

Boone County Library

Emergency Management Policy

3/20/2014

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APPROVED
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Boone County Library Emergency Management Policy

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EMPLOYEE EVACUATION PROCEDURE

1. Know at least two ways out of the building from your regular work space.
2. Remain calm.
3. Leave quickly.
4. The highest ranking person who is physically present in each department is responsible for insuring all members of his/her department evacuate the area.
 - a. Director – Will direct all staff as needed
 - b. Front Desk Supervisor – Front desk staff and downstairs visitors.
 - i. Front Desk Assistant Manager
 - ii. Front Desk Clerk
 - c. Children's Librarian – All upstairs staff and visitors.
 - i. Genealogist
 - ii. Outreach Coordinator
 - iii. Juvenile Programs
 - iv. Young Adult Programs
 - v. Desk Clerk
 - d. Business Manager – All Annex areas
 - i. Cataloger
 - ii. Adult Programmer
5. Personal Safety should be remembered at all times.
6. Assist handicapped personnel, visitors and co-workers who appear to need direction or assistance (Do not use elevator).
7. Take (only if safe to retrieve) your purse, car keys, etc. Do not attempt to take any large or heavy objects.
8. Shut all doors.
9. Proceed as quickly as possible in an orderly manner. Do not push or shove. Hold handrails when walking on stairs.
10. Once outside move away from building. Staff will meet at the Boone County Courthouse by gazebo, corner by Dollar General (if safe).

MEDICAL EMERGENCIES: STAFF

11. If staff or volunteers are injured or seriously ill
12. Notify supervisor immediately
13. Administer first aid as necessary. If additional treatment is required call 911, Fire Department, etc.)
14. Do not attempt to move a person who has fallen and appears to be in pain.
15. Avoid unnecessary conversation with the ill or injured person. Reassure person.
16. All staff is to work with Director to prepare a medical report and/or Workers' Compensation Report.
17. Contact Judge's Office for questions concerning Workers' Compensation.

MEDICAL EMERGENCIES: VISITOR

18. If a visitor becomes ill or is injured
19. Notify supervisor immediately
20. Administer minimum first aid as necessary. If additional treatment is required call 911, Fire Department, etc.)
21. Do not attempt to move a person who has fallen and appears to be in pain.
22. Avoid unnecessary conversation with the ill or injured person. Reassure person.
23. Do not discuss the possible causes of the accident or any conditions that may have contributed to the cause.
24. Staff should not discuss any insurance information with members of the public.
25. All staff is to work with Director to prepare a medical report.

WORKPLACE VIOLENCE

26. Call 9-1-1 as soon as the threat becomes apparent. Do not rely on others to make the call.
27. Stay calm. Show empathy for the violent person, not sympathy. Do not negotiate, promise, or represent authority. Do not answer for others.
28. Prepare to react to protect yourself and others. Evacuate people as soon as possible.

BOMB THREAT/SUSPICIOUS OBJECT

1. Remain calm
2. If the threat is made by telephone, listen carefully, be polite and show interest. Try to keep caller talking to gather as much information as possible. Write details down, such as background noise, accents and expressions.
3. Call 9-1-1 as soon as possible.
4. Do not discuss the threat with other staff.
5. Evacuate the building if ordered and cooperate with authorities when they arrive.

WRITTEN THREAT/SUSPICIOUS OBJECT

6. Do not handle and keep others from handling or going near the object. Seal area off.
7. Notify supervisor immediately
8. Call the police
9. Immediately write down everything you can remember about the mail or object.
10. Remain calm. Do not discuss the threat with other staff members.
11. Evacuate the building if ordered and cooperate with authorities when they arrive.

BODY FLUID SPILL

1. Because of blood borne pathogens, especially HIV, AIDS and Hepatitis B Virus, assume all blood, semen, vaginal secretions, amniotic fluid and live skin could be potentially infectious.
2. Major problem call 9-1-1.
3. Use the latex gloves, stored at the front desk and children's desk when handling or cleaning up any body fluid spills.
4. For minor injuries, a First Aid kit is stored at the front desk and children's desk. It is recommended that parents and/or guardians treat their youngsters for any minor scrape, fall or burn rather than the library staff.

CHEMICAL SPILLS

1. If the chemical comes in contact with your skin, immediately flush the affected area with clear water.
2. Notify supervisor of extent and location.
3. If necessary call 911 and evacuate the area.

FIRE

1. Remain Calm
2. If fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your safety. Close surrounding doors to shut off area.
3. Call 9-1-1.
4. If safe to do so, throw the circuit breaker.
5. Evacuate everyone from the building. If possible, use the intercom system to announce a need to evacuate.
6. Do not break windows.
7. Do not open hot doors. Before opening doors, touch near the top. If the door is hot or if smoke is visible, do not open the door.
8. Do not use elevators.
9. Do not attempt to save possessions.
10. Do not return to the area until cleared by emergency personnel.
11. Perform an evacuation drill annually.
12. All fires including small ones must be immediately reported to the Director.

TORNADO

1. When the city's siren is sounded or when staff becomes aware of a tornado warning the following procedures should be followed:

- a. Announce on intercom for all patrons to move to the downstairs area and staff to begin emergency procedures
 - i. Front Desk Staff –
 1. Remove phone from top of circulation counter to shelves below
 2. Remove emergency radio and flashlight from shelf at Circulation Desk to the Reference room
 3. Move patrons from the main floor into the Reference room.
 4. Confirm all areas of main floor are checked: Reading room, Large Type Room, Employee Restrooms, Etc.
 5. Move to the Reference Room
 - ii. Children/Young Adult Staff/Genealogy –
 1. Check restroom, main stairwell, Law Library, genealogy, meeting room, Etc. to confirm all patrons have been escorted to the Reference room via the back stairwell.
 2. Move to the Reference Room
 - iii. Cataloging/Adult Programming/Business Manager/Library Director –
 1. Save data, power down and unplug computers
 2. Assist upstairs personnel as needed
 3. Move to the Reference room
 4. Monitor situation closely via weather radio

BUILDING CONCERNS

- a. Children left unattended
 - i. If a child is left unattended and it is time to close the library, allow the child to attempt to call their parents. If you are unable to reach anyone, call the police at 741-5463.
- b. Counterfeit Money
 - i. \$20 and larger bills will be checked with a counterfeit pen. If staff (highest level supervisor available) is suspicious of any money, the money will be taken to the Harrison Police Department for examination by their counterfeit specialist.

EARTHQUAKE

1. Remain calm.
2. Stay inside. Take shelter in a doorway, narrow hallway or under a heavy table, desk or bench.
3. Stay away from book shelves, filing cabinets, windows, mirrors, overhead fixtures, electrical equipment, etc.
4. Assist anyone trapped or injured. Do not move seriously injured persons unless they are in immediate danger (fire, building collapse, etc.)
5. If there is no fire, it is up to the Director as to whether or not they want to evacuate the building.
6. After an earthquake, the building will be surveyed for structural damage. Do not re-enter the building until it has been declared structurally sound.
7. Do not use matches, candles or lighters. Shut off utilities at the main valves or meter boxes. Unplug appliances.
8. Do not use telephone except for emergency calls.
9. Check for broken water pipes or electrical shorting. Do not run water or flush toilets until sewage lines are checked.

EXPLOSION

1. Remain Calm
2. Crawl under a table or desk.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.
4. Evacuate if ordered by supervisor or emergency personnel.
5. Open doors carefully. Watch for falling objects.
6. Do not use elevators.
7. Do not use matches or lighters.
8. Avoid using telephones.
9. Do not discuss with anyone.

UTILITY FAILURE

1. Depending on the time of the utility failure, the following procedures should be followed:
2. Power is out at scheduled opening time: The building shall not be opened and "Building Closed Due to Power Outage" signs shall be posted on all entry doors while a decision is sought from supervisors. Library Administration shall determine whether employees should report to work.
3. Power is disrupted during daylight hours: Equipment shall be turned off and users relocated to light/safe areas. Areas with natural light can remain open.
4. Staff is to check elevator to ensure it is empty.
5. Power is disrupted after dark or remains disrupted for more than two hours: The library shall close and appropriate signage shall be posted. A verbal evacuation of all floors shall take place. Library Administration shall determine whether employees shall be released to go home.
6. If library is closed secure before leaving.

BUILDING GAS LEAK

1. Notify supervisor immediately. Give exact location and severity of the leak. Indicate any collection which is involved or in imminent danger.
2. Call Fire Department (741-6384) and Source Gas (1-800-563-0012)

ACTIVE SHOOTER

In the event of an active shooter, the actions below are recommended, use common sense and follow the instructions of emergency personnel. If you are directly involved or you can hear gunshots in the immediate vicinity:

- Go to the nearest room or office
- Close and lock the room or office door
- Turn off the interior lights
- Silence mobile phones
- Close the office blinds or curtains
- Call 911 from any telephone
 - Your name and exact location
 - Location of incident (be as specific as possible)
 - Number of suspect(s) and description
 - Number and location of injured victims

Remain quiet and DO NOT answer or open the door until assistance from emergency personnel arrives
If you are not directly involved, you do not hear gunshots nearby, and it appears safe to exit:

Evacuate the building if it is safe to do so

- If it is reasonably safe, report to the designated building assembly area or another safe area
- Call 911 from any telephone,
 - Your name and exact location
 - Location of incident (be as specific as possible)
 - Number of suspect(s) and description
 - Number and location of injured victims

BUILDING WATER LEAK

1. Notify supervisor immediately. Give exact location and severity of the leak. Indicate any collection which is involved or in imminent danger.
3. Do not walk in standing water. Use extreme caution due to electrical hazards.
4. If you know the source of the water and are confident of your ability to stop it (unclog drain, turn off water, etc.) so cautiously.
5. Be prepared to help protect the collection (cover shelf with plastic sheeting, move materials, etc.)
6. Do not move already wet books from shelves.

FLOOD

In case of an imminent flood, take the following actions:

1. Staff and visitor safety are your top priority. Close the Library to the public early.
1. Assist disabled persons, non-essential staff, and visitors by sending them to safety using safe routes identified by emergency personnel. Check to see that all have actually left the building and parking lot.
2. Ensure that all essential staff who are not evacuating immediately know where to go, how to get to safety, and what they must do.
3. Do not walk in standing water.
4. Move designated high-risk materials to the upper floors of the library. If there is no time to move all collections to upper floors, move high priority items and all easily movable collection items to the highest-level location available within the room.
5. Move equipment and collections away from windows.
6. Place plastic sheeting over all vulnerable collections and equipment and tape in place if necessary.
7. Shut down all utilities, turn off electricity at the building's main circuit breaker, unplug all electrical equipment on lower floors, and secure the building if you are evacuating.
8. Evacuate.

During a Flood:

If caught in your Library:

1. Stay in the building and move to an upper floor if water is six inches or higher outside the building.
2. Go to one of the top floors, taking flashlights (do not use candles, kerosene, oil, or gas lamps) and your cell phone. Avoid spaces with no external window, as you may need to be rescued from the space if waters rise too high.
3. Contact authorities by cell phone to alert them to your situation and request rescue.
4. Stay away from electrical appliances and outlets, electrical circuits, gas lines, submerged appliances, and similar items.
5. Evacuate if you smell gas or discover leaking gas lines.
6. Go onto the roof if rising water makes it necessary as long as no thunderstorm is in progress.

After a Flood

1. Get permission to enter the building from appropriate authorities. Put on personal protective clothing and equipment.
2. Assess the building and collections damage once you are allowed back in the building.
3. Check for damage to the structure that will require help or a building permit (i.e., damaged ceilings, floors, roofs, stairs, etc.).
 - a. Hire professionals to help check safety of water to drink, electrical and gas service restoration or appliance repairs, major debris removal, flood proofing, structural repairs, and equivalent activities.
 - b. Remove water by commercially dehumidifying the building if necessary. Get professional assistance in drying a waterlogged building. It is generally advised to pump out no more than 1/3 of water per day to avoid structural collapse, as water can weaken walls and floors. Allow a waterlogged building to settle gradually. Watch for structural damage such as sagging walls, floors, or ceilings, bouncy floors, or gaps in cracks in foundations and elsewhere. Avoid areas with structural damage until they are stabilized by a professional.
 - c. Prevent carbon monoxide risks—do not use gas pumps or generators inside a building. Instead, position them outside, with exhausts facing away from the building safely away from air intake valves.
 - d. Remove wet carpeting, ceiling tiles, wallpaper, and other damaged water-holding building elements.
4. Discover what collections materials are swept away, wet, or have mold or other biological or chemical contamination.
5. Document damage to the building and collections.
 - a. Take photographs and list specific locations. Key the images and lists to unique and easily understood room numbers and areas as you assess the building.
 - b. Call on your insurance agent and approved contractors to provide help.
6. Salvage and dry or freeze collections items in priority order within 48 hours, starting with high priority items.
 - a. Wear protective, latex gloves and long sleeves.
 - b. If mold is present, wear a respirator. Some mold species are toxic; if any health effects are observed, contact a doctor and/or mycologist. When cleaning items with dry mold, make sure the mold spores are drawn away from you, i.e. by the use of a vacuum cleaner. Wash your hands after handling materials with mold.
 - c. Get moving air and light into damp or wet spaces via cross ventilation, dehumidifiers, fans, and by opening windows and doors including interior doors. Lower humidity as fast as possible using dehumidifiers.

Location of Emergency Systems:

Main Utilities

1. Water shut off valve
 - a. Main – North side of building behind metal outdoor storage box
2. Electrical Shutoff
 - a. Annex – North side of building in electric meter box
3. Gas Shut off – In the event of a gas smell or leak, staff will:
 - i. Notify supervisor immediately. Give exact location and severity of the leak. Indicate any collection which is involved or in imminent danger.
 - i. Call Fire Department (741-6384) or Arkansas Western Gas (1-800-563-0012)
- e. Gas meters locations are:
 - i. Annex – North side of building
 - ii. Main – North side of building, parking lot area by the exit sign
4. Elevator Shut Off:
 - a. Inside the Elevator mechanical room, on the right side wall is the main breaker (larger box). Move the breaker switch to off before anyone tries evacuating the elevator.
5. Heating/Cooling Controls:
 - a. Wall behind check in computer at the front desk
 - b. To the right of previous control at the end
 - c. Patron catalog desk – wall above the desk
 - d. Large type room – north wall
 - e. Downstairs mechanical room – north wall by door
 - f. Audio Visual – east wall above shelf
 - g. Genealogy – west wall next to mechanical room doors
 - h. YA – inside doorway – south wall
 - i. Children's Desk – north wall – above desk
 - j. Meeting room – north wall
6. Breakers
 - a. Upstairs mechanical – storage area – to left of entrance (left of roof access ladder) – east wall: lights, exhaust fans, outlets
 - b. Upstairs mechanical – storage area – to right of entrance – north wall: AC
 - c. Upstairs mechanical – large breaker box on west wall: meeting room kitchen, lights, furnaces, elevator
 - d. Upstairs mechanical – breaker box to left of large on west wall: furnaces
 - e. Annex – down hallway – last door on right inside storage room on north wall: building
 - f. Main building – Side door – maintenance storage room – panel on north wall: lights and outlets
 - g. Downstairs mechanical – south wall behind door: lights and furnaces
7. Roof access – upstairs mechanical – storage area – to left of entrance – east wall
8. Hot water heaters
 - a. Annex – hallway - 2nd to last door on left inside janitorial storage area
 - b. Main – upstairs mechanical room – left inside doors – far left corner

Keys

1. Key box at front desk attached to shelf.
2. Spare keys are in money bag labeled spare keys locked in the safe.

First Aid Kits

1. Children's Department Desk
2. Front Desk below check out computer

Fire Extinguishers

Location and Type

1. Annex - hallway (ABC type)
2. Main - downstairs- south side emergency exit (ABC type)
3. Main - downstairs - large type employee break room - left (ABC type)
4. Main - downstairs - north side by side exit (workroom) (ABC type)
5. Main - downstairs - front desk - on wall behind work area (ABC type)
6. Main - upstairs - children's area- wall next to children's desk (ABC type)
7. Main - upstairs - mechanical room storage - by doors to main mechanical room (type II)
8. Main - upstairs - Meeting room kitchen (ABC type)

Smoke Detectors/Carbon Dioxide Detectors

Location and Type

1. Annex - hallway going to north exit (smoke)
2. Annex - west wall in large front office (smoke)
3. Annex - break room above main entrance door (smoke)
4. Annex - hallway going to north exit - right wall down low (carbon dioxide)
5. Main - ceiling above non-fiction oversized collection (smoke)
6. Main - downstairs - non-fiction - east wall down low by door to mechanical room (carbon dioxide)
7. Main - ceiling above science fiction collection (smoke)
8. Main - ceiling in front of circulation desk (smoke)
9. Main - ceiling - upstairs - mezzanine area -just inside glass doors (smoke)
10. Main - ceiling - upstairs - mezzanine area - outside genealogy (smoke)
11. Main - wall - genealogy - down low next to mechanical doors - west wall (carbon dioxide)

Emergency Alert Radios

1. Front Desk at ILL Computer
2. Annex in Cataloger area

Emergency Services Contacts

Emergency	911
Fire Department	741-6384
City Police Department	741-5463
County Police Department	741-8404
Judge's Office	741-5760
Ambulance	911
Maintenance	
Landscaping: Greenscape Lawn	741-1376
Plumber:	
1 st – Rick Straub	391-9514
Clogs – Roto Rooter	741-9573
Electrician: Rick Straub	391-9514
Locksmith: Villines Lock & Key	741-7484
Carpenter: Rick Straub	391-9514
Gas Company: Source Gas	1-800-563-0012
Electric Company: Entergy	1-800-968-8243
Water Company: City of Harrison	741-2525
Exterminator: Fitton	741-6503
Elevator: Kone	1-501-565-1896
Computers: Ozark Information Technology	416-6561

Insurance

Company: Association of Arkansas Counties
 Contact Number: 501-375-8805
 Policy Number: 8757674

Recovery Assistance

Advise:

Foundation of the American Institute for Conservation (FAIC)
 1156 15th Street, NW, Suite 320
 Washington, D.C. 20005-1714
 Telephone (202) 452-9545
 FAX (202) 452-9328
<http://aic.stanford.edu>

Other

Legal advisor:
 Architect: Underwood Architects 870-741-1201

Disaster Response Team Members

Board President
Director
Cataloger
Genealogist
Adult Programming Coordinator
Front Desk Manager
Children's Librarian
Business Manager
Automation Systems – Ozark Information Technology

Team member's specific duties:

Director –

1. First contacted
2. Primary communications between city, county, state, trustees and all other agencies
3. Access to and provides blue prints as necessary
4. Assess damage to materials and records with team members
5. Establish a safe command center
6. Delegates duties
7. Prepares a post disaster report
8. Works toward restoration

Business Manager –

1. Tracks and coordinates expenditures
2. Payments for supplies and services
3. Assists Director with contacting agencies
4. Financial liaison to FEMA
5. Prepares a list of items sent out for repair
6. Prepares a list of items non-collection items discarded
7. Submits all claims as needed
8. Financial documents are backed up weekly to a flash drive (the flash drive is taken home with the Business Manager on a daily basis to ensure off site storage)

Adult Programming –

1. Media contacts
2. Library info and stats
3. Donation policies
4. City/County PR
5. Photographs EVERYTHING for insurance
6. Reports to media
7. Library announcements

All team members will work with the Director to accomplish the following goals:

- Assess and estimate the type and extent of damage
- Contact insurance company and fill out all necessary forms
- Ensure proper documentation of damage (pictures, videos, etc)
- Review collections priority list and confirm or adjust based upon damage assessment
- Estimate the number of personnel needed to complete the work & how long recovery will take
- Evaluate & recommend if salvage can be done in house or if specialist is needed
- Identify location to store materials out of building (if not using a commercial disaster recovery service)
- Formulate logistics for packing and moving materials from the building to storage (if not using a commercial disaster recovery service)
- Record all major decisions and events
- Handles public relations & the media (Director)
- Provides communication with workers
- Interacts with the County Judge & Library Board (Director)
- Secures the building & contents
- Tracts monetary impact of all decisions
- Arranges for funds if necessary to buy supplies, equipment, etc.
- Deploy and Supervise work teams
- Keeps inventory control of items removed or discarded
- Orders & provides sufficient quantities of the appropriate materials for packing & cleaning

*******Do not remove any materials from the site until insurance photos have been taken and the site has been declared safe**

Salvage Priorities

Listed below are those portions of the collection to which salvage priorities are assigned:

Priority	Location
1	Vault (Scrap Books, Photographs, negatives, Board Minutes)
2	Genealogy (Photos, Books, Microfilm)
3	Arkansas/Small Farms/Reference
4	Displays
5	Artwork
6	Large Type
7	Fiction
8	Non-Fiction
9	Western
10	Audio/Visual
11	All other Areas

Bibliographic Records

TLC

1-800-852-4911

Account #200068

Contact them to assist with backup

Administrative Records:

Priority	Location	What
1.	Genealogy	Photos & Documents & Microfilm Reader
2.	Annex Storage Closet	All Boxes
3.	Business Manager Office	All Files (Cabinet & Desk)
4.	Director Office	

Computer Salvage Priorities:

Priority	Location
1.	Cataloging
2.	Business Manager
3.	Director
4.	Genealogy
5.	Adult Programming
6.	Children's Office
7.	Children's Desk
8.	Front/Back Desk
9.	All other Computers
10.	Large screen TV

Salvage Supplies:

Supplies to be purchased at Wal-Mart:

Clothes Pins
Freezer/Wax Paper
Gloves
Dust Masks
Clipboards/Notepads
Nylon Cord
Packing Tape with dispensers
Paper Towels (no dyes)
Plastic Sheeting
Sponges
Fishing Line
Aprons
Rubber Boots
Brooms
Buckets
Trash Cans
Extension Cord
Fans
Flashlights
Mops/Pails

Supplies on site:

Trash Bags
 Janitor Closet
Metal Book Carts
 Work Room & Cataloging Department
Portable Tables
 Annex & Upstairs Meeting Room
Video/Digital Camera
 Children's Office (To document damage)

Supplies to be purchased at Home Depot:

Safety Glasses
Sump Pump
Wet Vacuum
Water Hoses
Heavy Duty Gloves
Portable Lighting
Dehumidifier
Caution Tape
Saw Horses
Extension Cords

Contact for Blank Newsprint:
Harrison Daily Times: 741-2325

Contact for Boxes:
Home Depot: 741-2900
Wal-Mart: 365-8400
Hudson Grocery: 741-2171
Edwards Grocery: 741-5379
Country Mart: 741-2104

Contact for freezers:
Home Ice Company: 741-5567
Wal-Mart: 365-8400
Hudson Grocery: 741-2171
Edwards Grocery: 741-5379
Country Mart: 741-2104

Contact for Refrigerator Trucks:
Ryder Trucks – Springfield MO: 417-866-4722
Penske Truck Rental – Springfield MO:
417-890-0777 & 417-832-9494

Contact for Other Equipment:
Forklift
Generators
Wood Pallets
 Home Depot: 741-2900
 Potter Equipment: 741-8900
 Riggs: 429-8700
 Central Rental: 365-0401

Salvage of Water Damaged Collections:

Books:

Priority Items:

- Freeze or dry within 48 hours
- Coated paper must not be allowed to dry in a clump!
- Slightly damp items with pages separate easily: air dry pages before items have an opportunity to dry
- Saturated items: Coated paper must be frozen ASAP

Precautions:

Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers. Oversized books need to be fully supported, move only one at a time if necessary.

Preparation for Drying:

Uncoated Paper

- Most suited for small number of items which are damp or have water-damaged edges
- Muddy Books: Rinse before freezing
- Freeze within 48 hours
- Separate books with freezer paper
- Pack spine down in boxes lined with plastic sheeting

Drying Methods:

Air Drying:

- Small Quantity of books (less than 100) (Not saturated)
- Requires space away from the disaster to spread the books out
- Books are to be stood up and gently fanned open to dry
- Keep air moving with **fans**
- Direct fans into the air and away from the drying items
- Use dehumidifiers (humidity at or below 50 percent)
- Oversized items
 - Lay flat
 - Pages interleaved with sheets of un-inked newsprint
 - Change newsprint when saturated

Preparation for Drying:

Coated Paper

- Coated paper – every page must be interleaved with non-stick wax paper
- Most suited for small number of items which are damp or have water-damaged edges
- Muddy Books: Rinse before freezing
- Freeze within 48 hours
- Separate books with freezer paper
- Pack spine down in boxes lined with plastic sheeting
- Air Dry (as per book instructions)

Freeze Drying:

- Large Quantity of books
- Very wet
- Wet Coated paper items
- Pack as described above
- Ship to drying facility
- **Freeze-dry Specialties, Inc.**
4875 70th Avenue
Princeton, Minnesota 55371 USA
1-800-362-8380
Phone: 763-389-2299
 - **Prices as of 2013**
 - Average 10-14 books per cubic foot = 38-53 books per chamber load
 - Average 2-4 pounds per book (dry weight) = 20-56 pounds per chamber load
 - (Books can absorb up to 60% of their weight in water.)
 - Average 3-6 pounds per wet book (frozen weight) = 30-84 pounds per chamber load
 - Average drying time per chamber load: 2-4 days
 - Pricing by the load: \$300.00 to \$550.00
 - Pricing by the day: \$100.00 to \$250.00
 - Pricing by the cubic foot: \$80.00 to \$150.00
 - Pricing by the book: \$13.00 to \$20.00 each
 - Pricing by the frozen weight: \$6.00 to \$10.00 per pound
- **Midwest Freeze-Dry, Ltd.**
7326 N. Central Park
Skokie, IL 60076
mfd7326@sbcglobal.net
847-679-4756 847-679-4191 Fax
 - **Price List:** <http://www.midwestfreezedryltd.com/Price%20List.htm>

To select the professional best qualified to treat your object, contact the referral service maintained by The Foundation of the American Institute for Conservation (FAIC). The Foundation of the American Institute for Conservation (FAIC)
1156 15th Street, NW, Suite 320
Washington, D.C. 20005-1714
Telephone (202) 452-9545
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Framed or Matted:

- Freeze or Air Dry within 48 hours
- Disassemble prior to air drying or freezing
- Place frame down on smooth flat surface covered with plastic bubble pack
- Carefully remove hardware (place in a container)
- Check if paper is adhered to frame
- Using two hands, invert frame as so glass and image to face up
- Lift off frame, then glass
- If paper is in contact with glass, carefully remove them together and lay face down on a flat surface
- If paper is sticking to glazing – consult a professional
- Hold broken glass together with tape
- Lift window mat board carefully and detach paper from back mat by carefully cutting hinges
- If attached firmly or directly to the mat, do not attempt to remove
- Air Dry (as per book instructions)

Microfiche

- Freeze or dry in 72 hours
- Do not move items until a place has been prepared
- If unable to air dry immediately, keep them inside a container lined with garbage bags until they are frozen
- Large amounts should be frozen

Drying Methods:**Air Drying:**

- Remove microfiche from the paper jackets to dry
- Keep jackets to retain information printed on them (this information will be used later on new jackets)
- Clip microfiche to clotheslines with rust-proof clips

Freeze Drying:

- Freeze Drying of microfiche is not recommended

Compact Discs and CD-ROMs

- Immediately air dry discs
- Dry paper enclosures within 48 hours
- Do not scratch the surfaces
- Remove Discs from cases
- Rinse discs in distilled water
- Do not rub the discs (dirt could scratch)(if necessary – blot, do not rub, with a soft lint-free cloth)
- Do not freeze dry discs

Photographs

- Dry within 48 hours
- Hold by margins or edges
- Lay with emulsion side up

Drying Methods:

Air Drying:

- Secure a clean work area, free from particulates
- Keep photos or negatives in containers of fresh cold water
- DO NOT allow them to partially dry in contact with each other
- Remove prints and negatives from enclosures
- Keep any enclosures (jackets) to retain any information printed on them

Cased Photographs:

Open case and place the photograph face up on absorbent material to air dry
Do not disassemble components, remove debris or wash the photo

Uncased Photographs:

Place the photograph face up on absorbent material to air dry
Do not disassemble components, remove debris or wash the photo

Color Prints

Place prints in a tray and fill with cold water
Agitate the tray and change the water several times for 10 minutes
Drain tray and air dry with emulsion side up

Black and White Prints

Place prints in a tray and fill with cold water
Agitate the tray and change the water several times for 15 minutes
Drain tray and air dry with emulsion side up

Negatives (Film)

Soak the films in clean, cold water for 30 minutes
If particulates are on film, rinse for 15 minutes while gently brushing surface underwater with soft bristle brush
Rinse with Kodak Photo Flo Solution (Black and White only)
Air dry (Hang on clothes line at room temperature)

Glass Negatives

Do not wash or expose plates to any moisture
Air dry with emulsion side up

Keep air moving at all times using fans. Direct fans into the air and away from the drying items. Use dehumidifiers and maintain humidity at or below 50 percent.

Scrapbooks

- Freeze immediately
- Support large scrapbooks with boards
- Drying:
 - Few items only
 - No large amounts of coated paper or soluble adhesives
 - Interleaf pages with uninked newsprint or absorbent material
 - Place on tables
 - Separate any pages which the binding has failed on

Keep air moving at all times using fans. Direct fans into the air and away from the drying items. Use dehumidifiers and maintain humidity at or below 50 percent.

Leather and Rawhide

- Dry within 48 hours
- Use absorbent material pad out the correct shape and absorb excess moisture
- Change material when it becomes saturated
- Air dry using fans to move air with directly blowing on items.
- Place items on screens, 2x4's etc. to allow air to circulate on all sides
- Use dehumidifiers to maintain humidity at or below 50 percent

Canvas Painting

- Dry within 48 hours
- Remove painting from unstable frames
- Pad corners with corrugated cardboard, bubble wrap or unused newsprint
- Transport with vertically; stand upright with corrugated cardboard between paintings
- Dry:
 - Prepare horizontal bed of unprinted newsprint or absorbent material equal to painting thickness
 - Lay painting, face down on the surface
 - Remove any backing or labels from the painting to expose wet canvas
 - Retain all labels and tags
 - Place absorbent material against the back and apply a slight amount of pressure
 - Change backing absorbent material when wet – DO NOT change front facing material
 - When dry to the touch, remove backing absorbent material
 - Pick up the painting
 - If front material is attached to the painting, do not remove and contact a conservator

****Remember mold can be deadly – if in doubt, throw it out!**

Post a notice on dumpster:

Items have been placed in this dumpster because it was determined to be too dangerous to be touched by human hands. Please do not take this item into your home. The Boone County Library is not responsible for any molds, fungus, insects or disease transferred to you, your family, your pets or your home by any item found inside the trash dumpster.

Possible Library Services after Community Disaster:

- Online access to FEMA applications
- Information Hub
- Water, Light, Heat & Air
- Wireless internet access for the Community
- Meeting room as a temp office for local, state and federal agencies
- Recovery station/Shelter