Emergency Plan for

Vasa National Archives



By Kathy Cuff

Archivist-Manager

Vasa National Archives

**Vasa National Archive Mission Statement**

The purpose, as described in the Incorporation Document, is for "Educational, historical and research to preserve, display and make available records, documents, works of art, science, inventions and manufacture by persons of Swedish ancestry and to promote public knowledge of an interest in the history of persons of Scandinavian, particularly Swedish, ancestry."

**Purpose**

The archive is responsible to its staff, volunteers, and visitors for providing for their safety, health, and welfare in the event of an emergency. The Vasa National Archive holds collections for the benefit of Vasa Order of America’s members, lodges and researchers, both locally and globally. A wide range of individuals utilize the collections and resources with diverse research interest. The archive will adhere to the guidelines set forth in this emergency preparedness manual as the minimal acceptable standard. The archive further adheres to the principle that emergency preparedness is the primary key to the safety and security of collections, and that insurance has a supplementary role.

Archive staff play an integral part in response to and recovery from emergencies. In situations which involve a threat to both collections and staff, personnel safety ALWAYS takes precedence over collections security. Accordingly, the archive staff keep tabs on visitors and researchers at all times during working hours in the event an emergency evacuation is necessary.

Archive staff fulfills key roles in the implementation of an emergency preparedness plan. Barring emergencies at home, all archive staff who are physically able must be available for service during emergencies and must report to work in such instances. Archive staff have as one of their prime duties the protection of the material and cultural resources comprising the archive’s collections.

Archive staff participate in available emergency training sessions including, but are not limited to, CPR, first aid, tornado drills, and fire extinguisher use. Staff are encouraged to attend archive workshops and meetings stressing emergency preparedness, conservation and other pertinent skills. Practice drills for various emergencies should be conducted once a year. Consequently, all staff know the procedures to follow and know all important locations, such as the nearest emergency shelter, mechanical shut-offs, and medical supplies.

In preparation for an emergency, the archive keeps records of computer equipment, audiovisual equipment, peripheral electronic devices, programs, and materials necessary to resume daily functioning of the archive. The archive also stores duplicate copies of all collections, administrative, financial, computer, gift shop, and other records. Computer disks are regularly backed up. At least one copy of the emergency plan will be stored near an exit for retrieval upon emergency evacuation, as well as in the Vasa residence and with selected individuals.

The archive recognizes it’s a part of the community. Archive staff will work with community leaders in preplanning, implementing, and following a community-wide emergency plan. The archive will provide available assistance to the community following a major disaster. The archive shall use its resources, if not needed for the archive’s recovery, to assist the community with its recovery efforts.

This document does not consider every possible situation and should not be viewed as a comprehensive or complete document, but as a work in progress. Because the Emergency Plan remains unfinished, archive staff need to review and update this manual every five (5) years or as major staffing changes occur, whichever comes first. The Archivist and her/his representative may be flexible in following the steps outlined in this document to accommodate the variety of situations that may arise during emergency situations.

**Vasa Order of America Priorities:**

In any emergency, NEVER put yourself at unnecessary risk.

1. Visitors/staff members/volunteers’ personal safety comes first,
2. Collections come second,
3. Operational and collections records come third,
4. Buildings come fourth.

**Definitions and Responsibilities**

**Archivist’s Replacement:** Due to the unpredictable nature of disasters, the archivist may not be unavailable during portions of the emergency due to injury/illness, vacation, conferences, etc.The archive has selected trusted individuals who that can act in the place of the Archivist until the Archivist is capable of coming on-site. Throughout this document the word ‘Archivist’ will be understood to include the Archivist’s Replacement. Any time a replacement is selected the Board President will be notified.

**Operational Hours:** Operational hours are anytime during a normal work week when Archive Staff are expected to be at work. Operational hours also include special events that may occur on weekends and evenings. Special events will be announced several days prior to the event.

**Non-Operational Hours:** Any time the archive is expected to be closed and staff members are not expected to be on site. Non-operational hours include times when staff members are off site, such as holidays, conferences, meetings, etc.

**Volunteers:** Individuals selected for their knowledge of emergency procedures in archive or archival institutions and/or have skills beneficial to recovery efforts. Volunteers are not required to appear during emergency situations, unless they have agreed to fill the role of the Archivist’s Replacement or Archive Staff for a limited amount of time. Volunteers may take the place of archive staff when staff members are not present (i.e. away for conferences, injury or medical reasons, wide-spread disaster, etc.)

* There are two (2) volunteers that may be called to act as Archivist. Both have copies of the emergency plan and have participated in on-site emergency drills.

**Volunteer Coordinator :** Person selected to contact and coordinate volunteers during an emergency. Remember to tell volunteers: what happened, where to park, what jobs/tasks they will perform, and what to bring. Supplies include: tarps, cell phones, notepads, pens/pencils, flashlights, tents, towels, extra clothing/shoes, trash bags, paper towels, etc.

**Media Liaison:** Person selected to answer questions from spectators and media personnel.

**Responding to Media:** Because emergency situations can quickly be blown out of context and people tend to “make mountains out of mole hills.” Only the archivist, Board members or the Media Liaison is to speak with media personnel. Should any individual or media personnel arrive during an emergency, staff members and volunteers may inform them that an incident has happened, an evaluation is underway, and someone will be available to discuss the incident when the evaluation is completed.

**Board President’s role:** During an emergency, the Board President will be in charge of contacting other board members concerning the emergency and keeping them informed of the progress. The President may also help with answering questions or other duties as requested.

**Volunteers to call in emergencies.**

**Information omitted to protect privacy.**

**Emergency Services and Utilities**

**Cambridge Sheriff’s Dept**.

911

Non-emergency 309-937-3911

**Bishop Hill Fire Dept**.

911

Non-emergency 309-927-3322

**Ameren Illinois** - Gas and Power

1-800-755-5000

**V&M Mechanical** – plumbing and HVAC

Dave Benson

611 NW 3rd Ave.

Galva, IL

309-678-3120

**MidCentury Communications**

309-647-6113 or 877-643-2368.

**Ambulance/EMT Service**

911

Non-emergency 309-927-3360

**Chuck Hay Insurance**

Bill Mergenthal or Amy Ruhl

314 Main St. Galva, IL

Office: 309-932-2134

Cell: 309-883-0001

**Night Watch Security**

Hubert Helmkamp and Dean Strobbe

907 N. Tremont St

Kewanee, IL

309-853-4229

After hours: 216-404-1500

**Animal Control**

911

Non-emergency 309-852-0040

**American Red Cross**

844-319-6560  or

800-733-2767

**Cottage Hospital – Galesburg**

309-343-8131

**OSF St. Francis – Kewanee**

309-655-2000

**Henry Co. Health Dept.**

309-852-0197

**Ask-A-Nurse**

1-800-888-5551

**IL Poison Center**

1-800-222-1222

**Emergency Management Agency – Henry County**

307 W Center St,

Cambridge, IL 61238

(309) 883-1287

**Polygon** – archival and museum recovery

79 Monroe St.

PO Box 640

Amesbury, MA 01913

1-800-422-6379

www.polygongroup.us

**Belfor**– archival and museum recovery

1-800-856-3333

**Belfor Chicago West**– archival and museum recovery

Hank Manalli, General Manager

1509 Brook Drive

Downers Grove, IL 60515

630-953-8350

**Stanley Steamer - Galesburg, IL**– commercial cleaning

1-800-STEEMER

(309) 344-1990

**Royal Cleaning Services**– commercial cleaning

244 S. Chambers St.

309-342-3611

**Service Master Galesburg** – commercial cleaning

309-762-3136

**Webber Rental and Supply –** equipment and tents

(309) 319-7071

148 W. Simmons Street

Galesburg, IL

**Fox Portable Restrooms –** port-a-potties and garbage collection

1901 Knox Hwy 40

Galesburg, IL

309-342-1041

**Emergency Parking**

During emergencies, staff members and volunteers are to park at least a block away from the Vasa National Archives or in the residence’s yard so emergency response personnel can have clear access to the building.

**If the emergency occurs during Operational Hours**, staff and volunteers may look for vehicle owners parked in front of the archives to ask them to move their vehicles. Staff and volunteers should look in nearby businesses and museums.

**Emergency Purchases**

Emergency response may require the purchase of additional supplies. Only the Archivist and Archivist’s replacement may have access to the credit card. In the event that a person other than the archivist makes a purchase for the archive, they should submit the receipt with their name written on it to the archivist. Receipts will be used for reimbursement after the recovery has ended.

**Evacuation**

1. **Leave the building immediately when an alarm sounds** or if you are instructed to do so by authorized emergency personnel;
	1. Take personal items with you, i.e. purses, coats, cell phones, etc.
	2. Turn off equipment (computers, printers, TV, DVD/VHS player, coffee pot, etc.) while leaving. Do not go out of your way to turn off equipment.
	3. Notify others on your way out. Check galleries and restrooms for visitors.
	4. Assist disabled individuals with evacuation.
		1. Consult the individual about how to assist them with leaving the building. Individuals may have additional unnoticeable problems.
		2. Be ready to provide physical assistance: lifting, hand signals, removing obstacles, etc.
		3. Get additional assistance to prevent over-exertion.
		4. Offer to be a sighted guide to visually impaired individuals.
		5. Write a brief note or turn lights on and off to signal hearing impaired individuals of the emergency.
	5. Close doors behind the last person out.
	6. Walk quickly to the nearest safe exit.
	7. Move away from the building and go across the street or upwind from hazardous fumes.
	8. **Notify emergency responders of** all persons who remain in a building and their location if known.
	9. Do not re-enter the building until authorized personnel give the “all clear”.
2. **If You Cannot Evacuate** (because of disability, injury, or obstruction):
	1. Go to a small interior room away from windows or the nearest area where there are no hazards and few windows.
	2. Notify emergency responders by calling 911.
	3. Signal through a window to emergency responders, if possible.
	4. Remain calm, responders will arrive.

**Items leaving the Vasa National Archives**

During an emergency situation, the archive building may be deemed too unstable or inappropriate for conservation treatment. Alternate locations may be sought out to find appropriate places to conduct conservation and recovery work.

1. **For items leaving the site:** Collections leaving the building will be documented with their terminal location as they leave and are loaded into designated vehicles.
	1. Collections will leave by car/van/truck load. The load is to be kept together throughout transportation.
	2. Collections Removed from Building worksheet (page 18) will be used for each load that leaves the building. The worksheet will travel with the load to the off-site location.
	3. Upon arrival, the collection needs to be checked to ensure that all the boxes listed arrived. Cursory examination of collections will be conducted at the hosting facility to check for transportation damage and noted on the form.
	4. Building/site manager at hosting facility will sign the Collections Removed from Building worksheet. A copy will be made for the hosting facility and the original will return to the Vasa National Archives.
	5. If possible, all loads will be kept together in one room. Multiple sites may be needed to complete conservation.
	6. One staff member needs to remain at the archives throughout the transportation process.
2. Conservation work will begin as soon as all affected collection pieces have arrived at the conservation site and all endangered collections have been removed from the archive.
	1. Conservation treatments are listed on pages 19-24 according to type of material and type of damage.
3. When the building has archival standards restored, stabilized collections may be returned to their original locations within the building. All conservation processes will be documented on forms provided just in case archive staff must leave the conservation work for other tasks.
	1. Collections will be returned to the building from which they left as soon as possible. Collections may have to stay at the hosting facility until treatments are complete or the collection is stabilized.
	2. Collections undergoing a multi-step treatment may be transported between steps provided that transportation will not cause damage to the collection and there is minimal risk of damage from remaining between steps for an extended period of time.

**Structural Damage**

Structural damage can occur from a variety of sources: fire, high winds, floods, civil disturbances, falling trees, damaged underground water pipes, etc.

**Structural Damage: Non-Operational Hours**

1. When the archivist becomes alerted to structural damage, she/he will patrol the outside of the building to determine the nature and extent of the damage. Looking for any additional injuries to property or people.
	1. The archivist will establish barriers to minimize pedestrian traffic surrounding the building.
	2. Contact the alarm company and request the alarm system be turned off for a designated period of time.
	3. If the alarm system has been triggered, the archivist is to contact the Fire Department, Police, and EMS to inform them if their services are needed.
		1. The alarm may or may not be triggered during the damaging event. Some emergency services charge for false alarms. Informing them if their services are not needed prevents incurring this expense.
2. The archivist contacts the Board President and informs him/her of the incident.
3. Contact volunteers, service providers (architects/structural engineers, gas and power company, telephone company, tree removal company, water company, etc.) if needed.
	1. Utility lines may be shut-off to prevent further damage to collections. If the emergency shut-offs are located inside the archive the lines are to remain open until it is safe to proceed inside the building.
4. Staff members and volunteers are to arrive promptly with requested equipment/supplies and prepare to begin relocating/ preserving collections as soon as the building is safe.
5. The archivist may conduct an internal, room-by-room evaluation for damage provided a significant portion of the building is safe.
	1. The internal evaluation may not be conducted in areas believed to be structurally unsound. Some areas of the building may be sound and other areas unsound, even within a room.
	2. Only two (2) people may accompany the archivist during the internal evaluation.
	3. The evaluation will begin along each room’s walls and work towards the center of the room. Creaking floors, wall cracks, loose overhead items, and any other indicators of structural instability are to be noted as the survey is conducted.
	4. The internal evaluation may not proceed if the room, passageway/hallway, or stairs appear to be unsound. The location of damage in relation to the collections, offices, filing cabinets, etc. is to be noted during the internal evaluation.
	5. When the internal evaluation is complete, the archivist is to contact the insurance company and inform them of the structural damage.
6. Volunteers not conducting the internal evaluation should be preparing alternative shelters (i.e. tents, the residence basement and garage) to work under or to escape the weather.
7. Once the internal evaluation has been completed, the archivist will give a damage report to the staff members and volunteers.
	1. The recovery response will be discussed and explained so that everyone knows how to proceed and what to expect.
	2. After explaining to the volunteers, the archivist will address the media and any individuals with questions.
8. Staff members or volunteers will begin preparing for recovery and reserving off-site areas needed for recovery and conservation.
9. Recovery efforts may begin as soon as the building is determined to be safe. Walls may need to be reinforced/supported or other measures taken to ensure personal safety and building stability. Only professional architects, structural engineers, or contractors should be employed to stabilize the building.
10. No more than three (3) individuals may enter the building to remove collection pieces and place them in an environmentally sound location.
	1. Preference will be to keep the collections inside the building if possible, but may be transported to an off-site location for treatment.

**Structural Damage: Operational Hours**

1. As soon as the damage occurs, staff members are to survey their surroundings, make sure their immediate vicinity does not pose a threat to personal safety, and evacuate following prescribed methods on page 9**.**
	1. If staff members cannot leave**,** seek shelter under desks, in corners, or small rooms as far away from the damage as possible. Contact emergency services and give your name, describe the damage, any injuries, your phone number and location. Do not hang-up until told to do so and be prepared to answer questions or give more information.
2. Once outside, staff members are to survey the grounds for individuals that may have been injured.
	1. If injured individuals are found, IMMEDIATELY try to get additional help and contact EMS services.
		1. Follow the instructions EMS gives you – do not hang up until told to do so.
	2. If the alarm system has been triggered, contact the fire department, police, and EMS and inform them if their services are needed.
		1. The archivist is to contact the alarm service and ask that the alarm be disconnected for a specified amount of time.
3. Follow instructions under **Structural Damage: During Non-Operational Hours** beginning with step 4 on page 11.

**Floods**

For the purposes of this document, ‘flood’ will mean any excessive water originating from any source, i.e. sprinklers, water pipes, severe thunderstorms, sudden snowmelt, etc. Flood warnings provide an average of 30 minutes warning prior to the flood arriving. Quick action is necessary for the preventing damage to collections.

**Flooding**

1. If there is advanced warning or high probability of a flood, the archivist should take necessary precautions (i.e. creating barriers, moving collections to higher ground and off floors, etc.)
	1. Determine the maximum extent and source of flood water.
	2. Shut down all electronic equipment, place computer towers on desktops, and place collections on chairs, tables, beds, in cabinets, etc.
	3. Disconnect electric lines, water lines, and sewer lines. (It is better not to have electricity powering the sump pump than to have someone electrocuted.)
	4. Cover shelves with plastic sheets or tarps taped at the top, bottom, and half way up on both sides.
	5. Remove collections from the bottom shelves, in the basement storage area.
	6. Remove all documents, equipment, and items necessary for prompt return to normal operations.
		1. If collections, documents, equipment, merchandise, etc. are removed from the building, use the Collections Removed from Building worksheet on page 18.
	7. Evacuate the building and lock the doors. Inform the alarm company, insurance, and Board President of the impending flood.
	8. Keep in regular contact with the Board President and monitor weather channels on TV or radio.
	9. Return to archive ready for salvage work when water has subsided and officials have given the all clear.
	10. Follow appropriate preservation instructions on pages 19-24.
2. **If there is no warning** **of a flash flood,**
	1. Shut down all electronic equipment, place computer towers on desktops, and place vital collections on chairs, tables, beds, in cabinets, etc.
	2. Disconnect electric lines, water lines, and sewer lines.
	3. Contact the Board President, insurance company and alarm company when safely out of the building.
	4. Keep in regular contact with the Board President and monitor weather channels on TV or radio.
	5. Return to archive ready for salvage work when water has subsided and officials have given the all clear.
	6. Follow appropriate preservation instructions on pages 19-24.

**Bomb Threats**

**IMPORTANT: Report all bomb threats to the Henry County Sheriff’s Dept.**

1. Any person receiving a phone call that a bomb or other explosive device has been placed on site is to ask the caller:
	1. When is the bomb going to explode?
	2. Where is the bomb located?
	3. What kind of bomb is it?
	4. What does it look like?
	5. Why did you place the bomb?
2. Keep the caller on the line as long as possible. Listen carefully to the caller and record the following:
	1. Date and time of call
	2. Exact words of the caller.
	3. Age, sex, adult or child.
	4. Speech patterns or accent.
	5. Emotional state (calm, jumpy, etc.)
	6. Background noises.
3. Evacuate the building with personal belongings and contact the Henry County Sheriff’s Dept.
4. Henry County Sheriff’s Department will conduct a detailed bomb search, if necessary. Employees are requested to make cursory inspections to their area for suspicious objects and to report their locations to the authorities. DO NOT HANDLE THE OBJECT! Clear the area immediately.

**Chemical Spills**

Chemical spills come from a variety of sources (car and trucks on the highway, railroads, etc.).

1. Locate and identify, if possible, the chemical spill. Try to isolate the spill as much as possible. (Create barriers, close and lock doors, seal-off the room, etc.)
2. Contact local EMS and describe the chemical spilled and location.
	1. If the chemical is unknown, describe the color, what it reacts to, effects on people, smell, fluidity, etc.
3. If the chemical came in contact with eyes, skin, clothing or was inhaled, inform EMS and follow their instructions.
4. If evacuation is needed, move to a safe area crosswind or upwind to avoid exposure to fumes. Never go downwind.
	1. Use second story windows to determine where the wind is coming from.
5. Report to EMS personnel on-site the names and contact information of anyone potentially exposed to the chemical.
6. While waiting for the all clear, archive staff are to learn as much as possible about the chemical, contact professionals about the damage to collections and learning how to safely remove the chemical from objects.

**Civil Disturbances or Demonstrations**

1. Most demonstrations are peaceful so everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing the demonstrators.
2. Should a disturbance occur call the police. To avoid confrontation, use a telephone away from the disturbance, if possible.
3. The following actions should also be taken during violent disturbances:
	1. Alert all volunteers and visitors in the area to the situation.
	2. Lock all doors, secure all files, documents and equipment.
	3. When ordered by officials, cease operations and evacuate.
	4. Stand by for further instructions.
4. Remain out of the way and allow the police to handle the disturbance.
5. After the disturbance is over, contact the insurance company to report any damage. Finally contact the board president to inform him of the events and damages.

**Criminal or Violent Behavior: Operational Hours**

1. Be alert to individuals acting suspiciously, immediately notify the police and be prepared to provide them with information (who/how many individuals, descriptions, your location, location of the individuals, what they are doing, when did you first see them, etc.)
2. Stay on the line with the police until told to hang-up; they may have more questions or directions for you to follow.
3. Inform any visitors or volunteers of the criminal activities and that the police have been contacted. Relay any directions from the police to the volunteers and visitors.
4. Do not attempt to apprehend or interfere with the criminal except in cases of self-protection. Do not take unnecessary chances!
5. If you are safely away from the individuals and cannot be seen, take pictures of the individuals, take notes on their activities, what they did, any names you hear, what was said, clothing, vehicles, etc.
6. Inform the police if you are the victim or involved in any criminal act, i.e. assault, robbery, theft, etc.

**Criminal or Violent Behavior: Non-Operational Hours**

1. Always be aware of suspicious individuals and take note of existing damage and hiding spots in and around the archive.
2. If new damage is found that resulted in criminal or violent behavior, do not touch it. Contact the police immediately.
	1. Inform the police of the type and extent of damage, and location of damage.
	2. Stay on the line until the police arrive or tell you to hang-up.
3. Once the police have completed their investigation, contact insurance and the Board president to inform them of the event and damages.

**Fire: Non-Operational Hours**

The Vasa National Archives has smoke detectors throughout the building that contacts fire, police and ambulance services when a fire is detected. The archivist is also contacted at this time.

1. Locate the fire from the outside of the building if possible and unlock the building. Do not open any door suspected of leading directly to the fire.
2. If you feel as though you can put out the fire, do so. If not, leave it for the fire department.
3. Give a copy of the building’s layout to the fire department. Inform them of the location of any chemicals, high-value collections, and operational material that need priority treatment.
4. Be prepared for additional questions and/or instructions from the fire department.
5. Once the fire is extinguished, contact insurance and the Board President to let them know of the fire and preliminary damages.
6. Begin recovery efforts and document damages with photos.

**Fire: Operational Hours**

1. Evacuate the building, checking all rooms to ensure everyone is out, and close all doors behind you.
2. Begin following **Fire: Non-Operational Hours** beginning with step 2.

**Tornadoes and Severe Weather**

The Tornado History Project shows approximately 76 tornadoes within a 20 minute drive from Bishop Hill, IL spanning from 1959-2015. Most tornadoes on the map are F0 and F1, but several F2 and F3 are present. It is highly recommended to have an emergency alert system downloaded to your cell phone. <http://www.tornadohistoryproject.com/tornado/Illinois/map>

1. The archivist should grab her/his phone and inform all volunteers and visitors of any severe weather event. Invite them to shelter in the archive’s basement.
2. Assist people with leaving the building or getting to the basement. Ask everyone to stay in the basement kitchen or the bottom of the stairwells. If someone cannot get to the basement, the women’s bathroom is the safest place on the first floor.
3. Do not open any windows or doors as you go to shelter. Leave doors unlocked in case someone seeks shelter in the archive after volunteers, visitors and staff are in the basement.
4. Once the all clear has been given, the archivist should examine exits for glass, liquids, gas, electric lines and other hazards. Relating any damage to those that have sheltered in the archive before they leave the building. Assist anyone with safely leaving the building.
	1. If exits are blocked, call the police or signal for help and let them know where you are located and any injuries or known hazards. Stay on the line for additional instructions or questions.
	2. Remain calm and attempt to calm those who have sheltered in the archive.
5. Provide first aid and other basic medical treatments if known.
6. Inform utility companies of any downed power lines, gas leaks or other issues as soon as discovered.
	1. If you smell gas, hear a blowing or hissing noises, open a window and get everyone away from the building quickly.
7. If the archive building is safe to enter, begin examining the building. Use a battery-powered flashlight. Take pictures of damage, clean up spilled cleaning products, gasoline, or other flammable liquids that could become additional hazards.
	1. If the building is unsafe, a professional should re-inforce the building before entering or attempting recovery efforts.
	2. Determine if additional security measures need to be taken.
8. Contact insurance and the Board President to inform them of the incident and extent of damages.
	1. Telecommunications may be out for an extended period after the incident. If possible, go to the insurance company’s building and let them know what has happened. Seek a landline phone or travel outside the area to find cellphone service and inform the Board President.
	2. Establish a routine when you will be somewhere that has signal or a person that will take messages for routine updates and progress reports.
9. Begin recovery efforts.

Collections Removed from Building

Collections came from (room):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility temporarily housing the collection:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of boxes leaving\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Box Title | Originating Location |
| 1 |  |
| 2 |  |
| 3 |  |
| 4  |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
| 11 |  |
| 12 |  |
| 13 |  |
| 14 |  |
| 15 |  |
| 16 |  |
| 17 |  |
| 18 |  |

Archive staff sending collection pieces\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date collections left \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receiving individual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did all items arrive relatively unharmed? (please circle) Yes No

(If not, please describe damage suffered during transport on back of this sheet and contact the archivist. Attach additional sheets if necessary.)

Archive staff receiving returned collection pieces\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date collections returned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Were all items return relatively unharmed? (please circle) Yes No

(If not, please describe damage suffered during transport on back of this sheet and contact the archivist. Attach additional sheets if necessary.)

Emergency Collections Care:

Photographs

**Water Damage**

1. Determine the source of the water (i.e. sewer lines, sprinklers, creek/flooding, rain, etc.) and any additional debris/dirt that the water may have carried. Additional cautions may be needed.
2. Begin drying by:
	1. Finding the best available location to dry. Locations include: inside the effected structure away from water/humidity, unaffected archive building, and supporting institutions.
	2. Contact freezer, space, and tent suppliers.
	3. Ask volunteers to put-up tents and tables/drop cloths and place towels on tables/drop cloths with weights to keep wind from disturbing the towels.
		1. Volunteers are to set up fans, and run extension cords or multi-outlets if the ground is dry.
		2. Lay absorbent materials on flat, out-of-the-way surfaces (tables, floors, yard/grass, etc.)
		3. Run “clothes lines” and clips so photographs can be hung-up to dry.
	4. Place fans to keep the air gently circulating, but not blowing on items.
	5. Carefully separate photographs and remove from sleeves. STOP immediately if the photograph begins to fall apart while separating.
		1. Keep any information about the photograph with the photograph.
		2. Any photographs with soot/debris on them can be gently rinsed with cool, clean water.
		3. Problem photographs will be assessed for historical and informational value. If the historical or informational value is sufficient, the photograph will be double-bagged, frozen, and sent to professionals for treatment as soon as possible.
		4. Photographs that cannot be dried in two days will be interleaved with wax paper and frozen until staff and volunteers are capable of drying them.
			1. DO NOT freeze glass plate negatives.
			2. Be aware of weight when packing wet photographs.
	6. Place photographs image-side up on absorbent material to dry or hang with a clip. Place weights or clips in an area with the least visual information.
		1. If drying outside, make sure rain is not likely or place under enclosed tents.
		2. Use a drop cloth to prevent rain/dew from seeping up to the photographs. **Do not dry on the ground if it is likely to rain.**

Paper and books

**Water Damage**

1. Determine the source of the water (i.e. sewer lines, sprinklers, creek/flooding, rain, etc.) and any additional debris/dirt that the water may have carried. Additional cautions may be needed depending on the type of debris.
2. If rinsing mud and debris,
	1. Hold book closed to rinse and gently sponge or blot debris. **Do not rub.**
3. Begin drying by:
	1. Finding the best available location to dry. Locations include: inside the effected structure away from water/humidity, unaffected archive building, and supporting institutions. Contact freezer, space and tent suppliers.
	2. Ask volunteers to put-up tents and tables/drop cloths and place towels on tables/drop cloths with weights to keep wind from disturbing the towels.
		1. Volunteers are also to set up fans, and run extension cords or multi-outlets if the ground is dry.
		2. Laying towels/paper towels on flat, out-of-the-way surfaces (tables, floors, yard/grass, etc.)
	3. Place fans to keep the air gently circulating, but not blowing on items.
	4. **Books:**
		1. Very wet books need about 20% of their pages interleaved with absorbent paper and laid flat to dry on absorbent materials. Change all absorbent materials when wet.
		2. Damp books need to be standing on absorbent materials with their pages open. Every half hour, thumb through the pages to ensure the pages don’t stick to one another.
	5. **Paper:**
		1. Carefully separate pages. STOP immediately if the pages begin to fall apart while separating.
		2. Air dry flat or in small ¼” piles of interleaved papers. Replace interleaving when damp.
		3. Place a small weight in an area with the least information.
		4. **Do not unfold wet sheets.**
		5. Problem papers will be assessed for historical and informational value. If the historical or informational value is sufficient, the paper will be double-bagged, frozen, and sent to professionals for treatment as soon as possible.
		6. Papers that cannot be dried in two days will be frozen until staff and volunteers are capable of drying them.
		7. If drying outside, make sure rain is not likely or place under enclosed tents.
		8. Use a drop cloth to prevent rain/dew from seeping up to the papers. **Do not dry on the ground if it is likely to rain.**
4. **If freezing is necessary,** wrap books and interleave papers with wax/freezer paper.
	1. Pack books spine down in sturdy containers. Be aware of weight when packing.
		1. Pack papers or files supported and standing up in sturdy containers; pack containers only 90% full or less. Be aware of weight when packing.
	2. Freeze.

Paintings and Framed Artwork

**Water Damage**

1. Determine the source of the water (i.e. sewer lines, sprinklers, creek/flooding, rain, etc.) and any additional debris/dirt that the water may have carried. Additional cautions may be needed.
2. **Do not attempt to remove debris.**  Professionals will be contacted concerning debris covered paintings and framed artwork.
3. Begin drying by:
	1. Finding the best available location to dry.
		1. Locations include: inside the effected structure away from water, unaffected archive building, and supporting institutions.
		2. Contact storage and tent suppliers if additional space is needed.
	2. Remove item from frame, lay flat, and allow to dry image-side up with nothing touching the image.
		1. Avoid exposure to direct sunlight.
		2. Do not remove paintings from stretchers.
		3. **If image sticks to the glass,** leave it in the frame; dry glass-side down.

Wooden Objects

**Water Damage**

1. Determine the source of the water (i.e. sewer lines, sprinklers, creek/flooding, rain, etc.) and any additional debris/dirt that the water may have carried. Additional cautions may be needed.
	1. Ask volunteers to put-up tents and tables/drop cloths and place towels on tables/drop cloths with weights to keep wind from disturbing the towels.
		1. Volunteers are also to set up fans and run extension cords and multi-outlets if setting up inside.
		2. Lay absorbent materials on flat, out-of-the-way surfaces (tables, floors, yard/grass, etc.)
	2. Place fans to keep the air gently circulating, but not blowing on the items.
2. Begin drying by:
	1. Finding the best available location to dry.
		1. Locations include: inside the effected structure away from water/humidity, unaffected archive building, and supporting institutions.
		2. Contact storage and tent suppliers if additional space is needed.
	2. If there is debris or a film on the object **and** the painted surfaces are NOT blistered or flaking, gently rinse/sponge surfaces to clean.
		1. Do not scrub/rub to remove dirt and debris.
		2. Finishes may develop a white haze; this does not need immediate attention.
	3. If the paint is blistered or flaking, do not rinse, leave dirt and allow to air dry.
	4. Blot /Pat dry wet areas. Be careful of varnish, paint, and other coatings applied to the wood. **Do not rub collections.**
	5. Gently remove any cushions, lift-out seats, and other separate pieces from the object and place the cushions beside the object.
		1. Make sure to leave plenty of space between rows of items.
		2. Rinse mud and debris off of upholstered materials.
		3. Wrap upholstered materials in cloth (sheets, towels, etc.) to air dry and replace cloth when damp
	6. Carefully place wet wooden objects on the towels to dry.
		1. If drying outside, make sure rain is not likely or place under enclosed tents.
		2. Use a drop cloth to prevent rain/dew from seeping up to the objects. Do not dry objects on the ground if it is likely to rain.

Leather, Baskets, Bone, Shell, and Ivory

**Water Damage**

1. Determine the source of the water (i.e. sewer lines, sprinklers, creek/flooding, rain, etc.) and any additional debris/dirt that the water may have carried. Additional cautions may be needed depending on the type of debris.
	1. Finding the best available location to dry.
		1. Locations include: inside the effected structure away from water, unaffected archive building, and supporting institutions.
	2. Ask volunteers to put-up tents and tables/drop cloths and place towels on tables/drop cloths with weights to keep wind from disturbing the towels.
		1. Volunteers are also to set up fans and run extension cords or multi-outlets if setting up inside.
		2. Lay absorbent materials on flat, out-of-the-way surfaces (tables, floors, yard/grass, etc.)
	3. Contact storage and tent suppliers if additional space is needed.
	4. Place fans to keep the air gently circulating, but not blowing on the items.
2. Begin drying by:
	1. Wear nitrile/rubber gloves because tanning agents may be hazardous and might leach through your skin.
	2. Rinse or sponge with clear water to remove dirt.
	3. Drain and blot to remove excess water.
	4. **Shaped leather or baskets:**  pad with toweling to maintain shape and absorb stains.
	5. Place on blotting paper, uninked newspaper, or paper towels.
	6. Air dry and change blotting materials regularly.
		1. If drying outside, make sure rain is not likely or place under enclosed tents.
		2. Use a drop cloth to prevent rain/dew from seeping up to the objects. Do not dry objects on the ground if it is likely to rain.
	7. **Leather**: manipulate tanned fur and skins during drying to keep skins flexible.

Ceramics, Stone, and Metal

**Water Damage**

1. Determine the source of the water (i.e. sewer lines, sprinklers, creek/flooding, rain, etc.) and any additional debris/dirt that the water may have carried. Additional cautions may be needed.
	1. Finding the best available location to dry.
	2. Ask volunteers to put-up tents and tables/drop cloths and place towels on tables/drop cloths with weights to keep wind from disturbing the towels.
		1. Volunteers are also to set up fans and run extension cords or multi-outlets if the ground is dry.
		2. Lay absorbent materials on flat, out-of-the-way surfaces (tables, floors, yard/grass, etc.)
	3. Contact freezer, storage and tent suppliers if additional space is needed.
	4. Place fans to keep the air gently circulating, but not blowing on the items.
2. Begin drying by:
	1. **Ceramics:** Identify ceramic type and consult a conservator on drying procedures.
		1. If Ceramic is broken, cracked, or has mineral deposits or old repairs, place in clean, transparent polyethylene bag until it can be treated. Seal bag and monitor for mold.
	2. **Stone:** Rinse or sponge with clear water to remove dirt.
		1. If Stone has a smooth-surface, blot gently and air dry.
		2. If object has a rough-surface or applied finish, do not blot and air dry on plastic screen or clean towel.
	3. **Metal:** Use nitrile/rubber gloves to handle ALL farming equipment. Pesticides, fertilizers, and other chemical residues may leach through your skin.
		1. Rinse or sponge with clear water to remove dirt.
		2. Air dry and change blotting materials regularly.
			1. If drying outside, make sure rain is not likely or place under enclosed tents.
			2. Use a drop cloth to prevent rain/dew from seeping up to the objects. **Do not dry objects on the ground if it is likely to rain.**
		3. If object has applied finish, do not clean. Air dry and keep flaking surfaces horizontal.

DVD, CD, Audio and Visual Films

**Water Damage**

A professional should examine media that has been exposed to contaminants before any attempt is made to use them. A 95% to 100% restoration success is possible predicated on 72 to 96 hour response time. (Source: Rapid Restoration: Water Damage Specialists website, http://www.waterdamagerestorationny.info/Specialty-Drying)

* + - 1. Determine the source of the water (i.e. sewer lines, sprinklers, creek/flooding, rain, etc.) and any additional debris/dirt that the water may have carried. Additional cautions may be needed depending on the type of debris.
				1. Finding the best available location to dry.
				2. Ask volunteers to put-up tents and tables/drop cloths and place towels on tables/drop cloths with weights to keep wind from disturbing the towels.

Volunteers are also to set up fans and run extension cords and multi-outlets if setting up inside.

1. Lay absorbent materials on flat, out-of-the-way surfaces (tables, floors, yard/grass, etc.)
2. Begin drying by:
3. **CD and DVD**  - ALWAYS wear clean cotton or nitrile gloves without any texture or “grippies” / “nubbies.” CDs and DVDs can easily be scratched by mishandling.
	1. Protect both the label and “shiny” side of the CD/DVD from scratches by minimizing handling.
	2. Keep the CD/DVD wet until professional help can clean and restore it.
4. **Audio and Visual films** (Reel to Reel and VHS/Beta)
	1. Remove from standing water.
		1. Open reel to reel canisters and dump out any water.
		2. Open the cartridge access door on VHS/Beta tapes, shake out water and use gentle air pressure to blow out the extra water.
5. **Consult Professional** tapes are VERY easily distorted and damaged by inexperience.
6. Pack tapes individually in plastic bags, keeping loose labels with tapes.
7. Then pack tapes vertically in plastic crates or cardboard boxes for moving. Be aware of weight when packing
8. Do not move items until a place has been prepared to take them.
9. If shipping wet tapes, wrap in at least two layers of bubble wrap and pack in sturdy boxes to protect against shock and exposure.

Recommendations for Emergency Preparedness

* Three first aid kits, one for each floor.
* Two “response kits” for collections; one at the archive and one at the residence.
* Annual mock emergencies (fire, flood, tornado, etc.)
* Annual first aid, fire extinguisher, emergency response, first aid/CPR, etc. lessons
* Take steps to minimized damage during disasters on site, i.e. raise collections off floors, plastic sheeting over collections, etc.
* Routine inspection and maintenance of sump pumps, HVAC, gutters, etc.
* Determine what work can be done from home in case the building is inaccessible for extended periods of time.
* 15 copies of Collections Removed from Buildingin each completed Emergency Plan – Sealed in paper protectors with tape across open end
* Laminate every page of the Emergency Plan
* Create map and directions to supporting institutions
* Prioritize Collections, office equipment, office/business/collection files – what gets saved first if we have time/warning; explore color-coding options for collections
* Check trees annually for rot, disease, and mistletoe
* Create list of places to store items after crisis: unused stores and buildings around town, unused meeting spaces, and other supporting institutions

Passwords

Omitted to protect privacy

**Emergency Supply and Information Checklist**

**Protection for People**

\_\_ First-aid kits (check contents)

\_\_ Gloves (rubber, cotton and leather)

**Phone Numbers/Communication**

\_\_ Staff, volunteers and key board members

\_\_ Phone tree (who will call whom?)

\_\_ Police/fire/emergency

\_\_ Contractors/services

\_\_ Insurance representative

\_\_ Conservation services

**Basic Cleaning Supplies**

\_\_ Plastic trash bags

\_\_ Plastic buckets, 5 gal

\_\_Trash cans

\_\_ Rolls of paper towels

\_\_ Sponges/rags

\_\_ Mop

\_\_ Broom and dustpan

\_\_Spray disinfectant

**Business Supplies**

\_\_ Stationary and blank forms

\_\_ Duplicates of essential office records off-site (paper &/or electronic)

\_\_plastic paper clips, assorted size

\_\_staple remover

\_\_empty envelops

**Facilities Repair and Access**

\_\_ Flashlights

\_\_ Batteries for flashlight, 2 pkg

\_\_ Basic tool kit (hammer, screwdrivers, nails,

screws, saw, etc.)

\_\_ Utility knife

\_\_Barricade tape

\_\_Electrical/plumbing tape

**Water and Humidity Control**

\_\_ Plastic sheeting

\_\_ Scissors, 4 pr

\_\_ Tape (masking and duct)

\_\_ Extension cords (long, grounded)

\_\_ Portable electric fans

\_\_ Wet/dry vacuum

**Recovery Materials**

\_\_ Written collections recovery procedures

\_\_ Duplicate records off-site

\_\_ Clipboards

\_\_ Indelible marking pens

\_\_ Camera and films

\_\_ Plastic crates

\_\_ Plastic wrap

\_\_ Zip-lock baggies or equivalent

\_\_ Blank newsprint

\_\_ Freezer/wax paper

\_\_ pads of paper, 5

\_\_labels

\_\_10 sharpened pencils

\_\_post-it notes, 2 pkg of 100

\_\_ plastic clothes pins

\_\_polyester line (fishing line)

\_\_Dust mask, 1 box