Disaster Response and Recovery Plan

Westchester County Archives and Records Center
2199 Saw Mill River Road, Elmsford, NY 10523
375 Executive Boulevard, Elmsford, NY 10523

Last Updated: January 18, 2024

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CHAPTER 1 – INTRODUCTION

1.1 General Information

This Disaster Response and Recovery Plan was adopted on 1/18/2024. Its purpose is to assist in recovery efforts at the Westchester County Archives and Records Center at 2199 Saw Mill River Road, Elmsford, NY, or at its storage space at 375 Executive Boulevard, Elmsford, NY, after events ranging from a minor emergency to a major disaster. However, in an emergency it is important to keep in mind that **human safety is always the highest priority**. Recovery of records should not begin until all staff, tenants, patrons, and other visitors are safe.

The Westchester County Archives and Records Center's role is two-fold. It is responsible (1) for the preservation and maintenance of valuable archival records that it owns and (2) for departmentally owned records in its custody. Both types of records provide an accurate account of the performance of the government of Westchester County and its services to its citizens. Enacting this plan is one of the steps the Archives and Records Center staff has undertaken to ensure the protection of the records under their care.

Also housed within the Westchester County Archives and Records Center are two tenant agencies, under contractual leases with Westchester County: the Westchester County Historical Society and the Greater Hudson Heritage Network. Each agency is responsible for its own recovery in the event of a disaster, including any salvage and restoration necessary for the library and archival collections of the Westchester County Historical Society.

The Disaster Planning Team responsible for the preparation and maintenance of this plan are: Courtney Fallon, Assistant Archivist and Chris Gratzel, Records Manager. Any comments or suggestions regarding this plan should be directed to Chris Gratzel, Records Manager.

1.2 Definitions

For purposes of this plan "**Archives and Records Center**" shall mean the Westchester County Archives and Records Center facility located at 2199 Saw Mill River Road in Elmsford, NY. Unless otherwise specified, the information in this plan relates to the Archives and Records Center, rather than the space used by the Archives and Records Center at 375 Executive Boulevard, a multi-purpose warehouse building.

The term "**Archives and Records Center**" may also be used on occasion to mean the overall operations of storing and managing archival and inactive records on behalf of Westchester County engaged in by the staff working at 2199 Saw Mill River Road.

"**Archives**" shall mean the portion of the Archives and Records Center that is devoted to the long-term preservation and storage of records of archival value.

"**Records Center**" shall mean the portion of the Archives and Records Center that is devoted to the custodial storage of inactive, non-archival records of county departments.

"**375 Executive Boulevard**" shall mean that portion of the building located at 375 Executive Boulevard, Elmsford, NY, owned by Westchester County and used by the Archives and Records Center to store inactive records.

1.3 Scope and Goals of this Plan

This Disaster Response and Recovery Plan addresses prevention of and response to emergencies that may affect the records under the care of the Westchester County Archives and Records Center. It does not cover emergencies involving people (e.g., illness, injury, problem patrons). Any such crisis should be dealt with by calling the Westchester County Police Department or 911.

That said, however, human safety is always the most important concern. No actions should be taken to protect or salvage records that might endanger human safety, and damaged records should be addressed only after injuries have been attended to and the building is secure for people to enter.

This plan prepares the Archives and Records Center and 375 Executive Boulevard for the risks they most likely face: (1) minor flooding due to roof leaks; (2) flooding or other damage from severe rain, wind, or winter storms; (3) flooding or other damage from malfunctioning of the sprinkler system or burst pipes; (4) fire or other damage caused during construction activities in the Archives and Records Center; (5) or any other type of disaster that may occur.

Staff should be able to manage small water emergencies (one stack range or less in the Records Center or at 375 Executive Boulevard) using the basic instructions in Chapter 2 and the salvage information in Chapter 3 of this plan. If a small-scale emergency involves records held by the Archives, outside consultation with a preservation professional is advisable (see Appendix E: External Suppliers and Services for contact information).

For larger-scale damage, additional assistance and a more detailed plan for recovery will be needed. Depending on the type of emergency, see the appropriate Emergency

Instructions in Initial Response Steps in Chapter 2, and the Salvage Procedures in Chapter 3 for assistance. See the Appendices for supplies, services, record-keeping forms, emergency funds and other recovery information. Especially in a large-scale emergency, it is crucial to be aware of the Archives and Records Center's salvage priorities, which focus on the archival collections and permanent materials held by the Records Center (see Salvage Priorities in Chapter 2 (item 2.11) and Appendix H for details). In any emergency, it will be necessary to determine whether salvage, reformatting, replacement, or discarding is the proper course of action.

1.4 Distribution of Plan

Copies of this plan have been distributed as follows:

Copy	Name	Title	Department	Location of Plan
1	Chris Gratzel	Director	WCA	Office/Home
2	Chris Gratzel	Director	WCA	Car
3	Courtney Fallon	Records Manager	WCA	Office/Home
5	Jackie Graziano	Assistant Archivist	WCA	Reading Room
6	Christine Hogan	Scanning	WCA	Office
7	WCA Office		WCA	Top of filing cabinets outside administrative offices
8	Records Center		WCA	Staff Desk
9	Records Center		WCA	Executive Blvd Desk
10	Stephanie Chavarri	Records Center Supervisor	WCA	Office
11	Eric Force	Records Clerk	WCA	Home/Car
12	Vincent Ninzatti	On-Site Facility Manager	DPW	Home/Car
13	John Baudille	Facility Manager	DPW	Office
14	Frank Coppola	Alternate Facility Manager	DPW	Office
15	Marguerite Beirne	CIO	IT	Office
16	Lennox Harris	Deputy CIO	IT	Office
17	George Latimer	County Executive	CEO	Office
18	Susanne Pandich	Co-Director	WCHS	Office/Home
19	Barbara Davis	Co-Director	WCHS	Office/Home
20	Pat Raftery	Librarian	WCHS	Office
21	Priscilla Brendler	Director	GHHN	Office

1.5 How to Use This Plan

This plan consists of two main sections (Response and Recovery) and a number of appendices. The body of the plan is designed for ease of use during the early stages of a disaster. Thus, summary information is provided in the body of the plan and more detailed information (e.g., detailed salvage priorities, or additional sources of information) can be found in the appendices. Once initial response is underway, consult the appendices for more information as a recovery strategy is mapped out.

Information on mitigating risks and preventing disasters (including a customized list of existing risks, as well as various forms and checklists) is also included in the appendices. This information should be consulted and updated regularly.

1.6 Review and Updating of Plan

This plan is due to be updated in October 2022 and every October thereafter. Responsibility for updating the plan has been assigned to the Disaster Planning Team of Chris Gratzel and Courtney Fallon, with coordinating responsibility assigned to Courtney Fallon.

CHAPTER 2 – RESPONSE

2.1 INITIAL RESPONSE ACTION DURING WORKING HOURS

The steps covered in Sections 2.1 and 2.2 primarily relate to emergencies occurring at 2199 Saw Mill River Road. Any emergencies occurring at 375 Executive Boulevard fall under the jurisdiction of the DPW facility site manager for that location, and notification of any such emergency may not come until well after initial response is underway. In the event that the source of the emergency originates in the area leased by the Archives and Records Center at 375 Executive Boulevard during working hours, then similar steps to those outlined below should be followed.

What to do – Overview

Determine level of emergency. The First Responders (see Section 2.6), in conjunction with appropriate Disaster Response Team members (see Section 2.8) and outside professionals, will determine the level of emergency. Levels are:

- *LEVEL 1*. Emergencies requiring immediate building evacuation. Example: fire.

- *LEVEL 2*. Emergencies requiring some or all staff to assemble, stay on site, and address the situation. Examples: water leak in records storage area, discovery of damage to records by rodents.

- *LEVEL 3*. Impending emergencies that may require assembling staff, but not via the general evacuation procedures. Example: severe weather approaching.

Level-Specific Steps

LEVEL 1

1. **Evacuate building.** See Building Evacuation Plan at Appendix A.

2. **Address medical emergencies**.

3. **Assemble First Responders**, responsible for accomplishing steps 4-7.

4. When building is declared safe to enter, **assess damage** to records and document damage with photographs.

5. **Determine** whether recovery can be done on-site and with staff available. Contact outside assistance (See Appendix E, External Suppliers and Services) as needed.

6. **Determine order of removal** of records from disaster site. See priorities list in Appendix H.

7. **Verify teams** and team leaders and begin stabilization of records.

LEVEL 2

1. **Evacuate area(s)** affected by situation.

2. **Address medical emergencies**.

3. **Assemble First Responders**, responsible for accomplishing steps 4-7.

4. **Assess damage** to records and document damage with photographs.

5. **Determine** whether recovery can be done on-site and with staff available. Contact outside assistance (See Appendix E, External Suppliers and Services) as needed.

6. **Determine order of removal** of records from disaster site. See priorities list, Appendix H.

7. **Verify teams** and team leaders and begin stabilization of records.

LEVEL 3

1. **Circulate announcement of** anticipated situation throughout building either in person or via e-mail.

2. **Assemble First Responders**.

3. **Determine action needed** (if any) to protect staff and records.

2.2 INITIAL RESPONSE ACTION DURING NON-WORKING HOURS

Notification of an alarm at the Archives and Records Center during non-working hours will come from Scarsdale Security or Simplex via an established list of the order in which to call Archives and Records Center employees until someone is reached who can respond to the alarm. See Section 2.5 for the Emergency Call Back List. If the

alarm turns out to be an actual emergency, the First Responders will be called by the individual who responded to the alarm and will **assemble** as appropriate and **follow the plan for initial response during working hours.**

2.3 EVACUATION PROCEDURES

2.3.1 General Procedures

- Remain calm.
- Always respond to an evacuation order; **do not** assume the situation is a drill or a false alarm.
- **Remember that human safety is always the highest priority**.
- Turn off electrical equipment if it is safe to do so.
- Assist anyone who requires help leaving the building.
- Evacuate in an orderly fashion according to the Building Evacuation Plan in Appendix A.
- Move away from the building to the designated assembly area: **the brown Archives and Records Center sign at the entrance driveway to the building**. Be sure not to block the street, driveway, or entrances.
- **Do not** re-enter the building until instructed to do so.

2.3.2 Clearing the Building

Area: Archives Office Space, Stacks, and Reading Room
Person responsible for clearing area: Chris Gratzel
Backup 1: Courtney Fallon
Backup 2: Jackie Graziano
Procedures: Make general announcement in Reading Room (if there are any patrons) and Processing Room (if there are any volunteers) regarding evacuation and location of meeting area outside of building. Check all offices and scanning area to ensure evacuation. Check Archives stacks. Take sign-in books as exiting building and once at meeting site match names to sign-in books.

Area: Westchester County Historical Society Offices and Stacks
Person responsible for clearing area: Patrick Raftery (or staff available)
Backup 1: Susanne Pandich (or staff available)

Backup 2: Barbara Davis (or staff available)
Procedures: Check WCHS stacks to ensure evacuation and leave office area.

Area: Records Center
Person responsible for clearing area: Stephanie Chavarri
Backup 1: Bob O'Leary
Backup 2: Eric Force or Rafael Hererra
Procedures: Make announcement two times on overhead intercom regarding evacuation. Walk main aisles of Records Center to ensure evacuation.

Area: Boiler Room / Loading Dock
Person responsible for clearing area: Stephanie Chavarri
Backup 1: Bob O'Leary
Backup 2: Eric Force or Rafael Hererra
Procedures: Stop at both Loading Dock and Boiler Room as exiting building to announce and ensure evacuation.

Area: 375 Executive Boulevard
Person responsible for clearing area: Individual responsibility
Backup: N/A
Procedures: Because full-time staff does not work at 375 Executive Boulevard, it is impossible to know exactly what the staffing situation at that location will be should the need arise to evacuate the Record Center's storage area of that building. If more than one person is working in the storage area when an alarm sounds or an order for evacuation is given, the buddy system should be used, with each individual ensuring that the other evacuates the building safely. Otherwise, if the individual is alone, he/she will be responsible for his/her own evacuation of the building. For this reason, it is imperative that whenever a member of the Archives and Records Center staff goes to 375 Executive Boulevard, someone at the main Archives and Records Center building be aware of their whereabouts.

2.3.3 Maintaining the Visitor / Volunteer Logs

The following list designates who is responsible for maintaining the daily staff and visitor logs and bringing this information out of the building in the event of an evacuation.

Area: Archives Office Space Visitor Log
Person responsible for list: Jackie Graziano
Backup 1: Courtney Fallon
Backup 2: Chris Gratzel

Area: Archives Reading Room Patron Log
Person responsible for list: Jackie Graziano
Backup 1: Courtney Fallon
Backup 2: Chris Gratzel

Area: Processing Room Volunteer Sign-In Book
Person responsible for list: Courtney Fallon
Backup 1: Jackie Graziano
Backup 2: Chris Gratzel

2.3.4 Assembly Areas

Staff, tenants, patrons, and volunteers should gather at the following locations after an evacuation:

Area: Archives Office Space, Stacks, and Reading Room
Persons in charge of head count: Chris Gratzel / Courtney Fallon
Assembly Area / Location: brown Archives and Records Center sign at the entrance driveway to the building

Area: Westchester County Historical Society / Greater Hudson Heritage Network
Persons in charge of head count: Chris Gratzel in conjunction with WCHS/GHHN staff
Assembly Area / Location: brown Archives and Records Center sign at the entrance driveway to the building

Area: Records Center
Person in charge of head count: Stephanie Chavarri
Assembly Area / Location: brown Archives and Records Center sign at the entrance driveway to the building

Area: 375 Executive Boulevard
Person in charge of head count: N/A
Assembly Area / Location: N/A. If evacuation appears to be due to a drill or false alarm, remain on site to resume work once re-entry into the building is allowed. If evacuation appears to be due to an actual emergency, if it is possible without interfering with the arrival of emergency personnel, leave 375 Executive Boulevard and return to the Archives and Records Center.

2.4 EMERGENCY NUMBERS

2.4.1 Emergency Services

*** Remember to dial 9 before dialing 911**

Westchester County Police
Emergency Phone: 911
Non-Emergency Phone: (914) 864-7890 or (914) 864-7600

Fairview Fire Department, Station 2, 290 Worthington Rd, White Plains
Emergency Phone: 911

Non-Emergency Phone: (914) 592-9758

Ambulance

Emergency Phone: 911

Burglar Alarm Monitoring Company
Name: Scarsdale Security

Phone: (914) 722-2222 (password: david)

Card/Key Access

Phone: (914) 949-2400, ext. 1
Name: Diebold Security

Fire Alarm Monitoring Company
Name: Simplex

Phone: 1-888-746-7539 (password: david)

Poison Information Center
1-800-222-1222

2.4.2 Maintenance / Utilities

For additional maintenance and utility information about the Archives and Records Center and 375 Executive Boulevard, see Appendices A and B.

Telephone Company
Name: Lightpath
Contact: Help Desk 995-5513

Other Utilities: John Baudille, DPW, (914) 760-1642 (cell)

2.4.3 Executive Boulevard

Work Desk: (914) 231-1955

Overhead Pager: (914) 231-1956

Building Supervisor: Richard Goldsmith, DPW, (914) 231-1288

2.5 EMERGENCY CALL-BACK LIST

This emergency call list has been provided to both Scarsdale Security and Simplex to use in the event of an alarm at the Archives and Records Center.

The people listed below should be called in the order given:

Eric Force:	Home: (914) 909-6037 Cell: (914) 588-0975
Vincent Ninzatti:	Cell: (914) 803-5584
Chris Gratzel:	Home: (845) 544-1675 Cell: (845) 551-5622 Work Cell: (914) 539-0179
John Baudille:	Work Cell: (914) 494-4403 Office: (914)995-2247 Home: (845) 297-1203

This list was last updated August 12, 2021

2.6 FIRST RESPONDERS

In the event that an alarm at the Archives and Records Center is the result of an actual emergency, it will be necessary for the person responding to the alarm to notify the "First Responders". The First Responders should be notified of the emergency no matter how small. In the case of a small-scale problem, other staff members may not be needed to be notified at all, or only those who are in charge of the records / areas directly affected will be contacted. See the List of Staff / Key Personnel (Section 2.7) for additional contact information.

Name: **Chris Gratzel**
Title: Director
Dept: WCA
Work phone: (914) 231-1504 / 231-1500
Work E-Mail: cag4@westchestergov.com
Home phone: (845) 544-1675
Alt phone: (914) 532-0179 (blackberry) or (845) 551-5622

Name: **Courtney Fallon**
Title: Records Manager
Dept: WCA
Work phone: (914) 231-1505
Work e-mail: cef1@westchestergov.com
Home phone: (914) 231-9875
Alt phone: (845) 594-5755

Name: **Marguerite Beirne**
Title: Chief Information Officer
Dept: Information Technology
Work phone: (914) 995-8161
Work e-mail: mcb1@westchestergov.com
Cell phone: (914) 227-8317

Name: **Lennox Harris**
Title: Dep CIO
Dept: IT
Work phone: (914) 995-8013
Work e-mail: ldh1@westchestergov.com
Cell phone: (914) 403-3692

Name: **Vincent Ninzatti**
Title: DPW On-Site Facility Manager
Dept: DPW
Work phone: (914) 803-5584 (cell)
Work e-mail: vdn1@westchestergov.com
Home phone:
Alt phone:

Name: **John Baudille**
Title: DPW Facility Manager
Dept: DPW
Work phone: (914) 995-2247
Work e-mail: jjb9@westchestergov.com
Home phone: (845) 297-1203
Alt phone: (914) 494-4403 (cell)

2.7 LIST OF STAFF / KEY PERSONNEL

The following is a list of all institutional staff members AND other key personnel who are not staff members but are involved in WCA disaster planning efforts.

2.7.1 Westchester County Archives

Name: **Open**
Title: Assistant Archivist
Dept: DoIT WCA
Work phone:
Work e-mail:
Home phone:
Alt phone:

Name: **Jackie Graziano**
Title: Assistant Archivist
Dept: DoIT WCA
Work phone: 914-231-1500
Work e-mail: jmg4@westchestergov.com
Home phone: 914-528-7262
Alt phone:

Name: **Stephanie Chavarri**
Title: Supervising Records Clerk
Dept: DoIT WCA
Work phone: (914) 231-1508
Work e-mail: sgc1@westchestergov.com
Home phone: (914) 686-4413
Cell phone: (914) 843-9616

Name: **Christine Hogan**
Title: Scanning Department Operator
Dept: DoIT WCA
Work phone: (914) 231-1514
Work e-mail: cmh1@westchestergov.com
Cell phone: (914) 384-2325

Name: **Eric Force**
Title: Records Clerk

Name: **Bob O'Leary**
Title: Records Clerk

Dept: DoIT WCA
Work phone: (914) 231-1520
Work e-mail: ewf1@westchestergov.com
Home phone: (914) 909-6037
Alt phone: (914) 588-0975 (cell)

Dept: DoIT WCA
Work phone: (914) 231-1520
Work e-mail: itrc@westchestergov.com
Cell phone: (914) 584-5083

Name: **Rafael Herrera**
Title: Records Clerk
Dept: DoIT WCA
Work phone: (914) 231-1520
Work email: rahh@westchestergov.com
Home phone: (914) 631-4498
Alt phone: (914) 299-2829 (cell)

2.7.2 Westchester County Historical Society

Name: **Susanne Pandich**
Title: Co-Director
Work phone: (914) 231-1435
Main WCHS phone: (914) 231-1401
Work e-mail: sepp@westchestergov.com

Home phone: (914) 861-2150
Alt phone: (914) 275-2549 (cell)

Name: **Patrick Raftery**
Title: Librarian
Work phone: (914) 231-1438/
Main WCHS phone: (914) 231-1401
Work e-mail:
pat@westchesterhistory.com
Home phone: (914) 428-3687
Alt phone: (914) 494-9417 (cell)

Name: **Barbara Davis**
Title: Co-Director
Work phone: (914) 231-1437
Main WCHS phone: (914) 231-1401
Work email: bbdy@westchestergov.com
Home phone:
Alt phone: (914) 224-5093 (cell)

2.7.3 Greater Hudson Heritage Network

Name: **Priscilla Brendler**

Name: **Kerry Sclafani**

Title: Director
Work phone: (914) 592-6726
Work e-mail:
Home phone: (845) 878-7031
Alt phone:

Title: DHP Coordinator/Archivist
Work phone: (914) 592-6726
Work e-mail:
Home phone:
Alt phone:

2.7.4 Westchester County Government Emergency Response Contacts

Name: **Marguerite Beirne**
Title: Chief Information Officer
Dept: Information Technology
Work phone: (914) 995-8161
Work e-mail: mcb1@westchestergov.com
Cell phone: (914) 227-8317

Name: **Lennox Harris**
Title: Dep CIO
Dept: IT
Work phone: (914) 995-8013
Work e-mail: ldh1@westchestergov.com
Cell phone: (914) 403-3692

Name: **Hugh Greechan**
Title: Commissioner of Public Works
Dept: DPW
Work phone: (914) 995-2546
Work E-Mail: hjg7@westchestergov.com
Home phone:
Cell phone: (914) 259-0508

Name: **Kandy Davenport**
Title: Director of Risk Management
Dept: Risk Management
Work phone: (914) 995-4755
Work e-mail: kkdc@westchestergov.com
Home phone:
Alt phone:

Name: **Paul Gionta**
Title:
Dept: Risk Management (alt.)
Work phone: (914) 995-2706
Work e-mail: plg1@westchestergov.com
Home phone:
Alt phone:

Name: **Anthony Aurrichio**
Title: Tech Support Manager
Dept: Information Technology
Work phone: (914) 995-2092
Work e-mail: aaa4@westchestergov.com
Home phone:
Alt phone:

Name: **Joe Paolicelli**
Title: Network Backup Specialist
Dept: Information Technology
Work phone: (914) 995-4179
Work e-mail: jap2@westchestergov.com
Home phone:
Alt phone:

Name: **Domenico Sacchinelli**
Title: Network Manager
Dept.: Information Technology
Work phone: (914) 995-6295
Work e-mail: dasa@westchestergov.com
(wireless system support)

2.7.5 Other Emergency Response Contacts

Name: **David Lowry**
Title: Regional Advisory Officer - HV
Dept: New York State Archives
Work phone: (518) 473-9454
Work e-mail: David.Lowry@nysed.gov
Home phone:

Name: **Jack Meyers**
Title: President
Dept: Rockefeller Archive Center
Work phone: (914) 366-6308
Work e-mail: jmeyers@rockarch.org
Home phone:

Name: **David Lowry**
Title: Manager, Local Government Advisory Board
Dept: New York State Archives
Work phone: (518) 473-9454
Work e-mail: David.Lowry@nysed.gov
Home phone:

Name: **Robert Clark**
Title: Director

Dept: Rockefeller Archive Center
Work phone: (914) 366-6353
Work E-Mail: rclark@rockarch.org
Home phone:
Alt phone:

2.8 DISASTER RESPONSE TEAM

2.8.1 Disaster Response Team Responsibilities

Listed below are those First Responders, Archives and Records Center staff members, and other key personnel who make up the Disaster Response Team and the roles they will fulfill on the Disaster Response Team. Specific descriptions of the duties of each team member are found in Appendix C.

Disaster Response Team Leader: Chris Gratzel
Backup #1: Courtney Fallon
Backup #2: Marguerite Beirne

Administrator/Supplies Coordinator: Chris Gratzel
Backup: Courtney Fallon

Records Recovery Specialist: Courtney Fallon
Backup: Jackie Graziano

Work Crew Coordinator: Chris Gratzel
Backup: Courtney Fallon

Subject Specialist/Department Head -- Archives: Courtney Fallon
Subject Specialist/Department Head – Records Center: Stephanie Chavarri
Backup: Jackie Graziano

Technology Coordinator: Chris Gratzel
Backup: Anthony Aurrichio

Building Recovery Coordinator: Chris Gratzel
Backup: Courtney Fallon

Security Coordinator: Chris Gratzel
Backup: Courtney Fallon

Public Relations Coordinator: Chris Gratzel
Backup: Marguerite Beirne

Documentation Coordinator: Courtney Fallon
Backup: Stephanie Chavarri

2.9 ADVANCE WARNING EMERGENCY PREPARATIONS

This section describes precautions to be taken in advance of an emergency (e.g., thunder or snow storm, hurricane, flood, wildfire). The events which pose the greatest risk to the Archives and Records Center and 375 Executive Boulevard are listed first.

2.9.1 Thunderstorms / Lightening

A **severe thunderstorm watch** is issued when a severe thunderstorm (defined as damaging winds 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater) is likely to develop. A **severe thunderstorm warning** is issued when a severe thunderstorm has been reported or identified on radar. Once a warning has been issued, it is important to take shelter and listen to a battery-operated radio for more information. Also, remember that thunderstorms can hit without warning.

Preparations for thunderstorms include:

- Ensure that flashlights and fresh batteries are available.
- Ensure that battery powered radios with weather band (and fresh batteries) are available.
- Check gutters and downspouts to ensure they are functioning properly.
- Tie down loose objects outside the building (bicycles, garbage cans, etc.), or move them indoors).

2.9.2 Severe Winter Storms

A **winter weather advisory** is used when poor weather conditions are expected. A **winter storm watch** is issued when a storm is possible. A **winter storm warning** is issued when a storm is occurring or will occur shortly. A **frost/freeze warning** is issued when below freezing temperatures are expected. A **blizzard warning** is issued when heavy snow, near zero visibility, deep drifts, and severe wind chill are expected.

Preparations for winter storms include:

- Check that the disaster kit is complete and that food, water, and/or batteries are not expired.
- Make sure that there is sufficient heating fuel as well as emergency heating equipment in case electricity is cut off. Be sure that fire extinguishers and detectors are operating properly.

2.9.3 Tornado

A **tornado watch** is issued when tornadoes and/or severe thunderstorms are likely to strike an area, while a **tornado warning** is issued when the funnel of a tornado has been sighted in the area. At that point, human safety must be the highest priority. Immediate shelter must be sought and there will be no time to secure collections.

Preparations for tornados include:

- Tie down or move loose objects outside the building (bicycles, garbage cans, storage sheds, etc.)
- Perform a controlled shutdown of the computer system.

- Ensure that flashlights and fresh batteries are available.

- Ensure that battery powered radios with weather band (and fresh batteries) are available.

If a tornado watch is issued:

- Open windows on the side of the building away from the tornado's approach (to equalize air pressure)

- Move collections to an interior location away from windows, with valuable collections taking first priority.

2.9.4 Hurricane

Hurricanes are slow moving, severe storms with high winds that originate in the Caribbean and the tropical Atlantic. Hurricane season lasts from June to November. Hurricanes are monitored by satellite and advisories are usually issued well in advance. A **hurricane watch** is issued when hurricane conditions pose a threat to an area within 24 hours. A **hurricane warning** is issued when hurricane conditions are expected within 24 hours; in this case, low-lying areas are usually evacuated.

Preparation for a hurricane includes:

- Ensure that staff members are aware of evacuation routes.

- Check gutters and downspouts to ensure they are functioning properly.

- Tie down loose objects outside the building (bicycles, garbage cans, etc.) or move them indoors.

- Ensure that flashlights and fresh batteries are available.

- Ensure that battery powered radios with weather band (and fresh batteries) are available.

- Fasten down any containers of flammable liquids or gases.

- If the storm is predicted to be very severe and/or the building is in a low-lying area, relocated collections to a safer building or other location (plan ahead for transportation and provision of security).

When a hurricane warning is issued:

- Tape windows to prevent shattered glass from being propelled into room.

- Seal off any areas where water might enter the building.

- Move collections to an interior location away from windows, with valuable collections taking first priority.

- Drape plastic sheeting over shelving units, exhibit cases, etc.

- Perform a controlled shutdown of the computer system, and disconnect other electrical equipment that is not being used.

2.9.5 Flooding

There are a number of flood watches and warnings issued by forecasters. A **flood watch** is issued when water levels or other conditions indicate that flooding is possible in the given time period. A **flood warning** is issued when a flood is occurring or is imminent. In the latter case, time and location is usually provided, and orders are given to evacuate vulnerable areas. A **flash flood watch** is issued when flash flooding is possible in the given time period. A **flash flood warning** is issued when flash flooding is occurring or is imminent.

Preparations for flooding include:

- Ensure that all staff members are aware of evacuation routes.

- Ensure that all collections are at least 4 inches off the floor.

- Ensure that flashlights and fresh batteries are available.

- Ensure that battery powered radios with weather band (and fresh batteries) are available.

If a flood or flash flood watch is issued:

- Move valuable collections to upper levels of the buildings.

- If necessary and possible, relocate collections to a safer building or other location (consider how security and transportation will be provided).

- Fill bathtubs, sinks, and plastic soda bottles with clean water in case water becomes contaminated. Sanitize the sinks and tubs first with bleach. Rinse, and then fill with clean water.

- Perform a controlled shutdown of the computer system.

- If the authorities instruct to do so, turn off all utilities at the main power switch.
- **Be prepared to evacuate at any time**.

2.9.6 Wildfire/Forest Fire

If you are warned of a nearby wildfire:

- Listen to a battery-operated radio for up-to-date information.
- Remove any combustible materials from around the building (e.g., firewood, outdoor furniture).
- Take down any flammable drapes or curtains and close other non-combustible window coverings.
- Close all doors and windows to prevent drafts.
- If you have a water source and adequate hoses, leave sprinklers on the roof.
- **Be ready to evacuate immediately when instructed to do so.**

If you are not directly threatened by fire, but the building will be exposed to smoke:

- Set the HVAC system to use only re-circulated air, if possible. Close all doors, windows, and outside air vents.
- If possible, install HEPA filters in the building. Check with the HVAC service provider to see if more effective filters can be used within the system to reduce the effects of smoke. **Do not** use electrostatic filters as they produce ozone (which can be damaging) and allow dust and smoke particles to settle out onto the collections.

2.10 EMERGENCY INSTRUCTIONS

2.10.1 Water Damage (Minor)

These instructions cover cases in which a small amount of clean (not contaminated) water leaks into an area housing records. If sewage or other dangerous substances

contaminate the water, protective clothing must be worn, and it is best to enlist professional assistance.

- If possible, determine the source of the water leak.

- If possible cut off the water. The main water shut-off valve for the Archives and Records Center is located in the supply room (adjacent to the boiler room), across from the back-up server room. There are also separate shut-off valves located within the Archives stacks and the stacks of the Westchester County Historical Society so it may not be necessary to shut off water to the entire building if the problem is confined to just one or both of the stack areas.

- Notify the DPW Facility Site Manager

- Protect records from further damage as appropriate by:

    - To the extent possible, move wet or vulnerable items to a dry, secure location nearby.

    - If water is coming from above, protect records by covering them with plastic sheeting and channel water to a container (e.g., plastic-lined wastebaskets).

    - If water is coming in on the floor, use book trucks to relocate materials to a safe area, starting with the materials closest to the floor. Note: if water is higher than electrical outlets **do not** enter the area unless the power is shut off. Otherwise you risk electrocution.

- See the **Recovery** section of this plan for instructions on drying wet collections. [Section 3.1.2]

2.10.2 Fire

These instructions cover cases of fire (or activation of the fire detection system). These steps may be carried out by multiple individuals simultaneously.

- If you see fire or smell smoke, activate the nearest fire alarm. This will send an alarm to Simplex, the Archives and Records Center fire system monitoring service, who will use the Emergency Call-Back List (Section 2.5) to see if the alarm is real or not, and then notify the Fire Department.

- Call the Fire Department: 911

- If it is safe to do so, determine the location and source of the fire. If the fire detection or suppression system has been activated, check the fire alarm enunciator panel at the front door of the Archives and Records Center.

- If it is safe to do so, turn off computers and equipment and close fire doors.

- Extinguish fire if appropriate. The Archives and Records Center is equipped with both water fire extinguishers that can be use against paper fires and with multi-purpose (ABC) fire extinguishers that can be used against all types of fires. If the fire is small (not larger than a small garbage can) and locally contained, staff members trained in the use of fire extinguishers may choose to use one. Under no circumstances should this be done if the attempt to extinguish a fire will put the staff member in danger.

- Evacuate the building. See the Building Evacuation Procedures at Appendix A.

- If smoke and fire is present when evacuating the building, stay low to the floor and cover nose and mouth with a wet cloth. Feel any closed doors and **do not** open them if hot to the touch.

REMEMBER:

- Report the fire first, **do not** try to put it out first. If you are in immediate danger, evacuate first, then report the fire.

- **Do not** try to extinguish the fire if it is larger than a small garbage can.

- Always keep your back to your escape route.

- A fire alarm does not necessarily mean someone has pulled it. It may happen automatically. Sprinkler system sensors located throughout the Archives and Records Center should detect a fire. Heat from the fire will melt a link in the sprinkler. The resulting water flow through the sprinkler head sets off an alarm in the building and an alarm at Simplex.

2.10.3 Mold

If mold is discovered on records housed in the Archives and Records Center or at Executive Boulevard:

- Find out what is causing the mold growth. Look first for an obvious source of moisture such as a water leak. If there is no obvious source of moisture, look for

less obvious problems, such as high humidity in a particular area, poor air circulation, or condensation along an outside wall.

- Consult a mycologist to ensure that no toxic mold species are present. If toxic molds are present, **do not** handle any materials yourself.

- Modify the environment so that it is no longer conducive to mold growth. Stop any leaks, remove standing water, and/or bring in dehumidifiers to reduce humidity. Keep the climate well below 70 degrees Fahrenheit and 50 percent relative humidity. Be sure to monitor temperature and humidity with a reliable monitoring instrument. Also minimize air circulation, as this can spread mold spores to other record storage areas. Open and close doors as little as possible, block off air return vents (if possible) so that spores do not spread in the air handling system and **do not** run fans.

- Isolate the affected items. Transfer them to an isolation room (this room should have low temperature and humidity, and should not use the same air-handling equipment as record storage areas). Transfer materials in sealed plastic bags so that other materials are not contaminated during the move.

- Decide whether the affected items need to be retained. It may be possible to replace them easily. If they are not of long-term value, it may be possible to discard them. Alternatively, they could be microfilmed or photocopied, although they would have to be cleaned first.

- **For items that need to be retained, consult a preservation professional before proceeding with drying and/or cleaning. In the past record-holding organizations have been instructed that it is possible to clean up small outbreaks of mold themselves, but over time it has become clear that this recommendation is problematic.** Even molds that are not defined as toxic can cause people who work with them to develop debilitating allergies. Unfortunately, no standards exist to specify safe or unsafe levels of mold exposure. The severity of health problems depends on the type of mold, the amount of exposure, and the susceptibility of the exposed person. To be protected when cleaning moldy materials, one must wear a particulate respirator that filters 99.97 percent of particles from the air (also known as a respirator with a HEPA filter). The use of respirators in the workplace is governed by OSHA (Occupational Safety and Health Administration) regulations, which specify the type of respirator to be used in various situations, fit testing procedures, and training procedures. The regulations also require approval from a medical practitioner that the person is physically fit to wear this type of respirator. There may be liability issues if the institution does not comply with these regulations. While repositories that are part of a larger institution with a health and safety office may have the ability to comply with the regulations, smaller repositories are likely to find it more difficult.

- If the institution decides that it is unable to dry and/or clean moldy items that need to be retained, or if mold is discovered on a large amount of material (e.g., in whole stack ranges, drawers, or rooms), it is best to work with a commercial company experienced in dealing with water damage and mold cleanup.

    - If there will be a delay in transferring wet materials to a salvage company, freeze the affected items to avoid further mold damage. They can later be thawed and dried in small batches, or they can be vacuumed freeze-dried (with the exception of photographs).

- If the institution decides to clean up the mold in-house, following the OSHA guidelines referenced above, the moldy materials will need to be dried (if they are wet) and then cleaned. As noted above, wet and moldy items should be frozen if they cannot be dried immediately. They can later be thawed and dried in small batches. Instructions for drying and cleaning moldy collections can be found in the Northeast Document Conservation Center's Emergency Salvage of Moldy Books and Paper: http://www.nedcc.org/resources/leaflets/3Emergency_Management/08SalvageMoldyBooks.php and Managing a Mold Invasion: Guidelines for Disaster Response, http://www.ccaha.org/publications/emergency-resource-guide, by Lois Olcott Price (Conservation Center for Art and Historical Artifacts, 1996)

- Sterilized the affected storage area(s) (see Section 3.7), and climate control system if possible.

2.10.4 Thunderstorms / Lightening

During a thunderstorm:

- Stay indoors.

- **Do not** handle any electrical equipment, telephones, or televisions during the storm because lightening could follow the wire.

- Avoid water faucets and sinks because metal pipes can transmit electricity.

2.10.5 Severe Winter Storm

During a winter storm:

- If possible, staff members should not travel during a winter storm warning or a blizzard warning.
- Stay indoors and conserve fuel.
- After the storm, remove ice and snow from tree limbs, roofs, etc. to prevent further damage.
- **Note:** early dismissal of staff due to a winter storm is only at the authorization of the County Executive.

2.10.6 Flooding (Major)

If a flash flood warning is issued:

- **Evacuate immediately. Human safety should be the highest priority.**

If a flood warning is issued:

- Listen to a battery-operated radio for the latest information.
- Use sand bags to keep water out of the building, if there is time.
- **Evacuate immediately if told to do so by local authorities.**
- **Do not** re-enter the flooded area until declared safe by local authorities. **YOU RISK ELECTROCUTION OTHERWISE!**

2.10.7 Tornado

If a tornado warning is issued, or a tornado sighted:

- **Human safety is the highest priority.**
- Stay indoors. Direct staff and patrons to a safe interior location for the duration of the storm. This location should be the lowest level of the building, and it should be away from doors. Taking cover under heavy furniture can provide additional protection.

- At the Archives and Records Center, in the event of a tornado, staff, volunteers and patrons should seek shelter in the room behind the boiler room. At 375 Executive Boulevard, there is no adequate place to shelter in the event of a tornado. Therefore, if extremely severe weather is predicted, staff should avoid working there if at all possible.

2.10.8 Earthquake

Although earthquakes on the East Coast are rare, there are fault lines in the area so they are a remote possibility.

If an earthquake occurs:

- Drop, cover, and hold on in a supported doorway or under a piece of sturdy furniture if possible, but do not move more than a few steps to a safe place. **Do not** try to run outside as you may be hurt by falling debris. Stay indoors until the shaking stops and you are sure it is safe to go outside. When you do go outside, move away from the building quickly.

- Stay away from windows, in case they shatter.

- Be aware that the fire alarms and sprinklers may go off, even if there is not fire.

2.10.9 Hurricane

During a hurricane:

- **Remember that human safety is the highest priority**. If the building is located in a low-lying area, evacuate.

- If the building is sturdy and on high-ground, some staff may remain during the storm if desired; however, they must remain indoors for the duration of the storm. **Do not** be fooled by the calmness of the eye of the storm.

2.10.10 Power Outage

If there is a power outage in the building or in your local area:

- If you suspect the outage is only within your building, check the fuse box.

- If you cannot determine the cause of the outage, call John Baudille (914) 494-4403 (cell).

- If you are in an area with windows, open the blinds, curtains, or shades to provide light.

- If you are in an unlit area, proceed slowly and carefully to an area with emergency lighting or windows.

- Shut down computer equipment and any other electrical equipment that was running before the outage.

- **Evacuate immediately if you feel that it is unsafe to keep staff and patrons in the building, or if you are told to do so by authorities.**

2.10.11 Water Main Break

If a water main breaks:

- Contact the local water authority immediately.

- If it is safe to do so, try to do something to stop or contain the leak.

- If it is safe to do so, shut off utilities in the affected area.

- If a large amount of water is involved, **do not** enter the area if you can see any wet power outlets or live electrical wires.

- Move records not yet affected to a safe area.

- If possible, move records that have been affected to safety.

- Cover affected records that cannot be moved with plastic sheeting.

2.10.12 Sewer System Backup

If a sewer backup occurs:

- Avoid contact with sewage-contaminated water.

- Quickly move any items (records or otherwise) that are in danger but not yet affected to a safe area.

- Keep a written record of any items (records or otherwise) that have been damaged or lost.

- Arrange for cleanup of the affected areas. This may involve wet-vacuuming, mopping, cleaning walls and floors with soap and disinfectant, removing carpeting, cleaning up ductwork or appliances, etc. Due to health reasons, this type of cleanup is usually best done by professionals.

2.10.13 Bomb Threat

If you receive a bomb threat over the telephone:

- **Do not panic**

- Be polite, interested, and listen carefully. Make notes if possible.

- Keep the caller talking as long as possible and get as much information as possible. Keep asking questions until the caller refuses to answer or hangs up.

- Questions to ask

    1. When is bomb going to explode?
    2. Where is it right now?
    3. What does it look like?
    4. What kind of bomb is it?
    5. What will cause it to explode?
    6. Did you place the bomb?
    7. Why?
    8. What is your address?
    9. What is your name?
    10. Exact wording of threat

- Call the Westchester County Police immediately (another staff member may be able to do this while you are still on the phone).

- Immediately after the call ends, write down as much detailed information as you can remember. Include any background noises you heard, the sex of the caller, the approximate age of the caller, and the caller's accent. Also write down the caller's exact words as well as you can remember them. Use the Bomb Threat Information Sheet in Appendix F.

- Evacuate staff and patrons **ONLY** if you are instructed to do so by authorities. See Bomb Threat Evacuations policy at Appendix F.

2.10.14 Nuclear Power Plant Incident

If an accident occurs and you are told to remain indoors:

- Close and lock windows and doors.

- Turn off HVAC systems, close vents, and turn off fans.

- Shelter in the basement or any other underground area.

- Listen to a battery-powered radio for information.

- **Do not** go outside until you receive instructions to do so but if you must go outside, cover your mouth and nose. When you come in, shower, then change your clothing and shoes, and put the items you were wearing in a sealed plastic bag.

If an accident occurs and you are told to evacuate:

- **Evacuate immediately when told to do so. Take the disaster kit with you.**

- Listen to a battery-powered radio for information on evacuation routes.

- If there is time, close and lock doors and windows, turn off HVAC, and close vents.

2.10.15 Hazardous Materials Incident

If you are at the scene of an accident involving hazardous materials (indoors or outdoors):

- Call 911 and the local fire department. **Do not** assume that someone has already done this.

- Evacuate the affected area. If inside, evacuate the building. If outdoors, keep yourself and others away from the accident, preferably upwind or uphill to avoid contact with the chemical.

If you are told to shelter in your building:

- To the extent possible, seal the building so that the hazardous materials cannot enter (e.g., close and lock windows and doors; seal gaps around windows, doors, and vents with duct tape and plastic sheeting; and turn off ventilation systems).

- If contaminants might have entered the building, breathe shallowly through a cloth or towel.

- Listen to a battery-powered radio for further updates.

- **Do not** eat or drink anything that might have been contaminated.

If you are told to evacuate by local authorities:

- **Evacuate immediately, following routes recommended by the local authorities. Take the disaster kit with you.**

- If there is time, close windows and shut off vents to minimize entry of contaminants into the building.

2.10.16 Terrorist Attack

In case of a bomb threat, see section 2.10.13 above.

If a building explosion occurs:

- Remain calm, and get out as quickly as possible.

- Stay away from windows, mirrors, or anything that might fall on you.

- If items are falling, shelter under steady furniture.

- Avoid using the telephone (except in a life-threatening situation) and **do not** use matches or lighters, in case of a gas leak.

- If there is a fire, stay low to the floor and cover nose and mouth with a wet cloth. Feel any closed doors and **do not** open them if hot to the touch.

If a chemical attack occurs:

- If you are instructed to shelter in the building, seal all openings to the extent possible (e.g., close and lock all windows and doors; turn off HVAC systems, close vents, and turn off all fans). Fill sinks and containers with water in case the water supply becomes contaminated. Listen to a battery-operated radio for further instructions.

- If you are instructed to evacuate, follow the instructions of local authorities, sealing the building to the extent possible if there is time before leaving.

If a biological attack occurs:

- If you are instructed to shelter in the building by authorities seal all openings to the extent possible (e.g., close and lock all windows and doors; turn off HVAC systems, close vents, and turn off all fans). This will help prevent exposure. If you suspect that the water supply may be contaminated, boil water before drinking it. Listen to a battery-operated radio for further instructions.

- If you are instructed to evacuate, follow the instructions of local authorities, sealing the building to the extent possible if there is time before leaving.

- If a biological attack has occurred and you develop symptoms of illness, consult medical personnel immediately and limit your exposure to others to prevent spreading the illness.

2.10.17 Riot / Civil Disturbance

If a riot or civil disturbance occurs:

- All staff members should stay inside the building and not draw attention to themselves or the building.

- If rioters might enter the building, lock record storage areas to prevent damage.

- If staff members encounter protesters or rioters, they should do their best to avoid confrontation, which may make the situation worse.

- If staff members feel in danger, they should retreat to a locked room, preferably one where they can dial 911 for assistance.

2.11 SALVAGE PRIORITIES

Setting priorities for salvaging archival collections, departmental records being held in custodial care, and institutional records, and other important materials is one of the most difficult but also one of the most important aspects of disaster planning. If an emergency occurs, there may be very little time for salvage. Materials could be lost while valuable time is wasted deciding what to save. A listing of priority materials and equipment allows the Archives and Records Center staff to concentrate on the most important items that are accessible for salvage.

The following is a list of the overall priorities for the Archives and Records Center in terms of the archival collections, custodial records, office files, computers and/or data to be salvaged in the event of a disaster:

Archival Collection: Salvage Priorities

Declaration of Independance

Presidential Letters

Materials in Fire-Proof Safe

See Appendix H: Salvage Priorities (Details) for lists of salvage priorities for archival collections (overall and by record group), custodial records (overall and by departments), institutional records, and information technology.

See Appendix I: Floor Plans for a floor plan showing the location of the highest priority materials.

2.12 INITIAL RESPONSE STEPS

This section provides a general outline of the initial steps that will need to be taken when an emergency causes more than minor damage to records. Depending on the scope of the disaster, some of these actions may be carried out concurrently, while some may not be needed at all. For immediate response procedures for specific types of emergencies (fire, flood, power outage, etc.) or for minor damage to records, see Emergency Instructions section above). **In all cases, do not begin recovery efforts until the safety of staff, tenants, patrons and other visitors has been assured. The safety of records is always subordinate to human safety.**

2.12.1 Notify Appropriate Personnel

The type of incident indicates which personnel are needed. Notify the appropriate personnel, be it:

- During working hours, contact the Disaster Response Team Leader, Chris Gratzel, or, in his absence, Courtney Fallon.

- Outside of working hours, use the Emergency Call-Back List. Keep calling until someone who can respond is found.

2.12.2 Assess the Damage

- **Document the damage by taking extensive photographs.**

- **Begin to determine the extent of the damage.** The following questions will need to be answered, although you may not be able to get detailed answers at first.

    - What actually happened? How serious is the damage? How many and what type of materials are affected (e.g., archival collections, custodial records held in the Records Center or at 375 Executive Boulevard, audio / visual materials, computers, data, plain paper, coated paper)? What kind of damage is it (e.g., water, fire, smoke)?

    - If water is involved, what kind is it (e.g., clean, dirty, rain, river, sewer)? How much water is/was there? What it/was the source of the water (e.g., flooding, leaky pipe)? Has the water source been shut off or stopped so that further damage can be avoided? Is there standing water in the building? Are wet records soaked or just damp?

    - If collections are soaked, they will need to be frozen ASAP. If they are on coated paper, they will also need to be frozen immediately. If they are damp and there is space to do so, they can be air-dried. See Chapter 3: Recovery of this plan for general salvage instructions, and instructions for salvage of specific media.

- **If necessary, get clearance to enter the site**. If serious damage has occurred (e.g., a serious fire), it may be necessary to wait until the appropriate official(s) declare the building safe to enter. Re-entry to the site may also be delayed if hazardous materials are present, or if the building is a crime scene (as in the case of arson).

- If re-entry to the building is delayed, work must proceed from the off-site command center that has been designated ahead of time.

- Off-Site Command Center locations:

    - Primary: 375 Executive Boulevard (for event at 2199 Saw Mill River Road)
    - Primary: 2199 Saw Mill River Road (for event at 375 Executive Boulevard)
    - Alternate Location 1: IT offices in Michaelian Office Building or other county building

- **Once it is possible to enter the building, make a detailed damage assessment.** This should be done by the Disaster Response Team Leader, with assistance from other members of the team as needed.

    - Disaster Response Team Leader: Chris Gratzel

    - Remember to take photographs or video, and to document the damage in writing. At this point, you should begin filling out an Incident Report Form, located in Appendix G: Record-Keeping Forms.

- **Contact Risk Management**.

2.12.3 Prepare for Recovery of Records

- **Get advice from a preservation professional.** Unless the disaster is very small, it is likely that you will want to contact a preservation professional to ensure that you are responding properly. In the event of a major disaster, you may need to arrange for a professional to provide on-site assistance.

- **Determine whether additional personnel will be needed**. See Appendix J: Volunteer / Temporary Personnel for lists of potential volunteers and temporary workers.

    - Establish a strategy for managing all staff, volunteers, and other workers who will be working at the site. All workers (volunteer or otherwise) will need to check in and check out. Records should be kept of hours worked (in case payment is necessary, and to ensure that sufficient breaks are provided), and of who was at the site each day. See Appendix G: Record-Keeping Forms for a Volunteer Sign-In / Sign-Out Form.

- **Staff and volunteers will need to be trained and supervised**. The Records Recovery Specialist and the Work Crew Coordinator will be in charge of this.

    - Records Recovery Specialist: Courtney Fallon
    - Work Crew Coordinator: Chris Gratzel

    - **Snacks**, **meals**, a **rest area**, and possibly **counseling services** will be needed. See Appendix J: Volunteer / Temporary Personnel for organizations that might assist in providing services for workers.

    - **Brief** all workers on the importance of proceeding according to directions.

    - **Emphasize** priorities, goals and timing of the whole operation.

    - **Create** teams of 3 or 4 workers with a group leader and assign specific tasks.

    - **Review** basic recovery techniques (staff members should not be allowed to begin recovery operations until basic instruction is given). Instruct workers on ways of recognizing manuscripts, materials with water-soluble components, leather and vellum bindings, materials printed on coated paper stock, and photographic materials.

- **Establish a command center for the recovery effort.** The command center should have the necessary telephones, desks and supplies for coordinating the recovery efforts. It should be at a safe distance from the necessary work area, central to communications, and off limits to the public.

    - Potential Command Center locations, for a disaster at 2199 Saw Mill River Road:

        - Primary: Conference Room
        - Alternate Location 1: Reading Room
        - Alternate Location 2 (off site): Desk in Record Center's area, 375 Executive Boulevard

    - Potential Command Center locations, for a disaster at 375 Executive Boulevard:

        - Primary: Desk in Record Center's area
        - Alternate Location 1: Open area in front of loading dock
        - Alternate Location 2 (off site): Records Manager's Office,

- **Establish security procedures for the recovery site.** Only authorized persons should be allowed to enter the site to help prevent theft and damage to records and prevent interference with the recovery operation. Some type of identification (e.g., badges, vests) should be arranged. If the site cannot be secured due to building damage, it may be necessary to bring in temporary security personnel.

- **Protect records from further damage.** In the event of a disaster that affects records' safety, if possible, protect the records from any further damage (for example, by using plastic sheeting or removing from harm's way). If records need to be moved, documentation must be kept indicating what was moved and to where it was moved. **DO NOT BEGIN RECOVERY OPERATIONS!**

- **Decide what will be salvaged and what will be discarded.** See Salvage Priorities (Section 2.11) for an overall list of priority materials. Additional salvage priorities for specific departments and types of materials are found in Appendix H: Salvage Priorities (Details). Remember that salvage priorities may need to be adjusted according to the extent and / or type of damage.

- **Decide how the materials to be salvaged will be treated.** See Section 3.1: General Salvage Procedures for a summary of treatment options. Sort wet collections, separating those to be frozen from those to be air-dried. As you begin sorting and moving materials, it is essential to keep track of records at all times; using the Packing and Inventory Form in Appendix G: Record-Keeping Forms for this purpose. **Never** move records without documentation and approval. Unauthorized and unorganized recovery efforts can compound the damage suffered during a disaster.

- **Determine whether it will be necessary to relocate collections,** either to dry them or to store them temporarily to protect them from danger while the building and damaged collections are salvaged.

    - <u>Potential drying space is</u>:

        - *Within Archives and Records Center*
            - Within either the WCA or WCHS stacks (assuming the disaster is not within the stacks)

        Aside from the WCA and WCHS stacks, the rest of the Archives and Records Center is not climate controlled, and the relative humidity in particular can reach extremely high levels (close to 100%). With the use of dehumidifiers, however, by closing off the following locations, they could be made into alternative drying spaces, although not ideal:

        - Conference Room
        - Processing Room
        - Staff Offices
        - WCHS Offices
    - *At 375 Executive Boulevard*
        - None
    - *Offsite*:_____

- Potential space for relocation or temporary storage is:

    - *Within Archives and Records Center*
        - Destruction Area of Records Center
        - Any available empty shelving in Records Center
        - Conference Room
        - Processing Room
        - Reading Room
        - *At 375 Executive Boulevard*
        - Any available empty shelving

    - *Offsite*:_____
        - *Space Available*
        - *Contact*
        - *Phone*
        - *Cell Phone*
        - *After-Hours Phone*

- **Gather supplies and arrange for services.** See Appendix D: In-House Supplies and Appendix E: External Suppliers and Services. Appendix K: Emergency Funds gives information on accessing emergency funds.

- **Stabilize the building and environment.** If the emergency involves water (such as wet records, furniture, carpeting, or even standing water), it is very important to quickly dry out the building and environment to avoid mold growth.

    - **Do not** turn up the heat; this will not dry out the space and may encourage mold growth. If the outdoor humidity is low, open the windows.

    - If the climate control system is working, it should be used to provide as much cooling and dehumidification as possible. The goal should be to keep the temperature below 70 degrees Fahrenheit and the humidity as much below 50 percent as possible.

- Wet carpeting, wet furniture and standing water should be removed. Even if the carpeting appears dry, it must be checked underneath to ensure that both the carpet and the padding are dry.

- If the climate control system is not sufficient to reduce the temperature and humidity to the desired levels, outside assistance will be needed. See Appendix E: External Suppliers and Services for companies that specialize in building dry out.

- Staff must monitor the temperature and humidity in the recovery area several times a day to ensure that the desired conditions are reached and maintained for the duration of the recovery effort. See Appendix G: Record-Keeping Forms for an Environmental Monitoring Form.

- Facilities maintenance personnel and the Building Recovery Coordinator should work together to coordinate building recovery issues.

  Facilities Maintenance Personnel, 2199 Saw Mill River Road:

  DPW On-Site Facilities Manager: Vincent Ninzatti
  Phone: (914) 803-5584 (cell)

  DPW Facility Manager: John Baudille
  Phone: (914) 494-4403 (cell)

  Facilities Maintenance Personnel, 375 Executive Boulevard:

  DPW Facility Manager: John Baudille
  Phone: (914) 494-4403 (cell)

  Building Recovery Coordinator: Chris Gratzel
  Backup: Courtney Fallon

- **Communicate with the media and the public**

  - The Disaster Response Team's Public Relations Coordinator will be responsible for all interactions with the media and the public. It is essential that no one else provide information.

  - Press releases should be issued periodically to local newspapers, and to TV and radio stations. It is important to inform patrons and other interested parties of the extent of the damage and the progress of recovery efforts.

    Public Relations Coordinator: Chris Gratzel
    Backup: Marguerite Beirne

CHAPTER 3 – RECOVERY

3.1 GENERAL SALVAGE PROCEDURES

This section provides general background information on salvage techniques for water, fire, insect, and mold-damaged records. Because the majority of disasters involve water damage, that is the primary focus of this chapter.

3.1.1 Freezing

Whenever there is water-damage to materials it is important to remember that there is a 48-72 hour time period in which to act before mold will begin to develop, particularly if there is high humidity. Therefore, if wet materials cannot be dried within 48-72 hours, they should be frozen. Freezing wet materials also stabilizes them, keeping water damage from worsening. Water causes a variety of damage to paper-based records: book bindings and pages swell and distort, pages and documents cockle, water-soluble inks can bleed, and coated papers begin to adhere to each other as soon as the volumes being to dry. However, once wet records are frozen, no additional damage occurs. Thus, if freezing occurs quickly, there is less physical damage and more chance that the materials can be salvaged rather than needing to be discarded or replaced.

It is difficult to transfer wet records directly to a salvage company for freezing quickly enough to prevent mold and minimize water damage, since there are only a few of these companies nationwide. In addition, institutions often require time to make decisions about what should be done and allocate funding for salvage. Thus it is often best to freeze records locally, even if they will ultimately be sent to a salvage company to be vacuum freeze-dried. A commercial blast freezer will provide the best results; materials should be frozen at -10 degrees Fahrenheit or lower.

Local freezing companies are:

Local freezer (1):
Name: Document Reprocessors
Contact:
Phone: (585) 554-4500
After-hours Phone: 1-800-DRYING or 1-800-437-9464
Cell Phone:
Regulations that must be complied with: NYS Archives; Office of Court Administration

Local freezer (2):
Name:
Contact:
Phone:
After-hours Phone:
Cell Phone:
Regulations that must be complied with:

Be aware, however, that not all paper-based materials can be frozen. Section 3.2, Salvage Methods for Water-Damaged Materials indicates which materials should not be frozen. In general, bound volumes and paper records can be frozen. If necessary, most photographic materials can be frozen, although it is better to dry them immediately. Cased photographs (such as daguerreotypes, ambrotypes, tintypes) should **never** be frozen.

If there is no local freezer facility available (due to a widespread disaster or other reason), a refrigerated truck may be needed to transport materials to the nearest freezer facility. A refrigerated truck will not freeze records, but it may keep them cool enough to avoid mold growth. See Appendix E: External Suppliers and Services for a source of refrigerated trucks. In a real pinch, if outside temperatures are not expected to rise above freezing, and adequate security can be provided, records can be placed in a van or truck outside as a stop-gap measure to freeze them until a local freezer facility becomes available or the records are picked up by the selected salvage company.

3.1.2 Drying Options

Presently there are five ways to dry wet books and papers. The method chosen will depend on several factors: the extent of the damage to the records and the building; the amount of materials involved; the condition, value, scarcity and/or rarity of the materials; the importance and frequency of use of the materials; the number of staff or other personnel available to provide assistance; and the funding available for salvage. A combination of methods may be used. It is best of consult with a conservator experienced in disaster recovery before making decisions to choose the method best suited for the damaged records. Such advice is essential before drying rare and unique materials. Not all materials are affected in the same way by water. Sometimes the damage is permanent and therefore no procedures can return the damaged items to their original condition.

A general summary of drying options is provided here to assist in making decisions. Remember, however, that no drying option will undo the damage that has already been done. The materials will not look better after drying than they looked before drying began. However, some drying methods can minimize or prevent additional damage, and in general, the quicker records can be dried (or frozen, as described above) the less damage there will be.

3.1.2.1 *Air-Drying*

Suitable for small quantities of damp or slightly wet books or documents and best for all types of photographs.
Not suitable for bound, coated papers.

Advantages**:** requires no special equipment; can be done in-house.
Disadvantages**:** requires large amounts of space; very labor-intensive so can be costly; can result in badly distorted bindings and papers; books may have to be rebound.

Air-drying is best used for small numbers of damp or slightly wet books or documents. It is less successful for large numbers of items or for items that are very wet. It requires no special equipment and can be done on-site using staff or volunteers, but it is very labor-intensive, requires a lot of space, and often results in bindings and paper that are very distorted. It is seldom successful for drying bound volumes with coated paper. There will also likely be additional costs for rehabilitating records, such as rebinding, flattening of single sheets, and additional shelf space to store volumes that remain distorted after drying. It is important to always contact a conservator or other preservation professional about drying unique or rare materials; they will sometimes choose to air-dry the item(s) using special techniques, or they will suggest another drying option.

In general, air-drying must be done in a clean, dry environment where the temperature and humidity are as low as possible. At a minimum, temperature must be below 70 degrees Fahrenheit and humidity must be below 50 percent. The air should be kept moving at all times to accelerate the drying process and discourage mold growth, but care must be taken not to blow away loose documents. Single documents can be laid out on tables, floors, and other flat surfaces, protected if necessary by paper towels or clean, unprinted newsprint. Bound volumes can be dried on tables covered with plastic or unprinted newsprint. Each bound volume should be interleaved about every fifty pages with paper towels or unprinted newspaper, and then stood on its head, fanned open, and placed on several sheets of absorbent paper. If the edges are only slightly wet, interleaving is not required. When volumes are dry, but still cool to the touch, they should be closed, laid flat on a table or other horizontal surface, gently formed into their normal shape, and held in place with a light weight. **Do not** stack drying books on top of each other, and check frequently for mold growth, particularly along the gutter margin.

The above instructions provide only very general guidance; additional information will be needed if air-drying is to be undertaken. There are a number of resources that provide detailed directions for air-drying wet materials: see Section 3.2 and Appendix L: Additional Sources for Information on Salvage of Specific Media.

Potential locations for air-drying wet collections are:

Within the Archives and Records Center:
Within either the WCA or WCHS stacks (assuming the disaster is not within the stacks)
Aside from the WCA and WCHS stacks, the rest of the Archives and Records Center is not climate controlled, and the relative humidity in particular can reach extremely high levels (close to 100%). With the use of dehumidifiers, however, by closing off the following locations, they could be made into alternative drying spaces, although not ideal:
Conference Room
Processing Room
Staff Offices
WCHS Offices

At 375 Executive Boulevard:
None

Offsite
??

3.1.2.2 *Freezer-Drying*

Suitable for books and documents which are damp or moderately wet.
Not suitable for coated papers and water-soluble media.

***Advantages*:** Can be used for fairly large quantities of materials, freezer space permitting; does not require costly special equipment.
***Disadvantages*:** may take from several weeks to several months for materials to dry.

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 10 degrees Fahrenheit to reduce distortion and to facilitate drying. Expect this method to take from several weeks to several months, depending upon the temperature of the freezer and the extent of the water damage. Caution is advised when using this method for coated paper, as leaves of coated paper may stick to each other.

3.1.2.3 *Vacuum Freeze-Drying*

Suitable for coated papers if frozen or placed in chambers within six hours; rare and unique materials, large quantities of materials.
Not suitable for parchments and vellums, photographs.

***Advantages*:** no additional swelling or distortion occurs beyond that from before materials were placed in the chamber; mud, dirt, soot are lifted to the surface and may be cleaned easily.
***Disadvantages*:** requires sophisticated equipment; expensive but may be offset by not needing to rebind. Photographs will be damaged by this treatment and rubber cement may dissolve and stain the pages to which it has been applied.

This process calls for very sophisticated equipment and is especially suitable for large numbers of very wet books and records as well as for coated paper. Books and records must be frozen, then placed in a vacuum chamber. The vacuum is pulled, a source of heat introduced, and the records, dried *at temperatures below 32 degrees Fahrenheit*, remain frozen. The physical process, known as sublimation takes place; that is, ice crystals vaporize without melting. This means that there is no additional swelling or distortion beyond that incurred before the materials were placed in the chamber.

Many coated papers can be difficult to dry without sticking together once they are wet. Because it is nearly impossible to determine which papers will block, all coated papers should be treated the same way for the purpose of vacuum freeze-drying: before any drying takes place, and ideally within six hours of becoming wet, materials should be frozen at -10 degrees Fahrenheit or lower. Then they may be vacuum freeze-dried with a high potential for success. 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. Consult a photograph conservator.

Although this method may initially appear to be more expensive because of the equipment required, the results are often so satisfactory that additional funds for rebinding are not necessary, and mud, dirt, and/or soot is lifted to the surface, making cleaning less time-consuming. If only a few books are dried, vacuum freeze-drying can indeed by expensive. However, companies that offer this service are often willing to dry one client's small group of books with another client's larger group, thus reducing the per-book cost and making the process affordable. See Appendix E: External Suppliers and Services for vacuum freeze-drying service providers.

3.1.2.4 *Vacuum Thermal Drying*

Suitable for large numbers of wet documents with extensive water damage.
Not suitable for coated papers or photographs.

Advantages**:** more cost effective than air drying.
Disadvantages**:** often produces extreme distortion in books; causes blocking (adhesion) of coated papers; extensive rebinding can be expected; materials will show feathering of inks and other water-soluble dyes; this method is not recommended for records of long-term value.

Books and records that are slightly to extensively wet 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 100 degrees Fahrenheit, but always above 32 degrees Fahrenheit. This means that the materials 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 blocking (adhesion) of coated papers. 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. Given the elevated temperature used in drying, it is most appropriate for materials with short-term (under 100 years) value.

3.1.2.5 *On-Site Dehumidification*

Suitable for large quantities of damp and moderately wet materials, including coated papers if they have not begun to block. Must be initiated within a very few hours. Quantity is only limited by amount of equipment and experienced operators.

Advantages: materials and furnishings can be left in place, including books on shelves; results are generally good.
Disadvantages**:** is a relatively new method that has not been thoroughly tested in an archival facility.

This is the newest method to gain credibility in the library and archival world, although it has been used for many years to dry out buildings and the holds of ships. Large commercial dehumidifiers are brought into the facility with all records, equipment, and furnishing left in place. Temperature and humidity can be carefully controlled to specifications. Additional testing is being undertaken, but the technique is certainly successful for damp or modestly wet books, even those with coated paper, as long as the process is initiated before swelling and adhesion have taken place. The number of items that can be treated with dehumidification is limited only by the amount of equipment available and the expertise of the equipment operators. 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 moving them to a freezer or vacuum chamber. See Appendix E: External Suppliers and Services for on-site dehumidification service providers.

3.1.3 Packing

3.1.3.1 *General Information*

Whether records are to be moved to another location for immediate air-drying or transported to a local freezer or commercial drying facility, the materials will need to be properly packed and the location / transport of all items will need to be documented.

The order for packing records will depend on the extent of damage and the Archives and Record Center's salvage priorities. If records will be frozen and vacuum freeze-dried, it is usually best to begin with the wettest materials first so that they can be frozen quickly. If only air-drying will be possible, however, it is better to begin with the collections that are the least damaged and the most easily salvaged.

If sufficient staffing is available, one or more packing crews should be put together. This will be the responsibility of the Records Recovery Specialist and the Work Crew Coordinator. See the Disaster Response Team (Section 2.8) for names and backups for these two positions. The packing crew would consists of a team leader, box assembler, retriever of records, wrapper, packer, sealer, record keeper, and transporter. Book trucks, handcarts, or dollies can be used to move packed materials within the building. See Appendix D: In-House Supplies and Appendix E: External Suppliers and Services for resources.

Materials can be placed in cardboard boxes, milk crates, Rescubes, or other containers as appropriate. If cardboard boxes are used they should be not larger than 1.5 cubic feet, they should be lined with heavy-duty trash bags to prevent them from becoming wet, and they should never be stacked more than four boxes high. General packing instructions can be found in this chapter with additional instructions for specific types of collections found in Section 3.2: Salvage Methods for Water-Damaged Materials.

If materials are muddy, sandy, or otherwise dirty, it may be necessary to rinse them before packing (assuming enough time and personnel are available). If materials have been damaged by salt water it is especially important to rinse them. Records with soluble inks (watercolors, many manuscripts), animal skins (leather, vellum, or parchment), or works of art paper should **not** be rinsed, since rinsing may cause further damage.

The area to be used for rinsing must have running water and good drainage. Personnel should be provided with rubber boots and waterproof clothing; see Appendix E: External Suppliers and Services for resources. If deposits of dirt are light, individual folders or

volumes can be rinsed with a garden hose with a spray nozzle, keeping the item tightly closed to avoid transferring dirt between the pages. If deposits are heavy, a series of 3 to 8 large plastic garbage cans should be set up with a garden hose running into each can and with the nozzle resting at the bottom. The water should be turned on to provide a slow but continuous flow into each can. Each item should be taken to the first can, held tightly closed, and immersed, and then to subsequent cans. The last station should have a hose with a spray nozzle for a final rinse. Excess water should then be squeezed from the volumes or folders.

Do not try to remove mud or stubborn stains; this slows the rinsing process and may further damage the materials. Note that the same rinsing procedure can be used for photographic materials and computer media, except that shallow dishpans or photo processing trays may be used instead of garbage cans.

3.1.3.2 *Removal and Packing of Wet Materials*

Wet materials are very susceptible to mold growth, which can begin to grow in 48-72 hours. As soon as possible, water-damaged materials need to be handled as follows:

- **Organize workers** into teams of 3 or 4 people. Inform everyone of the plan and assign tasks. Keep the same number of workers in each team to prevent bottlenecks.

- Bring, prepare and **assemble packing materials** (boxes, crates, cut waxed or freezer paper, labels, marking pens, pencils).

- **Prepare processing or packing site**. This area should be environmentally controlled and have adequate workspace. Cover work surfaces and carpets with plastic sheeting.

- **Sorting**

If time is available, sort materials into groups:

1. to be packed and frozen
2. to be air dried right away
3. to be left alone
4. to be disposed (do not discard without following agreed upon procedures)

- **Packing and removal**

Remove materials by using carts, human chains, or other means from the nearest accessible point to the nearby "dry area."

***Follow this order when packing*:**

1. Clear aisles and passageways first.

2. Start close to exits and work back.
3. Remove wettest materials next:
   If water from above, start with top shelf.
   If water from below, start from bottom shelf.
4. Remove boxes in a horizontal sequence.
5. As shelves are cleared, code each box according to its original location. Notepads and pencils should be used for tracking.
6. Stack boxes on pallets or skids. If the boxes are to be shipped off-site, secure them with strapping or shrink-wrap.
7. Transfer boxes to drying space or vendor.

- **Priorities**

-- Follow the established Salvage Priorities in Appendix H

-- Remove and pack **wettest materials first** as follows:

1. Valuable records and materials
2. Items that have already developed mold should be labeled as such and separated from the other materials.
3. Materials printed on coated paper (if allowed to dry, pages will block or form a solid mass)
4. Assign low priority to items that cannot be salvaged (e.g., coated papers that have begun to dry)

--Remove **very damp or partially wet materials next**

These materials are usually above the first four or five shelves and are packed closely.

-- Move **dry collections next**

Place these materials in a controlled environment away from the affected area, while the shelves, walls, floors, and ceilings are cleaned with disinfectant and necessary maintenance work is done to return the site to its normal condition.

- **Labeling**

-- Include the following information on the boxes when removing items to on-site recovery area (sample):

1. Record series number, department code or other identifying number
2. Record series title or department name
3. Record series carton or box number
4. Location removed from
5. Indicate type of materials, collection or format

-- Include the following information on the boxes when removing items to an off-site recovery area:

1. Archives and Records Center name
2. Location removed from

3. Record series number, department code or other identifying number
4. Record series title or department name
5. Record series carton or box number
6. Indicate type of materials, collection or format
7. Shipment box number

3.1.3.3 *Packing Do's and Don'ts*

(taken from http://www.protext.net/tips/packing.html)

- **Pack books to minimize sticking, distortion and swelling**
  When possible, maintain order and proper sequence. Give priority to 19th and early 20th century leather bindings, and to coated paper. Place waxed/freezer paper or deli wrap between books to prevent sticking. To help keep the textblocks from separating from or distorting the covers, place books one at a time, in either of two ways: flat reversing spines, as shown in Figure A, or spine down in a single layer, as shown in Figure B. Support each book firmly on either side to prevent further swelling. To minimize warping, pack books next to others of similar size. Pack boxes tightly enough to reduce shifting, but do not crush. Books will emerge from freezing in pretty much the same condition as they went in.

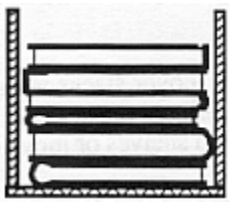

Figure A

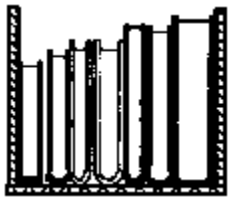

Figure B

- **Pack materials to provide support and minimize shifting**
  Records that are stored in boxes may be frozen, box and all, if box is still strong. It is also possible, in the interest of saving handling and reducing identification problems, to freeze entire file drawers removed from cabinets (however this can pose a problem of weight). If folders are to be packed in boxes, lay the box on its side so that the folders don't need to be supported as they are loaded, as shown in Figure C. Interleave folders every two inches with waxed/freezer paper or deli wrap. Loose documents, or those that have become separated from their folders may be piled flat in boxes. Fill the space between piles of documents and the sides of the box loosely with crumpled paper towels or other absorbent non-printed paper to prevent the contents shifting when boxes are moved, as shown in Figure D.

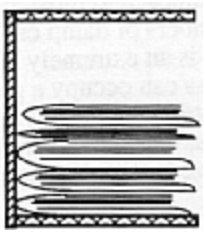

Figure C

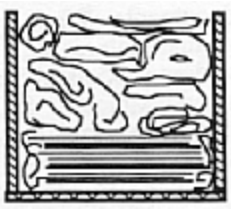

Figure D

- **Prepare to transport boxes**
  Keep coated paper wet, by lining boxes with garbage bags, then freeze as soon as possible. Label boxes. Keep an inventory by box and location of boxed and frozen materials. If boxes are piled on top of one another, stack neatly and straight, with corners aligned.

- **After freezing, arrange for drying**

Avoid the following when packing records:

- Don't pack books with spine up (bindings will sag and textblocks will pull out of bindings).

- Don't pack with unequal sizes side-by-side (smaller ones won't adequately support larger ones).

- Don't pack a second layer of books on top of spine-down books (creates too much weight for books on bottom and provides inadequate support for books on top).

- Don't pack books or papers with too much space at the bottom (will allow shifting).

- Don't haphazardly stack or cross-stack boxes that are filled (risks toppling or crushing boxes).

3.1.4 Documentation

It is essential to document where records are moved and what was done with them. This documentation allows the Archives and Records Center to keep track of which records were damaged and where they have been taken. Both written and photographic documentation should be maintained. Forms that will assist in documentation are provided in Appendix G: Record-Keeping Forms. These include the Packing and Inventory Form and the Incident Report Form (which should be used to document salvage decisions and who authorized them).

In general, all boxes and other containers must be labeled on all four sides. The contents should be described as appropriate (e.g., by shelf range, call number, cabinet, drawer, record group, series). It is also helpful to indicate the quantity of material, the type of damage, the priority ranking of the material, and the destination of the container (e.g., freezer, air-drying). Alternatively, each container can be given a brief description (e.g., floor/section and box number) and the Packing and Inventory Form can be used to record the detailed information described above.

3.2 SALVAGE METHODS FOR WATER-DAMAGED MATERIALS

3.2.1 General

The following are very basic initial stabilization and salvage instructions for various types of materials suffering from water damage. For sources for additional information, see Appendix L: Additional Sources for Information on Salvage of Specific Media.

Stabilization of water-damaged materials should take place within 48-72 hours to minimize the risk of mold growth and to prevent water damage from worsening. Salvage begins after the condition of the damaged materials has been stabilized and involves all procedures that contribute to making records usable again. The following recovery procedures, which are performed in-house, should be supervised by members of the Disaster Response Team who have been trained in basic recovery techniques. During the recovery and salvage of damaged materials:

- Handle wet materials carefully including their paper boxes.
- Do not remove containers unless disintegrated.
- Keep identification labels as found.
- Do not mark wet materials.
- To prevent further damage, do not stack boxes or materials in piles.
- When packing, fill cartons and crates three quarters full.

In addition,

- Don't stack books.
- Don't open wet books, exposing wet paper that tears easily.

- Don't press wet books or papers.
- Don't rub surfaces of paper or books, even if soiled (mud can be brushed off when dry).
- Don't remove book covers, or remove folders.
- Don't disturb wet file boxes, prints, drawings or photographic single sheets.
- Don't separate pages or single sheets of paper unless supported by polyester film or fabric.
- Don't use bleaches, detergents, or water-soluble fungicides on books or paper.
- Don't use staples, paper or binder clips, adhesive tape, or adhesives of any kind on wet paper.
- Don't use colored blotting paper or colored paper of any kind to dry books or other documents.

Finally, handle the following materials with caution:

- Coated papers (shiny papers used in periodicals and art books) require immediate attention.
- Water-soluble inks and media that are actively bleeding - these items need to be frozen immediately and then vacuum freeze-dried.
- Volumes bound in leather - if damp, the item can be dried between blotters. If wet, the item should be frozen and then vacuum freeze-dried.
- Leather, vellum and parchment bindings are an immediate priority since they distort and disintegrate in water. Separate from other books.

3.2.2 Paper (manuscripts, single sheets)

Documents with stable media should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze-dried. Do not try to separate single sheets. Do not attempt to sponge off mold. Pick up files by their folders, interleave between folders every two inches with freezer paper, and pack in milk crates or cartons, filling them three quarters full. If it is known from the outset that the records will be vacuum freeze-dried, interleaving is not necessary.

Documents with soluble inks (felt pens, colored pens, ball point pens) should be dried or frozen immediately. Do not blot the surface. Interleave between folders with freezer paper and pack in milk crates or cartons. The documents can be air-dried or vacuum freeze-dried.

- **Air Drying.** Single sheets or piles between 1/8" and ¼" can be laid out on tables, floors and other flat surfaces that are covered with unprinted newsprint, blotters or paper towels in an environmentally controlled room. Replace the absorbent materials as they become wet. Turn piles over on a regular basis to ensure thorough drying. After the records are completely dry, items should be re-housed in new folders and boxes. If documents are damaged or dirty, they can be photocopied or filmed.

- **Freezing.** Groups of materials should be packed as found; do not separate single sheets. The bundles should not exceed 2 inches in thickness. Turn the container on its side and stack the bundles, interleaved with waxed paper, on top of each other in the box until it is full. When filled, turn the box bottom side down so the packages are standing erect and not lying on each other. This will prevent the sheets from compressing together and forcing debris into the paper fibers. In a large scale incident or if there is a time restriction, the containers and contents could be frozen as found.

3.2.3 Coated Papers

If left to dry, coated paper will form a solid block, which can rarely be separated. If the coated papers are damp and not blocking they can be air-dried. If the coated papers are very wet or beginning to block, the safest thing to do is to freeze the documents until time permits proper recovery. At this time, it is believed that vacuum freeze-drying is the best method for coated papers.

- **Air Drying.** Separate individual documents using polyester sheets and lifting the plastic away with the paper. The paper can then be air dried on the polyester sheet. Also, coated papers can be dried by interleaving each page using waxed paper or polyester web covered blotters. Damp, non-blocking books can be fanned open and stood on edge with wax paper interleaving between each page.

- **Freezing.** Keep wet in cold water by packing in boxes, tubs or garbage cans lined with plastic garbage bags until ready for freezing. Freeze as quickly as possible. If more than one hour is needed to get collections to the freezer facility, use refrigerated trucks. Coated papers should only be vacuum freeze-dried, or use the Thermaline© (cryogenic freeze-drying) drying method (a proprietary, slower method of vacuum freeze-drying)

3.2.4 Maps, Plans and Oversize Manuscripts

Sponge water out of map drawers. Remove drawers from cabinet, ship and freeze them stacked with 1 inch x 2 inch strips of wood between each drawer. Pack loose, flat maps in bread trays, flat boxes or on plywood covered with plastic wrap or polyethylene sheets. Bundle rolled maps very loosely to go in small numbers to the freezer unless facilities are available for conservators to unroll them.

Stable media should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze-dried. Use extra caution if folded or rolled. Pack in map drawers, bread trays, flat boxes, on heavy cardboard, or poly-covered plywood.

Soluble media (maps and plans by reproductive processes and hand-colored maps) should be immediately frozen or dried. They can be air-dried or vacuum freeze dried. **Do not** blot. Interleave between folders and pack in map drawers, bread trays, flat boxes, on heavy cardboard, or poly-covered plywood. *Blueprints* will run and become unrecoverable if they are very wet, so salvage them quickly.

Drafting linens should be immediately frozen or dried. They are coated with starch and may stick together like coated papers. They can be air-dried by separating sheets and interleaving or vacuum freeze-dried. **Do not** blot the surface, and avoid pressure, inks can smear away. Pack in containers lined with plastic, map drawers, bread trays, flat boxes, on heavy cardboard, or poly-covered plywood.

Maps on coated paper should be immediately frozen or dried. Vacuum freeze drying is preferred. Pack in containers lined with plastic, map drawers, bread trays, flat boxes, on heavy cardboard, or poly-covered plywood.

- **Air Drying.** Single leaves or piles between 1/8" and ¼" can be laid out on tables, floors and other flat surfaces that are covered with unprinted newsprint or paper towels in an environmentally controlled room. After drying is completed, items should be re-housed in new folders and boxes. If documents are damaged or dirty, they can be photocopied or filmed.

- **Freezing.** Do not separate single sheets. Pack in folders or bundles at 2" intervals and place in clean map drawers, bread trays or flat boxes or on plastic covered plywood and freeze. After freezing, the materials can either be air-dried or vacuum freeze-dried.

3.2.5 Parchment and Vellum

A conservator must be consulted before beginning any recovery procedures. Parchment and vellum should not be vacuum freeze-dried; however, cryogenic drying (a slower method of vacuum freeze-drying) is acceptable.

If the materials must be moved:

- Do not move items until a location has been prepared to receive them. Parchment and vellum should be separated from other documents.
- Single items can be laid out on tables, floors and other flat surfaces that are covered with unprinted newsprint or paper towels, with the corners weighted.
- Multiple items should be interleaved with thin blotters (blotting paper) or paper towels, with the corners weighted.
- Check items frequently to replace blotters or towels, and to reposition the weights.
- Once the item is almost completely dry, place documents between blotters under a rigid plywood board or Plexiglas® and then apply evenly distributed light weight to prevent distortion.
- Freeze only as a last resort. **Do not** freeze dry gilded or illuminated manuscripts.

3.2.6 Bound Volumes

3.2.6.1 *Books, General*

General books and pamphlets should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze-dried. **Do not** open or close wet books, and **do not** remove book covers. Gently shape closed books to reduce the distortion set into the book on drying. If the water is very dirty, and there is enough time and help, consider rinsing; see Section 3.1.3.1, Packing – General Information, above, for instructions. To pack wet books, lay a sheet of freezer paper around the cover and pack spine down in a milk crate or cardboard box. Fill boxes only one layer deep. If books have fallen open, pack them as is in cartons or trays, stacking them in between sheets of freezer paper and foam. Oversized volumes can be packed flat in cartons or bread trays, 2-3 books deep.

Books with coated papers will stick together unless frozen or dried quickly. Freeze them, or keep them wet in cold water until they can be air-dried.

3.2.6.2 *Books, Rare*

Cloth bindings should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze-dried. **Do not** open or close wet books, and **do not** separate the covers. To pack wet books, lay a sheet of freezer paper around the cover and pack spine down in a milk crate or cardboard box. Fill boxes only one layer deep. If books

have fallen open, pack them as is in carton or trays, stacking them in between sheets of freezer paper and foam. Oversized volumes can be packed flat in cartons or bread trays, 2-3 books deep.

Leather and vellum bindings must be air-dried under the supervision of a conservator, as they distort and disintegrate in water and are highly susceptible to mold growth. Dry them immediately or freeze them (if many books are involved) until they can be thawed and air-dried. **Do not** open or close wet books, and **do not** remove the covers. To pack them for freezing, separate with freezer paper and pack spine down in a milk crate or cardboard box, filling the box only one layer deep.

3.2.6.3 *Air-Drying Bound Volumes*

Volumes that are thoroughly wet

1. Do not open. Do not remove covers. Do not fan leaves.
2. Place volume in closed position on its head on sheets of absorbent paper.
3. Place small pieces of binders board at fore edge to permit water to drain off efficiently.
4. Place paper towels between the covers and the text block; keep slightly open.
5. Change paper on the table as it becomes wet.
6. Place volume in front of moving current of air until dry enough for next step.

Volumes that are partially wet

1. Omit the drainage procedure described above.
2. Carefully open volume partially and interleave with paper towels or unprinted newsprint.
3. Place paper towels between the covers and the text block; keep slightly open.
4. Begin at back of volume and interleave every 20 pages. Be careful not to stuff the volume as this will cause the spine to warp.
5. If good drying conditions exist, volume may be left flat until paper towels absorb some water (about 1 hour).

Volumes with wet edges

1. Omit the drainage procedure described above.
2. Place paper towels between the covers and the text block; keep slightly open.
3. Interleave from the back of the volume about every 20 pages.

4. Shut volume and place on several sheets of absorbent paper without weights.
5. As drying proceeds, remove the wet interleaving sheets. Place new interleaving sheets at new locations during each step of drying. Turn volume over each time it is interleaved.
6. When leaves are almost dry, place light weight on volume to hold distortion of edges to a minimum.

Volumes that are damp

1. Stand book on edge, lightly fanned, and allow to dry in current of air.
2. If board covers are more damp than the text, place paper towels between boards and the book.
3. Pamphlets or paperbacks which cannot stand alone can be hung on a clothesline with the cord running through the center of the book. Thick pamphlets can be hung on two parallel lines.
4. When almost dry, go to the next step.

Volumes that are almost dry

1. Lay volume flat on table, push the spine and boards gently into position, then place between blotters and under plywood board or Plexiglas® applying light weight.
2. Leave in this position until volume is thoroughly dry (replacing blotters when needed).
3. Do not stack drying volumes or books on top of each other.
4. Do not return volumes to stacks until thoroughly dry, otherwise mold may develop along the inner margins.

3.2.6.4 *Freezing Bound Volumes*

1. Lay sheets of freezer paper, wax paper or silicone paper around the cover (to prevent the volumes from sticking together and to prevent the dyes in the covers from bleeding into the covers of the adjacent volumes) and pack spine down in a milk crate or cardboard carton. Pack in the crate vertically, one layer deep and three-quarters full. Do not try to change the shape of the volumes when packing them.

2. Place volumes with spine down, not on fore-edge. If placed on their fore-edge, the additional weight of the water will pull the paper out of the bindings.

3. Place volumes in strong cardboard record center boxes or plastic crates. Interlocking plastic crates make excellent containers for wet materials:

they are strong, the right size, easy to stack, and air can get to the materials.

4. Do not pack volumes too tightly; allow for air circulation. However, do not pack volumes too loosely or they will fall over and be further distorted. Pack three-quarters full.

3.2.7 Microforms

Handle microform materials in their boxes or envelopes/jackets. If microforms do not have boxes or jackets, do not handle area where images are printed. Handle by edges only.

Do not try to separate, untangle, clean, or dry film. Handle as little as possible.

3.2.7.1 *Microfilm*

Microfilm is stored on reels in boxes. The film has a gelatin emulsion layer which carries the image. The gelatin layer is easily softened by water and is an excellent medium for mold.

Microfilm must not be allowed to dry out. It must be kept wet and transported for professional processing (drying) within 72 hours, or it must be frozen within 48 hours for later processing.

- To transport film to a processing center:

-- Do not remove rolls of film from their boxes. Hold cardboard boxes and labels together with rubber bands.

-- Fill boxes with water, then wrap five boxes into a block with plastic wrap.

-- Pack the blocks into a heavy-duty cardboard box lined with garbage bags.

-- Label and ship wet film.

OR

-- Place film in sealed polyethylene bags.

-- Place bags in clean cold water in small plastic containers (not metal). If containers are larger than 5 gallons, they will be too heavy to lift.

-- Keep there while being transported. Eastman Kodak recommends that the water temperature be kept below 65° F to help prevent swelling

and softening of the emulsion. Ice - but not dry ice - may be added to the water if the film must be shipped any distance for processing.

-- Do not delay getting film to an experienced film treatment facility. Keeping it wet will retard and minimize damage, but may eventually dissolve the emulsion.

- **To freeze microfilm for later processing:**
    1. Do not remove microfilm from its boxes.
    2. Put a rubber band around each box.
    3. Stack microfilm boxes in larger boxes.
    4. Store in freezer. Because the formation of ice crystals in freezing may cause damage to the emulsion layer, and leave marks on the film, only blast-freezing should be done. It is a fast procedure, which helps keep the ice crystals size to a minimum.

3.2.7.2 *Aperture Cards*

Aperture cards should be frozen within 48 hours and should be air-dried or thawed and air dried later. To pack, keep wet and pack in plastic bags inside boxes.

To dry, remove the film chip from the mount. Wash the chip, if necessary. Air dry the chip emulsion side up on blotters or newsprint. Remount the chip when dry.

3.2.7.3 *Diazo Film*

Inspect Diazo films for blistering and delamination. If damaged, discard and replace with another copy. If undamaged, wash with clean water and air dry. Diazo can either be laid out on absorbent materials or hung to dry.

3.2.7.4 *Microfilm Strips in Jackets*

Should be frozen or dried within 48 hours. To dry, remove the strips from the jackets and air dry. If strips are dirty, wash in cool, clean water and then dry.

3.2.7.5 *Microfiche*

Microfiche should be frozen or dried within 48 hours. They should be air-dried immediately or thawed later and air-dried. To pack, interleave between envelopes and pack in milk crates.

3.2.8 Photographic Materials

3.2.8.1 *General*

Salvage without delay all historic photographs because photographic materials are more sensitive than other media and should be dealt with as quickly as possible. The time factor is especially critical since most water damage to photographic materials is permanent and cannot be reversed. A conservator who specializes in historic photographic processes should be contacted immediately.

Prepare for the processing and drying of photographic materials by spreading tabletops with small pieces of blotters or unprinted newsprint that can be changed as they become wet.

If photographic materials are affected by water, they should be arranged by type of base support, for each must be dealt with differently. Under no circumstances should the gelatin or collodion emulsion (image side) come into contact with any surface while drying. The softened emulsions will stick to other surfaces such as towels and blotters. A soft camel's hair brush may be used on the non-emulsion side to remove surface dirt.

When salvaging damaged photographs, remove them from any plastic or paper enclosures or frames. Save all information about the photos. If the enclosures or mounts have valuable information, dry them alongside the photographs.

If photographic prints are stuck together, keep them wet by placing them in plastic bags until time permits them to be worked on. Open the bags periodically to allow the prints to breathe. It is recommended to only freeze photographs as a last resort.

Note: Do not touch or blot the surface of the photographs!

- **Air Drying**
  - Allow excess water to drain off materials.
  - Lay photographs face up, on tables, floors or other flat surfaces covered with blotting paper, unprinted newsprint or paper towels. Surface should be slanted to allow for water to drain off of the photograph's surface.
  - Use clothes line and plastic clothespins to hang negatives for drying. Clip the negative in the corner, using unprinted newsprint or blotter paper to separate negative surface from clip surface.
  - Keep identification materials close to items to allow for proper placement after recovery process is completed.
  - Photographic prints and film negatives may curl during dry process. They can be relaxed later.
- **Freezing**

- Photographs should only be frozen as a last resort.
- Begin by interleaving each photograph or group of stuck photographs, without attempting to separate them, with wax paper.
- Place the photographs into plastic bags, several per bag.
- Keep frozen until ready to dry.
- The best method to dry frozen photographs is to thaw and air dry them by separating and laying them out as they thaw.
- **Do not freeze** collodion negatives, ambrotypes, tintypes, pannotypes, daguerreotypes or lantern slides.

3.2.8.2 *Cased Photographs*

These can include daguerreotypes, ambrotypes and tintypes mounted in a small case usually made of leather or gutta percha and lined in velvet or other fabric. Since these are mixed-media artifacts, it is best to leave them alone and wait for help from a conservator.

At the very least, excess water should be drained from them. Place them on blotting paper or paper towels on bread trays or drying racks (away from sunlight!).

3.2.8.3 *Film Negatives*

Modern sheet film (polyester base) can be immersed up to 72 hours before noticeable damage occurs to the emulsion. They can be blotted and, if stiff enough, hung with plastic clips on a clothesline to air dry. When thoroughly dry, place in new acid free enclosures.

Polyester-based negatives should be frozen or air-dried within 48 hours. Drying methods in order of preference are: air-dry immediately, thaw and air-dry later, or vacuum freeze-dry. **Do not** touch the emulsion with bare hands. To pack, keep wet and pack in small plastic bags inside boxes.

Historical sheet film (nitrate and acetate base) is <u>extremely</u> susceptible to water damage and in most situations will not survive. The gelatin emulsions are too delicate and will become immediately solubilized. Determine if copy or original matching prints exist; if so move on to other priorities. Otherwise do not handle until a conservator can be consulted.

Deteriorated nitrate negatives with soluble binders should be immediately dried or frozen. The recovery rate may be low. They should be air-dried or thawed later and air-dried. **Do not** blot the surfaces. Pack horizontally.

Nitrate negatives in good condition should be frozen or air-dried in 48 hours. Drying methods in order of preference are: air-dry immediately, thaw later and air-dry, or vacuum freeze-dry. **Do not** touch the emulsion with bare hands. To pack, keep wet and pack in small plastic bags inside boxes.

Acetate negatives in poor condition should be immediately dried or frozen. The recovery rate is low. They should be air-dried, thawed later and air-dried, or vacuum freeze-dried. Handle carefully due to swelling of the emulsion. Pack horizontally.

Acetate negatives in good condition should be frozen or air-dried within 48 hours. Drying methods in order of preference are: air-dry immediately, thaw later and air-dry, or vacuum freeze-dry. **Do not** touch the emulsion with bare hands. To pack, keep wet and pack in small plastic bags inside boxes.

3.2.8.4 *Glass Plate Negatives*

Dry-plate negatives: blot and lay on bread trays; watch for swelling and flaking emulsions. Do not handle until a conservator can be consulted.

Collodion wet-plate negatives are extremely susceptible to water damage and in most situations will not survive. The emulsions are too delicate and will become immediately solubilized. Do not handle until a conservator can be consulted.

Wet collodion glass plate negatives should be dried immediately. The recovery rate is low. Air-dry face up and **do not** freeze. Handle with care, due to glass supports and fragile binder. Pack horizontally in a padded container.

Gelatin dry-plate glass plate negatives should be frozen or dried within 48 hours. Air-drying preferred, or thaw then air-dry, or vacuum freeze-dry. Hand with care. To pack, keep wet and pack in plastic bags, vertically in a padded container.

3.2.8.5 *Glass Lantern Slides and Autochromes*

These can be frozen or dried within 48 hours. Air drying is preferred, or thaw then air-dry. Handle with care due to loose binding tape and glass. Pack vertically in a padded container.

Prop on their long edge to maximize draining, but these are extremely susceptible to water damage and in most situations will not survive. The emulsions, hand coloring, and dyes are too delicate and will run or become immediately solubilized. Do not handle until a conservator can be consulted. They will eventually have to be disbound and re-mounted.

3.2.8.6 *Color Transparencies and Mounted (2X2) Slides*

If not immediately possible to air-dry, these may be placed in zip-lock bags filled with clean, fresh water. However, prolonged immersion can affect cyan dye stability.

Mounted slides may be air dried in their cardboard or plastic mounts. Cardboard mounts may swell and float off. The information on the mount should be kept with the slide as it air dries.

Color transparencies may be air dried as for polyester sheet film negatives.

Mounted *color slides and chromogenic color transparencies* should be frozen or dried within 48 hours. Drying methods in order of preference are: air-dry in mounts if possible, thaw and air-dry, or vacuum freeze-dry. Handle by mounts or edges. To pack, keep wet and pack in plastic bags inside a box.

Additive color transparencies (Autochromes, Dufaycolor) have a poor recovery rate because the dyes dissolve. They should be packaged to prevent water damage. If they become wet, air-dry immediately. **Do not** freeze. Handle carefully due to loose binding tape and glass.

3.2.8.7 *Prints and Paper-Based Images*

Salvage color photographs first, and then black and white prints. Modern unmounted black and white and color prints may be air-dried but will likely curl severely following drying. They may be flattened between polyester webbing and blotters under glass and weights. This can be done well after the disaster has taken place.

Mounted black and white and color prints may be air-dried and re-humidified as above; however, severely damaged mounted prints should be left to a conservator.

Unmounted albumen prints will curl severely while air drying and therefore should be lightly restrained during the process. It is unlikely any wet albumen emulsion or binder will stick to another surface; therefore polyester webbing and absorbent paper towels can be used.

Color images made with the dye transfer and dye imbibition process may bleed severely following water damage.

20th century photographic processes: silver gelatin prints should be frozen or dried within 48 hours. Drying methods in order of preference are: air drying immediately, thaw and air-dry later, or vacuum freeze-dry. **Do not** touch the emulsion with bare hands. To pack, keep wet and pack in plastic bags inside boxes.

Dye transfer prints should be air-dried face up immediately. The recovery rate is poor. **Do not** touch the emulsion and transport horizontally.

Chromogenic prints and negatives should be frozen or dried within 48 hours. Drying methods in order of preference are: air-dry immediately, thaw and air-dry later, or vacuum freeze-dry. **Do not** touch the binder with bare hands. To pack, keep wet and pack in plastic bags inside boxes.

3.2.8.8 *Motion Picture Film*

If only the outside of the can is wet, dry the container and relabel if necessary. If the film is wet, fill the can with clean, cold water and replace the lid. Pack into plastic containers or cardboard box lined with garbage bags. Arrange for a film processor to re-wash and dry within 48-72 hours.

3.2.9 Magnetic Media on Tape or Floppy Disk

Whenever handling these materials, be sure not to touch disk or tape surfaces with bare hands.

The best procedure for salvaging magnetic media is to use backup copies to recreate the information. Do **not** attempt to play any damaged tapes or disks, as they can damage the equipment on which they are being played. If tapes and disks must be salvaged, immediately contact a magnetic media recovery company and inquire what steps, if any, should be taken to stabilize the items prior to treatment.

Separate tapes into categories: dry tapes, wet boxes only, and wet tapes. If water has condensed inside a tape, treat the tape as wet. Immediately rinse off tapes soaked by dirty water or seawater. **Do not** unwind tapes or remove them from the reel. If they cannot be dried immediately, keep tapes wet, at their initial level of wetness (e.g., **do not** immerse tapes that are only wet on the outside of the tape pack). Tapes can stay wet for up to 72 hours if necessary, but care must be taken with tapes that have labels with water soluble adhesives and inks, or older tapes that may disintegrate if immersed too long. To pack, keep tapes wet in plastic bags. Pack vertically in plastic crates or

tubs. **Do not** freeze magnetic tapes because they can stretch and lubricants can migrate out.

Air-dry by supporting the tapes vertically on blotting material or lay the reels on sheets of clean blotter paper. **Do not** touch magnetic media with bare hands. Use fans to keep the air moving but **do not** blow air directly on the items. If humidity is high, use portable dehumidifiers to slowly bring the humidity down to 50 percent. Dry tapes that have paper boxes and labels within 48 hours if possible; be sure to keep the tapes near their boxes for identification purposes.

As with magnetic tapes, separate magnetic disks into three categories: dry, wet enclosures only, and wet media. If water has condensed inside disks, treat them as wet. Air-dry disks; **do not** freeze. **Do not** touch disk surfaces with bare hands. Keep wet until they can be air-dried, and pack vertically in plastic bags or tubs of cold water.

3.2.10 Compact Discs (Audio, Video, Computer, DVD, Multi-Media)

Separate from case and enclosed paper. If dirty, wash the disc with clean water, making sure not to rub or scratch surface. It is recommended to use distilled water for the final rinsing. When ready, the disc should be air-dried vertically (in a rack or with other support). **Do not** vacuum freeze-dry. Dry the case and enclosed paper separately within 48 hours or vacuum freeze-dry (treat the paper according to above guidelines for paper).

3.2.11 Phonograph Discs

Remove the discs from their sleeves and jackets. Mark the center of the disc with a grease pencil and keep track of the labels and sleeves. Jackets, sleeves and labels can be treated like other paper materials. If the discs are dirty, clean them in distilled water. Air-dry the discs on supports that provide for circulation of air.

Salvage shellac and acetate disks first, as they are sensitive to water. Air-dry within 48 hours. Freezing is untested; if it is necessary, freeze at above 0 degrees Fahrenheit. Freeze or dry enclosures within 48 hours. Air-dry, preferably with a record-cleaning machine. Hold discs by their edges. Avoid shocks and jolts during transport. Pack vertically in ethafoam-padded cases.

3.2.12 Art on Paper

Prints and drawings with stable media should be frozen or dried within 48 hours. Air-dry or vacuum freeze-dry. Don't separate single sheets. To pack, interleave between folders and pack in milk crates or cartons.

Oversize prints and drawings should be frozen or dried within 48 hours. If they are damp, air-dry or vacuum freeze-dry. If they are wet, vacuum freeze-drying is preferred. Use extra caution if folded or rolled. Pack in map drawers, bread trays, flat boxes, on heavy cardboard or poly-covered plywood.

Framed prints and drawings should be frozen or dried within 48 hours. If time permits, unframed and pack as for single sheets of paper [see Paper (manuscripts, single sheets) Section 3.2.2, above]. Once unframed and unmated, air-dry or vacuum freeze-dry. Handle with care. Can be packed in map drawers, bread trays, flat boxes, on heavy cardboard, or poly-covered plywood.

Soluble media (watercolors, soluble inks, and hand colored prints) should be frozen or dried immediately. Air-dry or vacuum freeze-dry. **Do not** blot. To pack, interleave between folders and pack in milk crates or cartons.

3.2.13 Newspapers

Bound or loose newspapers should be frozen or dried within 48 hours. They can be air-dried or vacuum freeze-dried. Pack oversize materials flat.

3.2.14 Posters

Freeze or dry immediately. Vacuum freeze-drying is preferred due to coated paper. Can also be air-dried by separating pages and interleaving. Keep wet in containers lined by garbage bags.

3.2.15 Scrapbooks

Scrapbooks should be frozen or dried within 48 hours. If the scrapbook is not boxed and the binding is no longer intact, wrap in freezer paper before freezing. Vacuum freeze-drying in preferred, although it should not be used for photographs. If scrapbooks are to be vacuum freeze-dried, the photographs should be removed first, Air-drying may be used for small quantities that are only damp or water-damaged around the edges. The scrapbooks should not have large amounts of coated paper or soluble adhesives. **Do not** move items until an area has been prepared to receive them. Large scrapbooks must be supported with boards.

3.2.16 Videotapes

Immediately rinse off tapes soaked by dirty water. Dry within 48 hours if they have paper boxes and labels. Otherwise, tapes can stay wet for several days. **Do not** freeze. Air-dry. **Do not** touch magnetic media with bare hands. To pack, keep tapes wet in plastic bags. Pack vertically in plastic crates or tubs.

3.3 REHABILITATION OF WATER-DAMAGED RECORDS

Rehabilitation of records is the process of returning them to a usable state once they have been salvaged. Once wet collections have dried, they are not simply ready to put back on the shelf. Depending on the nature and extent of the disaster, the rehabilitation process may be relatively quick and easy, or it may take a great deal of time and money. If there is a great deal to be done, it may be necessary to hire and/or train additional personnel to handle the work. Unfortunately there is no simple way to make rehabilitation decisions; all damaged items must be examined and sorted, and categorized according to their needs.

Options for rehabilitation of water-damaged records include:

- **Cleaning**. Some materials may have been rinsed before being allowed to dry. If dry paper-based records still have mud or other debris, they can be cleaned by brushing or vacuuming. However, any works of art or other valuable materials need to be cleaned by a conservator. If materials have sewage contamination, they should be discarded or cleaned by a professional.

- **Repair and rebinding**. If trained staff is available, it may be possible to do minor repairs to books and paper documents in-house. If there are a large number of books requiring rebinding, they should be sent to a commercial binder.

- **Professional conservation treatment**. Treatment by a conservator is usually reserved for materials of significant value, due to the high cost of treating individual items. Treatment might include cleaning, removal of stains, and rebinding.

- **Rehousing / relabeling**. Water-damaged boxes, folders, envelopes, sleeves, and other enclosures will need to be replaced. Be sure to copy all identification information to the new enclosures. It may also be necessary to replace labels and other items.

- **Data verification**. Tapes and disks that have been dried on-site or sent out to a commercial company for recovery will need to be checked to verify that the data is readable.

3.4 RECOVERY AND REHABILITATION OF FIRE-DAMAGED MATERIALS

Records that have been involved in a fire often also suffer water damage and they should be treated for that problem first. Problems that result specifically from fire include charring (either completely or just around the edges), smoke or soot deposits, and smoke odor.

If records have been charred but are still readable, they can be microfilmed or photocopied if they are of value, but great care must be exercised because the paper may be extremely brittle. Paper manuscripts should be kept with their original containers to aid identification. Badly charred documents can be deciphered by special photography or chemical processes. **Never** try to open charred bundles. Carefully wrap and deliver the bundle to a conservator. Pick up single sheets with a piece of cardboard and cover the document with a second piece of cardboard. Make a rigid package if materials will be sent out for restoration.

Damage to film, photographs, magnetic tapes, and disks caused by exposure to intense heat is generally irreversible unless their containers provide sufficient insulation. The best way to determine if damage has been done is to give them a careful examination. Contact a conservator and a magnetic media professional for recovery options.

Options for rehabilitation of fire-damaged materials include:

- **Cleaning**. Dry-cleaning can be used to remove smoke and soot deposits. Vacuuming, cleaning with dry-chemical sponges, or dry-cleaning powder and erasers are common methods. Wet cleaning should not be used.

- **Odor removal**. For collections with a residual smoke odor, there are professional companies that specialize in deodorization. Treatment in an ozone chamber will reduce the odor, but ozone is a powerful oxidizing agent that accelerates the aging of paper, so it should not be used on archival or other intrinsically valuable materials. Another possibility is to use storage boxes that incorporate zeolites; these have been shown to be effective in odor reduction. Placing records in an enclosed container with baking soda, activated charcoal, or kitty litter may also help (these materials should not come into direct contact with the records, however).

- **Recovery of information in charred items**. In rare cases of records that are badly charred but very important, it may be possible for a forensic science laboratory to retrieve information from the materials. This treatment is very expensive and would only be justified for unusually valuable items.

- **Repair and rebinding**. As with water-damaged records, charred items can be repaired and rebound. Charred edges would be trimmed and the volumes rebound, as long as the pages are not too brittle.

- **Professional conservation treatment**. As with water-damaged records, treatment by a conservator is usually reserved for materials of significant value, due to the high cost of treating individual items.

- **Rehousing / relabeling**. Boxes, folders, and other enclosures that have suffered fire damage will need to be replaced. In additions, items that have suffered fire damage may be very brittle and may been special enclosures to protect them from future damage.

3.5 RECOVERY OF RODENT OR INSECT DAMAGED MATERIALS

Rodents or insects in any part of the records must be eliminated as quickly as possible to prevent the spread of damage. To protect your health, use proper gloves, HEPA filter masks and clothing that can be immediately laundered. Isolate the infested materials from the rest of the records. Identify the type and extent of the infestation.

Contact the Department of Public Works liaison for the Archives and Records Center or 375 Executive Boulevard for service under the County Pest Control contract or for special cleaning to restore the infected area.

3.6 RECOVERY OF MOLD OR MILDEW DAMAGED MATERIALS

Mold or mildew occurs on books and paper when temperatures and humidity are uncontrolled. Mold spores, which are always present in the air and on books, multiply rapidly when temperature and relative humidity are high and the air is stagnant. Some molds may grow when the temperature is as low as 40 degrees F, if the relative humidity is above 65%. When a severe mold attack has occurred and the area has not been thoroughly fumigated, propagation can start again at temperatures and relative humidity levels below those generally considered threshold limits. In order to prevent mold formation, temperature and relative humidity levels should be maintained at or under 68 degrees F (plus or minus 2 degrees) and 45% relative humidity (plus or minus 5%).

As discussed in Section 2.10.3, in-house clean-up of mold must be undertaken following specific OSHA guidelines in order to protect the health of those performing the work. Consult that section for additional information on how to recover from a mold outbreak.

In case of infestation, protect your respiratory health. Wear appropriate gloves, respirators and clothing (smock, lab coat, etc.) that can be taken off when leaving the area. Separate the affected materials and move them to an isolated area away from other records to prevent spreading, and then contact a conservator. Place the items into a controlled environment that has proper temperature and humidity ranges, and constantly circulating air though not if the air is being re-circulated into the working space.

Do not attempt to do any recovery work. Immediately contact a conservator and let trained personnel treat the affected items. Freeze immediately if a conservator cannot be reached or will be unavailable for days.

Even after the items have been treated, mold spores will remain, no matter what the treatment, so mold damaged records must be kept at low RH conditions forever or the mold can reoccur.

3.7 RECOVERY OF MATERIALS FROM A STRUCTURALLY DAMAGED BUILDING

If there is structural damage to the Archives and Records Center or 375 Executive Building, entry into the building to assess damage to records will be delayed until engineers have assessed the extent of the structural damage and determined that the building is safe for records recovery to begin. This delay may extend beyond the 48-72 time period during which mold begins to grow on wet records, adding another recovery issue to be dealt with.

3.8 CLEANING AND STERILIZING THE AFFECTED AREA

An ideal environment for mold growth is possible as a result of water left behind from leaks, flood waters or fire hoses, particularly if the temperature is high. Sterilization of mold infested materials is a high priority. Infected materials are to be segregated from the records until they are treated.

Sterilization

If a flood or fire occurred, water soaked ash and mud will be deposited. If days have passed since the disaster, mold growth may be evident on walls, shelving and furniture. Besides cleaning, the area must be sterilized so that mold will not infect the records once they are returned to the area.

Procedures for sterilizing affected areas include:

1. Remove all incidental materials, such as curtains, furnishings, etc. from the affected area.

2. Thoroughly wash floors, ceilings, walls, shelves and any furniture with a germicidal cleaner. Appropriate cleaners include unscented bleach, as well as 10% Isopropyl Alcohol. When washing, include the undersides, corners and backs of shelves. Disposable wipers should be used to avoid the spread of contamination. Be sure to provide adequate air circulation during the cleaning process.

3. Rinse the sterilized surfaces several times with clean water to remove any remaining cleaning agent.

4. Allow surfaces to dry thoroughly, and ventilate the area, using fans and dehumidifiers to remove excess humidity and cleaning agent vapors.

5. Do not return records to the space until all cleaning agent odors are gone and the humidity is below 50%.

3.9 OTHER REHABILITATION CONSIDERATIONS

Additional rehabilitation activities will be required before records can be returned to the shelves. Catalog records and finding aids will need to be updated to reflect any withdrawals, replacements, destructions, or other changes. Furnishings and shelving will need to be cleaned, repaired, and/or replaced. Finally, the records themselves will need to be reshelved or refiled.

In some cases, rehabilitation of the records may not be possible due to excessive damage, or rehabilitation may be more expensive than other options such as replacement. Thus, in making rehabilitation decisions, there are several alternatives that must be considered. It may be possible to discard some damaged materials, if they are non-essential or easily replaced by photocopying or microfilming (or in the case of printed materials by purchasing replacement copies).

It is difficult to plan ahead for specific rehabilitation activities, since it is impossible to know the extent or nature of the disaster in advance. When the time comes to plan for rehabilitation, these general planning issues will need to be considered:

- What specific steps are needed for each rehabilitation activity?

- Who will carry them out?

- Who will supervise the work?

- Where will the work be done?
- Will temporary storage space be needed?
- What kind of work flow makes sense?
- Who will have authority to discard badly damaged items?
- What funds will be available? Will they come from the operating budget?
- How should rehabilitation priorities be set to allow quick resumption of essential services?
- How much of the work can be done by staff and how much needs to be contracted out?

3.10 RETURNING OPERATIONS TO NORMAL

Returning operations to normal may prove to be the most difficult, time consuming, and expensive activity. Be prepared to spend the time necessary to formulate an adequate work plan, prepare the facility and make all records available for normal business and reference use

In the days following a disaster, a few tasks that should be done include: examining the affected area to verify that all records have been recovered, ensuring that all wet items have been removed, cleaning up garbage and determining if there is structural damage or other safety hazards.

The Disaster Response Team should meet to discuss the incident and evaluate the damage, the response, the disaster plan, and determine what can be done to prevent a future reoccurrence. Approval should also be sought to replace all supplies that were used during the incident.

Since it will take several days to several weeks for wet collections to adequately dry, the time should be used to gather the inventories of records that were moved during the disaster. A plan should then be formulated to return the items to their correct locations and have new labels and protective covers made, if necessary. Also during this time, staff should make use of existing inventories and lists to identify damaged items that are not labeled or otherwise identified.

When the drying operation is over, separate records according to the different follow-up processing intended. Sort those:

- to be returned to the area
- to be repaired
- to be microfilmed
- to be replaced

3.11 EVALUATION OF SALVAGE EFFORTS AND DISASTER PLAN

Once salvage has been completed, ensure that a Collection Incident Report Form (see Appendix G: Record-Keeping Forms) has been filled out completely, documenting all decisions that were made during the recovery.

After operations are back to normal, it is also a good idea to hold a meeting of the Disaster Response Team to discuss the disaster, including the cause, what can be done to prevent a reoccurrence, the response, the recovery operation, how successful the salvage efforts were, how to improve response and recovery operations during future incidents and whether any changes need to be made to the disaster plan. The Post-Incident Review Questionnaire in Appendix G: Record-Keeping Forms, can be used to facilitate this review.

APPENDIX A – BUILDING INFORMATION – 2199 SAW MILL RIVER ROAD

A.1 BUILDING EVACUATION PLAN

Subject:	**Building Emergency Evacuation Plan** **Westchester County Archives and Records Center** **2199 Saw Mill River Road, Elmsford**
Revision Date:	August 12, 2021
Supersedes:	All earlier versions
Originator:	Office of Risk Management / Public Safety / Public Works

Building Safety Director: Christopher A. Gratzel

Building Safety Director 1st Alternate: Courtney Fallon

Building Safety Director 2nd Alternate: Stephanie Chavarri

Background:
In the event of a fire or other emergency, including a bomb threat, evacuation of personnel may be crucial to life safety. The procedures outlined below help ensure a quick and orderly evacuation. For specific procedures to follow regarding bomb threats, refer to the attached May 2007 "Bomb Threat Evacuations" memorandum.

Procedures:
A. In the event of a fire, the person discovering the fire shall immediately activate the nearest fire alarm box. In the event of other emergency, immediately notify your supervisor, who will in turn, notify 911 and Public Safety (Westchester County Police) at 864-7890 or 864-7600.

B. The Fire Wardens shall select the safest exit to use for evacuation. This selection is made on the basis of the location of the fire and any information received. The Fire Wardens shall check the safety status of the exit prior to evacuation. If the fire, smoke or other obstructions affect it, an alternate exit shall be selected.

Fire Wardens shall see that all occupants within a specifically assigned area and the surrounding area, including bathrooms, closed offices, etc., are notified of the fire or emergency, and that they proceed to execute the Emergency Evacuation Plan.

C. Fire Wardens will identify themselves to individuals in their area who may require special assistance. In the event of a drill or evacuation, Fire Wardens shall assist and evacuate these individuals, along with a designated buddy*, at the designated safe areas.

   * A "Buddy System" should be established between a person needing assistance and an associate in the same work area. When possible, these individuals should remain together until evacuation or notification from the Fire Department of appropriate alternative action.

D. Visitors in the building should be directed by the Fire Wardens to evacuate during drills or emergencies.

E. Fire Wardens should instruct people that they should move quietly and quickly as possible, without running; proceed to the outside and away from the building to the designated safe area.

F. The last person out of the office should close the windows and door without locking it as long as these activities do not delay evacuation. This will help to confine a fire until the arrival of the Fire Department.

G. Once evacuation of an area has begun, no one should attempt to re-enter the area until it has been declared safe by the responsible authorities.

H. Immediately after the evacuation of the building, the Fire Wardens will report to the Building Safety Director the status and location of persons needing special assistance and any other pertinent information. Fire Wardens will then assist with moving people away from the building.

I. Upon leaving the building, all personnel will move to the **designated safe area – the brown Records and Archives Center sign at the entrance road to the building.** If it is necessary to exit the building from other than the main entrance, and as soon as it is safe to do so, all personnel should make their way around the outside of the building to the **designated safe area**.

J. Once the building has been declared safe to re-enter by the Fire Department, the Building Safety Director will do the appropriate notification.

If the building evacuation has occurred as the result of a bomb threat, the Westchester County Public Safety Commissioner will decide when employees may return to the building and this decision will be transmitted to the Building Safety Director, or his alternate.

Duties and Responsibilities:

Head of Office:
The Department Head is responsible for the following:

1. Assignment of the duties of Fire Wardens to responsible persons in sufficient numbers to adequately assist office staff and visitors during evacuations and ensure daily coverage of these duties.

In the selecting the number of and appropriateness of fire wardens, consideration should be given to the density of staff locations and the idiosyncrasies of the building layout, including isolated areas, reception areas, etc. At a minimum, one Fire Warden should be appointed for every 20 employees.

2. Any changes to the assignment of Fire Wardens (additions, deletions, changes of Fire Wardens, their telephone numbers and location) should be communicated to the Office of Risk Management as soon as possible.

3. Ensure that all employees within their assigned areas have a current copy of the building Emergency Evacuation Plan.

Lead Fire Warden:
Every department should designate an on-site Lead Fire Warden who will act as the primary department contact with the Office of Risk Management and the Building Safety Director on the issues relating to the Building Emergency Evacuation Plan. Responsibilities of the Lead Fire Warden include the following:

1. Attend all Emergency Evacuation training sponsored by the Office of Risk Management.

2. Be familiar with the workplace layout and the alternative escape routes from the workplace.

3. Identify all workplace employees who may need special assistance during an evacuation and arrange for a "buddy system."

4. Be completely familiar with the Fire Warden responsibilities described in the Building Evacuation Procedures.

5. Coordinate the completion of the Fire Prevention Checklist, by one Fire Warden of every area, on a quarterly basis.

Building Safety Director:
The Building Safety Director will be responsible for assisting the Fire Department when it arrives, and notifying the Fire Department of any important information pertaining to the building and its occupants. They are responsible for completing the Fire Prevention Checklist on a quarterly basis, in the first week of January, April, July, and October, and mailing the completed checklist to the Office of Risk Management.

Office of Risk Management:
Responsibilities of the Office of Risk Management include the following:

1. Develop and maintain a current Emergency Evacuation Plan and Procedures.

2. Organize appropriate Fire Warden Training.

3. Maintain a current Fire Warden list.

4. Maintain Fire Prevention Checklists.

5. Conduct and evaluate emergency evacuation drills.

Fire Warden's Fire Prevention Safety Checklist

- To be completed in the first week of January, April, July, and October.
- Then mail to Office of Risk Management.

Housekeeping:	Yes	No	Comment

Are no smoking signs posted?……..	_____	_____	_____
Are covered metal cans used for oily and paint soaked waste?…..	_____	_____	_____
Are all areas adequately illuminated?……..	_____	_____	_____
Are all floor openings covered or otherwise guarded?……..	_____	_____	_____
Are stairwells in good condition and standard railings provided for every flight having one or more riser?……..	_____	_____	_____
Are aisles maintained and free of tripping hazards?……..	_____	_____	_____

General Safety:

Are emergency telephone numbers posted where they can be easily seen in case of fire ?……..	_____	_____	_____
Are all exits visible and unobstructed?……..	_____	_____	_____
Are fire extinguishers inspected?……	_____	_____	_____

<u>General Public Area:</u>

Are walkways and surfaces smooth?……..	_____	_____	_____
Are all areas free from tripping hazards?……	_____	_____	_____
Is emergency lighting provided?……..	_____	_____	_____
Are all “Exit” signs illuminated?……	_____	_____	_____

FIRE WARDENS – 2199 SAW MILL RIVER ROAD

Date: October 2016 Warden: Courtney Fallon

FLOOR	MAP LOCATION	NAME		LOCATION	PHONE	EMPLOYEES IN AREA	ESCORT	EMPLOYEE
1		Christopher Gratzel*			231-1504			
1		Courtney Fallon**		Archives Office Space and Reading Room	231-1507	4 plus any volunteers and patrons		
1		Patrick Raftery		Westchester County Historical Society	592-4323	2 plus any volunteers, interns and visitors		
1		Stephanie Chavarri***		Records Center; Loading Dock and Boiler Room Records Center space at 375 Executive Boulevard	231-1516	4 plus any visitors or summer help		

* Building Safety Director

** Building Safety Director 1st Alternate

*** Building Safety Director 2nd Alternate

^ Lead Fire Warden

A.2 UTILITY/SHUT-OFF CONTROL LOCATIONS AND PROCEDURES

1. The main shut off valve for the **sprinkler system** is in the supply room (adjacent to the boiler room) across from the back-up server room.

2. The main **water** shut off is located in the supply room (adjacent to the boiler room) across from the back-up server room. There are also **water shut-offs** located within each of the Archives and WCHS vaults so that water can be cut-off just to those locations if that is where the problem is, without shutting off water to the entire building.

3. The **circuit breaker panels** for the building are located as follows:

    a. Electrical supply room – in boiler room, next to outside door. Not to be handled except by electrician, unless in extreme emergency.
    b. Main sub panel -- controlling the major electric devices in the building (e.g., HVAC units) – in boiler room, to the left of the door to the supply room
    c. Outlets for front of building (office areas; archival stacks) including those for major appliances (refrigerator, soda machine) – supply room across from water cooler (note: this room is kept locked; the key is in the key safe, which is located in the office off of the Scanning Area).
    d. Lights for the front of the building (office areas; archival stacks) – inside WCA archival stacks on first floor
    e. Scanning room equipment – in scanning room
    f. Records Center outlets and lights – three circuit breaker panels within Records Center (note: the breakers in these three panels are not well marked)

A.3 POWER-DOWN PROCEDURES

Before powering down anything, contact:

DPW Facilities Manager – John Baudille (914) 995-2247 or (914) 494-4403 (cell)
DPW On-site Facility Manager – Vincent Ninzatti 803-5584 (cell)
Records Manager – Chris Gratzel (845) 551-5622 (cell)
Backup Network Installation – Joe Paolicelli (995-4179)
Backup Server Installation – Joe Paolicelli (995-4179)
Lightpath Installation – Lisa Losier (995-5175)

Equipment Shutdown Procedures
(**Before powering down anything, see previous list to contact John, Vinny or Chris)**:

- All appliances, such as refrigerators, soda machine and microwave should be powered off. Reverse procedure when system is restored.

- All network/computer type systems should be properly shut down and powered off. This includes every fax machine, computer, scanner, and copier. Leave alone for their usual operators to power on.

- Fire alarm monitoring system: Simplex (1-888-746-7539) is to be called and the alarm system taken off-line. Afterward, when power is restored, the system must be put back on-line. The monitoring service will request our password (David).

- Intrusion alarm monitoring system: Scarsdale Security ((914) 722-2222) is to be called and the alarm system taken off-line. Afterwards, when power is restored, the system must be put back on-line. The monitoring service will request our password (David).

- 30 Ton HVAC [main building HVAC]: turn off the circuit breaker in the main sub panel, located in the boiler room, next to the supply room door. REVERSE procedure when system is restored.

- 5 Ton Liebert HVAC [back-up server room HVAC]: shut the off button on the display panel on the unit itself, located in the supply room, outside the server room. Then return to the aforementioned main sub panel and throw both circuit breakers, left side of panel – they are marked. REVERSE procedure when system is restored.

- 3 Ton HVAC: located in the Scanning Area, ensure that the unit was powered off. If not, power off using the remote control. Leave off until next business day.

- Data-Aire HVAC: located in the WCA vault, shut the off button on the display panel, then open door to the unit and shut that switch. REVERSE procedure when system is restored.

- Data-Aire HVAC: located in the WCHS vault, shut the off button on the display panel, then open door to the unit and shut that switch. REVERSE procedure when system is restored.

- 3 Ton HVAC: located in the WCHS office area -- on the wall in the central office area, on the thermostat unit, shut the off switch only.

- Circuit Breaker Panel in front section of the building, across from water cooler: check breakers that one may want to shut off, e.g., refrigerator, soda machine, etc. Reverse procedure when system is restored. Key to closet door for circuit breaker panel is located in the key safe. Key safe is located in office off the Scanning Area.

- Muenters Unit – Call Chris or Vinny if need to power down for instructions.

Power-down procedures last revised as of 08/12/2021

A.4 FIRE PROTECTION SYSTEMS

A.4.1 Fire Alarm Pull Box Locations

Fire alarm pull stations are located at [five] exit doors in the Archives and Records Center as follows:

1. between the doors to the ladies' and men's restrooms to the right of the front door of the Archives and Records Center

2. to the immediate right of the back door in the kitchen

3. about 4½ feet to the left of the door at the very back of the Records Center

4. to the immediate right of the door in the middle of the west side of the Records Center and

5. [to the left of the doors to the loading dock when exiting from the "low E" section of the Records Center.]

With the exception of the pull station at the front door, which is tan, the other [four] pull stations are red and rectangular in appearance and all are approximately 4½ feet off the ground.

A.4.2 Fire Extinguishers

There are [14 pressurized water fire extinguishers and 28 dry chemical ("ABC") fire extinguishers] [Check with Vinny Ninzatti for final count] in the Archives and Records Center. See Appendix I for a floor plan of the Archives and Records Center marked with fire extinguisher types and locations [Vinny Ninzatti has floor plan with updated fire extinguishers]

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The type of fire extinguisher to use on a fire depends on what type of fire is being fought. The table below describes both the types of fires and the proper type of extinguisher to use on them. Because the Archives and Records Center has primarily "ABC" fire extinguishers which can be used on all types of fires, it will usually not be necessary to determine what type of fire is being dealt with before deciding which type of fire extinguisher to use. It is important to remember, however, that Type A fire extinguishers (water) should **never** be used on electrical fires – such as fires involving computer equipment.

Types of Fires and Fire Extinguishers

Read the Label and use the Correct Type!

TYPE OF FIRE	*COMBUSTIBLES*	*EXTINGUISHING AGENT*
Class A	Ordinary: wood, **paper**, cloth, plastics	water or dry chemical
Class B	Flammable liquids & gases: kitchen oil, grease, paint, kerosene, gasoline, solvent	dry chemical or carbon dioxide **NEVER USE WATER**
Class C	Electrical: live electrical equipment	dry chemical or carbon dioxide extinguisher; **NEVER USE WATER**

How to Operate a Fire Extinguisher

- **Pressurized Water: (2 1/2 gallon) for use on Class "A" fires**

1. Remove metal pin located in handle of extinguisher, breaking fine plastic seal. (A broken plastic seal may mean the extinguisher has been used and may need to be recharged).

2. Grasp hose; squeeze handles together and direct stream at the base of the fire.

3. Water or loaded stream extinguisher shut-off allows you to use only enough water necessary to extinguish the blaze.

- **Dry Chemical for use on Class "A", Class "B" and Class "C" fires**

1. Hold upright, remove metal pin in handle of extinguisher.

2. Stand back 8 feet and aim at base of fire.

3. Holding the handle of the horn, squeeze lever and sweep side to side.

When using either type of fire extinguisher, remember the acronym "PASS": Pull, Aim, Squeeze, Sweep.

A.4.3 Smoke and Heat Detectors

The smoke/heat detectors in the Archives and Records Center are tested annually. They were last inspected / maintained in Sept. 2016. The system was last tested in Sept. 2016

The alarms are monitored 24 hours a day / 7 days a week by Simplex. The Archives and Records Center's Emergency Call List (Section 2.5) is used by Simplex in the event of an alarm.

Simplex telephone: 1-888-746-7539 (password: david)

A.4.4 Sprinklers

The Archives and Records Center has a wet pipe sprinkler system. The system is inspected annually. It was last inspected on July 2016, and last flushed on July 2016.

Additional sprinkler heads are located in the supply room (adjacent to the boiler room) across from the back-up server room.

The release of a sprinkler head or a drop in sprinkler pressure will send an alarm to Simplex. These alarms are monitored 24 hours a day / 7 days a week. The Archives and Records Center's Emergency Call List (Section 2.5) is used by Simplex in the event of an alarm.

Simplex telephone: 1-888-746-7539 (password: david)

A.5 WATER DETECTORS

Floor mounted water detectors have been placed in the following locations:

- Archives stacks – door from main hall – 1 detector to left of door as enter
- Archives stacks – Scanning Room doors – 2 detectors, one on each side of doors

- Archives stacks – doors from Records Center – 2 detectors, one on each side of doors
- WCHS stacks – doors from Records Center – 2 detectors, one on each side of doors
- WCHS stacks – door from WCHS offices – 1 detector to right of door as enter

The water alarms are monitored 24 hours a day / 7 days a week by Scarsdale Security. The Archives and Records Center's Emergency Call List (Section 2.5) is used in the event of an alarm.

Scarsdale Security telephone: (914) 722-2222 (password: david)

A.6 SECURITY

When the Archives and Records Center is occupied, entry into the building is by card reader only, except on Tuesdays and Wednesdays, and is monitored by the staff member at the Reading Room desk, or, if that desk is unoccupied, by staff members in the Scanning Area or elsewhere in the building. There is a door chime that notifies staff when the front door is locked and needs to be opened.

Visitors are required to sign one of two sign-in books depending on where in the building they are going: the main building Visitor Log, or the Reading Room patron sign-in log.

Entry into the Records Center is restricted to authorized county personnel by card reader only. Visitors to the Records Center are announced to Records Center staff before being granted access to the Records Center.

When the Archives and Records Center is unoccupied, its security system, which includes motion detectors and security beams, is armed by the last person to leave the building. The system is monitored by Scarsdale Security. The Archives and Records Center's Emergency Call List (Section 2.5) is used in the event of an alarm. There is no regular inspection of the security system; the need for any such inspection is at the discretion of Scarsdale Security.

Scarsdale Security telephone: (914) 722-2222 (password: david)
Diebold telephone: (914) 949-2400 ext. 1

A.7 BUILDING ACCESS to 2199

All staff have card reader access to the building; the following have additional front door key that opens both doors:

Name	Department	Type of Keys	Building Security Code?	Area(s) person may access
Chris Gratzel	WCA	front door	Yes	All
Jackie Graziano	WCA	front door	Yes	All
Courtney Fallon	WCA	front door	Yes	All
Christine Hogan	WCA	front door	Yes	All
Eric Force	WCA	front door	Yes	All
Rafael Hererra	WCA	front door	Yes	All
Bob O'Leary	WCA	front door	Yes	All
Stephanie Chavarri	WCA	front door	Yes	All
Vincent Ninzatti	DPW	front door	Yes	All
Susan Pandich	WCHS	front door	Yes	All
Patrick Raftery	WCHS	front door	Yes	All

A.8 CLIMATE CONTROL SYSTEMS

Set points for HVAC units and Muenters unit in Archives and WCHS stacks:

Temperature: 65 Fahrenheit, + or – 3 degrees
Relative Humidity: 43%,+ or – 3%

The HVAC units and Muenters unit in the Archives and WCHS stacks are inspected monthly and serviced on an as-needed basis.

Service Company: Johnson Controls
Requests for service are to be made by the DPW facility manager on duty
Telephone (daytime): Vincent Ninzatti (914) 803-5584 (cell)
Telephone (after hours): John Baudille (914) 494-4403 (cell)

APPENDIX B – BUILDING INFORMATION – 375 EXECUTIVE BOULEVARD

B.1 BUILDING EVACUATION PLAN

There is no formal building evacuation plan for 375 Executive Boulevard. Any Archives and Records Center staff working in that building are individually responsible for their safety, and safe evacuation, when at that site. Given this situation, it is imperative that anyone going to 375 to perform work notify their supervisor at the Archives and Records Center when they are going to 375 Executive Boulevard, and when they have returned.

B.2 FIRE PROTECTION SYSTEMS

B.2.1 Fire Alarm Pull Box Locations

Fire alarm pull stations are located in 375 Executive Boulevard as follows:

[to be completed]

B.2.2 Fire Extinguishers

[to be completed]

B.2.3 Smoke and Heat Detectors; Sprinklers

375 Executive Boulevard is equipped with both smoke/heat detectors and a wet pipe sprinkler system. The system is monitored by Simplex. In the event of an alarm at 375 Executive Boulevard, individuals from the Department of Public Works would be notified. No one from the Archives and Records Center is on the call-back list for an alarm at 375 Executive Boulevard. Responding to an emergency at 375 Executive Boulevard by members of the Archives and Records Center's Disaster Response Team will have to wait until notification is received from the Department of Public Works. The DPW Facility Site Manager for 375 Executive Boulevard is Richard Goldsmith, (914) 231-1288.

B.3 BUILDING ACCESS

375 Executive Boulevard is occupied by two county departments: The Department of Information Technology has office and storage space there, as does the District Attorney's office, who has space there to store inactive records. As a result, there is no one entity or individual monitoring access to the building; there is a keypad for entry into the County portion of the building.

APPENDIX C – DISASTER TEAM RESPONSIBILITIES

Disaster Response Team Leader: Activates the disaster plan; coordinates all recovery activities; consults with and supervises all members of the disaster response team; establishes and coordinates an internal communications network; and reports to the Chief Information Officer and the County Executive, as appropriate. It is important that this person has the authorization to act from the upper levels of the administration if necessary.

Administrator/Supplies Coordinator: Tracks personnel working on recovery; maintains in-house disaster supplies; orders/coordinates supplies, equipment, and services with other team members; authorizes expenditures; deals with insurance issues.

Records Recovery Specialist: Keeps up-to-date on records recovery procedures; decides on overall recovery strategies; coordinates with Administrator regarding records-related services/supplies/equipment, such as freezing and vacuum freeze-drying services; trains staff and workers in recovery and handling methods.

Work Crew Coordinator: Coordinates the day-to-day recovery work of staff and volunteers to maintain an effective workflow; arranges for food, drink, and rest for staff, volunteers and other workers.

Subject Specialist/Department Head: Assesses damage to the records under his/her jurisdiction; decides what will be discarded and what will be salvaged; assigns salvage priorities among records. Unless the institution is very small, there will be more than one subject specialist.

Technology Coordinator: Assesses damage to technology systems, such as hardware, software, telecommunications; decides on recovery/rehabilitation strategies; sets priorities for recovery; coordinates with Administrator for external services/supplies/equipment related to technology.

Building Recovery Coordinator: Assesses damage to the building and systems; decides on recovery/rehabilitation strategies for the building; coordinates with Administrator for external services/supplies/equipment related to building recovery.

Security Coordinator: Maintains security to records, building, and property during response and recovery; oversees response to medical emergencies.

Public Relations Coordinator: Coordinates all publicity and public relations, including communication with the media and the public. Provides regular updates of information to the media and the public. Takes names and phone numbers of potential volunteers.

Documentation Coordinator: Maintains a list of the priorities for recovery; keeps a written record of all decisions; maintains a written and photographic record of all damaged materials for insurance and other purposes; tracks records as they are moved during salvage and treatment.

APPENDIX D – IN-HOUSE SUPPLIES

D.1 BASIC DISASTER SUPPLY KIT

Person responsible for inventorying supplies/equipment: Jackie Graziano/Courtney Fallon

Frequency of inventory: Once a year.

The following supplies are kept in the emergency supply cabinet located on the mezzanine level of the Archives stacks. Descriptions of the supplies and their uses are found in Section D.3.

Item	*Count*
Bin 1	
Lower Hudson Conference, Emergency Planning and Recovery Techniques	1 copy
Yellow adhesive "Caution" tape	1 roll
Duct Tape	1 roll
Large Binder Clips	24
Writing Pads, 50 pages each	12
Pencils, sharpened	12
Clipboards	3
Stickers "PRIORITY Very Wet"	1 roll
Stickers "Surface or Edges Wet"	1 roll
Stickers "Dry"	1 roll
Bin 2	
Hard Hats	3
Protective Eye Goggles	4 pairs
Bin 3	
Flashlight	1
D batteries	3
Sponges	6
Black Markers	3
Scissors	1 pair
Heavy Duty Extension Cord, 50 foot	1
6 receptacle surge protector, 6 foot	1
Dust and Mist Respirator Masks	1 box of 20
3 x 5 Index Cards	6 packs of 100 each
Heavy Rubber Gloves	6 pairs
Small "Authorized Personnel Only" sticker	1

Item	*Count*
Trash Bags	20
Unnumbered Bin	
Rubber Boots (size 10 women's)	1 pair
To left of supply cabinet	
Rescubes	15
Grey Absorbent, 5" x 50'	3 rolls
To right of supply cabinet	
Red Recycling Bins	14

D.2 ADDITIONAL SUPPLIES [suggestions only for now; additional supplies to be purchased in 2008]

(from disaster plan templates – basic kits)

Item	*Count*
Disposable Gloves (med)	100
Disposable Gloves (large)	100
Duct Tape (2" x 60 yds)	2 rolls
Paper Towels	15 rolls
Labels (3x5")	120
Clothes Pins (plastic)	4 pks of 24
Freezer Wrap	6 rolls
Waxed Paper	6 rolls
Blotting Paper	100 sheets
Plastic Sheeting	2 rolls
Sponges	6 pks of 4
Wiping Cloths	6 pks of 10
Plastic Wash Tubs	3
32 gallon Garbage Can	3
Polyester Clothes Line	2 @ 50 ft
Polyester Sheet Plastic	2 boxes
Plexiglas® Plates (4x5")	10
Plexiglas® Plates (5x7")	10
Plexiglas® Plates (8x10")	10
Cotton Work Gloves (med)	2 doz
Cotton Work Gloves (large)	2 doz
Disposable Camera (35mm)	3
Rubber Work Boots	6 pairs
Masks with HEPA Filters	10 with 20 pairs of filters
Flashlights (rechargeable)	20
Marking Pens (water proof ink)	20

Item	*Count*
Scissors	10
Notepads and Pencils	20
Weights	30

(from DPlan template – basic kits; disaster of 500 books)

Item	*Count*
Aprons, plastic	100
Book trucks, hand carts	2
Brooms and dust pans	2
Buckets, plastic	2
Camera with film (disposable)	1
Dehumidifiers, portable	2
Ear plugs	20 pairs
Extension cords (50 ft, grounded)	2
Fans, portable	2
First aid kit	1
Flashlights (waterproof)	4 (or one per department)
Freezer bags (polyethylene, various sizes)	40
Garbage bags, plastic (30-42 gallon)	1 box (40)
Gloves (nitrile)	1 box (100)
Markers (waterproof)	1 pkg.
Masks, protective	1 box (20)
Milk crates / Rescubes	50
Mops	2
Paper – absorbent white blotter paper	2 large rolls (11 inches x 13 inches each
Paper – uninked newsprint	2 large rolls (15 inches x 1100 feet each)
Paper notepads	1 pkg of 12
Paper towels	1 case (30 rolls)
Pencils (sharpened)	1 pkg of 12
Pencil sharpener (handheld)	1
Plastic sheeting, heavy (polyethylene)	5 rolls
Scissors	2
Sponges, cellulose	2
Tape (clear, 2 inches wide, with dispenser	1 roll
Tape (duct)	2 rolls
Tape (yellow caution)	1 roll
Toolkit (crowbars, hammers, pliers, flathead, and Philips-head screwdrivers)	1
Utility knife	1
Utility knife blades	1
Waxed or freezer paper	7 boxes (75 feet each)
Wet/dry vacuum	2

The following supplies may also be useful, particularly in a larger-scale disaster. (suggestions from DPlan)

Item	*Count*
Boots, rubber (or galoshes)	
Boxes, cardboard	
Bubble wrap	
Clothesline (nylon or 30 lb monofilament)	
Clothespins	
Glasses (protective)	
Hard hats	
Labels, self-adhesive (even when wet)	
Radio, battery-operated (with weather band)	
Sponges, dry chemical (for removing soot)	
Sump pump (portable)	
Tables, portable folding	
Tags with twist ties	
Trash cans	
Walkie-Talkies	

D.3 SUPPLIES AND THEIR USES

BLOTTING PAPER
Used to absorb moisture from wet books and papers. Can also be interleaved between pages.

CAUTION TAPE
A bright colored plastic ribbon used to section off disaster site.

CLOTHES PINS
Used for hanging wet photographic prints to dry from clothes line. **Make sure to clip photograph in corner and expect a mark to be left on print after drying.

CORRUGATED BOXES
Corrugated cardboard boxes may be used for packing wet books and records for moving, freezing and for freeze-drying. Some freeze drying services prefer customers use cardboard boxes and some prefer milk crates. Cardboard boxes are easier to obtain and store than milk crates. "Self-folding" boxes have a reasonably sturdy double-walled construction and may be stored flat and assembled quickly when needed. Best type are no larger than 12 x 15 x 10 inches.

A disadvantage of cardboard boxes is that they can become soggy and fall apart when loaded with wet materials, creating further damage and confusion. Waxed or plastic-coated cartons are available and can help alleviate this problem.

DISPOSABLE CAMERA
Used to document damage to facilities and records, as well as recovery operations. Also helpful for insurance purposes.

DRYING SPACE
On-site and off-site areas where records will be taken to be processed and dried. This area should have a controlled environment with temperatures of 65° F +/- 3 degrees and a relative humidity of 40% +/- 5%.

EXTENSION CORDS
Heavy duty grounded cords of fifty (50) feet or more in length.

FIRST AID KITS
Safety of personnel needs to be considered. At least one first aid kit should be available, easily accessible and should contain enough supplies to accommodate twelve (12) recovery personnel. Surgical gloves should be purchased separately if not included in the first aid kit.

FREEZER PAPER
Used to separate books, which are being packed for freeze drying. Sheets of paper are placed around the book, leaving the edges of the text block exposed, to keep the wet covers from sticking together when the books are frozen. Freezer paper is not suitable for interleaving, as it forms a moisture barrier and would impede the drying process.

GENERATORS, PORTABLE
Generators provide an emergency source of electric power for fans, lights and dehumidifiers. Many types are available, using different sources of fuel and producing different outputs of electricity. When contacting a supplier, specify the purpose for which the generator will be used, such as lighting the stack area, or running fans and dehumidifiers. The supplier can estimate what will be required. Some vendors will provide on-site assistance in setting up the equipment.

HUMIDITY INDICATORS

Inexpensive means of measuring humidity in an area following a disaster include **humidity indicator cards** or papers and **psychrometers**. Humidity indicator cards or papers change color as the relative humidity of an area changes. Psychrometers are more expensive, but they are much more precise than indicator cards. Both types of indicators are suitable for monitoring humidity in an affected area when expensive monitoring equipment is not available. For at-a-glance readings of temperature and relative humidity, **digital, desk-top monitors** are inexpensive and readily available.
Psychrometers (aspirating or sling) are instruments that measure relative humidity and temperature in discreet areas of a building or room by comparing readings from the temperature of two thermometers (a wet-bulb and a dry bulb). The readings are then interpreted with a slide rule or chart that accompanies the instrument. No log is created, but a running list of readings can be written down.

Data Loggers and **hygrothermographs** are more expensive, but have the advantage of producing logs of data that they measure. If monitoring is to be done over an extended period, or if a continuous record is required, one of these instruments is recommended.

Hygrothermographs are stationary instruments (the size of a bread box) that monitor environmental conditions continuously, and record the temperature and relative humidity on a weekly chart. The chart may be spring or battery powered; it and the sensing mechanism and recording pens are housed in a case. They are relatively accurate instruments but need to be re-calibrated periodically with a psychrometer (about once a month) for best results.
Data Loggers are temperature and relative humidity monitors that run continuously, taking environmental condition readings as often as needed. The frequency of readings is set up when the instrument is purchased, and can be changed. A reading every 2-5 minutes is appropriate for a 2000-4000 cubic foot area. These monitors, are small (the size of ¼ of a slice of bread), self-contained, but do require downloading of the captured data, and special software to read the data. Monthly, the data must be captured by a "shuttle" which is manually plugged into the device. After that information is collected, it is downloaded to the computer that has the specific software to read it. From this data, numerical listings, charts and graphs can be produced.

LABELS and MARKING PENS (water-proof)

For labeling crates and boxes. If water-proof pens are unavailable, or if it is unknown if the pens are water-proof, use pencils; otherwise the labels, if exposed to water, will run and become illegible.

MASKS – HALF-FACE RESPIRATORS WITH HEPA FILTERS

If there is a threat of mold or contamination, experts should be consulted. All necessary safety precautions must be instituted, and recovery personnel may have to wear respirators with HEPA (High Efficiency Particulate Apparatus) filters.

MATERIAL HANDLING EQUIPMENT
Material handling equipment such as pallets, various types of trucks and conveyors can be invaluable in a large-scale recovery effort, when large quantities of wet materials must be moved.

MILK CRATES
Plastic milk crates are the best containers for transporting, freezing and freeze-drying wet books. (Some freeze-drying companies prefer using cardboard boxes). Plastic milk crates may be bought, borrowed or provided by a freeze-drying service.

Plastic crates do not absorb water; water drains out the sides and the bottoms of the crates easily. They are sturdy enough to stack several crates high (boxes tend to be crushed by the weight of the boxes above them). Plastic crates are designed with carrying handles on all four sides, and are available in two standard sizes, neither one of which can be packed with enough books to make it immovable.

MOISTURE METERS
Measures the relative humidity or moisture inside books or papers in a file.

NEWSPRINT (unprinted)
Newsprint is helpful in an air drying operation. It is an inexpensive and absorbent material for covering drying tables and for interleaving wet books. Unprinted newsprint may be obtained in rolls or in large sheets, and is often sold by weight. Valuable time can be saved if some is stored already cut into appropriate sizes for interleaving, thus avoiding needing to organize a cutting operation while also trying to deal with masses of materials. When newsprint or any other material used to absorb water has served its purpose, it must be removed from the drying area in order to help reduce the amount of moisture in the area. Replacing wet newsprint with dry paper may be necessary when drying books and records.

PALLETS
Wooden platforms to which large quantities of wet materials are strapped and moved to a cold storage facility or freeze-drying company safely and more efficiently.

PAPER TOWELS
Use to clean small messes and interleave books being air-dried. Dispose of wet paper towels promptly. When used for interleaving, use only white or off-white towels that have no dyes.

PENCILS
For labeling crates and boxes. They will not run if exposed to water as will items written in non-waterproof pen.

PLASTIC BAGS, ZIP-LOCK
Useful for isolating moldy materials or keeping loose parts together. Do not use for wet items.

PLASTIC SHEETING
Plastic sheeting is an essential part of the response kit. It is the best protection for shelves, computer terminals, microform readers and card catalogs to prevent water damage from fire hoses, leaking pipes and automatic fire suppression systems during or following a disaster. Pre-cut some plastic to suitable sizes for terminals and priority collections. Re-fold and label the plastic so that it can be taken immediately to the appropriate area. The faster a section of shelves is covered, the fewer boxes will get wet.

Most vendors stock 4 and 6 mil thickness (a mil equals 1/1000 of an inch). Sheeting less than 4 mil may not be strong enough to remain intact during the recovery operation. Sheeting thicker than 6 mil will be less likely to tear, but may be too heavy for one or two people to handle and will be more expensive. Sheeting may be either clear or black, but clear is ideal because it allows staff to see materials under the plastic. Soft plastic such as polyethylene is best for draping.

PLEXIGLAS® PLATES
These plates can be used to support and transport wet photographs.

POLYESTER CLOTHES LINE
Thin polyester line used for hanging pamphlets and small damp books during an air drying operation.

POLYESTER SHEET PLASTIC
Comes in various thicknesses and used to pick up and support wet paper records that are to be air dried.

RUBBER BOOTS
Used by recovery personnel when working in flooded, muddy or wet areas.

SUMP PUMPS
Sump pumps are used to remove standing water of any depth from a building. There are various types of pumps with different water handling capacities. The supplier should be able to help choose the proper equipment when given an estimate of the amount of water involved and the location of it. Some vendors will also provide on-site assistance, though this tends to be expensive.

TAPE
Used for sealing cardboard boxes and keeping plastic sheeting in place; not to be used directly on records; plastic carton sealing tape generally holds up better in wet conditions. Duct tape holds up well in wet conditions.

TRASH CANS, PLASTIC
Useful for removing wet interleaving papers or debris from an air drying operation. Plastic garbage cans (5 gallon maximum) can also be filled with cold water to temporarily immerse damaged microfilm, movie film and negatives until they can be processed. Always line with a plastic garbage bag to keep can clean. Carefully label trash cans that are used for salvage operations.

UTILITY KNIVES WITH RETRACTABLE BLADES
Used for cutting plastic sheeting or cardboard boxes; faster and more efficient than scissors.

WASH TUBS, PLASTIC
When filled with clean, cold water, can be used to rinse muddy documents or to immerse damaged microfilm, movie film and negatives until they can be processed.

WATER DETECTORS
Water detectors are small, self-contained, battery powered units, which can be placed in areas where there is danger of water leakage. They sound an alarm when water comes in contact with an electronic sensor or completes an electric circuit, depending on the model. Water detectors can be useful in providing an early warning of water problems if someone is around to hear them. They are not much help in the rather large number of disasters that take place after hours or on weekends unless they are connected to a security system that monitors the area twenty-four hours a day. There are sophisticated fire detection systems which also have water-sensing capabilities and will automatically alert designated authorities if leakage occurs. These systems are designed to be an integrated part of an overall building security plan. The water detectors in both the WCA and WCHS stacks are connected to the security monitoring system, 24 hours a day, so any water leaks detected will immediately be brought to our attention.

WAXED PAPER
Used to separate folders or books, when packed for freeze-drying, to prevent the covers from sticking together. Like freezer paper, it is to be placed loosely around the books, leaving the edges of the text blocks exposed. Waxed paper may also be used for interleaving between pages of coated paper being air-dried. Coated paper will not stick to waxed paper as it will to paper towels, newsprint, and possibly freezer paper.

WET/DRY VACUUMS
Used to pick up small amounts of accumulated water and other debris.

APPENDIX E – EXTERNAL SUPPLIERS AND SERVICES

[TO BE COMPLETED]

E.1 FREEZING SERVICES

Local freezer (1):
Name: Document Reprocessors
Contact: Eric Lundquist, Pres.
Phone: (585) 554-4500
After-hours Phone: 1-800-DRYING or 1-800-437-9464
Cell Phone:
Regulations that must be complied with: NYS Archives; Office of Court Administration

Local freezer (2)::
Name/Organization:
Contact:
Address:
Phone:
After-hours phone:
Cell:
Pager:
Regulations that must be complied with:

E.2 BUILDING RECOVERY / RECORD SALVAGE SERVICES

There are a relatively small number of reputable companies experienced in salvaging buildings and records (e.g., drying and cleaning buildings, wet books, documents, computer data, microfilm, and audio/video materials) for cultural institutions. The following information about each company was supplied by the Northeast Document Conservation Center.

[information needs to be confirmed]

American Freeze-Dry Operations, Inc.
P.O. Box 5740
Deptford, NJ 08096
Telephone: (866) 939-8160

American Freeze-Dry is able to vacuum freeze-dry 50 cubic feet of wetted library materials (approximately 625 volumes) at a cost of $55-60 per cubic foot. The company

can also make arrangements for larger quantities with McDonnell Douglas (thermal vacuum drying) or a Canadian company with a 500-cubic-foot vacuum freeze-dry chamber.

BELFOR Property Restoration
75 Virginia Road
White Plains, NY 10603
Toll Free: (800) 856-3333; 24-hr hotline
Telephone: (914) 798-1440

Disaster recovery and recovery planning services, vacuum freeze-drying

Blackmon-Mooring Steamatic Catastrophe, Inc. [BMS Cat]
BMS CAT New York
10 Washington Avenue
Unit #B
Fairfield, NJ 07004
Toll Free: (877) 730-1948; 24-hr hotline
URL: https://www.bmscat.com/

Disaster recovery services, odor removal, vacuum freeze-drying

BMS-Cat provides extensive recovery and restoration services and is able to handle almost any size emergency. Recovery services include paper-based materials as well as electronic equipment and magnetic media. Book and document collections are vacuum freeze-dried for approximately $40 per cubic foot based on a 500 cubic foot (approximately 6,250 volumes) load. BMS Cat offers a free standby service agreement that creates a customer profile, capturing information that is vital in an emergency prior to an event. A portable blast freezer is available.

Document Reprocessors
40 Railroad Avenue
Rushville, NY 14554
Toll Free: (800) 437-9464; 24-hr hotline
Telephone: (585) 554-4500
Fax: (585) 554-4114
URL: http://www.documentreprocessors.com

Vacuum freeze-drying, disaster recovery of computer media, microfiche and microfilm, books, business records.

Uses vacuum freeze-drying to recover water-damaged materials. The vacuum freeze-dry chamber has an 800-cubic-foot capacity (approximately 10,000 volumes). The rate for freeze-drying varies but is generally about $60 per cubic foot. Also has thermal freeze-drying that employs heat and a cold trap. During the drying operation, materials

cycle between -40 and 60 degrees.

Midwest Freeze-Dry Ltd.
Midwest Center for Stabilization and Conservation
7326 North Central Park
Skokie, IL 60076
Telephone: (847) 679-4756
Fax: (847) 679-4191
URL: https://www.midwestfreezedry.com/

Freeze-drying of historical volumes, manuscripts, microfilm, blueprints. Uses vacuum freeze-drying to salvage wet books and documents. Their chamber will hold 150 milk crates (approximately 2,500 cubic feet or 31,250 volumes). The cost to dry materials is based on the amount of water extracted from materials.

Munters Corporation – Moisture Control Services
79 Monroe Street
Amesbury, MA 01913
Toll Free: (800) 843-5360; 24-hour hotline
Telephone: (978) 241-1100
URL: http://www.munters.com

Disaster recovery services, building dehumidification, drying services, microfilm drying services. Will dry to customer's specifications or will recommend an appropriate method. Choices include: vacuum freeze-drying, in-situ drying through dehumidification, or stabilization by freezing materials to be dried at a later time. The vacuum freeze-dryer has a 100-cubic-foot, or 1,250 volume, capacity. Cost is approximately $50 per cubic foot with a reduction for quantities greater than 500-cubic-feet.

Solex Environmental Services
P.O. Box 460242
Houston, TX 77056
Telephone: (713) 963-8600
Fax: (713) 461-5877

Disaster recovery, dehumidification, building drying services. Specialty is drying wet materials. Solex's cryogenic dehydration chamber can accommodate a 40-ft. trailer of materials. Solex also offers vacuum freeze-drying and additional services, such as dehumidification of large spaces. The vacuum freezer has a capacity of 1,000 cubic feet (12,500 volumes) at $40 per cubic foot. The minimum job is 250 cubic feet.

E.3 MICROFILM SALVAGE

New England Micrographics
40 Hudson St Suite C
Marlborough, MA 01752
Toll Free: (800) 433-4065
Telephone: (505) 485-9572
Fax: (508) 485-9654
URL: http://newenglandmicrographics.com/

Reprocesses any amount of water-damaged microfilm, and also provides off-site storage for microfilm and computer media. Cost is based on the size and nature of the request. Works with Fuji film and also Ilford color film.

E.4 PROFESSIONAL PRESERVATION ADVICE – CONSERVATORS

Northeast Document Conservation Center
100 Brickstone Square
Andover, MA 01810
Collections Emergency Hotline: (855) 245-8303
Telephone: (978) 470-1010
Fax: (978) 475-6021
URL: https://www.nedcc.org/

National Heritage Responders
Telephone: (202) 661-8068

E.5 PROFESSIONAL PRESERVATION ADVICE

Advice and assistance from the professional community

Institution	***Contact***	***Phone***
New York State Archives	Linda Bull	(845) 485-2633 or (845) 242-9982
Rockefeller Archive Center	Jack Myers	(914) 366-6308
Northeast Document Conservation Center	24/7 Emergency assistance	(855) 245-8303

Commercial professional services

Company	***Web***	***Phone***
Munters Moisture Control	www.munters.com mcsinfo@munters.com	(800) 843-5360
BMS Catastrophe	www.bmscat.com/index.asp info@bmscat.com	1-800-433-2940
Document Reprocessors Rushville, NY	http://www.documentreprocessors.com	800-437-9464 585-554-4500
Vidipax (Magnetic Media Restoration) Long Island City, NY	http://www.vidipax.com info@vidipax.com	1-800-653-8434

Sources of Technical Advice and Information

In addition to its own staff, the Archives and Records Center can call upon outside agencies and individuals for expert advice or assistance in procurement of supplies or services in the event of a disaster.

Disaster Mitigation Planning Assistance Website

- Contains a search function for disaster resources in New York and around the country

http://matrix.msu.edu/~disaster/index.php

Conservation Center for Art and Historic Artifacts
264 South 23rd Street
Philadelphia, PA 19103
Telephone: (215) 545-0613
www.ccaha.org

Library of Congress
Preservation Directorate
Washington, D.C. 20540
Telephone: (202) 707-5213
www.loc.gov/preserv

National Archives and Records Administration
http://www.archives.gov/preservation/disaster-response/

Northeast Document Conservation Center
100 Brickstone Square
Andover, MA 01810-1425
Telephone: (978) 470-1010

Contact person: Field Services
www.nedcc.org

E.6 EXTERNAL SUPPLIERS

Suppliers Directory

Name of Item	Supplier
Table Rental	**Alperson** **(914) 592-8300**

Insert business name, contact person, address, phone numbers and hours. Include after-hours contact and phone numbers.

Boxes

Cleaning Supplies

Dehumidifiers

Deep freeze facilities

Dry Ice

Extension cords (heavy duty)

Fans

Fire Proof Vaults

Freezers

Generators (portable)

Hardware Supplies

Hoses

Microfilming Laboratories

Milk Crates

Pallets

Paper
(Newsprint,
paper towels)

Paper (Freezer and/or waxed paper)

Plastic bags and sheeting (rolls)

Refrigerator Trucks

Rental Companies

Rubber gloves

Sump pumps

Trucking Companies

Water detectors

Wet-dry vacuums

Wood

Add other suppliers as necessary.

Index to Vendor Services

This information is part of the State Archives Disaster Response and Recovery Plan but does not in any way constitute an endorsement of any of the businesses listed in this Appendix. Institutions should contact vendors to confirm specific types of services to include in their plans.

AIR DRYING OF MATERIALS
Document Reprocessors
Munters Moisture Control Cargocaire

BOOK CONSERVATORS
William Minter
Nancy Nitzberg
Etherington Conservation
Northeast Document Conservation Center

BOXING OF MATERIALS
BMS Catastrophe
Insurance Restoration Services

CLEANING OF INTERIORS
BELFOR
Document Reprocessors

CLEANING OF MATERIALS

American Freeze Dry, Inc.
Document Reprocessors

COMPUTER AND MAGNETIC MEDIA SALVAGE
BELFOR
Blackmon-Mooring Steamatic Catastrophe, Inc
Document Reprocessors
Insurance Restoration Services
Munters Moisture Control
SunGard Recovery Services

CONTROLLED DEMOLITION
BMS Catastrophe

CORROSION CONTROL OF ELECTRONIC EQUIPMENT
BMS Catastrophe
Insurance Restoration Services

DAMAGE APPRAISAL
BELFOR
BMS Catastrophe
Insurance Restoration Services

DEBRIS REMOVAL
BELFOR
BMS Catastrophe
Insurance Restoration Services

DEHUMIDIFICATION
BELFOR
Insurance Restoration Services
Munters Moisture Control
Solex Environmental Systems

DISASTER RECOVERY-ADVICE AND ASSISTANCE
Conservation Center for Art and Historic Artifacts
Northeast Document Conservation Center

FILM RESTORATION- ADVICE AND RECOMMENDATIONS
Image Permanence Institute

FREEZE DRYING
American Freeze Dry., Inc.
BELFOR
BMS Catastrophe
Document Reprocessors
Insurance Restoration Services
Munters Moisture Control
Solex Environmental Systems

FUMIGATION
BMS Catastrophe
Document Reprocessors
Insurance Restoration Services

Solex Environmental Systems

INVENTORY OF MATERIALS
BMS Catastrophe
Document Reprocessors
Insurance Restoration Services

MICROFILM RESTORATION
BELFOR
IMR Limited

MOISTURE REMOVAL
BELFOR
Insurance Restoration Services
Munters Moisture Control

MOLD REMOVAL (from building)
American Freeze-Dry, Inc.
BMS Catastrophe
Insurance Restoration Services

MOTION PICTURE FILM RESTORATION
Cinema Arts, Inc
Film Treat

MOVING OF RECORDS
American Interfile & Library Services, Inc.

REBINDING
Conservation Center for Art and Historic Artifacts
William Minter
Nancy Nitzberg
Northeast Document Conservation Center
Wert Bookbinding, Inc

RESHELVING
Document Reprocessors

SOOT AND SMOKE ODOR REMOVAL
American Freeze-Dry, Inc.
BMS Catastrophe
BELFOR
Document Reprocessors
Insurance Restoration Services

VACUUM FREEZE DRYING
BMS Catastrophe
Document Reprocessors
Insurance Restoration Services
Munters Moisture Control
Solex Environmental Systems

VACUUM THERMAL DRYING

American Freeze-Dry, Inc. (609) 458-0510
1722 Hurffville Rd, Bldg 2A
Five Point Business Center
Sewell, NJ 08080
Office hours 8:30-4:30, but always answers this emergency number.

Services: Vacuum freeze drying; -20 F storage. This company deals primarily with books and paper. They can provide milk crates, pick-up and delivery, cleaning of materials, mold disaster recovery; smoke odor removal; they do not dry out buildings.

American Interfile & Library Services, Inc. (800) 426-9901
55 Sweeneydale Ave (516) 427-2700
Bay Shore, NY 11706 Fax: (631) 952-7521

Services: Disaster recovery; library relocation.

BELFOR (800)856-3333
414 Blue Smoke Court West (817)535-6793
Fort Worth, Texas 76105 Fax: (817)536-1167

Services: Debris, soot and water cleanup; freeze drying & document recovery; electronic and high-tech equipment restoration; magnetic media recovery; project management; dehumidification; micrographics recovery; damage assessment and consulting.

BMS Catastrophe
303 Arthur St. 800-433-2940
Fort Worth, TX 76107 Fax: (817) 332-6728

Services: Disaster recovery; vacuum freeze-drying; freeze-drying service includes on-site packing, transportation and return of materials after drying; mold disaster recovery; fumigation; soot and smoke odor removal; computer and magnetic media salvage.

Firm provides advice over the phone and will send materials on disaster planning and prevention; has experience with archives.

Cargocaire see Munters Moisture Control

Services: Dehumidification, freeze drying, and air-drying books and manuscripts; and magnetic media recovery.

Cinema Arts, Inc. (717) 676-4145
Art Building
Huckelberry Hill
Angels, PA 18445
Contact: John Allen

Services: Repairs and duplicates all types of motion picture film, including cellulose nitrate film and video. Address is for tapes and films to be sent to.

Conservation Center for Art and Historic Artifacts
264 South 23rd Street (215) 545-0613
Philadelphia, PA 19103 Fax: (215) 735-9313

The Center offers training in disaster planning and recovery. Website outlines publication material available from their facility. Conservation of paper, parchment and photographs. Advice and recovery services. Volunteer lists of available assistance.

Document Reprocessors, Inc. (800) 437-9464 (4DRYING)
40 Railroad Ave (585) 554-4500
Rushville, NY 14544 Fax: (585) 554-4114

Services: Vacuum freeze drying; salvage of computers; on-site assistance with inventory and packing of materials to be taken to their facility; mobile freeze-drying unit and various other combinations of services including bar-coding and re-shelving; does not dry out buildings.

Etherington Conservation Center
6204 Corporate Park Drive (800) 444-7534
Browns Summit, NC 27214

Conservation services, includes a large facility for rebinding flood damaged volumes, both rare and non-rare.

Film Treat (718) 784-4040
42-24 Orchard Street - 4th floor
Long Island City, NY 11101
Contact: Sam Borodinsky

Services: Restoration of motion picture film, including washing and drying.

Image Permanence Institute (585) 475-5199
Rochester Institute of Technology/IPI
70 Lomb Memorial Drive
Rochester, NY 14623-0887

Services: Photographic and film materials conservation advice.

IMR
1104 Fernwood Avenue (717) 985-1000
Camp Hill, PA 17011 Fax: (717) 985-1774

Certified vendor of the Kodak Processing and Disaster Recovery systems. Quick recovery of wet film and optical media.

Insurance Restoration Services, Inc
1300 Brighton Rd. (800) 634-0261
30 Abeel Road Fax: (412) 322-9336
Monroe Twp, NJ 08831

Services: Disaster planning and recovery; freeze-drying service includes on-site packing, transportation and return of materials after drying; mold disaster recovery; fumigation; soot and smoke odor removal; computer and magnetic media salvage.

William Minter
402 Pattee Library (814) 863-2885
University Park, PA Fax: (814) 865-8769

Professional conservation/restoration of rare and unique bound volumes. Damage surveys for insurance purposes. – May be able to give advice, but works for Penn State University now.

Munters Moisture Control (800)422-6379
341 Dartmouth Ave. (610)604-0560
Swarthmore, PA 19081

Services: Dehumidification, freeze drying, and air-drying books and manuscripts; and magnetic media recovery

Nancy Nitzberg
7820 Spring Avenue (215) 635-4320
Elkins Park, PA 19027 Fax: (215) 635-2385
NanNitzberg@aol.com

Services: Book conservation/restoration – prefers to be contacted by email

Northeast Document Conservation Center
100 Brickstone Square (978) 470-1010
Andover, MA 01810-1494 Fax: (978) 475-6021
Conservation and restoration of books, paper and photographs.

Solex Environmental Systems (713) 963-8600
1003 Wirt Road or
Houston, TX 77055 (800) 848-0484

Services: Freezing; vacuum freeze-drying; in-situ freezing, using portable refrigeration equipment; CO_2 cleaning for surface mold; specializes in drying out buildings and contents, including wet books; uses dry ice pellets (cryogenic cleaning) instead of sand or pressure to clean buildings/installations.

SunGard Recovery Services, Inc. (800) 247-7832
1285 Drummers Lane
Wayne, PA 19087

Services: Computer data recovery.

Wert Bookbinding, Inc
9975 Allentown Blvd. (800) 334-9378
Grantville, PA or
(717) 469-0626

Library repair and rebinding facility.

APPENDIX F – BOMB THREAT INFORMATION

F.1 BOMB THREAT INFORMATION SHEET

WESTCHESTER COUNTY
DEPARTMENT OF LAW
OFFICE OF RISK MANAGEMENT

BOMB THREAT INFORMATION SHEET

HAVE A SECOND PERSON MONITOR THE CALL IF POSSIBLE

1. KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE.
2. TIME RECEIVED: _____
3. DATE : _____
4. RECORD THE CALLERS MESSAGE WORD FOR WORD:
   _____
   _____
   _____
   _____
   _____
   _____
   _____
5. <u>QUESTIONS TO ASK THE CALLER</u>
   A. WHAT IS YOUR NAME: _____
   B. WHAT TIME WILL THE BOMB EXPLODE: _____
   C. WHERE IS THE BOMB LOCATED: _____
   D. WHAT TYPE OF BOMB: _____
   E. WHAT DOES THE BOMB LOOK LIKE: _____
   F. WHAT WILL CAUSE IT TO EXPLODE: _____

6. VOICE IDENTITY

SEX: _____ ACCENT: _____

LOUD__ SOFT__ HIGH PITCHED__ MONOTONE__ DEEP__

7. SPEECH

FAST__ SLOW__ STUTTER__ SLURRED__DISTORTED__ LISP__

8. MANNER

ANGRY __ EXCITED__ HYSTERICAL__ INTOXICATED:__ CRYING__

CALM__ IRRATIONAL__ INCOHERENT__ DELIBERATE__ LAUGHING__

9. WORD CHOICE

VERY EDUCATED__ AVERAGE__ POOR__ FOUL__ OTHER:_____

10. BACKGROUND NOISE

TALKING__ LAUGHING__ MUSIC__(TYPE):_____ MACHINERY__ TRAFFIC__

TRAINS__ PLANES__ BOATS__ SUBWAY__ RESTAURANT ATMOSPHERE__

PARTY ATMOSPHERE__ RECORDED ANNOUNCEMENTS__(TYPE):_____

TYPING__ QUIET__

11. TIME CALLER HUNG UP:_____

12. DO YOU RECOGNIZE THE VOICE OF THE CALLER? WHO?:_____

13. REMARKS OR IMPRESSIONS

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

14. PERSON RECEIVING CALL

NAME:_____
POSITION:_____

DEPARTMENT:_____ PHONE:_____
EXT:_____

**REPORT THIS INCIDENT IMMEDIATELY TO THE DESK OFFICER AT COUNTY POLICE HEADQUARTERS AT

(914) 864-7890 OR (914) 864-7600**

**THEN REPORT THIS INCIDENT TO YOUR

SUPERVISOR**

2 OF 2

F.2 BOMB THREAT EVACUATION POLICY

UPDATED BUILDING EVACUATION GUIDELINES – BOMB THREAT

Revised 10/2011

1. Any employee who receives a bomb threat should **immediately** fill out the bomb threat information card and contact the County Police officer on duty in that particular facility. If the facility is not manned by a police officer, the employee should contact the Desk Officer at County Police Headquarters at (914)864-7890. IT IS IMPERATIVE THAT THE EMPLOYEE WHO RECEIVES A TELEPHONE THREAT CONVEYS THE EXACT WORDS USED BY THE CALLER WHEN THE REPORT IS MADE TO POLICE. ***Additional "Bomb Threat Information Cards" can be obtained from the County Police Hazardous Devices Unit.***

2. Any employee who receives a bomb threat should then contact his/her immediate supervisor who should pass along pertinent information through their chain of command. The Commissioner or Department Head should take no further action and await the decision of Commissioner of Public Safety regarding the need to evacuate.

3. If a decision to evacuate a facility is made by the Commissioner of the Department of Public Safety (DPS), the Commissioner of DPS or his designee will contact the Commissioner or Department Head of the effected facility and advise him/her of this decision and what, if any, additional action need to be taken.

4. If the Commissioner or Department Head of an effected facility discovers that an evacuation has been initiated, and he/she has not been contacted by the Commissioner of DPS or his designee, that Commissioner or Department Head should contact the Office of the Public Safety Commissioner at (914)864-7710 or the Commanding Officer of the Special Operations Division at (914)760-6076 to confirm that an evacuation has been authorized, and it is not self initiated by the building's employees or a junior supervisor.

5. Evacuations will be conducted with the assistance of police officers. The police officer(s) will assist the building personnel with floor by floor notifications of the evacuation.

These guidelines are provided to clarify the procedure to follow in determining the need to evacuate a building or other County facility; this includes both County owned and leased locations. **The authority to issue a decision to evacuate rests ONLY with the Commissioner of Public Safety.** The Department of Public Safety has a specific procedure to be used in threat situations, and officers dispatched to the scene will deploy those procedures upon arrival.

APPENDIX G –RECORD-KEEPING FORMS

The following forms are to be used to document any incidents that may damage the Archives and Records Center or 375 Executive Boulevard and / or the records contained therein. Multiple photocopies of any forms anticipated to be needed during a disaster should be kept with the in-house disaster supplies because access to a photocopier may not be possible during an emergency.

G.1 RECORD INCIDENT REPORT FORM

This form should be used to keep a record of any incident that causes damage to records. The second section of the form provides a salvage timeline form to keep track of salvage decisions.

[Record Incident Report Form, Page 1]

Initial Report

Person completing form: _____

Today's date:_____

Date of incident:_____

Time of incident:_____

Record(s) involved (type and quantity):

Description of incident:

Damage to records:

Immediate action taken to minimize damage:

[Record Incident Report Form, Page 2]

Salvage Timeline

Salvage Methods (e.g., air dry, vacuum freeze-dry, professional conservation)	Description of Items	Quantity of Items	Person Who Authorized Salvage	Date Begun	Date Finished

[Record Incident Report Form, Page 3]

Record Rehabilitation Timeline

Date disaster area cleaned:_____

By whom:_____

Rehabilitation/disposition (e.g., discard, replace, microfilm, photocopy, clean, repair, rebind)	Description of Items	Quantity of Items	Person Who Authorized Decision(s)	Date Treated	Date Returned to Shelf

G.2 BUILDING INCIDENT REPORT FORM

This form should be used to document any building problems, whether or not they caused damage to records. These forms should be maintained in a building log notebook, so that a history of building problems will be available.

Location:_____

Date:_____

Person reporting problem:_____

Description of problem:

Description of action taken:

If records were damaged, describe briefly (and fill out a Records Incident Report Form):

G.3 PACKING AND INVENTORY FORM

Box Number	Original Storage Location	Contents (e.g., call number, record series, dept code	Format of materials (e.g., books, photographs, papers)	Quantity of materials (e.g., number of volumes, boxes, items, folders)	Damage (e.g., wet, damp, mold, smoke)	Salvage priority (e.g., #1, #2, etc.)	Destination (e.g., air dry, freezer, vacuum freeze-drying)

G.4 VOLUNTEER SIGN-IN / SIGN-OUT FORM

Name, Address, Phone	Date	Time In	Time Out	Work Performed

G.5 ENVIRONMENTAL MONITORING FORM

One form should be used for each room / area that needs to be monitored. Readings should be taken at least once every four hours.

Location:

Temperature	Relative Humidity	Date/Time	Person Taking Reading	Equipment Used

G.6 DONOR INFORMATION FORM

This form should be used to keep track of supplies or other materials donated for recovery efforts.

Date:_____

Donor name:_____

Donor address:_____

Donor phone:_____

Supplies or other materials donated:

G.7 POST-INCIDENT REVIEW QUESTIONNAIRE

Date _____ Time _____

Staff _____

Nature of the event _____

_____

_____

_____

_____

_____

_____

_____

_____

Is there any threat to personal safety? Fallen shelves, slippery floor, falling tiles, exposed electrical hazards?

_____

_____

_____

_____

_____

_____

Is there structural damage? Are utilities affected? Electricity, heat, air conditioning, telephone?

_____

_____

_____

_____

_____

What kinds of records are damaged?

_____

_____

_____

_____

_____

_____

_____

_____

Is there damage to furnishings, equipment, computers?

_____

_____

_____

_____

What is the nature of the damage? Is the material damp or wet? Was the water muddy, oily, contaminated, or clean? Is there additional damage from fire, soot, or heat?

_____

Is the water in a flooded area contaminated? Water may be contaminated by soot, ash, sewage, or by having passed through a pipe or gutter.

How many and what type of records are affected? Identify the size of area affected as well as nearby area. Estimate the approximate number from the relative size of items and the length of shelving.

_____

_____

_____

_____

Is the institution capable of maintaining services? Full or selective? Can areas be restricted on a selective basis if necessary?

_____

_____

_____

_____

_____

What equipment will be needed? Dehumidifiers, water vacuums, fans, book trucks, freezer trucks, sump pumps, packing crates, generators, other.

_____

_____

_____

_____

_____

_____

_____

What mistakes were made during the response and salvage operations?

_____

_____

_____

_____

_____

_____

_____

How can staff better prepared for similar incidents in the future?

_____

_____

_____

_____

_____

_____

_____

What supplies were needed on hand, but were not readily available?

_____

_____

_____

_____

APPENDIX H – SALVAGE PRIORITIES (DETAILS)

When the volume of water-damaged archival records is extensive, time and staff restraints require quick decisions. An informed determination of the order in which to salvage records must take into account (1) the extent of damage sustained, (2) the length of records' retention, and (3) the importance of the records themselves. The priority lists given here do not require slavish adherence, nor do they absolve staff of responsibility for good judgment. Common sense should provide guidance on how to weigh the merits of each of these concerns.

PRIORITIES BY EXTENT OF DAMAGE

Records of secondary priority that are only slightly damp and in present danger of becoming soaked may take precedence over primary-priority records that are already soaked and are not likely to be further damaged by remaining on the shelf a while longer.

PRIORITIES BY LENGTH OF RECORDS RETENTION

A. Permanent Records. A current copy of the CO2 Schedule should be examined to determine if any affected accessions are already scheduled for permanent retention. These are always first priority.
B. Long-term Records. When it is not possible to give everything immediate attention, long-term records have precedence over records that have a relatively short retention time remaining.
C. Unscheduled Records. Some of these may be eventually judged of permanent value.

PRIORITIES BY RECORD GROUP

The following priority list has been based on an admittedly subjective assessment of the records' (1) historical value, (2) impact on protecting the legal and financial rights of private citizens, (3) value in documenting land and the environment, and (4) impact protecting the legal and financial rights of the government.

H.1 ARCHIVAL COLLECTIONS – WCA STACKS

Record Group / Series	*Location*	*Quantity*
Special Volumes	FireProof Cabinent	

H.2 CUSTODIAL RECORDS – 2199 SAW MILL RIVER ROAD

Name of Department / Record Type	*Location*	*Quantity*

H.3 CUSTODIAL RECORDS – 375 EXECUTIVE BOULEVARD

Name of Department / Record Type	*Location*	*Quantity*

H.4 INSTITUTIONAL RECORDS – WCA OFFICE SPACE

Record Type	*Location*	*Quantity*
Control Log Files	Middle File Cabinet, Top Drawer	1 drawer, approx. 2 cubic feet
Grant Files		

H.5 DATA AND EQUIPMENT

Type of Data / Equipment	*Location*	*Quantity*

H.6 OVERALL SALVAGE PRIORITIES

Name of Department / Record Type	*Location*	*Quantity*

APPENDIX I – FLOOR PLANS

The following floor plans are NOT included in this Appendix – check with Vincent Ninzatti for all floor plans:

- Water-bearing pipes and equipment
- Mechanical systems electrical control panels, outlets, and cut-off, heating and cooling system equipment and controls; oil and gas shut-offs, if applicable
- Security system controls and location of motion detectors, etc.
- Salvage priorities, overall priorities, and priorities for specific departments, types of materials
- Fire extinguisher locations, 2199 Saw Mill River Road
- Fire extinguisher locations, 375 Executive Boulevard

APPENDIX J – VOLUNTEER / TEMPORARY PERSONNEL

J.1. GENERAL

In the case of a large disaster, additional help may be needed (e.g., to dry materials, to pack out wet records). The Disaster Team Leader should determine whether or not volunteers or temporary workers are needed. Possible sources of volunteers include local community organizations and staff members of area archives and/or libraries. While it is difficult to plan ahead for specific circumstances, a number of issues relating to volunteer and/or temporary workers need to be considered:

- Where will volunteer workers be obtained?

- What will be done if volunteers simply arrive on the scene? If they are not needed, or if the Archives and Records Center is not yet prepared to organize and train them, it is best to take names and phone numbers and tell them they will be contacted when they are needed. The Public Relations Coordinator should do this.

- In cases where there is a lot of recovery work to be done, it may be necessary to hire temporary workers, rather than to rely on volunteers. If this were necessary, would the institution be required to put out bids? If so, could this be done ahead of time?

- How will insurance coverage be provided for volunteers or temporary workers? Specific provision must be made for such workers within the institution's insurance policy if they are to be properly covered and the institution is to avoid liability.

Once volunteers or temporary workers are on the scene, they must be properly managed:

- Volunteers and / or temporary workers must be registered, and all workers (including staff) must be provided with some type of identification. Volunteers and other workers must be required to sign in and out every day.

- There needs to be a way to determine their qualifications (e.g., what experience do they have with archival collections or inactive records, are they capable of strenuous physical activity such as lifting and carrying boxes), find out when and for how long they are available, and draw up a work schedule for each person.

- Volunteers and / or hired workers must also be properly trained and supervised. It is recommended that the Records Recovery Specialist provide training and the Work Crew Coordinator provide day-to-day supervision.

- Volunteers and / or workers must be supplied with any protective gear that is needed, such as gloves and protective clothing, and they must be trained to use them properly.

- Just like staff members, volunteers and temporary workers will need periodic breaks and refreshments. Breaks are normally needed about every two hours, and must be mandated so that workers do not become too tired.

- In a large disaster, you may also need to arrange for a second group of volunteers or workers to take over from the initial group.

J.2 POTENTIAL VOLUNTEERS / WORKERS

Experienced volunteers (staff members from other cultural institutions who would be able to assist in an emergency):

General volunteers (potential volunteers or organizations that might provide volunteers if asked):

Temporary workers (potential sources for hiring temporary workers):

J.3 SERVICES FOR STAFF / VOLUNTEERS / WORKERS

It is very important to remember that in any disaster the emotional needs of staff members, volunteers, and temporary workers must be provided for. In a widespread disaster, some of them may also be dealing with the disaster at home. Even a relatively small event that is confined to the building (or even to a single department) can be emotionally upsetting. In such an event, consider who might provide counseling or other assistance to staff, volunteers, or other workers if needed.

The Westchester County Employee Assistance Program (EAP) can be used as a referral service to counseling services in the community:

EAP

112 East Post Road
White Plains, NY
2nd Floor
(914) 995-6070

The American Red Cross provides counseling and other services. There is a Westchester County chapter:

http://westchestercounty.redcross.org/

Westchester County Red Cross
106 North Broadway
White Plains NY 10603
(914) 946-6500

APPENDIX K – EMERGENCY FUNDS

K.1 IN-HOUSE FUNDS

Risk Management has emergency funds to be used in the event of a disaster. Reasonable expenses to pay for disaster recovery can be incurred without prior authorization and will be covered by those funds.

K.2 GRANT FUNDS

Grant monies of up to $20,000 are available to assist in paying for disaster recovery operations through the New York State Archives' Local Government Records Management Improvement Fund. For more information on this grant possibility, contact Lorraine Hill, the State Archives' Regional Advisory Officer for the Archives and Records Center region, at (631) 521-9796.

APPENDIX L – ADDITIONAL SOURCES FOR INFORMATION ON SALVAGE OF SPECIFIC MEDIA

Albright, Gary, "Emergency Salvage of Wet Photographs," in Preservation of Library and Archival Materials: A Manual, edited by Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center, 1999. Available online at http://www.nedcc.org/plam3/tleaf38.htm

Buchanan, Sally, "Emergency Salvage of Wet Books and Records," in Preservation of Library and Archival Materials: A Manual, edited by Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center, 1999. Available online at http://www.nedcc.org/plam3/tleaf37.htm

Conservation Center for Art and Historic Artifacts. Disaster Recovery: Salvaging Books. Philadelphia: Conservation Center for Art and Historic Artifacts, 1998. Available online at: http://www.ccaha.org/pdf/SalvageBooks--SMALL.pdf

Conservation Center for Art and Historic Artifacts. Disaster Recovery: Salvaging Photographic Collections. Philadelphia: Conservation Center for Art and Historic Artifacts, 1998. Available online at: http://www.ccaha.org/pdf/salvage%20photos--SMALL.pdf

Conservation Center for Art and Historic Artifacts. Mid-Atlantic Resource Guide for Disaster Preparedness. Philadelphia: Conservation Center for Art and Historic Artifacts, 2006. Available online at: http://www.ccaha.org/pdf/Web%20version%20Resource%20Guide%20for%20Disaster%20Preparedness.pdf or http://www.ccaha.org/emergency_resource.php

Balloffet, Nelly. Emergency Planning and Recovery Techniques. Elmsford, NY: Lower Hudson Conference, 1999. Available online at: http://lowerhudsonconference.org/empart/

Interactive Emergency Response and Salvage Wheel, available for purchase from Heritage Preservation at: https://www.heritagepreservation.org/catalog/Wheel1.htm

Minnesota Historical Society Emergency Response website at: http://www.mnhs.org/preserve/conservation/emergency.html. Detailed salvage instruction sheets are provided for several types of items, including:

- Books: Cloth or Paper Covers (http://www.mnhs.org/preserve/conservation/reports/book_cloth.pdf)

- Books: Leather or Vellum Covers (http://www.mnhs.org/preserve/conservation/reports/book_leather.pdf)

- Leather and Rawhide (http://www.mnhs.org/preserve/conservation/reports/leather.pdf)

- Microfilm and Motion Picture Film (http://www.mnhs.org/preserve/conservation/reports/microfilm.pdf)

- Paper: Coated (http://www.mnhs.org/preserve/conservation/reports/paper_coated.pdf)

- Paper: Uncoated (http://www.mnhs.org/preserve/conservation/reports/paper_uncoated.pdf)

- Photographs and Transparencies (http://www.mnhs.org/preserve/conservation/reports/photographs.pdf)

- Record Albums (http://www.mnhs.org/preserve/conservation/reports/record_albums.pdf)

- Vellum and Parchment: Bindings and Documents (http://www.mnhs.org/preserve/conservation/reports/vellum.pdf)

National Park Service. Conserve O Grams. Available at http://www.cr.nps.gov/museum/publications/conserveogram/cons_toc.html Section 21 deals with disaster response and recovery.

- Number 21/1: Health and Safety Hazards Arising From Floods (http://www.cr.nps.gov/museum/publications/conserveogram/21-01.pdf)

- Number 21/3: Salvage of Water-Damaged Collections: Salvage at a Glance (http://www.cr.nps.gov/museum/publications/conserveogram/21-03.pdf)

- Number 21/4: Salvage at a Glance, Part I: Paper Based Collections (http://www.cr.nps.gov/museum/publications/conserveogram/21-04.pdf)

- Number 21/5: Salvage at a Glance, Part II: Non-Paper Based Archival Collections (http://www.cr.nps.gov/museum/publications/conserveogram/21-05.pdf)

Patkus, Beth, “Emergency Salvage of Moldy Books and Paper,” in Preservation of Library and Archival Materials: A Manual, edited by Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center, 1999. Available online at: http://www.nedcc.org/plam3/tleaf39.htm

Walsh, Betty, Salvage at a Glance, *WAAC Newsletter*, Vol. 19, No. 2 (May 1997) http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-207.html

Walsh, Betty, Salvage Operations for Water-Damaged Archival Collections: A Second Glance, *WAAC Newsletter*, Vol. 19, No. 2 (May 1997) http://palimpsest.stanford.edu/waac/wn/wn19/wn19-2/wn19-206.html

Walsh, Betty, Salvage Operations for Water Damaged Collections, *WAAC Newsletter*, Vol. 10, No. 2 (May 1988) http://palimpsest.stanford.edu/waac/wn/wn10/wn10-2/wn10-202.html

APPENDIX M – COMMAND CENTER / TEMPORARY SPACE

M.1 COMMAND CENTER

During a disaster, a command center will be needed to serve as a base of operations for the Disaster Response Team. It is essential to have one central location through which all recovery activities are coordinated. All communications and decisions should be made through the command center.

Locations that might be used as a command center for a disaster at 2199 Saw Mill River Road are:

Primary location:	Conference Room
Alternate location #1	Reading Room
Alternate location #2 (off-site)	375 Executive Boulevard, desk in Records Center's space

If disaster is at 375 Executive Boulevard, command center locations could be at:

Primary location:	Desk in Records Center's space
Alternate location #1	Open area in front of loading dock
Alternate location #2 (off-site)	2199 Saw Mill River Road, Records Manager's office

M.2 RELOCATION / TEMPORARY STORAGE OF RECORDS

Areas (within the building or off-site) to which records in imminent danger of becoming damaged can be relocated, or where damaged records can be temporarily stored are:

At 2199 Saw Mill River Road:

- Destruction Area, Records Center
- Any available shelf space, Records Center
- Work area, Records Center
- Conference Room
- Reading Room
- Processing Room

At 375 Executive Boulevard:
Any available shelf space, 375 Executive Boulevard

M.3 AIR-DRYING LOCATIONS

The following areas have been designated as approved locations to be used when air drying wet records. These sites should have a clean, dry and controlled environment. The temperature should be constantly below 70 degrees F and have a relative humidity below 50%, with 65 degrees F and 35-40% RH being the optimum. The use of fans and dehumidifiers will keep the RH levels down and provide constant air circulation to quicken the drying process and hinder the growth of mold.

Any area used for storing, processing or drying records needs to have 24 hours a day security to protect from vandalism or theft. When choosing a site, make sure these factors are considered and all precautions taken.

The choice of which site to use depends on the scope of the incident and the availability of the various sites. Preferred order of use is:

At 2199 Saw Mill River Road:

Within either the WCA or WCHS stacks (assuming the disaster is not within the stacks)

Aside from the WCA and WCHS stacks, the rest of the Archives and Records Center is not climate controlled, and the relative humidity in particular can reach extremely high levels (close to 100%). With the use of dehumidifiers, however, by closing off the following locations, they could be made into alternative drying spaces, although not ideal:

Conference Room
Processing Room
Staff Offices
WCHS Offices

At 375 Executive Boulevard:

None

APPENDIX N – INFORMATION TECHNOLOGY

N.1 EMERGENCY CONTACT INFORMATION

In the event of a disaster that affects the information technology systems of the Archives and Records Center, it will be the responsibility of the County's Information Technology department to work with Archives and Records Center staff to restore such equipment, systems, and data to working order. Emergency contact information for key IT personnel who work with Archives and Records Center staff is below.

Name: **Joe Paolicelli**
Title: Network Backup Specialist
Dept: Information Technology
Work phone: (914) 995-4179
Work e-mail: jap2@westchestergov.com
Home phone:
Alt phone:

Name: **Anthony Aurrichio**
Title: Tech Support Manager
Dept: Information Technology
Work phone: (914) 995-2092
Work e-mail: aaa4@westchestergov.com
Home phone:
Alt phone:

APPENDIX O – PREVENTION AND PROTECTION

One way to mitigate the impact of disasters on the Westchester County Archives and Records Center and 375 Executive Boulevard is to prevent them from occurring in the first place. This section of the Disaster Response and Recovery Plan addresses some potential hazards to the Archives and Records Center and 375 Executive Boulevard and their holdings and steps that can be, and are being, taken to help prevent or minimize the risks such hazards present.

O.1 NATURAL / INDUSTRIAL / ENVIRONMENTAL – HAZARDS AND RISKS

O.1.1 Thunderstorms / Lightening

Thunderstorms are a fairly common occurrence, but they can cause severe damage. They can involve heavy rain (which can in turn cause flash flooding), high winds, lightning, and hail). They can also cause tornadoes. Lightning is a serious danger whenever there is a thunderstorm. Lightning is very powerful; it can start fires, cause electrical failures, and seriously injure or even kill people. Hail (which can be as large as a softball) can also cause damage and injury, making it even more important to take cover during a storm.

Preventive actions that are being taken to reduce the risk of thunderstorm / lightning damage include:

- Storm drains on the roof are checked bi-weekly to clear build-up of tree debris to avoid roof leaks.

O.1.2 Severe Winter Storms

The term **winter storm** covers a variety of weather events. Winter storms often involve heavy snow, sleet or freezing rain. If very heavy snow is accompanied by high winds and extreme cold, the storm is termed a **blizzard**. A **Nor'easter** is a specific type of storm characteristic of the eastern U.S. coast, in which a low-pressure system gathers strength as it moves up the mid-Atlantic coast, bringing heavy snow and hurricane force winds, along with coastal flooding and beach erosion. Nor'easters usually occur between October and April (although they can occur at any time and sometimes involve rain rather than snow). When rain falls on surfaces with a temperature below freezing, an **ice storm** can occur.

A **winter weather advisory** is issued when poor weather conditions are expected. A **winter storm watch** is issued when a storm is possible. A **winter storm warning** is issued when a storm is occurring or will occur shortly. A **frost/freeze warning** is issued when below freezing temperatures are expected. A **blizzard warning** is issued when heavy snow, near zero visibility, deep drifts, and severe wind chill are expected.

Preventive actions that are being taken to reduce the risk of severe winter storm damage include: Request for generator, included in capital project to rehab facility.

O.1.3 PROLONGED POWER OUTAGE

A power outage is usually a short-term inconvenience, not a major emergency. However, if it lasts more than one day, it may put textual records, microfilm and photographs at risk. Paper is sensitive to changes in air temperature and to the amount of water vapor in the air. Rapid changes in temperature and relative humidity over a short period of time may accelerate irreversible deterioration processes. High temperatures and/or low relative humidity may cause textual records to become brittle and crack. High relative humidity may cause textual records to warp and promote the growth of mold and mildew. Microfilm and photographs may also be affected by rapid changes in temperature and relative humidity. Images on microfilm may become illegible under extreme environmental changes. In addition, during a power outage, the fire and intrusion alarms for the Archives and Records Center will not be functioning.

Both the Archives' and the Westchester County Historical Society stack areas have separate HVAC units and a Muenters unit maintaining optimum temperature (65 degrees Fahrenheit +/- 3 degrees) and relative humidity (43% +/- 3%) ranges. The maintenance of climate conditions in these areas will be of primary concern during prolonged power outages. Also of concern will be damage to the physical plant (frozen pipes, for example) that could result in damage to records if heat were to be lost during an extended power outage.

Prevention action: Request for generator, included in capital project to rehab facility.

O.2 BUILDING / SYSTEMS / PROCEDURES – HAZARDS AND RISKS

O.2.1 Water Hazards

O.2.1.1 *Water Damage Prevention*

The most common disasters in office space and records storage areas generally are caused by water. Water damage can result from leaking roofs, seepage, rainstorms, faulty drains and sewers, breaks in water and steam pipes, malfunctioning sprinkler systems, and construction operations. Implementing preventative measures within daily

operations can reduce the risk of serious damage to the collections. Such preventative measures include:

- Store records inside document boxes, map cases, or file cabinets.

- Never leave documents out overnight, uncovered. Make sure important records and computer CDs or DVDs are removed from desktops and placed in drawers, cabinets or other areas that will reduce the exposure such items would receive from water in the event of a disaster.

- Know the water hazards of the region, such as flooding history and the region's experience with electrical storms, snow, and other types of storms. Neither the Archives and Records Center nor 375 Executive Boulevard is on a flood plain so flooding is not an anticipated hazard; water damage from a heavy rain or snow storm is more of a potential threat.

- Perform building surveys routinely.

- Inspect areas where water damage potential exists especially during or immediately following rainstorms or inclement weather. The storm drains in the parking lot have in the past backed-up during exceptionally heavy downpours of long duration. In addition, all of the roofs on the Archives and Records Center are flat. The build-up of tree debris can block the drains on them. Therefore, this debris is cleared approximately twice weekly and prior to any anticipated major rain event. Previously known leaks in the Records Center roof have been repaired. Still, it remains vulnerable to leaks.

- Check for low shelves and documents stored on the floor or close to it; these are vulnerable to any water incidents.

- NEVER store records directly on the floor. Use pallets, blocks or other items to raise them at least 5 inches. Water alarms are installed in the stacks of both the Westchester County Archives and the Westchester County Historical Society. Should water be detected on the floor of either area, an alarm will be sent to Scarsdale Security and staff will be notified.

- Know the location of the Emergency Supply Cabinet and other emergency supplies. The Emergency Supply Cabinet for the Archives and Records Center is located on the mezzanine level of the Archives stacks and contains plastic sheeting and absorbent pads to help mitigate the damage caused by water leaks.

- The sprinkler system is alarmed to note low water pressure due to an accidental sprinkler system water release. Window heating units are to be left on overnight and on weekends during the fall and winter months to prevent sprinkler pipes from

becoming too cold, resulting in frozen and burst pipes. In addition, all exterior window soffits have been insulated to provide additional protection against frozen ceiling pipes.

- Low heat alarms are installed in the extremities of the building – the two north offices – and the boiler room as an additional warning against the potential for frozen pipes.

O.2.1.1 *Water Damage Known Risks*

The following are known risks to the Archives and Records Center and the records held in it for potential water damage. Some of the items on the list cannot be fixed, but staff need to be aware of their existence. Other severity of other risks, however, could be mitigated with concerted staff awareness.

- *Water pipes running through records storage space*. Both the WCA and WCHS stacks have water pipes running through, and immediately next to boxes, on the second floor of their vaults. These records are not protected with plastic sheeting or any other protective covering.

- *Water-bearing HVAC equipment nearby records*. Both the WCA and WCHS vaults have their own HVAC units and on occasion both of them have developed minor water leaks. These have always been small enough to clean up with a mop and have not yet affected records.

- *Gutters and downspouts*. The gutters and drains on the flat roof areas need to be kept free of debris, so that water freely drains from roof.

- *Foundation*. No known problems.

- *Sewage ejection system*. No known problems.

- *Records left out on desks and tables overnight*. Original archival records, particularly maps, are left out of their boxes overnight, instead of being immediately re-filed after being used. In addition, the boxes from which they were taken from are left opened and the records inside exposed. This leaves the records vulnerable to any water that might come from sprinkler discharge.

O.2.2 Fire Hazards

O.2.2.1 *Fire Prevention*

The most destructive event that could affect the Archives and Records Center or 375 Executive Boulevard is a fire. Most fires can be prevented through proper precautions such as good housekeeping, constant monitoring, and prompt elimination of fire hazards. Fire precautions include making staff aware of fire hazards and appropriate fire prevention and fire fighting tools. These include:

- Train staff to be thoroughly familiar with the locations and use of fire extinguishers and fire alarm pull stations in the Archives and Records Center and in 375 Executive Boulevard for personnel who work in that building.

- Keep fire doors closed at all times as this can effectively contain a fire.

- Report maintenance problems, particularly electrical deficiencies, immediately to **your supervisor**.

- Be aware that curtains and furniture placed near heat radiators or things placed on heat radiators pose a potentially fire hazard.

- Be aware of the County's policy forbidding the use of space heaters in County buildings unless medically necessary in accordance with the 1990 Americans with Disabilities Act, and only then with specific approval of the Office of Risk Management. If use of a space heater has been approved, it is the sole responsibility of the user to ensure that it is turned off when not in use and at the end of each day.

- Avoid placing materials on the top of shelving that may block fire sprinklers.

- Keep all aisles, passageways and exit doors unobstructed for safe, rapid exit.

- Keep areas free of excess combustibles and trash, such as boxes, recyclables, and newspapers. Good housekeeping is particularly important. Daily housekeeping is provided by DPW staff.

- Store combustibles, such as cleaning fluids, inks, copier and microfilm developer and toners in safety metal cabinets. No flammable solvents are to be kept in records storage areas.

- Enforce the "No Smoking" policy.

- Do not overload electrical outlets.

- Encourage staff to be responsible for daily routine closing time inspections. They need to be aware of potential fire hazards and watch for the following:

- electrical devices should be turned off, e.g. copiers, computer equipment, typewriters, and such.
- household appliances such as coffee pots and toaster ovens should be turned off or unplugged.
- fire or smoke barrier doors to stairwells should be closed.
- trash and other combustibles should be in appropriate containers.

- As part of the Archives and Records Center Building Evacuation Plan, Fire Wardens have been designated for the four major sections of the building: Office Space and Archives Stacks; Westchester County Historical Society; Records Center; and Boiler Room and Loading Dock. Fire wardens conduct quarterly reviews of their areas to check for potential fire hazards and report any situations that need to be corrected.

- Fire extinguishers, smoke detectors, and fire exit signs are inspected annually.

- The Fairview Fire Department conducts an annual review of the Archives and Records Center and issues a report on its findings. Any problems noted in the report are immediately addressed.

- At the end of the day, make sure important records and computer CDs or DVDs are removed from desktops and placed in drawers, cabinets or other areas that will reduce the exposure such items would receive from fire in the event of a disaster.

O.2.2.1 *Fire Damage Risks*

The following are known risks to the Archives and Records Center and Executive Boulevard for potential fire damage. Some of these risks are unavoidable, while others can be remedied with closer staff attention.

- *Fire drills not held routinely*

- *Archival collection includes cellulose-nitrate base films and negatives.* Although these films and negatives are kept in a fire-proof cabinet in the WCA stacks, they do present a fire hazard if and when they are removed.

O.2.3 Climate Control Risks

See Section O.1.3 for a discussion of the risks inadequate climate control (both fluctuations in humidity and temperature, and extremes in both humidity and temperature) can present to records. The known risks at the Archives and Records Center and 375 Executive Boulevard with regard to climate control are:

- *Climate control system(s) fail occasionally*. The HVAC units in the WCA and WCHS stacks break down occasionally and even when they are running sometimes do not maintain optimum temperature and humidity levels. This can speed up the deterioration process of archival records as well as lead to potential mold growth.

- *Occasional extremes of relative humidity (greater than 50 percent) in climate controlled archival collection storage areas*. See comment above regarding the WCA and WCHS HVACs not always working at optimal levels.

- *Partial air conditioning*. The Records Center and 375 Executive Boulevard are not air conditioned. This means that those records are subjected to extremes in heat and humidity during the summer months. In addition, the main HVAC unit for the Archives and Records Center shuts down each evening. This allows the humidity to reach extremely high levels during the summer months which is potentially damaging to any archival materials (or any other records) in staff offices or the Processing Room.

O.2.4 Electronic Records

It is important that both individual computers and the County's network be protected to provide security to the electronic records that County personnel at the Archives and Records Center create and archival electronic records created by County personnel from other departments. A Security and Technology Use policy was promulgated in June 2008 that covers all areas of concern from the records stored on individual personal computers to those on network servers, virus protection, regular backups, etc. A Dept. of Information Technology Electronic Records Retention Task Force is evaluating various methodologies for improving access to e-records over their lifetime and meeting all requirements under the NYS Records Retention and Disposition Schedules, as well as the 2006 amended regulations regarding the Federal Rules of Civil Procedure, especially as they affect legal discovery.

In order to protect the computer equipment in the Archives and Records Center, a separate circuit breaker was added in 2004 to accommodate all of the printers, scanners, and other computer hardware in the Scanning Area of the building. In addition, the main power line to the Archives and Records Center was updated that same year to provide a clean power source and alleviate the risk of any power surges that could potentially damage any computer equipment.

O.2.5 Security

O.2.5.1 *Security Precautions – 2199 Saw Mill River Road*

One of the greatest security threats to records at the Archives and Records Center is presented by the visitors to the Reading Room and to the Records Center. To minimize these risks, it is important on Reading Room days that Reading Room staff and volunteers maintain a constant presence in the Reading Room and alertness about patron activities. In addition, entry to the Records Center is for authorized County personnel only. All visitors to the Records Center should sign the visitor sign-in log upon entering the building and present County identification. The Archives staff person at the Reading Room desk should notify the Records Center staff by telephone as to who is being sent back to the Records Center. All doors which provide unattended access to the Records Center should be kept closed and locked at all times.

Only Archives staff and selected volunteers are allowed into the Archives stacks. Any visitors to the building for the Westchester County Historical Society or Lower Hudson Conference offices should sign the visitor sign-in log before being escorted or directed to the offices of the agency they are visiting. Any other visitors to the building, such as Department of Public Works personnel, and outside workers performing maintenance and repairs, are also required to sign the visitor sign-in log. Staff should question any unfamiliar visitors in the building as to their identification and authorization.

O.2.5.2 *Security Risks – 2199 Saw Mill River Road*

The following are known security risks to the Archives and Records Center and Executive Boulevard. For the most part these risks can be remedied by changes in staff habits and procedures, while a few need attention from administrative levels above the Archives and Records Center.

- *No written policies/procedures for building and collection security*

O.2.6 Housekeeping/Pests

O.2.6.1 *Integrated Pest Management*

As part of an overall plan to avoid emergency situations through safe records storage, the Archives and Records Center seeks to protect records from the threat of pest infestation by limiting the likelihood of insect introduction into stored records and by actively taking steps to eliminate insect populations in the Archives and Records Center office areas.

To this end, eating and drinking is strictly limited to only the kitchen area and WCHS office space in the Archives portion of the building, and the office space of the Records Center. In addition, outside doors without screens are to be kept closed at all times. Finally, incoming accessions and supplies are to be inspected closely for any presence of insects or rodents to prevent pests being introduced into the building in that manner.

An exterminator from the County's Department of Public Works visits the Archives and Records Center at least annually, and can be called more frequently, if needed, to treat for any external or internal pest problems.

O.2.6.2 *Housekeeping / Pest Risks*

The following are known housekeeping / pest risks to the Archives and Records Center. For the most part these risks can be remedied by changes in staff habits and procedures.

- *Written policy/procedures for housekeeping* for recycling.

- *Food or drink policy not enforced in all parts of the building*. Staff members are currently allowed to have drinks at their desks, and around archival records, particularly in the Scanning Area.

- *Garbage allowed to remain in the building overnight*. The garbage cans are emptied daily, but only first thing in the morning, meaning that any food products thrown out remain in the cans overnight. This is particularly a problem in the WCHS office space where food-related trash is discarded and not picked up until the next day. All food-related trash should only be placed in the garbage cans in the kitchen which are tall and have lids to prevent rodents from gaining access to them.

O.2.7 Storage Risks

In addition to threats of water damage, by storing records directly on the floor, damage can also be done to records when they are improperly stored on shelves. The following are known risks of records at the Archives and Records Center from shelving:

- *Some shelving not 4-6 inches off the floor*

- *Shelving not braced to earthquake standards*

- *Books not shelved snugly*. This allows the books to slump over, bending the pages.

O.2.8 Personnel Issues

Some risks to the Archives and Records Center and its records come from the staff itself. These risks include:

- *Staff members not trained in emergency procedures*
- *Staff members not sufficiently trained in security procedures*
- *Security staff not trained to recognize hazards and respond properly to records emergencies*
- *DPW staff needs reminders for maintenance/repair*

O.2.9 Hazardous Materials Stored in Archives and Records Center

[to be completed]

O.3 PREVENTIVE MAINTENANCE CHECKLIST

The following checklists are reminders of who is responsible for various preventative maintenance activities:

O.3.1 Daily Preventive Maintenance Checklist

Person responsible for checking that all activities have been completed: Vincent Ninzatti

Activity:	Walk-through of all areas having mechanical units
Person responsible:	Vincent Ninzatti
Activity:	Clean restrooms
Person responsible:	Vincent Ninzatti
Activity	Empty garbage and remove all trash from building
Person responsible:	Vincent Ninzatti
Activity:	Shovel snow (when needed)
Person responsible:	Vincent Ninzatti
Activity:	Vacuum carpets, floors, etc.
Person responsible:	Vincent Ninzatti
Activity:	Recycling
Person responsible:	Vincent Ninzatti

O.3.2 Weekly Preventive Maintenance Checklist

Person responsible for checking that all activities have been completed: John Baudille

Activity:	Check posting of emergency numbers/instructions
Person responsible:	Chris Gratzel
Activity	All elements of security system are operable
Person responsible:	Vincent Ninzatti
Activity:	Emergency lights operable
Person responsible:	Vincent Ninzatti
Activity:	Emergency power operable
Person responsible:	Vincent Ninzatti
Activity:	Alarm panels operable
Person responsible:	Vincent Ninzatti
Activity:	All keys accounted for
Person responsible:	Chris Gratzel
Activity	Charged flashlights are present in all appropriate locations
Person responsible:	Vincent Ninzatti
Activity:	Battery-powered radio (preferably with weather-band and tone alert) is operable
Person responsible:	Doesn't exist
Activity:	Clear tree debris off of roof
Person responsible:	Vincent Ninzatti

O.3.3 Seasonal Preventive Maintenance Checklist

Person responsible for checking that all activities have been completed: John Baudille

Activity:	Check caulking, windows, and door seals for winter
Person responsible:	Vincent Ninzatti
Activity	Clean gutters
Person responsible:	Vincent Ninzatti
Activity:	Check and clean storm drains
Person responsible:	Vincent Ninzatti

Activity: Check heating and cooling systems (spring/fall)
Person responsible: Vincent Ninzatti

O.3.4 Twice per Year (Minimum) Preventive Maintenance Checklist

Person responsible for checking that all activities have been completed: John Baudille

Activity: Hold fire drill
Person responsible: Chris Gratzel

Activity Inspect roof and drainage system
Person responsible: Vincent Ninzatti

Activity: Inspect windows
Person responsible: Vincent Ninzatti

Activity: Inspect building foundation for cracks, leaks, etc.
Person responsible: Vincent Ninzatti

Activity: General inspection of building and grounds to identify problems
Person responsible: Vincent Ninzatti

O.3.5 Annually Preventive Maintenance Checklist

Person responsible for checking that all activities have been completed: John Baudille

Activity: Revise/prepare building maintenance budget
Person responsible: John Baudille

Activity Flush out fire suppression system
Person responsible:

Activity: Inspect fire detection system
Person responsible:

Activity: Arrange for annual inspection of fire extinguishers
Person responsible: Vincent Ninzatti

Activity:	Inspect electrical system
Person responsible:	Vincent Ninzatti
Activity:	Inspect plumbing system
Person responsible:	Vincent Ninzatti
Activity:	Inspect electrical system
Person responsible:	Vincent Ninzatti
Activity:	Update service contracts
Person responsible:	John Baudille
Activity	Inspect fire suppression system
Person responsible:	
Activity:	Inspect security system
Person responsible:	
Activity:	Ensure that building plans and mechanical drawings are updated and accessible
Person responsible:	John Baudille and Chris Gratzel
Activity:	Inventory archival collections
Person responsible:	Jackie Graziano
Activity:	Inventory inactive records in warehouse storage
Person responsible:	Christopher Gratzel and dept. Records Coordinators thru WESTARM

O.4 OPENING PROCEDURES CHECKLIST AND SCHEDULE

The purpose of the opening checklist is to ensure that no hazards are present and that no problems occurred while the building was closed. Use the following checklist when opening the building:

O.4.1 Opening Checklist

- No signs of unusual or off-hours activity
- No evidence of water leakage (walls, ceilings, floors, storage areas)
- No unusual smells or sounds

- No apparent major change in temperature overnight
- No apparent major change in relative humidity overnight
- No small appliances left turned on or plugged in overnight
- Lights are working (including emergency lighting)
- Doorbells, buzzers, intercom are working
- Windows are locked and fire doors closed
- Security system is disarmed as required
- Sinks and toilets in working order

Equipment is operating properly:

- Building HVAC
- HVACs in Archives and WCHS stacks

O.4.2 Opening Procedures Responsibilities and Schedule – Vincent Ninzatti

Primary: Vincent Ninzatti
Backup: DPW Employee assigned by John Baudille

O.5 CLOSING PROCEDURES CHECKLIST AND SCHEDULE

Regular closing procedures are essential to preventing disasters. The purpose of the closing checklist is to ensure that no hazards are present and that all protection equipment is working properly. Use the following checklist when closing the building.

O.5.1 Closing Checklist

- Keys secure and accounted for
- Archives' stack doors closed and locked; lights turned off
- Doors to Records Center locked
- Windows closed and locked

- Shades, drapes, and blinds closed
- No one hiding in buildings (check bathrooms)
- No trouble indicators on fire panels or monitors
- Security system is armed as required
- No unusual smells or sounds
- No evidence of water leakage (walls, ceilings, floors, storage areas)
- Refrigerator plugged in and operating
- Photocopier turned off
- All small appliances turned off or unplugged
- Sinks and toilets in working order

Equipment is operating properly

- Building HVAC
- HVACs in Archives and WCHS stacks

O.5.2 Closing Procedures Responsibilities and Schedule

Primary: Full-time Archives or Records Center staff member
Backup: DPW Employee assigned by Vincent Ninzatti

O.6 CONSTRUCTION AND RENOVATION

In the event that construction is ever being done at the Archives and Records Center, the following sections (O.6, O.7, and O.8) provide checklists to follow to ensure the safety and security of the building and staff during such projects, whether they be something as simply as installing new shelving, or more involved such as replacing the HVAC unit in the WCA vault.

O.6.1 General Information

Construction will begin: _____

Architect

Organization:
Contact person:
Telephone:
Cell Phone:

General Contractor

Organization:
Contact Person:
Telephone:
Cell Phone:

Clerk of the Works/Project Manager

Name:
Title:
Phone:
Cell Phone:

Project Liaison

O.6.2 Pre-Construction Checklist

- Staff members made aware of risks and precautions common to construction projects
- Project liaison assigned from the Archives and Records Center's staff, or hired from outside the institution
- Disaster plan includes a means of identifying losses (e.g., catalog backups) in case of disaster
- Salvage priorities have been assigned for records, administrative records, and equipment
- Emergency response supplies on hand

- Extra fire extinguishers on hand
- Emergency evacuation procedures designed and practiced
- Fire protection equipment and fire safety practices reviewed and improved as necessary
- Water alarms installed in areas where water-related construction will impact records storage areas
- Records relocated away from construction areas as necessary and possible

A written contract is in place that specifies the responsibilities of the Archives and Records Center and of the contractor for protecting the records. The contract specifies:

- Who is responsible for installing and maintaining all protections for records
- That the contractor will notify the Archives and Records Center staff of work schedules and changes in advance
- Procedures for compartmentalizing spaces by constructing barriers (using fire-retardant water-proof sheeting) as necessary
- Procedures for wrapping records on the shelves as necessary
- That the contractor will secure the roof against water infiltration during work that opens areas of the roof
- That the contractor will provide adequate ventilation for activities that will generate significant chemical fumes (e.g., paint removal)
- That the contractor will control particulate and gaseous pollutants during construction
- That the contractor will ensure that all equipment used during the work day has been turned off at the end of each day
- Who is responsible for interim and post-construction clean-up programs
- Procedures for interim and post-construction clean-up programs
- That workmen will not be allowed in limited-access collection storage without staff knowledge

- That workmen will be prohibited from high-security areas without direct staff supervision

O.7 CONSTRUCTION / RENOVATION OPENING PROCEDURES

It is most desirable to relocate records away from areas being worked on, or to seal records off completely from the work area. But both of these are sometimes impractical, and compromises must be made. If records must remain onsite, it is essential to carry out thorough opening and closing procedures each day. The following checklist is to be used to ensure that no problems occurred while the building was unoccupied overnight.

O.7.1 Construction / Renovation Opening Checklist

- No signs of unusual or off-hours activity
- No evidence of water leakage in work areas (or other areas)
- No unusual smells or sounds
- No apparent major change in temperature overnight
- No apparent major change in relative humidity overnight
- No small appliances left on or plugged in overnight
- Windows locked and fire doors closed
- All wraps and seals over or around collections are in place
- Adequate ventilation is available if solvents or other chemicals are to be used
- Appropriate number and type of fire extinguishers are available in work areas
- Fire detection system is connected and operating
- Fire suppression system is connected and operating
- High-security areas (e.g., archives stacks) are locked unless in use by staff, or unless access is needed during construction work
- Security system is disarmed as required

- Lights are working (including emergency lighting)
- Doorbells, buzzers, intercom are working
- Sinks and toilets in working order

Equipment is operating properly:

- Building HVAC
- HVACs in Archives and WCHS stacks

O.7.2 Opening Procedures Responsibilities and Schedule (Construction / Renovation)

Monday Primary:
Backup:

Tuesday Primary:
Backup:

Wednesday Primary:
Backup:

Thursday Primary:
Backup:

Friday Primary:
Backup:

O.8 CONSTRUCTION / RENOVATION CLOSING PROCEDURES

It is most desirable to relocate records away from areas being worked on, or to seal records off completely from the work area. But both of these are sometimes impractical, and compromises must be made. If records must remain onsite, it is essential to carry out thorough closing and opening procedures each day. The following checklist is to be used to ensure that all precautions have been taken before the building is closed for the night

O.8.1 Construction / Renovation Closing Checklist

- Dirt and debris produced during the work day has been cleaned up
- All electrical equipment used during the work day has been turned off
- All construction equipment secured and locked
- All wraps and seals over and around records are in place
- Fire detection system is connected and operating
- Fire suppression system is connected and operating
- Water alarms are connected and operating
- No trouble indicators on fire panels or monitors
- Any exposed areas (e.g., open areas on roof) have been securely covered and provided with drainage
- All keys secure and accounted for
- Security system is armed
- Archives stack door closed and locked; lights turned off
- Doors to Records Center closed and locked
- Windows closed and locked
- Shades, drapes, and blinds closed
- No one hiding in buildings (check bathrooms)
- No unusual smells or sounds
- No evidence of water leakage (walls, ceilings, floors, storage areas)
- Refrigerator plugged in and operating
- Photocopier turned off
- All small appliances turned off or unplugged
- Sinks and toilets in working order

Equipment is operating properly:

- HVAC
- HVACs in Archives and WCHS stacks

O.8.2 Closing Procedures Responsibilities and Schedule (Construction / Renovation)

Monday Primary:
Backup:

Tuesday Primary:
Backup:

Wednesday Primary:
Backup:

Thursday Primary:
Backup:

Friday Primary:
Backup:

APPENDIX P – STAFF TRAINING

Staff training is crucial to successful disaster planning. It should begin with the members of the disaster planning and response teams and expand to include all staff. In particular, training staff in the mechanics of the plan ensures that they will be familiar with it and be able to use it effectively if an emergency occurs.

P.1 DISASTER PLANNING TEAM

The Disaster Planning Team can be trained in a variety of ways. Team members should certainly be encouraged to educate themselves through the use of books and articles on disaster planning, and to monitor online resources such as list-servs and websites relating to disaster planning. More formal types of training should also be offered, such as disaster planning workshops or in-house training sessions. Whatever type of training is chosen, the leader of the disaster planning team should be responsible for ensuring that all members of the team are periodically given the opportunity for additional training to keep up-to-date on new developments in disaster planning.

Team member in charge of coordinating training for the Disaster Planning Team: Courtney Fallon

Current and planned training for the Disaster Planning Team: Annually

P.2 DISASTER RESPONSE TEAM

It is crucial for all members of the Disaster Response Team to receive training (preferably hands-on) in first-response procedures, salvage methods for damaged records, and procedures for recognizing and dealing with any hazards that might be present at the disaster site. The fundamental goal of training should be to familiarize the team with all elements of the disaster plan and to give them experience working together as a team.

Team member in charge of coordinating training for the Disaster Response Team: Chris Gratzel

Current and planned training for the Disaster Response Team: Annual

There are various possible training methods, but remember that practical and hands-on training will be the most effective.

Options include:

- Formal disaster response / recovery workshops
- First aid and / or CPR training
- In-house training (e.g., hands-on sessions focused on specific topics, tabletop disaster exercises, or mock disasters)
- Individual use of books and articles on disaster response, salvage, recovery, and rehabilitation
- Individual use of online resources (such as list-servs and websites) to keep up-to-date on new developments in disaster response, salvage, and recovery methods for records

Subjects that should be addressed include:

- Team-building
- Handling wet and damaged records
- Recovery procedures and the use of equipment
- Workplace health and safety (relating to emergency response)
- Proper use of protective clothing and equipment
- Hazards of exposure to mold
- Crisis counseling

P.3 GENERAL STAFF TRAINING

The importance of training all staff in emergency procedures and implementation of the disaster plan cannot be overstated. Staff members are often the first line of defense against disasters, observing problems as they occur. They must be able to recognize when there is a problem, know how to respond, and know whom to call. The following training activities should be carried out regularly.

Person responsible for seeing that all training has been done: Chris Gratzel

Training activities can include:

Hold staff meeting to review basic preventative measures (e.g., protection from water/fire, security procedures)

Suggested frequency: Semi-annually
Frequency: Beginning of employment and on-going
Person responsible: Supervisor

Hold staff meeting to review specific evacuation routes and general emergency procedures

Suggested frequency: Semi-annually
Frequency: Beginning of employment and annually
Person responsible: Chris Gratzel

Review procedures for operation of the security system with appropriate staff

Suggested frequency: Semi-annually
Frequency: Beginning of employment and annually
Person responsible: Chris Gratzel

Review procedures for operation of the climate control system with appropriate staff

Suggested frequency: Semi-annually
Frequency: Beginning of employment
Person responsible: Chris Gratzel

Review procedures for operation of the fire detection system with appropriate staff

Suggested frequency: Semi-annually
Frequency: Beginning of employment and annually
Person responsible: Chris Gratzel

Review procedures for operation of the fire suppression system with appropriate staff

Suggested frequency: Semi-annually
Frequency: Beginning of employment
Person responsible: Chris Gratzel

Review how to operate a fire extinguisher with all staff

Suggested frequency: Annually
Frequency: Beginning of employment
Person responsible: Chris Gratzel

Hold staff meeting to review proper implementation of the disaster plan (e.g., how to recognize a potential threat, what to do, how to report a problem, how and when to activate the plan)

Suggested frequency: Annually
Frequency: Annually
Person responsible: Chris Gratzel

Conduct a tabletop disaster exercise

Conduct small-scale disaster simulation

Conduct large-scale disaster simulation

Other

P.4 FIRST AID / CPR / AED TRAINING

CPR/AED for Lay Rescuers in the Community and Workplace:

Christine Hogan – date completed: 10/07/2014

renewal date: unknown

First Aid training no longer covered by County.