

DRAFT TEMPLATE
HELPFUL RESPONSE INFORMATION
TO BE PERSONALIZED ---TBD---
WITH YOUR INSTITUTIONAL PROCEDURES AND
CONTACTS

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EMERGENCY RESPONSE PROCEDURES & RESOURCES

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Quick Call List

Notify the appropriate in-house person and department, and Public Official Listed Below

EMERGENCY**PHONE**
.....**DEPARTMENT**

FIRE-ACTIVATE FIRE ALARM AND CALL FIRE DEPT 911

MEDICAL EMERGENCY	911	EMS
AND	xxx-xxxx	Staff Member

BUILDING PROBLEMS	xxx-xxxx	
	xxx-xxxx	Staff Member
Water Leaks/Flooding	xxx-xxxx (all hours)	Facilities
Services		
Electrical Problems		
Elevator Problems		
HVAC Failure		
Lighting Problems		
Power Failure		

CHEMICAL SPILL	xxx-xxxx	Safety Office
...	xxx-xxxx	Staff Member

BOMB THREAT	911	Staff Member
VANDALISM and/or THEFT	xxx-xxxx	Staff Member

Rodents (bats)	xxx-xxxx	TBD
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Insect & Mold Problems	xxx-xxxx	Conservation
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INTRODUCTION TO EMERGENCY PROCEDURES

Each type of disaster can present its own problems and hazards. Developing a basic understanding of the procedures recommended in this *Emergency Response Plan* can make your response quicker and more useful, thereby reducing the danger to yourself, to your co-workers, and to the collection materials. Please take the time to familiarize yourself with the information in this manual.

- Remain calm.
- Concern for human safety takes precedence over concern for objects, in all instances.
- If you discover an emergency, without endangering yourself, other staff, or collections, quickly determine the nature, size and location of the problem and then notify Emergency Contacts.
- Please remember that during an evacuation consideration must be given to people with disabilities.
- Evacuate quickly whenever you hear an alarm or are otherwise instructed to leave the building.
- Obey all emergency personnel (security guards, policemen, firemen, etc.).
- Notify the appropriate institutional and staff Emergency contacts as soon as possible.
- Please be prepared before an emergency by familiarizing yourself with the location of exit doors and determining at least two evacuation routes.

General Emergency Response Procedures

Steps that staff members should take to ensure that problems are properly reported and that staff respond to them in a safe manner including:

- Alert appropriate personnel including institutional security
- Respond to the emergency situation
- Alert Institution staff and patrons
- Alert Emergency Response Team
- Evacuate building or affected areas, if necessary

The Head of a Response Team is charged with the onsite implementation of the Disaster Plan to recover collection materials. The head of the Disaster Management Team mobilizes and directs the Response Team.

The Head of the Response Team will:

- provide information concerning the types and extent of damage;
- propose immediate and intermediate salvage options; and
- implements and supervises salvage operations.
- ensuring the safety and security of collection materials; and documenting the movement of collection materials.

Administrators:

- Organize and prioritize staff efforts.
- Request the creation of a detailed Institutional Emergency Response Plan and assign staff to the various positions.
- Disseminate information to staff.
- Interact with governmental agencies such as the fire department or FEMA.
- Find money to prepare for, respond to, and recover from emergencies.
- Contract with outside business for services and supplies. Based on expert advice, choose which recovery techniques are to be used.
- Co-ordinate support from other departments of the organization.
- Designate or find work areas in house or in other locations.
- Meet the press.

PROCEDURES FOR A SMALL DISASTER

In order to protect staff from contact with possible health hazards, disaster areas will be evaluated by an Assessment Team before staff is permitted to enter the area.

If nothing hazardous is found, clean-up will proceed immediately. If a hazard is found, work will begin when the area has been made safe. Staff will be informed about appropriate procedures, and proper clothing will be provided.

Small disasters typically requiring Assessment Team evaluation are:

- water leaks with possible electrical hazards
- sewage overflow and contamination with possible bio-hazards

Use common sense. If you discover a disaster and can correct the problem without personal contact with water or sewage, do so. Otherwise call appropriate staff and city/state authorities.

In the event of a chemical spill, evacuate the immediate area of the spill and call your Safety Office. Give them the location and, if possible, the name of the chemical involved.

PROCEDURES FOR A LARGE DISASTER

After a disaster has been stabilized by the appropriate City or State Service, affected areas will be assessed by a Fire Department, Institution staff, and Institution Emergency Response Team.

The Disaster Management Team and The Recovery Team are responsible for coordinating any movement and recovery of collection materials.

The **Disaster Management Team** co-ordinates the recovery and clean up effort with Institution Administration.

- They will procure supplies and support and facilitate expenditures.
- They will supervise the necessary record keeping.
- They will keep the media updated. Statements will be prepared by an administrative official designated by the HRHRC Director; others should not talk to the media.

The **Recovery Team** facilitates the recovery of the collection materials.

- They will supervise the movement and protection of collection materials and other actions needed to prevent further damage to the collection materials.
- They are responsible for documenting the event, the recovery, and the clean up.

EVACUATING A BUILDING

If an alarm sounds or you are otherwise instructed to leave the building, evacuate quickly.

- Computers, lights, and equipment may remain on.
- Close doors behind you, but **do not lock** them.
- Do not use elevators.
- Remain calm as you leave the building -- walk, do not run.
- Use stairwells; avoid open staircases if possible. Use handrails.
- Do not push or shove.
- Assist disabled and injured persons.
- Assist anyone who appears to be disoriented, does not know what to do, or does not know to evacuate.
- If you notice anyone staying behind, alert them to leave the building as you are evacuating.
- Follow all instructions from emergency personnel.
- Once outside the building, move to your assigned meeting place, and report to your Department Head.
- Watch for emergency vehicles and equipment.
- Do not block exits, entrances, or driveways.

If you observe a suspicious object or potential bomb, do not handle the object. Clear the area immediately and call TBD.

If a bomb threat is received by mail, do not further handle the letter, envelope, or package. Clear the area immediately and call TBD

If you receive a phone call that a bomb has been placed on campus, **Do Not hang up**. Try to note the following and attempt to engage the caller in conversation to provide UTPD with as much information as possible:

- Time call received: _____
- Record exact words of caller:
- Were there any background noises?
- If the voice is familiar, who did it sound like?
- Try to obtain as much additional information as possible. Here are some ideas for questions that you could ask the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - What will cause it to explode?
 - Did you place the bomb?
 - Why?
 - Where are you calling from?
 - What is your address?
 - What is your name?
- Circle any of the following that describe the caller's voice:

Male	Female	Old	Accent	Broken	Slow
Young	Middle Aged	Nasal	Lisp	Rapid	Slurred
Calm	Disguised	Crying	Squeaky	Excited	Normal
Stutter	Stressed	Loud	Angry	Deep	Giggling

(cont.: Bomb Threat and Explosion)

- Find another staff member who can act as a support.
- If an evacuation of the building is warranted, TBD will activate the building alarm.
- Once outside, move to a clear area at least 150 feet away from the building. Keep walkways and streets clear for emergency vehicles.
- To the best of your ability and without re-entering the building, be available to assist the TBD in their attempts to determine that everyone has evacuated the building safely.
- The person who received the call must remain available for direct questioning.

In case of an explosion:

- Remain calm.
- Be prepared for further explosions.
- Seek shelter under your desk or a table.
- Watch for falling objects.
- Keep away from:
 - windows
 - furniture that may fall (file or supply cabinets, for example)
 - areas of shelving
 - electrical equipment
- Be prepared for fire, power failure, and/or water leaks as a result of the explosion(s).
- Do not use matches or cigarette lighters.
- Do not use elevators.
- Do not use telephones or computers.
- Do not move seriously injured persons unless they are in immediate danger from fire, building collapse, or falling debris.
- Follow all instructions from emergency personnel and the public address system. If instructed, evacuate quickly and move away from the building.

CHEMICAL SPILL

EHS.....xxx-xxxx
EMS.....911
Institution StaffTBD

DISCOVERY

- If you discover a chemical spill, call TBD and Institution Staff.
- If you can easily determine which chemical has been spilled, without endangering yourself, do so.
- If someone is injured and if you can assist them without exposing yourself to the chemical, help them to leave the area and call EMS immediately.
 - If a chemical has spilled on a person, remove clothing if possible and flush the chemical away with clear water (spills usually affect the hands, eyes and clothing).
 - In the case of caustic materials or strong acids, wait for emergency assistance.

Clean-up will be directed by TBD.

LOCATION OF EYE WASHES IN THE BUILDING:

NOTE: More people have died helping someone that was involved in a chemical spill than have died from a chemical spill.

FIRE EMERGENCY – MINOR

TBD.....911

These procedures may be used for a very small, contained fire such as a smoldering cigarette or a wastebasket fire.

DISCOVERY

- Disconnect all electrical equipment that is on fire or near the fire **if it is safe to do so.**
- If you see a fire that is small enough to be easily and immediately contained, direct the charge of a fire extinguisher toward the base of the flame. Use a fire extinguisher only if the extinguisher is located close by, you have been trained in its use, and you feel confident using it.
- Fight the fire with your back to an exit so that you always have an escape route.
Never allow a fire to get between you and your escape route.
- Know the location of fire extinguishers in your area.

IF the fire cannot be easily and quickly contained, treat as a major Fire Emergency by using the nearest fire alarm or calling 911. After alerting staff, exit the building immediately.

FIRE EMERGENCY - MAJOR

City Fire Department.....911

DISCOVERY

A major fire is any fire that cannot be easily contained, or when there is no fire extinguisher in the immediate vicinity

- Call 9-911 immediately.
- ⇒ Give your name, location, and if possible, describe the extent or source of the fire.
- **Do not allow fire to come between you and an exit.**
- Pull the fire alarm.
- Alert nearby staff.
- If possible, to contain the fire and reduce oxygen to large fires that are not immediately controllable, close doors (where applicable, turn off fans and close windows) to confine the fire and prevent drafts, but **do not lock doors**.
- Evacuate the building quickly.
- Computers, lights, and equipment may remain on.
- Close doors behind you as you leave, but **do not lock** them.
- Do not use elevators
- **If a closed door feels hot, do not open it.** Use another evacuation route.
- Remain calm as you leave the building – walk, do not run.
- Use stairwells; avoid open staircases if possible. Use handrails. Do not push or shove.
- Assist disabled and injured persons.
- Assist anyone who appears disoriented, does not know what to do, or does not know to evacuate.
- If you notice anyone staying behind, alert them to leave the building as you are evacuating.
- Follow all instructions from emergency personnel.
- Once outside the building, move to your assigned meeting place, and report to your Department Head.
- Watch for emergency vehicles and equipment.

Do not block exits, entrances, or driveways.

FIRE SAFETY INFORMATION Describe Fire Suppression System for your Buildings

Early Warning Smoke detectors and heat sensors

(Are these connected to a centrally located warning system at the security desk.)

Fire Suppression

Sprinklers? Other? Location

(cont'd Fire Emergency- Major)

Emergency Exits

Emergency stairwells, exit doors

If you are not in your office when the general alarm is broadcast, do not return there to retrieve your belongings. Evacuate the building as quickly as possible.

Never prop open a fire escape stairwell door. If fire or smoke spreads to the stairwells, the exit routes will be cut off and the safety of staff trying to exit from other floors will be placed in jeopardy.

Do not use elevators in an emergency evacuation. If they are damaged, you may be trapped inside.

Account For Patrons and Personnel

FIRE SAFETY REMINDERS

- DO NOT use a fire extinguisher unless you know how to operate one.
- NEVER use the elevators during a fire alarm or evacuation.
- KNOW the location of all are exit stairs and fire alarm pulls on your floor.
- FOLLOW the directions of Fire Wardens and emergency response personnel.
- EVACUATE in an orderly manner - walk briskly - do not run.
- DESCEND fire exit stairs in single file during an evacuation.

MEDICAL EMERGENCY / ACCIDENT

EMS.....911

Supervisorxxx-xxxx

DISCOVERY

Immediately CONTACT EMS and TBD. Give your name, location, and a description of the emergency.

- After calling EMS, it is most important to have doors open and elevators waiting to save EMS staff time in getting to the patient. Station people outside the building near streets to direct EMS vehicle to building.
- Do not render first aid unless you are trained and certified.
- Do not attempt to move the person.
- Let the person know that help is on the way.

Remain available to provide information to emergency personnel.

NOTE:

A work related injury or illness requires completion of the WCI (Workers Compensation Insurance) Employers First Report of Injury form and delivery to TBD for immediate input. Failure to complete and input the form in a timely manner will result in a fine.

FLOOD AND WATER DAMAGE – MINOR

TBD.....xxx-xxxx

DISCOVERY

- If you discover a water leak, call TBD. If you discover a leak after hours, call TBD.
- If you can easily determine the source, without endangering yourself, do so. Do not walk through puddles of water. Wet floors are slippery and the water may contain electrical hazards or sewage.
- If possible, limit the damage. If a leak is active and can be easily contained, use a container such as a garbage pail to catch it. If easily accomplished, move materials that are directly in line with the leak.
- Supplies, such as plastic drop sheeting are located in ????
- Do not attempt to clean up water. Before cleaning the area should be checked for electrical wires and sewage by an Assessment Team.

NOTE: Submerged electrical connections such as wall or floor sockets or extension cords can present the danger of electrical shock. Sewage associated with plumbing leaks also can present a bio-hazard. Use of common sense applied to an understanding of background information about electricity and sewage can help you protect yourself from these safety hazards. If nothing hazardous is found, staff will proceed with the clean-up, immediately. If a hazard is found, work will begin when the area has been made safe. Staff will be informed about appropriate procedures and clothing.

Additional information on electrical and sewage hazards can be found in subsequent pages of this “Guide”.

MAJOR

TBDXXX-XXXX

DISCOVERY

- If you discover flooding, call TBD. If you discover the flooding after hours, call TBD.
- If you can easily determine the source and extent of flooding, without endangering yourself, do so. Do not walk through puddles of water. Wet floors are slippery and the water may contain electrical hazards or sewage.
- Do not try to halt the damage or save items at this time. Once you have a rough idea of damage, leave the area.
- Are people in danger? If flooding involves substantial parts of the building, initiate evacuation by pulling the nearest fire alarm.

NOTE: Submerged electrical connections such as wall or floor sockets or extension cords can present the danger of electrical shock. Sewage associated with plumbing leaks also can present a bio-hazard. Use of common sense applied to an understanding of background information about electricity and sewage can help you protect yourself from these safety hazards. If nothing hazardous is found, staff will proceed with the clean-up, immediately. If a hazard is found, work will begin when the area has been made safe. Staff will be informed about appropriate procedures and clothing.

Additional information on electrical and sewage hazards can be found in subsequent pages of this “Guide”.

ELECTRICAL- and BIO-HAZARDS

SOME INFORMATION ABOUT WATER AND ELECTRICITY

Following is some background information that can be used to investigate leaks and floods. Use common sense if you attempt to stop a water leak that is flooding a building. There can be a danger of electrical shock and contact with raw sewage.

Electricity, Conductors, and Grounds

An electrical circuit comprises a complete path for an electrical current, which is a flow of electrical charge. In a circuit, electricity is carried by materials like copper or aluminum wiring that function as the conductor of electrical charges from a source to the machine being powered. Electrical current stops immediately when turned off at the source. When the source is on, an electrical current will travel through any material with which it comes into contact that can serve as a conductor or ground. Materials that direct these electrical currents to the earth are called grounds. All metals, water, and the human body can serve both as conductors and grounds of electrical current.

Water and the Human Body are Conductors of Electricity

Water is a conductor and can carry electrical currents. The water in a flooded room may be charged with electricity if there are wall or floor sockets and electrical extension cords with submerged connections. Metal doorframes, desks, and other office furniture also can act as conductors or grounds.

If you touch metal doorframes, desks, and other office furniture, you become a ground and can be shocked.

An electrical engineer explained that "'The human body, viewed as an electrical conductor, behaves as a solution of electrolytes in a leathery container'". One usually gets wet walking through water or handling wet materials while investigating a water leak or during recovery activities. If you walk through an electrical current in water with wet feet and the rest of your body is dry, a shock will be less severe. By contrast, if your entire body were wet, the shock would be more severe. (Note that personal sweat deposits a thin layer of moisture all over the body that amplifies the body's ability to conduct electricity.) If both your hands and feet are immersed in water, you are completing a circuit that could allow an electric current to travel throughout your entire body, with a resulting shock that can be deadly.

Grabbing an electrical cord with a live current can 'hook you to the cord'. When helping someone who is 'hooked' to a live electrical current, a rescuer can prevent themselves from becoming 'hooked' by using a wooden stick or rubber gloves to push the person away from the electrical cord.

The body organs in the path of the electrical current are affected by a shock.

CPR is the best emergency first aid treatment for victims of electrical shock.

(cont.: Electrical- and Bio-hazards)

Some procedures for checking for electrical currents in flooded buildings:

- Wear rubber gloves and rubber boots that help to insulate the body from electric shock. (A set of rubber gloves and boots is located TBD.
- Make sure that your body is dry. Rubber will not protect you against shock if your body is wet. Sweat can act as a conductor.
- Do not touch anything metal- such as a desk or doorframe.
- Do not put hands and feet into the water at the same time.
- Identify submerged floor and wall outlets. They should be disconnected at the fuse box.
- When unplugging an extension cord- first tap the cord with the **back** of your hand to feel for electrical shock. If there is no shock, pull the cord out by a rubber gloved hand or unplug the cord using a hook that has been attached to a wooden pole.
- If there is water in light fixtures (such as fluorescent ceiling fixtures) turn off the light switch. Do not touch the switch if water is coming out of the switch.
- Shock hazards from wet/dry vacuums with older, abraded wiring can be reduced by outfitting the wall plug with special electrical devices.

BIO-HAZARDS FOUND IN FLOODED AREAS

BACKGROUND

The list of bacteria, parasites and viruses found in sewage is lengthy. Some examples are hepatitis and e-coli. There is a lower population of micro-organisms in sewage water than in raw sewage. The life span of these different micro-organisms varies widely. Some die as they dry, while others can live for years and continue to pose a slight health risk.

Sewage leaks that have gone undetected for a period of time can produce unhealthful air with high levels of methane and carbon dioxide resulting in insufficient levels of oxygen for workers. The quality of the air and water in flooded, poorly ventilated areas contaminated by substantial amounts of sewage should be evaluated by an industrial hygienist. This analysis takes approximately 24 hours.

Procedures for checking rooms or working in areas contaminated with bio-hazards:

- Eliminate or minimize all bodily contact with water if it is contaminated with sewage.
 - The amount of protective gear that is needed will vary according to the amount of water and sewage present. Gear could include: latex gloves; boots or other waterproof foot wear; a slicker to protect the torso from splashes; and, a surgical mask (not a dust mask) to protect against inhaling contamination due to splashing and an aerosol effect. Staff should remember to protect open wounds from contact with biohazards and not to put their fingers in their mouths.
 - On leaving the work site all staff should perform a surgical scrub on fingernails, hands, and arms- to the elbow- with a disinfectant such as Betadine™. Articles of clothing should also be handled properly and cleaned with a bleach (3 tablespoons to a gallon of water).

(cont.: Electrical- and Bio-hazards)

Procedures for handling contaminated Collection Materials

Procedures for handling collection materials that are contaminated with bio-hazards will be determined after they have been examined.

Even when materials are dry, live bacteria can still be present. Dead bacteria

NATURAL DISASTERS & TORNADOES

If there is advance warning:

- Remain calm.
- Follow instructions from emergency personnel.
- Turn off electronic equipment.
- Close window blinds, shades, and coverings.
- Move to a safe area as instructed by emergency personnel or the public address system.
In the case of tornado, move to the first floor or basement TBD.

If there is no advance warning:

- Remain calm.
- Seek shelter immediately (under your desk or a table, for example).
- Follow instructions from emergency personnel and the public address system.
- Do not walk through the building to assess damage.

HOSTILE PATRONS OR COWORKERS

TBD.....911

UTPD recommends that you keep the following in mind when confronted with a difficult or hostile person:

Difficult or hostile people may respond positively if you:

- acknowledge their feelings
- show that you are actively listening
- make empathetic statements
- feed back to them what you hear
- offer them choices and suggest possibilities

Try **NOT** to use the following statements when dealing with difficult people:

- "If you will just calm down"
- "If you will just let me talk"
- "You're being unreasonable."
- "Exactly what is your problem?"

Do not personalize the situation. Maintain a neutral face and level tone of voice.

Be respectful but firm and assertive, not aggressive or passive. Being assertive means you act in a confident way and that you talk calmly but firmly, if necessary.

Without alerting the hostile person, **call 911** whenever a subject:

- uses abusive, indecent, profane or vulgar language that would tend to incite an immediate breach of the peace in a public place
- threatens someone with imminent bodily injury
- causes offensive or provocative physical contact or bodily injury of another
- is a personal endangerment to themselves
- damages or destroys the property of another

Report any incident to your supervisor.

VANDALISM

TBD.....xxx-xxxx

DISCOVERY

Most vandalism will occur during off-hours. However, if vandalism is in progress:

- DO NOT confront the suspect.
- Call TBD or 911 immediately to report the incident. Be prepared to give the following:
 - Your name
 - Your location
 - A description of the suspect(s):
 - Try to note the following:
 - Height
 - Weight
 - Hair Color
 - Clothing
 - Distinguishing marks or characteristics
 - Description of suspect's vehicle
 - Direction of travel when leaving the scene
- Find another staff member who can act as a support and a witness. Keep suspect in sight. Without confronting the individual or using force, try to delay their departure until UTPD arrive to handle the individual.
- Try to keep the suspect(s) in sight and carefully observe their actions and appearance.
- Provide as much information as possible about the incident to responding UTPD officers.
- If theft or vandalism is discovered after-the-fact, report it immediately to TBD.

ADDITIONAL INFORMATION FOR A PLAN

LOCAL PRIVATE CONSERVATION WORK DIRECTORY

DISASTER RECOVERY SERVICES

Contracts with these companies can be exclusive or non-exclusive.

** The information about the following vendors was gathered recently d in October 2004 updated through calls and discussions with a business representative. If specific information is not noted, it does not necessarily mean that the vendor does not offer a specific service.

Belfor

Blackmon Mooring (BMS)

Document Reprocessors

Belfor

Website: <http://www.belforusa.com> Texas : <http://www.belfor.com/en/USA/Texas.aspx>

Texas contact: Tammy Kleine 254-405-4833

TX/National contact: Kirk Lively 817-307-7426

Toll Free 24 hr: BELFOR 800-856-3333

BELFOR is a single source solution for property damage from fire, water, storms or other facility interruptions. Responds to emergency, including board-ups, water extraction, demo, dehumidification, asbestos abatements, mold remediations, contents pack outs, and electronics and machinery restoration. Reconstruction services take you through final rebuild.

Services

For Cultural Institutions, Libraries, Museums, Universities...

- Protecting collections by securing the building envelope and installing emergency temperature and humidity control.
 - Inventory, packing and transporting wet/damaged documents (frozen shipment, overnight, etc)
 - Working with environmental professionals to address hazardous materials and mold.
 - Document Drying – Vacuum freeze-drying (chamber pressure below 4.57 mmHg) is normally preferred, but onsite dehumidification and air drying services are available if appropriate
- BELFOR Alert is a robust technology available to install on your phone, holding critical building details, utility shut-off information, emergency procedures, action plans, mass notification and lots more.

Blackmon Mooring (BMS)

Austin Office BMS-Catastrophe: 1-877-730-1948

BMS-Catastrophe 24-hour emergency number: 1-800-433-2940

Darlene Parker, General Manager: 512-415-6973

<http://www.blackmonmooring.com/Austin>

Austin Office:

4616 West Howard Lane, Suite 700

Austin, TX 78728

1-877-869-8394

Home Office:

303 Arthur Street
Ft. Worth, TX 76107

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

Services

-Full Disaster Recovery Services including the removal of inventory and packing of books and all other artifacts from a disaster area. They also dry out and restore damaged building interiors. They do mold remediation, drying and restoration of building space, odor removal and project management. They remove odors from artifacts using ozone.

-Transport of books & documents that are to be dried by refrigerated trucks to Dallas/Ft Worth.

Drying Methods

-Dallas/Ft Worth location

-vacuum freeze drying (approx. 2 weeks)

(Bound materials are loosely packed and unsupported during transport and drying.)

Document Reprocessors

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

Muriel and Eric Lundquist Phone: (650-888-5096 Eric) or 888-437-9464 (888-4-DRYING) .

Services

Organize and pack out of disaster area or assist institution with packout remotely.

Arrange transport of books & documents in refrigerated trucks.

Palletize, shrink wrap, freeze and ship LTL load in a refrigerator truck.

Smaller projects can be shipped overnight either frozen or in an ice chest.

Drying Methods:

Thermaline Drying (patented) vacuum freeze drying, 7-10 days. Straightens during drying process. Used first for Los Angeles Public Library in 1986

Resulting in reducing binding expense by \$500,000 - LAPL Library Board of Commissioners.

Cryo Drying – for drying leather bound and vellum (approx. 2 weeks). Vacuum freeze drying at lower temperatures, dries text block completely, partially dries binding minimizing cracking of hinges. Both drying processes straighten warped books by placing metal plates and bungie cords to put pressure and allow books to regain their natural shape during drying (as close as possible) prior to getting damaged.

Audio-Visual Materials:

Specs Brothers

1-800-852-7732

<http://www.specsbros.com>

Archival Restoration, Disaster Recovery and Consulting Services

Services include: Fire restoration, flood reclamation, and chemical decontamination of damaged tape, on-site evaluations, and tape duplication

DISASTER RECOVERY SUPPLIES

SPACE: Air Drying Space, Freezer Space, Refrigerated Trailers, (A contracted disaster recovery may supply refrigerated trucks.)

EQUIPMENT: Pallets and pallet movers, Book Trucks, Portable gasoline powered generators, Portable pumps, Wet/dry vacuums, Mops and Buckets, Trash Containers and liners (large plastic)

SUPPLIES: Plastic sheeting, (polyethylene film) Plastic crates, Newsprint (unprinted), Paper towels, Blotter, Freezer Wrap, Large Sponges, Cardboard Boxes

NOTE: The Texas Army National Guard has materials that may be of use; however, they only can be mobilized for a state disaster, as designated by the governor.

Contact: Adjutant General 465-5006

Governor's Office 463-2000; Governor's office Executive Assistant 463-1762.

Location of disaster equipment and supplies TBD