

Planning for Disaster



CLRC Regional Preservation
Survey Project

April 25, 2002

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What Is A “Disaster?”



- Few damp/wet materials.
 - Can include books, archives, photos, ...
- Leaking / dripping pipes from steam or sprinklers.
- Storm related flood.
- Water main break.
- Fire.

Few Damp or Wet Books



- Returned by Patron in that condition.
- Work related such as spilled water.
- Leaky book drops.

- Can usually be effectively dealt with by any trained staff member or volunteer.

Leaking / Dripping Pipes



- More common in older buildings.
- Usually not noticed for some time.
- Damage can be extensive.
 - Mold.
 - Pages stuck together, especially clay coated stock like that found in most art books and many magazines.

Major “Disaster”



- Will usually involve more than 500 pieces.
- Access to collections may be restricted for extended periods of time due to safety concerns.
- Could be result of water-main break, fire, or storm.
- Mold and (possibly) smoke damage likely.

How to Prepare



- Have a “Disaster Plan” for your institution
 - Should contain:
 - | Contact information for emergency agencies, staff “phone tree,” resource guide, and other helpful Numbers.
 - | Salvage priorities.
 - | Salvage instructions for books, flat paper, photos...

How to Prepare



- Prepare staff to deal with incidents where and as they occur.
 - 99% of incidents fall into minor category and are easily dealt with.
 - Have emergency supplies on hand. Make location common knowledge and easily accessible.
 - React Pak - Available from Gaylord, and others. Contains all the essentials in a handy kit.
- Know where to find help.

Finding Help



- Regionally
 - Through CLRC.
 - The Preservation Departments at Syracuse, Colgate, or Cornell.
- NEDCC [Northeast Document Conservation Center]
 - In Andover, MA
- Online

Bibliography



- Syracuse Preservation Department
 - 315.443.4560
 - 315.443.9937 (Conservation Lab)
- Colgate Preservation Department
315.824.7810
- Cornell Preservation Department
607.255.9440
- NEDCC: Field Service Office 978.470.1010

Bibliography



■ ONLINE SOURCES

■ Conservation OnLine

| <http://palimpsest.stanford.edu/bytopic/disasters/>

■ Syracuse University Preservation Dept.

| <http://libwww.syr.edu/information/preservation/>

■ CLRC Disaster Recovery Resource Guide

| <http://libwww.syr.edu/information/preservation/resourceguide.htm>

■ NEDCC Disaster Assistance

| <http://www.nedcc.org/welcome/disaster.htm>

■ FEMA

| <http://www.fema.gov>

Bibliography



■ PRINT PUBLICATIONS

- *Disaster Planning and Recovery*. Forston, Judith. New York: Neal Schuman, 1992 (out of print - may be available, somewhere)
- *Emergency Response and Salvage Wheel*. National Institute for Conservation [NIC]. 800.979.2233
 - <http://www.neh.fed.us/html/wheel.html>
- *In the Face of Disaster: Preparing for Emergencies in Central New York, A Self-Planning Manual for Disaster Prevention, Response, and Recovery in the Libraries, Archives, Museums and Cultural Institutions of Northern New York State*. Dirks, J. Leland, Jr.
- *Preservation of Library & Archival Materials*. Ogden, Sherelyn, Ed. Andover, MA: NEDCC, 1994