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Call Preservation or Conservation @ 443-9937 or 443-4560 for help in recovery.

For emergencies involving Syracuse University Libraries facilities, call one of the above numbers until you reach someone (if no response, call SU Security @ 711).

WATER EMERGENCIES

Take the following steps in response to an incident that does not pose a threat to staff or patron safety, and where recovery of damaged library materials can be handled on the premises.

Immediate Actions

1. First Call: Libraries Security

Thomas House Office: 443-1896/9754

If Tom House is unavailable, call SU PHYSICAL PLANT @ 443-1234 (daytime); 443-2224 (after hours & weekends).

Describe the location and nature of the emergency. Stay at location until help arrives.

Library Security will coordinate with Physical Plant to:

- Turn off the water supply if water is flowing from pipes.
- Disconnect electricity (if necessary).

2. Second Call: Libraries Disaster Response Team and describe the location and nature of the emergency. The team member contacted will meet you at the emergency site, assess the situation, and coordinate recovery efforts.

WARNING: DO NOT ENTER AN AREA THAT IS FLOODED UNTIL ELECTRICITY HAS BEEN DISCONNECTED!

MEANWHILE, until help arrives...

For water coming from above:

- Cover affected stacks with plastic sheeting from the emergency supplies located in your department.
- Carefully move wet material off shelves to a clean, dry area.

For water coming from below:

- Remove books from affected shelves to another location OR move books onto higher shelves.

Estimate the number of wet volumes in order to:

- Determine amount of space needed for air drying the wet materials.
- Help the DRT member(s) calculate the number of recovery volunteers you will need.
- As a rule, it takes approximately 30 minutes for 2 volunteers to wrap and box 100 volumes (@ 10 volumes per box).

Locate Space:

- Find a clean, dry, secure area which has good air circulation, using fans to keep air moving,
- and the lowest possible temperature and relative humidity readings (optimum is below 70 degrees F and 50% RH). The space should meet the following criteria:
 - Accessibility (e.g., for wheeled trucks, frames).
 - Clear path to a loading area (in case the damaged books need to be re-located).
 - Proximity to affected materials.
 - Availability of open, flat, surfaces (reading rooms are good, but consider the impact on readers, since they may be excluded from the area for sever
 - Availability for approximately one week (air drying can take from one day up to a week and the area chosen should be able to accommodate this range of time).