Disaster Preparedness & Recovery Plan

Emergency Safety, Evacuation and Security Procedures
Updated January 2016

Law Enforcement and Safety

Emergency 7-7911
Non-Emergency 7-4215

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University Libraries: Inclement Weather Procedures

1) In every case, when the University is closed, all library locations will close. When the University reopens, all library locations will reopen.

2) Decisions are at the discretion of the Provost and Dean of Libraries.

3) If the University closes during normal class hours 8am to 8pm, all University libraries will close and will not reopen until the University reopens.

4) If the weather conditions look threatening between 8pm and 2am, the Dean of Libraries will issue a directive that all libraries will close and will reopen either at 8am (if the University is open) or at such time the University opens for the day.

5) If the library does not close by 2am and the University closes at 6am, the University Police will close the Cooper Library and all other libraries will remain closed until the University reopens.

6) During regular session 24 hour schedules, weekend closings and subsequent openings will be at the direction of the Dean of Libraries.

7) From Monday through Friday during interim periods, the library will open and close according to the University being open or closed. During weekend interim periods, the Dean of Libraries will determine if the libraries will be open or closed.
Disaster Recovery Team

Introduction

The following procedures deal with disasters involving water damage due to flooding or resulting from fire-fighting efforts. These procedures pick up after the building has been determined safe for entry at which time the resulting water damage will have to be assessed.

This manual will be reviewed and updated annually; however, if changes need to be made during the year (phone numbers change, etc., please send those changes to Mary Horton (mch@sc.edu) or Bob Wynn (BWYNN@mailbox.sc.edu)

Each Department should keep an updated, printed copy of this manual on hand. The current manual will be available on the K drive in the Disaster Manual Folder.

Each Department may have an individual, more detailed disaster plan or phone tree; included in this document. Committee members should be aware of these supplemental documents and use them where appropriate.

Objectives
This standing team will coordinate efforts related to preparing for disasters that could occur at the University of South Carolina Libraries. These include planning and preparing for disaster response, and responding to emergencies. These goals will be accomplished by the following: educating the staff and patrons about disaster preparedness issues; maintaining supplies and equipment related to disaster preparedness; maintaining a current disaster preparedness plan; and inspecting the University Libraries and reporting or correcting potential safety hazards. Team members will be appointed for 2 years, with half of the team being re-appointed each July 1. Each team member must keep a copy of the disaster plan at home in case of emergency.

Team Co-Chairs: Tim Harmon & Bob Wynn

Requirements:
Provide an updated disaster preparedness plan.
Create and implement a staff awareness program.
Create and implement a patron awareness program.
Conduct a facilities review. Report and correct concerns.
Assess supply and equipment status and needs. Order as needed.
Team Members
Special Collections / Hollings
  Rob Smith
  Elizabeth Sudduth
South Caroliniana Library
  Beth Bilderback
  Edward Blessing
MIRC
  Lydia Pappas
  Amy Ciesielski
  Heather Heckman
TCL Public Services
  Andrew Kretschmar
  Debbie Yerkes
TCL Technical Services
  Jeff Berg
Music Library
  Ana Dubnjakovic
Annex
  Nelson Rivera
Facilities
  Tim Harmon
Shipping and Receiving
  Bob Wynn
  Dale Glover
  Brian Harrison
  Allen Gordon
Emergency Phone Contacts

<table>
<thead>
<tr>
<th>Law Enforcement and Safety</th>
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<tr>
<td><strong>EMERGENCY</strong></td>
<td>777-7911</td>
</tr>
<tr>
<td><strong>NON_EMERGENCY</strong></td>
<td>777-4215</td>
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**TCL EMERGENCY PHONE TREE**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean's Office / Tom McNally</td>
<td>(803) 348-5531</td>
<td><a href="mailto:tom@mailbox.sc.edu">tom@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>Lisa Wrightenberry</td>
<td>(803) 447-7032</td>
<td><a href="mailto:lbwright@mailbox.sc.edu">lbwright@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>Admin Director /Mary Horton</td>
<td>(803) 767-3468</td>
<td><a href="mailto:hotonmc@mailbox.sc.edu">hotonmc@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>TCL Director / Beki Gettys</td>
<td>(803) 429-4401</td>
<td><a href="mailto:gettysr@mailbox.sc.edu">gettysr@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>Circulation / Tucker Taylor</td>
<td>(803) 260-4759</td>
<td><a href="mailto:tucky@mailbox.sc.edu">tucky@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>Reference / Sharon Verba</td>
<td>(803) 743-5958</td>
<td><a href="mailto:sharonv@mailbox.sc.edu">sharonv@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>Reference / Sharon Verba</td>
<td>(803) 238-6444</td>
<td><a href="mailto:snediker@mailbox.sc.edu">snediker@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>Cataloging / Scott Phinney</td>
<td>(803) 386-8727</td>
<td><a href="mailto:phinney@mailbox.sc.edu">phinney@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>Interlibrary Loan / Amber Cook</td>
<td>(864) 884-6289</td>
<td><a href="mailto:gibbsca@mailbox.sc.edu">gibbsca@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>Gov Docs / Bill Sudduth</td>
<td>(803) 240-2873</td>
<td><a href="mailto:sudduthw@mailbox.sc.edu">sudduthw@mailbox.sc.edu</a></td>
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<tr>
<td>Annex / Nelson Rivera</td>
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<td>Annex / Jamison Heiting</td>
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<td><a href="mailto:heitinjr@mailbox.sc.edu">heitinjr@mailbox.sc.edu</a></td>
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<tr>
<td>Music Library / Anna Dubnjakovic</td>
<td>(504) 338-5260</td>
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<tr>
<td>Facilities / Tim Harmon</td>
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<tr>
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<td></td>
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<td>Contact Person</td>
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<tr>
<td>Events</td>
<td>Christine Nicole-Morris</td>
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<tr>
<td>Communications</td>
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<td>Communications</td>
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<td>(803) 414-6655</td>
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<tr>
<td>Acquisitions</td>
<td>Jeff Berg</td>
<td>(803) 794-0938</td>
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<td>(803) 414-6655</td>
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<tr>
<td>Acquisitions</td>
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<td>(803) 556-7046</td>
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<tr>
<td>Acquisitions</td>
<td>Paul Cammarata</td>
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<td>(803) 318-3278</td>
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<tr>
<td>Assessment</td>
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<tr>
<td>Human Resources</td>
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<tr>
<td>Interlibrary Loan</td>
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<td>Rare Books</td>
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<tr>
<td>SCPC</td>
<td>Herb Hartsook</td>
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<td>(803) 518-6194</td>
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<tr>
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<td>MIRC</td>
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<tr>
<td>Shipping &amp; Receiving / Brian Harrison</td>
<td>(803) 206-4018</td>
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<tr>
<td>Shipping &amp; Receiving / Dylan Gandy</td>
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<td>Special Projects / Hope Derrick</td>
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<tr>
<td>Human Resources / Becky Padgett</td>
<td>(803) 586-0316</td>
<td>cell</td>
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**Hollings Phone List**

**CENTER FOR CIVIL RIGHTS RESEARCH**

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<thead>
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<th>Phone Number</th>
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<tbody>
<tr>
<td>Bobby Donaldson</td>
<td>(803) 348-1967</td>
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</tbody>
</table>

**SCPC**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Home Phone</th>
<th>Cell Phone</th>
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<tbody>
<tr>
<td>Herb Hartsook</td>
<td>(803) 732-7270</td>
<td>(803) 518-6194</td>
<td>7-0577 office</td>
</tr>
<tr>
<td>Dorothy Walker</td>
<td>(803) 319-5757</td>
<td>7-5825 office</td>
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<tr>
<td>Laura Litwer</td>
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<td>7-3061 office</td>
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</tr>
<tr>
<td>Kate Moore</td>
<td>(803) 738-8211</td>
<td>(803) 979-4702</td>
<td>7-0578 office</td>
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**RARE BOOKS & SPECIAL COLLECTIONS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Home Phone</th>
<th>Cell Phone</th>
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</thead>
<tbody>
<tr>
<td>Elizabeth Sudduth</td>
<td>(803) 661-9561</td>
<td>(803) 760-4767</td>
<td>7-5487 office</td>
</tr>
<tr>
<td>Mary Anyomi</td>
<td></td>
<td>7-8575 office</td>
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<tr>
<td>Name</td>
<td>Phone Numbers</td>
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<tr>
<td>Jessica Dowd Crouch</td>
<td>(803) 553-1845 cell</td>
<td>7-6356 office</td>
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<tr>
<td>Zella Hilton</td>
<td>(803) 750-1410 home</td>
<td>(803) 940-0775 cell</td>
<td>7-8240 / 7-5588</td>
</tr>
<tr>
<td>Paul Schultz</td>
<td>(803) 237-9491 cell</td>
<td>7-0327 office</td>
<td></td>
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<tr>
<td>Robert Smith</td>
<td>(803) 834-5546 home</td>
<td>(803) 497-5408</td>
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<tr>
<td>Donald J. Greiner</td>
<td>(803) 782-7366 home</td>
<td>7-1276 office</td>
<td></td>
</tr>
<tr>
<td>Michael Weisenburg</td>
<td>(716) 574-0559 cell</td>
<td>7-2721 office</td>
<td></td>
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<tr>
<td>David Shay</td>
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</tr>
<tr>
<td>Patrick Scott</td>
<td>(803) 782-3712 home</td>
<td>(803) 467-5165</td>
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<tr>
<td><strong>DIGITAL COLLECTIONS</strong></td>
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<td></td>
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</tr>
<tr>
<td>Kate Boyd</td>
<td>(803) 931-0663 home</td>
<td>(803) 315-1765 cell</td>
<td>7-2249 office</td>
</tr>
<tr>
<td>Ashley Knox</td>
<td>(919) 820-3040 cell</td>
<td>7-0735 office</td>
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<tr>
<td><strong>BUILDING NUMBERS</strong></td>
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<tr>
<td>SCPC Work Area</td>
<td></td>
<td>7-0582</td>
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<tr>
<td>Reading Room</td>
<td></td>
<td>7-3847 / 7-3941</td>
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</tr>
<tr>
<td>Library Partners</td>
<td>Name</td>
<td>Phone</td>
<td>Cell</td>
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<tr>
<td>Career Center</td>
<td>Thomas Halasz</td>
<td>7-7280 /</td>
<td>7-3971</td>
</tr>
<tr>
<td>CTE</td>
<td>Christina Friend</td>
<td></td>
<td>(803)790-9815</td>
</tr>
<tr>
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</tr>
<tr>
<td>Center for Digital Humanities (CDH)</td>
<td>John Knox</td>
<td>(919)8203041</td>
<td>7-0544 /</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Faculty Senate</td>
<td>Yvonne Dudley</td>
<td></td>
<td>7-6073</td>
</tr>
<tr>
<td>IFAAR</td>
<td>Dan Littlefield</td>
<td>(803) 254-6983</td>
<td>7-4832 /</td>
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<td>SIMMS</td>
<td>Matthew Simmons</td>
<td>(803) 787-7875</td>
<td>7-2403</td>
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<tr>
<td>Student Success Center</td>
<td>Eric Moschella</td>
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<td>7/2052 /</td>
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<tr>
<td>USC Connect</td>
<td>Irma Van Scy</td>
<td>(803) 708-0585</td>
<td>7-6728 /</td>
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Recovery Procedures

Objectives
To stabilize the condition of the materials before removal by creating the environment necessary to prevent further damage, and
To salvage the maximum amount of materials from the damaged collections in a manner which will minimize future restoration and its costs.

Immediate Steps
Determine if a Recovery Company should be called in.
Facilities Manager, Dean of Libraries, Director of Administrative Services, and Associate Dean/Director of TCL make this call.

Assessment
Determine if area is safe for salvage team, if sewage is involved, proper apparel must be worn and proper precautions taken.
Surrounding areas should be checked, the floors above and below included.
Do not move affected items without documenting their condition.
Photograph damaged areas and collections. Make notes to accompany photographs.
Establish an overall salvage plan with a schedule of priorities. Do not remove materials until priorities have been established. Do not open books, remove covers, or separate single sheets while wet.
Plan of action should include estimates of the amount of materials needing freeze-drying and whether outside assistance is needed for that process.
**Stabilization**

**HVAC**
Winter: Turn off all heat in the building.
Summer: Turn air conditioning on full, if available.
No power: Hire portable generators for lights, fans, dehumidifiers, wet vacs, and other electrical services. All electrical lines MUST be waterproofed and grounded for safety reasons.

**Water removal**
Use wet vacs, mops, newspapers, etc., to remove standing water in damaged areas, particularly in collection areas.

**Air flow**
Create maximum airflow through all affected areas to avoid pockets of stagnant, moist air. Fans create a current of air to expel humid air from the building and to keep air circulating freely. Open all windows, if weather permits, to aid in circulation.
Dehumidifiers should be used with fans in small-enclosed areas. Fans and A/C should be kept on at night.

**Removal**
Speedy decisions are crucial. Mold and mildew can develop within 48 hours.
Leave undamaged items in place if the environment is stable and secure. If not, move them to a secure area.
Identify workstations to salvage materials, and possibly to dry materials.
Separate damaged from undamaged items.
Remove wettest materials from shelves first because they will swell and become wedged on the shelves.
If water penetration from above is still occurring, cover salvage area with plastic sheeting.
Shelving may be unstable. One team member should brace the shelves while another pulls out materials. When removing swollen and tightly wedged materials, be prepared for adjoining materials to fall also.
Empty shelving systematically to facilitate recording on damage lists and to avoid mixing up materials.
Record all items on a damage list, with the call number, barcode, volume number, and date of each item and its crate number. Separate lists for different types of materials and categorize as heavy or minimal damage. Only Disaster Team members should label crates and decide which damaged items may be safely cleaned on site and which should be freeze-dried. Fire-damaged items are too brittle to be cleaned.
Salvage
The following are basic instructions for salvage of materials. Workers will be given copies of Salvage at a Glance, which provides more detailed treatment information for each type of material in an easy-to-read chart form.

DO NOT allow workers to attempt restoration of materials on site. This wastes time and could cause further damage to the materials, particularly those covered in mud or other debris. Mud is best removed after the materials have dried. Scrubbing a book while wet will drive the dirt into the binding, etc.

Freeze-drying
Do not attempt to separate materials stuck together.

Do not open or close books or separate covers
Wrap in freezer paper and pack in milk crates or cardboard boxes.

In-house Salvage
Lightly damaged material should be carried to rehabilitation area on book trucks or by hand. Ideally this should be a large well-ventilated area, well supplied with tables. Position fans to assist flow of air, but not too near any books or papers. Set up dehumidifiers in the area to speed up drying process and maintain a safer environment.

Books
If rinsing is necessary to remove dirt, hold book tightly closed. Do not scrub!

Partially wet or damp: stand book on top or bottom edge with covers opened to 90-degree angle. Books with soft covers may support each other but place cardboard spacers between them. Air dry.

Very wet: Lay flat. Interleave less than 20% of book with absorbent material, such as paper towels or unprinted newspaper. Replace interleaving when damp. Let used paper towels dry completely before re-using.

Books with coated paper: Interleave each page with paper towels to prevent blocking.

Very wet books with coated paper should be freeze-dried.

When books are nearly dry, they should be closed and laid flat on a table or other flat surface, gently formed into the normal shape, with a convex spine and a concave fore-edge, and held in place with a light weight. Drying books should not be stacked on each other.

Do not return volumes to the stacks until completely dry. Otherwise, mold may develop, particularly along the inner margins.

Manuscripts
Very wet: freeze-dry. Do not attempt to separate very wet sheets. If some manuscripts materials cannot be freeze-dried, air dry until damp before separating sheets.

Damp: Air-dry flat as individual sheets or small piles up to 3 inches. Interleave individually. Replace interleaving when damp.

Special care should be taken to protect and support applied and pendant seals on paper and parchment documents.
**Photographic media**
A professional film-processing laboratory must provide treatment.
Microfilm, microfiche and negatives should be immersed in cool, clean water and transported to a processing laboratory within 48 hours.
Photographs may be carefully rinsed in cool, clear water and laid on a flat surface to dry. Do not stack to dry. Do not blot or touch surfaces. Photographs may also be freeze-dried. Interleave each photo with freezer or wax paper.
Color slides and color negative and positive film must be transported to a professional photographic service within 48 hours after immersion in water or colored layers will separate, and the dyes will become weak or will be lost altogether. After 48 hours have passed, the best way to preserve a large collection is to freeze it until special arrangements can be made.
Magnetic media should be evaluated individually with the assistance of the Instructional Services staff (DEIS).

**Recovery**
After emergency salvage procedures are completed, the Disaster Team, in cooperation with the Dean of Libraries and the staff of the affected collections, formulates a recovery plan to restore the disaster area to normal use as soon as possible.
Cleaning and rehabilitation of the disaster area:
If major structural damage has occurred or if shelving, furnishings, carpeting, etc., have been damaged, decisions concerning repair, replacement and insurance claims will have to be made.
After disaster area has finally been cleared, establish a regular timetable for taking temperature and RH (Relative Humidity).
Set up dehumidifiers and fans to increase air circulation, thereby decreasing RH.
Keep the area as well ventilated as possible, opening all doors and windows if weather permits.
Shelving should be thoroughly washed with a 50-50 mixture of isopropyl alcohol and water to inhibit mold growth. The whole area should be left to dry out and regularly checked for mold growth. If this occurs, repeat washing procedure in affected area.
Have Facilities check the HVAC system for damage to or contamination of ductwork.
When temperature and RH have stabilized at acceptable levels for a period of several days and the whole area has been checked and rechecked for damp patches and mold growth, the disaster area may be regarded as suitable for normal use.
If redecoration, re-carpeting, etc., has to be performed, it should not be started until the environment of the disaster area has been stabilized as in the preceding recommendations.
Regular checks of the former disaster area, to include temperature and RH readings, should continue for a period of twelve months.
Follow-up
Draw up phased repair and conservation program for both air-dried and frozen material. Where finance is limited, give priority to air-dried material.
Categorize material ready for removal from treatment area according to fitness to be returned to shelves or need for further conservation and repair.
As freeze-dried or humidity controlled dried material is returned, categorize it in the same way.
Place all treated material, whether requiring further conservation or not, in a separate storage area until insurance claims are settled and/or disaster areas are rehabilitated. Air-dried material, including material for further conservation, should be regularly checked for signs of mold growth, before and after return to the former disaster area. These checks should continue over a period of twelve months after the disaster.
Freeze-dried or humidity controlled dried material must be thoroughly acclimated to the normal environment of the institution before it is replaced in the former disaster area. Such material should preferably be laid out item-by-item, in a room at normal temperature and RH. These materials may remain there for a couple of weeks. Great care must be taken in the handling of newly freeze-dried material, as it is liable to be brittle due to greatly reduced moisture content.
Great care should be taken when re-shelving books. Swollen fan-shaped books should not be forced onto shelves tightly since their spines and hinges might be weakened.
Evaluate protection given by boxes and wrappings affected in the disaster. Specify modified design and/or materials if necessary.
## Supply List

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Containers</td>
<td>12</td>
</tr>
<tr>
<td>Shop Fans</td>
<td>16</td>
</tr>
<tr>
<td>Drum Fans</td>
<td>4</td>
</tr>
<tr>
<td>Blowers</td>
<td>6</td>
</tr>
<tr>
<td>Wet Vacs</td>
<td>4</td>
</tr>
<tr>
<td>Push Brooms</td>
<td>6</td>
</tr>
<tr>
<td>Squeegies</td>
<td>4</td>
</tr>
<tr>
<td>Buckets</td>
<td>5</td>
</tr>
<tr>
<td>Dehumidifiers</td>
<td>3</td>
</tr>
<tr>
<td>Extension Cords 25 Ft.</td>
<td>10</td>
</tr>
<tr>
<td>Extension Cords 100 Ft.</td>
<td>6</td>
</tr>
<tr>
<td>Power Strips 50 ft</td>
<td>10</td>
</tr>
<tr>
<td>Duct Tape</td>
<td>20 rolls</td>
</tr>
<tr>
<td>Box Cutters</td>
<td>5</td>
</tr>
<tr>
<td>Heavy Duty Plastic Sheeting</td>
<td>3 rolls</td>
</tr>
<tr>
<td>Latex Gloves (small)</td>
<td>50 pair</td>
</tr>
<tr>
<td>Latex Gloves (medium)</td>
<td>50 pair</td>
</tr>
<tr>
<td>Latex Gloves (large)</td>
<td>50 pair</td>
</tr>
<tr>
<td>Masks with respirator valve</td>
<td>50</td>
</tr>
<tr>
<td>Hard Hats</td>
<td>10</td>
</tr>
<tr>
<td>Rubber Boots</td>
<td></td>
</tr>
<tr>
<td>Unisex size 9</td>
<td>5</td>
</tr>
<tr>
<td>Unisex size 10</td>
<td>5</td>
</tr>
<tr>
<td>Unisex size 11</td>
<td>5</td>
</tr>
<tr>
<td>Unisex size 12</td>
<td>5</td>
</tr>
<tr>
<td>Paper Towels</td>
<td>300 sheets</td>
</tr>
<tr>
<td>Cotton Towels</td>
<td>170</td>
</tr>
<tr>
<td>Tuff wipes</td>
<td>100</td>
</tr>
<tr>
<td>Tarps</td>
<td>5</td>
</tr>
<tr>
<td>Freezer Paper (1,100 ft)</td>
<td>3 rolls</td>
</tr>
<tr>
<td>Freezer paper cutter</td>
<td>2</td>
</tr>
<tr>
<td>Sorbent Rolls (150 ft)</td>
<td>3</td>
</tr>
</tbody>
</table>
Sorbent Socks (4/carton) 4 cartons
Salt Bags 20
Waterproof markers 20
Flashlights 20
Cutting Boards 5
Nylon Twine
Artist’s Tape

**Primary Supply Kit is located in TCL (level 1)**

Individual Kits are located in:

- Hollings (level 4)
- SCL
- Annex
- MIRC
Salvage Priorities

*Thomas Cooper Library*

**Cataloging**

Highest Priority
Unprocessed library materials anywhere in department, including storage closet L457. Department head’s records in office’s file cabinets, desk file drawers, and black binders on shelves
Any CPUs on floor
Second Priority
Cataloging tools in Resource Center, low shelves, center of department across from printer, between columns; personal training materials, in desks; CPUs not on floor; printers; label printers, barcode scanners

**Acquisitions and Collection Development**

Copier room L439
All file cabinets, including license agreements, departmental correspondence, purchasing card records, and paid invoice copies.
Head of Acquisitions Office
Work in progress from table and desk.
Binders
Mail Room
Unopened Mail and packages from tables
Mail in cubbies
**Newly processed materials waiting to be picked up.**
Individual Offices
Invoices and unprocessed materials from all offices (L425-L442)
**File cabinets in individual offices.**
Secondary Salvage Priorities
Biz Hub in copier Room L439.
Computers from individual offices
Circulation
Highest Priority
Money
Books
Accounting records/appeal records
Other circulation records (appeals)

Technology Lounge (level 5)
Highest
"Imaging" server located in the staff office - contains copies ("images") of complete computer configurations Equipment (switches and routers) located in the network area behind the service desk - this actually belongs to UTS
Second
Computers in staff office
Hardware in cabinets (laptops and iPads)
Third
Computers
Printers
Everything else

Bindery and Preparations
Highest Priority
Boxes sitting on floor containing books going to or returning from bindery in room L444.
Library books in L444.
Second Priority
Jody Mack’s hard drive and flash drives
Educational Films:
Highest Priority
Second Priority
Government Information, Microforms & Maps
Highest Priority
Leather bound volumes and any pre-1900 volumes
LAC microfiche
South Carolina Maps (G39 1 O-G3914)
South Carolina U.S. Geological Survey maps:
Out of print topographic quadrangles
Current topographic quadrangles
Folded geologic maps (Series A, G, I, etc.)
South Carolina aerial photographs
Richland and Lexington counties
Charleston County
Horry County
Greenville and Spartanburg counties
The other 40 counties
Second Priority
Bound volumes and loose issues of serials
Microfilm in cabinet 39-43 (difficult to replace)
U.S. Geological Survey Folio set
Library of Congress classified maps
G3700-G5668
G5670-G6966
G9095-G9803
G8200-G8903
G8950-G9082
G7000-G8198
G3200-G3691
Buckminster Fuller Globe
Third Priority
Other bound volumes
Lovingood Globe
3 "Cram" Globes
Computer software
Atlases
Fourth Priority
Pamphlets and single sheet documents
**Interlibrary Loan and Photoduplication**

Highest Priority
Electrical/computer equipment that is on the floor (e.g. hard drives, copier)

Second Priority
All books on the bookcases, shelves, and book trucks along the ILL walls and in center of room
Files in department head office

**Reference**

Highest Priority
Files on computers in the different reference offices

Second Priority
Computers in pod area
Computers in reference offices

**Science Collection**

Highest Priority
Computers in offices 402 and 403

Second Priority
S/R QD 251 B4 1918 Beilstein Handbook of Organic Chemistry
S/R QD 151 G52 Gmelin Handbuch der Anorganischen Chemie

Third Priority
Pre-1970 volumes of the following indexes:
S/R QH 301 337 Biological Abstracts
S/R R 5.1442 Index Medicus
S/R QC 1 P46 Physics Abstracts
S/R Z 5 851 E62 Engineering Index
S/R QL 12665 Zoological Record

Fourth Priority
Leather bound journals and indexes (take Science Reference material first)
**Systems Offices and Server Room (Level 2 and Level 5)**

Highest
All Library servers in Server Room (TCL Level 5 - two racks on left furthest from door).
Timeclock, Carolina Card, People Counter, Drobo, Music storage systems located in Systems Office, Level 2, Room L 236A

Second
Staff desktop computers, external hard drives

Third
Everything else

**Human Resources (level 4)**

Highest Priority
Hard Drive
The planning stages located in lateral file cabinet closest to entrance door in Room 217.

Second Priority
The terminated employee's personnel files in Room 217A (back room), located in lateral file cabinet on left wall.

**Ernest F. Hollings Special Collections Library**

Irvin Department of Rare Books and Special Collections
Because the vault located in the Rare Books office has a four-hour fire wall, the FM 200 Fire suppression system and sprinklers, no materials should be removed without consulting with the Director and/or the Dean of Libraries.

Once the crisis is over the following Vault items should be examined and treated first:
Burns, Kilmarnock ed., 1786, Merry Muses, 1799, with Burns letters and manuscripts
Darwin, Zoology of the Beagle (5 vols in 3), with 2 copies of Origin of Species, 1859
Fitzgerald, Ledger, Galley proofs for Great Gatsby, 1925, with Fitzgerald typescripts, letters, etc.
Lords Proprietors Land grant, 1699, with related correspondence
Higden, Polychronicon, c. 1440, manuscript codex
Breslauer Bible
Catesby, Mark. The Natural History of Carolina, Florida, and the Bahama Islands. 1st ed. 1731. 2 v.
Catesby, Mark. The Natural History of Carolina, Florida, and the Bahama Islands. 2nd ed. 1754 2 v. (2 copies)
Catesby, Mark. The Natural History of Carolina, Florida, and the Bahama Islands. 3rd ed. 1771. 2 v.
Thornton, Robert. Temple of Flora. 3 v. in 2

The Pope-Brown Watercolors, Anon., Watercolours of South Carolina birds etc. [c.1770]. 4 boxes

Audubon, Birds of America (1828-1838), in cabinet, 435 unmounted, unprotected separate double-folio sheets in 8 portfolios
Blaeu, Grande Atlas, 1665, 12 large folio volumes in vellum
Whitman, Leaves of Grass, Brooklyn 1855; vault
Fuller-Emerson-Whitman: group of approx. 12 boxed high-value items from Myerson Collection
Schedel/Koberger, Nuremberg Chronicle, 1493
Curtis-Pope, Monograph on the genus camellia, 1819, with uncolored proofs
Celestial atlases from the Ariail Collection
Second (All are Vault items)
Over 40 books inscribed by Fitzgerald; sets of 3 US and 3 English first editions of The Great Gatsby; framed commission, passport etc.
Burns, inscribed books
Fitzgerald—inscribed books, including Joyce etc.
Hemingway letters
The vault also contains first editions of Milton, Swift, Wordworth’s Lyrical Ballads, Melville’s The Whale, Emily Bronte, Emily Dickinson [letter], Hemingway firsts; over twenty incunabula; and a King James Bible from 1611.

Hollings Main Floor Office
Three framed Audubon Wild Turkeys (1827, 1828, 1859)

Barrow Room
Audubon’s Long-billed curlew, Paintings by Winston Churchill and Zelda Fitzgerald
South Carolina Political Collections
Level 5: SCPC Workroom and Herb Hartsook’s Office
Once on site, staff may need to set new priorities based on level of damage.

Highest
Hard drive and contents of filing cabinets in Herb Hartsook’s office and closet; laptops from 3 offices off SCPC workroom
Second
Collections in cubicles and on shelves in the SCPC workroom
Third
SCPC workroom, Ephemera Files in two black lateral filing cabinets
Fourth
SCPC workroom, Vertical Files in two black lateral filing cabinets

Level 4 (Stacks)
Once on site, staff may need to set new priorities based on level of damage.

Highest
SCPC rows 53-58 (near elevator): Hollings Papers
Second
SCPC rows 52-53 and 58-60 (near elevator): large, processed collections of Derrick, Dorn, Johnston, McNair, R. Riley, and the Democratic and Republican parties
Third
SCPC rows 4-17, 20-21 (near SE stairwell): large, unprocessed collections of Graham, Sanford, Spratt, and Wilson
Fourth
SCPC rows 25-31 (between SE stairwell and art racks): smaller, processed collections except for reformatted collections (Newman and Simkins as of 2014)
Fifth
SCPC rows 1-3 (near SE stairwell): smaller, unprocessed collections and reformatted collections

Digital Collections (Hollings - Level 5 - L539)
Highest
All hardware in Zeutschel Scanner room - L539D All contents in storage room - L539B All contents including microfilm scanner in room - L539A
Second
All external hard drives
SCDL Computer
Third
Everything else
South Caroliniana Library
In flux due to move

University Archives
In flux due to move

Music Library
Highest Priority
Special Collections housed in Hollinger boxes in Rare Book Room
Office files and computer disks
Second Priority
Limited access materials in Rare Book Room
Third Priority
Collected works volumes located in the M3 section of the scores

MIRC
Newsfilm Archive
Reels marked SCAR in gray plastic cases (about 100 reels)
Movietone Safety film in white cardboard boxes on south wall

(See MIRC details and guidelines, starting page 30)
Library Annex
University Registrar
Unique Originals boxes
Presidents' and Provosts' files
South Caroliniana Library
Books and Manuscripts
Blueprints and drawings
News Papers
Portraits
University Archives
Film Library
Reel To Reel Films
Rare Books and Special Collections
Leather bound volumes and any pre-1900 volumes
Microfilm
South Carolina Maps
South Carolina U.S. Geological Survey maps
Government Documents
Processing Area
Materials on book trucks and tables
External Hard Drive: Managers office on glass table.
Servers in the Communications room.
At least one workstation PC for imaging.
Digital Microfilm/Fiche reader (Research room)
Bookedge scanner
Dyno/Zebra Label printers
Conservation Lab
Materials Flat File in comer of lab and tables
Antique tooling
Microscope
Sonic Welder
Humidifying table
Pulp Machine

(See Annex guidelines and details, starting page 36)
Plans for Long-term Power Outage
Waiting for information from Don Gibson.

Continuity of Operation Plan
For COOP see separate Continuity of Operation Plan document.

Training Calendar
TBA
Resources

Greg Wilsbacher  American Conservation Institute expert on the conservation of film
Beth Bilderback  expert on the conservation of photographs

ReNewell, Inc.  Art Work Conservator
2515 Devine St.
Columbia, SC 29205
803-254-1640

Ryder  Refrigerated vans/trucks
http://www.ryder.com/
1-800-345-9282

Documents Reprocessors  Library disaster recovery
(National)
http://www.documentreprocessors.com/
1-800-437-9464

Coburg Dairy  Local cold storage
3020 Bluff Rd
Columbia, SC 29209-3502
(803) 776-5700

Americold  Local cold storage
www.americold.com/
2339 Shop Rd, Columbia, SC 29201
(803) 799-6520
PYA/Monarch  
Local cold storage

**W.O. Blackstone’s 24-7-365 Service**  
1861 Shop Road  
Columbia, SC  
803-252-8222

**Servpro of Richland Co.**  
Damage restoration  
http://www.servprorichlandcounty.com/  
(803) 419-0470

**BMS Cat**  
Disaster recovery company (National)  
http://www.bmscat.com/  
800-433-2940

**CSI Resource Specialists**  
Damage restoration  
http://www.catastropheserv.com  
(803-788-1800

**After Disaster**  
Damage restoration  
(800) 948-0242 (located in Charlotte)  
(803) 493-6226  
Jay Summer

**Belfor**  
Property  
Restoration  
(800) 472-0030 (located in Tucker, GA)
MIRC FACILITY

Team members:
Amy Ciesielski
Lydia Pappas

Collection Salvage:

Motion picture film: Contact film lab(s) and report disaster circumstances. Follow the steps below until damaged materials can be transferred to the lab, modifying as necessary based upon preliminary conversations with lab personnel.

First priority: Films that have been saturated with water and that remain wet: Follow the steps directly below if it is likely salvaged materials can be shipped to a film lab within 72 hours. If shipment to a lab within 72 hours is judged not to be feasible, follow the steps under "Partially wet films."

Films in inert plastic cans:
Using an indelible, waterproof marker, label each can with a number. Note down that number, as well as all identifying information from the can, in a database or on paper. Keep multiple copies of this metadata.

i. Secure the lid on the can, and place the entire can in a container of cool water (see step c).

Films in all other boxes and cans:
Rinse the enclosure gently to remove debris.
Carefully remove films from the enclosures. Do not unwind the films!
Using an indelible, waterproof marker, label each enclosure with a number. Label the film leader with the same number. Note down that number, as well as all identifying information from the leader, in a database or on paper.

Keep multiple copies of this metadata.
Secure the films on their corresponding reels or cores with minimal pressure.
Store the enclosures in a secure place to match up with the films once they are cleaned and dried.
Place the films in their cans or secured to their cores or reels in containers of cool, distilled water (clean trash cans can be repurposed as containers). Multiple reels may be placed in the same container, but the water level in each container must cover all films in the container.
Cover the containers with tight fitting lids, or with clean cloths, to keep contaminants out.
Store the containers in a cool location, changing the water in the containers once every day, until they can be shipped to a lab for film cleaning.

Second priority: Partially wet films:

Transfer to a cool, dry location with good air circulation. If possible, run dehumidifiers.
If space and time permit, begin air-drying.
First preference:
String up non-abrasive nylon twine in a space with good airflow and running dehumidifiers.
Ensure that both film leader and cans/boxes are labeled legibly. If they are not, label them with an indelible marker. If no identifying information can be seen on the exterior of either, use the same unique numeral on both the films' leader and their corresponding can/box.
Loop films around the twine and allow to dry.
Second preference:
Follow procedure for dry film microclimate restoration (see 3b, below).
Determine whether inspections can be done on-site, or whether shipment to a lab is necessary. Film that was wet but that dried before it could be reached should be prioritized for lab inspection.
Inspect entire length of film as soon as feasible for signs of mold or other humidity damage.
Third priority: Dry films:
Transfer to a cool, dry location with good air circulation. If possible, run dehumidifiers.
If space and time permit, open cans to restore dry microclimate.
First preference:
Ensure that both film leader and cans/boxes are labeled legibly. If they are not, label them with an indelible marker. If no identifying information can be seen on the exterior of either, use the same unique numeral on both the films' leader and their corresponding cans/boxes. Do not unwind the films.
Store cans and films separately for 48 hours, or until films can be inspected, whichever comes first.
Second preference:
Store cans with lids stacked under base (and film open to the air) for 48 hours, or until films can be inspected, whichever comes first.
Determine whether inspections can be done on-site, or whether shipment to a lab is necessary. Films that were wet but that dried before they could be reached should be prioritized for lab inspection.
Inspect entire length of films as soon as feasible for signs of mold or other humidity damage.

Magnetic media: Contact magnetic media restoration service(s) and report disaster circumstances. Follow the steps below until damaged materials can be transferred to the service provider, modifying as necessary based upon preliminary conversations with media restoration experts.
Dry tapes:
Transfer to a cool, dry location with good air circulation. If possible, run dehumidifiers. Gently remove debris from the tape exteriors with a dry cloth. Do not unwind the tapes. Do not get the tapes wet.
Wet tapes:
Transfer to a cool, dry location with good air circulation. If possible, run dehumidifiers. Ensure that both tapes and corresponding boxes are labeled legibly. If they are not, label them with an indelible marker. If no identifying information can be seen on the
exterior of either, use the same unique numeral on both tapes and corresponding boxes. Remove tapes from boxes. Labels may be left on tapes, but all other paper materials should be kept separate with boxes. Keep the boxes in a secure location to match up with the tapes once they have been cleaned. Rinse tapes gently with distilled water, or submerge them in distilled water and move them gently from side to side. *Do not unwind the tapes.* Stack tapes on-edge (not lying flat). Let dry. *Do not angle a strong air current directly on the tapes.*

*Paper materials* (e.g., Fox Movietone dope sheets, WIS scripts, and small manuscript collections): Treat as mixed paper and photographs. Freeze if serious.

Operational Equipment Salvage:

1. Unplug (if safe to do so!). If room is habitable and drying out, leave in place. If room is subject to further damage, relocate to secure and dry location. Let dry thoroughly.

Supplies [Not Already Included in Mary's List]:

- Waterproof permanent markers (1 dozen)
- Non-abrasive nylon twine (3000')
- Small white cutting board (1)
- Good quality box cutter (1)
- %” white artists' tape (4 rolls)
MIRC Salvage Priorities:

The majority of MIRC's holdings are unique and irreplaceable, and our most valuable collections are very large. Therefore, it will be necessary to conduct triage, setting priorities about individual items during the salvage effort. General Film Collections, and other print elements, are our lowest priority.

Highest

Operational Equipment:
- Kinetta
- ScanStation
- Servers

Collections:
- Preservation master elements (Cool Room)
- Fox Movietone News Collection (Cool Room & Fort Jackson)

Second

Operational Equipment:
- Telecines

Collections:
- Local television news collections (Cool Room & Fitz Cube)
- Home movies (Fitz Cube)
- Roman Vishniac collection (Fitz Cube)
- South Carolina Wildlife Collection (Fitz Cube)
- Manuscripts (Rooms 206 & 218)

Third

Operational Equipment:
- VTRs

Collections:
- Chinese Film Collection
- DeBrie Parvo 35mm Silent Camera w/ Wooden Tripod (Room 212)
Documents: Reference


"First Actions for Film, Tapes & Discs," http://www.amianet.org/sites/all/files/Disaster_first_steps_1.pdf


Abridged List of Service Providers:

See also the current AMIA Supplier Directory for a complete, up-to-date list.

Film Labs:

* Denotes labs that can handle cellulose nitrate film

Colorlab Corp. * 5708 Arundel Ave.
Rockville, MD 20852 USA 310-770-2128
colorlab.com
Contact (General): info@colorlab.com

Video and Film Solutions * 5800 Arundel Ave, North Bethesda, MD 20852
301-770-9155
Contact (Tommy Aschenbach): info@videofilmsolutions.com

George Blood Audio/Video/Film 21West
Highland Ave.
Philadelphia, PA 19118
215-248-2100
gorgeblood.com
Contact (George Blood): george.blood@georgeblood.com
Library of Congress Film Preservation Laboratory *

Note: Can only process black-and-white film. National
Audio Visual Conservation Center 19053 Mt Pony
Rd
Culpeper, VA 22701
202-707-5840
Contact (Mike Mashon or Ken Weissman): mima@loc.gov or kew@loc.gov

**Magnetic Media Reformatting and Restoration Service Providers:**

Bay Area Video Coalition 2727
Mariposa St., 2nct Fl. San
Francisco, CA 94110
415-861-3282
bavc.org/preservation
Contact (Moriah Ulinskas): moriah@bavc.org

DC Video
3071 North Lima St. Burbank, CA
91504
818-563-1073
Contact (David Crosthwait): david@dcvideo.com

George Blood Audio/Video/Film 21 West
Highland Ave.
Philadelphia, PA 19118
215-248-2100
georgeblood.com
Contact (George Blood): george.blood@georgeblood.com

SPECS BROS, LLC PO Box
195
93 South Main St. Lodi, NJ
07644
973-777-5055
specsbro.com
Contact (General): admin@specsbro.com
The South Carolina State Library Foundation supports and advocates for libraries and literacy awareness by fostering collaborations with public and private partnerships that enhance lifelong learning for all patrons and South Carolinians.

The Foundation also works with the SC State Library to provide materials to libraries in need. Donations may be directed for library materials and programs or book donations may also be sent to the Foundation to distribute to libraries in South Carolina.

Contact:
Denise Lyons, Foundation Liaison
803-734-6061
dlyons@statelibrary.sc.gov
http://www.scslfoundation.org
Libraries and cultural collections that have been affected by the flood may have preservation recovery needs.

[The Northeast Document Conservation Center](https://www.nedcc.org) has a 24/7 Collections Emergency Phone Assistance Hotline at **(855) 245-8303** for telephone advice.

Other good resources on Recovery for Libraries and Cultural Collections:

- [Library of Congress Preservation Response and Recovery](https://www.loc.gov/preservation/)
  
  Advice for assessing the problems and acting effectively and efficiently

- [What to Do If a Collection Gets Wet](https://www.loc.gov/preservation/)
  
  Explains first actions and includes a video

- [Conservation Center for Art and Historic Artifacts - Managing Mold](https://www.conservationcenter.com/)

- [Cornell University - Drying Books](https://www.library.cornell.edu/)
  
  Procedures for air drying wet books and records

- [Heritage Preservation - After the Flood](https://heritage.org/)
  
  Good, practical information for individuals saving homes, treasures and collections, and for institutions saving collections, books, and other items

- [American Library Association - Disaster Preparedness and Recovery](https://www.ala.org/disasters/)
  
  Excellent page that has information on collection valuation, recovery, and lessons learned

- [American Institute for Conservation of Historic and Artistic Works](https://www.aicISED.org/)
  
  Provides guides and information for salvaging water-damaged collections

- [Librarians and Libraries Respond to Disasters](https://www.ala.org/disasters/)
  
  A bibliography of articles on libraries responding to disaster recovery, 2011 and earlier

*more...*
Northeast Document Conservation Center

- Emergency Salvage of Wet Books and Records
- Emergency Salvage of Wet Photographs
- Emergency Salvage of Moldy Books and Paper
- Freezing and Drying Wet Books and Records

- Disaster Preparedness and Recovery Resources

The website has a collection of links to specific resources on historic homes, artifacts and documents, and disaster planning.

- Conservation Finder

Find professional conservation services locally.

Funding After the Disaster

**FEMA Federal Funding for Cultural Institutions**
The Text of the FEMA Guide describes what kind of aid various institutions and organizations can offer.

- Flood Mitigation Grants

Sources

- Northeast Document Conservation Center
- Library of Congress - Emergency Management

South Carolina State Library Foundation

Extra Content
DISASTER PLAN
LIBRARY ANNEX
AND
CONSERVATION FACILITY

University of South Carolina

Nelson N. Rivera 5/20/14
Objective

The purpose of this Fire Prevention Plan is to eliminate the causes of fire and to prevent the loss of life and property due to fire. It provides employees with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards. In the event of a fire, it provides employees with the necessary information and guidelines that will assist them in conducting a safe evacuation of the building.

Fire safety is everyone’s responsibility. All employees should know how to prevent and respond to fires, and are responsible for adhering to company policy regarding fire emergencies.

Our objective is safety
Management

Management determines the Library Annex and Conservation Facility's fire prevention and protection policies. Management will provide adequate controls to provide a safe workplace, and will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in the event of a fire emergency.

Responsible Person(s) Nelson Rivera and Lawryn Henderson shall:
- Manage the Fire Prevention Plan for the Library Annex and Conservation Facility, and maintain all records pertaining to the plan.
- Develop and administer the Library Annex and Conservation Facility's fire prevention training program.
- Ensure that fire control equipment and systems are properly maintained.
- Control chemical and solvent source hazards.
- Conduct fire risk surveys and make recommendations.

Responsible Person(s) are also responsible for enforcing the fire prevention and protection policies.

Employees

All employees shall:
- Conduct operations safely to limit the risk of fire.
- Report potential fire hazards to their supervisors.
- Follow fire emergency procedures.
- Know the location of the emergency key ring (the emergency key ring is located in the key cabinet housed within the cabinets above the sink in the Library Annex processing area).
- Know where the alarm pull stations and exits are located.

Prevention

Portable electric heaters should have tip-over protection that will automatically shut off the unit when it is tipped over. There should be adequate clearance between the heater and combustible furnishings or other materials at all times.

1. Ensure electric heaters are placed on a level surface.
2. Avoid overloading circuits with office equipment.
3. Turn off nonessential electrical equipment at the end of each workday.
4. Ensure that extension cords are not placed under carpets.
5. Employees should know the proper response and notification process in the event of a fire: see section V.
6. Employees should receive instruction on the use of portable fire extinguishers.
7. Recognize potential fire hazards.
8. Minimize the storage of combustible materials
9. Make sure that doors, hallways, stairs, and other exit routes are kept free of obstruction.
Use and store flammable materials in well-ventilated areas away from ignition sources.
Ensure that heating units (i.e. hot irons or other ignition sources) are safeguarded and used in a controlled and well-ventilated area.
Turn off electrical equipment in the staff break room when not in use.
Smoking is not permitted anywhere in the building.

**Plan Implementation**

Containable and non-containable fires:
Many disasters are averted by employees when they take the action to use a small hand fire extinguisher to put out small fires
All employees must receive training on the correct usage of fire extinguishing equipment and the identification of various stages of fire.
Employees are instructed to use a fire extinguisher only if the fire is in the incipient (beginning) stage.
If a fire is beyond the incipient (beginning) stage, employees must not attempt to extinguish the fire and must evacuate the building immediately.

Extinguishers marked **ABC** are for wood, paper, fabric, flammable liquids and electrical fires.
After using a fire extinguisher, lay the extinguisher on the floor to designate that it has been used.

Remember: PASS: Pull pin, Aim, Squeeze and Sweep.

Evacuation Procedures: All employees will adhere to the following guidelines for evacuation and relocation. If the fire alarm sounds or if a manager orders the evacuation of the building all employees must:

Carefully assess situation, remain calm, walk to the nearest exit and leave the building immediately.
If the fire alarm is not activated, activate the fire alarm from the nearest pull station.
Alert any hearing impaired personnel of the fire alarm.
If the emergency poses no immediate danger, locate and obtain the emergency key ring. The emergency key ring provides access to all locked areas of the building.
If the emergency poses no immediate danger unplug any possible fire hazard tools currently in use.
Close any doors behind you located within your emergency escape route.
Grab the emergency packet (located by the emergency exit door used). The emergency packet includes; floor plans of the library annex and emergency contact numbers.
After leaving the building, proceed to the designated meeting area located across Hinton Street. All personnel must be at least 100 feet from the building. Do not leave the area
Do not attempt to re-enter the building after an evacuation.
Management will conduct a personnel count after an evacuation.
During an emergency, visitors must be escorted at all time when on company property.
1) At no time should an employee be directed to perform emergency duties which may endanger his/her life.

There are 3 common classes of fire:
Class A- Ordinary Combustibles--wood, paper, cloth, rubber, plastics Class B-
Flammable Liquids--oils, greases, oil based paints
Class C- Energized Electrical Equipment

Other Emergencies

Flood
Determine the source of water. If possible, cut off water supply. b) Notify management immediately.
If the emergency poses no immediate danger, unplug any electrical equipment within the vicinity.
If a flood covers a large area evacuate area immediately.
Do not attempt to shut off power to the building. This should be conducted by emergency personnel or licensed electrician.
Staff should not re-enter the flooded area until it has been declared safe.
Once the area is declared safe, the disaster team will coordinate a salvage plan.
Keep electrical equipment and cables off the floor to minimize damage and hazard risks.
All materials in the loading dock should be placed on pallets.
Earthquakes

If the emergency poses no immediate danger, stay inside the building.
If you are outside, get into the open, away from buildings and power lines.
If you are inside, take cover under a sturdy desk, table or other furniture; the greatest danger is from falling objects.
If there is no desk or table near you, cover your face and head with your arms and crouch in an inside comer of the building.
Stay clear of windows hanging objects, mirrors, and tall unsecured pieces of furniture.
f) Earthquakes are often followed by aftershocks; do not try to leave the building until you are certain the earthquake is over.

Hurricanes

Hurricanes generally offer adequate warning to prepare. If the division director decides the Library Annex should close, the staff should:
Anticipate flooding: unplug all computers and electrical equipment.
Clear the floor of all materials.
Take with them emergency contact numbers.
Make sure the building is secured upon departure.

Tornado

Go directly to an enclosed, windowless area in the center of the building -- away from glass. Put as many walls as possible between you and the outside. Then, crouch down and cover your head.
In the case of personal injury or if the building suffered structural damage contact emergency personnel immediately.

Raymond

Do not block the aisle with the Raymond; always back it up away from the aisle after every use.
Fully lower the Raymond and turn the key switch to the OFF position.
Do not remove the key from the ignition.
Do not use water or a water based extinguisher on the Raymond.

Employee Training

All new employees will receive a copy of the Library Annex and Conservation facility's Fire and Safety Plan.
Management will conduct a walk-through survey of the building and provide safety information and instructions for all new personnel.
All new employees must attend the fire safety workshop.
Fire Alarm / Diesel Pump Fire

Alarm is activated

Check panel to determine what part of the building has triggered the alarm.
Go and see if there is a fire. If there is no fire check and see if sprinklers have been activated.
If sprinklers have been activated and there is no fire the water supply should be shut off.
The shut off valve for the processing area, lab and the mezzanine is located at the rear of the mechanical room near the red fire panel. Turn the large black knob until the water goes off.
The shut off valve for the storage box is located on the loading dock, at the right side rear the garage door. (Main Control). Turn the black knob until the water goes off.
The main fire panel is located inside the mechanical room (key EQP-90) East side of building (left wall if entering through the processing area doors).

Diesel Pump:

If a fire alarm is activated and there is no fire, check the pump house to determine if the fire pump is running. If the pump is running it must be shut off. To shut the pump off, go to the main panel on the rear wall of the pump house and turn the switch which should be in the auto mode to off.

If the small pump is running it too must be shut off. The panel for the small pump is located to right of the main panel.

Fire Extinguisher Inspection

VISUALLY INSPECT THE PRESSURE GAGE TO ASSURE THE PRESSURE IS IN THE GREEN FIELD.
ASSURE THE RETAINER PIN IS IN PLACED AND THE SEAL IS UNBROKEN.
CHECK THE LOWER CARRY HANDLE FOR SECURITY AND DAMAGE.
INSPECT THE TOP HANDLE FOR SECURITY OR DAMAGE.
INSPECT THE DISCHARGE HOSE/NOZZLE TO ASSURE THERE ARE NO FOREIGN OBJECTS.
CHECK THE EXTINGUISHER VESSEL FOR DAMAGE OR VANDALISM.
IF MY DISCREPANCY IS NOTED CALL THE ENVIRONMENTAL HEALTH & SAFETY SECRETARY AT 771-5269 TO REPORT THE DISCREPANCY.

Fire, Flood & Emergency Telephone Procedure

In the event of a fire, flood or ANY other emergency, please follow this telephone contact and Fire Panel procedure. In the event of a flood this procedure remains the same except that it excludes the escort of Police or Fire department personnel.
Day-time Procedure

In the event of an emergency, or the fire alarm sounds, call the first person on the list below. If that person does not answer, leave a message. Continue calling through the list ONLY if you do not speak to someone directly. The person you speak with first will contact the other people on the list.

Call in this order:
Nelson Rivera at 803-896-0782
Tim Harmon at 803-673-8894. If no answer, leave a message and call: Beki Gettys at 777-3142
Mary Horton at 777-3142. If she does not answer call
Bob Wynn at 803-467-7068.
(Remember: After you speak with one of the people on the list do not call anyone else on the list.)

One of the persons on the above list will meet the Fire and Police Department at the Library Annex and escort them.

Weekend and Night-time Procedure

1. In the event of an emergency, or the fire alarm sounds, USC Police will respond. One of the personnel listed below should be contacted. Call in this order:
Nelson Rivera at 803-603-2472
Tim Harmon at 803-673-8894. If no answer, leave a message and call: Beki Gettys at 803-429-4401. If she does not answer call
Mary Horton at 803-767-3468. If she does not answer call Tom McNally at 803-348-5531. If he does not answer call Tucker Taylor at 803-260-4759
(Remember: After you speak with one of the people on the list do not call anyone else on the list.)
Evacuation Procedures

Evacuation procedures must be posted at each exit.

If a building must be evacuated, the staff should remain calm and direct patrons to the appropriate exits. Staff should check for patrons who need special assistance.

There are four major emergency exits located throughout the public areas of the building. Persons located in the Conservation Lab should proceed out through the Northeast corner of the room. Persons located in the hallway or kitchen area should proceed out through the emergency exit on the north, or through the front door; Persons located in Processing Services should proceed out through the front door or the south emergency exit. Other emergency exits are located inside the Box. An exit is located on the East wall and one on the South wall. There is also an exit through the loading dock between the Box and Processing Services.

Staff members need to be aware of the locations and types of the fire extinguishers in their buildings; Extinguishers marked "A" are for wood, paper, or fabric fires. Type 'BC" is for gasoline, liquid fuel, or electrical fires. Type "ABC" is a multi-purpose extinguisher for all of the fires listed above. Staff can extinguish small, self-contained fires. Determine the nature of the fire and use the appropriate extinguisher. Large spreading fires should only be handled by the fire department. Never endanger yourself, and make sure there is always an exit for your escape. Scheduled fire drills are strongly recommended.

Notify: Campus Police 777-4215 or 777-9111

Extinguishers are marked according to their appropriate uses:
A- wood, paper or fabric fires
BC- gasoline, liquid fuel or electrical fires ABC- multi-purpose
for all fires listed above

Fire extinguishers are only effective for a short period of time. Different types have different longevity:
A- 1 minute
BC- 8 to 30 seconds
ABC- 8 to 25 seconds

Different fire extinguisher types must be used at different distances:
A- 30 feet
BC- 3 to 8 feet
ABC- 5 to 20 feet

When the building is evacuated, patrons must leave.
If they refuse, they can be arrested or fined.
During fire drills, staff re-enters building first to ID those who have not left. These patrons are usually referred to Student Life.
If they are not students, they can be banned from the library.
Emergency Packets which include; Annex floor plans, List of contacts and phone list are located at each exit. Any staff, management or supervisor should grab this packet on the way out. There is an emergency key ring located in the key box (inside cabinet at the rear of the processing area). Management or supervisor should grab this key ring if there is no immediate danger. Do Not backtrack in an attempt to retrieve this key chain. There is an emergency key safe box located at the front entrance of the Library Annex.

Please inform emergency personnel of this.

**Recovery Procedures**

**Introduction**

The following procedures deal with disasters involving water damage due to flooding or resulting from firefighting efforts. These procedures pick up after the building has been determined safe for entry, at which time the resulting water damage will have to be assessed.

*Objectives of the Salvage Team*

To stabilize the condition of the materials before removal by creating the environment necessary to prevent further damage.

To salvage the maximum amount of materials from the damaged collections in a manner which will minimize future restoration and its costs.

**Stabilization**

**HVAC**

*Winter: Turn off all heat in the building.*

**Water removal**

Use wet vacs, mops, newspapers, etc., to remove standing water in damaged areas, particularly in collection areas.

**Airflow**

Create maximum airflow through all affected areas to avoid pockets of stagnant, moist air. Fans create a current of air to expel humid air from the building and to keep air circulating freely. Open all windows, if weather permits, to aid in circulation. Dehumidifiers should be used with fans in small-enclosed areas. Fans and A/C should be kept on at night.

**Assessment**

Determine if area is safe for salvage team, if sewage is involved, proper apparel must be worn and proper precautions taken.
Surrounding areas should be checked, the floors above and below included.

Do not move affected items without documenting their condition.

Photograph damaged areas and collections. Make notes to accompany photographs.

Establish an overall salvage plan with a schedule of priorities. Do not remove materials until priorities have been established. Do not open books, remove covers, or separate single sheets while wet.

Plan of action should include estimates of the amount of materials needing freeze-drying and whether outside assistance is needed for that process.

**Removal:**

*Speedy decisions are crucial. Mold and mildew can develop within 48 hours.*

Leave undamaged items in place if the environment is stable and secure. If not, move them to a secure area.

Identify workstations to salvage materials, and possibly to dry materials.

Separate damaged from undamaged items.

Remove wettest materials from shelves first because they will swell and become wedged on the shelves.

If water penetration from above is still occurring, cover salvage area with plastic sheeting.

Shelving may be unstable. One team member should brace the shelves while another pulls out materials. When removing swollen and tightly wedged materials, be prepared for adjoining materials to fall also.

Empty shelving systematically to facilitate recording on damage lists and to avoid mixing up materials.

Record all items on a damage list, with the call number, barcode, volume number, and date of each item and its crate number. Separate lists for different types of materials and categorize as heavy or minimal damage. Only Disaster Team members should label crates and decide which damaged items may be safely cleaned on site and which should be freeze-dried. Fire-damaged items are too brittle to be cleaned.

**Salvage**

The following are basic instructions for salvage of materials. Workers will be given copies of Salvage at a Glance, which provides more detailed treatment information for each type of material in an easy-to-read chart form. Do NOT allow workers to attempt restoration of materials on site. This wastes time and could cause further damage to the materials, particularly those covered in mud or other debris. Mud is best removed after the materials have dried.

Scrubbing a book while wet will drive the dirt into the bindings, etc.
Freeze-drying

Do not attempt to separate materials stuck together.

Do not open or close books or separate covers.

Wrap in freezer paper and pack in milk crates or cardboard Boxes.

In-house Salvage

1. Slightly damaged material should be carried to rehabilitation area on book trucks or by hand. Ideally this should be a large well-ventilated area, well supplied with tables. Position fans to assist flow of air, but not too near any books or papers. Set up dehumidifiers in the area to speed up drying process and maintain a safer environment.

Books

If rinsing is necessary to remove dirt, hold book tightly closed. Do not scrub!

2. Partially wet or damp: stand book on top or bottom edge with covers opened to 90-degree angle. Books with soft covers may support each other but place cardboard spacers between them. Air dry.

3. Very wet: Lay flat. Interleave less than 20% of book with absorbent material, such as paper towels or unprinted newspaper. Replace interleaving when damp. Let used paper towels dry completely before re-using.

Books with coated paper: Interleave each page with paper towels to prevent blocking.

Very wet books with coated paper should be freeze-dried.

When books are nearly dry, they should be closed and laid flat on a table or other flat surface, gently formed into the normal shape, with a convex spine and a concave fore-edge, and held in place with a light weight. Drying books should not be stacked on each other.

Do not return volumes to the stacks until completely dry. Otherwise, mold may develop, particularly along the inner margins.

Manuscripts

Very wet: freeze-dry. Do not attempt to separate very wet sheets. If some manuscripts materials cannot be freeze-dried, air dry until damp before separating sheets.

Damp: Air-dry flat as individual sheets or small piles up to 3 inches.

Interleave individually. Replace interleaving when damp.

Special care should be taken to protect and support applied and pendant seals on paper and parchment documents.

Photographic media
A professional film-processing laboratory must provide treatment.

Microfilm, microfiche and negatives should be immersed in cool, clean water and transported to a processing laboratory within 48 hours.

Photographs may be carefully rinsed in cool, clear water and laid on a flat surface to dry. Do not stack to dry. Do not blot or touch surfaces. Photographs may also be freeze-dried. Interleave each photo with freezer or wax paper.

Color slides and color negative and positive film must be transported to a Professional photographic service within 48 hours after immersion in water or colored layers will separate, and the dyes will become weak or will be lost altogether. After 48 hours have passed, the best way to preserve a large collection is to freeze it until special arrangements can be made.

5. Magnetic media should be evaluated individually with the assistance of the Instructional Services staff (DEIS).

F. Recovery

After emergency salvage procedures are completed, the Disaster Team, in cooperation with the Library Director and the staff of the affected collections, formulates a recovery plan to restore the disaster area to normal use as soon as possible.

Cleaning and Rehabilitation of the disaster Area

If major structural damage has occurred or if shelving, furnishings, carpeting, etc., have been damaged, decisions concerning repair, replacement and insurance claims will have to be made.

After disaster area has finally been cleared, establish a regular timetable for taking temperature and RH (Relative Humidity).

Set up dehumidifiers and fans to increase air circulation; thereby decreasing RH.

Keep the area as well ventilated as possible, opening all doors and windows if weather permits.

5. Shelving should be thoroughly washed with a 50-50 mixture of isopropyl alcohol and water to inhibit mold growth. The whole area should be left to dry out and regularly checked for mold growth. If this occurs, repeat washing procedure in affected area.

Check the HVAC system for damage to or contamination of ductwork.

When temperature and RH have stabilized at acceptable levels for a period of several days and the whole area has been checked and rechecked for damp patches and mold growth, the disaster area may be regarded as suitable for normal use.

If re-decoration, re-carpeting, etc., has to be performed, it should not be started until the environment of the disaster area has been stabilized as in the preceding recommendations.

Regular checks of the former disaster area, to include temperature and RH readings, should continue for a period of twelve months.
Follow-up:

Draw up phased repair and conservation program for both air-dried and frozen material. Where finance is limited, give priority to air-dried material.

Categorize material ready for removal from treatment area according to fitness to be returned to shelves or need for further conservation and repair.

As freeze-dried or humidity controlled dried material is returned, categorize it in the same way.

Place all treated material, whether requiring further conservation or not, in a separate storage area until insurance claims are settled and/or disaster areas are rehabilitated.

Air-dried material, including material no further conservation, should be regularly checked for signs of mold growth, before and after return to the former disaster area. These checks should continue over a period of twelve months after the disaster.

Freeze-dried or humidity controlled dried material must be thoroughly acclimated to the normal environment of the institution before it is replaced in the former disaster area. Such material should preferably be laid out item-by-item, in a room at normal temperature and RH. These materials may remain there for a couple of weeks. Great care must be taken in the handling of newly freeze-dried material, as it is liable to be brittle due to greatly reduced moisture content.

Great care should be taken when re-shelving books. Swollen fan-shaped books should not be forced onto shelves tightly since their spines and hinges might be weakened.

Evaluate protection given by boxes and wrappings affected in the disaster. Specify modified design and/or materials if necessary.

Stacks Emergency Response Safety Awareness

Average Dimensional Expansion for a wet Book: 17%
Distribution of damage: front trays held an average of 16% more water than back trays

Due to book expansion, falling books/media is an eminent danger.
Local fire department and the disaster team need to be familiar with the facility and its potential challenges and hazards.
Stacks area during book recovery should be a hard-hat area. Be prepared to clear the aisles.
Visually inspect stacks for damaged/weakened trays and address those first in order to minimize the danger of falling material.
See Samples below:

Local fire department needs to be familiar with the fire suppressant system

XVI. Disaster Preparedness Supply List

Total:
6 Fans
2 Wet Vacs +attachments 2 Push Brooms
2 Squeegees
5 Boxes of plastic gloves 2 Masks w/respirator
5 Boxes of disposable masks 6 Full sandbags
- Empty sandbags 1 Box
cloth rags
8 Terry cloth towels 8
Dehumidifiers
5 Boxes of paper towels 18 Rolls of freezer paper
4 Extension cords – 100 ft each. 5 Rolls of heavy duty plastic
10 Rolls of Duct tape
10 Pairs of Rubber Boots 10
Hardhats
XVII. Disaster Recovery Priorities for Collections

Rare Books and Special Collections
Highest Priority

South Caroliniana Library
Books and Manuscripts
Blueprints and drawings News
Papers
Portraits

University Archives
University Registrars boxes
All boxes

Unique Originals boxes Presidents' and Provosts' files

Film Library
Reel To Reel Films

Government Documents
Leather bound volumes and any pre-1900 volumes
Second
Microfilm
Third
South Carolina Maps
South Carolina U.S. Geological Survey maps

Processing Area
Materials on book trucks and tables
External Hard Drive: Managers office on glass table. Servers in the Communications room.
At least one workstation PC for imaging. Digital
Microfilm/Fiche reader (Research room)
Book-edge scanner yno/Zebra
Label printers

Conservation Lab
Materials Flat File in corner of lab and tables antique tooling
Microscope Sonic Welder
Humidifying table Pulp
Machine

**Important Emergency Numbers**

USC Emergency Number: 777-9111
Worker's Compensation Health Center: 777-3824 USC
Health and Safety: 777-5269
Todd Griffin, Fire Marshall: 777-1640
Howard Clay, Fire Safety Workshops and Extinguishers: 777-5049
Gary Ewing, Occupational Health Physician: 777-5269
Evacuation Procedures

Evacuation procedures must be posted in each work area. Notify your supervisor if they are not.

If a building must be evacuated, the staff should remain calm and direct patrons to the appropriate exits. *Staff should check their area for patrons who need special assistance.* Do NOT use elevators when evacuating. Staff should monitor exits to prevent backups or blockages. If there are disabled patrons on upper or lower floors, please guide them to the nearest enclosed stairs and leave them there for the Fire Department or other emergency personnel (USCPD, etc…) . Notify the appropriate supervisor, USCPD officer or fire fighter immediately.

Staff members need to be aware of the locations and types of the fire extinguishers in their buildings; Extinguishers marked A are for wood, paper, or fabric fires. Type BC is for gasoline, liquid fuel, or electrical fires. Type ABC is a multi-purpose extinguisher for all of the fires listed above. Staff can extinguish small, self-contained fires. Determine the nature of the fire and use the appropriate extinguisher. Large spreading fires should only be handled by the fire department. **Never** endanger yourself, and make sure there is always an exit for your escape. Scheduled fire drills are strongly recommended.

**Notify:**

1) Campus Police  777-4125  777-9111

2) Office of Campus Safety and Health  777-5269

The evacuation procedures for the university library system are given on the following pages.
The primary device for alerting staff and patrons of a fire is an automatic fire detection system that measures combustible ions in the air. When the alarm is triggered by the ion sensors, a loud intermittent sound is heard throughout the building. Lights will also flash on the alarms but these are not always visible through the stacks. The fire alarm may also be triggered by a hand-operated system located throughout the building, usually adjacent to the stairs. Pulling down the bar activates the alarm. There are extinguishers throughout the building and staff members are advised to acquaint themselves with the location and proper use of this equipment in case of fire.

Each department should have a prearranged meeting place around the reflecting pool area immediately north of the main entrance to the library. Please only perform the following if it does not impair your safety:

1. If there are people who have mobility impairments that prevent them from using the stairs, please help them to the nearest enclosed stairwell and let the circulation staff, fire department and USCPD know.

2. Please clear your work area of patrons.

Meeting place, people with disabilities, clearing areas
MEZZANINE

Administrative Offices
Exit via SE or NE stairs.

Administrative Services Office (Outer Office)
Exit via SE or NE stairs.

Student Success Center
Exit via SW stairs.

Student Study Area
Exit via SW stairs.

Staff Lounge
Exit via SE stairs.

Graniteville Room
Exit via NW exit. Patrons in reading room should be directed to SW stairs.

Exhibit Area
Exit area via NE, NW exits or down to Main Exit.
MAIN

Circulation

Staff should exit via the nearest exits.

Reference

Reference staff should exit via Main Entrance and/or rear stairs to exit on 5.

Hollings

Exit via nearest SE / SW exit in TCL Main. OR via stairs to Hollings level 5 and east / west / north exits.

Rare Books / SCPC / Digital Collections (Level 5)

Exit via West / East / North exits.

Stacks (Level 4)

Exit via stairs to nearest exit.
LEVEL 5

Library Development Office
Exit via SE exit. Assist patrons in locating this exit.

Processing, Bindery, Gifts and Mail Room
Exit via NE, NE center, or SE exits.

Government Docs Information and Microforms
Exit via NE or NW exits. Patrons in stack areas can be directed to NW exit.

Career Center / CTE /CDH
Exit via SW exit on Level 5.

Cooper Technology Lounge
Exit via back exit in technology lounge (computer lab).

Graduate Student Study
Exit via stairs to front Entrance or NE exits.
LEVEL 4

**Interlibrary Loan (ILL)**

Exit via any stairs. Exit on Level 5.

**Faculty Senate**

Exit via any stairs. Exit on Level 5.

**Human Resources**

Exit via any stairs. Exit on Level 5.

**Acquisitions, Collection Development**

Exit via any stairs. Exit on level 5.

**Cataloging**

Exit via any stairs. Exit on level 5.
LEVEL 3

Educational Films
Exit via nearest stairs. Direct patrons in Film Viewing Room to nearest exit. Exit on Level 5.

Multimedia Classroom
Exit via nearest stairs on east wall. Exit on Level 5.

LEVEL 2

Communications and Publications
Exit via NW stairs. Exit on level 5.

Systems (IT)
Exit via nearest stairs. Exit on level 5.

Institute for African American Research
Exit via NW stairs. Exit on level 5.

Multimedia Classroom
Exit via NE stairs. Exit on level 5.
LEVEL 1

USC Connect

Exit via nearest stairs. Exit level 5.

Assessment

Exit via nearest stairs. Exit level 5.
Primary warning is a continuous alarm activated by an automated fire detection system and heard throughout the building. Pulling on the bar of the hand-operated system activates a secondary alarm system. The Pull Alarms are located in the hall of the first floor and by the door of the Reading Room on the second floor. There are extinguishers throughout the building and staff members are advised to acquaint themselves with the location and proper use of this equipment in case of fire.

**FIRST FLOOR**

**Manuscripts Division**

W stairs exit that leads to outside in back of building. If blocked, exit through front or back doors of lobby.

**Offices and First Floor Stacks**

Exit from staff lounge via NE stairs exit to outside. If blocked exit through hallway to access front or back doors of lobby.

**SECOND FLOOR**

**Kendall Room**

Exit via door just outside Kendall Rm. leading to NW stairs exit. Go through both doors.

**Reading Room**

Exit main door to lobby and through back door or use either NW or NE stairs exits, whichever is nearest and not blocked.
Second Floor Stacks
Exit to Reading Room and follow its escape route.

Third Floor Stacks
Exit down to second floor and follow Reading Room escape route.

Fourth Floor Stacks
Exit up to fifth floor and follow balcony’s escape route.

Fifth Floor Stacks above Kendall Room

All personnel should leave through nearest exit door leading to NW or NE stairs exits and proceed down till safely outside of building.
There are three doors to the Film Library that we address as the: Front Door (Patron Entrance), Double Doors (in Conference Room), and Back Door (parking lot). The primary Exit routines for each work area are given below. If you are notified of a fire in the building use your best judgement exiting the building.

**FILM/VIDEO STACKS, DIRECTOR’S OFFICE, ADMINISTRATIVE ASSISTANT, DRIVER**

Leave the area and proceed to the Front door or Back door.

**FILM LIBRARIAN, ASSISTANT, CURATOR’S OFFICE**

Notify Patrons and Exit via Front Door. Account for Patrons and Staff. Pull Alarm if necessary. Notify Post Office

**MINI THEATER**

Exit via the Front Door

**CONFERENCE ROOM, BATH ROOMS**

Exit the double doors.

**KITCHEN/SUPPLY CLOSET**

Exit by most appropriate route - Front Door or Double Door.

**CUTTER/EDITOR WORK AREA, STEENBECK ROOM**

Exit via the back door or breakable window. Close doors at time of Exit.
FILM TRANSFER ROOM
Leave via the back door or break the window with a chair. Inform fire fighters as necessary about nature of burning materials and layout of Library.

COORDINATOR’S ROOM
Call U.S.C. Police 7-4125 or 7-9111. Type B, C Fire extinguisher to the left of the door. Contain fire if possible. Remove SCAR if (or as much as) possible. Activate alarm on exit if necessary. Check restrooms if possible.

****ALL STAFF AND PATRONS MUST MEET OUTSIDE IN THE “D” LOT ON THE WEST SIDE OF THE BUILDING FOR ROLL CALL.****

MUSIC LIBRARY

Persons located in the Music Library office and work areas will proceed through the Main Entrance, into the second floor hallway, down the West stairs, and through exterior exits 1 or 2 (loading dock or College Street).

Persons located in the upper-level stack area will proceed through emergency exits 3 or 4, into the third floor hallway, down the West stairs, and through exterior exits 1 or 2 (loading dock or College Street).
Emergency Procedures

Flood

1. Determine the source of water. If possible, cut off supply.

2. Notify circulation supervisor immediately.

3. Library staff should not enter a flooded area until it has been declared safe by USC Police, Maintenance or Library Administration.

4. If a flood covers a large area, power should be shut off and only restored by an electrician.

5. Once the area is declared safe, the Disaster Team will coordinate salvage of materials.

Earthquakes

1. If you are inside, stay inside; if outside, stay outside. Do not attempt to enter or exit a building during an earthquake. The greatest danger is from falling objects.

2. Get beside a desk or table and cover your head.

3. Avoid book stacks, windows, and computer equipment.

4. Earthquakes are often followed by aftershocks; do not try to leave the building until it has been declared safe and the earthquake is over.
5. Disaster team should help evacuate library buildings, make sure no one enters the buildings until it is safe, and record any injuries or damage to the building.

**Hurricanes**

1. Hurricanes generally offer adequate warning to prepare.
2. If USC Administration decides, the library should close, the Disaster Team can:
   a. Anticipate flooding by using plastic sheeting or sandbags in known flooding areas.
   b. Make sure floors are clear of material.
   c. Stay on alert for probable cleanup.

**Tornados**

1. The top three floors of the Thomas Cooper Library are particularly dangerous in a tornado because of the large windows. At the decision of the Circulation Department, the building can be evacuated to the lower levels (1-4).
2. In tornado conditions, the Disaster Team should monitor the building for flooding problems.
Security Procedures

Each individual library should have, in writing, a plan for security that meets the particular library’s needs. The Thomas Cooper security procedures are given as a guideline.

THOMAS COOPER LIBRARY

As staff members of the Thomas Cooper Library, we have a responsibility to keep the library as pleasant and safe as possible for everyone. This responsibility implies taking action when we observe disruptive or unacceptable behavior, or violations of any Thomas Cooper Library rules or regulations. This responsibility, shared by all Thomas Cooper Library staff members, insures a peaceful environment, as well as providing protection for our patrons and their property. Staff members should take action as described below, depending upon the circumstances, to accomplish this task. When specific acts violating these policies are of a recurring nature, i.e., numerous incidents of theft or sexual harassment in which the victims describe characteristics consistent with one particular person, library staff will be notified and expected to be especially watchful for these characteristics in our patrons.
ENFORCING LIBRARY RULES AND REGULATIONS

Smoking

Approach the patron and tactfully inform him or her of the policy. For example, "Excuse me, but smoking is not allowed on the USC Campus nor in the Thomas Cooper Library because it creates a fire hazard.” Make sure the patron puts the cigarette out and disposes of it safely.

Notify: Circulation Supervisor 777-3145

Noise

Policy: Talking is allowed in the library as long as no one is disturbed by it. Study rooms are available on Levels 2, 3, 4 and 5 for groups who need to discuss the topic of their studies. Staff members should try to quiet a noisy group and inform them of the study rooms before calling a Circulation Dept. Supervisor.

Procedure: Staff members who observe or learn of noisy and/or disruptive behavior should approach the group and politely state words to the effect of “This much noise is disturbing others in the library. Please tone down your conversation or consider getting a study room which is available on the lower levels for your convenience.” If the group will not cooperate, call the Circulation Dept. Supervisor on duty.

Notify: Circulation Supervisor 777-3145
Refusal to follow library rules and regulations

**Policy:** All patrons will be required to follow established Thomas Cooper Library policies and will be subject to disciplinary action as provided by the library and the University. Thomas Cooper Library policies are located at the Circulation Department and at the Front Entrance.

**Procedure:** Advise the patron of the rule that applies to the situation that has been called to your attention. Provide the patron with alternatives to the rule he or she is breaking. If the disruptive behavior continues then ask the patron for his or her name and social security number, and notify the Circulation Supervisor on duty.

**Notify:** Circulation Supervisor 777-3145

Medical Problem (Non-Emergency)

**Policy:** For paper cuts and the like, please see a circulation supervisor.

**Notify:** Circulation supervisor 777-3145

Campus Police at 777-4125 or 777-9111 (in an emergency).

Serious Medical Emergency

Call the Campus Police 777-9111. Stay with the sick or injured person until the medic or the police arrive. Make sure that the Exit Gate staff and the Circulation Supervisor (777-3145) on duty are aware of the location of the person so that help will get there quickly.
An AED for Cardiac Resuscitation is located in the front lobby of TCL.

**Minor Medical Emergency**

If a person is injured in the library, please contact a Circulation Supervisor. Try to get the person's name and a description of the problem, especially in the case of an injury.

*Library Staff injured at work must call 1-877-709-2667 to be sure that workman’s comp will cover treatment of an emergency.*

**Psychiatric Problems**

Call the Campus Police 777-4125

Circulation Department 777-3145
PROBLEM LIBRARY PATRONS

Verbal Abuse

Policy: Verbal abuse is not tolerated in the Thomas Cooper Library. Verbal abuse includes personal, threatening, racial, or obscene remarks or actions directed at another person. Disagreement about library policy is not verbal abuse.

Procedure: Once a patron becomes abusive the staff member should not respond further. The matter should be referred to a supervisor. Supervisors should be told the patron is abusive. If a patron continues to be abusive, notify a Circulation Supervisor.

Notify: Circulation Supervisor 777-3145

Erratic Behavior

Policy: Erratic behavior includes random or senseless movements or inappropriate actions.

Procedure: Ask if the patron need assistance. Tell the patron the behavior is disruptive and must be stopped. If the patron will not cooperate, notify a Circulation Supervisor. If the patron is severely disturbed or disoriented, call the USC Police.

Notify: 1) Circulation Supervisor 777-3145

2) USC Police 777-4125, 777-9111
Disruptive Behavior of Children

Policy: Parents who bring children under the age of 14 into the Thomas Cooper Library are responsible for ensuring that their children are well behaved and must not leave these children unattended, even for short periods.

Procedure: Find parent and explain that children are permitted in the building only to accommodate the parent’s use of the library, and only as long as they do not disturb the other people present. Ask the parent to control the child or take the child out of the library. If you cannot locate a parent, call a Circulation Supervisor.

Notify: Circulation Supervisor 777-3145

Sexual Harassment

This section deals with instances of sexual harassment other than sexual assault. Cases of sexual assault should be dealt with as Criminal Behavior.

Policy:

All staff members should be familiar with the University “Sexual Harassment Policy” in the U.S.C. policies and Procedures Manual. According to University policy, behavior constituting sexual harassment includes "unwelcome sexual advances, requests for sexual favors, language, graphic material, or physical contact commonly understood to be of a sexual nature, demeaning sexist remarks, and verbal or physical conduct of a sexual nature.” Any such behavior will not be tolerated in the Thomas Cooper Library. Staff is responsible for making a written report of incidents of sexual harassment to TCL Circulation Supervisor.
Procedure:

Staff members who are victims of sexual harassment, who witness sexual harassment, or who receive a complaint of harassment should immediately notify a Circulation Supervisor or the Campus Police. Escort the victim to a quiet, secure place, like an office. Have someone stay with the victim at all times. Do not try to minimize the victim's complaint in any way. A TCL Incident Report should be filled out. Complaints of harassment from coworkers or other University employees should be directed to the System VP for Personnel Services.

**Notify:** 1) Circulation Supervisor 777-3145

2) Campus Police 777-4125

3) System VP for Personnel Services 777-3824

Criminal Behavior

**Policy:** *Staff members should not try to apprehend a criminal, especially if a violent crime has been committed.* Staff is responsible for notifying the USC Police and providing accurate information to them about the crime. Staff should know the elements of a good description. Any staff member who has witnessed a crime or received a complaint from a victim should make a written report to the Circulation Department. Staffs are also responsible for preventing crime by keeping personal possessions secure and observing suspicious behavior.
Elements of a good description include but are not limited to the following:

- sex
- race
- height
- clothing
- facial hair
- scars, tattoos
- use of particular hand
- mannerisms
- exact words used
- place and time

Procedures:

Theft

Get a description of stolen item and the thief, if observed. Take victims to the Circulation Department. A Supervisor will call Campus Police, then escort the victim to the nearest quiet area, and wait for the police to respond.

Assault

Take victims to a secure, quiet area. Call Campus Police and a Circulation Supervisor. Try to get a description of the offender, but do not upset the victim. Do not minimize the victim's complaint in any way. If medical attention is needed, call Student Health Center.
Notify: In the previous three instances:

1) Circulation Supervisor 777-3145
2) USC Police 777-4125
3) Sexual Assault Services 777-8248
4) Victim/Witness Services 777-7786

Theft or Mutilation of Library Materials

Policy: It is the responsibility of all staff members to report occurrences of theft and mutilation of Thomas Cooper Library materials and vandalism to equipment and furniture to the Circulation Supervisor. Staff members who witness theft or mutilation are expected to assist in disciplinary actions and prosecution, testifying if necessary. It is especially important that staff members fill out a TCL Incident Report available at the Circulation Department.

Procedure: Upon witnessing or receiving complaint of theft or mutilation of library materials notify a Circulation Supervisor. If anyone else has witnessed the occurrence, ask the witness to come with you as well. The Circulation Supervisor will question the suspect and determine whether the Campus Police will be called. Any staff members who witness or receive a complaint of theft or mutilation of library materials will be required to fill out a supplemental statement to the TCL Incident Report.

Notify: Circulation Supervisor 777-3145

USC Police 777-4125
BOMB THREATS

**Policy:** All bomb threats must be taken seriously. It is the responsibility of each department to make Bomb Threat Checklists readily available near each telephone. A bomb checklist is given in Appendix II.

**Procedure:** Remain calm. Fill out a Bomb Threat Checklist while on the phone. Listen carefully; do not interrupt the caller. While on the phone alert another staff member to notify Campus Police. Follow evacuation procedures as directed by police. If you have noticed any strange package or things out of place notify the police.

**Notify:** Campus Police 777-4125, 777-9111

Circulation Supervisor 777-3145

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**Bomb Threat Checklist**

**LISTEN! Do not interrupt the caller except to ask:**

When is it set to go off?____________________

Record time of call____________________

Time remaining before explosion____________

What floor is it on?________________________

Where is it planted?________________________

What type of bomb is it?____________________

What does it look like?______________________
Why did you plant it here?____________________________________________________

Do you represent some political group?_________________________________________

--------------------------------------------------------------------------------------------------------

Did the caller appear familiar with the building by his description of the location of the bomb?___________________________________________________________________

Did the caller identify himself/herself?____________________________________________

Caller’s gender  M  F  Caller’s approximate age?____________________________

A. Voice characteristics
   _____Loud  _____Soft  _____Fast  _____Slow
   _____High Pitched_____Deep  _____Distinct  _____Distorted
   _____Raspy  _____Pleasant  _____Stutter  _____Nasal
   _____Intoxicated  _____Other  _____Slurred  _____Other

B. Speech

C. Language
   _____Excellent  _____Good  _____Local  _____Not Local
   _____Fair  _____Poor  _____Foreign  _____Regional
   _____Foul

D. Accent
   _____Race  _____Other

E. Manner

F. Background Noises
   _____Calm  _____Angry  _____Street Traffic  _____Office Machines
   _____Rational  _____Irrational  _____Aircraft  _____Telephones
Biological Attack Checklist

Steps to take in event of a Biological attack:

(Primarily in the form of white powder indicating anthrax):

ALL threats or suspicions should be taken seriously.

Call campus police immediately at **777-9111**.
*Do not let anyone in or out of the immediate area until campus police arrive and someone from Public Health or a Health respondent has arrived and declared the area safe to leave.

*Names of all individuals present must be taken in case future treatment is required.

*If possible, have ventilation cut off to the immediate area to prevent further contamination to the rest of the building.

Threat: __________________________________________________________________________________________

List of those present:

Names: Office Location:

________________________________________  ____________________________________________

________________________________________  ____________________________________________

________________________________________  ____________________________________________

________________________________________  ____________________________________________
FIRE

The primary device for alerting staff and patrons of a fire is an automatic fire detection system that measures combustible ions in the air. When the alarm is triggered, a loud continuous sound is heard throughout the building. The fire alarm may also be triggered by a hand-operated system located throughout the building, usually adjacent to the stairs. Pulling down the bar activates the alarm. An announcement will also be made in case of a false alarm.

If the building must be evacuated, staff should remain calm and direct patrons to the appropriate exits. Staff should check their area for patrons who need special assistance. Do not use elevators when evacuating. Staff should monitor exits to prevent backups or blocked entrances. If there are disabled patrons on the lower levels please guide them to nearest safe stairs and leave them there for the Fire Department. Notify the Circulation Department or the fire fighters immediately.

Staff can extinguish small, self-contained fires. Determine the nature of the fire and use the appropriate extinguisher. Large spreading fires should only be handled by the fire department. Never endanger yourself, make sure there is always an exit for you to escape.

Evacuation procedures are posted in each work area; if they are not, please contact a Circulation Supervisor.

**Extinguisher Types:** Type A--For wood, paper, or fabric fires

Type BC--For gasoline, liquid fuel, or electrical fires
Extinguishers in the library are marked A or BC. The large silver extinguisher located in the wall closets are rated A only. The smaller red extinguishers are rated BC. These wall closets are located throughout the building in areas with a number of other electronic devices.

**Notify:**
1) Circulation Supervisor **777-3145**
2) Campus Police **777-4125, 777-9111**
3) Office of Campus Safety and Health **777-5269**