Disaster Planning and Assistance for Libraries

MARCH 26, 2020
The Disaster Cycle
What Kinds of Disasters Could Affect YOUR Library?

- Natural disasters
- Building/structural problems
- Vandalism/theft
- Cyber incidents
- Pest outbreaks
- Accidents
- Community-wide disasters

Waldo Canyon Fire
Risk Assessment

Prioritize risks
threat x likelihood x value of loss
(say between 1-5)

Example: Special Collections
Water damage X very likely x value of loss
3 x 4 x 5 = 60

Example: Circulating Collections
Water Damage X very likely x value of loss
3 x 5 x 3 = 45
Why Plan?

- **Stewardship:** We are the caretakers of our collections. We have an obligation to our communities, our institutions, and our collections to plan for emergencies.
- During a disaster, things will be chaotic and it will be difficult to remember everything that needs to be done.
- It is better to have it and not need it, than to need it and not have it!
Stages of a Plan

- Designate a point person
- Assess your strengths
- Assess your liabilities and potential problems
- Create a network of first responders both internal and external
- Allocate resources
- Write it down
- Practice, practice, practice
Free Templates

Fillable plan from California Preservation:

dPlan from NEDCC:
https://www.nedcc.org/free-resources/dplan-the-online-disaster-planning-tool

Pocket Response Plan for Collections (PReP):
Pre-Disaster Communication with Emergency Services

**Fire Department**

Provide information about your institution's relationship with fire department responders.

**Date of last inspection by the fire marshal:** 7/2/17

**Contact person within fire department:** Steve Smith

**Phone:** 911  
**Cell phone:** 911

**In-house liaison to fire department:**  
[Dropdown options]

**Backup liaison:**  
[Dropdown options]

**Date of last in-house review of collection priorities:**

**Date of last on-site review of collection priorities, collections salvage and building re-entry procedures with fire department personnel:**

[Save changes]
Fillable plan from California Preservation:

dPlan from NEDCC:
https://www.nedcc.org/free-resources/dplan-the-online-disaster-planning-tool

Pocket Response Plan for Collections (PReP):  
EMERGENCY QUICK-REFERENCE

Contact Police: 911
Nordis Security: 2-6527
Norris Aast. Building Proctor 2-6996
S approaching
Branch Building/Proctor

Return this copy to:
Phone/Service Desk Location:

Department/Unit/Person:

This handbook is designed to address emergencies within the university Libraries facility. A copy of this document should be at every Public Service Desk and every staff phone.

University Libraries supervisors are expected to ensure that all staff, library and library assistants read and know where this pamphlet is located.

This pamphlet is reserved especially for employee use by all Libraries faculty, staff and student assistants.

Please send comments or suggestions on improvements to this document to the Libraries Emergency Committee and/or Libraries Administrative Services Librarians Emergency Committee.

POCKET RESPONSE PLAN
PRep

MEDICAL EMERGENCY

BOM], THREAT / CRIME / VANDALISM

FIRE / EXPLOSION / EVACUATION

MAINTENANCE PROBLEM / POWER OUTAGE / WATER LEAK / FLOOD

EMERGENCY NOTIFICATION LIST / RECOVERY SUPPLIES

WEATHER EXTREMES / BUILDING LOCKDOWN

DEPARTMENT PHONE-TREE

NORLIN EMERGENCY EXITS
Digital Preservation Planning

- Consider offsite server space or cloud storage
- Backup files
- Work with your institution’s IT department
- Include in disaster plan
Create a Culture of Preparedness

- Get everyone involved
- Hold exercises and trainings
- Join networks like CHR
- Familiarize new staff
- Periodically refresh the plan
Hands-On Practice
Stock Your Supply Cabinet!

Woodruff Library, Atlanta University Center
Library Disaster Response Kit

- Large rolling trash can to hold response supplies
  - All supplies can be rolled to site of problem, or
  - Can be emptied and can be used to hold water
- Custodians and Facilities are familiar with the Response Kit and spread tarps when they find a leak
Air-Drying Wet Books
Get to Know Your First Responders!

- Invite the fire department, law enforcement to tour your library
  - Point out the locations of your most important collections
  - Make the tour engaging! They will be more likely to remember you during time of disaster if they had a memorable experience
- Connect with local emergency responders on social media
Libraries as a Resource for the Community

Federal Insurance and Mitigation Administration

After the Fire: Advice for Salvaging Damaged Family Treasures

Cherished family belongings that survive a fire are often covered with soot and ash, requiring prompt and gentle attention to avoid further damage. The Heritage Emergency National Task Force is a resident of FEMA and other organizations, and federal agencies, is committed to making fire damage prevention a priority. The following basic guidelines, from professional conservators for those who are surveying fire- and flood-damaged areas, are aimed at the reader.

After a Fire
• Call fire insurance agent as soon as possible to file a claim.
• Prioritize safety: always the highest priority when entering damaged areas.
• Check for structural damage before entering your home to avoid being trapped or a building collapse.
• Post-damage repairs (asbestos, mold, and water damage) should be addressed by professional contractors.
• Your garments clothing—especially shirts or suits—may present a risk. Clean and sun-dry garments.
• Avoid breathing in or touching burned materials. Keep all fire-damaged areas in an external location, separate from food, and keep away from ventilation areas.
• Avoid breathing in or touching burned materials. Keep any fire-damaged areas separate from food, and do not eat the food.
• Do not use damaged areas for insurance purposes.

Current Handling Advice
• Even though you will be very motivated to return to your home, avoid handling or touching damaged items. The items that you touch are stuck to everything, and every touch will cause further damage. So you are trying to save.
• Use a vacuum cleaner to clean dry walls, and every touch will stick in it. Do not show the vacuum cleaner to dry walls, and every touch will stick in it. Do not show the vacuum cleaner to dry walls, and every touch will stick in it.
• Use a vacuum cleaner to clean dry walls, and every touch will stick in it. Do not show the vacuum cleaner to dry walls, and every touch will stick in it. Do not show the vacuum cleaner to dry walls, and every touch will stick in it.

General Cleaning Tips
• Do not use water while cleaning burned areas. It can cause further damage to your property and your home, and later you will become more susceptible to moisture. It is very possible to clean the wood and dry walls.
• Do not have water or soap in your hands until after the fire is extinguished.
• Do not try to clean soot and dry areas; until after the fire is extinguished.
• Do not touch fire-damaged areas or throw them into a trash bin.

FEMA’s mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate the effects of all hazards. Page 1 of 2
Grants and Funding

- FEMA and local emergency management agencies
- Small Business Administration
- NEH Preservation Assistance Grants for Smaller Institutions
- Community grants
  - State Farm
  - Lions Club
  - Statewide Internet Portal Authority (SIPA)
Heritage Emergency National Task Force

https://culturalrescue.si.edu/hentf/
Conservation Center for Art & Historic Artifacts (CCAHA)

Guide available at https://ccaha.org/emergency-planning-response

24-hour helpline: (215) 207-0997
Colorado Cultural & Historic Resources (CHR) Task Force

- Statewide partnership of libraries, archives, museums, and historic sites to bring awareness to the needs of cultural heritage organizations in disasters
- Nationally recognized
- Statewide listserv
- Learn more at chrtaskforce.com
The Colorado Cultural and Historical Resources Task Force

...works to improve the State of Colorado’s mitigation, preparedness, response and recovery efforts for cultural and historic resources. Our membership includes professionals and experts from local, state, and national agencies and organizations concerned with protecting our heritage from natural hazards. Contact us if your historic site or cultural collection experiences a disaster. We can help.
Lake City Museum,
Hinsdale County Museum &
Courthouse
Collections Evacuations

May 2019
Nat’l Heritage Responders AIC/FAID
Colorado Cultural Heritage Resources-Task Force
CHR-TF for DHSEM
Lots of Snow and Avalanches & Dams
Collected Truck (15’), Supplies, Donations.......
...drove to Lake City, Colorado, Hinsdale County pop. 375; 8,661 ft Elevation
Museum and Courthouse
Three Buildings
Main Museum
Prior to my arrival

• Some protections in place
• Established priorities—HUGE
• Labor
  • Univ of Oklahoma Archeology Field School
  • Fire fighters
  • Volunteers
  • Mary Rupp, UC Colorado Springs Archivist
  • Leigh Ann Hunt: Forest Service retiree
• Containers on hill
• Soon had Climate controlled storage in Gunnison
Main Museum: Basement—Red tape=priority

1
Process:

• Priorities:
  • Established by Museum (Must take; nice to take; take if you can; leave)
  • Documents
  • Sensitive Fragile items

• No (or little) Existing inventory
  • Inventoried everything leaving (at least by container)

• Moving decisions
  • What could withstand water and high humidity—Left in Museum
  • What could withstand high heat (or was just too big) –Metal Containers
  • Priority 1 for Gunnison climate control: Fragile items
    • Important, leather/animal, complex items (made up of multiple materials)
Inventory

<table>
<thead>
<tr>
<th>Item/Box #</th>
<th>Type of box</th>
<th>Description</th>
<th>From Where in Museum</th>
<th>Guernsey</th>
<th>Lake City Storage Limit</th>
<th>Other Storage Loc</th>
<th>Packed by</th>
<th>Date Packed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019.A.1</td>
<td>box</td>
<td>marble top wash stand</td>
<td>M1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Hunt</td>
<td>5/25/2019</td>
</tr>
<tr>
<td>2019.A.2</td>
<td>box</td>
<td>piano stool</td>
<td>M1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Hunt</td>
<td>5/25/2019</td>
</tr>
<tr>
<td>2019.A.3</td>
<td>box</td>
<td>walnut ornate bed frame in 4 pieces</td>
<td>M1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Hunt</td>
<td>5/25/2019</td>
</tr>
<tr>
<td>2019.A.4</td>
<td>box</td>
<td>Wooden trunk with judge clock and quills</td>
<td>M1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Hunt</td>
<td>5/25/2019</td>
</tr>
<tr>
<td>2019.A.5</td>
<td>box</td>
<td>Plastic tub with rock exhibit</td>
<td>M1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Hunt</td>
<td>5/25/2019</td>
</tr>
<tr>
<td>2019.A.6</td>
<td>box</td>
<td>Small box w/ rocks, associated w/F.A.5</td>
<td>M1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Hunt</td>
<td>5/25/2019</td>
</tr>
<tr>
<td>2019.A.7</td>
<td>box</td>
<td>Plastic tub labeled &quot;hutch kitchen&quot;</td>
<td>M1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Hunt</td>
<td>5/25/2019</td>
</tr>
<tr>
<td>2019.A.8</td>
<td>box</td>
<td>Plastic tub w/ long at bed, pitchner bedroom exhibit</td>
<td>M1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Hunt</td>
<td>5/25/2019</td>
</tr>
<tr>
<td>2019.A.9</td>
<td>box</td>
<td>Plastic tub, display of objects of luxury...</td>
<td>M1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Hunt</td>
<td>5/25/2019</td>
</tr>
<tr>
<td>2019.A.10</td>
<td>box</td>
<td>Small box w/ 8 carbide lamps</td>
<td>M1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Hunt</td>
<td>5/25/2019</td>
</tr>
<tr>
<td>2019.A.11</td>
<td>box</td>
<td>Large box, mineral samples from display</td>
<td>M1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Hunt</td>
<td>5/25/2019</td>
</tr>
<tr>
<td>2019.A.12</td>
<td>box</td>
<td>Coimat mirror, marble top, and 3 drawer dresser</td>
<td>M1</td>
<td>1</td>
<td>1</td>
<td></td>
<td>Hunt</td>
<td>5/25/2019</td>
</tr>
<tr>
<td>2019.A.13</td>
<td>box</td>
<td>Box with bedroom exhibit chamber pot</td>
<td>M1</td>
<td>1</td>
<td>3</td>
<td></td>
<td>Hunt</td>
<td>5/25/2019</td>
</tr>
<tr>
<td>2019.A.17</td>
<td>box</td>
<td>Plastic tub, Bentonite horned</td>
<td>M1</td>
<td>1</td>
<td>3</td>
<td></td>
<td>Hunt</td>
<td>5/25/2019</td>
</tr>
</tbody>
</table>
Gunnison County and City Public Works Buildings
Courthouse
Lessons Learned

• **What went well**
  • Advance planning and
    • Priorities
    • Knowledge
  • Amount and timing of labor
    • Not too little and not too much
    • A small flexible group of young college students
    • Group of strong Firemen
    • Community like lumber yard with fork lift and pallet jack
  • Archives specialist to take care of all of that
  • Inventory specialist to take care of all that
  • Additional Experts on call
Lessons Learned

• **What could have been done better**
  • Initial contract had a small problem with court house actions. These were not as much a single organization as we understood
  • Additional specialized on site experts
    • Museum Collection manager/conservator
    • Should have been used as a training opportunity for other emergency responders
  • More planning of after-evacuation, follow-up
  • Checking storage periodically should have been planned.
    • Important collection management opportunity may have been lost
    • Insect monitoring should have been put in place
  • Cleaner more secure location for collections emergency storage
  • Never can take enough photographs, especially of things as they were laid out initially
Emergency Planning “2.0”: Covid Pandemic

3/26/2020
Continuity of Operations Plan (Coop Plan)

- Continuity of Operations Plan
- Collections Emergency Plan
- Safety and Security Plan
10 elements that make a successful COOP plan.

- Essential Functions—Mission Based
- Orders of Succession—Who takes over
- Delegations of Authority—who can delegate
- Continuity Facilities
- Continuity Communications
- Essential Records
- Human Resources
- Tests, Training, and Exercises
- Devolution
- Reconstitution
Mission Essential Functions

Given a **One Day** disruption (from highest to lowest priority):

• Provide security for patrons, staff, and collections
• Ensure functioning of critical infrastructure
• Provide access to online resources, including Libraries resources
• Provide e-mail and telephone service to Libraries' staff
• Communicate status information with Libraries personnel and give direction
• Communicate status information with Administration and receive direction
• Perform payroll functions to meet deadlines
• Provide collection's emergency services
Given a disruption of greater than One Day, but less than One Week

• Support Campus Instructional Services
• Provide reference services to community
• Update vendors
• Redirect and arrange storage of deliveries
• Perform personnel functions
• Manage Libraries' accounts payables and receivables
• Provide Libraries' instructional activities
• Provide safe space for campus community
Communication

• Fighting misinformation – only referring people to the CDC website for information about Covid-19

• Clear spokesman

• Staying on message and being precise

• Communication repeated up and down hierarchy

• Problem of the media
Specific to this Emergency

• Providing a safe space: Disinfecting study areas and high touch items
• Guidelines for staff handling materials
• Controlling and recording building visitors (health investigations)
• Continuing to monitor buildings
• Construction continues....Dangerous times
Questions?

Amy Zimmer, (303) 866-6725
zimmer_a@cde.state.co.us
contact Amy to join the CHR listserv

Carl Stewart, (303) 492-2249
carl.stewart@colorado.edu

Mary Rupp, (719) 255-3094
mrupp@uccs.edu

See accompanying handout for links