

# 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*

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(Updated June 2011)

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# **CENTER for POPULAR MUSIC**

## **Disaster Preparedness and Recovery Plan**

### **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>.

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?



\* 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>

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>

### **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)

**All emergency calls:**

**Call 911**

**Fire Department:**

**Call 911**  
or call 898-2424

**Police:**

**Call (898)-2424**  
if busy, call 893-1311

**Medical Assistance/Ambulance:**

**Call (898)-2424 first**  
if busy, call 896-2520

**Media or Public Inquiries**

**Call (898)-2919**

*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:

(898)-2414

David Gray, Director

(898)-2309

Gerald Caudill, Building Services	(898)-2754
After Hours Maintenance	(898)-2434
Information Technology	(898)-2512

For conservation and recovery consultants, see p.35, Appendix B.

## 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.*

<u>Name</u>	<u>Telephone #</u> (all area code 615)	<u>Responsibilities</u>
Dale Cockrell	410-3535 (home) 604-6097 (cell)	--notify on-campus, local personnel for materials recovery; assess computer damage
Lucinda Cockrell	410-3535 (home) 604-0356 (cell)	--contact and coordinate student workers; --notify off-campus consultants, local personnel for materials recovery; assess special collections stacks damage; photo documentation.
Grover Baker	599-9947 (home) 668-9948 (cell)	--notify appropriate vendors for book recovery; main reading room, special collections books and rare books materials damage.
Martin Fisher	315-0611	--contact student workers; assess damage to audio equipment and recorded sound materials.
Yvonne Elliott	893-3235 (home)	--assess serials damage; contact services and

	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.***

**[this page designated for the floor plan**

## 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) | Section 1-6  |
|          | 2B Gospel songbooks (001936- )   | Sections 1-2 |
|          | Secular Choral/Vocal (040000-)   | Sections 3-6 |
| Range 3A | Sacred Choral/Vocal (045000-)    | Section 1    |
|          | Lyrics only hymnals (070000-)    | Sections 1-3 |
|          | Lyrics only songsters (080000-)  | Section 3-5  |



Instrumental music books (090000-)

Section 6

Shelving (continued)

	3B	Instrumental music books (090000-)	Section 1
		Souvenir books (095000 -)	
		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: UCLAS cont. and UCLAL	Sections 1-2
		Sheet music: SHOW Large and Small	Sections 2-5
		Sheet Music: ORCH	Sections 5-6
	4B	Sheet music: ORCH cont.	Section 1
		Sheet music: CPM Small	Sections 1-3
		Sheet music: CPM Large	Sections 3-6
Range 5A		Sheet music: SMVOL	Sections 1-4
		Manuscript Collections	Section 5-6
	5B	Manuscript Collections	Sections 1-6
		Oversize Materials	Manuscript Section 5
Range 6		Manuscript audio tapes (TCA)	Section 6
		McCuen manuscripts	Sections 1-4
		2 Artifact Boxes	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.

Range 1A	Audio Cassette tapes A-Z	Section 1-2
1B	Video A-Z	Section 1-4
Range 2A		DVDs
		Section 1
	CD Box sets	
		Section 2
	Cds	
		Sections 3-7
2B		CDs
		Section 1-6
	45s - 1 range	
		Section 7
Range 3A		45s - rest
		Section 1-7
	16" discs	
		Sections 7
3B	LPs, 1 <sup>st</sup> Alpha. A-S	
Range 4A	LPs, 1 <sup>st</sup> Alpha S-Z	Sections 1-2

2<sup>nd</sup> Alpha A-B  
Sections 2-7

4B	LPs, 2 <sup>nd</sup> Alpha, B-C
Range 5A	LPs, 2 <sup>nd</sup> Alpha, C-E
5B	LPs, 2 <sup>nd</sup> Alpha, E-K
Range 6A	LPs, 2 <sup>nd</sup> Alpha, K-P
6B	LPs, 2 <sup>nd</sup> Alpha, P-R
Range 7	LPs, 2 <sup>nd</sup> Alpha, R-T
Range 8	LPs, 2 <sup>nd</sup> 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 1/2s 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 bag

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

*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**

<b><u>Item</u></b>	<b><u>Nearest Source</u></b>
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)
	898-2959 (Recvng & Moving Servcs: Derek
	Vincion (cell 714-1030)
	898-2944 (Procurement: Joe Hugh)
(Forklift Express)	(770)-662-8805
(Forklifts Unlimited)	(803)-684-0440

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

**SOURCES FOR FACILITIES**

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

**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.)

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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](http://www.farrerbros.com)) 893-6120  
24 Hour Emergency Pager: 893-6385  
A Plus Carpet Cleaning 812-8112  
Servicemaster  
[www.servicemasterclean.com/\\_providers/mindex.asp](http://www.servicemasterclean.com/_providers/mindex.asp) 896-5565  
896-7127

Servpro 849-9794  
[www.servpro.com/franchise.asp?id=5793](http://www.servpro.com/franchise.asp?id=5793)

Chem-Dry of Tennessee 890-8055  
[www.thecleanest.com](http://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](http://www.americleaninc.com/index.html)

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

Chem-Dry of Nashville	223-9945
PuroClean <a href="http://www.puroclean.com/">http://www.puroclean.com/</a> (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
<a href="http://www.servpro.com/">http://www.servpro.com/</a>	
(Hickory Hollow)	731-4222
(Madison)	868-5324
<a href="http://www.servpro.com/Franchise/5920">http://www.servpro.com/Franchise/5920</a>	
(Gallatin)	1(615) 822-0200
Steamatic of Middle TN <a href="http://www.steamatictn.com">www.steamatictn.com</a>	256-7447
<b><u>Cold Storage/Freezers</u></b>	
Air Liquide America	(901)-357-5308/ (901)357-7333
Nashville Refrigerated Services (Lebanon)	449-2653
<a href="http://www.nrs-tn.com">www.nrs-tn.com</a>	
United States Cold Storage, Inc. (Lavergne)	641-9800
<a href="http://uscold.com/html/lavergne.html">http://uscold.com/html/lavergne.html</a>	
Cold Storage of Nashville	251-9587
United States Cold Storage, Inc. (Smyrna)	355-0047
<b><u>Equipment Rental Agencies</u></b>	
Thompson Machinery Commerce Corporation	1(615) 256-2424 gen info
<a href="http://www.thompsonmachinery.com">www.thompsonmachinery.com</a>	
(Caterpillar machinery dealer, LaVergne) contact: Chet Kelley)	291-5444
Diamond Equipment Inc.	641-1100
Pallet Factory, Inc.(pallets & skids) <a href="http://www.thepalletfactory.com">www.thepalletfactory.com</a>	847-7474
Itmolap (pallets & skids) ( <a href="http://www.itmolap.com">www.itmolap.com</a> )	895-2908



**Miscellaneous Supplies**

Pack Secure (plastic sheets)

(888) 511-7225 (757)483-4790

[www.packsecure.com/servlet/StoreFront](http://www.packsecure.com/servlet/StoreFront)

**REGIONAL**

**Cold Storage/Freezers**

Portable Refrigerated Storage, Inc. (Atlanta)

1-888-299-1266

[http://www.portablerefrigeratedstorage.com/refrigerated\\_containers.asp](http://www.portablerefrigeratedstorage.com/refrigerated_containers.asp)

Fire and Water Damage Resources (continued)

**Equipment Rental Agencies**

(Chattanooga)

Chattanooga Tractor & Equipment Inc.

(423) 892-5725

[www.chattanoogatractor.com/](http://www.chattanoogatractor.com/)

Lanes Equipment Rental

(423) 266-7402

MidSouth Equipment Co.

(423) 899-1219 Or 1-(866)-867-1532

<http://jcbofchattanooga.com/Default.asp>

**NATIONAL**

**Freeze Drying and Vacuum Freeze Drying**

American Freeze Dry (Runnemede, NJ)

(866)-939-8160 / Emg. (609) 458-0510

([www.americanfreedry.com](http://www.americanfreedry.com))

Belfor USA

(615) 885-6577 / Emg. (800) 856-3333

[www.us.belfor.com/index.php?id=11&L=0](http://www.us.belfor.com/index.php?id=11&L=0)

Document Reprocessors (Middlesex, NY)

(800)-437-9464 Or (585) 554-4500

([www.documentreprocessors.com](http://www.documentreprocessors.com))

Mid-West Freeze Dry (Skokie, IL)

(847) 679-4756

<http://midwestfreedryltd.com/>

**Cold Storage/Freezers, Refrigerated Trucks**

IARW International Association of Refrigerated Warehouses (703) 373-4300

([www.iarw.org](http://www.iarw.org))

Fax (703) 373-4301

Frozen Food Express ([www.ffex.net](http://www.ffex.net))

1(800) 569-9200 / (662) 890-7411

**Equipment Rental Agencies**

United Rentals([www.ur.com](http://www.ur.com))

1-800-877-3687

**Fire and Water Damage Resources**

([www.munters.us/en/us](http://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](http://www.chicora.org))

Conservation Center for Art and Historic Artifacts (Philadelphia, PA)

([www.ccaha.org](http://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](http://www.heritagepreservation.org))

National Conservation Consultants (continued)

FEMA (Federal Emergency Management Agency)  
([www.fema.gov](http://www.fema.gov)) Atlanta Regional Office (770) 220-5200 or (800) 621-3362

Document Reprocessors (800) 437-9464

([www.documentreprocessors.com](http://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  
<http://www.getty.edu/conservation/institute/index.html>

Library of Congress 202-707-5000

National Preservation Program Office  
<http://www.loc.gov/preserve/>

Northeast Document Conservation Center (NEDCC) 978-470-1010  
<http://www.nedcc.org/home.php>

## Appendix C WEBSITES

### GENERAL REFERENCE

- FEMA--Federal Emergency Management Agency [www.fema.gov/](http://www.fema.gov/)
- Hazards, USGS [www.usgs.gov/hazards](http://www.usgs.gov/hazards)
- National Fire Protection Association (NFPA) [www.nfpa.org](http://www.nfpa.org)
- Primer on Disaster Preparedness, Management, and Response  
<http://cool.conservation-us.org/bytopic/disasters/>
- Lyris Library Services <http://www.lyris.org/>
- The Disaster Center <http://www.disastercenter.com/>
- National Archives [www.archives.gov](http://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](http://www.rap-arcc.org)
- Conservation Online (CoOL) <http://cool.conservation-us.org/bytopic/disasters/>
- Northeast Document Conservation Center <http://www.nedcc.org/home.php>
- Heritage Emergency National Taskforce  
<http://www.heritagepreservation.org/PROGRAMS/TASKFER.HTM>

### CONSERVATION and PRESERVATION

- Preservation <http://www.lyris.org>
- The RLG Preservation Program (Digital Imaging) [www.oclc.org/us/en/default.htm](http://www.oclc.org/us/en/default.htm)
- 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](http://www.heritagepreservation.org)
- Minnesota Historical Society, Conservation and Preservation  
<http://www.mnhs.org/preserve/conservation/index.html>
- Georgia Department of Archives: Preservation Services  
[http://sos.georgia.gov/archives/how\\_may\\_we\\_help\\_you/ask\\_an\\_archivist/default.htm](http://sos.georgia.gov/archives/how_may_we_help_you/ask_an_archivist/default.htm)

### RECOVERY and RESTORATION

- Disaster Recovery Journal [www.drj.com](http://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>
- Salvaging Water-Damaged Textiles  
<http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&pageId=599>
- 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/>
- A Primer on Disaster Preparedness, Management and Response: Paper-Based Materials  
<http://www.archives.gov/preservation/emergency-prep/disaster-prep-primer.pdf>
- Invasion of the Giant Mold Spore  
<http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Resources-and-Publications/Invasion-of-the-Giant-Mold-Spore.aspx>
- Drying Techniques for Water-Damaged Books and Records  
<http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Resources-and-Publications.aspx>
- Drying Wet Books and Records  
<http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Resources-and-Publications/Drying-Wet-Books-and-Records.aspx>
- Protext Tips for Water damaged materials  
<http://www.protext.net/store/pg/14-Emergency-Do-s-and-Don-ts-for-Water-Damaged-Materials.aspx>
- Emergency! If You're First  
<http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&pageId=596>
- Emergency Preparedness and Response: Natural Disasters & Severe Weather  
<http://www.bt.cdc.gov/disasters/>
- 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/>
- Lyrasis: Disaster Recovery Resources  
<http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Disaster-Resources/Disaster-Response-and-Recovery.aspx>
- Salvage at a Glance <http://cool.conservation-us.org/waac/wn/wn19/wn19-2/wn19->

- [207.html](#)
- Disaster Preparedness and Response (COOL) <http://cool.conservation-us.org/bytopic/disasters/>

## **WRITING and UPDATING EMERGENCY and DISASTER PLANS**

- Disaster Preparedness and Recovery: Selected Bibliography  
<http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Resources-and-Publications/Disaster-Preparedness-and-Recovery-Bibliography.aspx>
- Contents of a Disaster Plan  
<http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Resources-and-Publications/Contents-of-a-Disaster-Plan.aspx>
- Disaster Planning Process  
<http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Resources-and-Publications.aspx>
- Disaster Prevention & Protection Checklist  
<http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Resources-and-Publications.aspx>
- Decision-making Tree for Disaster Recovery  
<http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Resources-and-Publications.aspx>
- 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  
<http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Resources-and-Publications.aspx>
- Thomas Register <http://www.thomasnet.com/>
- Emergency Services Checklist  
<http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Resources-and-Publications.aspx>

### [Services/Resources-and-Publications.aspx](#)

- Disaster resources on the Internet from Lyrisis  
<http://www.lyrisis.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](http://sos.georgia.gov/archives/how_may_we_help_you/emergency_advice/salvaging_personal_belongings.htm)
- Disaster Recovery Services and Supplies  
<http://www.lyrisis.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](http://www.nws.noaa.gov)
- US Geologic Survey natural hazards page [http://www.usgs.gov/natural\\_hazards/](http://www.usgs.gov/natural_hazards/)  
Weather Channel [www.weather.com](http://www.weather.com)
- Intellicast <http://www.intellicast.com/Default.aspx>