



ATI LIBRARY DISASTER MANUAL

ATI Library Disaster Manual

The purpose of this manual is to serve as a practical, useful manual for any library staff or student worker in an emergency situation. This manual serves to:

- Help prevent damages and/or disasters
- Assist with training prior to emergencies
- Document best emergency practices
- Ensure availability of disaster supplies and equipment
- Assign responsibility for recovery activities
- Document procedures for salvaging library materials during recovery

References

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- Heritage Preservation (2006). *Field Guide to Emergency Response*. Includes DVD.
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Planning and Preparing for an Emergency

Disaster Manual

Copies of this manual are located at the front desk, in both emergency supply kits, and electronically on the atilibrary's Google documents. The Director will also share this manual with The Ohio State University Police at Wooster, ATI Director, Assistant Director, Associate Director, Maintenance, and ATI's Public Relations Coordinator.

This disaster manual will be reviewed by the Library Director every summer to:

- Verify all listed staff members are still employed
- Test and verify all contact information (email, phone numbers, etc.)
- Update floor plans if needed
- Verify list of emergency supplies
- Update salvage priorities if needed
- Give an updated copy of this manual to all key players

If procedural changes are made outside of the annual review by the Library Director, this manual must be updated and all staff and student workers must be notified immediately of the change.

General Preparations

There are many general policies that should always be in place to ensure the library is better prepared for a disaster:

- Keep updated evacuation and severe weather shelter notifications visibly posted in the library at all exits
- Ensure the two fire extinguishers in the library do not have expired tags
- Make sure nothing is located in front of or under fire extinguishers
- All electrical plugs have the UL symbol, reducing fire hazard
- Do not place anything within 18" of the ceiling, according to fire code
- Keep valuable items 12"+ off the ground when possible (i.e. if a burst pipe puts 6" of water on the ground, those valuable items have a lesser chance of damage)
- Expect the worst disaster when training and stocking supplies so the library and staff are better prepared

Training

All library staff must reread the Disaster manual every year immediately after it is updated. New library staff members will read it as part of their initial job training. After everyone has read it, the Library Director will address any questions. The library staff will also practice responding to simulated situations, and staff will be periodically tested to ensure they know how to find things in this manual.

Every fall semester, all student workers will read this disaster manual. Students hired mid-year will read it as part of their training. Their supervisor will specifically address the portions of the manual important to student workers and answer any questions.

Supplies

All emergency supplies should be checked annually in the summer when the disaster manual is reviewed. There are two emergency supply kits: one located in the library and one located at the home of the Head of the Library Disaster Response Team, Kris Purdy. A complete list of important personnel related to a library disaster is in Appendix A.

Library Emergency Kit:

These supplies are located in a large waterproof plastic container under the mail sorting station in the AV area. The supplies include:

- Disaster Manual
- 3 flashlights powered by hand crank
- 1 first aid kit
- 3 pairs of rubber gloves
- 3 dust masks
- Paper towels
- Lysol Wipes
- 3 bottles of water
- Duct tape
- Masking tape
- Permanent markers & pens
- Clipboard
- Appendix D: Damage Type and Count Forms
- Appendix E: Documenting Salvage Materials Forms
- Plastic sheeting for cover

Head of the Library Disaster Response Team's Emergency Kit:

This kit is kept in a plastic bin at the home of the Head of the Library Disaster Response Team, Kris Purdy, and is brought to the library after a disaster to assist with recovery. *(If the supplies in the Library Kit are available, they can be used during recovery as well.)

- Disaster Manual
- Disaster book and wheel
- 3 flashlights powered by hand crank
- 1 first aid kit
- 3 pairs of rubber gloves
- 3 dust masks
- Duct tape
- Masking tape
- Permanent markers & pens
- Clipboard
- Appendix D: Damage Type and Count Forms
- Appendix E: Documenting Salvage Materials Forms
- Plastic sheeting for cover

During an Emergency

General Procedures

If you are in the library during an emergency, please remember these general steps:

1. Secure everyone's safety – ALWAYS FIRST PRIORITY
 - a. Notify all occupants of emergency and evacuate as necessary *close the library front door as you exit; it will lock automatically*
 - b. Tornado location is the basement of Halterman TWO FLOORS DOWN
 - c. Building evacuation location for library staff and student workers: the tennis courts, north of the Student Activities Center
2. Grab the Disaster Manual in the front desk drawer under the desensitizer
3. Grab the library emergency kit from the back room under the mail station if this does not put you in danger
4. Call the police: 911
5. Call the Head of the Library Disaster Response Team, Kris Purdy (Appendix A)
 - a. Kris will call the Library Director, Sharon Holderman (Appendix A)
 - b. Sharon will call all other library staff and Steven Neal, Associate Director

Water Emergencies (damaging rains, broken pipes, etc.)

1. Evacuate patrons; be sure you check ALL rooms and corners for sleeping patrons
2. If it is a broken pipe/maintenance issue
 - a. Call Jeff Strouse, Head of Maintenance, immediately (330-201-0205 cell)
 - b. (for staff only if outside of maintenance staffing hours) Turn off the building water main
 - i. Borrow a master key from the Business Office, Rick in IT, or ATI Director
 - ii. Go to 174 Halterman Hall (the door says 174 Receiving)
 1. Middle floor of Halterman
 2. At the bottom of the stairs near Halterman vending machines
 3. Behind elevator
 - iii. Enter door (will be open or a staff key will open)
 - iv. At end of hallway, enter the unmarked door on the wall straight ahead using master key
 1. Door will lock behind you so take key in with you
 2. If you get locked in, you can exit through the garage door
 - v. Along the left wall, there are two blue wheels above the pipe
 - vi. Turn either one all the way to the right (righty tighty)
 1. This also turns off Skou Hall's water supply, FYI
 2. It will not turn off leakage caused by HVAC system, Jeff will do that when he is on campus
3. If possible without danger, before exiting:
 - a. Grab the Disaster Manual at front desk if possible
 - b. Grab the library emergency kit if possible

- c. Protect items with plastic sheeting or by relocating to prevent further water damage if damage seems imminent
 - i. Circulating book room (first priority)
 - ii. Archives (second priority)
 - iii. Reference
 - iv. Popular collection
 - v. Periodicals
4. Exit the library and close the library front door, it will lock automatically
5. Library staff and student workers meet at a safe place: Student Activities Center if damaging rains; tennis courts north of the Student Activities center if broken pipe or building flood
6. Call the Head of the Library Disaster Response Team, Kris Purdy (Appendix A)
 - a. Kris will call the Library Director, Sharon Holderman (Appendix A)
 - b. Sharon will call all other library staff and Steven Neal, Associate Director

Weather Emergencies (tornado, blizzard, street flooding)

If you receive notification that severe weather is imminent and you are not sure what to do (whether or not to report to work, close the library, etc.) please contact the Library Director, Sharon Holderman.

Tornado: as soon as the siren sounds:

1. Evacuate the library; be sure you check ALL rooms and corners for sleeping patrons
2. Grab the Disaster Manual at front desk
3. Grab the library emergency kit if possible
4. Close the front door (it will lock)
5. Lead evacuees to the tornado shelter: the basement of Halterman TWO FLOORS DOWN
 - a. Possible alternate location if needed: quiet study room (no windows)
6. When the all-clear is received, follow police/emergency personnel orders
7. Notify Library Director of incident

Blizzard/Flood: if roads are closed and people are not to leave ATI

1. Call the Library Director, Sharon Holderman, if she is not already in the library to inform her of the situation; if she does not answer, leave her a voicemail and also call Kris Purdy. (All phone numbers are on Appendix A)
2. The library will remain open AND STAFFED (either student workers or ATI/Library personnel), even if there is no power.
3. Call the campus police so they know the situation and that the library is available for additional stranded people
 - a. Leave a cell phone number with them in case power is lost
 - b. Make sure to select a cell phone that is well-charged
4. Keep the disaster supplies close at hand for easy access
5. Move the emergency weather radio from the top of Kris' desk to the front desk near the main phone line. This radio can use batteries, but they only last about 10 hours.

6. If power remains, check online and/or watch the television in the AV area for updated information
7. Make people as comfortable as possible, rearrange couches/chairs as needed
8. When travel is again permitted, close library and ensure door is locked
9. Call the campus police to notify them you will now be closed
10. Call the Library Director to update her if she is not in the library

Fire

If the fire originates in the library, pull a fire alarm to notify the campus

- Outside the front entrance: on the wall next to the Business Office entrance
- Outside the back exits: on the wall beside the window right after exiting

Remember that exiting via an alarmed door is just a library door alarm; it is not a fire alarm. To notify campus, you must pull a fire alarm so it rings throughout the buildings.

Anytime the fire alarm goes off, evacuate the library IMMEDIATELY:

1. Use any of the four library exits: front door, both ends of the library hallway, and by the back issues of periodicals
2. Be sure you check ALL rooms and corners for sleeping patrons
3. Grab the Disaster Manual at front desk if possible
4. Grab the library emergency kit if possible
5. Close the front door and all emergency exits if possible; the doors will automatically lock
6. Library staff and student workers meet at a safe place: tennis courts north of the Student Activities Center
7. Call 911 to notify police/fire of situation
8. If full-time staff are not present, call the Head of the Library Disaster Response Team, Kris Purdy (Appendix A)
 - a. Kris will call the Library Director, Sharon Holderman (Appendix A)
 - b. Sharon will call all other library staff and Steven Neal, Associate Director

School Shooter/Gunman

If there is a shooter at ATI (in or out of the library):

1. The #1 priority is your own personal safety to get out of the building or get to safety (hide).
2. Best way out, if possible, is through a back library exit and then leave the building. Alarms will sound, and that is good. Feel free to pull fire alarm as well to notify campus of emergency.
3. Warn/encourage people to leave on your way out if possible, but there is no responsibility to evacuate library patrons.
4. Upon exit, go to the parking lot, leave in your vehicle, anywhere you feel safe that is not in the building with the shooter.
5. Call 911 and give them as much information as possible (where shooter might be located, who it is, etc.)
6. Call/text friends and other people on campus to notify them if desired

A few additional notes:

- A shooter's only access to the library is via the front entrance. All other doors are exits only since they are locked.
- Hiding is a last resort! Hiding ultimately corners you and traps you where a shooter could find you. Therefore, the highest priority is to get out of the building.
- Cover vs. concealment: people's natural reaction is to hide behind something to protect them from bullets, which is "cover". If you are hiding behind something that does not stop a bullet, it is "concealment" because you are out of sight but could be shot at any time. THERE IS NO COVER IN THE LIBRARY. This means everything in the library that you could hide behind (doors, desks, tables, books, etc.) can be penetrated by a bullet.

Bomb Threat

If you receive a bomb threat:

1. Call campus police immediately
 - a. If no one answers, follow instructions to speak to dispatcher
 - b. Do not leave a voicemail because they will not get it for hours
 - c. The dispatcher is in Columbus, so you must specify it is the Wooster campus
2. The police will come to the library and determine the next steps

Most bomb threats arrive via email. Do NOT delete the email before police arrive!

If received on the phone:

1. Try to stay calm with your attitude and voice
2. Ask person for details: where bomb is, what kind it is, when it will explode, what the caller wants, etc.
3. Take any notes you can:
 - a. Time called
 - b. Number on caller ID
 - c. Exact wording of threat
 - d. Any details on bomb
 - e. Male/female caller
 - f. Voice: loud, soft, drunk, high pitched, accents, lisp, nasal, etc.
 - g. Manner: calm, pleasant, angry, incoherent, emotional, etc.
 - h. Background noises: music, street, animal, traffic, voices, etc.
4. Call the Head of the Library Disaster Response Team (Kris Purdy)
 - a. Kris will call the Library Director (Sharon Holderman)
 - b. Sharon will call all other library staff and Steven Neal, Associate Director

After an Emergency

This means all people are safe and the initial disaster is over (tornado left, blizzard ended, flooding stopped, etc.) If the library has not been directly affected and the structure is sound, all staff will report to campus as dictated by ATI Administration.

If the library has sustained damage:

1. The Director (Sharon Holderman) will receive notification when the building is safe to begin salvage.
2. She will call library staff members to report to campus and inform Steven Neal, Associate Director immediately
3. The Head of the Library Disaster Response Team (Kris Purdy) will coordinate and delegate the following activities (many of these happen simultaneously)
 - a. Maintaining communications, internal and external
 - b. Securing library facilities
 - c. Assessing damages
 - d. Restoring of library services
 - e. Salvaging library materials

Maintaining communications, internal and external

The library staff member in charge of communications should do the following:

1. Stay in regular contact with the Library Disaster Response Team for updates
2. Set up a communication method with the campus police to receive and report updates
3. Set up a communication method with ATI's Public Relations Coordinator (Frances Whited) to receive and report updates
 - a. Frances will handle external communications with the media
4. Contact key personnel so they are updated, and they know who to contact with questions
5. Post detailed information online as able (consult with Frances)
 - a. ATI Library website: details regarding services
 - b. Facebook: photos and updates regarding services and call for volunteers as desired

Securing Library Facilities

The library staff member in charge of securing library facilities should do the following, working with ATI maintenance and other damage personnel:

1. Ensure human safety
2. Repair facilities
 - a. Note any damage that can cause further harm (broken windows, roof damage, etc.)
 - b. Determine a course of action for short term (tarps) and long term (total repair) that facilitates recovery efforts
3. Stabilize library air environment
 - a. Regulate temperature to approximately 70 degrees
 - b. Regulate humidity to 50% or less
 - c. Adjust temperature and humidity slowly/gradually if possible

- d. May require fans and dehumidifiers, depending on disaster
- 4. Secure library access during recovery
 - a. Post signage ASAP that the library is closed; if signs are not effective, discuss alternatives with campus police to keep people out of the library
 - b. Do not let anyone enter the library alone; use the buddy system
 - c. Entering persons should
 - i. Enter with a buddy
 - ii. Always have a radio or cell phone
 - iii. Wear safety equipment
 - iv. Take a flashlight to look into/under things, even if there's power
 - d. DO NOT:
 - i. Let anyone in alone; go with them or make them take someone
 - ii. Reach into a dark area/hole; use a stick
 - iii. Walk in water/puddles if you cannot see the floor
 - e. If there is evidence of animals (visual or physical droppings or nests), exit the building and immediately call animal control (Wayne County Humane Society: 330-262-0152)

Assessing Damages (this is a broad overview, not item by item)

The library staff member in charge of assessing damages should coordinate the following:

- 1. Note any facility/structure damage that has not been addressed and notify maintenance
- 2. Take photos and/or video of all damage if possible (using library or personal cameras)
- 3. Complete Appendix D: Damage Type and Count Form
- 4. Give completed form to the Head of the Library Disaster Response Team (Kris Purdy)
 - a. She will then assign a person to coordinate salvaging library materials
 - b. Material salvage should start ASAP

Restoring Library Services

There will be one person (assigned by the Head of the Library Disaster Response Team, Kris Purdy) who will coordinate the restoration of library services. Obviously once the library is fully functional, all services will be restored. While some facilities are unusable (damaged building, closed campus, damaged collection, etc.) the assigned person will coordinate the following services:

- 1. Sending/receiving OhioLINK/OSU items via Cargo
- 2. ILL
- 3. Local access to materials (books, archives, popular collection, AV, reserves, periodicals)
- 4. Computer access
- 5. Reference
- 6. Instruction

Services may need to be moved, altered, suspended, etc. Decisions about services should be made with the Library Director, Sharon Holderman.

Salvaging Materials

There will be one person assigned by the Head of the Library Disaster Response Team (Kris Purdy) to coordinate salvage efforts, but all staff and student workers will assist as they are available. This is where volunteers are most useful to help save materials. For a list of supplies needed for material salvage organized by type of damage, see Appendix F: Salvage Supplies by Damage Type.

Salvage Priorities

1. Circulating collection
2. Archives
3. Reference collection
4. Computers/technology/AV
5. Library furniture
6. Popular collection
7. Library files (financial, personnel, etc)

These salvage priorities are dictated by cost and ability to replace. This priority list is to be used as a guideline and may change depending on the condition of items and the situation. Periodicals are not to be salvaged. Additionally, salvaging of different categories will most likely be simultaneous.

Location for Salvage

The salvage process takes room to triage items and a lot of surface area to spread out for repair. Things to consider when selecting salvage space include the security of the area as well as the weather/atmosphere conditions to avoid further damage to materials. Possible locations for salvage include:

- Undamaged areas of library using existing furniture for table space
- Classrooms
- Skou 30
- Student Success Services
- Café Carmen
- Student Activities Center
- Housing areas

The location(s) will depend on building conditions and time of year dictating other needs (i.e. if it is summer, housing and classrooms are much more available than during the academic year).

General Salvage Process

1. Document condition of items by groups using Appendix E: Documenting Salvage Materials and keeping forms with groups of items
2. Review salvage process by type (below) to learn steps before proceeding any further, because some damaged items should not be moved before salvage begins
3. Be sure all areas/piles are clearly labeled to minimize confusion
4. Begin salvage as detailed by type of damage
5. Clearly mark items that will be disposed whenever that decision is made (immediately or after salvage attempts fail)

- a. Place duct tape on each item or stack as appropriate
 - b. Write with a permanent marker on the tape "DISCARD"
 - c. Determine how they are to be disposed (consider hazardous material like sewage)
 - d. Volunteers/staff can begin disposing of items any time after they are clearly marked
6. Place salvaged and undamaged items back in place once shelving areas are clean and ready
7. Perform new inventory in Millennium
 - a. Compare with physical items now in collection
 - b. Anything not present will be withdrawn with the following staff note in each record:
"ATI lost disaster 2011 APR KP"
 - c. After initial inventory, rerun to ensure accuracy
 - d. Run Boolean to obtain a spreadsheet of all items lost due to disaster and "own" the Boolean so your initials turn red and the Boolean cannot be easily deleted
 - e. To determine value of collection or value of lost materials:
 - i. As per Nancy Helmick, OSU Library Systems Manager: We use average amounts determined by ARL; same amount charged for lost and billed; different for monographs than serials
 - ii. <http://www.loc.gov/preserv/emergprep/insuranceevaluation.html>
8. Purchase replacement items as needed

Soot/Ash Damage

The longer soot and ash stays on a surface, the harder it is to get off. Soot is very sticky and abrasive so it will stick to everything, even undersides of shelving and in every nook and cranny. Ash is more abrasive, but less sticky. Items with either or both soot and ash are treated the same way. It is filthy work, so wear sturdy shoes, safety goggles, gloves, mask, long sleeves, and long pants.

If a collection item is wet (usually from fire hose) and has soot/ash damage, seek professional help from an appropriate company to salvage that item or discard it.

If the item is dry, you can salvage as follows:

1. Vacuum item
 - a. Vacuum must have a HEPA filter
 - b. Vacuum item in place, like on the shelf, if at all possible
 - c. Handle minimally because touching it rubs the abrasive soot/ash against material
 - d. Do not touch vacuum nozzle to item
 - e. Do not use brushes of any type, because that rubs the abrasive soot/ash against material
 - f. Do not open closed books because that will allow soot inside the pages
 - g. If completely clean, item is done
 - h. If residue remains, proceed to step 2
2. Use soot sponge
 - a. Soot sponges are available at a hardware store
 - b. They are NOT FOR WIPING but for blotting

- c. Use the soot sponges dry, never wet them
- d. Use the sponge to blot the soot, no rubbing
- e. When sponge appears saturated, cut off dirty part and start anew with clean section
- f. Do not attempt to clean the sponges – once they are used/sooty, discard them

For more information on salvaging items with ash and soot, see the Field Guide to Emergency Response book (p. 47-48) and DVD, located in the Head of the Library Disaster Response Team's emergency supplies kit.

Mold Damage

Mold is considered a hazardous material, so you must notify the proper authorities of its presence. Be sure to consider whether an item is worth salvaging if it has more than minimal mold damage. Replacing it might be a better option. If the mold infestation is extensive, consider using a professional company to salvage items. If you need prolonged time to make these salvage decisions, items should be frozen to make the mold inactive. Options for freezer space include rental, Café Carmen, Skou freezer space on top floor, OARDC, local grocery stores, butchers, etc.

IF MOLD IS ACTIVE: it will look wet and/or fuzzy, similar to mold in the refrigerator. Do not try to salvage items with active mold. Freeze items with active mold to make mold dormant. Once it is dormant (as evidenced by a dry and powdery substance, no longer wet and fuzzy), it can be salvaged as described below.

If mold is dormant (dry and powdery), staff may proceed with salvage. Anyone dealing with moldy items must have protection including gloves, long sleeves, long pants, safety glasses, and a mask. If at ANY time someone begins having a reaction to the mold, stop immediately, exit the area, and seek medical attention.

1. Isolate the moldy items
 - a. This helps prevent spores from spreading to other items
 - b. Seal off room if necessary with heavy plastic sheeting
 - c. If items are in area of unsealed room, cover items with butcher paper and masking tape
 - d. Continue checking other items for mold even after isolating visibly moldy items
 - e. Avoid wrapping moldy items with plastic when possible because plastic can encourage mold growth
2. Reduce humidity
 - a. Keep humidity to 45% or lower to stop mold growth and keep spores dormant
 - b. Clean up all standing water
 - c. Use fans and dehumidifiers to dry storage, cleaning, and shelving areas AFTER MOLD HAS BEEN REMOVED (otherwise it just blows around mold spores)
3. Clean items
 - a. Remove mold outdoors if at all possible, avoiding direct sunlight
 - b. Use vent exhaust or a fume hood if possible indoors

- c. Vacuuming with a hand vacuum or nozzle attachment is best option
 - i. Use vacuum with HEPA filter
 - ii. Use a soft natural-bristle brush to move mold toward nozzle of vacuum
 - iii. Cover vacuum nozzle with cheesecloth to prevent vacuuming a piece of the item or accidentally damaging item with nozzle
 - d. Can wipe mold off smooth, hard surfaces with a soft cloth or cotton swab
- 4. Be sure library is free of mold before returning items
 - a. Check under carpets, behind furniture, inside walls, etc.
 - b. Mold will return to items if it is still present in the library/building

For more information on salvaging items with mold, see the Field Guide to Emergency Response book (p. 41-44) and DVD, located in the Head of the Library Disaster Response Team's emergency supplies kit.

Water Damage

Water damage is a common result of multiple disasters including leaks, fire, tornado, broken pipes, etc. You may be working without electricity if there is still water present in the building, so be sure to have flashlights. NEVER walk through standing water you cannot see through, it could be dangerous. Be sure to secure floating objects to ensure safety.

Type of Water:

- Clean from pipes – can proceed
- Contaminated water from sewer – need hazmat specialists
- Flood water from outside building – proceed with caution because can include mud, sewage, etc.; may still need a hazmat specialist

Materials need to be addressed within 48 hours to prevent mold. This means books, paper, and other library materials must be dried or frozen within 48 hours if at all possible.

1. Separate items by degree of wetness
 - a. Soaked, partially wet, or damp
 - b. Address soaked items first
 - c. Do not stack wet items because they may permanently stick together like glossy papers or photographs
 - d. If glossy paper or photos are wet, keep them submerged in a bucket of clean water to keep them wet until time to dry or freeze
2. Cleaning items from dirty water like mud
 - a. Set up a multi-bin system of water
 - i. 3D objects of metal or plastic work well for this process, but not wood
 - ii. Sequential from dirtiest water (first rinse) to cleanest (last rinse)
 - iii. Item is rinsed in progressively cleaner water
 - iv. Change water as needed
 - b. Photographs or single sheets of paper need support
 - i. Use a sheet of plexiglass and set item on it
 - ii. DO NOT SUBMERGE
 - iii. Tilt at angle and rinse with hose/glass of water

- iv. Flip over and rinse back
- c. Books are submerged briefly
 - i. Hold books closed tightly to rinse
 - ii. Do not leave submerged
 - iii. This only washes cover and page edges
 - iv. Do not try to rinse individual pages, they are too fragile
- 3. Freezing items
 - a. Items acceptable to freeze: paper, photos, negatives, books
 - b. Pack in strong containers that are waterproof and ventilated, like milk crates
 - c. Wrap objects in butcher paper and masking tape, then separate each object with wax paper
 - d. Stack books and papers on each other to prevent expansion from water damage
 - e. Do not stack photos or negatives but stand them upright like “filing”
 - f. Label containers based on degree of wetness and type of item
 - g. Keep moldy items separate
 - h. Remove from freezer only when ready to dry/salvage
 - i. Consider using a commercial company to vacuum freeze dry items if staff and facilities at ATI cannot handle needs
- 4. Drying items
 - a. Air Drying
 - i. For damp items only
 - ii. Good for small quantities
 - iii. Requires a lot of time and space – may take up to 2 weeks for items to dry
 - iv. Must dry slowly to prevent cracking and distortion
 - v. Dry in a well-ventilated area
 - If done outside, do not put items in direct sunlight
 - Use dehumidifiers and fans
 - Do not point fans directly at items
 - DO NOT USE HEATERS
 - vi. Items need turned and flipped often to promote drying
 - vii. Place books and papers on clean blotting materials (like paper towels)
 - viii. Photos should be hung to dry
 - b. Interleaving
 - i. For wetter items and individual wet pages
 - ii. Aids process by wicking moisture from pages inside books
 - iii. Use blotter paper, paper towels, or blank newsprint slightly larger than item
 - iv. Interleave/insert every 25-50 pages
 - v. Replace interleaving as it becomes wet

For more information on salvaging wet items, see the Field Guide to Emergency Response (p. 35-39) and DVD, located in the Head of the Library Disaster Response Team’s emergency supplies kit.

Appendix A: List of Contacts

Contact	Email	Office Phone #	Personal Phone #	Notes	Emergency Contact
Library Staff					
Sharon Holderman	holderman.11@osu.edu	330-287-1224	330-858-1661 (C)	Library Director	Andy Holderman 330-682-0776 (W), 330-858-5410 (C)
Kris Purdy	purdy.23@osu.edu	330-287-1225	330-683-4677 (C)	Head, Library Disaster Response Team	Tom Purdy 330-264-4440 X2129 (W), 330-347-6506 (C)
				Reference Librarian	
ATI Administration					
		330-287-1212		Director	
Rhonda Billman	billman.36@osu.edu	330-287-1213	330-466-3189 (C)	Assistant Director	
Steve Neal	neal.2@osu.edu	330-287-1211	330-683-6376 (H)	Associate Director	
ATI/OARDC-Other					
Frances Whited	whited.16@osu.edu	330-287-1216	330-317-0707 (C)	Public Relations	
Jeff Strouse	strouse.17@osu.edu	330-287-1362	330-201-0205 (C)	Maintenance	
Kevin Martin	martin.2115@osu.edu	330-287-1364	330-763-3099 (C)	Maintenance	
Rick Mitchell	mitchell.246@osu.edu	330-287-1277	330-749-8578 (C)	Systems Manager	
Jeanine Snyder	snyder.475@osu.edu	330-287-0121		Emergency freezer availability ATI	
Dave Drake	drake.8@osu.edu	330-263-3915		Emergency freezer availability OARDC	
OSUL/OL					
Lila Andersen	andersen.43@osu.edu	614-292-6522		OSU Circ Manager for PCIRC	
Tony Maniaci	maniaci.3@osu.edu	614-292-9077		Circulation Dept, Public Services	
Anita Cook	anita@ohiolink.edu	614-485-6753		OhioLINK Representative for PCIRC	
U.S. Cargo Office		888-374-6136		OhioLINK	
Regionals					
Connie Britton	britton.4@osu.edu	330-263-3773		OARDC Library	
Tina Scheider	schneider.290@osu.edu	419-995-8326		Lima Library	
		419-755-4396		Mansfield Library	
Betsy Blankenship	blankenship.5@osu.edu	740-725-6231		Marion Library	
Susan Scott	scott.37@osu.edu	740-364-9513		Newark Library	

ATI Faculty/Staff ati@server.oardc.ohio-state.edu
 ATI Students atistudent@server.oardc.ohio-state.edu
 OARDC Messages misc@server.oardc.ohio-state.edu
 All OSU Libraries liball@lists.acs.ohio-state.edu
 Regional Libraries libregca@lists.acs.ohio-state.edu

ATI Campus Police 330-287-0111
 Voice Mail - off campus 330-287-7878
 Voice Mail - on campus 2-4141
 Library Front Desk 330-287-1294
 Fax (Business Office) 330-287-1333

Appendix B: Library Floor Plan (north side)

KEY

EMERGENCY EXIT



FIRE EXTINGUISHER



FIRE ALARM PULL STATION



DISASTER KIT



FIRST AID KIT



UNIVENT (HVAC)



UNIVENT (HVAC) PANEL



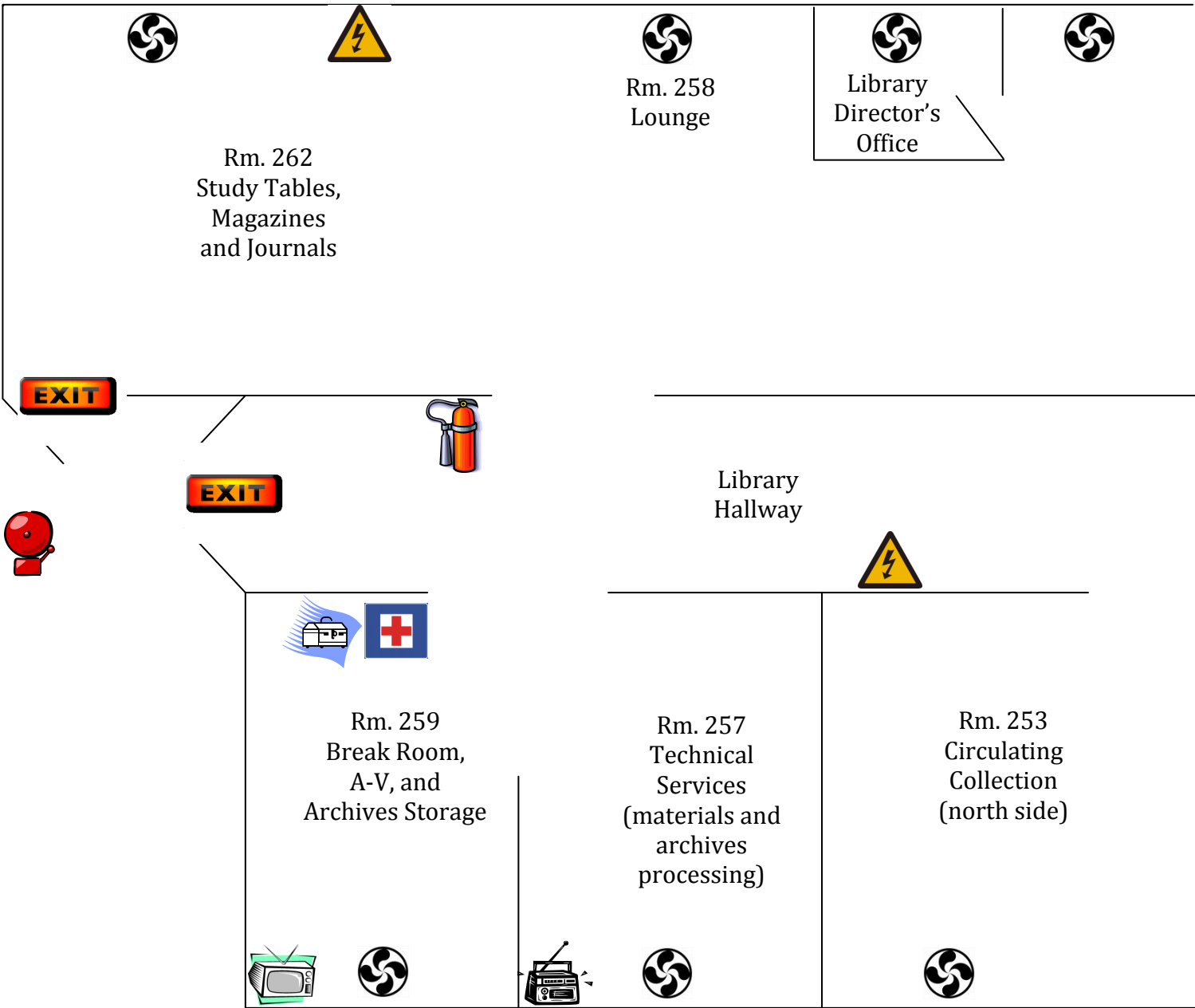
CIRCUIT BREAKER PANEL



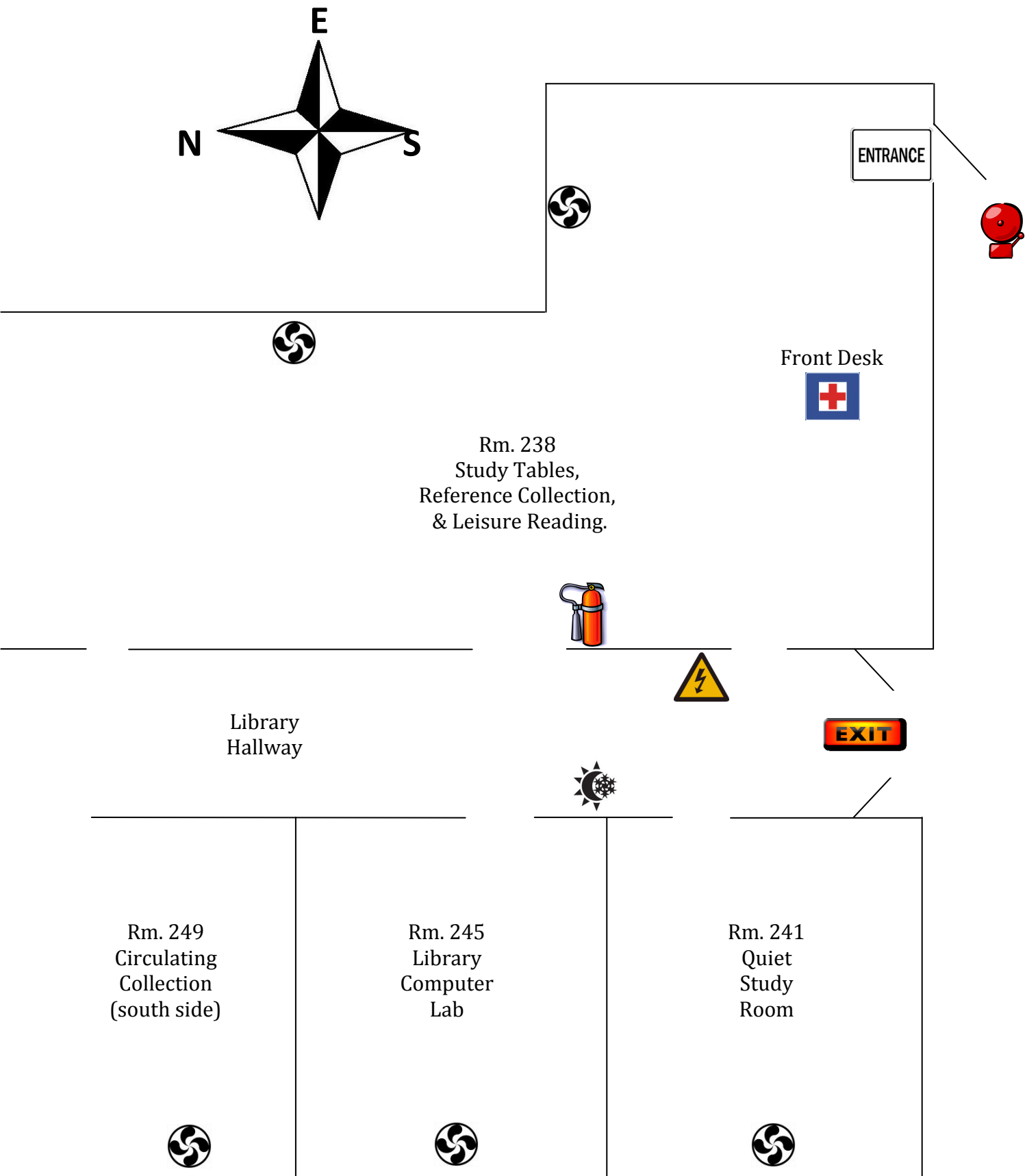
TELEVISION



WEATHER RADIO



Appendix B: Library Floor Plan (south side)



Appendix C: General List of Inventory

Foyer (front entrance to front desk)

- 4 computers
- 4 computer desks
- 4 Plylock rocking chairs
- 3 lounge chairs
- 2 artificial plants; 1 tree, 1 bush
- 1 color laser printer
- 1 black & white laser printer
- 1 card reader
- 1 printing computer, no keyboard, with UPS
(uninterruptible power supply) unit
- 1 photo copier with card reader
- 1 surge protector
- 1 library security gate
- 2 framed posters
- 1 bulletin board, 4 x 3'
- 2 tables, 1 on wheels
- 1 3-hole punch
- 1 electric stapler
- 1 electric pencil sharpener
- 1 paper cutter
- 2 display cases (*stacked outside front door)

Front desk (behind the desk)

- 1 circulation desk, 6 curved pieces w/ inserts
- 2 tall cabinets
- 1 short cabinet
- 1 wide 3-drawer unit
- 1 narrow 3-drawer unit
- 1 wooden book return cart on wheels
- 1 desk attached to curved pieces
- 2 computers
- 1 card reader
- 2 barcode scanners
- 1 desensitizer
- 1 receipt printer
- 2 phones
- 1 bar-height chair
- 1 computer chair
- 1 black book cart
- 1 large wall clock
- 1 small wooden cart
- 1 large artificial plant
- 2 shelving units with bases & 5 shelves each

Main area – front (front desk to the back of Library Director's office)

- 1 brown couch
- 1 coffee table
- 4 shelving units with bases & 5 shelves each
- 2 potted plants
- 6 Country Buckeye framed, matted art prints
- 1 extra large painting of city of Wooster
- 4 medium study tables with 16 cushioned chairs
- 1 large study table with 6 cushioned chairs
- 2 bar-height tables with 6 bar-height chairs
- 1 wooden bookcase – 2 sections with 5 shelves
each (leisure reading)
- 5 study carrels with 5 wooden chairs
- 1 audioviewer (slide projector)
- 1 lounge chair
- 6 computers
- 6 bar-height chairs
- 2 bar-height trapezoid tables (put together
makes hexagon)
- 7 shelving units with bases & 8 shelves each

Main area – back (back of Library Director's office to back wall)

- 2 brown couches
- 1 coffee table
- 1 area rug 64 x 93"
- 1 newspaper stand
- 5 lounge chairs
- 2 foot stools
- 1 wooden desk
- 2 round tables with 4 cushioned chairs
- 1 narrow filing cabinet (archives)
- 2 wooden periodical carts
- 16 shelving units with bases & 5 shelves each
- 4 pieces of wall art
- 1 scanning station (computer, flatbed scanner,
desk)

Library Director's Office

- 1 computer
- 1 desk (includes 2 surface pieces, 1 hutch, and
two three-drawer units)
- 1 office chair
- 2 lounge chairs
- 2 floor lamps

Hallway

- 2 large single-sided book carts
- 1 medium (red) book cart
- 7 small Country Buckeye framed art prints
- 2 museum wall-hanging systems for art prints
- 5 large filing cabinets (Dr. Neal's):
 - 2 Inactive – non-grads thru 1995
 - 2 Graduate files
 - 1 ABCD

Quiet Study Room

- 3 blue couches
- 9 study carrels with 5 wooden chairs and 4 cushioned chairs
- 2 medium tables with 10 cushioned chairs

Computer room

- 16 computers
- 15 computer chairs
- 15 computer desks
- 5 lounge chairs
- 1 smart cart/teaching station
- 1 projector
- 1 projection screen
- 1 step stool
- 1 extra large Ohio State wall hanging (rug)
- 1 table

Book room

- 1 lounge chair
- 1 foot stool
- 2 study carrels with 2 cushioned chairs
- 2 small book carts
- 4 step stools
- 56 shelving units with bases & 6 shelves each

Staff room/archives

- 2 computers, 1 extra monitor
- 1 phone
- 2 barcode scanners
- 1 double desk
 - 3 surface pieces
 - 4 drawers
 - 1 overhead hutch
- 1 corner desk in 3 pieces with 5 drawers
- 1 computer chair
- 1 office chair
- 1 book covering machine
- 1 document scanner
- 2 flatbed scanners
- 1 electric stapler
- 1 heat gun
- 1 weather radio
- 1 medium (red) cart
- 1 color laser printer
- 1 black & white ink-jet printer
- 1 wooden cabinet with 2 drawers
- 3 supply cabinets with 2 shelves each
- 1 label maker
- 1 dehumidifier
- 3 plants
- 8 pieces of wall art
- 1 fan
- 4 shelving units with bases & 6 shelves each
- 2 lounge chairs
- 1 medium table with 5 wooden chairs
- 1 mail station – large counter-height table, pigeonholes above
- 2 tall blue metal cabinets
- 1 medium blue metal cabinet
- 1 TV with VCR/DVD player
- 1 small refrigerator/freezer
- 1 microwave
- 1 large table (break table)
- AV equipment (run Boolean for atiz items)

Appendix D: Damage Type and Count Form

Instructions: Collect photographic and video documentation of damage, if possible, before proceeding with assessment or salvage efforts. Using this form, evaluate and document all types of damage that have occurred. Be sure to note damages in detail that are not readily apparent in video or photographs. Refer to Appendix C for full list of items.

[illegible]

Appendix E: Documenting Salvage Materials Form

Instructions: Complete one form for each item group, then update with details as salvage progresses. Refer to Appendix D form for possible types of damage. Detail the type and extent of the damage, e.g. soaked vs. damp or small tear vs. broken binding. For water damage, detail the type of water causing the damage, whether clean, dirty or sewage.

[illegible][illegible]

Appendix F: Salvage Supplies by Damage Type

Overall needs, regardless of disaster, may include cleaner, paper towels, plastic sheeting, trash bags, extra gloves, etc. Library staff should coordinate with maintenance for these types of supplies. The items listed below are more specialized that may be needed for recovering items with specific damage types.

Soot/Ash Damage

- Vacuum with a HEPA filter
- Soot sponges (available at a hardware store)

Mold Damage

- Good gloves
- Safety glasses
- Mask rated for mold spores
- Butcher paper
- Masking tape
- Fans
- Dehumidifiers
- Vacuum with a HEPA filter and nozzle attachment
- Soft natural-bristle brush
- Cheesecloth
- Cotton balls/swabs

Water Damage

- Bins for cleaning items
- Hose/source of clean water
- Plexiglass for photo stability
- Milk crates
- Butcher paper
- Masking tape
- Dehumidifiers
- Fans
- Paper towels, blotter paper, blank newsprint
- String and clothespins for hanging photos dry