

CHATSWORTH TOWNSHIP LIBRARY DISASTER PLAN

TABLE OF CONTENTS

CHATSWORTH TOWNSHIP LIBRARY INFORMATION SHEET AND CHECKLIST

DISASTER PLAN FORM

CHAPTER 1 - EMERGENCY PROCEDURES

- SUMMARY OF EMERGENCY PROCEDURES
- FIRE SAFETY TIPS

CHAPTER 2 - DISASTER PROCEDURES

- PERSONS TO SUMMON
- EVACUATION PROCEDURES

CHAPTER 3 - DISASTER RESPONSE PLAN

- STAFF MOBILIZATION
- DAMAGE ASSESSMENT
- RECOVERY PREPARATION

CHAPTER 4 - RECOVERY PROCEDURES

- DAMP BOOKS AND MINOR EMERGENCIES
- WET BOOKS AND PAPER
- PHOTOGRAPHIC PRINTS
- PHOTOGRAPHIC FILMS
- COMPUTER EQUIPMENT

CHAPTER 5 - FLOOR PLAN AND PRIORITIES

- PRIORITIES
- FLOOR PLAN

CHAPTER 6 - OTHER EMERGENCIES

- BOMB THREATS
- VANDALISM
- COLLAPSE OF SHELVING
- RODENT AND MOLD INFESTATIONS
- SUMMONING MEDICAL ASSISTANCE

CHAPTER 7 - SUPPLIES

- INVENTORY OF EMERGENCY SUPPLIES
- SUPPLIER LIST
- LOCAL STORES

APPENDIX A - DAMAGE EVALUATION FORM, POST DISASTER REPORT FORM

APPENDIX B - LIBRARY STAFF, BOARD MEMBERS & VOLUNTEER LIST

APPENDIX C - VACUUM FREEZE DRYING SERVICES

APPENDIX D - PHOTOGRAPH & SOUND CONSERVATION

APPENDIX E - DOCUMENT REPROCESSING SERVICES

APPENDIX F - BOOK AND PAPER CONSERVATION

DIRECTOR MARY FISHER-MILLER 309-451-3325(HOME)
 LIBRARIAN NORMA KOERNER
 DISASTER PREPAREDNESS COMMITTEE CHAIRMAN VICE-PRESIDENT MIKE SMITH

LOCATIONS OF LIBRARY EQUIPMENT

ELECTRIC SHUT OFF MAIN FUSE BOX IN BACK MECHANICAL ROOM
 GAS SHUT OFF OUTSIDE NORTH WEST SIDE OF BUILDING
 WATER SHUT OFF MECHANICAL ROOM EAST ROOM

OFF-SITE SERVICES

FIRE DEPT	911 (CHATSWORTH FIRE DEPT)	
POLICE DEPT	911 (LIVINGSTON SHERIFF DEPT)	
AMBULANCE	911 (SELCAS AMBULANCE)	
IL ESDA	815-635-3341 (CHATSWORTH FIRE DEPT)	
INSURANCE CO.	309-662-2100 (CLEMENS INSURANCE)	
LEGAL ADVISOR	815-635-3434 (CAUGHEY,LEGNER & FREEHILL)	
UTILITY COMPANIES	AMEREN CIPS	888-789-2477
	NICOR	888-642-6748
	TOWN OF CHATSWORTH(WATER)	815-635-3095
	MEDIACOM	800-379-7412
ELECTRICIAN	NIEMANN ELECTRIC	815-686-9250
PLUMBER	NUSSBAUM PLUMBING	815-692-2042
EXTERMINATOR	DANIELS PEST CONTROL	815-692-2394
LOCKSMITH	REESE SERVICE CENTER	815-842-2325
JANITORIAL SERVICE	BURKE SERVICE	815-844-7951
IL STATE LIBRARY PRESERVATION OFFICE		217-782-7848

UPKEEP CHECKLIST

DAILY PROCEDURES

- LOCKS ON DOORS SECURE
- KEYS ACCOUNTED FOR
- NO PIPES, FAUCETS, TOILETS OR AIR CONDITIONING UNIT LEAKING
- NO FRAYED WIRING IN EVIDENCE
- NO SIGNS OF STRUCTURAL DAMAGE

MONTHLY PROCEDURES

- EMERGENCY NUMBER POSTED BY EACH PHONE
- FIRE EXTINGUISHERS CHECKED
- OPERABLE FLASHLIGHTS

QUARTERLY PROCEDURES

- FIRE DRILL
- TORNADO DRILL
- INSURANCE POLICY

Chapter 1

SUMMARY OF EMERGENCY PROCEDURES

MEDICAL EMERGENCY: CALL 911 Describe the problem, give the persons name, give the exact location and your name. Do not try to administer first aid; you may do more harm than good.

FIRE: CALL 911 If you have any doubts about your ability to extinguish the fire, secure and leave the area. To secure the area, turn off all computer terminals. Save documents before turning off word processing terminals. All personnel should follow the instructions of the fire department as listed in Chapter 2 "Disaster Procedures".

FLOODING OR WATER DAMAGE Throw a plastic drop cloth (see Chapter 7, "Supplies") over the affected area, then call the appropriate persons. Move as many books as possible out of the flooded area, if it is safe to do so. See Chapter 4 in the Disaster Plan, entitled "Recovery Procedures" for the instructions on how to treat each type of library material affected.

VANDALISM: Do not confront the vandal. Walk discreetly to the nearest phone and call 911. Arrange a meeting place so you can direct the police to the area affected. See Chapter 6, "Other Emergencies" for more instructions.

POWER FAILURE: Turn off all terminals. Secure the area before leaving. Upon return wait for further instructions before turning terminals on again.

FIRE SAFETY TIPS

ALWAYS REPORT A FIRE BEFORE ATTEMPTING TO EXTINGUISH IT YOURSELF

ALWAYS KEEP YOUR BACK TO THE ESCAPE ROUTE

NEVER ATTEMPT TO EXTINGUISH A LARGE FIRE

WHEN USING A FIRE EXTINGUISHER - REMEMBER THE ACRONYM - **PASS**

- o PULL
- o AIM
- o SQUEEZE
- o SWEEP

CHAPTER 2

PERSONS TO SUMMON WHEN A DISASTER OCCURS

IT IS THE RESPONSIBILITY OF THE FIRST PERSON OBSERVING THE DISASTER TO CALL THE DIRECTOR, WHO WILL CONTACT THE LIBRARIAN, LIBRARY STAFF, ALL BOARD MEMBERS AND THE LIBRARY VOLUNTEER COMMITTEE.

THE DIRECTOR IS RESPONSIBLE FOR CONTACTING THE DISASTER PREPAREDNESS COMMITTEE, EACH OF WHOM WILL BE RESPONSIBLE FOR ALERTING THE NEXT PERSON ON THE LIST USING TELEPHONE NUMBERS LISTED IN CHAPTER 5, FLOOR PLANS AND PRIORITIES.

<u>CONTACT</u>	<u>POSITION</u>	<u>HOME PHONE</u>	<u>CELL PHONE</u>
MARY MILLER-FISHER	DIRECTOR	309-451-3324	
NORMA KOERNER	LIBRARIAN		
COREY ZIMMERMAN	CIRCULATION SERVICES		
BRENDA HEMP	CIRCULATION SERVICES		
SANDRA HARN	CIRCULATION CLERK		
JEANETTA GALLOWAY	CIRCULATION CLERK		
SCOTCH KURTENBACH	BOARD SECRETARY		
TAMMY MOORE	BOARD PRESIDENT		
LUCI HABERKORN	TRUSTEE	815-635-3000	
TERRY MILLER	TREASURER	309-451-3325	
CATHERINE PASAKARNIS	TRUSTEE		
MIKE SMITH	BOARD VICE-PRESIDENT		
LAURA ABERLE	TRUSTEE		
MARY HANSHEW	TRUSTEE		

SUMMARY OF EVACUATION PROCEDURES

1. THE LIBRARIAN ON DUTY WILL ALERT THE OCCUPANTS THAT AN EVACUATION HAS BEEN CALLED.
2. NO ONE IS ALLOWED BACK IN THE BUILDING UNLESS DIRECTED BY THE FIRE CHIEF.

CHAPTER 3

STAFF MOBILIZATION - PHASE 1

A MAJOR DISASTER IN THE LIBRARY WOULD NECESSITATE THE EVACUATION OF ALL PERSONNEL. IN SUCH A SITUATION, ACTUAL RECOVERY PROCEDURES TO SALVAGE THE COLLECTIONS WOULD HAVE TO WAIT UNTIL THE BUILDING WAS OFFICIALLY DECLARED SAFE TO ENTER. ALTHROUGH SUCH A SITUATION IS IMPOSSIBLE TO PREDICT, THE BRIEF OUTLINE OF PROCEDURES LISTED BELOW WILL BE FOLLOWED.

THE LIBRARIAN ON DUTY WILL ALERT THE DIRECTOR, WHO WILL NOTIFY THE BOARD PRESIDENT WHO WILL THEN NOTIFY THE BOARD MEMBERS, AND THE VOLUNTEER COMMITTEE HEAD. THE BOARD PRESIDENT WILL CALL THE DISASTER PREPAREDNESS COMMITTEE WHO WILL BE HEADED BY THE BOARD VICE-PRESIDENT.

DAMAGE ASSESSMENT - PHASE 2

MEETING LOCATION FOR REPORT AND PHASE 1 PLANNING:

IF THE BUILDING CAN BE ENTERED, MEETINGS WILL TAKE PLACE AT THE LIBRARY BUILDING. IF THE BUILDING CANNOT BE ENTERED, MEETINGS WILL TAKE PLACE AT THE CHATSWORTH COMMUNITY BUILDING. POLICE AND FIRE OFFICIALS WILL ADVISE THE DISASTER PREPAREDNESS COMMITTEE LEADER WHEN THE BUILDING CAN BE ENTERED FOR RECOVERY PURPOSES. THE DISASTER PREPAREDNESS COMMITTEE WILL COMMUNICATE THE EXTENT OF DAMAGES AND ACCESSIBILITY.

BASIC SITE VISIT PROCEDURES:

- RECORD THE EXTENT OF DAMAGES
- TYPE OF DAMAGES
- TYPE OF MATERIAL DAMAGED
- EXTENT OF DAMAGES
- BRIEF ENVIRONMENTAL CONDITIONS
- CONDITION OF SURROUNDING AREA
- PHOTOGRAPHS OF DAMAGE

RECOVERY PREPARATION - PHASE 3

AFTER PHASE 2 DAMAGE ASSESSMENT, THE DISASTER PREPAREDNESS COMMITTEE WILL BEGIN TO PLAN A SALVAGE OPERATION FOR DAMAGED MATERIALS DEPENDING ON THE RESULTS OF THE PHASE 2 DAMAGE ASSESSMENT VISIT.

- ESTABLISH PRIORITIES
- DEVELOP AND ASSIGN WORK USING NAMES AND PHONE NUMBERS FROM CHAPTER 5, "FLOOR PLANS AND PRIORITIES"
- ASSEMBLE SUPPLIES FROM CHAPTER 7, "SUPPLIES"
- SCHEDULE FOR IMPLEMENTATION
- SET UP COMMUNICATION AND ESTABLISH A CHAIN OF COMMAND FOR RECOVERY PLAN.

THE LEADER OF THE DISASTER PREPAREDNESS COMMITTEE WILL ASK A TEAM MEMBER TO TAKE MINUTES DURING ALL THE MEETINGS , TELEPHONE FOR SUPPLIES, PLAN FOR GETTING SUPPLIES TO LIBRARY BUILDING, AND OTHER DUTIES AS NEEDED.

CHAPTER 4

RECOVERY PROCEDURES FOR THE FOLLOWING MATERIALS:

- RECOVERY PROCEDURES FOR DAMP BOOKS AND MINOR EMERGENCIES
- RECOVERY PROCEDURES FOR WET BOOKS AND PAPER
- RECOVERY PROCEDURES FOR PHOTOGRAPHIC PRINTS
- RECOVERY PROCEDURES FOR PHOTOGRAPHIC FILMS
- RECOVERY PROCEDURES FOR MAGNETIC TAPE FILMS
- RECOVERY PROCEDURES FOR COMPUTER EQUIPMENT

RECOVERY PROCEDURES FOR DAMP BOOKS AND MINOR EMERGENCIES

DAMP BOOKS ARE DEFINED AS BOOKS THAT ARE NOT DRIPPING WATER. THEY CAN BE WET AROUND THE EDGES OR WET HALFWAY THROUGH OR JUST COOL TO THE TOUCH. THESE MATERIALS CAN BE AIR DRIED. USE CAUTION.

1. ALL AIR DRYING MUST TAKE PLACE IN A COOL, DRY PLACE. THE TEMPERATURE SHOULD BE BELOW 70 DEGREES FAHRENHEIT AND THE RELATIVE HUMIDITY BELOW 55%. USE FANS AND DEHUMIDIFIERS AND KEEP AIR CIRCULATING IN THE AREA.
2. KEEP THE DRYING AREA CLEAN BY REMOVING WET DEBRIS.
3. NEVER TRY TO RESHAPE OR FORCE DAMP VOLUMES OPEN AS THIS WILL CAUSE HARMFUL DISTORTION. THEY CAN BE TREATED AFTER DRYING.
4. SPONGE OFF MUD AND DEBRIS USING CLEAN WATER BUT ONLY IF MATERIAL DOES NOT HAVE WATER SOLUBLE COMPONENTS SUCH AS WATERCOLORS, RUNNY INKS, TEMPERA AND DYES. INSTEAD, AIR DRY MATERIALS AND BRUSH OFF DEBRIS WHEN COMPLETELY DRY.
5. MINIMIZE HANDLING OF WATER DAMAGED BOOKS. PAPER AND BINDINGS ARE VERY FRAGILE WHEN WET. ADDITIONAL AIR DRYING INSTRUCTIONS FOR WET BOOKS ARE ON FILE IN LIBRARY AND DISASTER PREPAREDNESS COMMITTEE LEADER.

SUPPLIES: DEHUMIDIFIERS, NOTE PAPER, LARGE STRONG TRASH BAGS, FANS, SPONGES, CLEAN WATER SOURCE, AND UNPRINTED PAPER TOWELS

RECOVERY PROCEDURES FOR WET BOOKS AND PAPER

WET BOOKS ARE DEFINED AS BOOKS THAT ARE DRIPPING WATER. THEY ARE EXTREMELY FRAGILE AND MUST BE HANDLED CAREFULLY AS PAGES CAN EASILY FALL OUT AND COVERS CAN SEPARATE FROM THE TEXT BLOCK. WET BOOKS SHOULD BE VACUUM FREEZE DRIED BY A PROFESSIONAL IN THE CASE OF A MAJOR EMERGENCY. VACUUM FREEZE DRYING DRIES THE MATERIAL WITH THE LEAST DISTORTION AS THE WATER GOES DIRECTLY FROM A LIQUID TO GASEOUS STATE (VAPOR) WITHOUT PASSING THROUGH THE SOLID STATE. MEAT FREEZERS AND HOUSEHOLD FREEZERS DO ALLOW ICE TO FORM AND CONSEQUENTLY ARE NOT ADEQUATE.

1. CONTROL THE ENVIRONMENT. THE TEMPERATURE SHOULD BE KEPT BELOW 55 DEGREES FAHRENHEIT AND BELOW 55% RELATIVE HUMIDITY. KEEP AIR IN THE AREA CIRCULATING.
2. GLOSSY PAPER SUCH AS MAGAZINE PAPER, ART BOOKS, ETC IS NOT SALVAGEABLE AFTER 5-6 HOURS IN WATER. MOVE ON IMMEDIATELY TO SALVAGEABLE MATERIAL.
3. NEVER TRY TO RESHAPE OR FORCE WET BOOKS OPEN AS THIS WILL CAUSE HARMFUL DISTORTION OR FURTHER MECHANICAL DAMAGE.
4. SPONGE OFF MUD AND DEBRIS WITH CLEAN WATER ONLY.

SUPPLIES: DEHUMIDIFIERS, NOTE PAPER, LARGE STRONG TRASH BAGS, FANS, SPONGES, CLEAN WATER SOURCE, AND UNPRINTED PAPER TOWELS

ADDITIONAL INFORMATION ON FILE IN THE LIBRARY AND WITH THE DISASTER PREPAREDNESS COMMITTEE LEADER.

RECOVERY PROCEDURES FOR PHOTOGRAPHIC PRINTS

MOST PHOTOGRAPHS CAN BE SAVED FROM WATER AND SMOKE DAMAGE BUT NOT FIRE DAMAGE AS THE EMULSION LAYER WILL MELT FROM THE HEAT.

1. ONLY FREEZE PHOTOGRAPHS IF THEY CAN BE PROFESSIONALLY DRIED AS ICE CRYSTALS MAY RUPTURE THE EMULSION LAYER LEAVING MARKS ON THE FILM.
2. WHEN HANDLING PHOTOGRAPHS, ALWAYS DO SO AT THE EDGE AS THE EMULSION LAYER WILL SUFFER DAMAGE EASILY.
3. DRY PHOTOGRAPHS SHOULD ALWAYS BE HANDLED WITH WHITE COTTON GLOVES TO PREVENT FINGERPRINTS.

ADDITIONAL INFORMATION ON FILE IN THE LIBRARY AND WITH THE DISASTER PREPAREDNESS COMMITTEE LEADER.

RECOVERY PROCEDURES FOR PHOTOGRAPHIC FILMS

PHOTOGRAPHIC FILM INCLUDE ALL TYPES OF PROCESSED FILMS SUCH AS MICROFILM, MICROFICHE, PHOTOGRAPHIC FILM, SLIDES, AND MOVIE REEL FILM. IN MOST CASES OF FIRE, THE EXTREME HEAT WILL DAMAGE FILM BEYOND REPAIR AS THEY WILL MELT. SMOKE AND WATER DAMAGED MATERIAL CAN BE SALVAGED.

ADDITIONAL INFORMATION ON FILE IN THE LIBRARY AND WITH THE DISASTER PREPAREDNESS COMMITTEE LEADER

RECOVERY PROCEDURES FOR COMPUTER EQUIPMENT

IF THE BUILDING IS EVACUATED, THE FOLLOWING ACTIONS SHOULD BE TAKEN:

1. "SAVE" WORK BEING DONE ON SYSTEMS AND CLOSE FILES.
2. TURN OFF WORKSTATIONS AND PERIPHERALS

CHAPTER 5

COLLECTION PRIORITIES FOR DISASTER RECOVERY

CRITERIA

- PRIORITY 1 HIGH PRIORITY MATERIALS CHARACTERIZED BY ONE OR MORE OF THE FOLLOWING CRITERIA: STRONG COLLECTIONS,
COLLECTIONS THAT ARE IRREPLACEABLE, UNIQUE OR THAT WOULD BE EXPENSIVE TO REPLACE, AND COLLECTIONS THAT ARE HEAVILY USED.
- PRIORITY 2 CORE COLLECTIONS
- PRIORITY 3 MATERIALS THAT ARE NOT HEAVILY USED,
SUBJECT AREAS WHERE MATERIALS COULD BE EASILY REPLACED,
MATERIALS THAT OWNED IN ANOTHER FORMAT OR COULD BE EASILY REPLACED IN ANOTHER FORMAT,
SUBJECT AREAS WHERE COLLECTIONS ARE OF MARGINAL VALUE.

CHATSWORTH TOWNSHIP LIBRARY PRIORITIES

PRIORITY 1

- FILES ON SHELVES IN MECHANICAL ROOM
- CHATSWORTH HISTORY BOOKS
- CHATSWORTH MEMORABILIA CONTAINER IN BACK ROOM

PRIORITY 2

- COMPUTERS
- FAX MACHINE
- COPY MACHINES
- OTHER REFERENCE BOOKS
- NON-FICTION BOOKS
- HARDBACK JUVENILE SECTION
- JUVENILE NON-FICTION

PRIORITY 3

- HARDBACK BOOKS - NON FICTION
- HARDBACK BOOKS - FICTION

CHAPTER 6

BOMB THREATS

IF A SUSPICIOUS OBJECT OR PACKAGE IS FOUND, CALL 911 IMMEDIATELY.

IF AN EVACUATION IS NECESSARY, FOLLOW THE EMERGENCY EVACUATION INSTRUCTIONS IN CHAPTER 2, "DISASTER PROCEDURES".

IF A LIBRARY EMPLOYEE RECEIVES A CALL REPORTING A BOMB THREAT, THE EMPLOYEE SHOULD REMAIN CALM AND WRITE DOWN THE ANSWERS TO THE FOLLOWING QUESTIONS:

- WHEN WILL THE BOMB EXPLODE?
- WHERE IS THE BOMB?
- WHEN WAS IT PLANTED?
- WHAT DOES THE BOMB LOOK LIKE?
- WHAT TYPE OF BOMB IS IT?

THE LIBRARY EMPLOYEE RECEIVING THE THREAT SHOULD CAREFULLY WRITE DOWN THE INFORMATION TO THE FOLLOWING QUESTIONS:

- THE EXACT WORDS OF THE CALLER
- THE EXPLICIT MOTIVE FOR THE THREAT
- THE QUALITY OF THE CALLER'S VOICE:
 - o MALE OR FEMALE
 - o YOUNG OR OLD
 - o ACCENT
 - o NERVOUS, DETERMINED

WHILE ON THE PHONE WITH THE CALLER, THE LIBRARY EMPLOYEE SHOULD SIGNAL ANOTHER EMPLOYEE OR PATRON TO CALL 911 IMMEDIATELY. THE LIBRARY SHOULD BE EVACUATION AS SOON AS POSSIBLE.

VANDALISM

VANDALISM INCLUDES BUT IS NOT LIMITED TO INDIVIDUAL(S) DAMAGING OR DEFACING THE LIBRARY BUILDING, FURNITURE OR EQUIPMENT, DAMAGING OR DEFACING LIBRARY BOOKS, SUCH AS TEARING OUT PAGES OR SECTIONS, STEALING LIBRARY BOOKS, WRITING IN LIBRARY BOOKS, EATING IN THE LIBRARY AND SMOKING IN THE LIBRARY OR LIBRARY BATHROOMS.

TO REPORT ACTS OF VANDALISM, CONTACT THE DISASTER PREPAREDNESS COMMITTEE CHAIRMAN.

IN THE CASE OF SERIOUS DESTRUCTION OF LIBRARY MATERIALS OR BUILDING, DO NOT CONFRONT THE VANDAL. CALL 911 FROM THE NEAREST PHONE. ARRANGE TO MEET THE POLICE AT A NEAR BY LOCATION TO GIVE NEEDED INFORMATION.

SHELVING COLLASPE

COLLASPE OF SHELVING OR OTHER STRUCTURAL ACCIDENTS CAN BE THE RESULT OF EXPLOSIONS, EARTHQUAKE, FLOOD OR OTHER NATURAL DETERIORATION.

WHEN STRUCTURAL DAMAGE OCCURS, CALL THE DISASTER PREPAREDNESS COMMITTEE CHAIRMAN. AFTER AN INSPECTION, THE CHAIRMAN WILL MAKE THE NECESSARY PHONE CALL TO DETERMINE IF THE AREA IS SAFE TO RE-ENTER.

RODENT, INSECT, MOLD INFESTATIONS

MANY SPECIES OF FUNGO AND INSECTS CAN DAMAGE LIBRARY MATERIALS. MOLD WILL DISCOLOR AND WEAKEN PAPER AND BINDING. INSECTS WILL ATTACK PAPER, BOOK CLOTH, STARCH PASTE, ANIMAL GLUE AND LEATHER BINDINGS FOR THE CELLULOSE CONTENT. RODENTS WILL DESTROY MANY TYPES OF LIBRARY MATERIALS. ALTHOUGH THE LIBRARY HAS MONTHLY PEST CONTROL TREATMENTS, PROBLEMS CAN STILL OCCUR.

ALL CASES OF RODENT, INSECT, AND MOLD INFESTATIONS IN LIBRARY MATERIALS SHOULD BE REPORTED TO THE DISASTER PREPAREDNESS COMMITTEE CHAIRMAN. THE AFFECTED MATERILA SHOULD BE ISOLATED AS SOON AS POSSIBLE USING A "ZIP-LOC" STYLE SEALABLE BAG. EXTREME CARE SHOULD BE TAKEN IN HANDLING THIS MATERIAL AS IT CAN BE HARMFUL TO HUMANS AS WELL AS LIBRARY MATERIALS.

SUMMONING MEDICAL ASSISTANCE

THE DECISION TO NOTIFY MEDICAL SERVICES SHOULD BE MADE ONLY BY AUTHORIZED PERSONNEL.

IF SOMEONE IS INJURED OR SICK AND IN NEED OF EMERGENCY HELP, CALL 911.

CHAPTER 7

INVENTORY OF DISASTER SUPPLIES

<u>ITEM DESCRIPTION</u>	<u>SUPPLIER</u>
BLEACH	
BROOMS	
CARDBOARD BOXES-200# TESTED	KANKAKEE BOX
DEHUMIDIFIER	BOARD MEMBERS
DISPOSABLE CAMERA	
DIGITAL CAMERA	BOARD MEMBERS
EXTENSION CORDS-12 FOOT	BOARD MEMBERS
FIRST AID KIT	LIBRARY
FLASHLIGHT W/ EXTRA BATTERIES	LIBRARY
GARBAGE DUMPSTER	
GARBAGE BAGS	
MARKERS, PERMANENT	LIBRARY
MICRO CASSETTE RECORDERS	LIBRARY
MOPS	
NEWSPRINT UNPRINTED	BLADE - OFFICE
NOTE PAPER	LIBRARY
PACKING TAPE DISPENSER	LIBRARY
PACKING TAPE	LIBRARY
PAPER TOWELS, UNPRINTED	
PENS	LIBRARY
PLASTIC BUCKETS	
PLASTIC GLOVES, DISPOSABLE	LIBRARY
PLASTIC SHEETING-4 MIL	
SORBENT PADS	
SPONGES	
WET/DRY VACUUM	
WHITE COTTON GLOVES	

APPENDIX A: DAMAGE EVALUATION FORM

THIS FORM MUST BE FILLED OUT DURING INITIAL DAMAGE ASSESSMENT BY THE DAMAGE PREPAREDNESS COMMITTEE.

DATE:

TYPE OF DAMAGE:(fire, flood, etc)

TYPE OF MATERIAL DAMAGED:(books, photographs, etc.)

EXTENT OF DAMAGE:(how many books, linear footage, etc)

ENVIRONMENTAL CONDITIONS:(dampness, heat,etc)

CONDITION OF SURROUNDING AREA:(wet carpets, wet walls, broken files, etc)

FORM PREPARED BY:

POST DISASTER REPORT FORM

DATE OF DISASTER:

TYPE OF DISASTER:DESCRIBE(fire,water,other)

WATER - PIPE,DRAINS,SINK/TOLIET,ROOF,OTHER

FIRE - ELECTRICAL, WASTE PAPER,OTHER

AREAS AFFECTED - DESK AREA, ADULT AREA, CHILDRENS AREA, OFFICE, COMMUNITY ROOM

APPROXIMATE NUMBER OF ITEMS INVOLVED:

TYPES OF MATERIALS AFFECTED:

RECOVERY OPTIONS:(List number of affected items by treatment option)

AIR DRY/INTERLEAVING - _____

FREEZE - _____

REPLACEMENT - _____

REBIND - _____

WITHDRAWN - _____

EVIDENCE OF MOLD - _____

OTHER(SPECIFY) - _____

PERSONNEL INVOLVED

NOTES:

APPENDIX B

STAFF, BOARD MEMBERS, AND VOLUNTEER LISTING TO HELP WITH DISASTER

MARY FISHER-MILLER

NORMA KOERNER

BRENDA HEMP

CORY ZIMMERMAN

SANDRA

JEANETTE

TAMMY MOORE

MIKE SMITH

SCOTCH KURTENBACH

LAURA ABERLE

LUCI HABERKORN

MARY HANSHEW

CATHERINE PASAKARNIS

VOLUNTEERS

TERRY MILLER

APPENDIX C

VACUUM FREEZE DRYING SERVICES

AMERICAN FREEZE DRY INC. (24 HOUR SERVICE)
411 WHITE HORSE PIKE
AUDUBON, NJ 08106
609-546-0777

BLACKMON-MOORING-STEAMTIC CATASTROPHE INC (24 HOUR SERVICE)
303 ARTHUR STREET
FORT WORTH, TX 76107
800-433-2940

ILLINOIS SERVICES

MIDWEST FREEZE-DRY LTD
7326 N. CENTRAL PARK
SKOKIE, IL 60076
847-679-4756

APPENDIX D

PHOTOGRAPH and SOUND CONSERVATION

3M
3M CENTER
ST PAUL, MN
612-733-1110

NATIONAL CENTER FOR FILM AND VIDEO PRESERVATION
2021 N WESTERN AVE
LOS ANGELES, CA 90027
213-856-7673
FAX 213-467-4578

APPENDIX E

DOCUMENT REPROCESSING SERVICES

BLACKMON-MOORING STEAMATIC CATASTROPHE INC
303 ARTHUR STREET
FORT WORTH, TX 76107
800-433-2940
24 HOUR SERVICE

DOCUMENT REPROCESSING OF SAN FRANCISCO
STREET STE 1120
SAN FRANCISCO, CA 94104
800-437-9464
24 HOUR SERVICE

APPENDIX F

BOOK AND PAPER CONSERVATION

AMERICAN INSTITUTE FOR THE CONSERVATION OF HISTORIC AND ARTISTIC WORKS
1400 - 16TH STREET STE 340
WASHINGTON, DC 20036
202-452-9545
vnaic@aol.com