Appendix 1

### Disaster Response Personnel Phone List

## Disaster Response Team Roster

**Position/Title Name Office/Division Office Phone Home Phone**

##### Coordinator

Asst. Coordinator

Team Leaders

Volunteer Leader

Conservator

Team(s)

Member

Member

Member

Recorder

**Other Emergency Response Contacts**

#### Service Contact Phone Numbers

Fire Department

Police Department

Director of Operations

Security

Maintenance

Heating/Ventilation/Air Conditioning

Purchasing Office

Insurance Office/Agent

Local Emergency Management Agencies

##### Pennsylvania Emergency Management Agency

Press Office

**Recovery Command Center Locations**

 **Room Number Phone Number**

In-House

Off-Site

Appendix 2

### List of Priority Records

## Record Title Quantity Location

###### Appendix 3

### Physical Description of Building

Insert floor plans for each floor of the building with specific information about location of **SMOKE DETECTORS; FIRE ALARMS; FIRE EXTINGUISHERS; FIRE HOSES; FIRE SPRINKLERS; ELECTRICAL SYSTEMS INCLUDING FUSE BOXES, OUTLETS, AND LIGHT SWITCHES; WATER SOURCES; WATER PIPES; HVAC SYSTEMS; DOORWAYS; STAIRWAYS; WINDOWS; AND ELEVATORS.**

Other applicable information may also be added.

###### Appendix 4

### Sources of Technical Advice and Information

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

**Regional and National Experts and Consultants**

Conservation Center for Art and Historic Artifacts

264 S. 23rd Street

Philadelphia, PA 19103

Telephone: (215) 545-0613

Contact person: Chief Conservator

­­ www.ccaha.org

Library of Congress

National Preservation Program Office

Washington, D.C. 20540

Telephone: (202) 287-1840

www.loc.gov/preserv

National Archives and Records Administration

8601 Adelphi Road

College Park, MD 20740-6001

Telephone: (301) 713-6705

Contact Person: Preservation Lab

www.nara.gov/arch

Northeast Document Conservation Center

100 Brickstone Square

Andover, MA 01810-1425

Telephone: (978) 475-8140 (will be given an after-hours emergency phone number)

Contact person: Field Services

www.nedcc.org

**State Government Agencies**

­­­Pennsylvania Emergency Management Agency

Emergency Operation Center (24-hour);

Telephone: (717) 651-2001 and 1-800-424-7362

www.pema.state.pa.us

Pennsylvania Historical and Museum Commission

Bureau of Archives and History

Telephone: (717) 783-5796 or (717) 787-8953

www.phmc.state.pa.us

**Local Area Agencies**

County Emergency Management Agency

Police Department

Fire Department

###### Appendix 5

### Suppliers Directory

**Name of Item Supplier**

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.

***Appendix 6***

### 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**

 Berks Fire Water Restorations, Inc.

 Document Reprocessors

 Munters Moisture Control Services

**BOOK CONSERVATORS**

 William Minter

 Nancy Nitzberg

 Etherington Conservation

 Northeast Document Conservation Center

**BOXING OF MATERIALS**

 Berks Fire Water Restorations, Inc.

 Blackmon-Mooring Steamatic Catastrophe, Inc.

**CLEANING OF INTERIORS**

 Berks Fire Water Restorations, Inc.

 Disaster Recovery Services, Inc.

 Document Reprocessors

**CLEANING OF MATERIALS**

 Berks Fire Water Restorations, Inc.

 American Freeze Dry, Inc.

 Document Reprocessors

**COMPUTER AND MAGNETIC MEDIA SALVAGE**

 Berks Fire Water Restorations, Inc.

 Blackmon-Mooring Steamatic Catastrophe, Inc

 Disaster Recovery Services, Inc.

 Document Reprocessors

 Munters Moisture Control Services

 SunGard Recovery Services

**CONTROLLED DEMOLITION**

 Blackmon-Mooring Steamatic Catastrophe, Inc.

**CORROSION CONTROL OF ELECTRONIC EQUIPMENT**

 Blackmon-Mooring Steamatic Catastrophe, Inc.

**DAMAGE APPRAISAL**

 Berks Fire Water Restorations, Inc.

 Blackmon-Mooring Steamatic Catastrophe, Inc.

 Disaster Recovery Services, Inc.

**DEBRIS REMOVAL**

 Berks Fire Water Restorations, Inc.

 Blackmon-Mooring Steamatic Catastrophe, Inc.

 Disaster Recovery Services, Inc.

**DEHUMIDIFICATION**

 Berks Fire Water Restorations, Inc.

 Disaster Recovery Services, Inc.

 Munters Moisture Control Services

 Solex Environmental Systems

**DISASTER RECOVERY-- ADVICE AND ASSISTANCE**

 Conservation Center for Art and Historic Artifacts

 Library of Congress

 Northeast Document Conservation Center

**EQUIPMENT RENTAL**

 Aggreko Rental

 Rent It Center

 Stahl’s

 Taylor Rental Services

**FILM RESTORATION- ADVICE AND RECOMMENDATIONS**

 Image Permanence Institute

 Eastman Kodak Disaster Recovery Laboratory

 New England micrographics

**FREEZE DRYING**

 Berks Fire Water Restorations, Inc.

 American Freeze Dry., Inc.

 Blackmon-Mooring Steamatic Catastrophe, Inc.

 Disaster Recovery Services, Inc.

 Document Reprocessors

 Munters Moisture Control Services

**FREEZER STORAGE**

 Summers Cold Storage

 Harrisburg Cold Storage

 Denver Cold Storage

**FUMIGATION**

 Berks Fire Water Restorations, Inc.

 Blackmon-Mooring Steamatic Catastrophe, Inc.

 Document Reprocessors

 Solex Environmental Systems

**INVENTORY OF MATERIALS**

 Blackmon-Mooring Steamatic Catastrophe, Inc.

 Document Reprocessors

**MICROFILM RESTORATION**

 Berks Fire Water Restorations, Inc.

 Disaster Recovery Services, Inc.

 IMR Limited

 Eastman Kodak Disaster Recovery Laboratory

**MOISTURE REMOVAL**

 Berks Fire Water Restorations, Inc.

 Disaster Recovery Services, Inc.

 Munters Moisture Control Services

**MOLD REMOVAL (from building)**

 Berks Fire Water Restorations, Inc.

 American Freeze-Dry, Inc.

 Blackmon-Mooring Steamatic Catastrophe, Inc.

**MOTION PICTURE FILM RESTORATION**

 Cineric, Inc

 Film Treat

**MOVING OF COLLECTIONS**

 Berks Fire Water Restorations, Inc.

 American Interfile & Library Services, Inc.

**REBINDING**

 Conservation Center for Art and Historic Artifacts

 William Minter

 Nancy Nitzberg

 Northeast Document Conservation Center

**RESHELVING**

 Document Reprocessors

**SOOT AND SMOKE ODOR REMOVAL**

 Berks Fire Water Restorations, Inc.

 American Freeze-Dry, Inc.

 Blackmon-Mooring Steamatic Catastrophe, Inc.

 Disaster Recovery Services, Inc.

 Document Reprocessors

**VACUUM FREEZE DRYING**

 Berks Fire Water Restorations, Inc.

 Blackmon-Mooring Steamatic Catastrophe, Inc.

 Document Reprocessors

 Munters Moisture Control Services

**VACUUM THERMAL DRYING**

 Berks Fire Water Restorations, Inc.

 Blackmon-Mooring Steamatic Catastrophe, Inc.

**Aggreko Disaster Rental Equipment** 410-760-6200

2 Hawk Court

Bridgeport, NJ 08014

Services: Rents equipment such as generators, air conditioners, dehumidifiers, water chillers, and heaters.

**American Freeze-Dry, Inc.** 856-546-0777

411 White Horse Pike

Audubon, NJ 08106

Office hours 9-4, but always answers this 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 Avenue 516-702-2424

Bayshore, NY 11706 Fax: 516-427-2736

Services: Disaster recovery; library relocation.

**Berks Fire Water Restorations, Inc.** 866-478-8661

350 Bern St. 610-478-8660

Reading, PA 19601 Fax: 610-478-9690

Services: Fire, soot and smoke damage restoration; water damage restoration including document salvage and recovery, freeze drying and air drying of books and materials; dehumidification, electronic and high-tech equipment restoration; disaster planning; mold remediation and debris removal.

**Blackmon-Mooring Steamatic (BMS) Catastrophe, Inc.**

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.

**­**

**Cineric, Inc.** 212-586-4822

630 Ninth Ave. Suite 508 Fax 212-582-3744

New York, NY

10036

Services: Repairs and duplicates all types of motion picture film, including cellulose nitrate film and video.

# 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; as well as list of qualified volunteers to offer assistance are available.

**Disaster Recovery Services, Inc.** 800-856-3333

2425 Blue Smoke Court South 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.

**Document Reprocessors, Inc.** 888-437-9464

5611 Water St. 716-554-4500

Middlesex, NY 14507 Fax: 716-554-4114

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.

**MICROFILM SALVAGE Eastman Kodak Company**

Microfilm Salvage

Disaster Recovery Laboratory

http://graphics.kodak.com/docimaging/US/en/index.htm

**New England Document Systems**

http://www.nedocs.com/

Services: Restoration of microfilm only.

**Etherington Conservation Center**

7609 Business Park Drive 336-665-1317

Greensboro, NC 27409 Fax: 336-665-1319

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, NY 11101

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

**Image Permanence Institute** 585-475-5199

Rochester Institute of Technology

Frank E. Gannet Building

PO Box 9887

Rochester, NY 14623-0887

Services: Photographic and film materials conservation advice.

**IMR**

1104 Fernwood Avenue 800-446-2826

Camp Hill, PA 17011 Fax: 717-364-3750

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

# ­Library of Congress

Preservation Directorate 202-707-1029

101 Independence Avenue, N.E.

Washington, DC 20504-4500

Advice on recovery of records after a disaster situation.

**Minter, William**

4364 Woodbury Pike 814-793-4020

Woodbury, PA 16695 Fax: (814) 793-4045

Services: Professional conservation/restoration of rare and unique bound volumes. Damage surveys for insurance purposes.

**Munters Moisture Control Services** 800-686-8377

100 Naamans Rd. Unit 5L 302-798-4254

Claymont, DE 19703

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

**New England Micrographics**
750 E. Industrial Park Drive 800-340-1171
Manchester, NH 03109 603-625-1171

Reprocesses 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 Ilford color film.

**Nitzberg, Nancy**

7820 Spring Avenue 215-635-4320

Elkins Park, PA 19027 Fax: 215-635-2385

Services: Book conservation/restoration.

**Northeast Document Conservation Center**

100 Brickstone Square 978-470-1010

Andover, MA 01810-1494 Fax: 978-475-6021

Services: Conservation and restoration of books, papers, and photographs.

**Service Master by Mistick**  800-322-3520

9189 Marshall Rd. Fax: 412-322-9336

Cranberry Twp, PA 16066

Services: Disaster restoration

**Solex Environmental Systems** 713-963-8600

1003 Wirt Road

Houston, TX 77055

Services: Freezing; vacuum freeze-drying; in-situ freezing, using portable refrigeration equipment; CO2 cleaning for surface mold; specializes in drying out buildings and contents, including wet books; national in scope in responding to emergencies; uses dry ice pellets (cryo­gen­ic cleaning) instead of sand or pressure to clean build­ings/­installations; desiccant drying with refriger­ated air (tool of last choice- damages books).

**SunGard Recovery Services, Inc.** 800-247-7832

1285 Drummers Lane

Wayne, PA 19087

Services: Computer data recovery.

###### Appendix 7

### Hazardous Materials

Include all hazardous materials used by the institution and/or stored in office or storage areas. Information can be obtained from Hazardous Substance Survey Forms.

***Appendix 8***

### Post Incident Review Questionnaire

 Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_

Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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What kinds of records are damaged?

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Is there damage to furnishings, equipment, computers?

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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?

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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.

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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.

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

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

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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?