



DISASTER PREPAREDNESS / RECOVERY MANUAL

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ORGANIZATION OF DISASTER PERSONNEL

Prevention of Disaster:

The Disaster Team (DT) (Appendix L) has as its chief responsibility the prevention of foreseeable disaster. To this end, this committee shall meet no less than annually to review and update the disaster plan. The ongoing responsibilities of the DT are as follows:

1. Arrange for annual training of library staff in disaster preparedness. This should take place on Staff Development Day on the first Friday in June.
- 2..Check emergency equipment, fire extinguishers and disaster supplies on an annual basis.
3. Search for potential safety hazards in the library.
4. Submit an annual report to the director on results of the above.

The Disaster Team (DT) shall be comprised of the director, office manager and representative staff members who have the ability to assess the extent of damage to their collections, assign priorities and make value judgments about salvaging and discarding. In addition, at least one representative of Technical Services should serve on this committee. Responsibilities of the DT are as follows:

1. To aid the Recovery Coordinator in establishing a command post at the disaster site, complete with desk, office supplies and access to a phone. The Insurance Company will offer assistance and provide phones, electricity, etc.
2. To assess damage and gather appropriate equipment and supplies to begin recovery efforts.
3. To stabilize the environment of the disaster area and help direct and record the removal of damaged materials.
4. To keep a copy of this disaster plan at his/her residence.

RECOVERY COORDINATOR: Carole Grinnell

The Recovery Coordinator has the following responsibilities in the event of a disaster:

1. To ensure that the director and all disaster team members is notified as soon as possible after the detection of a disaster.
2. To establish a command post at the scene of a disaster to coordinate all immediate conservation efforts including control of access to the disaster site after officials have deemed the area safe for recovery operations to begin.
3. To review and report on all actual emergencies.

CONSERVATOR:

In the event of a major disaster, it is advised to call upon an expert conservator who has had experience with the salvage process to lead the restoration efforts. The responsibilities of a conservator would be:

1. To work with the director and the Recovery Coordinator to evaluate the extent of damage.
2. To act as advisor in preservation efforts of salvageable items.
3. To consult with DT and recommend methods of restoration.

DISASTER PREVENTION MEASURES

In order to reduce the likelihood of a man-made disaster, it is imperative that the following measures be taken:

I. FIRE

- A. No smoking observed in all areas of the library.
- B. Empty all trash containers daily.
- C. Identify all fire exits clearly.
- D. Maintain, inspect fire extinguishers annual.
- E. Train ALL personnel on location and proper use of all fire extinguishers.
- F. Maintain and service all electrical facilities regularly.
- G. Use common sense with extension cord, receptacles, etc.
- H. Keep stored combustible materials in a safe manner.
- I. Hold periodic fire drills, using Evacuation Plan properly.

II. WATER

- A. Inspect all plumbing for corrosion and leakage annually.
- B. Note and report any slow running drains.
- C. Maintain storm sewer drains.
- D. Observe and report any discolored or water stained ceiling tiles.
- E. Maintain all toilet facilities to prevent leakage.
- F. Inspect all public and non-public areas for signs of leaks annually and after any major storm.

III. Structural

- A. Maintain roof and gutter structures.
- B. Inspect and maintain all mechanical systems regularly.

IV. ANY AND ALL

- A. Use and update safety checklist annually (Appendix F).
- B. Be familiar with floor plan of entire building and location of safety devices (Appendix G). This will be posted in each department.

CAUSES OF DISASTERS AND IMMEDIATE REACTIONS

(If a disaster strikes when the building is occupied, the first concern should be for the individuals inside.)

I. FIRE

A. Large uncontrollable fire

1. Alarm system should activate; CFD should respond.
2. If not, pull fire alarm nearest you if safe to do so. (?)
3. Evacuate building according to Evacuation Plan (Appendix A).
4. Notify Director or Office Manager from nearest phone.

B. Small contained fire

1. Alarm system should be activated; Fire Department should respond.
2. Extinguish flames with nearest fire extinguisher.
 - a. Always investigate and extinguish fires in pairs--never alone.
 - b. All CPL extinguishers can be used with all types of fires. (?)
3. Notify Director or Office Manager.

II. WATER

A. Burst or leaking pipes

1. Notify Director, immediately.
2. If not available, assess source of water.
 - a. Water supply line--turn appropriate shut-off valve.
 - b. Sprinkler system (if one exists)--turn appropriate shut-off valve.
 - c. Sewer or drain backup--call Plumber. (see Appendix B).

B. Water used to extinguish major fire

1. Notify director or Office Manager immediately.
2. Disaster Team goes into action.

III. STRUCTURAL DAMAGE

Damage may be caused by natural or unnatural events such as fire, flood, explosions, severe weather, earthquakes, etc.

If safe to do so, notify people of an emergency via the public address system.

If there is a fire and the alarm isn't automatically triggered, use the nearest break glass alarm station (and fire extinguisher if time and common sense allow).

- A. Fire - Evacuate the building IMMEDIATELY according to Appendix A.
- B. Severe Weather - Instruct patrons to enter the Public Services Room. (Tornado Safe Area). If they refuse, instruct them to leave the building.
- C. Severe Weather/Earthquakes - if it is UNSAFE to leave the building, follow Appendix I.
- D. If there are injuries, call 911 for an ambulance.
- E. Notify Director immediately.

RECOVERY PROCEDURES

The successful salvage of damaged materials after a major disaster depends largely on a competent, knowledgeable group of people going into action immediately without question about duty assignments or responsibilities. In the event of a major catastrophe, the following people will serve in the following capacities:

Director	Heads all disaster efforts
Recovery Coordinator	Carole Grinnell
Reference Librarian	Oversees collection removal and assessment
Adult services (Leisa Coleman)	Oversees assessment and removal of oversized collection Oversees removal and salvage of microfilm materials
Office manager (Dorlene Daniels)	Oversees removal and salvage of all library history files, artwork, administrative files, financial files and additional files.
Technical Services	Oversees removal and salvage of Tech-Services materials.
Circulation Services (Ken Walling)	Oversees removal and salvage of video collection Oversees recording
Extension/Children Services	Oversees salvage efforts in Extension Services and juvenile

RECOVERY PROCESS

The recovery process should not begin until the emergency situation has been brought under control, the site has been given official safety clearance, and authorization to enter the area has been received from fire department or appropriate authority. Salvage operations should not commence until the DT and insurance representatives have arrived.

However, speed is of the essence. A major concern with wet paper is the danger of mold development which, given the right conditions of heat and relative humidity, will begin within 48 hours. A temperature of not more than 65 degrees should be maintained at the disaster site. A photographic record of the entire recovery process would be a valuable aid in the post-disaster assessment. Before the salvage process begins, remember the following inflexible rules:

1. Do not open or close wet books.
2. Do not separate single sheets.
3. Do not remove book covers.
4. Do not press wet book or paper.
5. Do not wipe off mud and dirt.
6. Do not disturb wet file boxes, prints or photographic material.

SALVAGE PROCEDURES

- I. Establish command post.
 - A. Desk or station of operation near disaster site
 - B. Equipped with phone and office supplies

- II. Assess damage.
 - A. Gather needed equipment and supplies for in-house supply (see Appendix C)
 - B. Recovery Coordinator makes assignments and meets with conservator and appropriate staff and committee members
 - C. Gather necessary supplies from outside sources, using Resource List (see Appendix D)

- III. Stabilize environment.
 - A. Standing water should be pumped out and mopped up.
 - B. Ventilation should be maintained, windows, doors open
 - C. Fans, dehumidifiers and air conditioners should be turned on close to disaster site to lower temperature and humidity
 - D. Removal of non-essential wet materials.
 1. Furniture
 2. Papers
 3. Replaceable collections, paperbacks, phone books, etc.

- IV. Removal of damaged collection materials.
 - A. Assess water damaged materials for salvage.
 1. Use priority list (see Appendix H)
 2. Cost of salvage outweighs cost of replacement (possibly)
 - B. Use Wet Materials Instruction Guide to salvage important collections (See Appendix E)
 1. Using resource list (see appendix D), arrange freezing facilities
 2. Gather crates, pallets, trucks, etc.
 3. Follow instruction guide for freezing in Wet Materials Instruction Guide (Water Salvage) (see appendix E)
 - C. Undamaged and fire damaged materials that are only charred or dirtied should be left until last. These are stable.
 1. Remove dry undamaged materials from disaster scene to facilitate clean up
 2. Fire damaged materials should be assessed and only irreplaceable items kept--stored flat until a later time.
 3. Check dry storage often for signs of mold or mildew

POST DISASTER PROCESS

After the salvage effort has been completed, attention must be turned toward the restoration of services. It is advisable at this point to establish a series of flexible short-term and long-range goals.

I. Restoration of service.

A. Short term goals:

1. Restore phone and electrical services
2. Director should inform patrons of disaster and anticipated impact on library services via News Release, radio message and recorded phone message
3. Clean affected areas. Walls, floors, ceilings, and all furniture and equipment must be scrubbed with soap and water and a fungicide. Carpeting, and especially the padding under it, should be carefully examined, as mold will develop rapidly. Removal of smoke odor and fogging with fungicides or insecticides should be performed only by professionals.
4. Restore library services in unaffected areas.

B. Long term goals.

1. Plans to restore collections.
2. Facility repair and reconstruction.
3. Establishment of normal service.

II. Disaster Team Review Meeting.

A. Cause of disaster and revision of prevention measures.

B. Review of recovery process.

1. What went right; what went wrong
2. Changes in disaster plan.
3. Changes in personnel involved.

C. Issue proper letters of gratitude to persons involved in recovery.

Appendices

APPENDIX A

EVACUATION PROCEDURES CULLMAN COUNTY PUBLIC LIBRARY SYSTEM

Whenever fire alarm sounds, the building must be evacuated immediately. The following rules and procedures must be followed by ALL personnel.

NEVER ASSUME AN ALARM IS JUST A DRILL.

1. Do not attempt to tour the building and locate the fire.
2. Do not silence alarm, and do not use the public address system - it cannot be heard over the fire alarm.
3. NEAREST EXIT means making use of emergency exits. Do not attempt to maneuver through smoke unless necessary. Proceed across the street to the City Hall parking lot.
4. When informing patrons they must leave the building, do so in a firm matter-of-fact manner, instructing them to leave personal belongings and exit immediately. Be clear, concise and calm. **THEY MUST LEAVE THE BUILDING.**
5. If a patron refuses to leave, inform firemen of the location of the patron when the firemen arrive. Do not physically remove anyone.
6. Once outside, the senior staff person present at each exit area should meet at the City Hall parking lot and report that everyone that was in the same area in the library as he was has evacuated.
7. When fire department arrives, the director or director's designate shall provide necessary information. In the absence of administrative staff, one senior staff member and one disaster team member should take charge.

PROCEDURES

1. Adult services staff should instruct all patrons in that area to exit the building, using the proper exit described in Appendix A. Make sure no one is left in rest rooms or children's area.
2. Circulation personnel should instruct all patrons in the public area to leave the building.
3. Administrative staff should clear the Conference room, employee restroom and staff lounge, again using the proper exit described in Appendix A.
4. Technical Services should exit the building, making sure no staff remains. These employees should also use the proper exit described in Appendix A.

These instructions cannot cover every eventuality. Remember the priority is on personal safety, not property; whenever the alarm sounds without warning, it should be treated as a real fire alarm and the building should be cleared of people as quickly as possible. The application of COMMON SENSE is a great help in any crisis.

APPENDIX B

AFTER HOURS CENTRAL LIBRARY MAINTENANCE/EMERGENCY
CALL LIST

When possible, secure problems then wait until normal business hours to make calls.

In cases of emergency, where public/employee safety, stability and security of the library building is at stake, or where the library system stands to take a financial loss, first take appropriate action, then the Officer-In-Charge shall notify the County Librarian, Assistant County Librarian. Otherwise, notify the County Librarian or Assistant County Librarian.

John Paul Myrick Home: [REDACTED] Cell: [REDACTED]
Southern Linc:
L1

Max W. Hand Home: [REDACTED] Pager: [REDACTED]
Per their direction, utilize the following vendors:

HEATING/AIR CONDITIONING SERVICE. Call Blocher Company, Phone: 734-8686.
After hours, contact Emmett Blocher, President, Phone: Home [REDACTED], Cell: [REDACTED].

Important Info: Heating System: Barber Coleman Boiler System

Air conditioning: York Chiller System

Air Handlers: Library: York System HQ: Barber Coleman

PLUMBING: Mr. Plumber 739-1226. If water needs to be disconnected, contact City Water Department.

ELECTRICAL: Nail Electric, Eugene "Shorty" Nail 734-4155

LOCKSMITH: Cullman Locksmith and Safe 734-7148

GLASS: Kelsoe Glass, Arab 256-931-2293

GAS EMERGENCY: In case of leak or need for emergency shut-off:

Cullman-Jefferson Gas District, 734-0565. In case of leak inside building,

DO NOT USE TELEPHONES! Instigate Fire Emergency Plan immediately, evacuate

building to safe area and notify Fire Department.

BROKEN HANDRAILS: Secure area, then contact D & Q Welding, 739-4844

TELEPHONE SYSTEM PROGRAMMING EMERGENCIES: Kent Woods, 739-9797

TELEPHONE INTERNAL LINE EMERGENCIES: J&W Communications, Wendell Watts, 734-2425

TELEPHONE EXTERNAL LINE EMERGENCIES: ITI Deltacom, see telephone directory

COMPUTER EMERGENCIES: Contact County Librarian

If you have questions, do not hesitate to ask.

APPENDIX C

In-House Emergency Supply List

APPENDIX D

Emergency Services/Supplies Resource List

APPENDIX E

WATER SALVAGE

As soon as it is safe to enter the flooded area, stabilize environment.

1. Remove wet debris from area, place in plastic garbage bags and take outside. Save for insurance and replacement inventory. Label bags.
2. Turn off the heat in winter, turn on the air conditioning to retard mold. (dormant at 32 degrees F).
3. Open doors, set up fans to maximize air circulation.
4. Turn on dehumidifiers to lower humidity.
5. Drape drop cloths over materials in the way of water leakage.
6. Use mops and/or wet vacs to remove excess water.
7. Walk through all areas and take extensive notes of damage.

Mops

Wet vacs

Garbage bags

Plastic drop cloths or tarps (Rented if necessary)

Dehumidifiers

Portable generators

Fans

WATER SALVAGE cont'd.

Set up work station in a stable area.

1. Depending on circumstances, could be located in:
 - a. Outer lobbies
 - b. Story room
 - c. Staff room
 - d. Hallways
2. Set up tables, cover with plastic and then unprinted newsprint.
3. If there will be a need for hanging materials to dry, stretch nylon monofilament (fishing line) for books, etc.
4. Recruit book trucks from all over the building.
5. Gather necessary supplies.

Tables

Plastic drop cloths or tarps

Unprinted newsprint

Nylon monofilament (fishing line)

Book trucks

WATER SALVAGE cont'd

Determine treatment choices of water-damaged materials depending on extent, type of damage, manpower, expertise and facilities available.

1. Don't open a wet book.
2. Don't close or compress or wring water from a book.
3. Don't remove mud while wet.
4. Don't separate single sheets.
5. Don't remove loose covers.
6. Don't stack books.
7. Don't unpack wet file boxes containing papers, prints, drawings, or photographs.

Thoroughly soaked books and books with coated paper should be frozen. Rapid freezing of wet materials stabilizes them and provides the time to determine a course of action. Freezing is an intermediate stage. Freezing will also help to eliminate smoke odor from materials.

WATER SALVAGE cont'd.

Rapid freezing is recommended to minimize damage from ice crystals (the faster the materials are frozen, the smaller the ice crystals will be). Temperatures below 15 degrees Fahrenheit will freeze and dry out wet materials.

Freezing is an intermediate stage. After materials have been removed from the freezer, they must be placed in a vacuum freeze drier or air-dried. Vacuum freeze-drying is the safest and most successful method, although it is also the most expensive. Materials must be already frozen when they are placed in a sublimation chamber. This type of chamber operates under high vacuum and high heat, and turns the ice crystals in and on the frozen materials to water vapor. The vapor is then collected on a cold panel that has been chilled to at least 200 degrees F. so it cannot go back on the materials. If they are not frozen when they are put in the chamber, the materials will freeze on the outside and the water molecules on the inside will be forced through the frozen barrier as the vacuum is pulled. This action can cause the book or document to “explode”. When materials are removed from the vacuum freeze chamber they will be very dry and should acclimate for at least one month before they are opened to avoid cracking the spine and/or binding (this is especially true for leather bindings.) They may be placed in a high humidity room to accelerate the acclimation process, but must be monitored closely for signs of mold. Materials so treated will not look like new, but will show signs of swelling and distortion. Stanford University Library staff members reported that they needed an additional 12% of shelf space for materials that had been treated in Lockheed’s chamber. Photographs will not be damaged by this treatment, but rubber cement will dissolve and stain the page to which it has been applied.

Air-drying should be performed only in a stable environment to inhibit the growth of mold. The ideal environment for air-drying is 50-60 degrees F and 25-35% relative humidity. This process is not recommended for coated stock materials such as art books.

Vacuum drying involves the placement of wet materials in a chamber that pulls the moisture by means of a vacuum. This method is not recommended as the heat involved is damaging to paper (especially bound paper) and photographic materials. Microwave ovens should not be used, for the same reason. Items must be vacuum freeze or air-dried after removal from a freezer.

1. If there is a large amount of material, call a freezer company.
2. Collect plastic milk crates for packing.
3. Clear floors and aisles.

WATER SALVAGE cont'd.

PACKING

1. Begin with wettest material (can be lower items if it is flooded/upper items if water came through the ceiling).
2. Remove from shelves in order and place on book trucks or pass along by human chain to work area.
3. Wrap freezer paper (waxed side next to volume) or waxed paper around each volume.'
4. Wrap individual sheets in two-inch packages, don't forcibly separate sheets.
5. Place items vertically in milk crate or box with back edges on bottom of box. Fill container $\frac{3}{4}$ full.
6. Place books wrapped in an open position on top of a packed container with a piece of freezer paper between packed and open volumes.
7. Pack two books that are stuck together as one volume.

RECORD KEEPING

1. Label each container with the library name and assign it a number (this is very important because books or materials from several institutions may end up in the same freezer or drying chamber).
2. Record the box number & call numbers of the first and last book packed in a separate notebook.
3. If not in call number order, record the location where item was found (for example, children's room fiction, adult services 600's, etc).
4. Place containers on a pallet.
5. If containers are sent to more than one freezer, note which containers are sent where.
6. If materials are considered unsalvageable, place in boxes away from the area in a place where the humidity from the materials won't affect the environment. A listing should be made for replacement and insurance purposes at a later time.

WATER SALVAGE cont'd.

TRANSPORTING

1. Transport to a freezer facility quickly to prevent growth of mold (within 48 hours), do not let containers fall over during transport.
2. If they cannot be placed in a facility within 48 hours, place in refrigerated trucks.
3. A decision must be made to air or vacuum freeze dry frozen materials once the emergency situation is alleviated.
4. ARE THERE ANY FACILITIES FOR THIS PROCEDURE?

Milk crated or cardboard boxes

Freezer and/or wax paper

Pallets for stacking full crates (possibly obtain from Nicholson File)

Labels

Pads for record keeping/Pencils

Box for unsalvageable items

Freezing facility or refrigerated trucks (?)

WATER SALVAGE cont'd.

For volumes to be air dried, tables should already be covered with plastic sheets and with unprinted newsprint (or paper towels).

CLEAN

1. Remove any plastic book jackets and hang paper jackets to dry (replace plastic jackets when books are dry and ready to recirculate).
2. If books are slightly dirty and in need of cleaning, dab with a damp, clean cloth, don't rub.
3. If books are very dirty, keep the book tightly closed and hold it under cold clean running water.

SATURATED VOLUMES

1. Do not open books, paper will tear.
2. Turn books right side up when changing paper beneath them.
3. Keep reversing their position as paper is changed.
4. Covers may be opened to support the volume and toothpicks placed under front edge of binding to tip weight of the book towards the spine.
5. Aluminum foil may be placed between cover and endleaf to prevent staining from binding dyes.
6. When water has drained, proceed as for damp volumes.
7. Periodically remove all wet paper from the area to reduce humidity.

DAMP VOLUMES

1. Carefully open books not more than 30 deg. Angle.
2. Keep books upright and begin interleaving newsprint from the back. (Or use paper towel)
3. Place sheets at intervals of 10 pages, not to exceed 1/3 thickness of volume to prevent distortion of book.
4. Change paper underneath continuously.
5. Remove all wet paper from the area.
6. When books are almost dry, lay flat with a light weight on top.

WATER SALVAGE cont'd.

SLIGHTLY DAMP VOLUMES/VOLUMES WITH WET EDGES

1. Fan books open slightly.
2. Stand books upside down on their heads with toothpicks under front edges.
3. When books are almost dry, lay flat and place weights on them to minimize distortion (paper covered bricks can be used as weights).
4. Do not stack books.
5. Lightweight volumes (6 lbs. Or less) may be hung on monofilament (nylon fishing lines) to dry.
6. Nylon lines should be not core than 1/32" diameter, not more than 5 or 6 feet long, spaced approximately 1/2 in. apart.
7. Paperbacks may support one another with waxed paper or Styrofoam.

Tables covered with plastic and newsprint (or paper toweling)

Clean cloths

Unprinted newsprint/) Paper towels

Aluminum foil

Garbage bags to remove wet paper

Toothpicks

Weights

Monofilament nylon line

Waxed paper/Styrofoam

Scissors for cutting interleaving paper

WATER SALVAGE cont'd.

FILMS (Microfilm, 16mm film, film loops, etc.)

If film becomes dry, the emulsion may separate from the base; also, film will stick to itself and solidify.

1. Contact local microfilm facility or Eastman Kodak.
2. Remove from reel.
3. Place in plastic Zip-lock bags
 - a. (one reel per bag) containing water and close securely.
4. Label bag with name and dates of material.
5. Place bags in plastic garbage can for transport.
6. Send to local facility or restoration lab such as Eastman Kodak for treatment within 72 hours.

Labels

Plastic zip-lock bags

Plastic garbage cans

Transportation to a treatment facility

Waterproof pens or pencils

WATER SALVAGE cont'd.

AUDIO/VIDEO CASSETTES

1. Consider cassettes a total loss. Place in a container away from the drying area.
2. Make a list of all discarded material for replacement and insurance purposes. This can be done once the immediate emergency is alleviated.

Boxes for discards

List of discarded items

WATER SALVAGE cont'd.

COMPACT DISCS

If plastic underside of disc is covered with scrapes and smudges, the laser may not be able to focus properly on the data in the "pits".

Deep scratches on the label (top) side can render portions of the disc unplayable.

A disc that has been immersed in water for some time and that has what looks like water spots on the metal inner core may be partially delaminated allowing the moisture to get in under the plastic coating. It will probably be unplayable.

1. If slightly wet, wipe dry with a soft cloth from the center to the outer edge.
2. Plastic jewel box container must be dried thoroughly also.
3. If soaked, check for water spotting and delamination, discard if damaged.
4. If damp and dirty, clean with distilled water or disc cleaner using a soft, nonabrasive cloth: or foam pads specifically sold for this purpose.
5. If deeply scratched top or bottom, discard.
6. Place discards in a box and list them for replacement and insurance purposes.

Compact disc cleaner or distilled water
Nonabrasive soft cloths or foam pads

WATER SALVAGE cont'd.

Volumes with coated stock paper

Wet coated stock paper should be handled with care, as the print will slide off the wet page if it is rubbed. Do not allow wet books with coated stock paper to dry in a closed state, as the pages will permanently bond together. Almost all attempts to separate stuck pages by rewetting them have failed. McDonnell Douglas's Document Reclamation Service reports that vacuum or freeze drying of coated stock volumes is rarely successful. Keep volumes submerged until the pages can be separated (see B below). The only chance of saving such materials is to interleave every page and air-dry.

DOCUMENTS/UNBOUND MATERIALS

- A. Freeze as found
 - i. Do not remove from file cabined drawers, document cases, or folders.
 - ii. Do not turn containers upside down to empty or drain.
- B. Separation of wet sheets
 - i. Place a stack of polyester film on top of a stack of wet, unbound papers (or the first page of a bound volume.)
 - ii. Run gently with a bone folder..surface friction will cause the wet paper to adhere to the film. (or dab with wet sponge).
 - iii. Peel back the top sheet and place it on top of a piece of polyester web. (plain polyester interfacing, available at any store selling fabric for sewing).
 - iv. Remove the polyester film.
 - v. Place another sheet of polyester web on top to the wet sheet.
 - vi. Repeat the entire process, separating the wet sheets one at a time and interleaving them with polyester web. (Materials may be frozen at this stage.)
 - vii. Air-dry the sheets (supported by the polyester web) by placing them on absorbent paper on tables or on top of closely spaced monofilament lines. Air in the room should be kept circulating, but fans should not blow directly on the materials.
 - viii. The papers may be flattened when they are almost dry by placing them between two sheets of blotting paper (to remove excess moisture) and applying even pressure with weights.

Polyester film Sponge Polyester web
 Fishing line Paper towels

WATER SALVAGE cont'd.

REFERENCE BOOKS

1. Freeze immediately
2. Decision to salvage or replace will be determined later.

Freezer and/or wax paper
Freezing facility or refrigerated trucks
Labels
Milk crates or cardboard boxes
Pad for record keeping/Pencils
Pallets for stacking full crates

WATER SALVAGE cont'd.

REGULAR CIRCULATING MATERIALS

1. Depending on priorities, anything soaked or damp should be cleaned if possible, air dried, and saved if at all possible.
2. Items that are determined to be a total loss should be boxed and stored away from the drying area.
3. When the immediate emergency is alleviated, a list can be made of materials to be discarded and/or replaced.

Boxes

List of discarded items

APPENDIX F

SAFETY MEASURES CHECKLIST

Check the following on an annual basis:

1. Air conditioning
2. Alarm system
3. Batteries for Alarm system (clean corrosion, etc.)
4. Emergency lighting
5. Fire extinguishers
6. Flashlights and batteries
7. Heating system
8. Pipes for leaks
9. Plumbing
10. Smoke alarm system
11. Transistor radios and batteries (optional)
12. Water detectors (if available)

Check and evaluate insurance coverage on an annual basis.

Make a location map of where all in-house emergency equipment is kept, and post these in each department.

Train staff on the use of emergency equipment.

Post emergency phone numbers in each department.

Make sure that each department has a fire extinguisher close by as well as a flashlight.

Make sure that computer disks are updated regularly and kept in a safe place.

Have regular fire, tornado, and disaster drills.

APPENDIX H

**CULLMAN COUNTY PUBLIC LIBRARY SALVAGE PRIORITY
LIST**Southeast corner next to back door

Special Collections – Genealogy SPC – all

Wooden Cabinet in Special Collection Area

Cullman Times Collection

Cullman Tribune Collection

John Paul Myrick Office

Family Collection

Wanda Edge Office

Photograph Collection

Bookcase in Office behind Circulation Desk

Archive Collection ARC – all

Southern Section of Library West of Back Door Three Bookcases

Reference Books REF – all

Between Reference Books on South Wall and Computer Stations

Microfilm – Census, Cullman Time, Magazines, New York Times, Private Records

APPENDIX I

TORNADO/SEVERE WEATHER/EARTHQUAKE PROCEDURES

IF WARNING IS GIVEN OF IMMINENT TORNADO OR STORM OF EQUIVALENT SEVERITY:

BEFORE THE STORM:

1. PA system should be used to alert everyone in the building.
2. Individuals who are unwilling to seek shelter should be told they are doing so at their own risk.
3. Assistance in finding shelter should be given to children, elderly people, and mentally/physically handicapped.
4. Building's occupants should shelter in the Public Service Area (room behind the circulation desk).

AFTER THE STORM

1. Treat all electrical equipment as if it were charged and dangerous, especially if the floors are wet.
2. Search the building as completely as possible for people who might have sought safety from the outside.
3. Notify the police department of any injuries or other conditions requiring medical attention.
4. Provide first aid measure as necessary. First aid supplies are in closet in the public service area.
5. Notify the police if the building cannot be properly secured and locked for closing.

EARTHQUAKES

DO NOT LEAVE THE BUILDING

In an earthquake there is danger from collapsing walls, ceilings, flying glass from broken windows and doors, falling objects, and sliding or falling furniture and fixtures.

If the building starts to shake or roll:

1. Take cover **IMMEDIATELY** under heavy furniture or crouch in doorways bracing yourself with your hands on the door frame (watch for swinging doors).
2. Be prepared for aftershocks.

AFTER THE EARTHQUAKE

1. If the building is in danger of collapsing, evacuate quickly and in an orderly fashion.
2. Turn off the gas service if the smell of gas is in the air.
3. Turn off the electricity service if necessary.
4. Give first aid to the injured.
5. Extinguish small fires with fire extinguishers.

APPENDIX J

FIRE ALARM SYSTEM
RESTORATION

IN CASE OF FIRE, EVACUATE THE BUILDING ACCORDING TO THE
EVACUATION PROCEDURE ()

APPENDIX K

BOOKMOBILE/RAISING READERS DISASTER PROCEDURES

1. In case of tornado warning, shut down the bookmobile/van. If there is time, seek shelter in the nearest building. Take care to stay away from windows.

If in open country, shut down the bookmobile/van. Lie in drainage ditch away from bookmobile/van and any overhead electric lines.

2. Take the portable radio with you. Do not return to the bookmobile/van until safe to do so.
3. In case of fire use extinguisher to put out fire. If fire is not easily extinguished, leave and call 911. Then get far away from the vehicle.

APPENDIX L

UTILITY SHUTOFF DIAGRAMS

WATER SUPPLY LINE

GAS SHUT OFF VALVE

ELECTRICAL PANEL

ALARM PANEL Located in Public Services room just outside the
kitchen.

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