Name] Library/Archive	INSTITUTIONAL CONTACTS (con't)	BUILDING UTILTIES	FIRST RESPONDERS	EMERGENCY RECOVERY SERVICES	REGIONAL CONTACTS
Pocket Response Plan for Collections	Risk Manager [name]	Water – Fire Sprinklers [phone]	Fire Department [phone]	WESTPAS-Western States & Territories Preservation Assist. Service	Gary Menges –UW Preservation 206-685-1589
Date revised:	[office phone] / [home phone] / [cell] / [email] / [home email]	Water – Potable	Emergency Medical / Ambulance	888-905-7737 (24/7 emergency #) info@westpas.org	gmenges@westpas.org
NSTITUTIONAL CONTACTS	Insurance Contact / Agent [name] [office phone] / [home phone] / [cell] /	[phone] Plumber [phone]	[phone] Police Department / Law Enforcement [phone]	www.westpas.org American Institute for Conservation AIC "Guide to Conservation Services"	Washington State Library 360-704-5200
Director [name] [office phone] / [home phone] / [cell] /	[email] / [home email] Public Relations Officer	Electricity [phone]	City Emergency Management [phone]	http://www.conservation-us.org AIC-CERT:202-661-8068 24hr	Washington State Archives 360-586-1492
[email] / [home email]	[name] [office phone] / [home phone] / [cell] /	Gas	County Emergency Management	Conservator 1 (specialization) [name]	STAFF PHONE TREE
Assistant Director [name]	[email] / [home email]	[phone]	[phone]	[phone]	Human Resources [name]
[office phone] / [home phone] / [cell] / [email] / [home email]	Information Technology Officer / IT [name] [office phone] /[home phone] / [cell] /	Telephone [phone]	State Office of Emergency Services [phone]	Conservator 2 (specialization) [name] [phone]	[office phone] / [home phone] / [cell] [email] / [home email]
Emergency Manager [name]	[email] / [home email]	Elevators [phone]	Health Department [phone]	Refrigerated Trucking Service	
[office phone] / [home phone] / [cell] [email] / [home email]	Special Collections / Archives [name] [office phone] /[home phone] / [cell] /	Security System [phone]	Red Cross [phone]	[name] [phone]	
Financial Services / Accountant [name]	[email] / [home email]	Fire Suppression (other)	[buous]	Freezer Storage [name]	
[office phone] / [home phone] / [cell] / [email] / [home email]	DISASTER TEAM	[phone]		[phone	
Facilities / Building Manager [name]	Team Leader [name] [office phone] / [home phone] / [cell] /			Commercial Recovery Service (dehumidification, freeze drying, A/V) [name]	
[office phone] / [home phone] / [cell]	[email] / [home email]			[phone]	
Security [name] [office phone] / [home phone] / [cell]	Member 1 [name]		FEMA	Data Recovery Service [name]	
Environmental Health & Safety	[office phone] / [home phone] / [cell] / [email] / [home email]		Disaster Assistance 800-621-FEMA	[phone] Industrial Hygienist / Mold Testing Lab	
[name] [office phone] / [home phone] / [cell]	Member 2 [name]		Environment & Historic Preservation- Region X	[name] [phone]	
lanitorial Services [name]	[office phone] / [home phone] / [cell] / [email] / [home email]		Mark Eberlein 425-487-4735 mark.eberlein@dhs.gov	Exterminator / Fumigation Service [name]	
[office phone] / [home phone] / [cell]	Member 3 [name]		man.cochomwana.gov	[phone]	
	[office phone] / [home phone] / [cell] / [email] / [home email]			Structural Architect [name] [phone]	

SIDE B (Actions). Use this side to provide step-by-step instructions for library and affiliated personnel who will respond to a disaster affecting your own institution. Ideally, steps should already be defined in the library disaster plan. This document is NOT intended to be a substitute for a comprehensive emergency plan. Instead, it should distill the most important tasks to be taken in the first minutes and hours after an event occurs that affects collections, especially those that occur when staff members are away from their offices.

Immediate Response and **Checklist for Collections** Recovery

IMMEDIATE RESPONSE

Notification (as appropriate):

- O First Responders
 - Ensure that all staff and visitors are safe and accounted for
 - Maintain security of building and collections
- O Institutional Contacts
- Building Utilities
- O Activate the Disaster Plan 's emergency response actions
- O Activate the Disaster Team if collection damage
- Follow other Communication steps

WATER RESPONSE

- O Stop the source, remove standing water
- O Cover collections with plastic sheeting
- O Remove materials from water path. Move books higher on shelves or onto book trucks

ASSESSMENT

Ensure through proper authorities that all hazards are cleared before entering building

- O Health & safety first; protect staff
- O Document with photos, videos,
- O Assess damage to collections, building, information systems
 - What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?
 - O What areas are affected?
 - O How much of the collection is damaged?
 - O What types of materials are damaged?
 - O Are critical information systems functional / safe?

WATER RESPONSE

- O Identify materials needing immediate salvage action (coated paper, leather bindings, unstable
- O Stabilize the environment (cool,

COMMUNICATION

Establish and maintain channels of communication

- Establish communication with appropriate local & regional emergency management
- O Communicate with staff using the Phone Tree
- O Contact risk manager and insurance agent
- Contact the public relations officer
- O Contact WESTPAS, Regional Contacts, conservators
- Contact outside Emergency **Recovery Services**
- O Confirm funding sources for emergency services as needed
- O Contact regional libraries to ensure continued services to constituents
- O Report status to administration and public
- O Post emergency information and instructions on the institutional website
- O Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer)

WATER RESPONSE

- O Quick response is essential to prevent mold growth and irreversible damage to materials
- O Obtain refrigerated trucks, freezer storage

COLLECTION SALVAGE

Salvage collections using preestablished Collection Priorities. taking into account access & extent of damage

- O Identify and gather emergency supplies
- O Identify secure, dry location for pack-out and air-drying
- Q Recruit staff / volunteers
- O Wear appropriate safety protection
- Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities

COLLECTION PRIORITIES

First Priority Collections:

Second Priority Collections:

MAJOR DISASTERS: INCIDENT COMMAND SYSTEM

ICS authority structure:

- O Incident Commander: Responsible for overall management of the incident
- Q Public Information Officer: Responsible for communication with media/public
- O Safety Officer: Monitors safety of the incident in regards to both the facility and the responders
- Liaison Officer: Coordinates with representatives of cooperating agencies
- O Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event
- O Operations Section Chief: Ensures that the IAP is enacted
- O Logistics Section Chief: Responsible for all support needs to enact the IAP
- O Finance/Administration Section Chief: Manages all financial aspects of the incident

- inks, film, etc.)
- dry, circulating air optimal)

WATER RESPONSE

- O Quick response is essential to prevent mold growth and
- priority materials into freezer based on material type
- O Organize staff / volunteers to airdry materials that should not be
- irreversible damage to materials
- O Organize staff / volunteers to load
- frozen

Print on 8 ½" x 14" paper. Trim on outside lines to 12¹/₂" x 6³/₄", fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2¹/₈" x 3¹/₂". Insert in PReP™ Tyvek® envelope for protection, available from CoSA http://www.statearchivists.org/prepare © 2006 Council of State Archivists (CoSA). Adapted by WESTPAS.