



Seneca Falls Library

Disaster Plan

**Prepared by Jenny Burnett, Library Director
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DISASTER PREVENTION

Natural disasters including floods, tornadoes, and earthquakes cannot be prevented; however, the severity of their effects can be minimized by preparing ahead of time. Human-engineered disasters including fire due to faulty electrical wiring or unattended equipment, or water damage resulting from broken pipes, damaged roofs, and malfunctioning dishwashers can often be prevented altogether. Routine inspections of a facility can reveal conditions that invite disaster.

Basic measures including unplugging equipment when not in use, cleaning, and ensuring that work areas are clutter-free, help to prevent disasters.

Maintaining proper temperature and humidity (i.e., 68 degrees; 50% humidity) will help preserve Seneca Falls Libraries' materials and items.

To ensure staff safety and minimize injury during a disaster, all staff members must know the following:

- Layout of the building;
- Location of all fire extinguishers and alarms and how to operate them;
- Fire exits and alternate escape routes (they need to be clearly marked);
- Evacuation procedures (need to be practiced regularly).

DISASTER PLAN

Despite the best efforts to prevent a disaster, they happen. Seneca Falls Library's *Disaster Plan* provides crucial information to minimize injury to staff and others as well as to materials and equipment.

Contact information for supplies and equipment necessary for library disaster recovery are provided in this document. Each staff member will have a paper copy of this *Plan*. Board members and staff may also access the *Seneca Falls Library Disaster Plan* from the website. An additional paper copy is provided to the President of the Seneca Falls Library Board; the Library Director and Administrative Assistant maintain a copy offsite in the event that Seneca Falls Library's website is inaccessible.

SAFETY CONSIDERATIONS

Safety is the primary consideration in any disaster. Escape routes and evacuation procedures will be clear to all staff members and visitors. If the building is unoccupied, it cannot be entered until it has been declared safe by the fire marshal or a civil defense officer.

In the best situation, outside sources of supplies and services can be contacted; however, if the disaster is widespread, they may be unavailable, which is why having some recovery materials onsite can be helpful. To avoid health risks in situations where one might be allowed in the building, it is suggested that persons wear plastic or rubber gloves during cleanup. If there is mold protective gear—surgical mask or respirator, goggles, and coveralls—is advised. When working

in the aftermath of area floods, tetanus shots may also be recommended—check with the Health Department or Red Cross office for information, including available clinics.

ADMINISTRATIVE CONSIDERATIONS

The Library Director and Library Board of Trustees President will secure budget allocations for wages, supplies, transportation and services. The Library Director, will ensure that documents are backed up.

DISASTER RECOVERY

Many disasters result in water-damage; mold can develop within two or three days. The following steps are recommended for an effective recovery operation:

Step 1. Assess the damage.

How much damage has occurred?

What kind of damage is it? According to the Heritage Emergency National Task Force (www.heritageemergency.org), a coalition of 41 national organizations and federal agencies, even if books and other materials are completely soaked, they can probably still be saved if they are not contaminated with sewage or chemicals.

Is the damage confined to one area or is the entire building damaged?

How much of the office has been affected?

What types of materials have been damaged?

Are the damaged items easily replaced or are they irreplaceable?

Can they be salvaged by an in-house effort or will outside help be needed?

Document the damage by a written description and by photographs.

Contacts should be made at this time with the sources of supplies and services.

Step 2. Stabilize the environment.

The environment must be stabilized to prevent the growth of mold. Ideal conditions for a recovery operation are 65 degrees and 50% humidity.

Work with vendors, the Board of Trustees, Buildings and Grounds Committee and Seneca County to have on hand:

1. Portable generators, in case a power failure occurs.
2. Pumps, to remove large quantities of standing water (which will probably not be an issue on the second floor). Exercise caution as standing water can conceal hazards.
3. Fans, for air circulation, particularly in the damaged area. Fans should preferably expel the humid air from the site. The Heritage Emergency National Task Force recommends gentle air-drying, indoors, if possible. They discourage the use of hair dryers, irons, ovens, and prolonged exposure to sunlight.
4. Thermometers, P.E.M. units to measure the temperature and humidity.

5. Dehumidifiers to help lower the humidity (need to watch temperature increases—monitor temperature and humidity constantly). As mentioned, mold can form within two days.
6. Remove damaged items; stabilize the environment and thoroughly cleanse the area. Scrub with soap and a fungicide floors, ceilings, and all furniture and equipment. Mold develops rapidly under carpeting and its padding. Only professionals should remove smoke odor or fog with fungicides or insecticides.

Also from the Heritage Emergency National Task Force:

7. “Separate damp materials: remove the contents from drawers; take photographs out of damp albums; remove paintings and prints from frames; place white paper towels between the pages of wet books.”
8. “Clean gently. Loosen dirt and debris on fragile objects gently with soft brushes and cloths. Avoid rubbing, which can grind in dirt.”
9. “Salvage photos. Clean photographs by rinsing them carefully in clean water. Air-dry photos on a plastic screen or paper towel, or by hanging them by the corner with plastic clothespins. Do not let the image come into contact with other surfaces as it dries.”
10. “Damp objects and items that cannot be dealt with immediately should be put in open, unsealed boxes or bags. Photos, papers, books, and textiles should be frozen if you can’t get them dry within 48 hours.”

SALVAGE PRIORITIES

Priorities should be based on criteria such as the following:

Can the item be replaced? At what cost? Would the cost of the item be more or less than restoration? How important is the item? Is it unique?

According to Illinois State University, 95% of all disaster damage result from water. The first decision to be made will be whether to air dry or freeze materials. Their directions for handling water-damaged as well as for fire-damaged books and non-print materials are located at <http://cool.conservation-us.org/bytopic/disasters/plans/isudis.html> .

UNRECOVERABLE MATERIALS

Materials soaked, burned, contaminated, or otherwise damaged beyond repair must be removed. In the case of books, it will be necessary to note title pages or other available identifying matter in order to search for availability, replacement or withdrawal (including removal from Polaris in the case of cataloged items).

PANDEMIC INFLUENZA

Seneca Falls Library will follow the local, state, and federal guidelines for pandemic influenza and other outbreaks. Links to the county, state, and federal plans appear in **Appendix D: Resources**. In an emergency Seneca Falls Library will make every effort to disseminate crucial

information to the library community and beyond, via its webpage and such social media outlets as Facebook and Instagram.

SFL Active Shooter Procedure

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Victims are selected at random and events are unpredictable and evolve quickly. In a library setting, patrons may look to staff to assist them and ensure their safety.

Employee Action

If staff is alerted to an active shooter event (by noise or camera), that person should attempt to communicate the immediate vicinity of the occurrence. Press the Doyle panic buttons as soon as possible to signal the authorities help is needed. Call 911 if at all possible. If you are in the path of an active shooter, **Act Immediately**. The main priority in an event is to prevent harm to victims.

RUN

- Activate Doyle alarm, call 911 if possible (multiple contacts to law enforcement are encouraged – providing them with as much info as possible).
- Evacuate using a planned escape route (out the closest door to you that is not blocked by the shooter & become familiar with evacuation procedures & suggested routes to utilize for escape from your work area) Note: All conference room windows that can be utilized for escape on ground and 1st floors of LMB will have a label on the window sill.
- Leave belongings behind, keep hands visible while exiting building.

HIDE

- locate safe area (out of shooter's view)
- lock door, block or barricade entry
- silence phone, remain quiet
- evacuate if opportunity arises

FIGHT

- improvise weapons
- act aggressively, commit to action
- attempt to incapacitate shooter

Law Enforcement Response

- Law enforcement (from multiple agencies) will immediately respond to and neutralize the threat.
- The Doyle security company will also be sending additional help.
- The shelter in place orders will be issued by the Highway Patrol or local police department if necessary.

The majority of active shooter events last less than fifteen minutes. Police / first responders on scene will focus their attention on containing and disarming the threat. Additional teams will then assist with medical attention, secondary evacuation and questioning & interviewing witnesses.

Do not vacate the scene / area of an event until instructed to do so by law enforcement.

APPENDIX B

EVACUATION PROCEDURES

RACE:

Rescue—ensure that everyone is out of the library. At the same time (preferably one person does this while another staff is rescuing)--

Alarm—pull alarm; call 9-1-1

Control—if possible, use ABC fire extinguisher

Evacuate—get out via the stairs or fire escape

- Fire: Take Stairs.
- Tornado: Shelter under the main stairway on the first floor.
- Earthquake: Door jams are safest. Do not attempt to go outside, contrary to popular belief.

Preliminary Control Procedures from Illinois State University:

1. Follow procedures on the Emergency Telephone Numbers list.
2. Get people out of the area.
3. Take steps to shut off water if possible.
4. Protect endangered areas with plastic sheeting or other appropriate means.
5. Catch dripping water in buckets, waste baskets, etc.
6. Monitor area for water dripping from new areas. Also check floors above and below and adjoining areas if accessible.
7. Take necessary steps to stabilize the environment. Air should be circulating; ideal temperature and humidity are 65 degrees F and 50% RH.

Avoid:

- Entering an area until it has been declared safe.
- Attempting to open a wet book (one tear costs at least one dollar to mend).
- Attempting to close an open book that is swollen.
- Using mechanical presses on wet materials.

- Attempting to separate books that are stuck together.
- Using bleaches, detergents, water-soluble fungicides, adhesive tapes (or adhesives of any kind), paper clips, or staples on wet materials.
- Using colored paper of any kind during salvage and recovery operations.
- Packing newly-dried materials in boxes or leave them unattended for more than two days.
- Placing saturated materials next to lightly damaged materials.
- Removing covers from books or scores.

APPENDIX C

EMERGENCY EQUIPMENT & SUPPLIES TO HAVE ON HAND

Batteries (flashlight)
Boxes (flat)
Brooms
Buckets
Chemical sponges
Crates
Dehumidifiers
Drying racks
Drying space
Extension cords
Fans
First aid kits
Flashlights
Freezer facilities
Freezer paper
Fungicides
Generators, portable
Hair Dryer
Masks
Mops
Paper towels
Plastic clothes pins
Plastic sheeting
Plastic trash bags
Rubber gloves
Scales
Sponges
String (study)
Thermometers
Transistor radio

APPENDIX D

EXTERNAL SUPPLIERS & SERVICES

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:

American Freeze-Dry Operations, Inc.

PO Box 5740

Deptford, NJ 08096

or

1722 Hurffville Road, Bldg. 2A

Five Points Business Center

Sewell, NJ 08080

Telephone: Office: (866) 939-8160 Emergency: 609-450-0510 or 856-904-4227

Website: <http://www.americanfreedry.com/process.htm>

Processes that are available: Freeze Drying; Thermal Drying; Vacuum Drying; or Forced Dry Air Drying. Rehumidify documents on airing tables. Deodorize or treat with Ozone to eliminate odor. Clean mud and debris from documents and trimmed burned edges, if necessary. Prepare for storage or reproduction

Blackmon-Mooring Steamatic Catastrophe, Inc.

303 Arthur Street

FortWorth, TX 76107

Toll Free: (800) 433-2940; 24 hr. hotline

Telephone: (817) 332-2770

Fax: (817) 332-6728

URL: <http://www.bmscat.com/default.aspx>

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

Disaster recovery and recovery planning services, vacuum freeze drying

Document Reprocessors

40 Railroad Ave.

Rushville, NY 14544 Telephone: (585) 554-4500 Toll Free: (800) 437-9464; 24-hr. hotline Fax: (585) 554-4114

URL: <http://www.documentreprocessors.com>

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.

Freezing Services

Cornell University
Contact: Dept. of Preservation & Collection Maintenance
Olin Library
Ithaca, NY 14853
Phone: (607)-255-5291
Email: conservation@cornell.edu

Midwest Freeze-Dry, Ltd.

Midwest Center for Stabilization and Conservation
7326 North Central Park
Skokie, IL 60076
Telephone: (847) 679-4756
Fax: (847) 679-4191
URL: <http://www.midwestfreezedry.com>
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. Call for price.

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

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.

Data Recovery and Reconstruction (Data R&R)

P.O. Box 35993
Tucson, AZ 85740
Telephone: (520) 270-5724
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

4117 Burns Road
Palm Beach Gardens, FL 33410
Toll Free: (800) 339-3412
Telephone: (561) 691-0019
Fax: (561) 691-0014
Email: sales@ecodatarecovery.com
URL: <http://www.ecodatarecovery.com>

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

ReWave Data Recovery

301 McCullough Dr., 4th Floor
Charlotte, NC 28262
Toll Free: (888) 739-2835
Telephone: (704) 262-7779
Fax: (704) 262-7798
E-mail: savemydata@rewave.com
URL: <http://www.datarecovery.org>

Charges no evaluation fee. Disks may be sent to the address above with or without prior approval. Please enclose ReWave's "Free Evaluation Request Form" with your hard drive.

Excalibur Data Recovery, Inc.

13 Branch St., Ste. 2078
Methuen, MA 01844
Telephone: (978) 681-1200
Fax: (978) 681-1203
Email: excaliberdr@rcn.com
URL: <http://www.excaliburdatarecovery.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 free evaluations within 24 hours of receipt of drive. Special discounts for the educational market are offered.

Kroll Ontrack, Inc.

216 E 45th St., 11th Floor
New York, NY 10017
Toll Free: (888) 755-6449

Phone: (952) 937-5161
Fax: (952) 937-5750
URL: <http://www.krollontrack.com>

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

RestorationTechnologies, Inc.

3695 Prairie Lake Court
Aurora, IL 60504
Toll Free: (800) 421-9290
Fax: (708) 851-1774
Email: rti@restorationtechnologies.net
URL: <http://www.restorationtechnologies.net/index.html>

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.

Professional Preservation Advice -Regional Centers

NEDCC
100 Brickstone Square
Andover, MA 01810-1494
Phone: 978-470-1010
Fax: (978) 475-6021
After hours phone: same
Web site: www.nedcc.org
Specialty: 24/7 emergency phone assistance

Professional Preservation Advice -Conservators

Cornell University

Dept of Digital Scholarship & Preservation Services
Olin Library
Ithaca, NY 14853
Phone: (607)-254-5160
Email: conservation@cornell.edu
Director: Oya Rieger
Specialty: phone or onsite assistance available.

Syracuse University Conservation Dept.

David Stokoe or Peter Verheyen
Syracuse, NY 13244
Phone: 315-443-9756 or 1947 or 9937
Email: djstokoe@syr.edu; pdverhey@syr.edu
Web site: <http://library.syr.edu/about/departments/preservation/index.php>
<http://library.syr.edu/about/departments/preservation/recovery/index.php>
Specialty: phone or onsite assistance if available.

Thanks to the Central NY Library Resources Council for sharing their list of external suppliers and services.

APPENDIX E

Resources

American Institute for Conservation offers the *Guide to Conservation Services*. (202) 452-9545; <http://aic.stanford.edu>.

American Red Cross.

201 West Clinton Street
Ithaca, NY 14850-5499
(607) 273-1900

Cornell University, Ithaca, NY.

Oya Riege
Olin Library
Ithaca, NY 14853
(607) 254-5160
oyr1@cornell.edu

Heritage Emergency National Task Force. Includes information and links to professional conservation resources; www.heritageemergency.org.

Illinois State University, Normal, IL. Is a very comprehensive plan with good, technical information. <http://cool.conservation-us.org/bytopic/disasters/plans/isudis.html>

New York State Library. www.nysl.nysed.gov/libdev. Includes advice and a listing of helpful resources. For information and updates on flooding, see the Office of the State Emergency Management (SEMO) website, located at www.semo.state.ny.us/.

NN/LM Emergency Preparedness & Response Toolkit. The NN/LM Emergency Preparedness & Response Toolkit (<http://nnlm.gov/ep/>) is an online resource for emergency preparedness and service continuity planning. The toolkit includes samples of disaster plans, a “first aid kit” for emergency contact information, an eight-step guide to service continuity planning, prepared PubMed searches on specific topics, current alert services for health, weather, and national security, and so much more in-depth information on emergency preparedness. <http://nnlm.gov/mar/blog/2008/07/14/nnlm-emergency-preparedness-response-toolkit/>.

Pandemic Flu Information:

Seneca County Health Department

<https://www.co.seneca.ny.us/gov/community/health/>

Provides and FAQ on pandemic and COVID19 and links to State and Federal plan documents.

Tompkins County Health Department.

<http://www.tompkins-co.org/health/flu/pandemic.htm#nysplan>

Provides an FAQ on pandemic flu and links to State and Federal plan documents.

New York State Department of Health. 2008 New York State Pandemic Influenza Plan.

<http://www.health.ny.gov/diseases/communicable/influenza/pandemic/plan/>

U.S. Department of Health & Human Services. HHS Pandemic Influenza Plan.

<http://www.hhs.gov/pandemicflu/plan/>