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Planning for Disaster: Webinar

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Introduction

David Stokoe is Syracuse University's Rare Book & Paper Conservation Librarian in the Department of Preservation.

Stokoe’s responsibilities include undertaking & managing all conservation procedures & treatments, primarily with rare book & manuscript materials, also including exhibition preparation and installation within the Library.

He teaches classes in support of Museums Studies & School of Information Studies, as well as presenting workshops to local libraries and heritage organizations.

He is leader of the University’s Library Disaster Response Team, responsible for all aspects of planning, training, reaction and equipping for disasters.

Stokoe has over 30 years conservation experience working in many UK and US institutions. He is a certified, registered and accredited member of the UK’s Society of Archivists and is also a Professional Associate member of the American Institute for Conservation.
Aims and scope of this presentation

- Aimed primarily at libraries & archives.
- Emphasize the importance of disaster preparedness.
- Familiarize & give an overview of different aspects of planning and reaction.
- Demonstrate & discuss how to dry water damaged books.
- Web resources at end of presentation.
Four stages of Disaster thinking

- Mitigation/Prevention
- Preparedness
- Response
- Recovery
What Is A Disaster?

- **Minor incident** – leaking/dripping pipes, spills. etc.
- Common in older buildings, can be extensive & not noticed for some time.
- Mold.
- Pages stuck together, especially clay coated stock like that found in most art books and many serials

- **Major incident** - Storm related flood, Water main break, Fire.
Minor Incident: < 500 Damp or Wet Books

- Returned by patron in that condition.
- Work related such as spilled water.
- Leaky book drops.
- Building deficiency - burst drain / pipe, roof leak etc.

These types of incidents can usually be effectively dealt with by any trained staff member or volunteer.
Major Incident

- Will usually involve more than 500 pieces.
- Access to collections may be restricted for extended periods of time due to safety concerns.
- Could be result of water-main break, fire, or storm.
- Mold (and possibly) smoke damage likely.
Syracuse University Library
Flash Flood, April 2011

http://youtu.be/jUha6ti61N8
How to Prepare

- Know and understand your Disaster Plan
- Regular training and updates
- Coping strategies
  - Disaster Response Team (DRT)
  - Work space allocations
  - Demarcation or processes
- Location of supplies, what & how to use them.
- Administrative support.
  - Specialist help. Freeze drying, conservation specialists, medical, legal, press etc.
Coping Strategies

- **Staff should be prepared to deal with incidents where they occur.**
  - 99% of incidents fall into minor category and are easily dealt with.
  - Make location of Disaster Supply Lockers common knowledge, and easily accessible. Lockers contain Disaster Plan Manual and Staff Call Lists.
  - Know where to find help, i.e. Preservation Department, your first resource.
CREATING A DISASTER PLAN

- Does your institution have a disaster preparedness plan currently in effect?
- Disaster Manual “Self Planning Workbook”
- Using Blank Forms and Checklists
  - [http://nedcc.org/disaster/dplan.php](http://nedcc.org/disaster/dplan.php)
- Need for constant revision
Disaster Prevention & Preparedness Planning

1. Identify & train the Disaster Team

2. Fill out organizational Sheet i.e. phone #’s and each individuals various duties and responsibilities.

3. Procedures for Recovering Materials


5. Regular staff training sessions on basic recovery techniques.
Presentation on Recovering Wet Books

Disaster Recovery
Drying a Wet Book

Department of Preservation and Conservation

http://youtu.be/zMYW4bseI5s
What is Mold? And Where Does It Come From?

Mold is a type of fungus. It grows on surfaces in masses of branching threads that resemble dense cobwebs and it can flourish in the presence of dampness and decay.

Active mold produces microscopic spores in enormous quantities which are spread by air currents or by adhering to plants or animals.

The spores of fungi that become mold or mildew are always present in the air and on objects.

Optimum conditions for mold and mildew development exist when temperature is above 70º F and relative humidity (RH) is above 70%.
Mold Me!

What a difference a month and the right conditions can make.

This video brought to you by an old book and water.

http://youtu.be/jUha6ti61N8
Establish Collection Priorities

—Establish priorities
—Duplicate vital records (metadata) and locate off-site.
—Rank collections for evacuation

Some considerations to keep in mind when prioritizing collections

1. Historic value
2. Monetary value
3. Uniqueness
4. Ability to replace in the same or other format
Identifying and Eliminating Potential Disasters

- The Building Audit
  1. Water Systems
  2. External Features
  3. Fire Exits and Smoke Detectors
  4. Identify Trouble spots
  5. Document all events

Draw up Floor Plans
Where are the control shut offs?
- power, electricity, water, gas?
Response Kit Contents

Absorbent booms (4' & 10' length)  Aprons
Box cutter & refill blades  Clothes Pins
Duct tape  Extension cords
Flashlights & batteries  Hard hats & safety goggles
Package tape dispensers & extra rolls  Latex gloves
Paper towels (folded)  Permanent markers (red & black)
Plastic sheeting (rolled 10 x 25 ft.)  Plastic sheeting (rolled 10 x 100 ft.)
Scissors  String
Surge protector strips  Trash bags (33 gallon)
Wax paper  Whistles
Yellow "CAUTION" tape  Zip lock bags
Emergency Kit, Water, React Pak™ Series

The essential first step to recovery from a water emergency — created by a disaster professional

Description:
Created by a disaster professional, this kit includes materials for the following: protection of a recovery team, clean up, preparing a written damage survey, visibility, deflecting water and wrapping/packing wet books.
REACT PACK – SOLD BY GAYLORD
Emergency Kit, Collection Protection, 2-Person Team

- Flashlight with Extra Batteries
- 12-hour Light Sticks
- Personal Protection
- Waterproof Tarp
- Plastic Sheeting
- Duct Tape
- Utility Knife
- Barricade Tape
- Mop & Bucket
- Sponges & Paper Towels
- Triage Tags & Marker
- Pencils Notebook
- Emergency Instruction Sheet
- Waterproof Document Pouch
Disaster Planning Resources

- Syracuse University Library Disaster Plan

- CLRC Disaster Recovery Resource Guide

- Conservation Online
  - [http://cool.conservation-us.org/bytopic/disasters/](http://cool.conservation-us.org/bytopic/disasters/)

- Northeast Document Conservation Center

- The New York State Program for the Conservation and Preservation of Library Research Materials

- American Institute for Conservation
  - [http://www.conservation-us.org/index.cfm?fuseaction=page.viewPage&PageID=593&d:\CFusionMX7\verity\Data\dummy.txt](http://www.conservation-us.org/index.cfm?fuseaction=page.viewPage&PageID=593&d:\CFusionMX7\verity\Data\dummy.txt)

- Library of Congress
  - [http://www.loc.gov/preserv/familytreasures/ftpreserv.html](http://www.loc.gov/preserv/familytreasures/ftpreserv.html)
Thank you

- Please feel free to contact me if you have any questions at
  
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  Department of Preservation and Conservation
  http://library.syr.edu/about/departments/preservation

  See also our resource guide and YouTube channel.
  http://researchguides.library.syr.edu/preservation
  http://www.youtube.com/user/SULPreservation
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