

Appendix VI
of the King's University College Disaster Response Plan

EMERGENCY PREPAREDNESS AND DISASTER RESPONSE PLAN



Cardinal Carter Library

December 2009

PREFACE

This document is a compilation of various guidelines and best practices concerning emergency preparedness and disaster response plans in libraries and related institutions. Most notably, it includes excerpts from: Elgin County Archives Emergency Preparedness and Disaster Response Plan; University of Toronto Library System Disaster Plan; University of Windsor Archives and Library Disaster Plan; Victoria University Library (in the University of Toronto) Disaster Plan; The University of Western Ontario Disaster Response Plan and The University of Western Ontario Western Libraries Emergency Handbook.

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Emergency Preparedness and Disaster Response Plan

1. Background

This plan draws heavily on the University of Western Ontario Disaster Response Plan. King's University College is grateful for the support provided by UWO in drawing up this plan and, in many areas, King's is fully integrated into the UWO response plan. In areas where this is not the case, the individual King's responsibilities are documented. Where ever possible this document uses the terminology used in the UWO Plan.

People are the first priority in any situation. As an academic institution, King's Emergency Management Program must focus on not only protecting the bricks and mortar that make up our beautiful Campus, but on protecting the irreplaceable research, teaching materials, personal and corporate archives. For many people, "*their life's work*" is housed in their offices and laboratories. The mission of King's must be maintained and normal activities restored as quickly as possible.

All members of the King's community must focus their efforts on ensuring their area has effective measures in place to deal with situations that may threaten the normal operations. Emergency Management on Campus must be a shared, multi-faceted and coordinated approach.

2. Introduction and Statement of Purpose

At King's University College, an Emergency is:

An urgent and/or critical situation, temporary in nature, that threatens or causes harm to people, the environment, King's property or disrupts critical operations.

Disaster — an event of such dramatic proportions that it cannot be dealt with solely using The University of Western Ontario and King's resources (considerable outside assistance may be required).

Cardinal Carter Library's *Emergency Preparedness and Disaster Response Plan* has been developed as part of an ongoing effort to adequately and professionally protect its collections (including the rare and archival material housed in the Eaton Special Collections Room, and archival material, photographs and College records in the basement) in the event of a disaster, whatever its form, and to minimize collection loss and recover the holdings.

The Cardinal Carter Library is a comparatively small facility with a modest staff and limited resources, thus disaster recovery will involve a large number of inexperienced and untrained volunteers. Since this plan will serve as a guide for all stages of a disaster, it is both straightforward and all-inclusive.

Although the primary focus is on collection protection and recovery, the protection of human life and safety is the first priority at all times when confronted by an emergency situation.

Emergency Response Mission and Priorities

In any emergency situation, King's overriding mission is to:

- Protect life safety.
- Safeguard research, critical records, valuable and irreplaceable materials.
- Secure our critical infrastructure and facilities.
- Resume the teaching and research program.

It is essential that copies of this plan be distributed to the following:

- All library staff.
- Emergency Operations Control Group (EOCG).
- King's University College's Insurance Company & legal representative.
- Police and Fire Department.

Copies of this plan will be maintained off-site and online for easy referral in the event of an emergency. This *Emergency Preparedness and Disaster Response Plan* will be subject to periodic review and revision as new information becomes available.

3. Scope of the Plan

This plan, which is in effect 24 hours a day, provides a comprehensive overview of Cardinal Carter Library including its resources and a listing of various external sources and services that may be accessed in case of a disaster. The plan applies to the library site, employed personnel including volunteers and researchers concerning disasters or emergencies as outlined.

4. Components of King's Emergency Management Program

Mitigation

Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazards. Mitigation assumes our campus is exposed to risks whether or not an emergency occurs. Mitigation measures include, but are not limited to, hazard identification and risk assessment, monitoring, inspection, public education, policies and procedures, building design, and legislation.

Preparedness

Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include, but are not limited to, business continuity planning, emergency alert systems, emergency communication systems, emergency operations centres, emergency operational plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems.

Response

Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan utilization, emergency alert system use, emergency instructions to the public, emergency medical assistance, staffing the emergency operations centre, senior management notifications, reception and care, shelter and evacuation, search and rescue, resource mobilization, and use of warning systems.

Recovery

Activity to return vital support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, use of business continuity plans, crisis counselling, damage assessment, debris clearance, computer systems restoration, decontamination, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full scale business resumption.

5. Types of Disasters

King's is exposed to a variety of potential threats related to its geographic location, businesses and industry in the City of London, the transportation routes in and through the city (i.e., the nearby Rail lines), and the types of structures in which we study, live and work. (See *Risk Assessment Checklist for Cardinal Carter Library*, Appendix F).

For planning purposes these threats are broken into two main categories — natural and manmade. (See *Plans for Specific Emergencies*, pgs. 25 – 47).

Natural Threats

Due to our geographic location in the Great Lakes region, the most likely natural threats that could generate a major emergency are winter blizzards, ice storms, severe summer storms (lightning, high winds, hail and tornadoes) and flooding from the Thames River due to heavy rains or spring run-off.

Manmade Threats

The most common threats result from human activity: accidental release of hazardous materials; fires, or explosions; failure of utility systems (electricity, heat, and water); structural collapse; transportation incidents (air, rail, and road); riots or civil disturbances; criminal violence/terrorist acts, and contagious illnesses.

6. Disaster Prevention / Mitigation

Since many disasters are unavoidable, certain measures can be implemented to minimize damage. Being cognizant of major risk areas, and taking the appropriate measures to reduce that risk, or detecting any problems as early as possible, may avert emergencies. Cardinal Carter Library staff should be aware of all potential damage causing situations and rectify them before disaster results. Preventive measures for reducing disaster vulnerability should be checked and carried out on either a daily or regular basis. Those areas known to be problematic should be checked daily. Other areas will need to be checked on a regular basis, but less often (i.e., weekly, monthly, quarterly, annually). In general:

- Staff will be trained to identify potential disaster problems as indicated in the checklist on pgs. 12 - 14;
- Building maintenance activities will be regulated and deficiencies rectified promptly.

Building Inventory

Goal: To enhance knowledge of the general outlay of the library and its contents. There are two main reasons for this.

- 1) By knowing the locations and properties of library contents, it is possible to identify problems and potential disasters before they occur.
- 2) This knowledge means quicker response time as knowing what to do will decrease damage, loss of materials, and ensure safety and well being of patrons.

Location

The Cardinal Carter Library, which was constructed in 1995 and is mostly non-combustible, is located near the Thames River, but is above the water table. There have been no reports of flooding or leaks to date, beyond a minor incursion of water at the basement level due to melting ice from a loading dock and plugged drainage tiles. This problem has been rectified.

The building has four levels, but only the main and second floors are accessible to the public. The partial basement is used for storage and includes a Mechanical Room and the third floor has additional mechanical and electrical services.

An open stairwell at the northwest corner connects the main and second floors. The northeast enclosed stairwell connects the main and second floors, while the southwest enclosed stairwell connects all levels. There is one elevator, which is located centrally on the west side of the building, and services the basement, main and second floors.

Roof

The roof on the library is generally flat, with pitched edges. This type of structure tends to have some particular problems, which require monitoring. The roof is constructed of a Sarnafill single-membrane material. This seal type is intended to resist deterioration and cracking, but monitoring is still required. There are eight drains on the roof, which should be checked regularly for clogging. Backed up water could migrate into the library and cause flooding and water damage, as well as the mess caused by leaves, rotting vegetable matter, etc. Further information about the building, its construction and materials can be obtained through the architect Wasylo Architect Inc. (formerly Breivik, Scorgie, Wasylo, Morrison).

Eaton Special Collections Room

Room C112 is the rare book room. It contains valuable, and in many cases, irreplaceable books. This room is well protected from unauthorized entry by multiple levels of security – keypad access, motion detection, glass break, impact sensors on exterior windows, security film on the interior windows and fire suppression. Whenever anyone is allowed entry into this room, they are required to sign a logbook and are always accompanied by a library staff member. Visitors are never left alone in the room and the books under glass are for viewing only.

Water Systems

Toilets

Toilets require regular attention, periodic flushing even if unused, to prevent the seals from drying out. When this occurs, a major leak can result. As well, there is the usual need to guard against overflowing. Washrooms are regularly monitored by day and evening cleaning staff, and by College security.

Drinking Fountains

The integrity of pipes should be monitored to ensure that the water is always flowing properly.

Interior Condensation

During the summer of 2005, Honeywell completed work to address the relative humidity fluctuations in the Eaton Special Collections Room. As a result, the hygrothermograph readings are reasonably stable (acceptable temperature = 20°C or 68°F; ideal relative humidity = 45-50% ±3% as a daily fluctuation) and continue to be monitored daily to ensure stability of relative humidity and temperature levels.

Electrical Systems

The main power disconnect is located in the Electrical Room (007), adjacent to the library storage/compact shelving area in the basement. The main library light switches are located on the north side of the pillar at the Service Desk. There is a natural gas-powered emergency generator in a mechanical room on the roof. It automatically starts when the power is cut; it controls basic security lighting and some heating. The illumination is sufficient to allow patrons to safely exit the building. If an evacuation had to take place in dim light, there could be problems for visually impaired people or those unfamiliar with the building.

Disaster Prevention Checklist

The following disaster prevention checks are performed by library staff and security, who will contact the Physical Plant Department as required.

Evidence of Water – Daily Checks

- o Damp musty smell;
- o Drips from sprinkler heads, pipes, building joints;
- o Ensure that water and heating or air conditioning systems are not leaking;
- o High humidity;
- o Mould;
- o Sound of dripping water;
- o Water stains on ceiling, floor, light fittings, wall, etc.;
- o Water anywhere.

Other Frequent Checks

- o Turn off electrical equipment if not in regular use, checking for flawed wiring;
- o Secure locks on windows and doors and account for all keys;
- o Run drills to be aware of exits, needs for evacuations, etc. - - people and books;
- o Create/replenish additional or existing disaster kits;
- o Inventory disaster kits;
- o Conduct employee awareness training for power sources, alarms, exits and procedures;
- o Ensure patron awareness training for emergency procedures;
- o Check humidity and temperature in all areas;
- o Verify chemical inventories and storage evaluation;
- o Check toilet seals and drinking fountains;
- o Clean basement clutter and mess.

Structure – Yearly Checks (performed by Physical Plant Department)

- o Assess roof condition incl. seals;
- o Secure facility against small animals and rodents;
- o Verify the building's structural integrity, i.e., check building exterior for examples of deterioration;
- o Check exterior drains;
- o Check alarms and sprinklers to be sure they are working;
- o Keep up fire extinguisher checks;
- o Check building window seals.

Fire Protection Measures

As well as the procedures below, the library has an approved fire prevention plan (City of London Fire Marshal/Department), which is located at the library's main entrance.

- Fire alarms, smoke detectors and heat sensors are placed according to fire code regulations;
- The Floor Plans in Appendix E indicate the location of alarms;
- Fire extinguishers are located according to regulations, and are also shown on the plans. These are checked regularly: once a month by the College's physical plant personnel, and once yearly by a person from the supplying company;
- Train all staff in the proper use of the equipment;
- The ventilation system is connected to the smoke detection system so it will automatically turn off in the event of a fire.

Fire Hazards

- Ensure clear access to exits, fire alarms and protection equipment;
- Excessive collection of debris, dust, or liquid spills;
- Faulty/fraying electrical wiring or malfunctioning equipment;
- Any leakage of flammable gases or liquids;
- Missing or discharged extinguishers incl. extinguishers placed on floors;
- Burning of candles anywhere in the library;
- Smoking by staff or visitors anywhere in building.

Work on the facility increases the risk of disaster and necessitates various precautionary measures. The Director of Physical Plant will ensure that any potential risk areas and applicable safeguards are identified and discussed with the contractors, and if necessary, appropriate contingency planning will be prepared.

Environmental Controls

It is important to be aware of the environmental conditions in a building. Controlling the heat, cold, and humidity will promote preservation of materials in the collection.

Heat/Cold – thermostats should be set at a constant level, and extreme fluctuations avoided;
Humidity – use of a hygrothermograph to measure humidity in all parts of the collection is recommended.

Pest Control Devices

Pest control devices should promote conservation within the library. Sticky boards or live traps are preferred to bait or chemicals, as the latter may cause pests such as mice to ingest the poison, then retreat into inaccessible spaces, where they die, resulting in decomposition and odour. As recommended by the Canadian Conservation Institute, pest control strips were added to the basement doors leading to the archival storage and College records management storage rooms. Physical Plant Department staff monitors the Eaton Special Collections Room, College Archives, and College records management storage facilities in the basement of the library for pests on a regular basis.

Storage

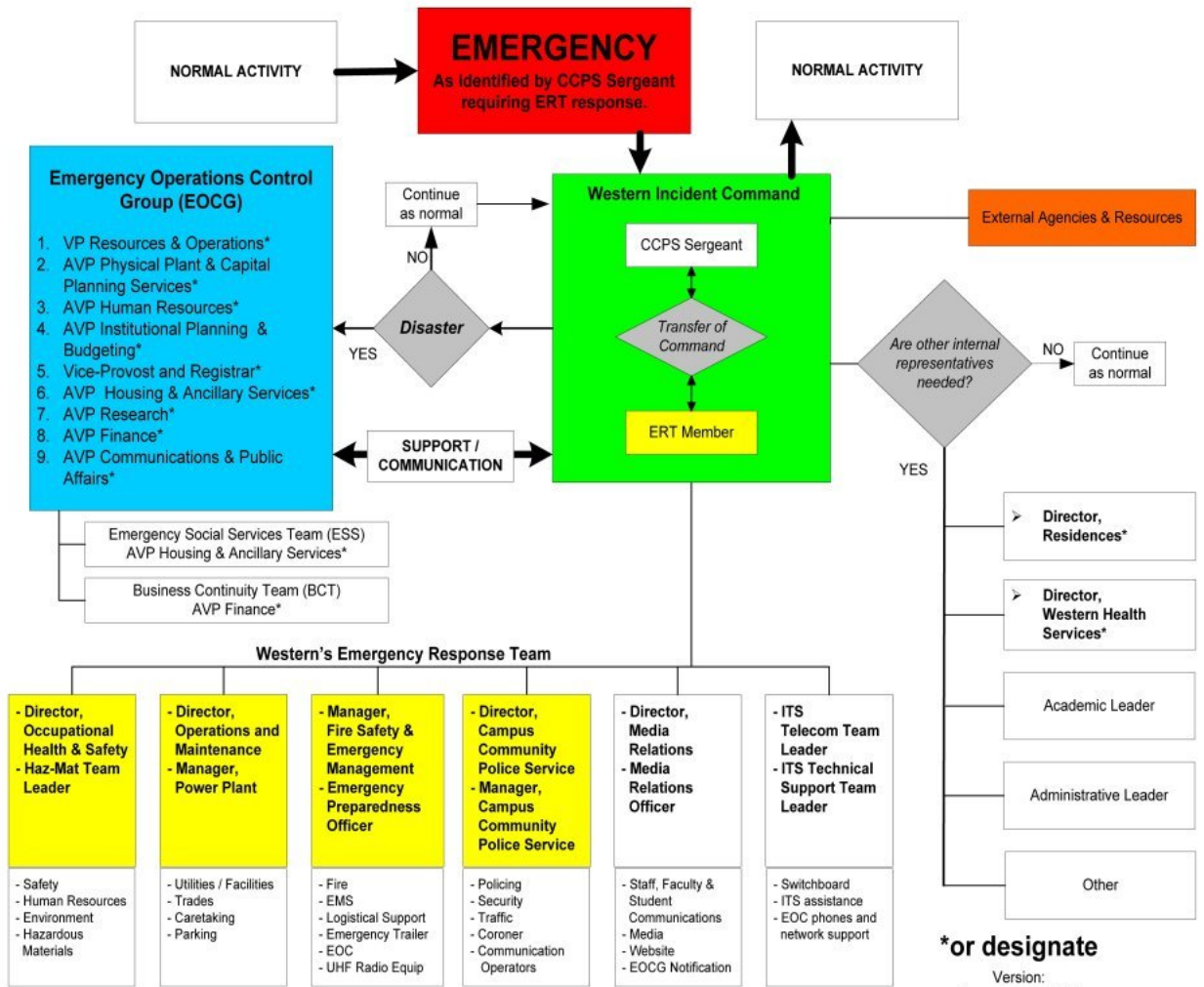
- Ensure that records are not located near any water and sewage pipes running through the storage area;
- Never store records on the floor;
- Store the most valuable material on upper shelves;
- Ensure that carpet is not installed in the storage area. It will retain water and prevent drainage, as well as interfere with temperature and humidity stabilization in the event of a disaster;
- Keep passages and drains in storage areas unobstructed;
- All documents should be stored in acid-free boxes to protect them from external elements;
- Institute computer back-up procedures and off-site storage policies;
- Shelf materials according to fire control standards;
- Ensure that materials are setback slightly from the edge to prevent the vertical spread of the fire from one shelf to another;
- No materials should be stored on top of shelving units;
- There should not be less than a 2 ft. space between shelving units and the ceiling;
- A 4” flue space should be left between the end of each compact shelving unit and the documents, in order to facilitate fire detection.

To protect materials against water damage, shelving should be installed at least 12” away from outside walls, 2” away from inside walls, and bottom shelves should be raised at least 4” off the floor.

7. Flowchart – Utilizing the Disaster Plan

Emergency Process - Chain of Command

Western's Emergency Response Process



8. DISASTER PREPAREDNESS

The Emergency Operations Control Group (EOCG) – A designated group of staff who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the King’s community and support the Incident Commander in mitigating the emergency’s effect on King’s.

The (EOCG) is assembled and the Disaster Plan is utilized when it is apparent to Incident Command that an event or events will have a major impact on King’s or when considerable outside assistance is required to deal with an emergency incident.

Generally, this will occur when there is:

Advance Warning - there is an opportunity for the Incident Command to assess the potential impact and do some initial planning of King’s response (i.e., health emergency, blizzard, ice storm, river flood, etc.)

Sudden Impact - an unexpected situation that impacts King’s immediately and Incident Command is required (i.e., fire, explosion, aircraft crash, hazardous materials spill, tornado, etc.)

It is always possible that a normal emergency will escalate beyond King’s response capabilities, triggering the Incident Commander to assemble the EOCG. Whatever the precipitating circumstance, *the decision to assemble the EOCG is the responsibility of the Incident Commander.*

Emergency Operations Control Group (EOCG) Membership

As listed in Appendix A.

Emergency Operations Control Group (EOCG) Priorities

The EOCG’s priorities are to:

- Support Incident Command. Functions or activities such as notifications, public information, media relations, resource acquisition, employee call in, record keeping, etc. are best handled by the EOCG.
- Monitor, Inform and Alert. The EOCG must both give and receive information. The EOCG undertakes intelligence gathering to identify potential problems and provide prompt notification to managers, employees, and related organizations. The EOCG also ensures that members of the King’s community, as well as external stakeholders and agencies, know about the emergency and King’s response.
- Verify and Document Response. The EOCG must create a mechanism to verify the steps taken to respond to the emergency, preserving a record of the actions taken to protect employees, infrastructure, research, and the overall corporate interests. The EOCG pursues “best practices” by documenting information received and the steps taken.

9. Disaster Response and Recovery - Salvage Operations

Disasters can take many different forms necessitating the adjustment of response and recovery procedures to suit the situation. Disasters occur with uncertain combinations of wet, moldy, burnt, smoke damaged and physically distorted collection material on an unpredictable scale. Every disaster has its own dilemmas requiring the balance of assessment, decision and timely action. Type of disaster, type of material, available resources, opportunities for taking action and human safety are all likely to influence the decisions that need to be made and the allocation of priorities.

The aim of all immediate, short and long term actions is to stabilize emergencies affecting collection material, salvage and restore collection material, rehabilitate affected areas, return collection material to storage, and restore services as soon as possible.

9.1 First Response – Assess Situation

- All disaster response and recovery actions are to first be assessed and then coordinated and planned;
- Human safety has precedence over protection and/or removal of the collections, or in any other action undertaken as part of disaster response;
- Directives of emergency personnel are to be obeyed as they take legal authority in any emergency;
- Attempts should be made to document all incidents and actions.

9.2 Second Response - Salvage Operations

9.2.1 **Stabilize the environment** as much as possible and remove the source of damage or contamination to collections. Reduce the temperature and increase ventilation in order to lower the relative humidity. Use fans to increase the air circulation and help retard mould growth. Do not turn up the heat, as this can encourage mould, which can appear within 48 hours.

9.2.2 **Prepare a work area and establish salvage procedures.** Create a work area on site. (For detailed salvage procedures see *Salvage at a Glance*, Appendix K).

9.2.3 **Follow through on detailed plans** as below for Fire and Smoke Damage, Small Water Leaks, and Large Water Leaks or Flooding.

When the situation is safe and the emergency services personnel permit re-entry to the building, commence immediate actions for fire and smoke damage;

The EOCG with library staff assesses all situations.

Fire and Smoke Damage:

- o Establish if collection material has been affected;
- o Check that shelving is structurally sound;
- o Check the need for short term protection of the collections;
- o Check for associated water damage.

Charred Materials:

- o Damage caused by extremely high temperature is irreversible;
- o Do not attempt to open charred bundles/books, for such handling will result in further damage;
- o Even if materials are not charred beyond recognition, exposure to high temperatures will cause the paper to become extremely brittle. Such records should be evaluated. Some may be discarded, and others may be microfilmed or photocopied to preserve the information;
- o If edges of bound volumes are charred or badly smoke-damaged, they can be sent to a library binder, who will remove the binding, trim the edges of the paper and rebind the volumes;
- o A conservator should evaluate materials before employing any general-purpose smoke removal techniques;
- o Professional companies can deodorize areas from smoke odour.

Small Water Leak:

- o Retrieve the emergency supply containers and take out plastic sheeting, buckets, bins, mops, protective clothing, etc. as required from storage or from salvage area created on site;
- o Cover affected or threatened collections with plastic sheeting, place bins under leaks if necessary;
- o Remove water and/or restrict or direct its flow using mops, squeegees, water vacs, etc.;
- o DO NOT remove any material except under the direction of the EOCG (See *Special Handling Instructions: Disaster Affected Collection Material*, Appendix I);
- o Priority is given to material in formats requiring urgent attention as outlined in *Collection Salvage Priorities*, Appendix G;
- o The Director of Physical Plant will co-ordinate the stabilization and control of the environment and restoration of the affected area. When treatment has been completed and appropriate environmental conditions have been restored, recovered material can be returned to the collection area if it is safe to do so.

Large Water Leak or Flood:

The Disaster Coordinator will coordinate the stabilization of the affected area by:

- o Assess the situation, taking account of the extent and type of damage and the type and value of the material;
- o Turn off the power and water supplies if necessary;
- o Locate and control the leak source;
- o Control humidity and temperature levels for the duration of the operation;
- o Coordinate clean up of the affected area;
- o Arrange for the fire department to pump out excess water if necessary;
- o Arrange for the fire department to check the area for hazards before any staff is allowed to enter the area;
- o Arrange for all stages of the action plan to be photographed if possible;
- o Formulate a short-term action plan and assess the short-term staff and equipment needs;

Under the short-term action plan, staff will attempt to stabilize the situation and protect the collection and will:

- o Allow only essential personnel into the affected area;
- o Obtain appropriate emergency supplies from storage – plastic sheeting, buckets, bins, mops, protective clothing, etc. as required;
- o Remove water and/or restrict or direct its flow using mops, squeegees, water vacs, etc.;
- o Leave material as is, unless directed to move it by the EOCG;
- o Cover affected or threatened collections with plastic sheeting;
- o Place bins under leaks if necessary;
- o Conduct a full inspection of the building to locate all areas and collection items affected and assess the situation;
- o Meet for a briefing on the situation.

Following the inspection, the Disaster Coordinator will:

- o Determine broad priorities for action and formulate an action plan.
- o Determine the staff resources needed to undertake the salvage operation;
- o Reaffirm the priorities for salvage of collection material as outlined in *Collection Salvage Priorities*, Appendix G;
- o Coordinate contact with the senior management and the news media;
- o Allocate teams to appropriate salvage areas and tasks. Provide instructions and troubleshooting for salvage teams;
- o Ensure all collection movements are fully documented and all containers labeled.

As material is salvaged:

- o Assess and/or sort material by treatment method for salvage. See *Treatment Techniques for Salvaged Material*, Appendix J and *Salvage at a Glance*, Appendix K;
- o Assess material checking for the risk or presence of mould and decide on replacement, disposal or treatment in consultation with a conservator if possible;
- o Transport material using carts, boxes, crates, or other suitable containers.

9.3 **Third Response – Clean-up Operations**

After materials have been salvaged, some further restoration work will most likely be required before they can be reshelved or returned to their storage locations:

- o Facility areas will be repaired or retro fitted as required;
- o Equipment and supplies that have been damaged or used will be replaced;
- o Materials that have been water-damaged will be kept apart from other holdings for at least 3 months in a well-ventilated area;
- o An archivist or conservator will assess and evaluate materials and decide on the next steps to be taken. This will include one or more of the following:
 - Check for signs of mould
 - Discard/withdraw
 - Reprocess and/or duplicate
 - Replace by photocopying, scanning or purchasing another copy or edition [subject to copyright legislation]
 - Repair, rebind or provide conservation treatment.

For Collection Salvage Priorities and Specific Collection Priorities – see Appendix G

For Special Handling Instructions: Disaster Affected Collection Material – see Appendix I

For Treatment Techniques for Salvage Materials (Water Damaged) – see Appendix J

10. **Emergency Contacts**

All emergency contacts as listed in Appendix B.

11. Emergency Evacuation – follows Library Fire Plan Procedures

Details of individual procedures

- o The following rooms have been designated as the King’s EOC respectively: FB001, FL112, and W150;
- o On weekdays all staff report to Supervisory Staff person Susan Evans upon evacuation of the library including the public area; (For procedures on evenings and weekends staff/students on duty report to the Incident Manager/Security Guard see *Responsibilities of Student Library Assistants regarding building evacuation*, pgs. 23 - 24);
- o Cardinal Carter Library meeting areas are west end of parking lot P3 (rear of library) and P4 (south side of Epworth Avenue by Dante Lenardon Hall);
- o See Appendix E for copy of floor plans listing locations of emergency exits.

Name	Floor	Location	Responsibility
<p><i>If an evacuation occurs, remember to close own office door, Group Study Room doors, etc. when exiting and unplug any laptop cords in the public area, which may present a hazard.</i> Note: All staff are to report to Susan Evans* upon exiting the library. <i>Persons qualified in First Aid** report to Incident Manager after reporting to Susan.</i></p>			
<p>WHITE FIRE HOSES ARE NOT TO BE USED BY LIBRARY STAFF.</p>			
Susan Evans		*Outside – by steps on west side of library near P3	Library staff upon exiting reports to Susan; Reports to Incident Manager after all library staff has reported in.
Linda Whidden	1	At outside of front doors	Holds doors open and closes outside front doors after last person has exited; Ensures that no person re-enters the library until the City of London Fire Department have said that it is safe to do so.
Alanna Marson	1	Position at inside front of library	Activates mag lock if necessary; Assists with unplugging any decorative white lights on main floor; Assists with standard evacuation procedure and exits via main doors behind last evacuee.
Meaghan Shannon	1	Position at inside front doors of library	In the absence of Toni, activates mag lock if necessary; Assists with unplugging any decorative white lights on main floor; Assists with standard evacuation procedure; Holds door open and ushers patrons in the vicinity to exit via main doors; After last person has exited, closes door and follows.
Craig Mitchell	1	Exit 1 – east Position at inside door leading from main floor	Assists with standard evacuation procedure; Directs people in the vicinity to use Exit 1; Ensures main floor is cleared, including the washrooms, group study rooms, access lab, AV rooms, and Eaton Room; Holds door open until last person has exited, then closes door and follows.

Cardinal Carter Library
Emergency Preparedness and Disaster Response Plan

Name	Floor	Location	Responsibility
<p><i>If an evacuation occurs, remember to close own office door, Group Study Room doors, etc. when exiting and unplug any laptop cords in the public area, which may present a hazard. <u>Note: All staff are to report to Susan Evans* upon exiting the library.</u> Persons qualified in First Aid** report to Incident Manager after reporting to Susan.</i></p>			
<p>WHITE FIRE HOSES ARE NOT TO BE USED BY LIBRARY STAFF.</p>			
Martha Gordon	1	Exit 1 – east Position at outside door leading from the east foyer	Assists with standard evacuation procedure; Directs people in the vicinity to use Exit 1; Holds door open and directs evacuees to assemble at the meeting points for the library, which are the West end of parking lot P3 or lot P4; Holds door open until last person has exited, then closes door and follows.
Russ Braley**	1	Exit 2 – south	Assists with standard evacuation procedure; Directs all people in the vicinity to use Exit 2; Ensures main floor is cleared, including the washrooms, group study rooms, access lab, AV rooms, and Eaton Room; Holds door open until last person has exited, closes door and follows: Descends to basement, alerts anyone there to leave via basement west door, then exits via same door.
Ewa Czachorowski	1 [†]	Exit 2 – south Position at outside door leading from the west side of library	Assists with standard evacuation procedure; Directs people in the vicinity to use Exit 2; Holds door open and directs evacuees to assemble at the meeting points for the library, which are the West end of parking lot P3 or lot P4; Holds door open until last person has exited, then closes door and follows.
Claire Callaghan	2	Exit 1 – east	Assists with standard evacuation procedure; Ensures 2 nd floor is cleared including the stacks area, carrels at north and south locations, and tables located by the east windows; Holds Exit 1 door open until last person has exited, then closes door and follows.
Shirley Bratscher	2	Exit 2 – south	Assists with standard evacuation procedure; Closes door at top of main stairwell; Ensures 2 nd floor is cleared including washrooms, all group & individual study rooms, access lab, and tables at west and south locations; Holds Exit 2 door open until last person has exited, then closes door and follows.

Responsibilities of Student Library Assistants regarding building evacuation

In the event of a fire in the evening or on the weekend, it will be necessary for Student Circulation and Reference Assistants to assume “area” responsibilities to ensure that the occupants leave the building quickly yet safely. Their primary role during a fire or building evacuation is to assist building occupants in safely leaving the building and assembling at the designated location [Parking lots P3 - west end (behind library) and P4 (south side of Epworth)]. Although the protection of human life and safety is the first priority at all times when confronted by any emergency, ***do not put your own personal safety in jeopardy to accomplish the foregoing.***

Student Library Assistants are under the direction of the Incident Manager and depending on the time of day and availability, this individual will be taken in the following order: Assistant to the Director of Physical Plant (Daytime); Maintenance Coordinator; Director of Physical Plant; Security Guard.

Name	Floor	Area	Responsibility
<p><i>If an evacuation occurs, remember to close all doors when exiting such as Group Study Room, Instruction Room, Information Resources, etc. and unplug any laptop cords in the public area, which may present a hazard.</i> <u>Note: Please report to the Incident Manager/Security Guard upon exiting the library.</u></p>			
<p><i>WHITE FIRE HOSES ARE NOT TO BE USED BY LIBRARY PERSONNEL.</i></p>			
Student Reference Assistant	Main Floor	Makes a sweep of the entire main floor	Activates mag lock if necessary; Assists with unplugging any decorative white lights on main floor; Ushers patrons in the vicinity to exit via main doors; Directs all evacuees to assemble at the meeting points for the library, which are the West end of parking lot P3 or lot P4; Direct any patrons on the east side of the main floor to use Exit 1 (east exit); Direct patrons at the back of the library to use Exit 2 (back/south exit), cautioning evacuees to exit outside by the side door and not to descend to the basement; Ensures main floor is cleared, including the washrooms, group study rooms, access lab, AV rooms, and Eaton Room; After last person has exited, closes door and follows; Ensures that no person re-enters the library until the City of London Fire Department have said that it is safe to do so.
Student Circulation Assistant	2nd Floor	Makes a sweep of the entire second floor	Accesses 2 nd floor via main stairwell and closes door at top of stairs; Assists with standard evacuation procedure; Ensures 2 nd floor is cleared including the stacks area, carrels at north and south locations, and tables located by the east windows;

Name	Floor	Area	Responsibility
<p><i>If an evacuation occurs, remember to close all doors when exiting such as Group Study Room, Instruction Room, Information Resources, etc. and unplug any laptop cords in the public area, which may present a hazard.</i></p> <p><u><i>Note: Please report to the Incident Manager/Security Guard upon exiting the library.</i></u></p>			
<p>WHITE FIRE HOSES ARE NOT TO BE USED BY LIBRARY PERSONNEL.</p>			
			<p>Ushers patrons in above vicinity to use Exit 1 door (east exit) and cautions evacuees to exit outside and not re-enter the library on the main floor; Directs all evacuees to assemble at the meeting points for the library, which are the West end of parking lot P3 or lot P4; Ensures 2nd floor washrooms, all group & individual study rooms, access lab, and tables at west and south locations are cleared; Ushers patrons in above vicinity to use Exit 2 door (back/south exit) cautioning evacuees to exit outside by the side door and not to descend to the basement; Holds door open until last person has exited, then closes door and follows.</p>

12. Plans for Specific Emergencies

- Animal Bites
- Bomb Threat - Phone Call
- Evacuation of Building
 (incl. Occupants Requiring Assistance)
- Exposure to Blood
- Fire
- Fire Alarm - Accidental Activation
- Fumes - Hazardous Materials
- Insects / Rodents
- Medical Emergency
- Mould
- Power Failure / Black out
- Power Failure / Elevator
- Shock and Electrical Problems
- Suspicious Letter / Parcel
- Suspicious Letter or Parcel - Indicators
- Suspicious Letter - Smoke, Fumes, or Odours
- Vandalism
- Water – Major Leaks / Flooding
- Water - Minor Leaks / Malfunctions
- Weather Advisories
- Severe Weather
 - Geographic: earthquake, tornado, hurricane, lightning, severe thunderstorms, etc.

ANIMAL BITES

Weekdays / Weekend

RESPONSE	CONTACT / EXIT
<p>Call security and give the following information:</p> <ul style="list-style-type: none"> a) description of the incident including description of the animal and its behaviour; b) location: building, floor, and room number; c) name of person who was bitten; d) your name and telephone number. 	<p>Security: 519-521-6215</p>
<p>If it is safe to do so, try to contain the animal by evacuating the room and closing the doors.</p> <p>If anyone was bitten, phone Human Resources to report the incident and complete an Incident Report.</p>	<p>Human Resources 519-433-3491 x4470 or x4485</p>
<p>GENERAL INFORMATION</p> <p>Normally there are no animals in the library. Should an animal manage to get into the library and not be under control, it may have rabies and attack someone. Rabid animals can show signs of hyperactivity or display some signs of paralysis.</p> <p>Security will send someone to remove animals.</p> <p>Library staff may, at their own risk, remove animals from the building, which have not bitten anyone. However, if the animal appears even slightly vicious or diseased, call security for assistance. Do not attempt to remove the animal that appears dangerous.</p>	
<p>Notify the Chief Librarian via e-mail.</p>	<p>Claire Callaghan, Chief Librarian Email: callagha@uwo.ca</p>

EVACUATION OF BUILDING

Weekdays / Weekend

Building will be evacuated when an alarm sounds AND/OR upon notification by Campus Community Police Service (CCPS), Security, EOCG

RESPONSE	EXIT
Evacuate building quickly using designated exit. DO NOT USE ELEVATOR. Take coat and valuables. Assist all patrons, as needed.	Main entrance
Proceed to designated meeting area.	Cardinal Carter Library meeting areas are parking lots P3 (rear of library) and P4 (south side of Epworth Avenue by Dante Lenardon Hall).

DO NOT RE-ENTER EVACUATED BUILDING UNLESS AUTHORIZED TO DO SO BY CAMPUS COMMUNITY POLICE SERVICE OR CITY OF LONDON FIRE DEPARTMENT

EVACUATION OF A BUILDING IS MANDATORY WHEN A FIRE ALARM RINGS (LIBRARY FIRE SAFETY PLAN, PG. 15)

FOR OCCUPANTS REQUIRING ASSISTANCE – SEE PG. 28 - 30

Occupants Requiring Assistance

Guidelines for Evacuation of Wheelchair/Scooter Users and Persons with Mobility Disabilities

- If at ground level, exit on wheelchair ramp or down steps with assistance.
- If staircase must be used to reach ground level, remain at Emergency Evacuation Point until help arrives.
- DO NOT USE ELEVATORS
- If the person you are assisting is unable to speak clearly, look for a sign on the chair with printed instructions.

Guidelines for Evacuation of Persons who are Blind/Low Vision

- Identify yourself.
- Describe the emergency and ask if help is needed and how it can be provided.
- Let the person take YOUR elbow. Describe your surroundings, give directions clearly and accurately. Alert him/her to upcoming stairs or other obstacles.
- Guide dogs are the responsibilities of their owners. Do not distract the dog, it is working.

Guidelines for Assisting Persons who are Deaf or Hard of Hearing

- Alert the person(s) that an emergency exists by using notes or hand gestures. Note: Lip-reading is a skill that some persons who are Deaf or Hard of Hearing have difficulty mastering. Consequently, utilizing this form of communication during an emergency may prove problematic, especially if the hearing person has an accent, facial hair, or the lighting is poor.

Guidelines for Assisting Persons with Asthma

- If there is smoke, encourage the person to crawl and if possible have them cover their mouth with a damp cloth.

Guidelines for Assisting Persons with Epilepsy

- Some persons with epilepsy report that loud and startling noise such as a fire alarm may trigger a seizure. In the event the person has a seizure keep them safe from further harm and do not force anything in their mouth.

Guidelines for Assisting Persons with a Developmental Disability

- It is essential that staff and faculty working with a person with a Developmental disability remain composed during an emergency. Calmly explain what is happening in clear terms and guide the person to a safe exit.

The Responsibility of the Person Requiring Assistance

In an emergency situation, it is critical that you are clear about your needs during an evacuation and that these needs have been conveyed to your instructors, other staff, Human Resources (if you are a staff or faculty member). As well during weekends and after hours, you should notify security of your location.

Instructions to transport persons requiring assistance to evacuate via stairwells (If required)

Under normal circumstances, persons who require assistance should be evacuated via ramp or left beside the designated evacuation points under the supervision of a staff member until such time as the Fire Department can affect a rescue. But under some circumstances, it may be life threatening for that person to remain on the floor awaiting Fire Department rescue. Evacuation may be to another area of refuge. Under these circumstances, the person requiring assistance must be transported via the stairs to the exterior. The following are examples of some techniques that may be used to transport a person via stairwells where ramps are inaccessible.

Do not attempt to take an electrically powered chair up or down stairs. There are Emergency Transport Chairs located at the recreation centre 1st level, campus police and at the theatre should the need arise.

Only persons professionally and regularly trained in these lifting techniques should attempt to evacuate persons requiring assistance.

THE BACK LIFT

The rescuer would kneel at the front of the person and place the person's arm up and over the rescuer's shoulder and across his/her chest. The rescuer would then lean forward before rising slowly, to a full standing position.



**INSTRUCTIONS TO TRANSPORT PERSONS REQUIRING
Assistance to evacuate via stairwells (If required)
TWO RESCUER SEAT CARRY**

The rescuers position themselves next to the wheelchair (or beside the person) in order to grasp each other's upper arm or shoulder as per illustration #2. The person being assisted would place his/her arms firmly around both rescuer's necks as per illustration #3. The two rescuers would then lean forward placing the free arm under the individual's legs, firmly grasping each other's wrists as per illustrations #4 and #5. Working together, both rescuers lift, using legs, then carefully stepping forward.



ILLUSTRATION #2



ILLUSTRATION #3



ILLUSTRATION #4



ILLUSTRATION #5

EXPOSURE TO BLOOD

Weekdays / Weekend

Has something happened that exposed you to someone else's blood?

Was there a cut or puncture to your skin? Did you bleed from the injury?

Did you get blood in your eye(s) or in your mouth?

If you said "YES" to any of the above, read the following to see what you should do.

RESPONSE

1. IMMEDIATELY:

a) For a needlestick or cut

DO wash with soap and water

DO apply a sterile dressing if necessary

DO NOT encourage bleeding or apply bleach

b) For a splash

Rinse mucus membrane well with lots of tepid water or saline

2. GO TO THE URGENT CARE CENTRE AT ST. JOSEPH'S HOSPITAL FOR ASSESSMENT AS SOON AS POSSIBLE (WITHIN 2 HRS.)

268 Grosvenor Street, London; Open 7 days a week, 8 am – 10 pm; if necessary after hours go to Emergency Department at London Health Sciences Centre

Q: Do I need to go to the hospital?

A: Yes, you should go to the Urgent Care Centre at St. Joseph's Hospital (as above)

You may need medication or vaccination after an exposure. If you need medication it should be started right away.

Q: How do I know if I need treatment?

A: The attending physician will discuss with you what treatment you need once s/he knows the details of your exposure. Be prepared to provide answers to the following questions:

1. What happened? Were you injured by a needle, a scalpel, or other equipment?
Was it a splash?
2. When and where did the injury occur?
3. Do you know whose blood you were exposed to? Be prepared to give the person's name for contact follow-up.
4. Have you ever been vaccinated against Hepatitis B? Did you complete the series? You will need to discuss your Hepatitis B immunization as this information will help to ensure your exposure is well assessed.

3. REPORTING

Q: Who do I report to?

A: Phone Human Resources (519-433-3491 ext. 4470 or 4485) to report the incident
Notify the Chief Librarian (519-433-3491 ext. 4390 or callagha@uwo.ca) that you have been to the hospital Emergency Department immediately upon your return.

Q: What forms do I need to complete?

A: Complete an Incident Report.

-from University of Victoria, <http://ohs.uvic.ca/biosafety/bloodexposure.html>

FIRE

Weekdays / Weekend

Your first priority is always your safety

RESPONSE	CONTACT / EXIT
<ul style="list-style-type: none"> • Leave the fire area immediately and close all doors. • Activate the fire alarm at the nearest manual pull station. • Call Fire Department 911 • Leave the building via the nearest exit. 	<p>Location of fire alarms: see FLOOR PLANS Activating alarm will automatically dial an alarm to the Security pager as well as giving an audible alarm in Wemple. The general evacuation alarm is a continuous bell.</p>
<p>Evacuate building quickly using designated exit. DO NOT USE ELEVATOR. Take coat and valuables. Assist all patrons, as needed.</p>	<p>Main entrance If designated exit blocked by flames or smoke, exit through northeast or south doors</p>
<p>Proceed to designated meeting area.</p>	<p>Cardinal Carter Library meeting areas are parking lots P3 (rear of library) and P4 (south side of Epworth Avenue by Dante Lenardon Hall).</p>
<p>Report fire to Security: Give exact location: Cardinal Carter Library at King's University College Report that facility has sprinklers on all levels.</p>	<p>Security: 519-521-6215</p>
<p>DO NOT re-enter building until authorized to do so by City of London Fire Department.</p>	
<p>Remain on scene to inform responders of anyone suspected of still being in building.</p>	
<p>Notify</p>	<p>Michael Tattersall, Director of Physical Plant Claire Callaghan, Chief Librarian</p>
<p>Use a fire extinguisher ONLY if you can do so safely. Always activate the fire alarm system first. Do NOT attempt to extinguish a fire by yourself - have someone stand by with another extinguisher. Do NOT use fire hoses. Leave serious fire fighting to the fire fighters.</p>	

When the situation is safe and emergency services personnel permit re-entry to the building, commence immediate actions for fire and smoke damage.

FIRE ALARM - Accidental Activation

RESPONSE	CONTACT
Notify Security or Campus Community Police Service immediately.	Security: 519-521-6215
<ul style="list-style-type: none"> • Leave the building via the nearest exit. • Close all doors behind you. 	
<p>It is important that you remain calm during an evacuation. If you encounter smoke use an alternate exit.</p>	

Provincial legislation requires that fire drills be conducted yearly. Evacuation is required during these drills.

It is mandatory to evacuate the building whenever the fire alarm (continuous bell) sounds. DO NOT USE ELEVATORS. (Library Fire Plan, Pg. 15)

DO NOT RE-ENTER BUILDING UNTIL AUTHORIZED TO DO SO BY CITY OF LONDON FIRE DEPARTMENT

FUMES - Hazardous Materials
Weekdays / Weekend

RESPONSE	CONTACT / EXIT
Report any hazardous materials or fumes emergency immediately to Physical Plant Department (weekdays) or Security.	Security: 519-521-6215
Describe situation Give location: Cardinal Carter Library at King’s University College Report any medical emergency.	
Vacate affected area.	
If you see or smell something suspicious, you need to report it.	Location of fire alarms: see FLOOR PLANS Activating alarm will automatically dial an alarm to the Security pager as well as giving an audible alarm in Wemple. The general evacuation alarm is a continuous bell.
Evacuate building Use nearest safe exit. DO NOT USE ELEVATOR. Take coat and valuables with you. Assist all patrons, as needed.	Main entrance
Proceed to designated meeting area.	Cardinal Carter Library meeting areas are parking lots P3 (rear of library) and P4 (south side of Epworth Avenue by Dante Lenardon Hall).
Notify ☞	Michael Tattersall, Director of Physical Plant

DO NOT RE-ENTER BUILDING UNTIL AUTHORIZED TO DO SO BY CITY OF LONDON FIRE DEPARTMENT OR CAMPUS COMMUNITY POLICE SERVICE.

INSECTS / RODENTS

Weekdays / Weekend

RESPONSE	CONTACT
<p>Report any evidence of insect or rodent infestation.</p>	<p>Doug Thompson, Assistant to Director of Physical Plant (weekdays)</p> <p>Security: 519-521-6215 (evenings & weekends)</p>
<p>If insect infestation occurs in books, immediately seal the books in a plastic bag and flash freeze them at a temperature of at least -29° C for three days. Prevent freezing from happening gradually and do not freeze books at a higher temperature before the flash freezing, since this may cause any insects to acclimatize themselves to colder temperatures.</p>	
<p>Books should remain sealed in the plastic bag for 24 hours after they return to room temperature. Next return the books to the freezer and repeat the process again.</p>	
<p>After the books return to room temperature a second time, remove them individually from the plastic bag and inspect. Repeat the process until all insects are dead. If either frass or eggs are discovered, call Assistant to Director of Physical Plant.</p>	

MEDICAL EMERGENCY

Weekdays / Weekend

RESPONSE	CONTACT
<p>Immediate Actions: In the case of a person who appears to have died, is unconscious, is seriously ill, or has sustained a critical injury, call 911 at once and provide:</p> <ul style="list-style-type: none"> - description of the situation. REQUEST AN AMBULANCE. - the location: building, floor and room number - your name and telephone number 	<p>911</p> <p>Notify Security: 519-521-6215</p>
<p>First Aid Procedures: A First Aid kit is located behind the Service Desk. A booklet of First Aid Procedures is found in the kit.</p>	
<p>Secondary Response: If the person sustains a critical injury*, telephone Human Resources immediately and report the injury.</p> <p><small>*Under the Occupational Health and Safety Act, Ontario Regulation 714/82 a critical injury is defined as a broken arm or leg; a loss of consciousness; substantial loss of blood; amputation of a leg, arm, hand, foot but not a finger or toe; burns to a major portion of the body; the loss of sight in an eye.</small></p>	<p>Human Resources 519-433-3491 x4470 or x4485</p>
<p>Tertiary Response: Notify the Chief Librarian via e-mail. If no full-time staff member is on duty describe the emergency in writing, date and sign, and leave the statement for your immediate supervisor.</p> <p>The immediate supervisor will complete an Incident Report and forward it to Human Resources with 24 hours. Additional information (i.e. treatment received, length of time off) is to be provided to Human Resources as soon as possible.</p>	<p>Claire Callaghan, Chief Librarian Email: callagha@uwo.ca</p>
<p style="text-align: center;"><i>Above procedure will ensure compliance with the Workers' Compensation Act and the Occupational Health and Safety Act.</i></p>	

MOULD

MAIN FLOOR

2ND FLOOR

BASEMENT - COMPACT SHELVING

EATON SPECIAL COLLECTIONS ROOM

Weekdays / Weekend

RESPONSE	CONTACT
<p>Report any evidence of mould to Doug Thompson</p>	<p>Doug Thompson, Assistant to Director of Physical Plant</p>
<p>In an atmosphere where the temperature is more than 24°C/75°F and relative humidity is over 60%, mould will develop quickly (within 48-72 hours). Occurrence of mould may constitute a disaster situation or may be the result after a flood or fire. To reduce mould growth, reduce the temperature and humidity. Also increase the air circulation in the affected area to destroy any stagnant air pockets. If applicable, pump out excess water and remove all wet debris.</p> <p>Immediately transfer any infected items from the general area to a self-contained room and treat with a conservator's support. If paper is wet or damp, do not attempt to remove the mould as this increases the likelihood of mould spores embedding into the paper fibres. It is easier to remove mould from a dry document by vacuuming or brushing it off, hence removing the spores from the area.</p> <p>Affected areas should be cleaned and sterilized directly, as well as the climate control system, if possible. Professional fungicidal fogging of the affected area is recommended. Remove any materials to be fumigated from plastic containers, as the plastic absorbs the fumigants.</p>	

CHECK FOR EVIDENCE OF MOULD IN THE MONTHS FOLLOWING.

POWER FAILURE – Black out

Weekdays / Weekend

RESPONSE	CONTACT
<p>Notify Physical Plant.</p> <ul style="list-style-type: none"> • Give location within Cardinal Carter Library; • Describe situation; • Give your name and telephone number; • Ask how long the power failure is expected to last in the library; • Check the elevators for stranded people and tell anyone stranded to use the telephone in the elevator to obtain assistance. 	<p>Security: 519-521-6215 Michael Tattersall, Director of Physical Plant</p> <p>Graham Doyle, Maintenance Coordinator</p>
<p>The emergency generator will automatically start when the power is cut; it controls basic security lighting and some heating. The illumination is sufficient to allow patrons to safely exit the building.</p>	<p>Location of emergency lights: see FLOOR PLANS</p>
<p>If a prolonged power failure is expected and the EOCG has directed to evacuate the library, carry out the following standard evacuation procedure: weekdays, library staff assume their fire rolls; evenings & weekends, the senior person on duty at the Service Desk will organize available staff to go through each library floor and notify all patrons to leave and;</p> <p>Once the library is cleared of people, the senior person at the Service Desk should leave a note for the supervisor explaining the situation, lock the library and leave.</p>	

POWER FAILURE – ELEVATOR

Weekdays / Weekend

RESPONSE	CONTACT
<p>Call for assistance. Give details of location, number of persons affected.</p>	<p>Use help phone in elevator.</p>
<p>DO NOT attempt to force open the doors.</p>	<p>Location of emergency lights: see FLOOR PLANS</p>
<p>Persons stranded in an elevator should use the telephone in the elevator to summon help. Follow the instructions posted on the red box located inside the telephone panel. This will connect to the elevator company.</p> <p>Give the following information: location of elevator, building, elevator location, floor, number of people in elevator, and your name.</p> <p>Elevator maintenance staff is on duty 24 hours a day and should arrive within a few minutes during the day – longer if during the night. Keep calm.</p> <p>Persons outside stranded elevator should: a) make sure the persons stranded have summoned help via the elevator telephone; b) give re-assurance until help arrives.</p>	

SHOCK AND ELECTRICAL PROBLEMS

Weekdays / Weekend

	EXIT / CONTACT
<p>If malfunctioning electrical equipment has an on/off switch, turn off equipment.</p> <p>Phone security and give the following information: a) description of the situation; b) location (building, floor and room number); c) your name and telephone number.</p> <p>For first aid procedures see Medical Emergencies. If an ambulance is required phone 911 and provide: a) description of the medical emergency; b) request an ambulance; c) location of victim (building, floor and room number; d) your name and number.</p>	<p>Security: 519-521-6215</p> <p>911</p>
<p>If critical injuries were sustained, phone Human Resources. An Incident Report will need to be completed and submitted to Human Resources within 24 hours.</p>	<p>Human Resources: 519 433-3491 x4470 or x 4485</p>
<p>Post an “Out of Order” sign on equipment or, if possible, remove from public accessibility.</p>	
<p>Describe the problem in writing, date, sign and leave the statement for your immediate supervisor.</p> <p>ONLY if damage is extensive or there is the possibility that the library must be closed, contact security and the Chief Librarian.</p>	<p>Security: 519-521-6215</p> <p>Chief Librarian: 519-433-3491 x 4390</p>

SUSPICIOUS LETTER / PARCEL

A suspicious letter or parcel will exhibit a combination of characteristics.

If contact with a suspicious letter or parcel causes any signs of illness, including difficulty breathing

RESPONSE	EXIT / CONTACT
Get person outside immediately.	Security: 519-521-6215
DO NOT attempt to open letter or parcel. Such items are usually designed to withstand handling while in the mail, but to activate when opened.	
Avoid sniffing letter or parcel, or tasting any substance associated with it.	
Isolate letter or parcel. Close door or section off area to prevent others from entering.	
Wash hands immediately with soap and water to prevent the spread of any contamination.	

SUSPICIOUS LETTER OR PARCEL - Indicators

A **combination** of the following characteristics may constitute a suspicious letter: protruding wires; aluminium foil, oil or grease stains on wrapping; emits peculiar odour; name and address prepared with home-made labels or cut-and-paste lettering; addressed to specific individuals with restricted endorsements such as “Personal” / “Private” / “To Be Opened Only By”; cancellation or postmark may indicate different location than return address; excessive amounts of postage using low denominations.

SUSPICIOUS LETTER - Smoke, Fumes, or Odours

If smoke, fumes or strange odours are being emitted from suspicious letter

RESPONSE	EXIT / CONTACT
Activate fire alarm.	Location of fire alarms: see FLOOR PLANS Activating alarm will automatically dial an alarm to the Security pager as well as giving an audible alarm in Wemple. The general evacuation alarm is a continuous bell.
Evacuate building. Use nearest safe exit. DO NOT USE ELEVATOR. Take coat and valuables with you. Notify others to leave building. Assist injured or disabled persons in area.	Main entrance
Proceed to the designated meeting area.	Cardinal Carter Library meeting areas are parking lots P3 (rear of library) and P4 (south side of Epworth Avenue by Dante Lenardon Hall).

VANDALISM

Comprises several types of deliberate acts causing damage to the collection, furnishings, building, or computer systems.

RESPONSE	EXIT / CONTACT
<p>When you find collection material that is being or has been vandalized:</p> <ul style="list-style-type: none"> • Assess the situation: <ul style="list-style-type: none"> -Is the material at risk of further damage? -Is it safe to leave the material to get assistance? -Is it safe to intervene? • If immediate assistance is needed and it is safe to leave the material, or not safe to intervene, contact security. • When any current threats have been attended to: <ul style="list-style-type: none"> -Report the incident to the Chief Librarian for follow up if the person causing the damage can be traced. -Refer the material to the Disaster Co-ordinator. 	<p>Security: 519-521-6215</p>
<p>When you find damage to the facility, furnishings, and computers:</p> <ul style="list-style-type: none"> • Assess the situation • If immediate assistance is needed and it is safe to leave the material, or not safe to intervene, contact security • Report the incident to the Chief Librarian for follow up if the person causing the damage can be traced. 	<p>Claire Callaghan, Chief Librarian</p> <p>Michael Tattersall, Director of Physical Plant</p> <p>Tom Jory, Director of Information Technology Services</p>

WATER – Major Leaks / Flooding

Weekdays / Weekend

DO NOT ENTER FLOODED AREA

THERE MAY BE DANGER OF ELECTRICAL SHOCK

RESPONSE	CONTACT / Exit
Ensure that no one enters flooded area.	
Immediately notify Security. DO NOT leave voice mail. Give detailed description of extent of flooding. Report that affected area contains: Water- and environment-sensitive materials Valuable materials. Give exact location in library. Give name and phone number.	Security: 519-521-6215 Michael Tattersall, Director of Physical Plant
Evacuate area if instructed to do so. DO NOT USE ELEVATOR. Take coat and valuables. Assist all patrons, as needed.	Use nearest safe exit.
Proceed to designated meeting area.	Cardinal Carter Library meeting areas are parking lots P3 (rear of library) and P4 (south side of Epworth Avenue by Dante Lenardon Hall).

**DO NOT ENTER FLOODED AREA UNTIL MAINTENANCE AND SERVICE
 PERSONNEL HAVE MADE THE AREA SAFE**

For salvage details see page 15, “Salvage Procedures for Large Water Leak or Flood”
For *Special Handling Instructions: Disaster Affected Collection Material* – see Appendix I
For *Treatment Techniques for Salvage Materials (Water Damaged)* – see Appendix J
For *Salvage at a Glance* – see Appendix K

WATER – Minor Leaks / Malfunctions

Includes: Water dripping from ceiling or roof; Plumbing not operating

Weekdays / Weekend

RESPONSE	CONTACT
Immediately notify Security	Security: 519 521-6215
Try to determine cause or source of water. Assess the situation: <ul style="list-style-type: none"> • Is water leaking from above or rising from below? • Is it a small or large leak? • Is collection material being or about to be affected? • Is the area safe to enter? 	
If only a few items are in jeopardy or have been affected, move wet and nearby vulnerable materials to a dry location.	
<i>If water is coming from above</i> , use plastic sheeting to cover affected areas. (Plastic sheeting stored in C107 - storage area within Information Resources).	
<i>If water is coming in on floor</i> , use book trucks to remove materials from affected area.	
Have standing water removed by Physical Plant.	
Report the problem stating the exact location and details.	Director of Physical Plant -will coordinate the stabilization of any leak and the subsequent clean up.

For salvage details see page 15, “Salvage Procedures for Large Water Leak or Flood”
For *Special Handling Instructions: Disaster Affected Collection Material* – see Appendix I
For *Treatment Techniques for Salvage Materials (Water Damaged)* – see Appendix J
For *Salvage at a Glance* – see Appendix K

WEATHER ADVISORIES

Environment Canada issues severe weather warnings, watches and advisories

WEATHER WATCH

- An alert that conditions are favourable for the development of severe weather.
- Watch the skies and listen for updated watches and possible weather warnings.

WEATHER ADVISORY

- Actual or expected weather conditions may cause general inconvenience or concern, but will not pose a threat serious enough to warrant a weather warning.
- An advisory may also be issued when conditions suggest that severe weather is uncertain or too far into the future to justify a warning.

WEATHER WARNING

- Severe weather is occurring or hazardous weather is highly probable.
- Severe thunderstorm or tornado warnings may be issued less than 1 hour in advance.
- Other weather warnings may be issued as much as 6 to 12 hours in advance.

SEVERE WEATHER

Weekdays / Weekends

Severe weather may include heavy rains, high winds, flooding, tornadoes, freezing rain, and heavy snow. These can cause flooding, roof leaks, broken windows, and assorted forms of water damage.

RESPONSE	CONTACT
Monitor weather forecasts.	Environment Canada www.weatheroffice.ec.gc.ca Weatheradio Canada Listen to local radio stations.
Monitor severe weather closings at Western.	Security: 519-521-6215 King's University College switchboard: 519-433-3491 Listen to local radio stations.
Stay indoors and away from windows.	
Turn off computer.	
Take shelter within a doorway or narrow corridor, or under heavy table or desk.	
Retrieve flashlights, batteries, battery-operated radio.	
Close all blinds on windows. Close doors.	

EMERGENCY WEATHER CLOSINGS AT KING'S

King's follows Western's lead

In severe weather emergencies, classes may be cancelled by order of the President or his designate. Until a decision to "close" is announced, the university will be considered open. Closing of the university is defined as a suspension of classes, examinations, and all other activities, with the exception of essential services. Western's Department of Communications and Public Affairs will notify local radio stations of cancellations or closure. Members of the university should listen to major broadcast stations of current information.

IF KING'S UNIVERSITY COLLEGE IS CLOSED, DO NOT REPORT TO WORK UNLESS SPECIFICALLY REQUESTED TO DO SO.

13. Insurance Information & Contacts

The Cardinal Carter Library is covered for disaster under the policy filed with Catholic Mutual Canada. The coverage allows for replacement cost of up to \$250,000 of the perceived value of a work. The coverage also allows for replacement/restoration of damaged works and vital records, with a ceiling level of \$250,000 for each occurrence. This policy has a \$1,000 dollar deductible. Keep this in mind when the disaster is small and a minimum of damage has occurred. If damage is perceived to be less than the deductible, the insurance company will not cover loss/damage of materials, and therefore, it is not important to contact them. If damage is perceived to be \$1,000 or more, it is important that they be contacted immediately.

In the case of an emergency, the insurance company and the assigned adjustor should be contacted in order to aid in the restoration of materials.

Debbie Gibson is the appointed contact at King's for Catholic Mutual Canada.

A photographic record will be helpful in the expedition of the insurance claims process.

14. Post-Disaster Strategies – Clean up and Reshelving

Clean up:

- o Following a disaster, the shelves, floors, walls, and ceiling should be washed. Use liquid Lysol or Borax (1 cup Borax to 1 gallon of water);
- o Areas seriously affected by soot and smoke should be cleaned professionally;
- o Removal of smoke odour and fogging with fungicides or insecticides should be performed by only professionals;
- o Carpeting, and the padding underneath, should be examined for mould growth;
- o Following a flood, tap water should not be used, even for clean-up purposes, until it has been declared safe of contaminants.

Reshelving:

- o Do not return materials until the shelves are completely dry, and the temperature and humidity have been restored and maintained for several days. It is vital to return documents to proper environmental conditions otherwise mould control will be lost;
- o All materials must be thoroughly dry before they are returned to the shelves. Examine materials with a moisture content meter (acceptable level at 6-7%);
- o With air dried materials there will be some distortion of the format, therefore these materials will not fit into their previous storage space. The number of storage boxes will need to be increased and the appropriate adjustments made to finding aids.
- o Relabel and repair boxes before reshelving takes place;
- o Documents can be encapsulated to protect them from further damage through handling;
- o Embrittled books and documents may be reformatted (photocopied, microfilmed, or digitally imaged);
- o If reformatting is not possible, place charred or embrittled materials in protective boxes and ensure careful handling. If only the bindings of books are charred, consider trimming or rebinding;
- o If possible, isolate damaged materials for 6-12 months to ensure the ease and thoroughness of follow-up mould checks.

15. Post-Disaster Assessment

The post-disaster assessment is an analysis of the whole disaster event. It is a reflection and evaluation that aims to:

- o Identify problems and rectify deficiencies;
- o Determine the adequacy of the disaster preparedness and steps for improvement;
- o Review the effectiveness of the plan and supporting strategies.

Recommend modifications to the facility, operations and staff practices as necessary. Once the post-disaster evaluation is completed by the Incident Commander an internal disaster report should be submitted to the ECOG, as well as recognition and thanks given to all those who helped. (See Appendix L: *Post Disaster Checklist*)

16. Workplace Health & Safety

The aim of the Cardinal Carter Library at King's University College is to ensure that staff, volunteers and visitors do not suffer any accident or injury while on site. In pursuit of this aim, the library:

- o Is committed to improving health and safety standards and will conform to all municipal, provincial and federal regulations and legislation concerning workplace health and safety;
- o Declares that no activity is so important or urgent that it will be done other than with full regard to all issues of health and safety;
- o Notes that the necessary resources in the form of training and equipment will be made available to meet all requirements of this policy.

17. Disaster Plan Review

All personnel, along with volunteers and researchers are responsible to abide by this policy under the direction of the Incident Commander. The EOCG Team will review this plan annually or as deemed necessary. The review will include confirmation of information contained in the plan: vendor names, restoration facilities, availability of on-site supplies, membership and telephone numbers of the EOCG, emergency telephone numbers, and collection priorities and floor plans. The EOCG will also take into account any university reorganization, library reorganization, new buildings or new facilities for storage and movement of materials in the stacks. The EOCG will distribute the updated plan.

A designated member of the staff will monitor library literature on the subject of Disaster Plans and will inform the EOCG of any new techniques for recovery of materials, and the EOCG will write those techniques into the plan, as recommended.

Appendix A

Emergency Operations Control Group (EOCG) Membership

The Emergency Operations Control Group consists of:

- Principal
- Academic Dean
- Chief Financial Officer
- Registrar
- Dean of Students
- Chief Librarian
- Director of Physical Plant
- Manager of Human Resources
- Associate Academic Dean
- Director of the School of Social Work
- Director of IT
- Chaplain
- Director of Foundation/Alumni Affairs

At the request of the Principal or designate, other support personnel may be asked to attend the EOC.

The Principal will assume the role of EOCG Director. In the absence of the Principal, the EOCG Director's role will be taken in the order listed above.

Appendix B

Emergency Contacts

1. Internal to King's University College (Note – contact these names first) (dial 9 before any of the numbers below)

Service	Name of Contact	Phone Number
Physical Plant	Michael Tattersall Director, Physical Plant	Weekdays: (8:30-4:30) 519-433-3491 ext. 4381 <i>Nights and weekends contact security</i>
Security	Contact in case of an emergency requiring the services of Physical Plant between 4:30 PM - 8:30 AM Mon. - Fri. and 24 hours on weekends.	Evenings & Weekends 519-521-6215
Campus Community Police Service		519-661-3300
Chief Librarian	Claire Callaghan	519-433-3491 ext. 4390
Associate Librarian	Linda Whidden	519-433-3491 ext. 4506
Library Supervisory Staff	Susan Evans Head: Research and Information Services Martha Gordon Information Services Assistant (Research) Russ Braley Information Resources Assistant (Cataloguing) Shirley Bratscher Administrative Assistant to the Chief Librarian Ewa Czachorowski Information Resources Assistant (Serials) Craig Mitchell Information Resources Assistant (Acquisitions) Meaghan Shannon Information Services Assistant (Circulation & Reserves) Alanna Marson Information Services Assistant (Circulation & Stacks Maintenance)	519-433-3491 ext. 4327 519-433-3491 ext. 4537 or ext. 4682 519-433-3491 ext. 4483 519-433-3491 ext. 4504 519-433-3491 ext. 4484 519-433-3491 ext. 4561 519-433-3491 ext. 4498 519-433-3491 ext. 4505 or ext. 4536
Janitorial Emergencies	Doug Thompson Assistant to the Director of Physical Plant Alan Daw Lead Custodian, Physical Plant Security	Weekday (Mon. – Fri.) 7:00 AM – 3:30 PM 519-433-3491 ext. 359 Sunday – Thursday 10:00 PM – 6:00 AM 519-433-3491 ext.4359 519-521-6215

Service	Name of Contact	Phone Number
Maintenance/ Electrical and Mechanical	Graham Doyle Maintenance Coordinator	Weekdays (Mon. – Fri.) 6:00 AM – 2:30 PM 519-433-3491 ext. 4453 Cell: 519-521-6087 <i>Nights and weekends contact security</i>
Locks & Glass	Mark Pyne Building Maintenance Assistant	519-433-3491 ext. 4511
Maintenance / Lighting	Pat O'Connor Building Services Technician	Weekdays 8:00 AM – 4:30 PM 519-433-3491 ext. 4325 Cell: 519-521-6105 <i>Nights and weekends contact security</i>
Information Technology	Tom Jory	519-433-3491 x 4398

Emergency Contacts

2. External (local and surrounding area)

(dial 9 before any of the numbers below except 911)

Service	Name of Contact	Phone Number
Police Department		911
Fire Department		911
Ambulance		911
Computer Advisor	Innopac	Paul Hamilton, Integrated Library Systems Administrator 519 661-2111 x81333
Electrical	Johnson Electric	519-434-4926
Elevator	Thyssen-Krupp	1-800-265-5411
Environmental Health	Middlesex-London Health Unit	519-663-5317
Glass	Provincial Glass	519-433-3501
Heating	Honeywell Ltd. 250 York Street 24 hour dispatch building services	1-877-487-6720 519-640-1922
Insurance Company/ Catholic Mutual Canada		1-416-324-1003
Lawyer/Legal Advisor/ McKenzie Lake Lawyers LLP		519-672-5666
Locksmith / Keys by Troy		519-851-5990

Service	Name of Contact	Phone Number
London Hydro (electricity and water) 111 Horton Street, West Maintenance and repair Outages and after hours emergencies		www.londonhydro.com 519-661-4739 519-661-5555
Plumbing	Besterd Mechanical	519-672-8454
Pollution Control	City of London City Engineer	519-661-4587
Professional Janitorial Services / Emergency Cleanup		519-659-4444
Sewers, City of London Maintenance and repairs After hour emergencies		519-661-4570 519-661-4965
Stinson Security Services Ltd.		519-673-1664
Union Energy		1-888-718-6466
Union Gas Natural gas emergencies (24 hours)		519-439-0151 1-877-969-0999

Emergency Contacts

3. External – Conservation and Records Management

(dial 9 before any of the numbers below)

Service	Name of Contact	Details
Preservation Consultant Archives Association of Ontario	Iona McCraith	E-Mail: preservation@ruralwave.ca
Conservator Recommendation Service	Canadian Conservation Institute	1-613-998-3721
Local Conservator	John Barton at the Archives of Ontario Toronto	

For Volunteer Response Contacts see Appendix C)

Emergency Contacts

4. External (Recovery Service Contacts)

(dial 9 before any of the numbers below)

SPECIAL SERVICE	CONTACT
<p>CONSERVATION SALVAGE AND RECOVERY ADVICE</p> <p>Call any time of the day or night. During non-working hours, be prepared to provide: your name; and a telephone number where you can be reached; the nature of the collection affected; the type, extent, and severity of damage; what action, if any, has been taken so far. This information will be conveyed to a CCI staff member by means of a call-up list, and you will be contacted as soon as possible.</p>	<p>Canadian Conservation Institute 1030 Innes Road Ottawa, ON K1A0M5 Tel.: 1-613-998-3721; Fax: 1-613-998-4721 http://www.cci-icc.gc.ca E-mail: cci-icc_services@pch.gc.ca</p>
<p>FREEZERS / FREEZER PLANT WAREHOUSES-COLD STORAGE REFRIGERATED WAREHOUSING AND STORAGE</p>	<p>Atlas Cold Storage 1035 Wilton Grove Road London, ON N6N 1C9 Tel.: 519-681-1980; Fax: 519-681-1926</p>
<p>DISASTER RESTORATION SERVICES BOOK DRYING DEHUMIDIFICATION</p> <p>24 hours emergency service in document/records restoration and water damage recovery</p>	<p>Munters Inc. General Inquiries 6810 Kitimat Road, Unit 16 Mississauga, ON L5N 5M2 Tel.: 1-905-858-5894; Fax: 1-905-858-9130 http://www.munters.us E-mail: dhinfo@munters.com</p>
<p>WATER DAMAGE RESTORATION</p> <p>24 hours emergency service/freeze-drying/salvage of books, documents, x-rays and data processing material damaged by water, fire, smoke, mould and mildew.</p>	<p>Rosco Document Restoration Inc. 225, avenue Lindsay Dorval, QC H9P 1C6 Tel.: 1-800-867-6726 www.roscodoc.com E-mail: newclaim@roscodoc.com</p>
<p>Associated with companies dealing in specialized sectors such as: BMS Cat, specialized in top technology, data recovering, books and documents, freeze drying, decontamination of B.C.P. building dehumidification all over the world.</p> <p>21 service centers within Ontario, contact this head office for the nearest location. Freeze-drying, document/records restoration and other emergency recovery services.</p>	<p>Steamatic Canada Inc. 7750, rue Jarry East, Anjou, Québec H1J 2M3 Toll free: 1-800-215-8621; Tel.: 1-514-351-7500; Fax: 1-514-351-3423 www.steamatic.ca E-mail: stmcanada@steamatic.ca</p>

SPECIAL SERVICE	CONTACT
REFRIGERATOR TRUCKS	Ryder Truck Rental Canada Ltd. 1459 Sise Road London, ON N6N 1E1 Tel.: 519-681-0585 ext. 2
FIRE DAMAGE RESTORATION MOULD-CONTROL & REMOVAL WATER DAMAGE RESTORATION 24 hour full service restoration company for facilities and records	BMS Catastrophe 23 West Beaver Creek Road Richmond Hill, ON L4B 1K4 Tel.: 1-905-881-0300 http://www.bmscat.com E-mail: mdubois@bmscat.com
FUMIGATION	A-1 Pest Control Limited Rob Hooghiem 213 Ashland Avenue London, ON Tel.: 519-455-8840 or 1-800-265-1082 http://www.a1pestcontrol.ca
HYGROTHERMOGRAPH VENDORS (for Eaton Special Collections Room and related supplies)	Cansel Equipment 2414 Holly Lane Ottawa, ON L1V 7P1 Tel.: 613-731-4703; Fax: 613-526-0712 Carr McLean 461 Horner Avenue Toronto, ON M8W 4X2 Tel.: 1-800-268-2123; Fax: 1-800-871-2397
PHOTOGRAPHER Keeps a photographic record of the extent of the disaster on the building, furnishings, computers, and the collections.	Russ Braley (519-433-3491 ext. 4484) Tim Bugler (519-433-3491 ext. 4480)
SHELVING SPECIALISTS (moving, bracing, etc.)	Hurok Manufacturing Gord D. McLean 750 Little Simcoe Street London, ON N5Z 1P4 Tel.: 519-432-7107; Fax: 519-432-5102
STORAGE SPACE & TRANSPORTATION (will also make arrangements for refrigerated trucks)	Campbell Bros. Movers Ltd. Blair Campbell 55 Midpark Cr London, ON Tel.: 519-686-0905 or 519-681-5710 www.campbellbros.com/default.aspx

Appendix C

Volunteer Response Contacts

The following list of individuals is willing to cooperate and provide assistance during a salvage operation in the event of a disaster that threatens the safety of the library's collection, archives, etc.

Dan Mezza

Dan Mezza Bookbinding
Work/Tel.: 519-434-09643

Mike Baker

Museum London
Work/Tel.: 519-661-2500 ext. 4263

Robin Keirstead

The University of Western Ontario, University Archives
Work/Tel.: 519-661-2111 ext. 87289

John Lutman

The University of Western Ontario, University Archives
Work/Tel.: 519-661-2111 ext. 84821

Debra Majer

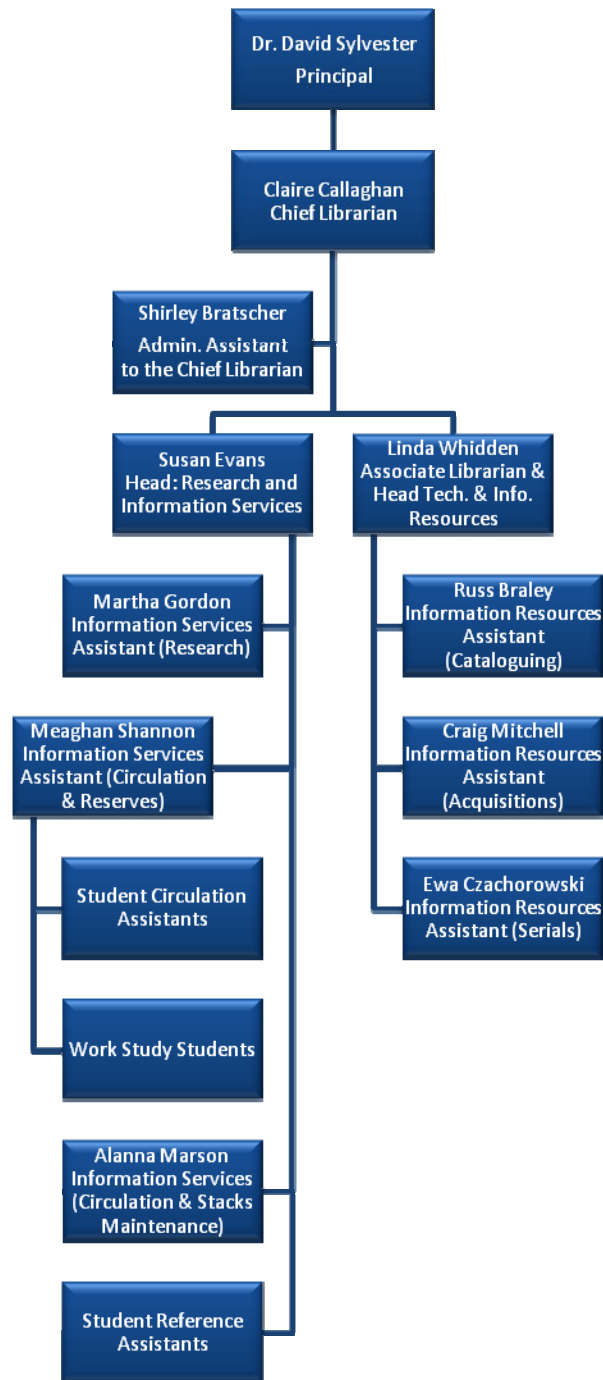
Assistant Archivist, Chancery Office
Roman Catholic Diocese of London
Work/Tel: 519-433-0658 ext. 242

Arthur McClelland

London Public Library
Work/Tel.: 519-661-5100 ext. 2410

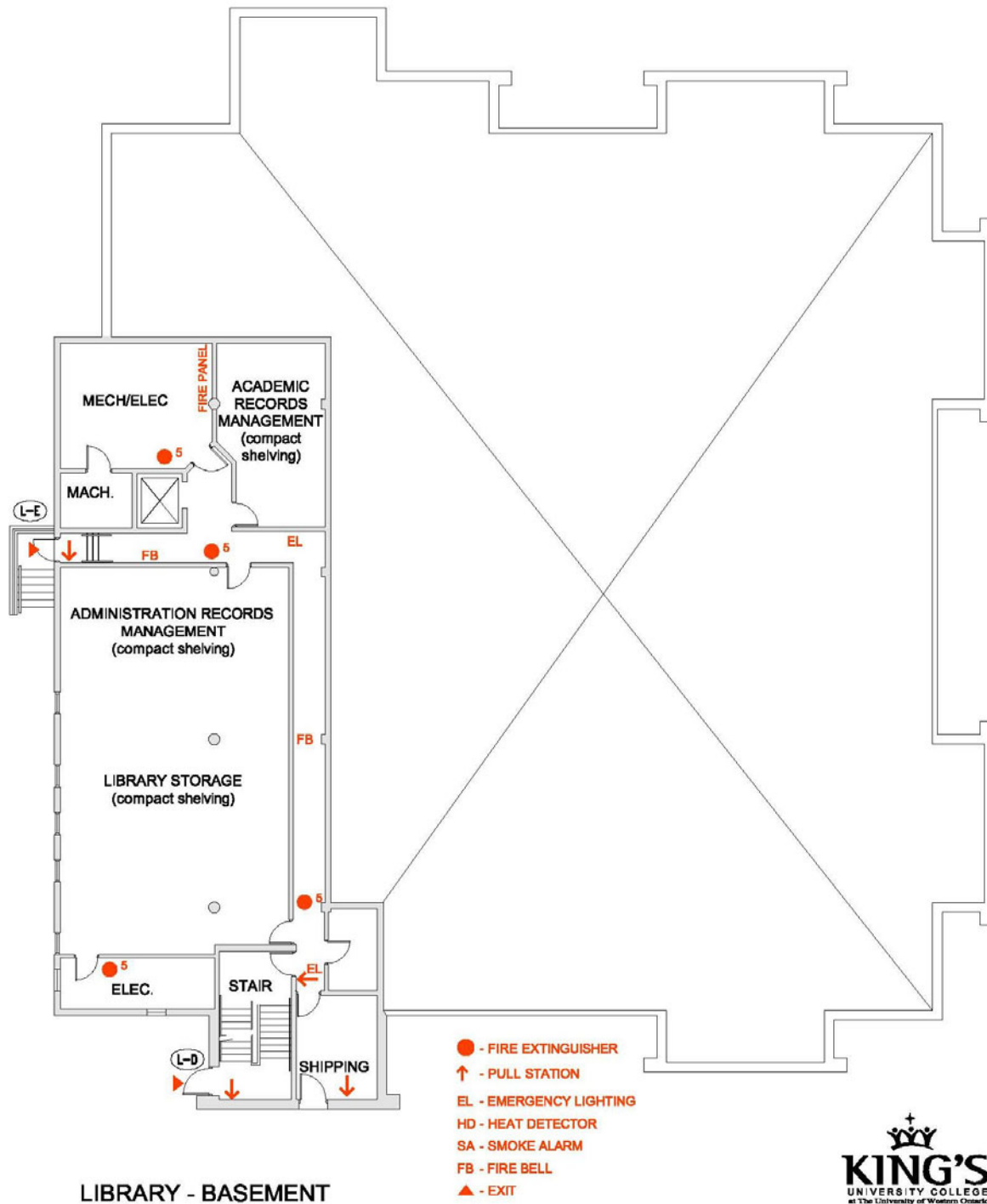
Appendix D

Organizational Chart for Cardinal Carter Library December 2009

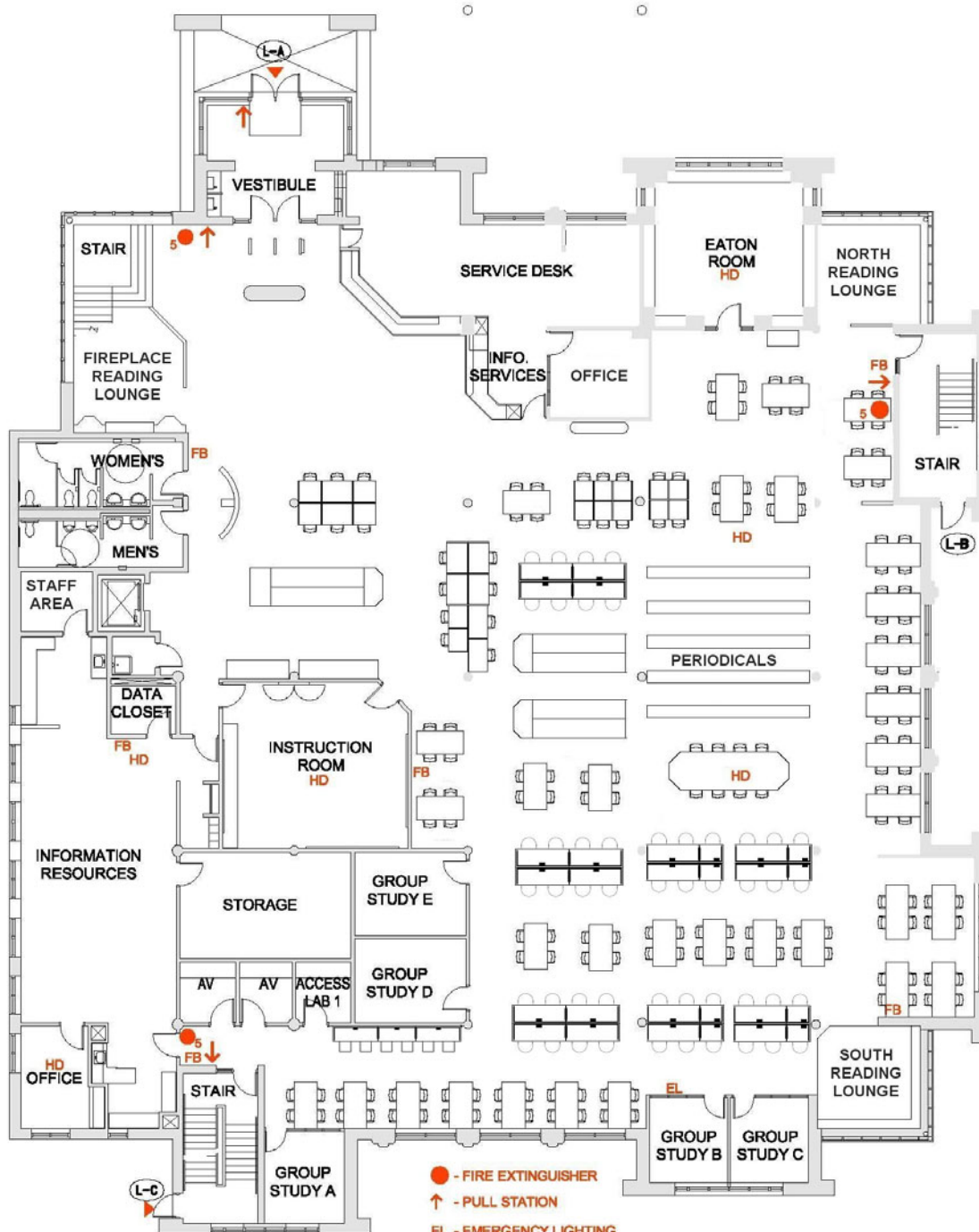


Appendix E

Floor Plans



Floor Plans



LIBRARY - FIRST FLOOR

- - FIRE EXTINGUISHER
- ↑ - PULL STATION
- EL - EMERGENCY LIGHTING
- HD - HEAT DETECTOR
- SA - SMOKE ALARM
- FB - FIRE BELL
- ▲ - EXIT



Floor Plans

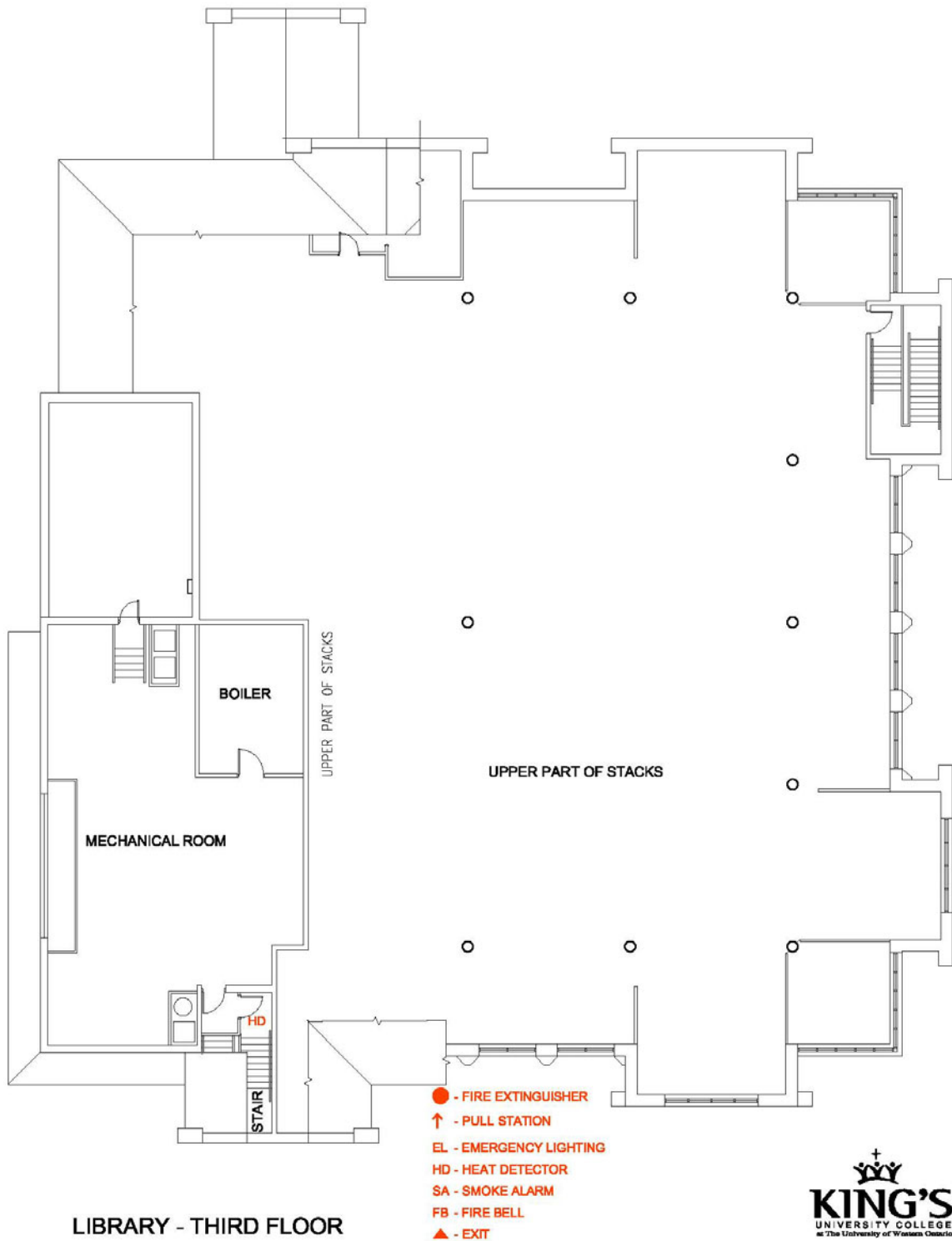


LIBRARY - SECOND FLOOR

- - FIRE EXTINGUISHER
- ↑ - PULL STATION
- EL - EMERGENCY LIGHTING
- HD - HEAT DETECTOR
- SA - SMOKE ALARM
- FB - FIRE BELL
- ▲ - EXIT



Floor Plans



Appendix F

Risk Assessment Checklist for Cardinal Carter Library Current as July 2009

Category	Probability & Effect	Example
1	High Probability High Effect	Fire, tornado, flood
2	High Probability Low Effect	Building leak, vandalism, blizzards
3	Low Probability High Effect	Tornado, nuclear war, civil unrest, earthquake
4	Low Probability Low Effect	Shelving collapse, window seal broken

RISK FACTORS	Category 1	Category 2	Category 3	Category 4
Topographical Risks				
•Access (road size)				✓
•Flora and fauna (tree roots, falling branches)				✓
•Gradients (hill side, drumlins)				✓
•Seismic stability (fault line, earthquake zone)				✓
•Waterways (river, lake canal, damned river)			✓	
Physical / Environment Risks				
•Precipitation			✓	
•Freezing rain		✓		
•Rain		✓		
•Sleet and hail		✓		
•Snow		✓		
•Relative humidity changes	✓			
•Storms		✓		
•High winds		✓		
•Lightning		✓		
•Tornado			✓	
•Temperature changes		✓		
Building Risks				
Interior				
•Main building material (wood, drywall,		✓		
•Building design		✓		
•Systems				
•Electrical				✓
•Plumbing			✓	
•Heating, Ventilation, Air Conditioning			✓	
•Building and/or basement below water line		✓		

Cardinal Carter Library
 Emergency Preparedness and Disaster Response Plan

RISK FACTORS	Category 1	Category 2	Category 3	Category 4
<i>Exterior</i>				
•Drainage from roof (eaves troughs, conduits)				✓
•Drainage from sloping ground				✓
•Lighting rods				✓
•Roof angle (flat, low slope, ice damn prone)				✓
•Roof overhang (shallow, non-existent)				✓
•Windows, doors, pipes and vents seals				✓
<i>Activities</i>				
•Accompanied and/or accompanied by staff				✓
•Classes on site				✓
•Opening events				✓
•Visitors, seasonal or year round		✓		
•Workshops and/or seminars				✓
<i>Essential Services</i>				
•Ambulance				✓
•Clean water supply				✓
•Fire Department				✓
•Heating fuel (oil, gas, wood)				✓
•Police				✓
<i>Safety and Security</i>				
•Fire suppression				✓
•Smoke detectors				✓
•Fire extinguishers				✓
•Sprinkler system				✓
•Alarm system (monitored, not monitored)				✓
•Outdoor lighting				✓
<i>External Influences</i>				
•Bomb threats and/or demonstration				✓
•Located near a busy highway designated for				✓
•Located near a garbage dump				✓
•Located near a nuclear power station				✓
•Located near an industrial plant				✓
•Located under a flight path				✓
•Theft			✓	
•Vandalism			✓	
<i>Collection – Inherent Threats</i>				
•Firearms				✓
•Fuel operated machinery				✓
•Live ammunition				✓
•Materials containing cellulose nitrates		✓		
•On site hazardous chemicals				✓
•Open fire pit/forge/fireplace				✓

Appendix G

Collection Salvage Priorities

The criteria in the following table will determine if collections and items have a high priority in salvage and treatment.

Issues to Consider When Assessing Collections Priorities			
Importance of Collection and Impact of Loss	Value of Collection	Replaceability of Collections	Recoverability of Collection
Consider nature and extent of collection. Its importance and impact of loss to the organization and its public: <ul style="list-style-type: none"> ● Mandate and mission ● Provision of core services ● Provision of support services ● Usership ● Use and demand ● Access provided ● Community support ● Funding and revenue ● Image and reputation ● Relationship to other collections ● Relationship to other organizations 	Consider values of collection: <ul style="list-style-type: none"> ● Comprehensive coverage ● Intrinsic ● Documentary ● Informational ● Research ● Reference ● Scholarly ● Cultural ● Historical ● Artistic ● Popular ● Legal and administrative ● Monetary ● Sentimental 	Assuming collection should be replaced, can it be replaced and at what effort: <ul style="list-style-type: none"> ● Discard ● Irreplaceable ● Theoretically replaceable ● Readily replaceable ● Method of replacement ● Availability ● Replacement format ● Copyright issues ● Overall ease of replacement ● Cost of replacement 	Consider potential recoverability of the collection: <ul style="list-style-type: none"> ● Nature and size of the collection ● Existing damage ● Fragility ● Media and material sensitivity to loss ● Protective and secure storage issues ● Type and degree of treatment ● Available expertise ● Estimated success of treatment ● Cost of treatment

The Cardinal Carter Library at King's University College supports the academic pursuits of approximately 3300 students. The library houses more than 150,000 items of varied material format types including books, periodicals, microfiches, audio visual material, databases and mpas. The library also contains the Eaton Special Collections Room, which houses priceless works of historical significance.

In a disaster, special care must be taken to preserve those materials that support the main academic programs at King's, and are not duplicated elsewhere in the Western Libraries system. Therefore, during the salvage of library materials and if safety permits, the following materials are to be prioritized above all other areas of the collection.

1. Eaton Special Collections

Materials in the Eaton Special Collections Room (C112) should be salvaged as soon as it is deemed safe to begin the salvage operation.

2. Social Work Collection

Since King's University College is renowned for its Social Work program, it is essential, if at all possible, that the Social Work Collection at King's be salvaged. This collection resides on the second floor in the HM and HV call number ranges.

3. Religious Studies Collection

Materials supporting the Religious Studies program at King’s are highly valued and occur within the LC classification BL – BX located on the second floor, and should be salvaged.

4. Thanatology Collection

The materials in this collection should be salvaged next and are located on the second floor under the call number of HQ.

Specific Collection Priorities

Priority	Collection Name	Material Type	Location
1	Brescia Dante	Paper	Eaton Special Collections Room /Glass display case
2	Psalter	Vellum; Binding/calf or goat skin	Eaton Special Collections Room /Glass display case
3	Samuel and Madeline Clouston Collection	Paper (from the 15 th –18 th centuries) Leather encased and some vellum encased	Eaton Special Collections Room /north shelves
4.	Henry Dormer Archives	Paper & artifacts	Eaton Special Collections Room /east shelves
5.	Art & artifacts (incl. paintings, photographs, sculpture, and memorabilia celebrating the religious life of the late G. Emmett Cardinal Carter)	Framed artworks & photographs, gold chalice & paten	Eaton Special Collections Room /walls, pedestal, and in window alcove
6.	Faculty Recognition Collection	Paper	Eaton Special Collections Room /west shelves
7.	College Records Management Collection	Paper	Basement / C005
8.	College Student Academic Records	Paper	Basement / C002
9.	Havelka Art Collection	Framed artworks	Main and Second Floors
10.	Framed Portraits	Paintings, photographs	Main and Second Floors
11.	Photographs	Photographs & Acetate Negatives	Basement / C005
12.	Reference Collection and Periodicals	Paper	Main Floor
13.	General Collection (in particular all B’s, HQ-HV, & R-RC)	Paper + VHS	2 nd Floor
14.	Audio Visual Collection	DVD	Main Floor /behind Service Desk

Appendix H

Checklist for Disaster Supplies

Disaster kits are located behind the Service Desk, and off site in the Reception Office of Wemple Hall.

SUPPLIES			
	# Required	Current Inventory	Date Checked
Communication Equipment			
Batteries re communication equipment below	1 pack /per item		
Cell phone	1		
Megaphone	1		
Transistor radio	1		
Operational			
Adhesive labels	3 boxes		
Clipboards	3		
Disposable aprons	5		
Extension cords (heavy-duty and grounded)	3		
First aid kit	1		
Garbage bags	1 box		
Gloves (vinyl, disposable)	1 box		
Goggles	5		
Index cards (3" x 5")	2 pkgs.		
Marker	1		
Masks	1 box		
Notepads	3		
Paper towels	1 carton		
Pens and pencils	1 box of each		
Scissors	3		
Tape (Duct, Masking, Stripping, Caution)	3 rolls		
Utility knives and blades	3		
Waterproof markers	1 box		
Illumination			
Flashlight accessories (bulbs and batteries)	2 pkgs. of ea.		
Waterproof flashlights	3		
Salvage			
Blotter paper	50 sheets		
Book trucks, carts	2		
Boxes	50		
Buckets	3		
Bulldog clips, plastic paper clips	2 boxes each		
Camera and film (disposable)	1		
Dehumidifiers	2		
Fans	2		
File folders	50		
Freezer bags	100		
Freezer/Waxed paper	3 rolls		

SUPPLIES			
	# Required	Current Inventory	Date Checked
Garden hose	1		
Interleaving paper	500		
Mylar	1 roll and sheets		
Plastic crates	25		
Plastic garbage cans	3		
Polyethylene sheeting	2 rolls		
Shallow dishpans	2		
Sheets of polypropylene, cardboard	5		
Tyvek	1 roll		
Site Clean-up			
Brooms/squeegees	3		
Cleasers and disinfectant and fungicide	3		
Lint-free cloths	2 boxes		
Mops/Buckets	3		
Repair tools and supplies – screwdriver, hammers,	At least 1 of each		
Spill control packs	3		
Sponges and scrub brushes	10		
Wet/Dry vacuum	1		

React Paks – First Aid Kit for library disaster preparedness

(available from BroDart)

- o To help to immediately rescue water damaged books, files and other valuable library materials;
- o To keep recovery team dry and clean (includes 8 disposable aprons, 8 pairs disposable vinyl gloves, 2 pairs slip-on stretchable boots with skid-resistant soles, 2 dust masks;
- o To contain water damage quickly: paper towels, 2 large cellulose sponges, cotton deck mop with wooden handle, mop bucket with handle and wringer, 2 extra-large heavy duty trash bags, 25 ‘ barricade “CAUTION” tape;
- o To deflect water from causing further damage: 4 pre-cut 4-mil polyethylene sheets, 100’ roll 2” plastic all-purpose heavy-duty tape and tape dispenser;
- o For personal safety if there is no electricity: water-resistant flashlight, 2 alkaline D-cell batteries;
- o For wrapping/packing wet books: dispenser pack of polyethylene inner-folded deli wrap and 3 nylon 14” cable ties;
- o For preparing written damage survey: clipboard, pad of 8 ½” x 11” lined paper, 2 sharpened pencils, package of 100 3” x 5” cards, china marker pencil;
- o Information for disaster preparedness: valuable tips, “Emergency Dos and Don’ts for Water Damaged Materials”, “Packing Dos and Don’ts”, and sources of advice on disaster recovery;
- o All components packed in 1 RESCUBER records-size reusable polyethylene corrugated box; impervious to water; withstands temperatures from –60°F to + 160 °F, double-walled bottom; ventilation holes; folds flat for easy storage. (Note – sold separately with 20 per pack)

Appendix I

Special Handling Instructions: Disaster Affected Collection Material

To avoid causing further damage to disaster affected collection material, personnel should refer to the following special handling instructions. Appropriate handling depends on the type of material and the type and severity of the damage.

General Care and Handling

- Extreme care must be taken in the handling of all materials. Wet material is usually heavy, very fragile and will damage easily. Fire-damaged material will be very brittle and will crumble easily.
- Special health precautions must be taken; staff and volunteers should wear the appropriate personal protective equipment as necessary and/or required.
- The use of gloves is recommended to protect both the handler and the collection material. Be sure to wear your correct glove size and to clean or discard gloves frequently.
- Be alert to materials with water-soluble or friable media, and those with fragile or damaged surfaces or components.
- Use a secondary support, such as a tray, box or cart, when necessary for moving materials
- Heavy, large and/or awkward materials are best handled by more than one person.
- No attempt should be made to write directly on wet material. Do not use staples, paper clips, adhesives or pressure-sensitive tapes.

Paper Documents, Books, Manuscripts, Periodicals, and Newspapers

- Attempt to maintain the original order of the documents.
- Do not try to straighten out crumpled or wrinkled materials.
- Take care with wet books – do not disturb the condition in which you find them. Do not remove covers or dust jackets from books.
- Pack books into boxes and crates spine down. Interleave books with freezer paper. Do not pack books too tightly.
- Do not wipe soiling, mud or mould from collection materials.
- Clear books from the floor, then remove books from shelves top to bottom.
- Wrap fire damaged books in clean unprinted paper or freezer paper and place between cardboard sheets for protection. Clearly label all packages.
- Ensure that books and loose parts such as spines, covers and pages are packaged together prior to treatment. Shrink wrapping, boxing, bagging and foldering can be used.
- Books contaminated by sewage, fire retardant, or other material should be rinsed where possible prior to handling and packing for recovery.

Vellum, Parchment, Leather

- Due to the nature of the medium, a conservator should be consulted before treatment.
- Should be separated from the rest of the materials being treated for special consideration.
- Handle wet vellum, parchment and leather very carefully. Always use a secondary support such as a tray or box.

Photographic Materials

(Microfiche, Microfilm, Photographs, Negatives)

- Extreme care should be taken when handling photographic material to ensure that the emulsion or binder layer or support is not damaged.
- Do not handle emulsion or binder layer with your bare hands.
- Keep materials wet until separated from their enclosures, sleeves or each other.

Optical and Magnetic Media

(Video Cassettes & DVDs)

- Do not touch with bare hands. Handle by hub or reel.
- Particular care should be taken to avoid scratching or bending.
- Damaged and/or dirty disks can cause hardware failure.
- Vacuum cleaners and other equipment with electric motors should not be used near magnetic media.

Appendix J

Treatment Techniques for Salvage Materials – (Water Damaged)

Adapted from *Procedures for Salvage of Water-Damaged Library Materials* by Peter Waters

There are currently five ways to dry wet books and records. Advice from a conservator or preservation specialist experienced in disaster recovery can be helpful before making the final selections. It is important to understand that no drying method restores materials. They will never be in better condition than they were when drying began. Choice of method should be based on cause and level of damage, number of items involved, rarity and value of items, personnel, budget and drying facilities available. Paramount is the safety of personnel, who must be properly trained and provided with the appropriate and necessary personal protective equipment to carry out the tasks at hand.

Air-Drying

Air-drying is the oldest and most common method of dealing with wet books and records. It can be employed for one item or many, but is most suitable for small numbers of damp or slightly wet books and documents. Air-drying is extremely labour-intensive; it can occupy a great deal of space, and it can result in badly distorted bindings and documents. It is seldom successful for drying bound volumes on coated paper.

Dehumidification

Large commercial dehumidifiers are brought into the facility with all collections, equipment, and furnishings left in place. Temperature and humidity can be carefully controlled to specifications. This technique is successful for damp or moderately wet books, even those with coated paper, as long as the process is initiated before swelling and adhesion have taken place. The amount of equipment available and the expertise of the equipment operators are the only limitations on the number of items that can be treated with dehumidification. This method has the advantage of leaving the materials in place on the shelves and in storage boxes, eliminating the costly, time-consuming step of packing and moving them for treatment.

Freezer Drying

Books and records that are only damp or moderately wet may be dried successfully in a self-defrosting blast freezer if left there long enough. Materials should be placed in the freezer as soon as possible after becoming wet. Books will dry best if their bindings are supported firmly to inhibit initial swelling. The equipment should have the capacity to freeze very quickly, and temperatures must be below -20°C to reduce distortion and to facilitate drying. Documents may be placed in the freezer in stacks or may be spread out for faster drying. This method will take anywhere from several weeks to several months, depending upon the temperature of the freezer and the extent of the water damage and leaves of coated paper may adhere to one another.

Vacuum Thermal Drying

Books and records may be dried in a vacuum thermal drying chamber into which they are placed either wet or frozen. The vacuum is drawn, and heat is introduced. Drying typically occurs at temperatures above 38°C, but always above 0°C allowing the materials to stay wet while they dry. It is an acceptable manner of drying wet records, but often produces extreme distortion in books, and almost always causes adhesion of coated paper. For large quantities of materials, it is easier than air-drying and almost always more cost-effective. However, extensive rebinding or recasing of books should be expected. This method is a solution for materials that have suffered extensive water damage. Given the elevated temperature used in drying, it is most appropriate for materials with short-term value.

Vacuum Freeze-Drying

This process utilizes sophisticated equipment and is suitable for large numbers of very wet books and records, as well as for coated paper. Books and records must be frozen, and then are placed in a vacuum chamber and dried at temperatures below 0°C. Sublimation occurs and ice crystals vaporize without melting. There is no additional swelling or distortion of materials. Rare and unique materials can be dried successfully by vacuum freeze-drying, but leathers and vellums may not survive. Photographs should not be dried this way unless no other possibility exists; a photograph conservator should be consulted first. If only a few documents are dried, vacuum freeze-drying can be expensive.

©Province of British Columbia, 1997.

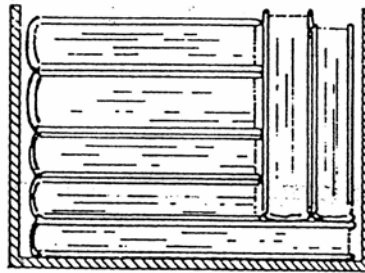
Betty Walsh, "Salvage Operations for Water Damaged Archival Collections: A Second Glance,"
WAAC Newsletter,
Vol. 19, No. 2, May 1997.

Appendix K

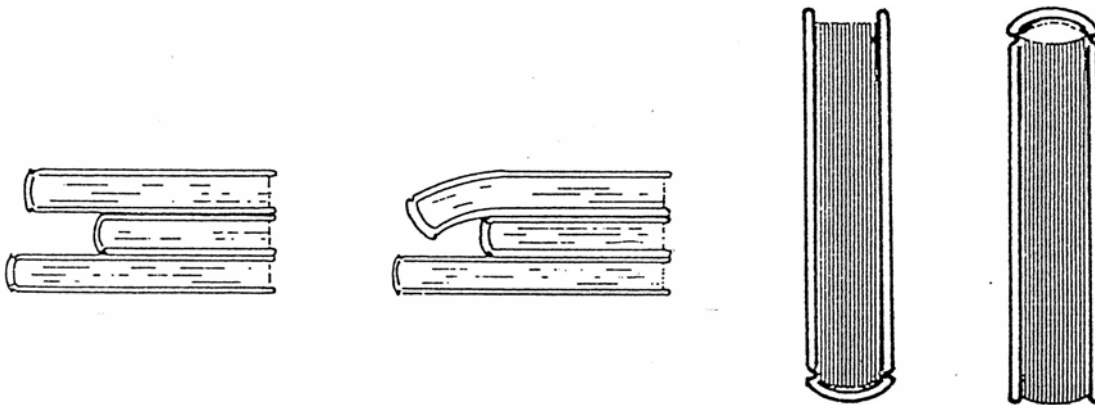
Salvage at a Glance

Removal and Packaging of Materials

Books should be boxed either flat or spine down to minimize damage to binding and costly repairs. Pack books of the same size next to one another to minimize warpage. Do not stack boxes over four high as they tend to collapse once the cardboard box absorbs water from the wet books. Shrink wrap the stacked boxes onto skids to minimize transit damage.



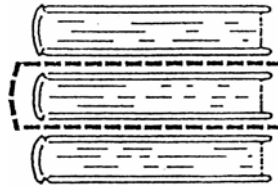
"WET" box should be packed FLAT or SPINE DOWN



**DO NOT PACK WET BOOKS LIKE THIS.
WET BOOKS WILL SAG CAUSING PERMANENT DAMAGE.
SPINE UP CAUSES THE BINDING TO SAG.**

Preparation for Removal and Treatment

Packaging and Wrapping



- Wrap bound volumes in freezer paper, wax paper or silicone paper so that the books won't stick together.
- Keep sheet material e.g. manuscripts, records, unframed prints and drawings etc. in sections not more than 2" thick with a base support (.128 board).

Crating, Boxing

- Use plastic milk crates or, if not available, strong cardboard boxes such as library book bindery boxes.
- Pack books FLAT or SPINE DOWN.
- Do not pack too tightly. Allow for air circulation.
- Put an identification mark on each container.

Transportation

- When boxed, put material immediately into refrigerated trucks.
- If this is not possible, pack dry ice around the material or keep as cold as possible.
- Transport to the freezing facility without delay.

Treatment

Cleaning and Washing of Collection Material.

"THIS SHOULD NOT BE ATTEMPTED WITHOUT THE ADVICE OF THE SALVAGE EXPERT."

All cleaning and washing must be carried out by trained personnel.
No cleaning or washing should take place if it increases the delay in freezing.

DO NOT ATTEMPT TO WASH OPEN VOLUMES, MANUSCRIPTS, ART ON PAPER, PHOTOGRAPHS OR ANY MATERIAL CONTAINING WATER SOLUBLE MATERIALS.

Freezing

Freezing is an effective method for stabilizing conditions until drying can be attempted. Mould will start to form within 48 hours if left unfrozen. Freezing buys time in a major disaster to assess the next steps to be taken.

Coated paper MUST be frozen as soon as possible.

If the number of books affected is small, freezing can be done in local freezers.

Drying

For materials which have been in freezer facilities freeze drying is the least expensive for large collections.

Air Drying

If the number of books affected is small, drying can be done without freezing.

The work area for air drying should be clean and have adequate temperature and humidity controls. Fans and dehumidifiers should be used as necessary.

Books should be placed upright on a clean surface and fanned out.

If any of the books show any signs of mould developing on them they should be treated as soon as possible.

Treatment

Non-paper Materials Photographs and Negatives (post 1950)

If wet:

- 1) Pick up photographs and negatives from water.
- 2) Separate photographs and negatives from sleeves. Photographs and negatives will stick to surfaces if allowed to dry by themselves.
- 3) Rinse off any dirt with cold water. "DO NOT RUB".
- 4) Set up fans, dehumidifiers and cool temperatures. Keep area as dry as possible.
- 5) Hang photographs and negatives on monofilament with plastic clothes pins.
- 6) Photographs can be dried flat.

Place face up on a clean, white blotter paper or blank newsprint.

Change paper as needed.

Let photographs dry for up to 48 hours.

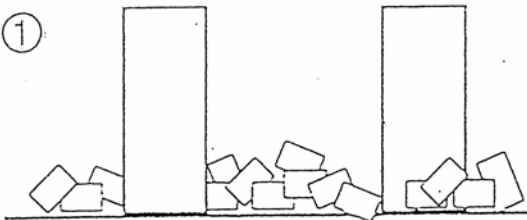
- 7) Relabel sleeves before putting photographs and negatives back.

CAUTION: Pre 1950 photographs and negatives require careful handling! Do not immerse in water without explicit instructions from a film / photograph conservator.

PHOTOGRAPHS & NEGATIVES (POST 1950)

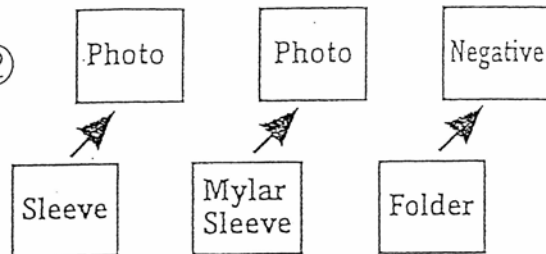
Wet

Tr ①



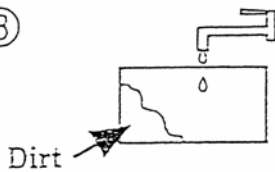
Pick up from floor & water

②



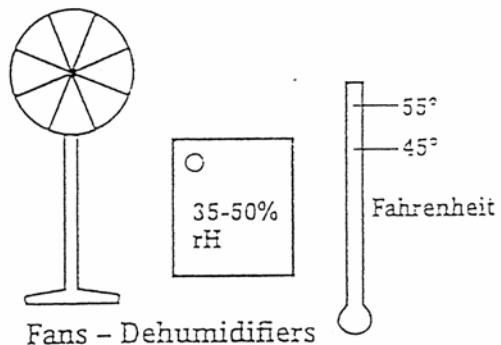
Remove from folders & sleeves

③



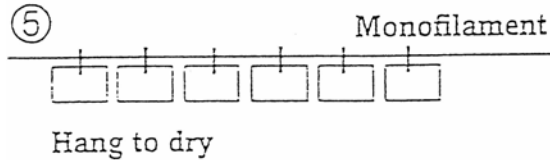
Rinse in water if dirty

④



Fans - Dehumidifiers

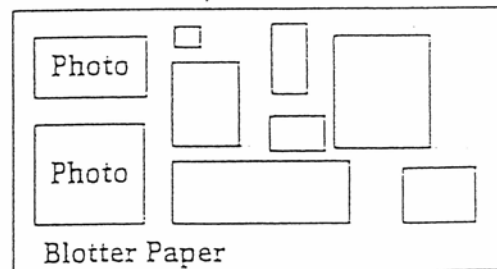
⑤



Hang to dry

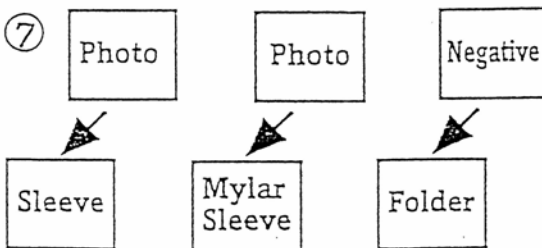
⑥ Negatives dry quickly

- OR -



Dry photographs face up for 48 hours

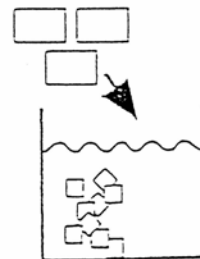
⑦



Refile in archival sleeves & folders

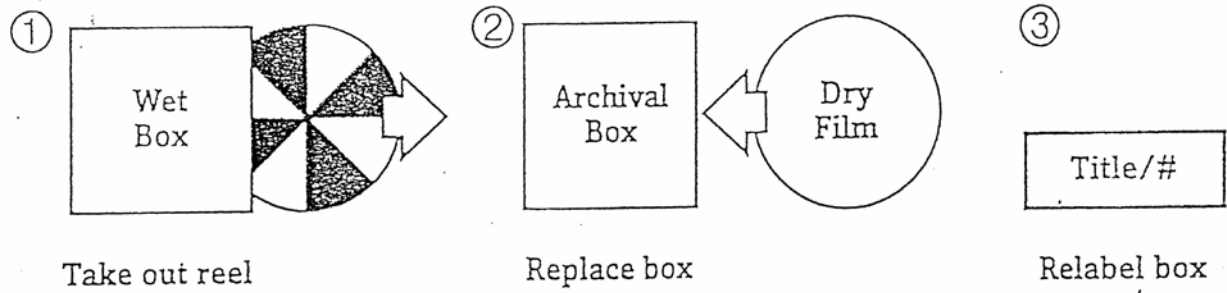
- OR -
Put in cold water

- OR -
Blast freeze to -20° F
and
vacuum freeze dry

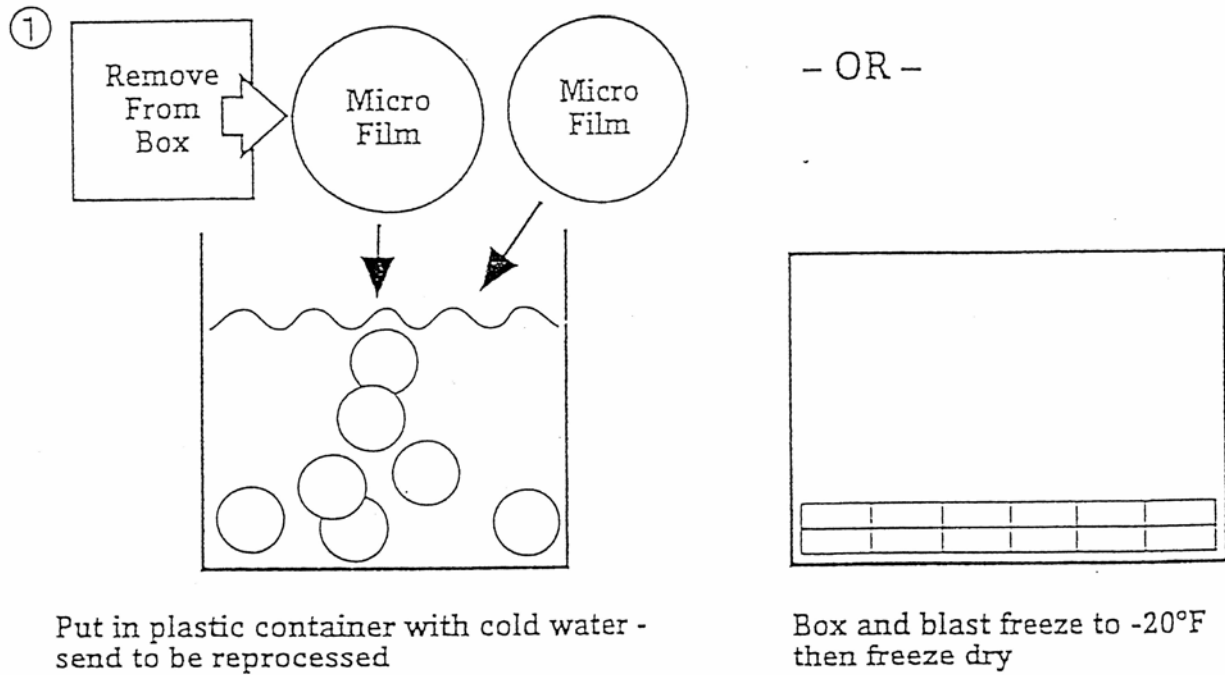


Microfilm

Dry Film -

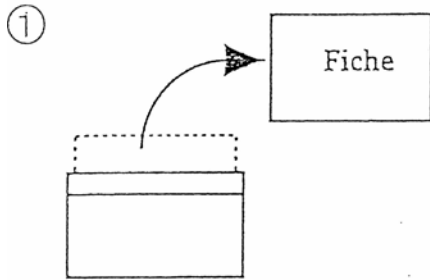


Wet Film -

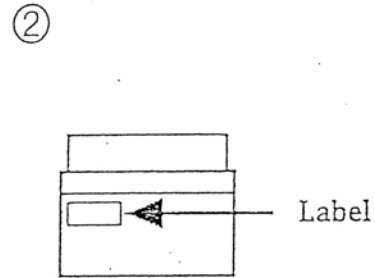


Microfiche

Dry Fiche -

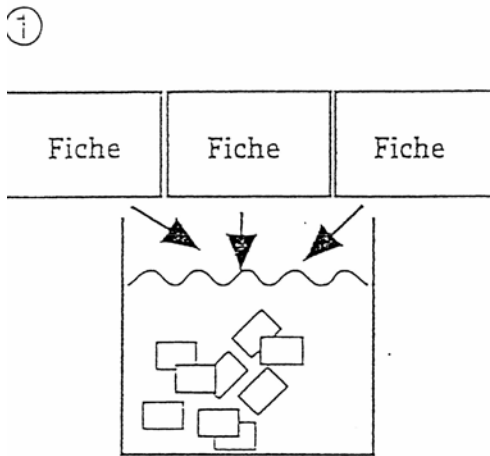


Take out microfiche

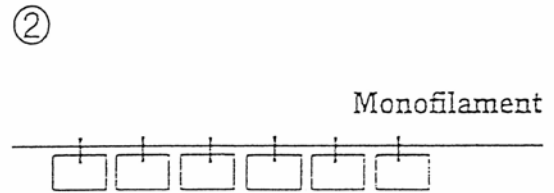


Label new archival sleeve

Wet Fiche -

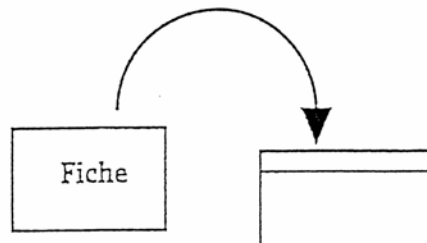


Put in plastic container
with cold water



Hang microfiche to dry

③ Refile fiche



Treatment

Maps

Due to their size, maps tear easily, especially along the fold creases. Be sure to unfold the maps gently and lay flat if possible.

Files

Cover tables with paper towel over plastic sheeting.

Record the documents on a location sheet, and then separate the pages as described above. Be careful to maintain the proper order.

Extremely wet files should be frozen immediately, as they are discovered. Ensure the freezer paper is placed between the files to keep them separate.

Treatment

Audio and Video Cassettes

Audio and videotapes are easily damaged by water, mould, dirt and dust.

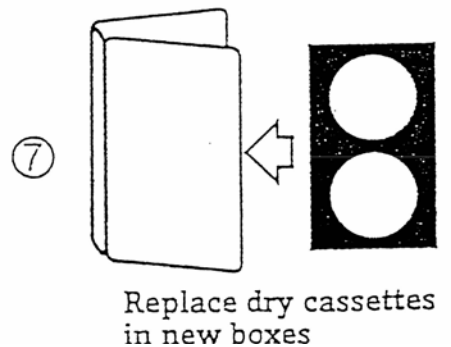
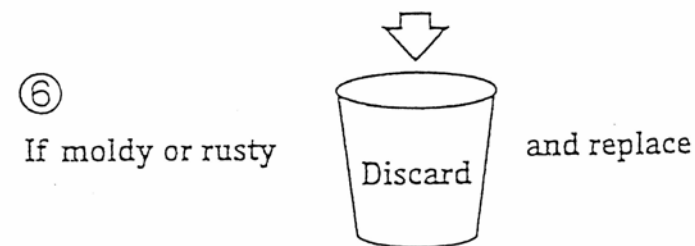
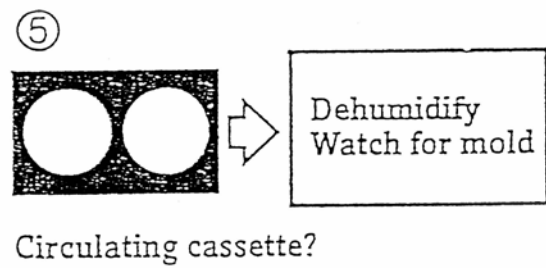
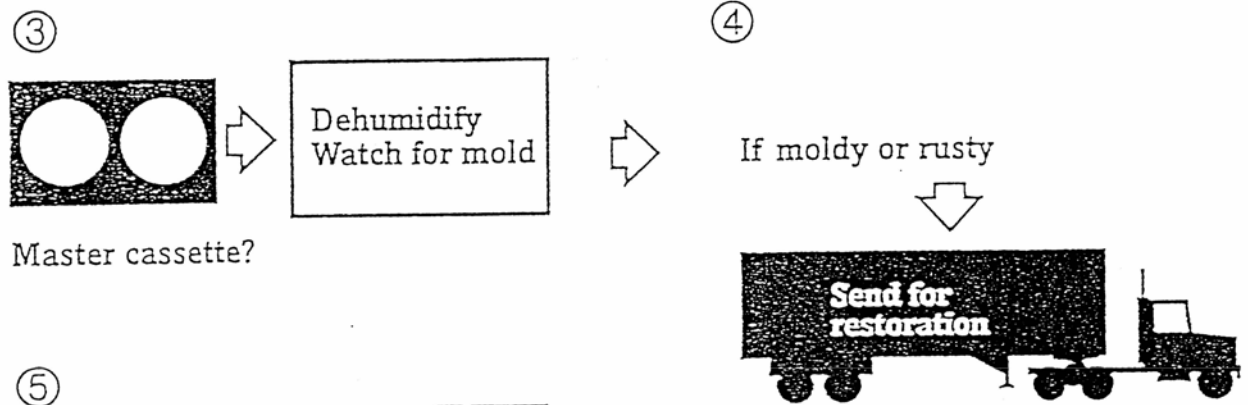
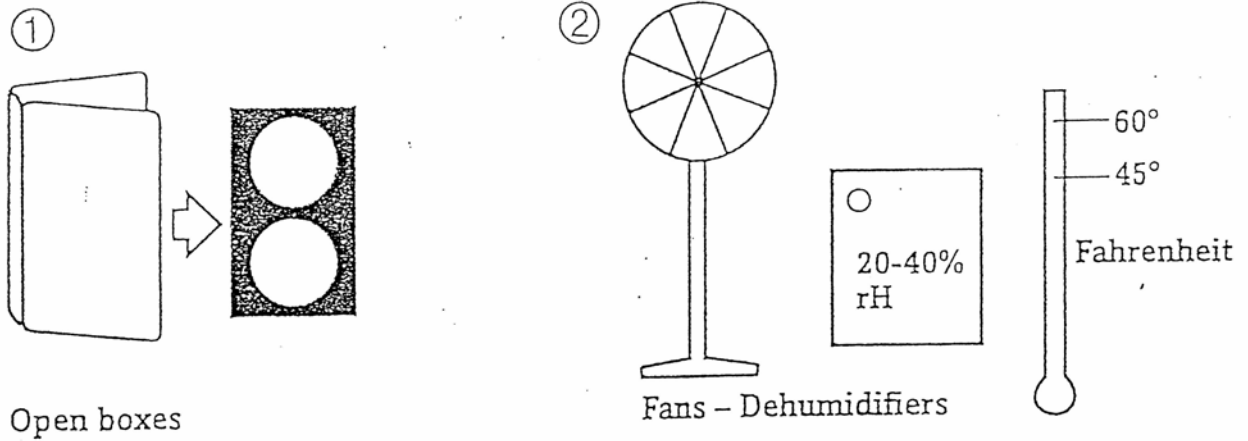
Most audio and videocassettes are stored in plastic boxes that are watertight.

Remove tapes from a moist environment as quickly as possible. Tape will stick together if allowed to dry on its own.

"DO NOT FREEZE"

- 1) Open boxes.
- 2) Set up fans, dehumidifiers and cool temperatures (RH 20% - 40%), 45 - 60 degrees F.
- 3) If this is a master tape, dehumidify and carefully watch for mould growth. If mould growth or rust forms or window clouds then send for restoration.
- 4) If this is a circulation tape, dehumidify and watch for mould growth or window clouding. If it is moldy or rusty then throw it out and replace.

Audio & Video Cassettes



Treatment

Water Damaged DVDs and Optical Disks

Treat Immediately

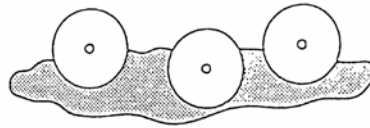
- Remove from water immediately.
- Remove from container.
- **DO NOT BEND OR SCRATCH.**
- Rinse off any dirt, mud with clean, distilled water.
- **DO NOT SOAK.**
- Dip dry in dish drain or rack, vertical, not flat.
- Clean with soft, dry, lintless cloth.
- Move cloth perpendicular to grooves, left to right, up and down.
- **DO NOT MOVE IN CIRCULAR MOTION.**
- Place cleaned compact disks in clean containers.

Replace the disk if:

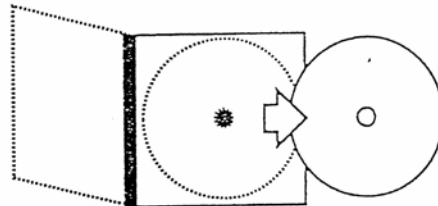
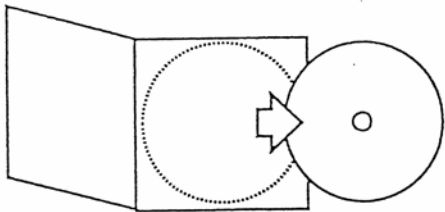
- Mould or condensation forms on disk.
- Deep scratches on surface.
- Disk is not readable or playable.

Water Damaged Optical Disks

- ① Remove from water ASAP!

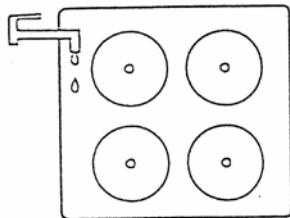


- ② Remove from cases and cartridges.



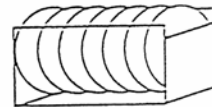
DO NOT BEND OR SCRATCH

- ③ Rinse off debris with clean water.

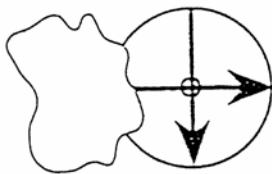


DO NOT
SOAK!

- ④ DRIP DRY.
Vertical, not flat.

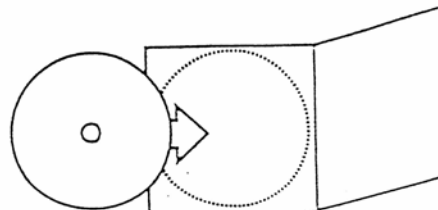
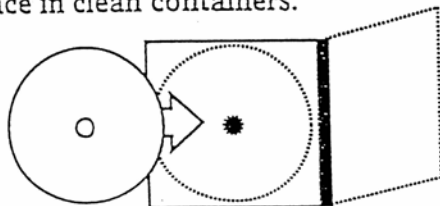


- ⑤ Clean with soft, lintless cloth. WIPE PERPENDICULAR TO GROOVES.



Not in
circular
motion!

- ⑥ Place in clean containers.



Treatment

Treatment of affected area

After the material has been removed for salvage, if the area is determined to be still usable, it must be cleaned thoroughly before material is replaced.

- Wash shelving with soap, water and a disinfectant such as liquid Lysol.
- Wash walls, furniture, counters etc.
- Scrub stonewalls, furniture, counters etc. as above.
- Paint where necessary.
- Shampoo carpets and apply spray disinfectant.

Treatment

Return of Materials to Library

When dry and treated as applicable, books should be sorted as to whether they are in need of:

- Discarding or replacing
- Commercial rebinding
- In-house mending
- More extensive conservation treatment
- When the material is returned it should be kept apart from the main collection in a ventilated and air-conditioned "rehabilitation area" for six months. The atmospheric conditions should be 35-45% RH and temperature not above 65° F
- A random inspection for mould-infested material should be conducted daily.
- Towards the end of this time the temperature should be gradually changed to duplicate conditions in stack area to which materials are returning.

After the materials are returned to the stack area random monitoring should be continued for at least one year.

Appendix L

Post Disaster Checklist (EOCG)

Adapted from The J. Paul Getty Museum (1992)

<p>Cause</p> <ul style="list-style-type: none"> ▪ What were the major contributing factors of the emergency or disaster? <p>Notification</p> <ul style="list-style-type: none"> ▪ Were you given timely notice of the emergency? Of your assigned role? ▪ How were you notified and by whom? ▪ Were you given accurate and adequate information? ▪ How can notification procedures be improved? <p>Collections Management</p> <ul style="list-style-type: none"> ▪ Did the damage mitigation procedures and recovery operations reduce or prevent water damage, fire damage, etc.? How could these operations be improved? ▪ Were conservation efforts well coordinated and prioritized? ▪ Were adequate personnel available? Were they effectively deployed? ▪ Were collections movement and temporary storage arrangements well planned and well handled? ▪ What kinds of specialized conservation tools and supplies were needed that were not available? Were they obtained? Did the delay play a significant role in the outcome of the incident? ▪ Was collection damage and collection movement documented in a timely manner? Were photos taken? Was the incident videotaped? <p>Control Room Operations</p> <ul style="list-style-type: none"> ▪ Were operations effective? Were Control communications clear and concise? ▪ Were communications timely? ▪ Were events documented? ▪ Were appropriate personnel assigned to the Control Room immediately? ▪ How can procedures be improved? 	<p>Communications & Media Relations</p> <ul style="list-style-type: none"> ▪ What methods of communication were used: telephones, runners, radios, others? ▪ Were the communications effective? ▪ Were the media contacted? ▪ Did the media contact the organization? ▪ Did those staff in contact with media give only appropriate information? ▪ How can such contacts be improved? <p>Action Checklists</p> <ul style="list-style-type: none"> ▪ Did you use an action checklist? Was it useful? ▪ How can it be improved? <p>Unexpected Contingencies</p> <ul style="list-style-type: none"> ▪ Were there any special circumstances or serious unexpected problems? Were they handled appropriately? ▪ What other problems could have arisen? How could they have been handled? <p>Overall Effectiveness of Emergency Plan</p> <ul style="list-style-type: none"> ▪ Was an emergency declared and did someone take charge? ▪ Was a chain of command established, clearly understood and followed? ▪ Were duties delegated to the appropriate people and the necessary adjustments made? ▪ Were major decisions and activities documented? <p>Recommendations and Conclusions</p> <ul style="list-style-type: none"> ▪ How could the incident have been avoided? Damage lessened? ▪ What policies and procedures need re-evaluation? ▪ What specific lessons were learned in this incident?
--	--

Appendix M

Definition of Terms

Acid-free: A term loosely used for papers and other materials that are often pH neutral or alkaline buffered; the pH could range from 6 to 11. More specific terms are ‘pH neutral’ or ‘alkaline-buffered’.

Archivist: Person responsible for establishing and maintaining physical and intellectual control over records of enduring value.

Conservation: All aspects aimed at the safeguarding of cultural property for the future. The purpose of conservation is to study, record, retain and restore the culturally significant qualities of the cultural property as embodied in its physical and chemical nature with the least possible intervention. Conservation includes the following: examination, documentation, preventive conservation, preservation, treatment, restoration and reconstruction.

Conservator: In general usage, the term “conservator” has several meanings. For the purpose of this document, conservator refers to any person whose primary occupation is the conservation of cultural property, and who has the education, knowledge, ability and experience to carry out conservation activities in accordance with an ethical code. The term therefore, includes practicing conservators as well as conservation scientists, conservation technicians, conservation educators, conservation managers and conservation consultants.

Disaster: An event of such dramatic proportions that it cannot be dealt with solely using The University of Western Ontario and King’s resources (considerable outside assistance may be required).

Disaster Plan: A document that describes the steps to prepare for and prevent, prepare and respond should a disaster strike.

Emergency Operations Control Group (EOCG): A designated group of staff who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the King’s community and support the Incident Commander in mitigating the emergency’s effect on King’s.

Examination: All activities carried out to determine the structure, materials, relevant history and condition of a cultural property, including the extent of deterioration, alteration and loss. Examination also includes analyses and study of relevant material, as well as the study of historical and contemporary information.

Freeze-drying: Process by which materials are dried in a vacuum held at temperatures below freezing point. The ice changes into water vapour without passing through a liquid stage.

Immediate Actions: Activities taken to immediately stabilize a situation and protect staff and collection material.

Incident Command: A modular series of supervisory levels, with defined roles and responsibilities, systematically implemented during the incident management of an emergency incident.

Incident Commander: The individual in command of an identified emergency incident.

Incident Manager: The individual who is available to take the role of Incident Manager will change depending on the time of day and availability and is in charge of implementing the approved Fire Safety Plan.

Interleaving: To keep items from sticking together and prevent dye transfer. Can be done with blotter paper, unlinked newsprint, wax or freezer paper, or Mylar.®

Mitigate: To cause to become less harsh or hostile.

Mould: A fungus that grows anywhere the correct combination of moisture and food exists.

Preservation: All actions taken to retard deterioration of, or to prevent damage to, cultural property. Preservation involves management of the environment and of the conditions of use, and may include treatment in order to maintain a cultural property, as nearly as possible, in a stable physical condition. With respect to material valued exclusively for its information content, for example, some archival material, preservation may include reformatting.

Preventive Conservation: All actions taken to mitigate deterioration and damage to cultural property. This is achieved through the formulation and implementation of policies and procedures in areas such as lighting, environmental conditions, air quality, integrated pest management, handling, packing and transport, exhibition, storage, maintenance, use, security, fire protection, and emergency preparedness and response.

Salvage: The act of saving or rescuing property.

Stabilization: Process by which deterioration is slowed down or stopped, either by means of intervention (treatment) or by provision of an environment in which the process of deterioration is not favoured.

Treatment: All direct interventions carried out on the cultural property with the aim of retarding further deterioration or aiding in the interpretation of the cultural property. A treatment may range from minimal stabilization or extensive restoration or reconstruction.

Vacuum drying: Method of drying materials in a vacuum held at a temperature above freezing point. The water evaporates to vapour.

Appendix N

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Appendix O

PROTOTYPE FORMS

PACKING SLIP	PACKING SLIP
JOURNAL / MONOGRAPH	ARCHIVES
CALL NO.	
VOL. / COPY	COLLECTION
COLLECTION:	BOX
CIRC / RES / SPECIAL	FILE
SPECIAL FEATURE:	SPECIAL FEATURE
COATED PAPER	COATED PAPER
BINDING	PHOTOGRAPHS
	MICROFILM
_____ KEEP ? / DISCARD _____	
WITHDRAW / REPLACE ?	
NATURE OF PROBLEM:	NATURE OF THE PROBLEM:
WET	WET
CLEANING	CLEANING
BINDING	MOULD
MOULD	ODOUR
ODOUR	DAMAGED
PAGES: MISSING / DAMAGED	LABEL
LABEL	
ACTION:	ACTION:
BOX # / CRATE #	BOX # / CRATE #
DATE:	DATE:
INITIALS:	INITIALS:

LIST OF LIBRARY PERSONNEL REPORTING IN UPON BUILDING EVACUATION

NAME	REPORTING IN TO SUSAN EVANS	DATE/TIME
1. Russ Braley	<input type="checkbox"/>	
2. Shirley Bratscher	<input type="checkbox"/>	
3. Claire Callaghan	<input type="checkbox"/>	
4. Ewa Czachorowski	<input type="checkbox"/>	
5. Susan Evans	<input type="checkbox"/>	
6. Martha Gordon	<input type="checkbox"/>	
7. Alanna Marson	<input type="checkbox"/>	
8. Craig Mitchell	<input type="checkbox"/>	
9. Meaghan Shannon	<input type="checkbox"/>	
10. Linda Whidden	<input type="checkbox"/>	
<p>Note: Upon building evacuation any Student Library Assistants and Work Study Students on duty will also need to report to Susan Evans (weekdays) or the Incident Manager (weekends & evenings).</p>		
<p>Remarks: After all library staff has reported in to Susan, she will then report to the Incident Manager.</p>		