Dudley Farm Museum Disaster Plan

The Dudley Farm Museum/Dudley Foundation
2351 Durham Rd
Guilford, CT 06437
Prepared by: Beth Payne

Last Updated: 10/31/2019

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Chapter

INTRODUCTION

General Information

This disaster plan was completed by Beth Payne on 10/31/2019. It is meant to assist in recovering collections from events ranging from a minor emergency to a major disaster. However, in an emergency it is important to keep in mind that **human safety is always the highest priority.** Recovery of collections should not begin until all staff and patrons are safe.

Distribution of the Plan

Copies of this plan have been distributed as follows –

Person:	Tenant, Dawnland Museum
Department:	
Location of Copy:	Apartment, Munger Barn (selected parts)
Person:	Museum Director Beth Payne
Department:	
Location of Copy:	Office

How to Use this Plan

This plan consists of three main sections (response, recovery, and rehabilitation) and a number of appendices. The body of the plan is designed for ease of use during the early stages of a disaster. Thus, summary information is provided in the body of the plan and more detailed information (e.g., detailed salvage priorities, or additional sources of information) can be found in the appendices. Once initial response is underway, consult the appendices for more information as a recovery strategy is mapped out. Information on mitigating risks and preventing disasters (including a customized list of existing risks, as well as various forms and checklists) is also included in the appendices. This information should be consulted and updated regularly.

Review and Updating of the Plan

This plan is due to be updated in May, 2020 .Responsibilities for updating the various sections of the plan have been assigned as follows –

Staff list/Disaster Team lists:	President, Dudley Foundation Bill Black
Preventive maintenance:	N/A
Opening/closing procedures:	N/A
Facilities information/floor plans:	President, Dudley Foundation Bill Black
Information technology:	President, Dudley Foundation Bill Black
Insurance:	President, Dudley Foundation Bill Black
Institutional salvage priorities:	President, Dudley Foundation Bill Black
Evacuation instructions:	President, Dudley Foundation Bill Black
Emergency numbers:	President, Dudley Foundation Bill Black
In-house supplies:	President, Dudley Foundation Bill Black
External supplies/services:	President, Dudley Foundation Bill Black
Volunteer list:	President, Dudley Foundation Bill Black
Areas for relocation/temporary storage:	President, Dudley Foundation Bill Black
Communication with emergency services:	President, Dudley Foundation Bill Black
Availability of emergency funds:	President, Dudley Foundation Bill Black
Staff training:	President, Dudley Foundation Bill Black

Scope and Goals of the Plan

This disaster plan addresses prevention of and response to emergencies that may affect the collections; it does not cover emergencies involving people (e.g., illness, injury, problem patrons). See the Staff Manual (all staff members should have a copy, or see the Assistant Director) for this information.

As already noted, human safety is always the most important concern. No actions should be taken to protect or salvage the collections that might endanger human safety, and damaged collections should be addressed only after injuries have been attended to and the building is secure for people to enter.

This plan focuses on the most likely risks the Museum faces: 1) minor flooding from roof or pipe leaks, due to the age of the roof and the previous problem with pipe leakage on the first floor, 2) flooding or other damage from severe winter weather, and 3) fire, due to the lack of a fire suppression system in the building. Preventive actions are covered in the appendices of this plan, while response and recovery procedures are addressed in the body of the plan.

Staff should be able to manage small water emergencies (one stack range or less in the general collection) using the basic emergency instructions in Section 1 and the salvage information in Section 2. If a small-scale emergency involves the special collections, outside consultation with preservation professional is advisable (see Appendix D for contact information).

For larger-scale damage, additional assistance and a more detailed plan for recovery will be needed. Depending on the type of emergency, see the appropriate Emergency Instructions in Section 1, the Initial Response Steps in Section 1, and the Salvage Procedures in Section 2 for assistance. See the Appendices for supplies, services, record-keeping forms, emergency funds, insurance information, etc. Especially in a large-scale emergency, it is crucial to be aware of the museum salvage priorities, which focus on the special collections materials on the second floor and hard-to-replace materials in the general collection (see Salvage Priorities in Section 1, and Appendix F for details). In any emergency, be sure to determine whether salvage, reformatting, replacement, or discard is the proper course of action.

Chapter 1

RESPONSE

1.1 EVACUATION PROCEDURES

General Procedures

- Remain calm.
- Always respond to an evacuation order **do not** assume the situation is a drill or a false alarm.
- **Remember that human safety is always the highest priority.**
- Turn off electrical equipment if it is safe to do so.
- Assist anyone who requires help in leaving the building.
- Evacuate in an orderly fashion according to the evacuation routes that have been established.
- Move away from the building to the assembly area that has been designated in advance. Be sure not to block the street, driveway, or entrances.
- **Do not** reenter the building until instructed to do so.

Clearing the Building

Area Floor:	The Dudley Farm Museum
Person responsible for clearing area:	Museum Director Beth Payne
Backup 1:	Vice President/Board Member Janet/Mark Dudley
Backup 2:	President, Dudley Foundation Bill Black

Describe procedures for evacuating the area, including disabled personnel or patrons:

Go to the second floor first, it is the furthest point from the exit, help guide those persons out of building while gathering others en route. Those from the second floor can exit the parlor door at the foot of the stairs and head towards the yellow Munger barn. Then go through the First floor clearing the area guiding the people to the nearest exits. Near the bathroom, one in kitchen, the front door, and the main entrance off the dining room. After getting the people out, if possible, do one more sweep through the building so as to not leave out any people who might have slipped through the search. Be sure to check the restroom and basement. Shut all doors and gather the people at the Munger barn where a head count will be taken.

Maintaining the Staff/Visitor Log The following list designates who is responsible for maintaining the daily staff/visitor log(s) and bringing this information out of the building in the event of an evacuation. **Assembly Areas** Staff and patrons should gather in the following locations after an evacuation –

Area/Floor/Department: Munger Barn

Staff member in charge of head count: Museum Director

Backup 1: President, Dudley Foundation Bill Black

Backup 2: Vice President/Board Member Janet/Mark Dudley

Assembly area/location: Munger Barn

Area/Floor/Department: North Guilford Fire House
3087 Durham Rd, Guilford

Staff member in charge of head count:	Museum Director Beth Payne
Backup 1:	President, Dudley Foundation Bill Black
Backup 2:	Vice President/Board Member Janet/Mark Dudley
Assembly area/location:	3087 Durham Road, N. Glfd Fire House,Guilford, CT.

1.2 EMERGENCY NUMBERS

1.2.1 Emergency Services

Police
Name: Guilford Police Dept.
Phone: (203) 453-8061

Call 911 Fire Department –
Name: Guilford Fire Dept.
Phone: (203) 453-8000; 453-8056

Call 911 Ambulance –

Security monitoring company –
Name: Shoreline Security
Phone: 203-453-6535
After-hours phone:
Cell phone:

Poison Information Center: 1-800-222-1222

1.2.2 Maintenance/Utilities

For additional information about the building and systems, see Appendix A.

Janitorial service –

Name:	Rowell Cleaning
Contact:	
Phone:	203-245-8647
Cell phone:	
Pager:	
Email:	

Electrician –

Contact:	Jim Osga 43 Lake Drive Guilford, CT 06437
Phone:	203-457-2299; 203-689-5824 OR Jeff Signore – Modern Electric 203-627-9086)
Email:	Jeff: modern-electric@hotmail.com

Exterminator –

Name:	EcoCare/Modern Pest Management
Contact:	Scott
Phone:	888-896-4434
Cell phone:	
Email:	

Computer emergency –

Name:	Sextant BTS
Contact:	Andrew Kieran or Kevin Smith Guilford, Ct 06437
Phone:	203-433-9242 or 203-5009204
Cell phone:	
Email:	

Legal Advisor –

Name:	Michael Sweeney

Phone:	203/244-9502
Email:	

Architect/Builder –

Name:	Thompson and Burns
Contact:	Will Thompson 28 South Fair St Guilford,, CT 06437 06437
Phone:	453-0066
Email:	

Oil company –

Name:	Buchta Oil Company
Contact:	196 Church St Guilford, CT 06437
Phone:	203-453-2240
Cell phone:	
Pager:	
Email:	

Electric company –

Name:	Eversource
Contact:	,
Phone:	Emergency: 800-286-2000
Cell phone:	Reg phone: 888-783-6617

Telephone company –

Name:	Comcast
Contact:	
Phone:	800-391 3000
Cell phone:	
Pager:	
	Acct #8773 40 505 0523124

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Heating system service –

Name:	Buchta
Contact:	
Phone:	203-453-2240
Cell phone:	
Pager:	
Email:	

Security system service –

Name:	Shoreline Security
Phone:	203-453-6536
Cell phone:	
Pager:	
Email:	

Other –

Organization/Name:	Water Testing: Environmental Consulting Labs
Contact:	
	1005 Boston Post Road Madison,
Phone:	203-245-9624 OR 800 246-9624

Other –

Organization/Name:	A&W Sanitation -Septic Service Guilford,
Phone:	203-453-5025
Cell phone:	
Pager:	
Email:	

1.3 EMERGENCY CALL LIST

If you discover an emergency, call the people on this list in order until you contact someone who can assist in addressing the problem. In consultation with that person, decide who else needs to be contacted. The disaster response team leader, the facilities maintenance supervisor, and the institutions director will need to be notified of any emergency, however small. In the case of a small-scale problem other staff members may not be needed at all, or you will only need to

contact those who are in charge of the collections directly affected. See the Staff/Key Personnel List for additional contact information.

Staff member	Estimated response time
(203) 584-1516 – Museum Director Beth Payne	5-10 minutes
(203) 214-7083 – President, Dudley Foundation Bill Black	5-10 minutes
(203) 687-3085 – Vice President/Board Member Janet/Mark Dudley	10 minutes
(203) 530-4864 – Board Member/Secretary Bob and Jerri Guadagno	5 minutes

1.4 LIST OF STAFF/KEY PERSONNEL

The following is a list of all institutional staff members AND other key personnel who are not staff members but are involved in your disaster planning efforts (e.g., members of the board of trustees, town building department personnel).

First Name:	Janet/Mark
Last Name:	Dudley
Title:	Vice President/Board Member
Work phone/extension:	203-453-6760
Work email:	jcdandmtd@hotmail.com
	167 Clapboard Hill Rd
	Guilford, CT 06437
Home phone:	203-453-6760
Cell phone:	203-687-3085
Pager:	
Home Email:	jcdandmtd@hotmail.com

First Name:	Bob and Jerri
Last Name:	Guadagno
Title:	Board Member/Secretary
Work phone/extension:	203-457-0047
Work email:	r.guadagno@sbcglobal.net
	2208 Durham Rd
	Guilford, CT 06437

Home phone:	203-457-0047
Cell phone:	203-530-4864
Home Email:	r.guadagno@sbcglobal.net

First Name:	Don
Last Name:	Homer
Title:	Board Member
Home phone:	203-457-0107
Cell phone:	
Home Email:	

First Name:	Beth
Last Name:	Payne
Title:	Museum Director
Work phone/extension:	203-457-0770
Work email:	NGDudleyFarm@gmail.com
	99 Burt Rd
	Guilford, CT 06437
Home phone:	203-689-5969
Cell phone:	203-584-1516
Home Email:	bethpayne47@gmail.com

First Name:	Bill
Last Name:	Black
Title:	President, Dudley Foundation
Work phone/extension:	203-457-1459
Work email:	dragonflyfarm@att.net
	134 Great Hill Rd
	Guilford, CT 06437
Home phone:	203-457-1459
Cell phone:	
Pager:	
Home Email:	dragonflyfarm@att.net

First Name:	Doug
Last Name:	Williamson
Title:	Board Member
Work phone/extension:	203-671-0851
Work email:	dwilliamson920@comcast.net
	900 Hoop Pole Rd
	Guilford, CT 06437

Home phone:	203-671-0851
Cell phone:	203-671-0851
Home Email:	dwilliamson920@comcast.net

1.5 DISASTER RESPONSE TEAM

1.5.1 Disaster Response Team Responsibilities

This section lists which members of the disaster team will fill the roles likely to be needed during an emergency. Specific descriptions of the duties of each team member are found in Appendix B.

Disaster Response Team Leader:	Museum Director Beth Payne
Backup#1:	President, Dudley Foundation Bill Black
Backup#2:	Vice President/Board Member Janet/Mark Dudley
Administrator/Supplies Coordinator:	Museum Director Beth Payne
Backup:	President, Dudley Foundation Bill Black
Collections Recovery Specialist:	Museum Director Beth Payne
Backup:	President, Dudley Foundation Bill Black

Subject Specialists –

Work Crew Coordinator:	Museum Director Beth Payne

Backup:	President, Dudley Foundation Bill Black
Technology Coordinator:	Museum Director Beth Payne
Backup:	President, Dudley Foundation Bill Black
Building Recovery Coordinator:	Museum Director Beth Payne
Backup:	President, Dudley Foundation Bill Black
Security Coordinator:	Museum Director Beth Payne
Backup:	President, Dudley Foundation Bill Black
Public Relations Coordinator:	Museum Director Beth Payne
Backup:	President, Dudley Foundation Bill Black
Documentation Coordinator:	Museum Director Beth Payne
Backup:	President, Dudley Foundation Bill Black

1.6 ADVANCE WARNING EMERGENCY PREPARATIONS

This section describes precautions to be taken if you have advance warning of an emergency (e.g., hurricane, flood, wildfire).

1.7 EMERGENCY INSTRUCTIONS

1.7.1 Water Damage (Minor)

These instructions cover cases in which a small amount of clean (not contaminated) water leaks into a collection area. If sewage or other dangerous substances contaminate the water, protective clothing must be worn, and it is best to enlist professional assistance.

1. If possible, determine the source of the water leak.
2. If possible, cut off the water. Location and procedures for the main water shut-off valve are as follows –

Main water shut-off valve:	Museum house basement: - see photo; Munger barn -See photo

Procedures:

3. Notify the person in charge of building facilities maintenance, also call the people on the **Emergency Call List** as necessary.

Facilities Maintenance –

Name:	Dudley Foundation Board of Directors
Contact:	Bill Black 134 Great Hill Rd Guilford, CT 06437
Phone:	cell:
After-hours phone:	203-457-1459
Email:	dragonflyfarm@att.net

4. Protect the collections from further damage as appropriate by –
   (a) To the extent possible, move wet or vulnerable items to a dry, secure location nearby.
   (b) If water is coming from above, protect collections by covering them with plastic sheeting. See Appendix C: **In-House Supplies** for the location of in-house supplies.

(c) If water is coming in on the floor, use books trucks (again, see Appendix C for in-house supplies) to relocate materials to a safe area, starting with the materials closest to the floor.

5. See the **Recovery** section of this plan for instructions on drying wet collections.

1.7.2 Fire

These instructions cover cases of fire (or activation of the fire detection system) in your building.

1. If you see fire or smell smoke, activate the nearest fire alarm.
2. Call the Fire Department – **911**

Name:	Guilford Fire Dept.
Phone:	(203)453-8056; 203-453-8000

Call 911

3. If it is safe to do so, determine the location and source of the fire. If the fire detection or suppression system has been activated, check the fire alarm annunciator panel.

Location of the fire alarm annunciator panel:	Museum office: see photo; Munger barn; photo
Procedures for checking the panel are as follows:	Use fob or security card as needed

4. If it is safe to do so, turn off computers and equipment, and close fire doors.
5. Evacuate the building. See the **Evacuation Procedures** elsewhere in this plan.
6. From a safe location, contact the people on the **Emergency Call List** , as well as the person in charge of building facilities maintenance.

Facilities Maintenance –

Name:	Dudley Foundation Board of Directors
Contact:	Bill Black 134 Great Hill Rd Guilford, CT 06437
Phone:	cell:
After-hours phone:	203-457-1459

Email: dragonflyfarm@att.net

REMEMBER –

- Report the fire first, **do not** try to put it out first. If you are in immediate danger, evacuate first, then report the fire.
- **Do not** try to extinguish the fire if it is larger than a small garbage can.
- Always keep your back to your escape route.

1.7.3 Mold

If you discover mold on collections –

- Find out what is causing the mold growth. Look first for an obvious source of moisture such as a water leak. If there is no obvious source of moisture, look for less obvious problems, such as high humidity in a particular area, poor air circulation, or condensation along an outside wall.
- Consult a mycologist to ensure that no toxic mold species are present. If toxic molds are present, **do not** handle any materials yourself.
- Modify the environment so that it is no longer conducive to mold growth. Stop any leaks, remove standing water, and/or bring in dehumidifiers to reduce humidity. Keep the climate well below 70 degrees Fahrenheit and 50 percent relative humidity. Be sure to monitor temperature and humidity with a reliable monitoring instrument. Also minimize air circulation, as this can spread mold spores to other areas of the collection. Open and close doors as little as possible, block off air return vents (if possible) so that spores are not spread in the air handling system, and **do not** run fans.
- Isolate the affected items. Transfer them to an isolation room (this room should have low temperature and humidity, and should not use the same air-handling equipment as collection storage areas). Transfer materials in sealed plastic bags (see Appendix C: In-House Supplies and Appendix D: External Suppliers and Services) so that other materials are not contaminated during the move.
- Decide whether the affected items need to be retained. It may be possible to replace them easily. If they are not of long-term value, it may be possible to discard them. Alternatively, they

could be microfilmed or photocopied, although they may have to be cleaned first.

- **For items that need to be retained, consult a preservation professional before proceeding with drying and/or cleaning. In the past museums have been instructed that it is possible to clean up small outbreaks of mold themselves, but over time it has become clear that this recommendation is problematic.** Even molds that are not defined as toxic can cause people who work with them to develop debilitating allergies. Unfortunately, no standards exist to specify safe or unsafe levels of mold exposure. The severity of health problems depends on the type of mold, the amount of exposure, and the susceptibility of the exposed person. To be protected when cleaning moldy materials, one must wear a particulate respirator that filters 99.97 percent of particles from the air (also known as a respirator with a HEPA filter). The use of respirators in the workplace is governed by OSHA (Occupational Safety and Health Administration) regulations, which specify the type of respirator to be used in various situations, fit testing procedures, and training procedures. The regulations also require approval from a medical practitioner that the person is physically fit to wear this type of respirator. There may be liability issues if the institution does not comply with these regulations. While repositories that are part of a larger institution with a health and safety office may have the ability to comply with the regulations, smaller repositories are likely to find it more difficult.
- If the institution decides that it is unable to dry and/or clean moldy items that need to be retained, or if mold is discovered on a large amount of material (e.g., in whole stack ranges, drawers, or rooms), it is best to work with a commercial company experienced in dealing with water damage and mold cleanup. See Appendix D: External Suppliers and Services for recommended service providers.
    - If there will be a delay in transferring wet materials to a salvage company, freeze the affected items to avoid further mold damage. They can later be thawed and dried in small batches, or they can be vacuum freeze dried (with the exception of photographs).
- If the institution decides to clean up the mold in-house, following the OSHA guidelines referenced above, the moldy materials will need to be dried (if they are wet) and then cleaned. As noted

above, wet and moldy items should be frozen if they cannot be dried immediately. They can later be thawed and dried in small batches. Instructions for drying and cleaning moldy collections can be found in NEDCCs Emergency Salvage of Moldy Books and Paper `http://www.nedcc.org//plam3/tleaf39.htm` and Managing a Mold Invasion: Guidelines for Disaster Response, `http://www.ccaha.org` by Lois Olcott Price (Conservation Center for Art and Historic Artifacts, 1996).

- Sterilize the affected storage area(s), and the climate control system if possible.

1.8 SALVAGE PRIORITIES

Setting priorities for salvaging collections, institutional records, and other important materials is one of the most difficult but also one of the most important aspects of disaster planning. If an emergency occurs, there may be very little time for salvage. Materials could be lost while valuable time is wasted deciding what to save. A listing of priority materials and equipment allows the institution to concentrate on the most important items that are accessible for salvage. Following is a list of the most important materials (collections, office files, computers, and/or data) to salvage in case of a disaster. See Appendix F: Salvage Priorities (Details) for lists of salvage priorities for collections (overall and by department or area), institutional records (bibliographic and administrative), and information technology (data and equipment). A copy of the floor plan should be shared with the fire department.

Material or Equipment	Location (include floor and specific location)
#1 – Computer CPU	1st floor office
#2 – All collections Museum House	See above
#3 – Dawnland Collection	See above

1.9 INITIAL RESPONSE STEPS

This section provides a general outline of the initial steps that will need to be taken when an emergency causes more than minor damage to

collections. Depending on the scope of the disaster, some of these actions may be carried out concurrently, while some may not be needed at all. For immediate response procedures for specific types of emergencies (fire, flood, power outage, etc.), or for minor damage to collections, see the section above. **In all cases, do not begin collection recovery efforts until the safety of staff and patrons has been assured.**

1.9.1 Notify Appropriate Personnel

- During working hours, contact the Disaster Response Team Leader.

Disaster Response Team Leader: Museum Director Beth Payne

- Outside of working hours, use the Emergency Call List . Keep calling until someone who can respond is found.

1.9.2 Assess the Damage

- **Begin to determine the extent of the damage.** The following questions will need to be answered, although you may not be able to get detailed answers at first.
    - What actually happened? How serious is the damage? How many and what type of materials are affected (e.g., general collections, local history materials, audio/visual materials, computers and data, plain paper, coated paper)? What kind of damage is it (e.g., water, fire, smoke)?
    - If water is involved, what kind is it (e.g., clean, dirty, rain, river, sewer)? How much water is/was there? What is/was the source of the water (e.g., flooding, leaky pipe)? Has the water source been shut off or stopped so that further damage can be avoided? Is there standing water in the building? Are wet collections soaked or just damp?
        - If collections are soaked, they will need to be frozen ASAP. If they are on coated paper, they will also need to be frozen immediately. If they are damp and there is space to do so, they can be air-dried. See Section II: Recovery of this plan for general salvage instructions, and instructions for salvage of specific media.

- **If necessary, get clearance to enter the site.** If serious damage has occurred (e.g., a serious fire), it may be necessary to wait until the appropriate officials declare the building safe to enter. Re-entry to the site may also be delayed if hazardous materials are present, or if the building is a crime scene (as in the case of arson).
    - If re-entry to the building is delayed, work must proceed from the off-site command center that has been designated ahead of time.

Command center location (*off-site*): Oliver (Buster) Scranton's home,
3380 Durham Road, Guilford, CT.

- **Once it is possible to enter the building, make a detailed damage assessment.** This should be done by the Disaster Response Team Leader, with assistance from other members of the team as needed.

Disaster Response Team Leader: Museum Director Beth Payne

    - Remember to take photographs or video, and to document the damage in writing. At this point, you should begin filling out an Incident Report Form, located in Appendix E: Record Keeping Forms.
- **Call the insurance company or in-house contact (for self-insurance)**. Insurance contact information is as follows –

See Appendix H: Insurance Information for more detailed information and specific procedures to be followed in case of damage or loss.

1.9.3 Prepare for Recovery of Collections

- **Get advice from a preservation professional.** Unless the disaster is very small, it is likely that you will want to contact a preservation professional to ensure that you are responding properly. In the event of a major disaster, you may need to arrange for a professional to provide on-site assistance. **Sources for preservation advice –***Professional Preservation Advice - Regional Centers*

- **Determine whether additional personnel will be needed.**
    - Establish a strategy for managing all staff, volunteers, and other workers who will be working at the site. All workers

(volunteer or otherwise) will need to check in and check out. Records should be kept of hours worked (in case payment is necessary, and to ensure that sufficient breaks are provided) and of who was at the site each day. See Appendix E: Record-Keeping Forms for a Volunteer Sign-In/Sign-Out Form.

- Staff and volunteers will need to be trained and supervised. The Collections Recovery Specialist and the Work Crew Coordinator will be in charge of this.

Collections Recovery Specialist:	Museum Director Beth Payne
Work Crew Coordinator:	President, Dudley Foundation Bill Black

- Snacks, meals, a rest area, and possibly counseling services will be needed. See Appendix I: Volunteer/Temporary Personnel for organizations that might assist in providing services for workers.

- **Establish a command post for the recovery effort.**

Potential sites are –

Command center location:	North Guilford Fire House, 3087 Durham Road, Guilford, CT.
Alternate location #1:	Jerri and Bob Guadagno home, 2208 Durham Road, Guilford, CT.
Alternate location #2 (*off site*):	Oliver (Buster) Scranton's home, 3380 Durham Road, Guilford, CT.

- **Establish security procedures for the recovery site.** Only authorized persons should be allowed to enter the site some type of identification (e.g., badges, vests) should be arranged. If the site cannot be secured due to building damage, it may be necessary to bring in temporary security personnel.
- **Decide what will be salvaged and what will be discarded.** See Salvage Priorities for an overall list of priority materials. Additional salvage priorities for specific departments and types

of material are found in Appendix F: Salvage Priorities (Detailed). Remember that salvage priorities may need to be adjusted according to the extent and or type of damage.

- **Decide how the materials to be salvaged will be treated.** See General Salvage Procedures for a summary of treatment options. Sort wet collections, separating those to be frozen from those to be air-dried. As you begin sorting and moving materials, it is essential to keep track of collections at all times; use the Packing and Inventory Form in Appendix E: Record-Keeping Forms for this purpose.
- **Determine whether it will be necessary to relocate collections,** either to dry them or to store them temporarily to protect them from danger while the building and damaged collections are salvaged. We urge you to assess frequently (at least once a year) possible sites in your community: school gymnasiums, empty or partly-empty warehouses, church halls, businesses with temporary space.
- **Gather supplies and arrange for services.** Gather supplies and arrange for services. See Appendix C for a list of in-house supplies. See Appendix J for procedures for accessing emergency funds. Appendix D: External Suppliers and Services includes a list of companies specializing in building and collections recovery. There are a small number of companies nationwide that have experience working with cultural institutions to recover buildings and collections. These companies provide a range of services, from building dehumidification, to vacuum freeze-drying, to mold remediation. If you are faced with a significant disaster, it is likely that you will need to contact one of them for assistance.

1.9.4 Stabilize the Building and Environment

If the emergency involves water (such as wet collections, furniture, carpeting, or even standing water), it is very important to quickly dry out the building and environment to avoid mold growth.

- **Do not** turn up the heat; this will not dry out the space and may encourage mold growth. If the outdoor humidity is low, open the windows.
- If the climate control system is working, it should be used to provide as much cooling and dehumidification as possible. The goal should be to keep the temperature below 70 degrees

Fahrenheit and the humidity as much below 50 percent as possible.

- Wet carpeting should be removed and wet furniture and standing water should be removed. Even if the carpeting appears dry, it must be checked underneath to ensure that both the carpet and the padding are dry.
- If the climate control system is not sufficient to reduce the temperature and humidity to the desired levels, outside assistance will be needed. See Appendix D: External Suppliers and Services for companies that specialize in building dry out.
- Staff must monitor the temperature and humidity in the recovery area several times a day to ensure that the desired conditions are reached and maintained for the duration of the recovery effort. See Appendix E: Record-Keeping Forms for an Environmental Monitoring Form.
- Facilities maintenance personnel and the Building Recovery Coordinator should work together to coordinate building recovery issues.

Facilities Maintenance Personnel –

Name:	Dudley Foundation Board of Directors
Contact:	Bill Black 134 Great Hill Rd Guilford, CT 06437
Phone:	cell:
After-hours phone:	203-457-1459
Email:	dragonflyfarm@att.net

Building Recovery Coordinator –

Primary:	Museum Director Beth Payne
Backup:	President, Dudley Foundation Bill Black

1.9.5 Communicate with the Media and the Public

- The disaster response teams Public Relations Coordinator will be responsible for all interaction with the media and the public. It is essential that no one else provide information.

- Press releases should be issued periodically to local newspapers, and to TV and radio stations. It is important to inform patrons and other interested parties of the extent of the damage and the progress of recovery efforts.

Public Relations Coordinator –

Primary:	Museum Director Beth Payne
Backup:	President, Dudley Foundation Bill Black

Chapter 2

RECOVERY

2.1 GENERAL SALVAGE PROCEDURES

This section provides general background information on salvage techniques for water, mold, and fire-damaged collections.

2.1.1 Freezing

If wet materials cannot be dried within 48-72 hours, they should be frozen because they are at risk of developing mold, particularly if there is high humidity. Freezing wet materials also stabilizes them, keeping water damage from worsening. Water causes a variety of damage to paper-based collections: book bindings and pages swell and distort, pages and documents cockle, water-soluble inks can bleed, and coated papers begin to adhere to each other as soon as the volumes begin to dry. However, once wet collections are frozen, no additional damage occurs. Thus, if freezing occurs quickly there is less physical damage and more chance that the materials can be salvaged rather than replaced. It is difficult to transfer wet collections directly to a salvage company for freezing quickly enough to prevent mold and minimize water damage, since there are only a few of these companies nationwide. In addition, institutions often require time to make decisions about what should be done and allocate funding for salvage. Thus, it is usually best to freeze collections locally, even if they will ultimately be sent to a salvage company to be vacuum freeze dried. A commercial blast freezer will provide the best results; materials should be frozen at -10 degrees Fahrenheit or lower.

Be aware, however, that not all paper-based materials can be frozen. The *Salvage of Specific Media* section indicates which materials should not be frozen. In general, bound volumes and paper records can be frozen. If necessary, most photographic materials can be frozen, although it is better to dry them immediately. Cased photographs (such as daguerreotypes, ambrotypes, tintypes) should **never** be frozen.If there is no local freezer facility available (due to a widespread disaster or other reason), a refrigerated truck may be needed to transport materials to the nearest freezer facility. A refrigerated truck will not freeze the collections, but it may keep them cool enough to avoid mold

growth. See *Appendix D: External Suppliers and Services* for a source of refrigerated trucks.

2.1.2 Drying Options

There are several options for drying wet collections. The method chosen will depend on the extent of the damage to collections and to the building, the amount of material involved, the rarity/scarcity of the damaged material, the number of staff or others available to provide assistance, and the funding available for salvage. If you choose to contract out for drying services, it is important to put a contract in place with the vendor. A sample contract is provided in *Appendix K: Disaster Recovery Contract.* A general summary of the drying options is provided here to assist your institution in making decisions. Remember that no drying method will undo the damage that has already been done, however. The materials will not look better after drying than they looked before drying began. However, some drying methods can minimize or prevent additional damage, and in general, the quicker collections can be dried (or frozen, as described above) the less damage there will be. **Air-Drying** Air-drying is best used for small numbers of damp or slightly wet books or documents. It is less successful for large numbers of items or for items that are very wet. It requires no special equipment and can be done on site using staff or volunteers, but it is very labor-intensive, requires a lot of space, and often results in bindings and paper that are very distorted. It is seldom successful for drying bound volumes with coated paper. There will also likely be additional costs for rehabilitating collections, such as rebinding, flattening of single sheets, and additional shelf space to store volumes that remain distorted after drying. It is important to always contact a conservator or other preservation professional about drying unique or rare materials; they will sometimes choose to air-dry the item(s) using special techniques, or they will suggest another drying option. In general, air-drying must be done in a clean, dry environment where the temperature and humidity are as low as possible. At a minimum, temperature must be below 70 degrees Fahrenheit and humidity must be below 50%. The air should be kept moving at all times to accelerate the drying process and discourage mold growth, but care must be taken not to blow away loose documents. Single documents can be laid out on tables, floors, and other flat surfaces, protected if necessary by paper towels or clean, unprinted newsprint. Bound volumes can be dried on tables covered with plastic or unprinted newsprint. The volume should be interleaved about every fifty pages with paper towels or unprinted

newsprint, and then stood on its head, fanned open, and placed on several sheets of absorbent paper. If the edges are only slightly wet, interleaving is not required. When volumes are dry, but still cool to the touch, they should be closed, laid flat on a table or other horizontal surface, gently formed into their normal shape, and held in place with a lightweight. **Do not** stack drying books on top of each other, and check frequently for mold growth, particularly along the gutter margin. **The above instructions provide only very general guidance; additional instructions will be needed if air-drying is to be undertaken.** There are a number of resources that provide detailed directions for air-drying wet materials. See *Appendix L: Additional Resources for Salvage of Specific Media.* **Freezer-Drying** Books and records that are only damp or moderately wet may be dried successfully in a self-defrosting blast freezer if left there long enough. Materials should be placed in the freezer as soon as possible after becoming wet. Books will dry best if their bindings are supported firmly to inhibit initial swelling. The equipment should have the capacity to freeze very quickly, and temperatures must be below 10 degrees Fahrenheit to reduce distortion and to facilitate drying. Expect this method to take from several weeks to several months, depending upon the temperature of the freezer and the extent of the water damage. Caution is advised when using this method for coated paper, as leaves of coated paper may stick to each other. **Vacuum Freeze-Drying** This process calls for very sophisticated equipment and is especially suitable for large numbers of very wet books and records as well as for coated paper. Books and records must be frozen, then placed in a vacuum chamber. The vacuum is pulled, a source of heat introduced, and the collections, dried at temperatures below 32 degrees Fahrenheit, remain frozen. The physical process known as sublimation takes place; that is, ice crystals vaporize without melting. This means that there is no additional swelling or distortion beyond that incurred before the materials were placed in the chamber. Many coated papers can be difficult to dry without sticking together once they are wet. Because it is nearly impossible to determine which papers will block, all coated papers should be treated the same way for the purpose of vacuum freeze-drying: before any drying takes place, and ideally within six hours of becoming wet, materials should be frozen at -10 degrees Fahrenheit or lower. Then they may be vacuum freeze-dried with a high potential for success. Rare and unique materials can be dried successfully by vacuum freeze-drying, but leathers and vellums may not survive. Photographs should not be dried this way unless no other possibility exists. Consult a photograph conservator. Although this method may initially appear to be more

expensive because of the equipment required, the results are often so satisfactory that additional funds for rebinding are not necessary, and mud, dirt, and/or soot is lifted to the surface, making cleaning less time-consuming. If only a few books are dried, vacuum freeze-drying can indeed be expensive. However, companies that offer this service are often willing to dry one client's small group of books with another client's larger group, thus reducing the per-book cost and making the process affordable. See Appendix D: External Suppliers and Services for vacuum freeze-drying service providers. **Vacuum Thermal Drying** Books and records that are slightly to extensively wet may be dried in a vacuum thermal drying chamber into which they are placed either wet or frozen. The vacuum is drawn, and heat is introduced. Drying typically occurs at temperatures above 100 degrees Fahrenheit, but always above 32 degrees Fahrenheit. This means that the materials stay wet while they dry. It is an acceptable manner of drying wet records, but often produces extreme distortion in books, and almost always causes blocking (adhesion) of coated paper. For large quantities of materials, it is easier than air-drying and almost always more cost-effective. However, extensive rebinding or recasing of books should be expected. Given the elevated temperature used in drying, it is most appropriate for materials with short-term (under 100 years) value .**On-Site Dehumidification** This is the newest method to gain credibility in the library and archival world, although it has been used for many years to dry out buildings and the holds of ships. Large commercial dehumidifiers are brought into the facility with all collections, equipment, and furnishings left in place. Temperature and humidity can be carefully controlled to specifications. Additional testing is being undertaken, but the technique is certainly successful for damp or moderately wet books, even those with coated paper, as long as the process is initiated before swelling and adhesion have taken place. The number of items that can be treated with dehumidification is limited only by the amount of equipment available and the expertise of the equipment operators. This method has the advantage of leaving the materials in place on the shelves and in storage boxes, eliminating the costly, time-consuming step of moving them to a freezer or vacuum chamber. See Appendix D: External Suppliers and Services for on-site dehumidification service providers.

2.1.3 Packing

Whether collections are to be moved to another location for immediate air-drying or transported to a local freezer or commercial drying

facility, the materials will need to be properly packed and the location/transport of all items will need to be documented. The order for packing collections will depend on the extent of the damage and the institutions salvage priorities. If collections will be frozen and vacuum-freeze dried, it is usually best to begin with the wettest materials first so that they can be frozen quickly. If only air-drying will be possible, however, it is better to begin with the collections that are the least damaged and most easily salvaged. If sufficient staffing is available, one or more packing crews should be put together. This will be the responsibility of the Collections Recovery Specialist and the Work Crew Coordinator. See the Disaster Response Team for names and backups for these two positions. The packing crew would consist of a crew leader, box assembler, retriever of collections, wrapper, packer, sealer, record-keeper, and transporter. Book trucks, handcarts, or dollies can be used to move packed materials within the building. See Appendix C: In-House Supplies and Appendix D: External Suppliers and Services for resources. Materials can be placed in cardboard boxes, milk crates, Rescubes, or other containers as appropriate. If cardboard boxes are used they should be no larger than 1.5 cubic feet, they should be lined with heavy-duty trash bags to prevent them from becoming wet, and they should never be stacked more than four boxes high. Packing instructions for specific types of collections can be found in the Salvage of Specific Media section below. If materials are muddy, sandy, or otherwise dirty, it may be necessary to rinse them before packing (assuming enough time and personnel are available). If materials have been damaged by salt water it is especially important to rinse them. Collections with soluble inks (watercolors, many manuscripts), animal skins (leather, vellum, or parchment), or works of art paper should <u>not</u> be rinsed, since rinsing may cause further damage. The area to be used for rinsing must have running water and good drainage. Personnel should be provided with rubber boots and waterproof clothing; see Appendix D: External Suppliers and Services for resources. If deposits of dirt are light, individual folders or volumes can be rinsed with a garden hose with a spray nozzle, keeping the item tightly closed to avoid transferring dirt between the pages. If deposits are heavy, a series of 3-8 large plastic garbage cans should be set up with a garden hose running into each can and the nozzle resting at the bottom. The water should be turned on to provide a slow but continuous flow into each can. Each item should be taken to the first can, held tightly closed, and immersed, and then to subsequent cans. The last station should have a hose with a spray nozzle for a final rinse. Excess water should then be squeezed from the volumes or folders. **Do**

not try to remove mud or stubborn stains; this slows down the rinsing process and may further damage the materials. Note that the same rinsing procedure can be used for photographic materials and computer media, except that shallow dishpans or photo processing trays may be used instead of garbage cans.

2.1.4 Documentation

It is essential to document where collections were moved and what was done with them. This documentation allows the institution to keep track of which collections were damaged and where they have been taken. It will also be needed for insurance purposes. Both written and photographic documentation should be maintained. Forms that will assist in documentation are provided in Appendix E: Record-Keeping Forms. These include the Packing and Inventory forms and the Incident Report Form (which should be used to document salvage decisions and who authorized them). In general, all boxes or other containers must be labeled on all four sides. The contents should be described as appropriate (e.g., by shelf range, call number, cabinet, drawer, record group, series). It is also helpful to indicate the quantity of material, the type of damage, the priority ranking of the material, and the destination of the container (e.g., freezer, air-drying). Alternatively, each container can be given a brief designation (e.g., floor/section and box number) and the Packing and Inventory forms can be used to record the detailed information described above.

2.1.5 Fire Damage

Collections that have been involved in a fire often also suffer water damage, which has been addressed above. Problems that result specifically from fire include charring (either completely or just around the edges), smoke or soot deposits, and smoke odor. If collections have been charred but are still readable, they can be microfilmed or photocopied if they are of value, but great care must be exercised because the paper may be extremely brittle. Bound volumes that have been smoke-damaged or charred only around the edges can be sent to a library binder for trimming and rebinding. General materials with smoke or soot deposits on the edges can also be sent to a library binder for trimming, or they can be cleaned in-house using natural latex sponges to remove the deposits. Any rare, archival, or special collections materials should not be cleaned this way, however; a conservator should evaluate them. For collections with a residual

smoke odor, there are professional companies that specialize in deodorization. Treatment in an ozone chamber will reduce the odor, but ozone is a powerful oxidizing agent that accelerates the aging of paper, so it should not be used on archival or other intrinsically valuable materials. Another possibility is to use storage boxes that incorporate zeolites; these have been shown to be effective in odor reduction.

2.1.6 Evaluation of Salvage Efforts

Once salvage has been completed, ensure that a Collection Incident Report Form (see Appendix E: Record Keeping Forms) has been filled out completely, documenting all decisions that were made during the recovery. It is also a good idea to evaluate how successful the salvage efforts were and whether any changes need to be made to the disaster plan.

2.2 SALVAGE OF SPECIFIC MEDIA

Following are very basic initial salvage instructions for the types of material found in your collections. Please note that detailed instructions are not provided here. If you wish to add them, such instructions are referenced in Appendix L: Additional Resources for Salvage of Specific Media. Also, if you wrote in additional types of material when you filled out the online forms, you are responsible for locating salvage instructions for those materials and adding them here. Again, see Appendix L: Additional Resources for Salvage of Specific Media. The following salvage instructions have been adapted from: Walsh, Betty, Salvage at a Glance, in *WAAC Newsletter* Vol. 19 No. 2 (May 1997) `http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html`; Walsh, Betty, Salvage Operations for Water-Damaged Archival Collections: A Second Glance, in *WAAC Newsletter* Vol. 19 No. 2 (May 1997) `http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-206.html`; the salvage instructions sheets at the Minnesota Historical Society Emergency Response web site at `http://www.mnhs.org/preserve/conservation/emergency.html`;
Fox, Lisa, Disaster Preparedness Workbook for U.S. Navy Libraries and Archives; and the Emergency Response and Salvage Wheel (National Task Force on Emergency Response). See the bibliography for complete citations.

2.2.1 Archival Materials

Documents with stable media should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. **Do not** separate single sheets. Pick up files by their folders, interleave between folders every two inches with freezer paper, and pack in milk crates or cartons, filling them three quarters full. If it is known from the outset that the records will be vacuum freeze dried, interleaving is not necessary. *Documents with soluble inks (felt pens, colored pens, ball point pen)* should be dried or frozen immediately. **Do not** blot the surface. Interleave between folders with freezer paper and pack in milk crates or cartons. The documents can be air-dried or vacuum freeze dried.

2.2.2 Art on Paper

Prints and drawings with stable media should be frozen or dried within 48 hours. Air dry or vacuum freeze dry. Don't separate single sheets. To pack, interleave between folders and pack in milk creates or cartons. *Oversize prints and drawings* should be frozen or dried within 48 hours. If they are damp, air dry or vacuum freeze dry. If they are wet, vacuum freeze drying is preferred. Use extra caution if folded or rolled. Pack in map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood .*Framed prints and drawings* should be frozen or dried within 48 hours. If time permits, unframe and pack as for single sheets of paper (see archival materials and manuscripts, above). Once unframed and unmatted, air dry or vacuum freeze dry. Handle with care. Can be packed in map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood. *Soluble media (watercolors, soluble inks, and hand colored prints)* should be frozen or dried immediately. Air dry or vacuum freeze dry. **Do not** blot. To pack, interleave between folders and pack in milk crates or cartons.

2.2.3 Audio Recordings, Compact Discs

Immediately air dry discs. Dry paper enclosures within 48 hours. If disks have been exposed to seawater, rinse in clean water immediately. **Do not** scratch the surface. Pack vertically in crates or cardboard cartons. Dry discs vertically in a rack. **Do not** vacuum freeze dry. However, CD cases and paper booklets can be vacuum freeze dried.

2.2.4 Audio Recordings, Tapes and Cassettes

Separate tapes into categories: dry tape, wet boxes only, and wet tapes. If water has condensed inside a cassette, treat the tape as wet. Immediately rinse off tapes soaked by dirty water or seawater. **Do not** unwind tapes or remove them from the reel. If they cannot be dried immediately, keep tapes wet, at their initial level of wetness (e.g., **do not** immerse tapes that are only wet on the outside of the tape pack). Tapes can stay wet for up to 72 hours if necessary, but care must be taken with tapes that have labels with water soluble adhesives and inks, or older tapes that may disintegrate if immersed too long. To pack, keep tapes wet in plastic bags. Pack vertically in plastic crates or tubs. **Do not** freeze magnetic media. Air dry by supporting the tapes vertically on blotting material or lay the reels on sheets of clean blotter. **Do not** touch magnetic media with bare hands. Use fans to keep the air moving, but **do not** blow air directly on the items. If humidity is high, use portable dehumidifiers to slowly bring the humidity down to 50 percent. Dry tapes that have paper boxes and labels within 48 hours if possible; be sure to keep the tapes near their boxes for identification purposes.

2.2.5 Books, General Collection

General books and pamphlets should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. **Do not** open or close wet books, and **do not** remove book covers. Gently shape closed books to reduce the distortion set into the book on drying. If the water is very dirty, and there is enough time and help, consider rinsing; see the *General Salvage* section above for instructions. To pack wet books, lay a sheet of freezer paper around the cover and pack spine down in a milk crate or cardboard box. Fill boxes only one layer deep. If books have fallen open, pack them as is in cartons or trays, stacking them in between sheets of freezer paper and foam. Oversized volumes can be packed flat in cartons or bread trays, 2-3 books deep. *Books with coated papers* will stick together unless frozen or dried quickly. Freeze them, or keep them wet in cold water until they can be air dried.

2.2.6 Books, Rare

Cloth bindings should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. **Do not** open or close wet books, and **do not** separate the covers. To pack wet books, lay a sheet of freezer

paper around the cover and pack spine down in a milk crate or cardboard box. Fill boxes only one layer deep. If books have fallen open, pack them as is in cartons or trays, stacking them in between sheets of freezer paper and foam. Oversized volumes can be packed flat in cartons or bread trays, 2-3 books deep. *Leather and vellum bindings* must be air-dried under the supervision of a conservator, as they distort and disintegrate in water and are highly susceptible to mold growth. Dry them immediately or freeze them (if many books are involved) until they can be thawed and air-dried. **Do not** open or close wet books, and **do not** remove the covers. To pack them for freezing, separate with freezer paper and pack spine down in a milk crate or cardboard box, filling the box only one layer deep.

2.2.7 Computer CDs/CD-ROMs

If discs have been exposed to seawater, wash them in tap water immediately. Immediately air dry discs. Dry paper enclosures within 48 hours. **Do not** scratch the surface during rinsing or packing. Pack vertically in crates or cardboard cartons.

2.2.8 Computer Disks, Magnetic

First consult with appropriate personnel to determine whether undamaged backups of data are available; if so, salvage may not be necessary. Separate into categories: dry, wet enclosures only, and wet media. If water has condensed inside disks, treat them as wet. Air dry disks; **do not** freeze. **Do not** touch disk surface with bare hands. Keep wet until they can be air-dried, and pack vertically in plastic bags or tubs of cold water.

2.2.9 DVDs

Immediately air dry discs. Dry paper enclosures within 48 hours. **Do not** scratch the surface. Pack vertically in crates or cardboard cartons. Dry discs vertically in a rack. **Do not** vacuum freeze dry.

2.2.10 Manuscripts

Manuscripts on paper with stable media should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. **Do not** separate single sheets. Pick up files by their folders, interleave between folders every two inches with freezer paper, and pack in milk crates or cartons, filling them three quarters full. If it is known from the outset

that the records will be vacuum freeze dried, interleaving is not necessary. *Manuscripts on paper with soluble inks (felt pens, colored pens, ball point pen)* should be dried or frozen immediately. **Do not** blot the surface. Interleave between folders with freezer paper and pack in milk crates or cartons. The documents can be air-dried or vacuum freeze dried.

2.2.11 Maps and Plans

General considerations: For materials in map drawers, sponge standing water out of the drawers. Remove the drawers from the cabinet, ship and freeze them stacked up with 1 inch x 2 inch strips of wood between each drawer. Pack loose, flat maps in bread trays, flat boxes, or plywood sheets covered in polyethylene. Bundle rolled maps very loosely to go in small numbers to the freezer, unless facilities are available for conservators to unroll them. *Stable media* should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. Use extra caution if folded or rolled. Pack in map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood. *Soluble media (maps and plans by reproductive processes and hand-colored maps)* should be immediately frozen or dried. They can be air-dried or vacuum freeze dried. **Do not** blot. Interleave between folders and pack in map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood. *Drafting linens* should be immediately frozen or dried. They are coated with starch and may stick together like coated papers. They can be air-dried by separating sheets and interleaving or vacuum freeze dried. **Do not** blot the surface, and avoid pressure inks can smear away. Pack in containers lined with plastic map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood. *Maps on coated papers* should be immediately frozen or dried. Vacuum freeze drying is preferred. Pack in containers lined with plastic map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood.

2.2.12 Natural History Materials

Use a respirator and protective clothing to handle all natural history specimens, as they may contain arsenic or other toxic materials. *Animal study skins and taxidermy mounts* should be air-dried slowly or frozen. They should not be handled directly. *Botanical specimens* should be rinsed only if necessary. Interleave and air dry herbarium sheets, and use presses if possible. *Fluid-preserved specimens* should be placed in

sealed polyethylene boxes with a small amount of alcohol. *Geological specimens* should generally be rinsed and air-dried slowly, but consult a conservator, since there are some specimens that should be dried quickly. *Palaeontological specimens* should be rinsed and air-dried slowly. Hold fragile specimens and those with old repairs together with ties during drying. Separate ties from specimens with waxed or freezer paper.

2.2.13 Negatives, Glass Plate

Wet collodion glass plate negatives should be dried immediately. The recovery rate is low. Air dry face up and **do not** freeze. Handle with care, due to glass supports and fragile binder. Pack horizontally in a padded container. *Gelatin dry plate glass negatives* should be frozen or dried within 48 hours. Air drying preferred, or thaw then air dry, or vacuum freeze dry. Handle with care. To pack, keep wet and pack in plastic bags, vertically in a padded container.

2.2.14 Newspapers

Bound or loose newspapers should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze dried. Pack oversize materials flat.

2.2.15 Objects

In general when air drying, raise items off the floor on trestles, pallets, or lumber to allow air to circulate underneath the items. Sponges, clean towels, paper towels, or unprinted newsprint may be used to absorb excess moisture. Exchange wet for dry blotting material at least daily until items are dry. Check daily for mold growth. Drying of *wood furniture* should begin within 48 hours to prevent mold growth. Wooden objects should be dried slowly, since fast drying can cause irreversible damage. In general, rinse and/or sponge surfaces gently to clean, blot, and air dry slowly. Inspect painted surfaces to identify blistered or flaking paint. **Do not** try to remove dirt or moisture; air dry slowly. Veneer should be held in place with weights or clamps while drying, but be sure to provide a protective layer between the weight and the veneer. Polychrome objects require immediate attention; consult a conservator. Drying of *upholstered furniture* should also begin within 48 hours to prevent mold growth, and these items should also be dried slowly. Rinse off mud and remove cushions and other removable pieces. Wrap upholstered items in cloths (e.g., sheets, towels) to air dry

and replace the cloths as they become damp. Wood parts should be blotted and air dried slowly. *Many ceramics* generally will suffer little damage from short-term exposure to water, but there are exceptions. It is important to identify the type of ceramic and consult a conservator before drying, as procedures can vary. If the ceramic is broken, cracked, or has mineral deposits or old repairs, place it in a clean, transparent polyethylene bag until it can be treated. Seal the bag and monitor it frequently for mold growth. If a *stone object* has a smooth surface, blot it gently and air-dry. If the object has a rough surface or an applied finish, **do not** blot it. Air-dry it on a plastic screen or clean towel. *Metal objects* can be rinsed and/or sponged and blotted, then air dried. If the object has an applied finish, **do not** blot or clean it. Air-dry it and keep any flaking surfaces horizontal.

2.2.16 Organic Materials

Leather and rawhide should be air-dried within 48 hours to avoid mold growth. Handle and move carefully, as leather (especially items with red rot) may be very fragile when wet. Rinse and/or sponge with clean water to remove mud. Drain and blot to remove excess water, and pad with toweling or unprinted newsprint to maintain proper shape. *Basketry* should be air-dried as soon as possible. Handle carefully, as it may be fragile and heavy when wet. Rinse, drain, then blot to remove excess moisture. Pad with clean paper towels or cotton sheets to retain the proper shape and absorb moisture. Cover with clean towels. Change the blotting material when it becomes wet. Air-drying of *bone, hair, horn, shell, and ivory* should begin within 48 hours. Handle carefully as these items may be extremely fragile when wet. Rinse, drain, and blot to remove excess moisture. Air-dry slowly on blotters on non-rusting screens.

2.2.17 Paintings

Air dry immediately. Tilt the painting to drain off excess water, and carry it horizontally to a work area. If you cannot hold it horizontally, carry it facing toward you, holding the side of the frame with the palms of your hands. Two people should carry larger paintings. Carefully remove paintings from frames in a safe, dry place. **Do not** separate paintings from their stretchers. Pack face up without touching the paint layer, and avoid direct sunlight. The order of removal and treatment is: first, the most highly valued; second, the least damaged; third, slightly

damaged; and fourth, severely damaged. Consult a conservator for drying techniques.

2.2.18 Photographic Prints, Black and White

Albumen prints should be frozen or dried within 48 hours. They should be air-dried immediately or thawed and air-dried later. **Do not** touch the binder with bare hands. Interleave between groups of photographs with freezer paper. *Matte and glossy collodion prints* should be frozen or dried within 48 hours. They should be air-dried immediately, thawed and air-dried later, or vacuum freeze dried. Avoid abrasion. **Do not** touch the binder with bare hands. *Silver gelatin printing out and developing out papers* should be frozen or dried within 48 hours. Drying methods in order of preference are: air dry immediately, thaw and air-dry later, or vacuum freeze dry. **Do not** touch the emulsion with bare hands. To pack, keep wet and pack in plastic bags inside boxes. *Carbon prints and Woodbury types* should be frozen or dried immediately. They should be air-dried or thawed and air-dried later. Handle them carefully, due to swelling of the binder. Pack horizontally. *Photomechanical prints (e.g., collotypes, photogravures) and cyanotypes* should be frozen or dried within 48 hours. They should be air-dried or vacuum freeze dried. **Do not** separate single sheets. To pack, interleave every two inches with freezer paper and pack in boxes or crates.

2.2.19 Photographic Prints, Color

Dye transfer prints should be air-dried face up immediately. The recovery rate is poor. **Do not** touch the emulsion and transport horizontally. *Chromogenic prints and negatives* should be frozen or dried within 48 hours. Drying methods in order of preference are: air dry immediately, thaw and air-dry later, or vacuum freeze dry. **Do not** touch the binder with bare hands. To pack, keep wet and pack in plastic bags inside boxes.

2.2.20 Photographs, Cased

Ambrotypes and pannotypes should be dried immediately, as the recovery rate is low. They should be air-dried face up, and should never be frozen. Handle them with care, since the glass supports and binder are extremely fragile. Pack horizontally in a padded container. *Daguerreotypes* should be dried immediately. They should be air-dried face up, and should never be frozen. Handle them with care, since they

have a fragile surface and cover glass. Pack horizontally in a padded container. *Tintypes* should be dried immediately. They should be air-dried face up, and should never be frozen. Handle them with care, since they have a fragile binder. Pack horizontally.

2.2.21 Posters

Freeze or dry immediately. Vacuum freeze-drying is preferred due to coated paper. Can also be air-dried by separating pages and interleaving. Keep wet in containers lined with garbage bags.

2.2.22 Textiles

Dry textiles with bleeding dyes as quickly as possible. Dry all other textiles within 48 hours to prevent mold growth. Air drying indoors in an air-conditioned area is recommended. If textiles cannot be dried within 48 hours, they can be frozen, but **do not** freeze beadwork or painted/stenciled items. To pack textiles for freezing, separate them with freezer paper to prevent transfer of dyes and pack flat. Handle wet textiles only as necessary since they are fragile; **do not** unfold delicate fabrics that are wet. Rinse, drain, and blot items with clean towels/cotton sheets to remove excess water. Provide adequate support when moving textiles, and **do not** stack wet textiles. Be sure to retain all identifying information, such as labels or tags, with each item. See the Minnesota Historical Society salvage instructions for details on air drying.

2.2.23 Videotapes

Immediately rinse off tapes soaked by dirty water. Dry within 48 hours if they have paper boxes and labels. Otherwise, tapes can stay wet for several days. **Do not** freeze. Air dry. **Do not** touch magnetic media with bare hands. To pack, keep tapes wet in plastic bags. Pack vertically in plastic crates or tubs.

Chapter 3

REHABILITATION

(The following is adapted from Fox, Lisa, Disaster Preparedness Workbook for U.S. Navy Libraries and Archives, and Wellheiser, Joanna and Jude Scott,
*An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries, and Records Centres. See bibliography for full citations.)*Rehabilitation of collections is the process of returning collections to a usable state once they have been salvaged. Once wet collections have been dried, they are not simply ready to put back on the shelf. Depending on the nature and extent of the disaster, the rehabilitation process may be relatively quick and easy, or it may take a great deal of time and money. If there is a great deal to be done, it may be necessary to hire and/or train additional personnel to handle the work. Unfortunately there is no quick or easy way to make rehabilitation decisions; all damaged items must be examined and sorted, and categorized according to their needs. Options for rehabilitation of water-damaged collections include –

- Cleaning Some materials may have been rinsed before being allowed to dry. If dry paper-based collections still have mud or other debris, they can be cleaned by brushing or vacuuming. However, any works of art or other valuable materials need to be cleaned by a conservator. If materials have sewage contamination, they should be discarded or cleaned by a professional.
- Repair and rebinding If trained staff is available, it may be possible to do minor repairs to books and paper documents in-house. If there are a large number of books requiring rebinding, they should be sent to a commercial binder.
- Professional conservation treatment Treatment by a conservator is usually reserved for materials of significant value, due to the high cost of treating individual items. Treatment might include cleaning, removal of stains, rebinding, etc.
- Rehousing/relabeling Water-damaged boxes, folders, envelopes, sleeves, etc. will need to be replaced. Be sure to copy all

identification information to the new enclosures. It may also be necessary to replace labels, card pockets, book plates, security tags, and other items.

- Data verification Tapes and disks that have been dried onsite or sent out to a commercial company for recovery need to be checked to verify that the data is readable.

Options for rehabilitation of fire-damaged materials include –

- Cleaning Dry-cleaning can be used to remove smoke and soot deposits. Vacuuming, cleaning with dry-chemical sponges, or dry-cleaning powder and erasers are common methods. Wet cleaning should not be used.
- Odor removal For collections with a residual smoke odor, there are professional companies that specialize in deodorization. Treatment in an ozone chamber will reduce the odor, but ozone is a powerful oxidizing agent that accelerates the aging of paper, so it should not be used on archival or other intrinsically valuable materials. Another possibility is to use storage boxes that incorporate zeolites; these have been shown to be effective in odor reduction. Placing collections in an enclosed container with baking soda, activated charcoal, or kitty litter may also help (these materials should not come into direct contact with the collections, however).
- Recovery of information in charred items In rare cases of collections that are badly charred but very important, it may be possible for a forensic science laboratory to retrieve information from the materials. This treatment is very expensive and would only be justified for unusually valuable items.
- Repair and rebinding As with water-damaged collections, charred items can be repaired and rebound. Charred edges would be trimmed and the volumes rebound, as long as the pages are not too brittle.
- Professional conservation treatment As with water-damaged collections, treatment by a conservator is usually reserved for materials of significant value, due to the high cost of treating individual items.
- Rehousing/relabeling Boxes, folders, and other enclosures that have suffered fire damage will need to be replaced. In addition, items that have suffered fire damage may be very brittle and may need special enclosures to protect them from future damage.

Also remember that additional activities will be required before collections can be returned to the shelves. Catalog records and finding aids will need to be updated to reflect any withdrawals, replacements, or other changes. Furnishings and shelving will need to be cleaned, repaired, and/or replaced. Finally, the collections themselves will need to be reshelved or refiled. In some cases, rehabilitation of the collections may not be possible due to excessive damage, or rehabilitation may be more expensive than other options such as replacement. Thus, in making rehabilitation decisions, there are several alternatives that must be considered. It may be possible to discard some damaged materials, if they are non-essential or easily replaced. There are several options for replacement: photocopying, microfilming, purchase of a replacement copy, or purchase of a reprint or other edition. It is difficult to plan ahead for specific rehabilitation activities, since it is impossible to know the extent or nature of the disaster in advance. When the time comes to plan for rehabilitation, these general planning issues will need to be considered –

- What specific steps are needed for each rehabilitation activity?
- Who will carry them out?
- Who will supervise the work?
- Where will the work be done?
- Will temporary storage space be needed?
- What kind of work flow makes sense?
- Who will have authority to discard badly damaged items?
- What funds will be available? From the operating budget? From insurance?
- How should rehabilitation priorities be set to allow quick resumption of essential services?
- How much of the work can be done by staff and how much needs to be contracted out?

Chapter A

FACILITIES INFORMATION

A.1 Utility/Shut-Off Control Locations and Procedures

Item	Location	Procedures
Main water shut-off valve	Museum house basement: - see photo; Munger barn -See photo	
Sprinkler shut-off valve	N/A	
Main electrical cut-off switch	Museum basement: see photo; Big Barn: see photo (south side of Barn, outside wall, marked with electrical signal) Munger barn: see photo	
Oil cut-off switch	Museum Basement: see photo; Munger barn: see photo	
Heating system controls	Museum office: thermostat; Furnace: see photo. Munger Barn: thermostat, furnace. See photo	
Security system controls	Shoreline security 203-453-6535	See password document for passwords; procedure, phone number. Fob or card to shut off alarm or enter 1234 onto pad.
Fire alarm annunciator panel	Museum office: see photo; Munger barn; photo	Use fob or security card as needed

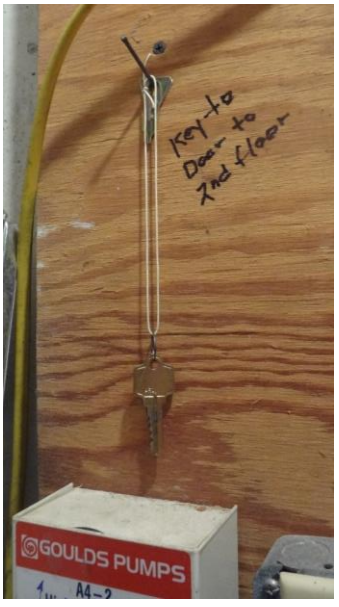
Other: Security lockbox for fire: on North-East wall Milk House
Procedure: See photo. For fire department use. Contains keys to house, Munger barn. Access ONLY through fire department

Emergency Shut-offs for Munger Barn

Electrical Box: Munger barn basement

Munger Barn

Munger Barn Sewage pump



Munger Barn

Munger Barn Water Heater

Munger Barn Furnace

Oil switch –Munger Barn

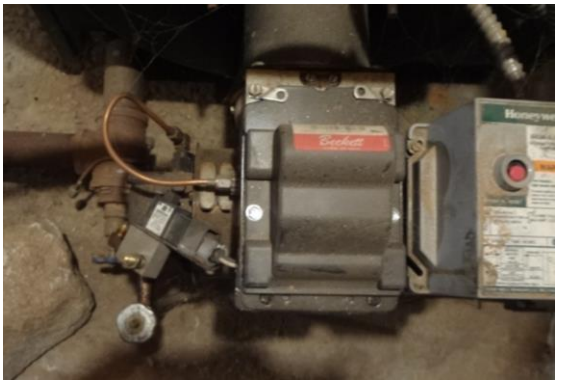

Munger Barn water heater top

Munger Barn Hot Water Heater shut-off

Museum Emergency Shut-Offs

Electrical Box for Apartment; States "Apartment" on top

Electrical box for Museum, located in basement under apartment. States "Dudley Foundation" on top



Museum Furnace

Basement Hot Water

Hot water shut-off

Emergency shut-off; top of basement stairs on right

Basement furnace shut-off

Shut off for oil burner

Water shut-off

Outside water shut off

Chapter B

DISASTER

TEAM RESPONSIBILITIES

Disaster Team Leader: Activates the disaster plan; coordinates all recovery activities; consults with and supervises all members of the disaster team; establishes and coordinates an internal communications network; and reports to the director or governing body, as appropriate. Important: be sure that this person has authorization to act from the upper levels of the administration, if necessary.

Administrator/Supplies Coordinator: Tracks personnel working on recovery; maintains in-house disaster response supplies; orders/coordinates supplies, equipment, and services with other team members; authorizes expenditures; deals with insurance company.

Collections Recovery Specialist: Keeps up to date on collections recovery procedures; decides on overall recovery/rehabilitation strategies; coordinates with administrator regarding collections-related services/supplies/equipment, such as freezing and vacuum freeze drying services; trains staff and workers in recovery and handling methods.

Work Crew Coordinator: Coordinates the day-to-day recovery work of library staff and volunteers to maintain an effective workflow; arranges for food, drink, and rest for staff, volunteers, and other workers.

Subject Specialist/Department Head: Assesses damage to the collections under his/her jurisdiction; decides what will be discarded and what will be salvaged; assigns salvage priorities among collections. Unless the institution is very small, there will be more than one subject specialist.

Technology Coordinator: Assesses damage to technology systems, such as hardware, software, telecommunications; decides on recovery/rehabilitation strategies; sets priorities for recovery; coordinates with administrator for external services/supplies/equipment related to technology.

Building Recovery Coordinator: Assesses damage to the building and systems; decides on recovery/rehabilitation strategies for the building; coordinates with administrator for external services/supplies/equipment related to building recovery.

Security Coordinator: Maintains security of collections, building, and property during response and recovery; oversees response to medical emergencies.

Public Relations Coordinator: Coordinates all publicity and public relations, including communication with the media and the public. Provides regular updates of information to the media and the public. Takes names and phone numbers of potential volunteers.

Documentation Coordinator: Maintains a list of the priorities for recovery; keeps a written record of all decisions; maintains a written and photographic record of all damaged materials for insurance and other purposes; tracks collections as they are moved during salvage and treatment.

Chapter C

IN-HOUSE SUPPLIES

C.1 Basic Disaster Supply Kit

Person responsible for inventorying supplies/equipment: Board Member/Secretary Bob and Jerri Guadagno

Frequency of inventory (four times per year is recommended): PRN

Item	Recommended Quantity	Quantity	Location(s)
Aprons, plastic	1 box (100)	_____	_____
Book trucks, hand carts	2	2	Basement and School house
Brooms and dustpans	2	>2	Office closet; hall closet
Buckets (plastic)	2	_____	_____
Camera with film (disposable)	1	_____	_____
Clipboard	2	>10	Office lateral file
Dehumidifiers, portable	2	2	House basement
Ear plugs	20 pairs	_____	_____
Extension cords (50 ft., grounded)	2	_____	_____
Fans, portable	2	>2	House and Munger Barn
First aid kit	1	1	House office closet
Flashlights (waterproof)	4 (or one per department)	4	Office; office closet; Munger Barn
Freezer bags (polyethylene, various sizes)	40	25	Office closet
Garbage bags, plastic (30 or 42 gallon)	1 box (40)	_____	_____
Gloves (nitrile)	1 box (100)	_____	_____

Markers (waterproof)	1 pkg.	>1 pkg	office closet
Masks, protective	1 box (20)	_____	office closet
Milk crates/Rescubes	50	_____	_____
Mops	2	_____	_____
Paper - absorbent white blotter paper (used for drying loose paper materials)	200 sheets (11 inches x 13 inches - each)	_____	_____
Paper - uninked newsprint (used for interleaving wet materials)	2 large rolls (15 inches x 1100 feet - each)	_____	_____
Paper pads (for clipboards)	1 pkg of 12	>1	office
Paper towels	1 case (30 rolls)	_____	_____
Pencils (sharpened)	1 pkg of 12	>1 box	office
Pencils sharpener (handheld)	1	_____	_____
Plastic sheeting, heavy (polyethylene)	5 rolls	_____	_____
Scissors	2	>3	office
Sponges celluose	2	_____	_____
Tape (clear, 2 inches wide, with dispenser)	1 roll	_____	_____
Tape (duct)	2 roll	_____	_____
Tape (yellow caution)	1 roll	1	office closet
Toolkit (crowbars, hammers, pliers, flat-head and philips-head screwdrivers)	1	1	Office closet
Utility knife	1	_____	_____
Utility knife blades	Package of 5	_____	_____

Waxed or freezer paper	7 boxes (75 feet each)	_____	_____
Wet/dry vacuum	2	2	Attic; basement

C.2 Additional Supplies

Item	Quantity	Location(s)
Boots, rubber (or galoshes)	_____	_____
Boxes, cardboard	_____	_____
Bubble wrap	_____	_____
Clothesline (nylon or 30 lb. monofilament)	_____	_____
Clothespins	_____	_____
Glasses (protective)	2	office
Hard hats	2	attic entry
Labels, self adhesive (even when wet)	_____	_____
Radio, battery-operated (with weather band)	_____	_____
Sponges, dry chemical (for removing soot)	_____	_____
Sump pump (portable)	_____	_____
Tables, portable folding	8	Munger barn
Tags with twist ties	_____	_____
Trash cans	_____	_____
Walkie-Talkies	_____	_____

Chapter D

EXTERNAL SUPPLIERS AND SERVICES

D.1 Freezing Services

D.2 Building Recovery/Collection Salvage Services

There are a relatively small number of reputable companies experienced in salvaging buildings and collections (e.g., drying and cleaning buildings, wet books, documents, computer data, microfilm, and audio/video) for cultural institutions. The names of recommended companies follow.

American Freeze-Dry, Inc.
39 Lindsey Avenue
Runnemede, NJ 08078
Telephone: (856) 546-0777
Hours: 9:00 a.m. - 5:00 p.m. M-F *American Freeze-Dry is able to vacuum freeze-dry 50 cubic feet of wetted library materials (approximately 625 volumes) at a cost of $55-60 per cubic foot. The company can also make arrangements for larger quantities with McDonnell Douglas (thermal vacuum drying) or a Canadian company with a 500-cubic-foot vacuum freeze-dry chamber.* **Blackmon-Mooring Steamatic Catastrophe, Inc.**
International Headquarters
303 Arthur Street
Fort Worth, TX 76107
Toll Free: (800) 433-2940; 24 hr. hotline
Telephone: (817) 332-2770
Fax: (817) 332-6728
URL: `http://www.bmscat.com/index.asp`
Hours: 8:00 am -5:30 pm M-F

Disaster recovery services, odor removal, vacuum freeze drying BMS-Cat provides extensive recovery and restoration services and is able to

handle almost any size emergency. Recovery services include paper based materials as well as electronic equipment and magnetic media. Book and document collections are vacuum freeze dried for approximately $40 per cubic ft. based on a 500 cubic foot (approx. 6,250 volumes) load. BMS Cat offers a free standby service agreement that creates a customer profile, capturing information that is vital in an emergency prior to an event. A portable blast freezer is available.

Disaster Recovery Services
2425 Blue Smoke Court South
Ft. Worth, TX 76105
Toll Free: (800) 856-3333 (24-hr. hotline)
Telephone: (817) 535-6793
Fax: (817) 536-1167
Hours: 8:00 am - 5:00 pm M-F; 24-hr hotline

Disaster recovery and recovery planning services, vacuum freeze drying

Document Reprocessors
5611 Water Street
Middlesex (Rochester), NY 14507 Telephone: (585) 554-4500 Toll Free: (888) 437-9464; 24-hr. hotline Fax: (585) 554-4114
URL: `http://www.documentreprocessors.com`
Hours: 8:00 am - 5:00 pm M-F

Vacuum freeze-drying, disaster recovery of computer media, microfiche and microfilm, books, business records. Uses vacuum freeze-drying to recover water damaged materials. The vacuum freeze-dry chamber has an 800-cubic-ft. capacity which translates to approximately 10,000 volumes. The rate for freeze-drying varies but is generally about $60 per cubic foot. Document Reprocessors also has a thermal freeze-drying process that employs heat and a cold trap. During the drying operation, materials cycle between from -40 to 60 degrees.

Midwest Freeze-Dry, Ltd.
Midwest Center for Stabilization and Conservation
7326 North Central Park
Skokie, IL 60076
Telephone: (847) 679-4756
Fax: (847) 679-4756
URL: `http://www.midwestfreezedryltd.com`
Hours: Open by Appointment M-F; 24-hr. call monitoring

Freeze-drying of historical volumes, manuscripts, microfilm, blueprints. Uses vacuum freeze-drying to salvage wet books and documents. Their chamber will hold 150 milk crates (approximately 2500 cubic feet, or 31,250 volumes). The cost to dry materials is based on the amount of water extracted from materials. Please call for price.

Polygon
79 Monroe Street
Amesbury, MA 01913
Toll-Free: (800) 686-8377 (24-hr.)
Telephone: (978) 388-4900
Fax: (978) 241-1215
URL: `http://www.muntersmcs.com`
Hours: 7:30 am - 8:00 pm M-F

Disaster recovery services, building dehumidification, drying services, microfilm drying services. Will dry to customer's specifications or will recommend an appropriate method. Choices include: vacuum freeze-drying, in-situ drying through dehumidification, or stabilization by freezing materials to be dried at a later time. The vacuum freeze-dryer has a 100-cubic-foot, or 1,250 volume, capacity. Cost is approximately $50 per cubic foot with a reduction for quantities greater than 500-cu.-ft.

Solex Environmental Systems
P.O. Box 460242
Houston, TX 77056
Toll Free: (800) 848-0484; 24-hr. hotline
Telephone: (713) 963-8600
Fax: (713) 461-5877
Hours: 8:00 am - 6:00 pm M-F

Disaster recovery, dehumidification, building drying services. Specialty is drying wet materials. Solex's cryogenic dehydration chamber can accommodate a 40-ft. trailer of materials. Solex also offers vacuum freeze-drying and additional services, such as dehumidification of large spaces. The vacuum freezer has a capacity of 1000 cubic feet (12,500 volumes) at $40 per cubic foot. The minimum job is 250 cubic feet.

D.3 Microfilm Salvage

D.4 Salvage - Electronic Data & Equipment

Aver Drivetronics Data Recovery Service
42-220 Green Way, Suite B
Palm Desert, CA 92211
Telephone: (760) 568-4351
Fax: (760) 341-8694
Email: aver@averdrivetronics.com
URL: `http://www.averdrivetronics.com/`*In business since 1979. Specializing in repairing damaged data caused by hardware failure, virus contamination, and user error.*

Data Mechanix Services
18271 McDurmott Street, Suite B
Irvine, CA
Toll Free: (800) 886-2231
E-mail: help@datamechanix.com
URL: `http://www.datamechanix.com` *Specializing in the rescue of lost data from hard disk drives and other storage media.*

Data Recovery Labs
85 Scarsdale Road, Suite 100
Toronto, ON M3B 2R2
Canada
Toll Free: (800) 563-1167
Toll Free: (877) datarec
Telephone: (416) 510-6990
Toll Free Fax: (800) 563-6979
Fax: (416) 510-6992
Telephone Support: 8 am - 8 pm EST
E-mail: helpme@datarec.com
URL: `http://www.datarec.com`

Provides custom-engineered data recovery solutions and data evidence investigations. Free pre-recovery analysis.

Data Recovery and Reconstruction (Data R&R)
P.O. Box 35993
Tucson, AZ 85740
Telephone: (520) 742-5724
E-mail: datarr@datarr.com
URL: `http://www.datarr.com`*A charge of $75.00/per drive is required for decontamination of fire- or water-damaged drives. Offers*

a $150.00 discount for non-profit organizations. No charge for preliminary diagnostics.

ECO Data Recovery
4115 Burns Road
Palm Beach Gardens, FL 33410
Toll Free: (800) 339-3412
Telephone: (561) 691-0019
Fax: (561) 691-0014
Email: info@eco-datarecov.com
URL: `http://www.eco-datarecov.com`

Specializing in electronic data retrieval and restoration of failed hard drives.

ESS (Electronic System Services)
239 South Lewis Lane
Carbondale, IL 62901
Toll Free: (800) 237-4200
Toll Free: (888) 759-8758
Telephone: (618) 529-7779
Fax: (618) 529-5152
E-mail: info@savemyfiles.com
URL: `http://www.datarecovery.org`

Charges no evaluation fee, and can provide 24-hour turnaround. Disks may be sent to the address above with or without prior approval. Please enclose your contact information with your hard drive.

Excalibur
101 Billerica Avenue
5 Billerica Park
North Billerica, MA 01862-1256
Toll Free: (800) 466-0893
Telephone: (978) 663-1700
Fax: (978) 670-5901
Email: recover@excalibur.ultranet.com
URL: `http://www.excaliburdr.com`

A computer recovery service that can recover data from loss caused by many types of disaster. They have experience working with many types of media and more than twenty operating systems.

Micro-Surgeon
6 Sullivan Street
Westwood, NJ 07675
Telephone: (201) 666-7880

After 5:00 PM EST: (201) 619-1796 (please enter " #" after leaving your number)
E-mail: info@msurgeon.com
URL: `http://msurgeon.com/`*Offers evaluations based upon a flat rate of $75 per drive and includes all diagnostic services related to determination of recovery feasibility. Special discounts for the educational market are offered.*

Ontrack
6321 Bury Drive
Eden Prairie, MN 55346
Toll Free: (800) 872-2599
Phone: (952) 937-5161
Fax: (952) 937-5750
URL: `http://www.ontrack.com`

Offers emergency and on-site data recovery services as well as Remote Data Recovery (RDR);

Restoration Technologies, Inc.
3695 Prairie Lake Court
Aurora, IL 60504
Toll Free: (800) 421-9290
Fax: (708) 851-1774*Offers a broad range of cleaning services, from cleaning and disinfecting heating ventilation and air conditioning systems (HVAC), to computer media. However their specialty is electronic equipment, including computers, printers, video tape recorders, cameras, etc.*

TexStar Technologies
3526 FM 528, Suite 200
Friendswood, Texas 77546
Telephone: (281) 282-9902
Fax: (281) 282-9904
Email: texstar@texstartech.com
URL:
`http://www.texstartech.com/index.html`*Specializes in data recovery, computer security, software design, systems integration, and Internet services.*

D.5 Salvage - Magnetic Media

Film Technology Company, Inc.
726 North Cole Avenue
Los Angeles, CA 90038
Telephone: (213) 464-3456
Fax: (213) 464-7439
E-mail: alan@filmtech.com
URL: `http://www.filmtech.com` *Nitrate movie film duplication*

John E. Allen, Inc.
116 North Avenue
Park Ridge, NJ 07656
Telephone: (201) 391-3299
Fax: (201) 391-6335*Nitrate movie film duplication*

Karl Malkames
1 Sherwood Place
Scarsdale, NY 10583
Telephone: (914) 723-8853*Nitrate movie film duplication*

Restoration House
Film Group, Inc.
PO Box 298
Belleville, ON K8N 5A2
Canada
Telephone: (613) 966-4076
Fax: (613) 966-8431*Nitrate movie film duplication*

Seth B. Winner Sound Studios, Inc.
2055 Whalen Avenue
Merrick, NY 11566-5320
Telephone: (516) 771-0028 or (212) 870-1707
Fax: (516) 771-0031
Contact: Seth B. Winner
Email: Seth.B.Winner@worldnet.att.net

Consulting and treatment of audio tape collections. Able to work with a variety of formats.

Smolian Sound Studios
1 Wormans Mill Court
Frederick, MD 21701
Telephone: (301) 694-5134
Contact: Steve Smolian

Well known for offering all types of audiotape restoration. Also works with acetate and shellac discs.

SPECS Brothers
PO Box 5
Ridgefield Park, NJ 07660
Toll Free: (800) 852-7732
Telephone: (201) 440-6589
Fax: (201) 440-6588
Email: info@specbros.com
URL: `http://www.specsbros.com`
Contact: Peter Brothers

Specializes in the recovery of videotapes after any type of disaster. Offers recovery advice, assistance, as well as cleaning and copying services for affected tapes. SPECS Bros. also cleans and copies archival video and audiotapes.

D.6 Professional Preservation Advice - Regional Centers

D.7 Professional Preservation Advice - Conservators

D.8 External Sources for Supplies

Item	Local Supplier Contact	Alternate Supplier Contact
Aprons, plastic		_____
Book trucks, metal		_____
Boots, rubber		_____
Boxes, cardboard		_____
Brooms/dustpans		_____
Buckets, plastic		_____
Camera/film		_____
CB radio/ham radio, nearest		_____
Clothesline (nylon or 30 lb. monofilament)		_____
Construction materials (wood, screws, nails)		_____

Dehumidifiers, portable	_____
Dry ice	_____
Extension cords (50 ft, grounded)	_____
Fans, portable	_____
Freezer bags, polyethylene (various sizes)	_____
Freezer or waxed paper	_____
Garbage bags, plastic (30 or 42 gallon)	_____
Generator, portable	_____
Glasses, protective	_____
Gloves (leather work gloves)	_____
Gloves (nitrile)	_____
Hard hats	_____
Ladders	_____
Lighting, portable	_____
Milk crates, plastic or Rescubes	_____
Mops	_____
Other	_____
Paper towels	_____
Paper absorbent white blotter paper (used for drying loose paper materials)	_____
Paper uninked newsprint (used for interleaving wet materials)	_____
Phone, nearest off-site	_____
Plastic sheeting (heavy)	_____
Protective clothing, disposable	_____
Pump, portable	_____
Respirators	_____
Sand bags	_____
Security personnel (additional)	_____
Sponges (cellulose)	_____

Sponges, dry chemical (for removing soot)	_____
Tables, portable	_____
Thermohygrometer	_____
Toilets, portable	_____
Trash cans	_____
Truck, refrigerated	_____
Walkie-talkies	_____
Water hoses (with spray nozzles)	_____
Wet/dry vacuum	_____

Chapter F

SALVAGE PRIORITIES (DETAILED)

F.1 Salvage Priorities - Institutional Records

Administrative Records

Name of record group	Location of records
#1 – Meeting Minutes	Office Closet 2nd shelf; older records attic
#2 – Receipts, bills, reimbursement requests	Office file cabinet;
#3 – Bank statements, cancelled checks	Attic; floor of office closet
#4 – Assession Files	Past/Perfect; Office closet 2nd shelf

Bibliographic Records

Name of record group	Location of records
#1 – Past/Perfect records	Office computer; external hard-drive; back-up Thomas Cost

F.2 Salvage Priorities - Collections by Department or Area

Salvage Priorities by Department

Collection	Department	Location
#2 – Wedding gowns and coats	Clothing	2nd floor, loom room closet
#3 – Dawnland Collection	Dawnland Collection	Munger Barn 2nd floor; Library cases
#1 – Textiles	Textiles/Quilts	2nd floor archival room

F.3 Salvage Priorities - Collections Overall

Collection	Location
#1 – Quilts	2nd floor archive closet; end floor beds; library
#3 – Clothing	2nd floor, girl's room, bureau
#2 – Wedding gowns	see above
#4 – Furniture	Library and parlor
#5 – Blanket chests	Dining room; upstairs back hall
#6 – Charles Hubbard	Painting in Parlor; books in Parlo
#7 – Dawnland Collection	2nd floor Munger Barn; Library glass cases

F.4 Overall Institutional Salvage Priorities

Collection	Location
#1 – Computer CPU	1st floor office
#2 – All collections Museum House	See above
#3 – Dawnland Collection	See above

Chapter G

INSURANCE INFORMATION

Insurance Agent: Farm Family
Contact Person: Richard Y Brock
Address : 426 N Main St
City/State/Zip: Southington, CT 06489
Primary Phone: 860-329-0103
Cell Phone:
After Hours Phone:
Type of Insurance: Special Farm Package; Auto
Policy Number: 0601G913; 0605B1542
Deductible:
Insurance Agent: Farm Family
Coverage: See attached documentation

Insurance Agent: Page Insurance
Contact Person: George Page
Address 1:
Address 2:
City/State/Zip: Guilford,
Primary Phone: 203-543-5258
Cell Phone:
After House Phone:
Type of Insurance:
Policy Number:
Deductible:
Insurance Agent: Page Insurance
Coverage:
Liquor liability/event
Procedures required in case of damage or loss

THIS DECLARATIONS PAGE VOIDS AND REPLACES ANY PREVIOUSLY ISSUED DECLARATIONS BEARING THE SAME POLICY NUMBER.

AGENT'S NO. 3417 | AGENT'S TELEPHONE 860-329-0103

AGENT'S NAME AND ADDRESS: RICHARD Y BROCK
426 N MAIN ST
SOUTHINGTON CT 06489-2520

FARM FAMILY CASUALTY INSURANCE COMPANY
BUSINESS AUTO DECLARATIONS

ITEM ONE. NAMED INSURED AND MAILING ADDRESS: THE DUDLEY FOUNDATION
2351 DURHAM RD
GUILFORD, CT 06437-1034

POLICY NO. 0605C1284-01

AMENDMENT EFFECTIVE DATE 06/01/15

POLICY PERIOD: 06/01/15 FROM 06/01/16 TO 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

TYPE OF DECLARATIONS: RENEWAL POLICY

Form of Named Insured Business CORPORATION

Name of Insured Business /

ITEM TWO. SCHEDULE OF COVERAGES AND COVERED AUTOS - (See Supplementary State Endorsements Where Applicable). This policy provides only those coverages where a charge is shown in the premium column below. Each of these coverages will apply only to those "autos" shown as covered "autos". "Autos" are shown as covered "autos" for a particular coverage by the entry of one or more of the symbols from **SECTION I** of the Business Auto Coverage Form next to the name of the coverage.

COVERAGES AND LIMITS THE MOST WE WILL PAY FOR ANY ONE ACCIDENT OR LOSS	Symbol for covered autos*	ANNUAL PREMIUMS COVERED AUTO NUMBER AUTO 1	AUTO 2	AUTO 3	AUTO 4
LIABILITY	89				
SINGLE LIMIT $1,000,000 EACH ACCIDENT		111.00	75.00		
IF THERE IS UM/UIM ON ANY COVERED AUTO, ANY TRAILER ATTACHED TO IT HAS THE SAME COVERAGE WITHOUT CHARGE.					
TOTAL VEHICLE PREMIUM		111.00	75.00		

*Entry of one or more of the symbols from **SECTION I** of the Business Auto Coverage Form (CA0001) shows which autos are covered autos.

ITEM THREE. SCHEDULE OF COVERED AUTOS YOU OWN.

	AUTO	YEAR	MAKE MODEL - BODY TYPE	IDENTIFICATION NUMBER	COST NEW	RATE CLASS	ALTERNATE GARAGE ADDRESS
DESCRIPTION OF AUTO(S)							

CLASSIFICATION CA

ST	TERR	SYM	AGE	VEH TYP	RAD USE	BUS USE	SIZE WT.
06	001	00	0	E	1	0	0
06	001	00	0	K	1	0	0

ENDORSEMENTS ATTACHED TO THIS POLICY

CA00011013 IL00030908 IL00171198 IL00210908 CA01071013
IL01400908 IL02600210 CA23051013 CA23961013 FI99070108
CC99121207 CC99150208

LOSS PAYEE SEE REVERSE SIDE: Except for Towing all physical damage **loss** is payable to **you** and the loss payee named below as interests may appear at the time of the loss.

	#	DRIVERS NAME	DATE OF BIRTH	DISCOUNTS
DRIVERS	1	DOUGLAS WILLIAMSON	060144	

PREMIUM:

TRANSACTION CHARGE $186.00

COUNTERSIGNED BY

AUTHORIZED REPRESENTATIVE

INSURED COPY

PROCESS DATE: 04/27/15

1305 (03/97)

FARM FAMILY CASUALTY INSURANCE COMPANY

Issuing Office - P.O. Box 656 • Albany, New York 12201-0656

SPECIAL FARM PACKAGE "10"®

Cycle No.: 045

COVERAGE SELECTION PAGE

Agent No.: 3417
RICHARD Y BROCK
426 N MAIN ST
SOUTHINGTON CT 06489-2520

Agent Phone No.: 860/329-0103

Policy No.: 0601G1913

Name and Mailing Address of First Insured:

THE DUDLEY FOUNDATION
2351 DURHAM RD
GUILFORD CT 06437-1034

The Insured is: A CORPORATION
Transaction Type: CHANGE ENDORSEMENT
Policy Period: From 06/01/2015 To 06/01/2016

Type of Farming: HAY
Transaction Effective: 08/17/2015
12:01 A.M. Standard Time

	Total Limit of Liability	Total Division Premium	Net Addtl/Rtn Premium
Division I - Residences and Household Contents		$1,449.00	$0.00
Section A - Residences	$862,000		
Section B - Household Contents	$100,000		
Optional Coverages	- N/A -		
Division II - Buildings and Building Contents		$4,095.00	$0.00
Section A - Outbuildings	$569,000		
Section B - Outbuilding Contents	$0		
Optional Coverages	SEE SCHEDULE		
Division III - Farm Personal Property		$193.00	$0.00
Section A - Livestock	$0		
Section B - Farm Machinery	$10,000		
Section C - Farm Products, Supplies and Tools	$40,000		
Optional Coverages	- N/A -		
Division V - Liability		$1,568.00	$0.00
General Aggregate	$2,000,000		
Products/Completed Operations Aggregate	$2,000,000		
Each Occurrence	$1,000,000		
Section B - Medical Expenses	$5,000	PER PERSON	
Section C - Farm Chemical Transportation	$25,000	AGGREGATE	
Section D - Fire Legal Liability	$100,000	PER OCCURRENCE	
Section E - Limited Farm Pollution Liability	$50,000	AGGREGATE	
Section F - Personal Injury, Advertising Injury	$1,000,000	PER PERSON/ORGANIZATION	
Optional Coverages	SEE SCHEDULE		

EXPENSE FLATTENING	$ 431.00-	
TOTAL ANNUAL PREMIUM	$6,874.00	
TOTAL ADDL/RTN PREMIUM		$ 0.00

The Coverage Selection Pages, Schedules and These Forms and Endorsements Make Up Your Complete Policy:

SF00011112 SF00021112 SF00030709 SF01011112 SF01021112 SF01031112 SF01250195 SF01280195
SF02011112 SF02021112 SF02230195 SF02331112 SF03011112 SF05010709 SF05220709 SF05280709
SF05490203 SF06031112 SF06101098 SF06191112 SF07010315 SF15020810 FI99020115

Countersigned By: _____ 08/17/2015

INSURED COPY

Chapter H

VOLUNTEER/TEMPORARY PERSONNEL

In the case of a large disaster, additional help may be needed (e.g., to dry materials, to pack out wet collections). The Disaster Team Leader should determine whether or not volunteers or temporary workers are needed. Possible sources of volunteers include local community organizations and staff members of other area libraries. While it is difficult to plan ahead for specific circumstances, you should take a few minutes to consider a number of issues relating to volunteers and/or temporary workers –

- Where will you get volunteer workers?
- What will you do if volunteers simply arrive on the scene? If you do not need them, or you are not yet prepared to organize and train them, it is best to take names and phone numbers and tell them they will be contacted when they are needed. The public relations coordinator should do this.
- In cases where there is a lot of recovery work to be done, it may be necessary to hire temporary workers rather than to rely on volunteers. If this were necessary, would the institution be required to put out bids? If so, could this be done ahead of time?
- How will insurance coverage be provided for volunteers or temporary workers? Specific provision must be made for such workers within the institutions insurance policy if they are to be properly covered and the institution is to avoid liability.

Once volunteers or temporary workers are on the scene, they must be properly managed –

- Volunteers and/or temporary workers must be registered, and all workers (including staff) must be provided with some type of identification. Volunteers and other workers must be required to sign in and out every day.

- You will need to determine their qualifications (e.g., what experience do they have with library collections, are they capable of strenuous physical activity such as lifting and carrying boxes), find out when and for how long they are available, and draw up a work schedule for each person.
- Volunteers and/or hired workers must also be properly trained and supervised. It is recommended that the Collections Recovery Specialist provide training and the Work Crew Coordinator provide day-to-day supervision.
- Volunteers and/or workers must be supplied with any protective gear that is needed, such as gloves and protective clothing, and they must be trained to use them properly.
- Just like staff members, volunteers and temporary workers will need periodic breaks and refreshments. Breaks are normally needed about every two hours, and must be mandated so that workers do not become too tired.
- In a large disaster, you may also need to arrange for a second group of volunteers or workers to take over from the initial group.

H.1 Services for Staff/Volunteers/Workers

It is very important to remember that in any disaster you must also provide for the emotional needs of staff members, volunteers, and temporary workers. In a widespread disaster, some of them may also be dealing with the disaster at home. Even a relatively small event that is confined to the building (or even to a single department) can be emotionally upsetting. You should consider who might provide counseling or other assistance to staff, volunteers, or other workers if needed. The Red Cross web site `http://www.redcross.org` provides a search tool to locate your local chapter.*The American Red Cross provides counseling and other services* – The American Red Cross National Headquarters
2025 E Street, NW
Washington, DC 20006
Phone: (202) 303-4498 The Red Cross web site `http://www.redcross.org` provides a search tool to locate your local chapter.

Chapter I

EMERGENCY FUNDS

I.1 In-House Funds

Persons who are authorized to disburse funds –

Name/Title	Disbursement procedures
President, Dudley Foundation Bill Black	

Persons authorized to use the institutional credit card –

Name/Title	Procedures
President, Dudley Foundation Bill Black	Located in key lock box

Persons who can provide authorization for large purchase orders –

Name/Title	Procedures
N/A	

Institutional charge accounts –

Organization:
Contact:
Phone:
After-hours phone:
Access procedures:
Persons authorized to incur charges:

Chapter K

ADDITIONAL RESOURCES FOR SALVAGE OF SPECIFIC MEDIA

Albright, Gary, Emergency Salvage of Wet Photographs, in Preservation of Library and Archival Materials: A Manual, edited by Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center, 1999. Available online at http://www.nedcc.org//plam3/tleaf38.htm. Buchanan, Sally, Emergency Salvage of Wet Books and Records, in Preservation of Library and Archival Materials: A Manual, edited by Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center, 1999. Available online at http://www.nedcc.org//plam3/tleaf37.htm.
Conservation Center for Art and Historic Artifacts. *Managing a Mold Invasion: Guidelines for Disaster Response*. Technical Series No. 1. Philadelphia: Conservation Center for Art and Historic Artifacts, 1996. Available at http://www.ccaha.org. Conservation Center for Art and Historic Artifacts. *Disaster Recovery: Salvaging Photograph Collections*. Philadelphia: Conservation Center for Art and Historic Artifacts, 1998 Available at http://www.ccaha.org. Conservation Center for Art and Historic Artifacts. *Disaster Recovery: Salvaging Art on Paper*. Philadelphia: Conservation Center for Art and Historic Artifacts, 2000. Available at http://www.ccaha.org. Conservation Center for Art and Historic Artifacts. *Disaster Recovery: Salvaging Books*. Philadelphia: Conservation Center for Art and Historic Artifacts, 2002. Available at http://www.ccaha.org.Balloffet, Nelly. *Emergency Planning and Recovery Techniques*. Elmsford, NY: Lower Hudson Conference, 1999. Available at http://www.lowerhudsonconference.org. *See Section 4: Recovery for information on salvaging books, documents, maps, art on*

paper, parchment, leather, film, computers, magnetic tape, paintings, textiles, wooden objects, and furniture.Interactive Emergency Response and Salvage Wheel, available at
`http://www.fema.gov/ehp/ers_wl.shtm`. *This information is from the Emergency Response and Salvage Wheel, a sliding chart designed for archives, libraries, and museums. It is also a useful tool for home or business and is available in English and Spanish versions. The Wheel was produced by the Heritage Emergency National Task Force, a public-private partnership sponsored by FEMA and Heritage Preservation*

For further information or to order the Wheel, call toll-free 1-888-979-2233.Minnesota Historical Society Emergency Response web site, at
`http://www.mnhs.org/preserve/conservation/emergency.html`.Detailed salvage instruction sheets are provided for the following types of objects:Archaeological artifacts
Books: Cloth or Paper Covers
Books: Leather or Vellum Covers
Disaster Salvage Tip Sheet
Inorganics: Ceramics, Glass, Metals, Stone
Leather and Rawhide
Magnetic Media: Computer Diskettes
Magnetic Media: Reel-to-Reel Tapes
Microfiche
Microfilm and Motion Picture Film
Organics: Bone, Hair, Horn, Ivory, Shell
Paintings on Canvas
Paper: Coated
Paper: Framed or Matted, Preparation for Drying
Paper: Uncoated
Photographs and Transparencies
Record Albums
Scrapbooks
Textiles and Clothing
Textiles: Costume Accessories
Vellum and Parchment: Bindings and Documents
WoodNational Park Service.*Conservograms*. Available at
`http://www.cr.nps.gov/museum/publications/conserveogram/cons_toc.html`. See the section on Emergency Preparedness, which includes the following:21/1 Health and Safety Hazards Arising from Floods
21/2 An Emergency Cart for Salvaging Water-Damaged Objects

21/3 Salvage of Water-Damaged Collections: Salvage at a Glance
21/4 Salvage at a Glance, Part I: Paper Based Collections
21/5 Salvage at a Glance, Part II: Non-Paper Based Archival Collections
21/6 Salvage at a Glance, Part III: Object Collections
21/7 Salvage at a Glance, Part IV: Natural History Collections
21/8 Salvage at a Glance, Part V: TextilesPatkus, Beth Lindblom, Emergency Salvage of Moldy Books and Paper, in
Preservation of Library and Archival Materials: A Manual, edited by Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center, 1999. Available at
http://www.nedcc.org//plam3/tleaf39.htm. Walsh, Betty, Salvage Operations for Water-Damaged Archival Collections: A Second Glance, in *WAAC Newsletter* Vol. 19 No. 2 (May 1997). Available at
http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-206.html. Walsh, Betty, Salvage at a Glance, in *WAAC Newsletter* Vol. 19 No. 2 (May 1997). Available at
http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html. Waters, Peter, Procedures for Salvage of Water-Damaged Library Materials. Extracts from unpublished revised text, July 1993, the Library of Congress. Available at
http://palimpsest.stanford.edu/bytopic/disasters/primer/waters.html.

Chapter M

COMMAND CENTER/TEMPORARY SPACE

In a disaster, temporary space may be needed onsite or offsite for a command post, temporary relocation of collections, or for drying collections.

Command Center During a disaster, a command center will be needed to serve as a base of operations for the Disaster Response Team. It is essential to have one central location through which all recovery activities are coordinated. All communications and decisions should be made through the command center. Locations that might be used as a command center are:

Primary location:	North Guilford Fire House, 3087 Durham Road, Guilford, CT.
Alternate location #1:	Jerri and Bob Guadagno home, 2208 Durham Road, Guilford, CT.
Alternate location #2 (*off-site*):	Oliver (Buster) Scranton's home, 3380 Durham Road, Guilford, CT.

Chapter N

INFORMATION TECHNOLOGY

N.1 Emergency Contact Information

The following people and organizations can provide assistance in case of temporary information systems failure or damage. Remember that it is very important to keep all account numbers and passwords current, and to indicate who on staff knows them.

Information Technology Department
(for problems with hardware and software)

Department name:	Sextant BTS
Contact:	Andrew Keiran Guilford, CT 06437
Phone:	203-433-9242
After-hours phone:	203-500-9204
Pager:	

Remote Storage Site for Backups

In-house staff member who is familiar with account details and passwords:	Museum Director Beth Payne
Procedures for retrieving backups in an emergency:	Check CPU; treasurer's flash-drive; external hard-drive

Internet service provider - -	Comcast
In-house staff member who is familiar with account details and passwords:	Museum Director Beth Payne
Organization name:	Comcast
Contact:	

	,
Phone:	800-391-3000
Pager:	
Account number:	8773 40505 05 23124
Procedures for reactivating service in an emergency:	

Web site host

In-house staff member who is familiar with account details and passwords:	Ray Guimont, Board Member; Beth Payne, Museum Director
Organization name:	
Contact:	Ray Guimont Guilford, CT 06437
Phone:	203/453-2289

N.2 Data Backup

The following electronic data is unique and maintained solely in-house – ***If any of this data is not currently backed up, devise backup procedures immediately.***

Type of data:	Documents, Quicken, PastPerfect
Location of data:	Office CPU
Person responsible for backup:	Museum Director Beth Payne
On site location of backup:	External hard drive; flash drive (Quickbooks)
Off site location of backup:	Payne residence 203-689-5969
Frequency of backup:	First Friday of month

Chapter P

STAFF TRAINING

Staff training is crucial to successful disaster planning. It should begin with the members of the disaster planning and response teams, and expand to include all staff. In particular, training staff in the mechanics of the plan ensures that they will be familiar with it and be able to use it effectively if an emergency occurs.

Disaster Planning Team The disaster planning team can be trained in a variety of ways. Team members should certainly be encouraged to educate themselves through the use of books and articles on disaster planning, and to monitor online resources such as list-servs and web sites relating to disaster planning. More formal types of training should also be offered, such as disaster planning workshops by outside agencies or in-house training sessions (e.g., seminar, group discussion, case study exercise). Whatever type of training is chosen, the leader of the disaster planning team should be responsible for ensuring that all members of the team are periodically given the opportunity for additional training to keep up to date on new developments in disaster planning.

Disaster Response Team It is crucial for all members of the Disaster Response Team to receive training (preferably hands-on) in first response procedures, salvage methods for damaged collections, and procedures for recognizing and dealing with any hazards that might be present at the disaster site. The fundamental goals of training should be to familiarize the team with all elements of the disaster plan and to give them experience working together as a team. There are various possible training methods, but remember that practical and hands-on training will be the most effective. Options include:

- Formal disaster response/recovery workshops (offered by library and conservation organizations)
- First aid and/or CPR training

- In-house training (e.g., hands-on sessions focused on specific topics, tabletop disaster exercises, or mock disasters)
- Individual use of books and articles on disaster response, salvage, recovery, and rehabilitation
- o Individual use of online resources (such as list-servs and web sites) to keep up-to-date on new developments in disaster response, salvage, and recovery methods for collections. Subjects that should be addressed include:
    - Team-building
    - Handling wet and damaged collections
    - Recovery procedures and the use of equipment
    - Workplace health and safety (relating to emergency response)
    - Proper use of protective clothing and equipment
    - Hazards of exposure to mold
    - Crisis counseling

General Staff Training The importance of training all staff in emergency procedures and implementation of the disaster plan cannot be overstated. Staff members are often the first line of defense against disasters, observing problems as they occur. They must be able to recognize that there is a problem, know how to respond, and know whom to call.

Chapter Q

SELECTED BIBLIOGRAPHY

The following basic resources should be used as a starting point to explore areas of further interest in disaster planning. See also Appendix L: Additional Resources for Salvage of Specific Media.

American Institute for Conservation (AIC), Disaster Response and Recovery, at
http://aic.stanford.edu. The professional organization for conservators in the U.S. Includes tips for salvaging water damaged collections. Artim, Nick. An Introduction to Fire Detection, Alarm, and Automatic Fire Sprinklers, in
Preservation of Library and Archival Materials: A Manual, edited by Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center, 1999.
Available at
http://www.nedcc.org//plam3/tleaf32.htm. Brown, Karen E.K. Emergency Management Bibliography in
Preservation of Library and Archival Materials: A Manual, edited by Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center, 1999.
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http://www.nedcc.org//plam3/tleaf35.htm. Brown, Karen E.K. and Beth Lindblom Patkus. Collections Security: Planning and Prevention for Libraries and Archives, in Preservation of Library and Archival Materials: A Manual, edited by Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center, 1999. Available at
http://www.nedcc.org//plam3/tleaf312.htm. Chicora Foundation web site, *Dealing With Disasters* section, available at
http://www.chicora.org/dealing_with_disasters.htm. *Includes sections on mold, fire, and flooding.* Dorge, Valerie, and Sharon L. Jones, compilers.
Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions. Los Angeles: The Getty Conservation Institute, 1999.Federal Emergency Management Agency (FEMA) Mitigation Division, available at

http://www.fema.gov/fima/. Provides information about flood insurance and detailed instructions for mitigating risks. Fortson, Judith.
Disaster Planning and Recovery: A How-To-Do-It-Manual for Librarians and Archivists. How-To-Do-It Manuals for Libraries, No. 21. New York: Neal Schuman Publishers, 1992.Fox, Lisa. Disaster Preparedness Workbook for U.S. Navy Libraries and Archives. Newport, RI: U.S. Naval War College Library, 1998 (rev. 2000). Kahn, Miriam B. Disaster Response and Planning for Libraries, 2nd edition. Washington, DC: American Library Association, 2003.National Task Force on Emergency Response, Emergency Response and Salvage Wheel. Washington, DC: The Task Force, 1997. Patkus, Beth Lindblom. Integrated Pest Management, in
Preservation of Library and Archival Materials: A Manual, edited by Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center, 1999. Available at
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Preservation of Library and Archival Materials: A Manual, edited by Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center, 1999. Available at
http://www.nedcc.org//plam3/tleaf33.htm. Trinkley, Michael. Hurricane! Surviving the Big One: A Primer for Libraries, Museums, and Archives,
2nd edition. Columbia, S.C.: Chicora Foundation, 1998. Wellheiser, Joanna, and Jude Scott.
An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries, and Record Centres,
2nd edition. Lanham, Maryland and London: The Scarecrow Press, Inc. and Canadian Archives Foundation, 2002. Information here/below is ONLY for institution's located in Massachusetts.