications.aspx

- Disaster resources on the Internet from Lyrasis
  http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Disaster-
  Resources.aspx

- Sources for the Recovery of Valuable Personal Belongings
  http://sos.georgia.gov/archives/how_may_we_help_you/emergency_advice/salvaging_personal
  belongings.htm
- Disaster Recovery Services and Supplies
  http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Search-
  For-Vendors.aspx

COLD STORAGE

- International Association of Refrigerated Warehouses
  http://www.iarw.org/index.asp

WEATHER

- CNN Interactive: Weather and Storm Center
  http://weather.cnn.com/weather/forecast.jsp
- Global Change
  http://www.gcrio.org/
- Impact of El Niño and La Niña
  http://www.elnino.noaa.gov/
- http://www.elnino.noaa.gov/lanina.html
- National Weather Service
  www.nws.noaa.gov
- US Geologic Survey natural hazards page
  http://www.usgs.gov/natural_hazards/
- Weather Channel
  www.weather.com
- Intellicast