



**TO:** Cultural Education Committee  
**FROM:** Elizabeth R. Berlin  
**SUBJECT:** State Museum Accreditation Process  
**DATE:** November 3, 2016

**AUTHORIZATION(S):**

  
**SUMMARY**

### **Issue for Decision**

The approval and adoption of the New York State Museum's Code of Ethics and Disaster Preparedness/Emergency Response Plan.

### **Reason(s) for Consideration**

Action. Review of Policies.

### **Proposed Handling**

The Cultural Education Committee will consider the approval and adoption of the State Museum's Code of Ethics and Disaster Preparedness/Emergency Response Plan.

### **Procedural History**

As reviewed at the October 22, 2013 meeting, the State Museum is pursuing accreditation by the American Alliance of Museums.

### **Background Information**

The accreditation process by the American Alliance of Museums (AAM) includes review of five institutional core documents approved by an institution's governing authority: 1) Mission Statement, 2) Institutional Code of Ethics, 3) Strategic Institutional Plan, 4) Disaster Preparedness/Emergency Response Plan, and 5) Collections Management Policy.

The Board of Regents approved the first two documents, the State Museum Mission Statement and the Collections Policy, in March 2013 and November 2014, respectively. Approval is now sought for the Museum's Code of Ethics and Disaster Preparedness/Emergency Response Plan.

Following the requirements of the American Alliance of Museums, the Code of Ethics: (1) applies to staff, volunteers, students, and members of the governing authority, (2) is consistent with the AAM's "Code of Ethics for Museums", (3) is tailored specifically to the State Museum, (4) provides the Museum's basic ethical and public trust responsibilities, and (5) provides a statement on use of proceeds from the deaccession of collections items being limited to new acquisitions and direct care/preservation of existing collections.

Also following the requirements of the American Alliance of Museums, the Disaster Preparedness/Emergency Response Plan: (1) is tailored to the Cultural Education Center, (2) covers all risks and threats to the Museum, (3) pertains to staff, visitors, and collections, (4) provides evacuation plans for people, (5) specifies how collections will be protected, evacuated and recovered in the event of an emergency, and (5) delegates implementation responsibilities.

The fifth core document consisting of the Museum's Strategic Plan will be developed in 2017.

Following the review and approval of the core documents and accreditation application, the accreditation process includes a 6-month long self-study followed by an on-site visit by a review committee. Once initiated with AAM, the entire process takes 11 to 16 months.

### **Recommendation**

I recommend that the Regents approve the State Museum's Code of Ethics and Disaster Preparedness/Emergency Response Plan.

Attachments

## **New York State Museum Code of Ethics**

### **Mission Statement**

The New York State Museum serves the lifelong educational needs of New Yorkers and visitors through its collections, exhibitions, scholarship, programs, media and publications in science, history, anthropology, and art. The Museum explores and expresses New York State's significant natural and cultural diversity, past and present.

### **Governance**

The New York State Museum is a program of the Office of Cultural Education of the New York State Education Department. The Education Department is the administrative unit of the University of the State of New York, which is governed by the New York State Board of Regents. The Director of the Museum is appointed by the Board of Regents and reports to the Deputy Commissioner of Cultural Education. The Museum's governance structure is responsible for ensuring that the Museum's collections and programs, and its physical, human, and financial resources are maintained, protected, and enhanced. Through its general oversight responsibilities, the governance structure ensures that the Museum's resources are held in the public trust, consistent with its mission and support the plurality of New York's society and the diversity of its cultural and natural heritage.

The governing structure ensures that:

- the mission and public trust responsibilities of the Museum are understood and supported by all those who work for and on behalf of the Museum,
- all New York State laws and regulations related to ethics and Museum operations are understood and followed by all members,
- all of its members understand and fulfill their trusteeship and work as a cooperative body rather than as individuals,
- the Museum's collections and programs, and its physical, human, and financial resources are maintained, protected, and enhanced,
- the Museum is responsive to the People of the State of New York and represents the interests of New York's diverse population,
- working relationships within the Museum between staff, management, volunteers, and students and between the Museum and its governing structure are based on mutual respect and equity,
- the professional standards of all disciplines represented by the Museum's diverse programs guide the Museum's operations,
- all policies governing the Museum's operations are clearly articulated and communicated to all who work for and on behalf of the Museum,

- the public good rather than individual gain is promoted and the focus of all who work for and on behalf of the Museum.

## **Collections**

The Museum's distinctive ethics arise from its curatorial responsibilities for New York State's cultural and natural history collections, which are held in trust for the People of the State of New York. The Museum's and its governing structure's fiduciary responsibilities for these collections require that the Museum ensure its collections meet all applicable state laws and regulations (e.g., Education Law §233, 234, 235), comply with federal legislation pertaining to collections (e.g., NAGPRA), as well as discipline-specific codes of ethics and guidelines. The public's trust in the Museum assumes rightful ownership, permanence, care, documentation, accessibility, and responsible disposal of its collections.

- Only materials that support the collection goals and mission of the Museum and specific discipline policies are accessioned into the Museum's collections.
- NYSM does not knowingly accept or acquire specimens, objects or collections that have been illegally collected or imported into the United States. Every reasonable effort will be made to ensure that items considered for acquisition have been collected and imported in full compliance with local, state, federal, foreign, and international statutes. It is the responsibility of Museum staff members to inform themselves of and comply with pertinent laws.
- Any specimen, object, or collection considered for acquisition must be obtained ethically (obtained in a manner consistent with the relevant discipline's professional and ethical standards). Adequate consideration must be given to the rights and beliefs of the culture of the originating locality. Private landowners and responsible governmental entities must be adequately consulted and fully informed of collecting activities.
- All acquisitions that meet the Museum's collecting criteria are accessioned into its permanent collection following appropriate Museum and discipline-specific procedures.
- All accessions, deaccessions, and loans are consistent with the Museum's mission, the public trust, and appropriate legal and regulatory requirements.
- All collections deaccessions, whether for sale, destructive analysis, or trade, are done according to the Museum's mission and procedures. Since the Museum holds its research collections in trust for the public, when considering any deaccession, consistent with New York State Education Law §233-a, it must first consider its responsibilities to the public. Objects are retained permanently as long as they continue to support the mission of the Museum and can be properly protected. If material does not support the mission of the Museum or cannot be properly protected, it may be in the public interest to deaccession them.
- Reasonable efforts shall be made to assure that deaccessioned objects unique to the historical, cultural or scientific heritage of New York State or of the United States

remains within the State or the nation, respectively. Deaccessioned objects shall not be given, sold, or otherwise transferred in the first instance to State Museum employees, officers, and members of the Board of Regents, or their immediate families or representatives.

- It is the State Museum's policy and practice that funds realized from the sale of deaccessioned material are used only for the acquisition of property for the collection or for the preservation, protection, and care of the collection.
- The Museum balances the mandate to collect, preserve, and conduct research on archaeological and historical human records with the cultural and religious concerns of the descendants whose ancestral remains are involved. Therefore the Museum subscribes to guidelines established by the International Council of Museums, the American Alliance of Museums, and the Society of American Archaeology for research on and care of human remains. The Museum complies with all applicable state and federal laws and regulations (e.g., NAGPRA).
- All collection activities of the Museum's staff are for the public good and not for individual financial gain.
- Any disputes over the ownership of objects in the Museum's possession are handled openly, seriously, and with respect to all parties and in compliance with State Education Law §233-a.

### **Programs**

The Museum serves the People of the State of New York by advancing knowledge about the state's natural and human heritage through programs of exhibition, research, scholarship, publications, web sites, and education. All such activities are consistent with and advance the Museum's mission and are responsive to the needs of the People of the State of New York.

The Museum ensures that its programs:

- are consistent with its mission and public trust responsibilities,
- are based on the highest standards of scholarship and intellectual integrity,
- are accessible to the State's diverse populations and encourage participation by all segments of that population,
- respect the diversity of cultures represented by the State's population,
- are consistent with its fiduciary responsibilities and are consistent with State ethics guidelines and compatible with the Museum's mission.

### **Discipline Specific Ethics**

The Museum is a multidisciplinary research, collections, and educational institution. As such it recognizes and adheres to the codes of ethics promulgated by the professions its staff, including volunteers and students, represent, in addition to the requirements of State ethics law and regulations applicable to State officers and employees. Listed below are among the discipline-specific codes of ethics and research guidelines to which the Museum and its staff subscribe:

- American Alliance of Museums [Code of Ethics for Museums](#), [Code of Ethics for Curators](#)
- American Anthropological Association Statement on Ethics
- American Association of Physical Anthropologists [Code of Ethics](#)
- American Federation of Mineralogical Societies [Code of Ethics](#)
- American Fisheries Society [Guidelines for the Use of Fishes in Research](#)
- American Society of Mammalogists [Guidelines for Use of Wild Mammals in Research](#)
- Botanical Society of America [Guidelines for Professional Ethics](#)
- Entomological Society of America [Ethics Statement](#)
- Geological Society of America [Code of Conduct](#)
- National Council on Public History [Code of Ethics and Professional Conduct](#)
- Ornithological Council [Guidelines to the Use of Wild Birds in Research](#)
- The Paleontological Society [Code of Fossil Collecting](#)
- Register of Professional Archaeologists [Code of Conduct](#), [Standards of Research Performance](#)
- Society for American Archaeology [Principles of Archaeological Ethics](#)
- Society for Applied Anthropology [Ethical and Professional Responsibilities](#)
- Society for Economic Botany [Guidelines for Professional Ethics](#)
- Society for Vertebrate Paleontology [Code of Ethics](#)

### **Individual Ethics**

Every staff member, Regent, volunteer, and student is entitled to the measure of personal independence equivalent to that granted to comparable museum professionals, and that is consistent with their professional and staff responsibilities. Although professional loyalty to Museum must be paramount, staff members also have the right to private lives independent of the institution. Museums enjoy high public visibility and their staff a generous measure of public esteem. In the public view, however, museum staff are never wholly separable from their institution. They can never consider themselves or their activities totally independent of their museum despite disclaimers that may be offered. Any professional action by the individual may reflect on the institution or be attributed to it. They must, therefore, be concerned not only with the true personal motivations and interests as they see them but also with the way in which such actions might be construed by the outside observer. All State officers and employees, as defined in Public Officers Law §§73 and 74, must comply with those provisions. In addition, staff and volunteers of the State Museum must also adhere to the New York State Education Department's policies, as well as the Office of Cultural Education Ethics Policy (attached).



State Education Department  
Office of Cultural Education  
Policy

Policy Name: OCE Code of Ethics	Effective: July 28, 2016
Policy Number: CE-002	Status: Final
Applies To: Staff	

### Policy:

All State officers and employees must adhere to the ethics requirements of New York State Public Officers Law, including but not limited to Public Officers Law §74, the State Code of Ethics. As employees of the State Education Department and the State of New York, we must adhere to the standards set forth in the Public Officers Law and the State Education Department's policies. (See, Public Officers Law §§73 and 74; <http://www.jcope.ny.gov/>; <http://atwork.nysed.gov/hr/OHRMEmployeeHandbook.pdf> ).

OCE staff must never abuse their official positions or contacts within the cultural or scientific communities, impair in any way the performance of their official duties, compete with their institution, or discredit their institution or their profession. These same standards also apply to volunteers, student assistants and graduate students who work with collections, represent the Department or interact with the public.

Background: Cultural and scientific collections often have monetary as well as documentary, aesthetic, historical and research value. Every staff member who works in the collecting institutions of the Office of Cultural Education (State Museum, State Library, and State Archives) has a fundamental responsibility for the proper care and preservation of those collections as well as for the support of scholarship based upon OCE's primary research materials.

Staff must exercise extreme caution in situations that have the potential to allow them to profit personally from their work-related activities or that may give the appearance of staff having done so. The highest standards of behavior as listed below must be followed, as this is essential to maintaining the public's trust in OCE institutions and in their staff. This practice is important to protect both the collections and the professional reputations of staff. While professionally appropriate conduct by staff of the State Museum, State Library or State Archives is paramount, staff members also have the right to private lives independent of the institution for which they work.

Therefore, to prevent real or perceived conflict between work related responsibilities and the private interests of OCE staff, the following Ethics Guidelines have been established, consistent with the requirements of NYS Public Officers Law, regarding acquisition, collection, ownership and sale of cultural or scientific materials within the collecting interests and scope of OCE institutions, applies.

## Definitions:

Staff is defined as all salaried and hourly employees, students and volunteers, who work with the collections of the Office of Cultural Education.

OCE collections are the catalogued and uncatalogued cultural and historical artifacts, scientific specimens, and associated records that constitute the collections of the NYS Museum; all books, journals, documents, manuscripts, and special collections that are a part of NYS Library's (both print and non-print); and all state government and related records that constitute the collections of the NYS Archives. For purposes of this document, all of the above collection types will be included in the terms "cultural materials" and "scientific specimens."

**Collecting** is here defined as the regular acquisition and on-going maintenance of a body of cultural materials or scientific specimens for personal edification, enrichment or enjoyment or for professional research.

**Dealing** is here defined as the sale or trade of cultural materials or scientific specimens for profit or other personal gain.

**Appraisal** is here defined as the formal determination of the monetary value of cultural materials or scientific specimens for tax deduction or other purposes.

## Legal or Administrative Basis for the Policy:

Public Officers Law §§73 and 74; 19 NYCRR Chapter XX, New York State Education Department Employee Handbook.

## Requirements:

### Personal Collecting and Dealing

1. OCE staff must adhere to New York State Public Officers Law Sections 73 and 74 which applies to all state officers and employees and avoid any conflict of interest with the institution and any appearance of conflict of interest. The State Code of Ethics (Public Officers Law §74) includes, but is not limited to, the following:
  - a. No officer or employee may accept other employment which will impair his independence of judgment in the exercise of his official duties.
  - b. No officer or employee may accept employment or engage in any business or professional activity which will require him to disclose confidential information which he has gained by reason of his official position or authority.
  - c. No officer or employee may disclose confidential information acquired by him in the course of his official duties nor use such information to further his personal interests.
  - d. No officer or employee may use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself or herself or others, including but not limited to, the misappropriation to himself, herself or to others of the property, services or other resources of the state for private business or other compensated non-governmental purposes .

e. Examples specific to OCE staff may include, but are not limited to:

OCE staff must not profit or otherwise benefit in collecting privately from knowledge of the sale of an item gained as a result of their OCE employment. No officer or employee may engage in any transaction as representative or agent of the state with any business entity in which he has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his official duties.

f. Examples of conflicts of interest specific to OCE staff may include, but are not limited to:

- Personal collections that interfere with or are similar to those of the institution, particularly if the personal collection includes the same types of artifacts/specimens that the individual handles professionally.
- Competing with OCE for the same artifact/specimen in the open market
- Actively selling and buying of artifacts/specimens by OCE staff for which they have professional responsibility
- Appraising an artifact/specimen that could potentially become an OCE collection
- Recommending materials for purchase if a staff member has a financial interest in the materials
- OCE staff must not profit or otherwise benefit in collecting privately from knowledge of the sale of an item gained as a result of their OCE employment.

g. An officer or employee must not by his conduct give reasonable basis for the impression that any person can improperly influence him or unduly enjoy his favor in the performance of his official duties, or that he is affected by the kinship, rank, position or influence of any party or person.

h. An officer or employee must abstain from making personal investments in enterprises which he has reason to believe may be directly involved in decisions to be made by him or which will otherwise create substantial conflict between his duty in the public interest and his private interest.

i. An officer or employee must endeavor to pursue a course of conduct which will not raise suspicion among the public that he is likely to be engaged in acts that are in violation of his trust.

j. No officer or employee of a state agency employed on a full-time basis nor any firm or association of which such an officer or employee is a member nor corporation a substantial portion of the stock of which is owned or controlled directly or indirectly by such officer or employee, may sell goods or services to any person, firm, corporation or association which is licensed or whose rates are fixed by the state agency in which such officer or employee serves or is employed.

1. New York State Education Law, section 233(2) states that "Any scientific collection made by a member of the museum staff during his term of office shall, unless otherwise authorized by resolution of the Regents, belong to the State and form part of the State Museum."

#### Additional Responsibilities Regarding OCE Collections and Research

1. OCE staff must not engage in appraisals of cultural materials or scientific specimens for any purpose, including for a tax-deductible donation to an OCE institution. Identification or authentication (but not an appraisal) may be given for scientific, historical or educational purposes or in response to requests from government agencies.
2. Written acknowledgement of a donation must be accurate and truthful, which includes dating that reflects the actual transaction.

3. Staff must not withhold information about OCE holdings beyond what is reasonably necessary for completion of specific job-related research projects. Materials must not be withheld from public use in order to support personal research, publication or private interest; however, when conducting job-related research projects, staff may hold artifacts/specimens and associated data until the work is published in a suitable professional publication.
  - a. Staff have access to new acquisitions that may hold critical information for research purposes; they must not keep these collections and associated documentation from public knowledge so they have the advantage of being the first to use them. However, if the specimen/artifact/document is a critical part of an on-going job-related research project, staff shall expect that the item and associated information is withheld from public use and will remain so for a reasonable time period until the research project has been completed and/or the associated publication has been published.
  - b. Staff may be conducting job-related research that is a “work-in-progress,” and is based on analyzing, synthesizing, and drawing conclusions based on materials in existing OCE collections. Staff shall not be expected to share material, any derived data or “in-progress” analysis/synthesis until completion of the research project.
4. OCE staff must preserve and protect the authenticity and integrity of cultural and scientific materials in OCE’s collections by not altering, manipulating, stealing or destroying any part of the collection except where altering, manipulating, or destroying portions or all of a scientific specimen or object is necessary to research. In such cases, the policies and procedures of the applicable collections unit must be followed.
5. OCE staff are responsible for protecting the confidentiality of external researchers and materials as required by legal statutes, donor agreements, and institutional policy. Except to the extent required by law, researchers’ names, contact information, and topics or results of research must not be divulged without the permission of the involved researcher.

### Enforcement:

Possible instances of violations of the Public Officers Law may be referred the Joint Commission on Public Ethics. Please be advised that certain violations of the Public Officers Law could result in civil fines and/or criminal prosecution. Such conduct may also result in disciplinary action by the State Education Department.

### Revision History:

Date	Description of Change
November 22, 2010	Final Draft
December 20, 2010	Final
July 28, 2016	Final (revised)

# **Disaster Preparedness & Emergency Response Plan**

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**Office of Cultural Education  
New York State Education Department**

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## Introduction to Plan

Purpose: The purpose of the **Plan** is to:

- Establish guidelines for responding to disasters and emergencies that threaten collections.
- Provide methods and guidelines for the recovery and rehabilitation of damaged collections and vital records.
- Identify those collections to be salvaged first.
- Provide guidelines for obtaining services, equipment, and supplies.
- Identify type and locations of available recovery supplies.
- Establish a contact system for notifying staff and coordinating recovery efforts

Background: The Emergency Coordination Team (ECT) charged the Collection Response Team (CRT) in 1998 to develop this plan, which is intended to supplement the OCE Emergency Operations Plan (see Appendix). Key members of the CRT drafted the plan, and the CRT leadership team reviewed it.

The plan reflects extensive research into collection salvage and recovery, and draws from sources including professional standards and best practices, and other model institutional plans.

Scope: The **Plan** focuses on recovery of collections held by the Museum, Library, and Archives.

## CRT Duties

The Collections Response Team (CRT) forms the frontline response to any situation endangering OCE collections. The team is comprised of staff appointed by the Deputy Commissioner, OCE Leaders, and Senior Managers in consultation with the ECT. Operating under the direction of the ECT, the CRT is activated during and after an emergency or disaster that affects all, or part of, the OCE collections.

The primary functions of the CRT are:

1) During Major Emergencies or Disasters: During the first (response) phase of any major emergency or disaster that affects the collections, the Collection Response Team will:

- Be activated and stand ready to proceed, once the Incident Command Post Officer permits the Team to enter the CEC collections storage areas.
- Report to the Program Director, in his role as Emergency Coordinator.
- Report to the Deputy Commissioner, OCE Leaders, and the Senior Managers.
- Work closely with the CEC Building Manager.

2) After Major Emergencies or Disasters: Once the major emergency is over, the CRT will:

- Begin salvage and recovery procedures.
- Report to the Deputy Commissioner, the OCE Leaders, the Senior Managers, and the CST.
- Work closely and consult with the CEC Building Management Team, on an as-needed basis.
- Document the disaster, damage to holdings, and the response /recovery effort
- Assess condition of damaged collections, indicating collections identification information and location (using assessment and recovery form)
- Plan and coordinate recovery efforts directed toward previously identified salvage priorities.
- Identify and obtain necessary equipment, supplies, and services.
- Maintain physical and intellectual control of records throughout the recovery process.
- Post-recovery, assess the success of response and recovery efforts and restock supplies and equipment.

3) During Emergencies/Disasters that involve Collections Only: If the incident is solely collection-based (*i.e.* does not involve the health, safety, or security of people, and does not involve the infrastructure of the building), then the CRT will:

- Conduct the appropriate procedures in response to the emergency/disaster and its after-math.

- Report to the Deputy Commissioner, the OCE Leaders, the Senior Managers, and the CST.
- Inform and work closely with the CEC Building Management Team, on an as-needed basis.

4) On a regular basis: The CRT will:

- Provide feed-back to the CST and the OCE Leadership Group on how to improve the OCE Disaster Plan, as it relates to collections.
- Participate in Disaster Preparedness training.
- Obtain necessary training as well as give appropriate training to staff
- Participate in testing and updating of CEC Emergency Operations Plan annually

Each institution within OCE is responsible for assigning these responsibilities to staff. Depending on the needs of the institution and the circumstances, staff may fill more than one role with others serving as “back-up” support. Duties and responsibilities of team members, for which they receive specialized training, include:

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**Leadership:** Each institution in the OCE will have a Collections Response Team leader. Together and in coordination with the ECT, the leaders activate the CRT; assess damage; plan, coordinate, and implement recovery; and make assignments for other team members and staff. If a disaster affects only one institution in the CEC, members of the CRT will assist the members of the affected institution.

**Disaster Documentation:** Each institution in the OCE will have a disaster documentation team. The disaster documentation coordinators will document the event, its cause, and damage to holdings, and record the response and recovery effort through narrative reporting and photographs.

**Holdings Documentation:** Based on each institution's policies and procedures, each institution will have a holdings documentation team. The holdings documentation team will maintain intellectual and physical control of affected collections undergoing treatment; monitor and track collection movement throughout treatment and following treatment; and monitors the reintegration of treated collections.

**Resources and Recovery:** Each institution will have a resources and recovery team. The team members will cooperate to identify and prepare requests for necessary equipment, supplies, and services; arrange for use of off-site facilities and services and coordinate transportation of damaged collections, as necessary; ensure emergency carts are stocked and kept current; restock any other emergency supplies and equipment and keep resources lists current.

**Support:** Each institution will have staff designated as support staff. These staff members will provide assistance, in the event of an emergency, where needed.

All team members will report to the CRT leaders and will work closely with the ECT.

## **Contact Instructions**

Note: The Deputy's Office should be kept informed in all cases threatening collections.

### **After Hours**

#### **Responsibility: OCE Management**

The OCE Emergency call list is located in the CEC Security Console on the 3<sup>rd</sup> Floor. In the event that collections are affected after hours, Security alerts the OCE Director of Operations, or the OCE Leader of the affected area. The Emergency Coordination Team (ECT) as well as appropriate collections management staff and CRT members will be contacted if additional assistance is needed or collections are at risk.

The OCE Director of Operations and the OCE Leaders & Senior Managers share responsibility for after-hours emergency response, receive notification of an emergency from the security staff, and to instruct the guards as to immediate next steps and to, in turn notify the appropriate staff.

### **Business Hours**

#### **Responsibility: Individual Institutions**

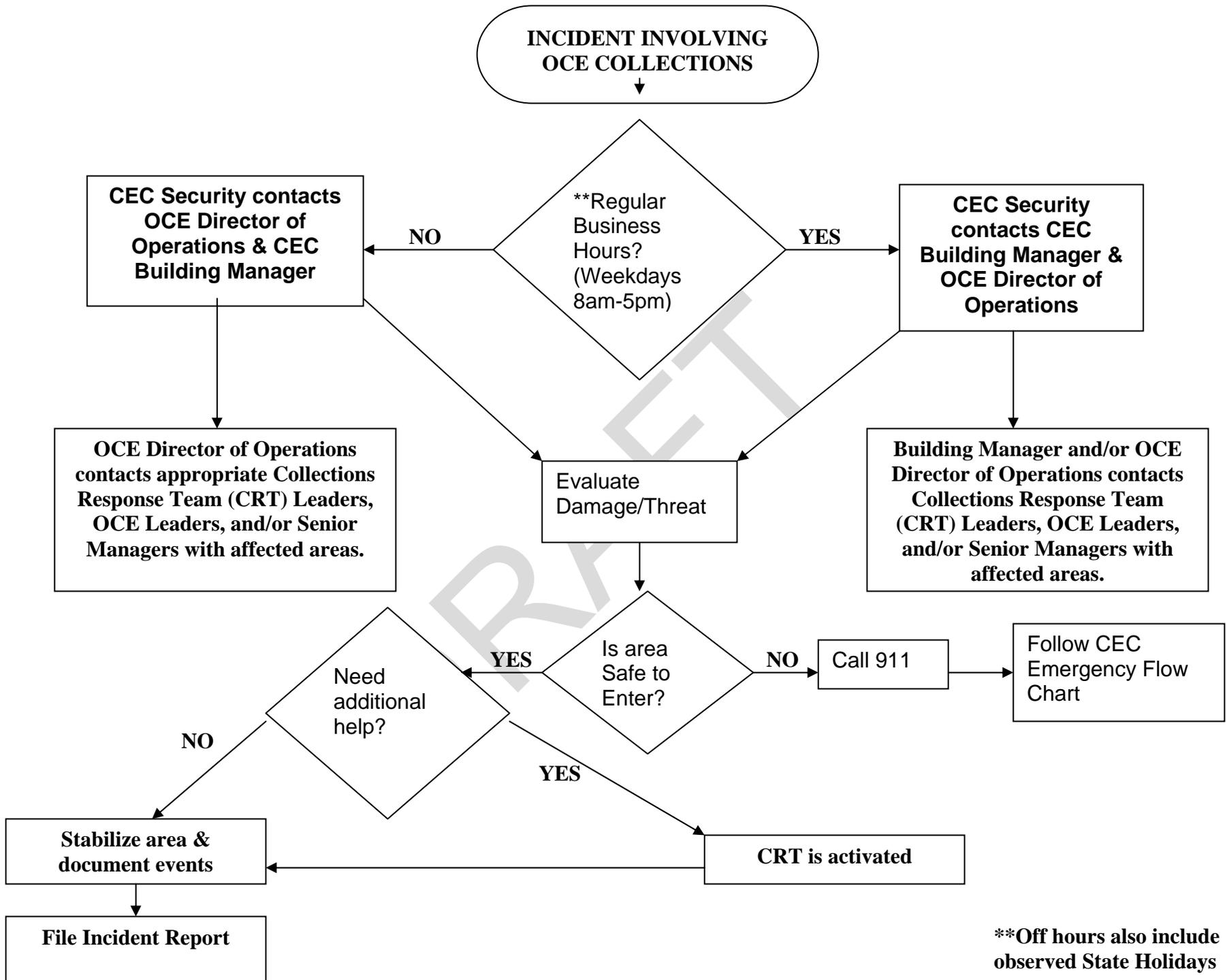
Please follow instructions provided in the OCE Emergency Operation Plan. A summary of those instructions is provided below:

#### **Emergencies, i.e., fire, major leak, power failure**

- **Call 911**

#### **Incidents that pose risk to collections, but not personal safety**

- Call CEC Security
- Security calls CEC Building Manager and or OCE Director of Operations.
- OCE Director of Operations calls OCE leader and/or senior manager in the affected areas.
- OCE leader and/or Senior manager calls CRT leadership from affected institution/s (see p. 6).
- CRT leadership calls CRT members, as needed.



**\*\*Off hours also include observed State Holidays**

### To Respond to Water Damage (Small Scale)<sup>1</sup>

The following procedures are intended for the Collections Response Team. They supplement the Emergency Operations Plan and should be followed in cases of area flooding and other major water disasters.

<b>Discover</b>	Determine source of water and extent of damage. <b>If possible, turn off electrical equipment and water source without getting near water or contact Building Manager.</b> Evacuate staff in the area if necessary. Contain water with wastebasket or gondola if this can easily be done.
<b>Notify</b>	<b>ECT Coordinator:</b> <b>Back-up:</b> <b>Building Manager:</b>
<b>Procedures</b>	<ol style="list-style-type: none"> <li><b>1. Do not enter unless area has been declared safe by the ECT</b></li> <li><b>2. CRT members convene at a designated area to assess damage:</b> <ul style="list-style-type: none"> <li>▪ Determine type of material and extent of damage</li> <li>▪ Provide brief environmental report, i.e., humidity, heat, etc...</li> <li>▪ Describe condition of surrounding area</li> <li>▪ Determine supplies needed</li> <li>▪ Determine available supplies and resources</li> </ul> </li> <li><b>3. CRT members work with leadership to prepare for salvage:</b> <ul style="list-style-type: none"> <li>▪ Establish priorities</li> <li>▪ Review roles and responsibilities of CRT members and assign them to affected areas</li> <li>▪ Assemble available supplies, contact members from mutual assistance list and coordinate supply and vendor requirements with ECT Leader</li> <li>▪ Identify temporary storage and work areas</li> <li>▪ Define reporting mechanism and communication lines, including established chain of command for salvage operations</li> <li>▪ Establish contact</li> <li>▪ Develop short checklist of salvage techniques as a memory aid in the field</li> </ul> </li> <li><b>Monitor temperature and humidity and increase air circulation:</b></li> <li><b>4. Measure temperature and humidity at regular intervals.</b> <ul style="list-style-type: none"> <li>▪ Monitoring devices are located in CEC 11<sup>th</sup> floor Conservation Lab, 3021 and 6<sup>th</sup> Floor Preservation Unit.</li> <li>▪ Coordinate necessary equipment (fans, dehumidifiers, etc) with ECT</li> </ul> </li> <li><b>5. Continuously assess conditions and initiate salvage procedures detailed in section 3 of the manual.</b></li> <li><b>6. Document. Fill out OCE Incident Reporting form and Collections Damage Documentation form (see Appendix).</b></li> </ol>

<sup>1</sup> Fox, Lisa. *Workbook for Disaster Preparedness Planning*. 1996.

**To Respond to Water Damage (Medium to Large Scale)**

The following procedures are intended for the Collections Response Team. They supplement the Emergency Operations Plan and should be followed in cases of area flooding and other major water disasters.

<b>Discover</b>	Determine source of water and extent of damage or risk to collections. <b>Note whether there is electrical equipment and ensure all personnel are out of the area.</b>
<b>Notify</b>	<b>ECT Coordinator: Back-up: Building Manager:</b>
<b>Procedures</b>	<ol style="list-style-type: none"> <li><b>1. Do not enter unless area has been declared safe by the ECT</b></li> <li><b>2. CRT members convene at a designated area to assess damage:</b> <ul style="list-style-type: none"> <li>▪ Determine type of material and extent of damage</li> <li>▪ Provide brief environmental report, i.e., humidity, heat, etc...</li> <li>▪ Describe condition of surrounding area</li> <li>▪ Determine supplies needed</li> <li>▪ Determine available supplies and resources</li> </ul> </li> <li><b>3. CRT members work with leadership to prepare for salvage:</b> <ul style="list-style-type: none"> <li>▪ Establish priorities</li> <li>▪ Review roles and responsibilities of CRT members and assign them to affected areas</li> <li>▪ Assemble available supplies, contact members from mutual assistance list and coordinate supply and vendor requirements with ECT Leader</li> <li>▪ Identify temporary storage and work areas</li> <li>▪ Define reporting mechanism and communication lines, including established chain of command for salvage operations</li> <li>▪ Establish contact</li> <li>▪ Develop short checklist of salvage techniques as a memory aid in the field</li> </ul> </li> <li><b>4. Monitor temperature and humidity and increase air circulation:</b> <ul style="list-style-type: none"> <li>▪ Measure temperature and humidity at regular intervals.</li> <li>▪ Monitoring devices are located in 11<sup>th</sup> floor Conservation Lab, 3021, and 6<sup>th</sup> Floor Preservation Unit.</li> <li>▪ Coordinate necessary equipment (fans, dehumidifiers, etc) with ECT</li> </ul> </li> <li><b>5. Continuously assess conditions and initiate salvage procedures detailed in section 3 of the manual.</b></li> <li><b>6. Document. Fill out OCE Incident Reporting form and Collections Damage Documentation form (see Appendix).</b></li> </ol>

## Salvage Timetable for Water-Damaged Collections: Time-Critical Formats

### IMMEDIATE ACTION

Format	Recovery method	Comments	Contact
Animal study: skin or taxidermy mount	Air dry. Freeze, thaw, air dry.		
Archaeological: textiles: bleeding dyes	Air dry.		
Art on paper: watercolor, soluble inks, hand-colored prints	Air dry. Freeze dry. Vacuum-freeze dry.		
Art on paper: coated paper	Air dry. Freeze dry. Vacuum freeze-dry.	Do not allow paper to dry before treatment.	
Audio: grooved disk: shellac and acetate	Air dry.		
Furniture or wood: polychrome, gilt, inlaid	Air dry.	Remove moisture slowly.	
Geological specimen	Air dry quickly – specimen related.		
Optical media: CD, CD-ROM, DVD, video disk	Air dry.		
Magnetic media: cassette tape, computer tape, reel to reel, videotape	Rinse if floodwater contains dirt. Air dry.		
Magnetic media: computer disk	Rinse if floodwater contains dirt. Air dry. Freezing.		
Manuscript or document: parchment or vellum	Air dry. Freeze dry (not gilded or illuminated)		
Map or plan: soluble media	Air dry. Freeze dry.		

Map or plan: drafting linen	Air dry. Freeze dry.		
Map or plan: coated paper	Air dry. Freeze dry.		
Mycology specimen	Freeze dry.	POSSIBLE TOXIN. SPECIAL TEAM WILL SALVAGE.	
Paleontology specimen	Air dry quickly – specimen related. Air dry slowly – specimen related.		
Photograph: color transparency: Autochromes, Agfacolor, Dufaycolor	Air dry.	Recovery rate low.	
Photograph: black and white print: carbon prints and Woodburytypes	Air dry. Freeze, thaw, and air dry.		
Photograph: color print: dye transfer prints	Air dry.		
Photograph: cased: ambrotypes, pannotypes, daguerreotypes, tintypes	Air dry face up.		
Textile: bleeding dyes	Air dry.	Remove moisture quickly	

## HIGH – 24 HOURS

Format	Recovery method	Comments	Contact
Archaeological: bone or shell	Air dry.	Remove moisture slowly.	
Archaeological: ceramic: sun-baked and terra cotta	Air dry.	Remove moisture slowly.	
Archaeological: organic materials	Air dry.		
Archaeological: textiles	Air dry.		
Basket	Air dry.	Remove moisture slowly.	
Bone	Air dry.	Remove moisture slowly.	
Book or pamphlet: leather or vellum	Air dry volumes with little water damage. Freeze-drying.	Do not allow to dry-out.	
Book or periodical: coated paper	Air dry volumes with little water damage. Freeze dry. Vacuum freeze-dry	Do not allow to dry-out.	
Book : Braille	Air dry. Freeze-dry. Vacuum freeze-dry.		
Botanical specimen	Air dry. Freeze.	POSSIBLE TOXIN. SALVAGE BY SPECIAL TEAM.	
Fluid-preserved specimen	Return specimen to a sealed container.	POSSIBLE TOXIN. SALVAGE BY SPECIAL TEAM.	

**MEDIUM – 48 HOURS**

Format	Recovery method	Comments	Contact
Archaeological: ceramic	Air dry.	Remove moisture slowly.	
Archaeological: metals: corroding, mineralizing, copper chloride	Air dry.		
Art on paper: stable media, over-sized print or drawing, framed	Air dry. Freeze dry. Vacuum –freeze dry.		
Audio: grooved disc: vinyl	Air dry.		
Book or pamphlet: cloth or paper	Air dry. Freeze-dry. Vacuum freeze-dry.		
Book: scrapbook or album (no photographs)	Air-drying. Freeze-drying. Vacuum freeze-drying.		
Furniture or wooden objects	Air dry.	Remove moisture slowly.	
Geological specimen	Air dry slowly – specimen related		
Hair	Air dry.	Remove moisture slowly.	
Horn	Air dry.	Remove moisture slowly.	
Ivory	Air dry.	Remove moisture slowly.	

Leather or rawhide	Air dry.		
Manuscript or document: paper: stable media	Air dry. Freeze dry. Vacuum freeze-dry.		
Map or plan: stable media	Air dry. Freeze dry.		
Microform: aperture card	Air dry. Freeze, thaw, air dry.	Keep wet until recovery.	
Microform: microfilm roll	Rewash and dry within 72 hours	Use a microfilm processor to rewash and dry.	
Painting: canvas	Air dry.		
Photograph: transparency: lantern slides, silver gelatin	Air dry. Freeze, thaw, and air dry.		
Photograph: color transparency: chromogenic color, mounted color slide, sheet film	Air dry. Freeze, thaw, air-dry. Freeze dry.	Keep wet until recovery.	
Photograph: black and white	Air dry. Freeze, thaw, and air dry.	Keep silver gelatin wet until recovery.	
Photograph: color print	Air dry. Freeze, thaw, and air dry.	Keep prints and negatives wet until recovery.	
Textile	Air dry,	Remove moisture quickly.	

**LOW – 72 HOURS**

Format	Recovery method	Comments	Contact
Archaeological: stable/treated metals			
Ceramic: high-fired	Air dry.		
Glass	Air dry.		
Magnetic media: cassette tape, computer tape, reel to reel, videotape	Air dry.	Tapes can remain wet for several days.	
Magnetic media: computer disk	Air dry. Freezing.		
Metal	Air dry.		
Microform: diazo fiche	Air dry.		
Microform: jacketed microfilm	Air dry. Freeze, thaw, air dry.	Keep wet until recovery.	

## To Salvage Water-Damaged Collections: Index

Animal study: skin or taxidermy mount  
Archaeological: bone & shell  
Archaeological: ceramic  
Archaeological: metal  
Archaeological: organic materials  
Archaeological: textile  
Art on paper: coated paper (poster)  
Art on paper: framed print or drawing  
Art on paper: oversized print or drawing  
Art on paper: print or drawing: soluble media  
Art on paper: print or drawing: stable media  
Audio: grooved disk: shellac or acetate  
Audio: grooved disk: vinyl

Basket  
Bone  
Book: Braille  
Book: scrapbook or album (no photographs)  
Book or pamphlet: cloth or paper  
Book or pamphlet: leather or vellum  
Book or periodical: coated paper  
Botanical specimen

Ceramics

Entomology specimen

Fluid-preserved specimen  
Furniture

Geological specimen  
Glass

Hair  
Horn

Ivory

Leather & rawhide

Magnetic media: cassette tape, computer tape, videotape, DAT  
Magnetic media: computer disk  
Manuscript or document: paper: soluble ink  
Manuscript or document: paper: stable media

Manuscript: parchment or vellum

Map or plan: coated paper

Map or plan: drafting linen

Map or plan: soluble media

Map or plan: stable media

Metal

Microform: aperture cards

Microform: diazo fiche

Microform: jacketed microfilm

Microform: microfilm rolls

Mycology specimen

Optical media: CD, CD-ROM, DVD, video disk

Painting: canvas

Paleontology specimen

Photograph: black and white print

Photograph: cased

Photograph: color print

Photograph: color transparency: additive

Photograph: color transparency: chromogenic

Photograph: microfilm rolls, motion picture film

Photograph: transparency

Shell

Textile: clothing

Textile: costume accessories

Textile: tapestry, rug

## **BIBLIOGRAPHY**

## To Salvage Water-Damaged Collections: Procedures

### ANIMAL STUDY: Skin or Taxidermy Mount

WATER DAMAGE

#### **POSSIBLE TOXIN: MATERIALS WILL BE SALVAGED BY A SPECIAL TEAM**

Salvage Priority	HIGH: within 24 hours
Drying Method	Air-dry slowly. Freeze.
Handling Precautions	<b>POSSIBLE TOXIN: MATERIALS WILL BE SALVAGED BY A SPECIAL TEAM.</b>
Packing/Transporting Method	Avoid direct handling.
Supplies Needed	Respirators Protective clothing Flatbeds, carts

**CONSULT:** Curator of Mammalogy or Ornithology and Collections Manager

DRAFT

**ARCHAEOLOGICAL: Bone or Shell****WATER DAMAGE**

Salvage Priority	HIGH: within 24 hours to prevent mold growth.
Drying Method	Controlled air drying
Handling Precautions	Keep wet until treated. Keep objects moist by wrapping in plastic until they can be treated. Shells may become powdery. Mammalian bones are relatively unaffected. Retain provenance information.
Packing/Transporting Method	Wet bones and shells should be kept wet until controlled drying procedures are begun. Empty bags and boxes of excess water and extraneous debris before moving. Retain provenance information. Pack each object separately on damp absorbent materials (paper towels, acid-free tissue, etc.). Decorated objects and objects with fragile surfaces should be treated immediately by an Objects Conservator.
Supplies Needed	Plastic wrap, plastic bags Paper towels Boxes, crates Flatbeds, carts

**CONSULT:** Curator of Archaeology or Historical Archaeology  
Archaeology Collections Manager

**ARCHAEOLOGICAL: Ceramic****WATER DAMAGE**

Salvage Priority	HIGH: 24 hours (sun-baked earth and terra cotta objects) MEDIUM: 48 hours (other).
Drying Method	Controlled air-drying.
Handling Precautions	Reconstructed vessels may become unstable. Keep pieces together in a plastic bag or box. <b>Keep objects moist until treated.</b> Retain provenance information.
Packing/Transporting Method	Keep low-fired ceramic objects wrapped in damp toweling and plastic bags (to prevent re-crystallization and spalling of surface). Retain provenance information.
Supplies Needed	Plastic wrap, plastic bags Boxes, crates Damp toweling Flatbeds, carts

**CONSULT:** Curator of Archaeology or Historical Archaeology  
Archaeology Collections Manager

**ARCHAEOLOGICAL: Metal**

**WATER DAMAGE**

Salvage Priority	MEDIUM: 48 hours (actively corroding, heavily mineralized, and copper chloride involved objects). LOW: 72 hours (stable and treated artifacts).
Drying Method	Air drying
Handling Precautions	Use gloves when handling objects.
Packing/Transporting Method	Copper alloys and water sensitive artifacts should be packed with silica gel in individual containers. Metal artifacts with textile or leather remnants and pseudo-morphs should be wrapped quickly to retain moisture. Tannic acid-treated or wax-treated objects should be packed with silica gel to stabilize the rust until the wax can be removed and the tannin treatment reapplied. Objects treated or coated with acrylic resin should be packed with silica gel to stabilize rust until the acrylic resin can be removed. Composite materials should be kept moist and taken to an Objects Conservator.
Supplies Needed	Silica gel Plastic wrap, plastic bags Boxes, crates Flatbeds, carts

**CONSULT:** Curator of Historical Archaeology  
Archaeology Collections Manager

**ARCHAEOLOGICAL: organic materials**

**WATER DAMAGE**

Salvage Priority	HIGH: Organic materials within 24 hours: 1 <sup>st</sup> : botanical and plant materials 2 <sup>nd</sup> : leather and skins 3 <sup>rd</sup> : textiles 4 <sup>th</sup> : bone, antler, horn, teeth, shell Having less priority: non-glazed ceramics; reconstructed glass and ceramics; glazed ceramics and glass; untreated metal; conserved metal and lithics.
Drying Method	Air dry.
Handling Precautions	Wrap fragile and/or fragmented artifacts individually to keep parts together.

	<p>Keep multiple object collections belonging to one provenance together.</p> <p>Keep labeling information from bags, boxes, packages. Retain provenance information from objects/packing materials.</p> <p>Create duplicate label with the provenance information and keep with objects.</p>
Packing/Transporting Method	Pack so that provenance lots will not get intermixed during unpacking and drying.
Supplies Needed	<p>Toweling</p> <p>Paper toweling</p> <p>Newsprint</p> <p>Boxes, crates</p> <p>Flatbeds, carts</p>

**CONSULT:** Curator of Archaeology or Historical Archaeology  
 Archaeology Collections Manager  
 Archaeology Collections Technician

**ARCHAEOLOGICAL: Textile**

**WATER DAMAGE**

Salvage Priority	<p>IMMEDIATE: bleeding dyes</p> <p>MEDIUM: 48 hours (other).</p>
Drying Method	Air dry
Handling Precautions	<p>Handle sparingly.</p> <p>Do not unfold or spread-out while wet.</p>
Packing/Transporting Method	<p>Move by use of a support or sling.</p> <p>Do not stack wet textiles on top of each other</p>
Supplies Needed	<p>Polyethylene sheeting, muslin</p> <p>Polyester batting, acid-free tissue, nylon tulle</p>

**CONSULT:** Curator of Historical Archaeology  
 Archaeology Collections Manager

**ART on PAPER: coated paper****WATER DAMAGE**

Salvage Priority	<b>IMMEDIATE : posters</b>
Drying Method	Air-dry, freeze dry, vacuum-freeze dry.
Handling Precautions	Keep item wet until Drying treatment can be performed. Do not try to separate individual sheets. Groups of wet papers should be fully supported (board, sling) when moved.
Packing/Transporting Method	Keep item wet until Drying treatment can be performed: wrap in plastic sheeting or plastic bags. Transport wet papers horizontally. Use a sling (plastic sheeting) or cardboard when moving collections. Interleave reasonable groupings of wet paper with freezer paper. Pack in boxes.
Supplies Needed	Freezer / waxed paper wrap Plastic sheeting, plastic bags Cardboard Boxes, drawers Flatbeds, carts

**CONSULT:**

Archives Conservation Specialist

**ART on PAPER: print or drawing: soluble media**

WATER DAMAGE

Salvage Priority	<b>IMMEDIATE: watercolor, soluble inks, hand-colored prints</b>
Drying Method	Air-dry, freeze dry, vacuum-freeze dry.
Handling Precautions	Do not try to separate individual sheets. Do not blot Groups of wet papers should be fully supported (board, sling) when moved.
Packing/Transporting Method	Transport wet papers horizontally. Use a sling (plastic sheeting) or board when moving collections. Interleave reasonable groupings of wet paper with freezer paper. Pack in boxes or drawers.
Supplies Needed	Freezer / waxed paper wrap Plastic sheeting, board Boxes, drawers Flatbeds, carts

**CONSULT:**

Archives Conservation Specialist

**ART ON PAPER: print or drawing: stable media**

WATER DAMAGE

Salvage Priority	<b>MEDIUM – 48 hours</b>
Drying Method	Air-dry, freeze dry, vacuum-freeze dry.
Handling Precautions	Do not try to separate individual sheets. Groups of wet papers should be fully supported (board, sling) when moved.
Packing/Transporting Method	Transport wet papers horizontally. Use a sling (plastic sheeting) or board when moving collections. Interleave reasonable groupings of wet paper with freezer paper. Pack in boxes or drawers.
Supplies Needed	Freezer / waxed paper wrap Plastic sheeting, board Boxes, drawers Flatbeds, carts

**CONSULT:**

Archives Conservation Specialist

**ART on PAPER: oversized print or drawing**

WATER DAMAGE

Salvage Priority	MEDIUM – 48 hours
Drying Method	Air-dry, freeze dry, vacuum-freeze dry.
Handling Precautions	Do not try to separate individual sheets. Do not attempt to remove oversized wet papers from storage tubing. Groups of wet papers should be fully supported (board, sling) when moved. Use extra caution if folded or rolled.
Packing/Transporting Method	Transport wet papers horizontally. Use a sling (plastic sheeting), map file cabinet drawer or cardboard when moving collections. Do not remove oversized wet papers from storage tubing. Interleave reasonable groupings of wet paper with freezer paper. Pack items horizontally in boxes, trays, drawers.
Supplies Needed	Freezer / waxed paper wrap Plastic sheeting, board Boxes, trays, drawers Flatbeds, carts

**CONSULT:** Archives Conservation Specialist

DRAFT

**AUDIO: grooved disk (shellac, and acetate)**

WATER DAMAGE

Salvage Priority	IMMEDIATE – disk MEDIUM – (48 hours) enclosures
Drying Method	Air-drying. Freezing is untested; if no other options exist, freeze at above 0 F (-18 C).
Handling Precautions	Discs are very fragile. Hold discs by their edges. Keep sleeves and jackets with disks.
Packing/Transporting Method	Pack vertically in padded (ethafoam-padded) crates or boxes. Avoid shocks during transporting.
Supplies Needed	Boxes, crates Ethafoam Flatbeds, carts

**CONSULT:** Digitization and Audio Visual Archivist**AUDIO: grooved disc (vinyl)**

WATER DAMAGE

Salvage Priority	MEDIUM – 48 hours (discs and enclosures)
Drying Method	Air-drying. Freezing is untested; if no other options exist, freeze at above 0 F (-18 C).
Handling Precautions	Discs are very fragile. Hold discs by their edges. Keep sleeves and jackets with disks.
Packing/Transporting Method	Pack vertically in padded (ethafoam-padded) crates or boxes. Avoid shocks during transporting.
Supplies Needed	Boxes, crates Ethafoam Flatbeds, carts

**CONSULT:** Digitization and Audio Visual Archivist

## BASKET

WATER DAMAGE

Salvage Priority	HIGH – 24 hours
Drying Method	Air dry – slowly
Handling Precautions	Support whole item when moving. Retain provenance.
Packing/Transporting Method	Stuff basket hollow with clean paper towels or cotton sheets to retain shape. Cover with clean towels. Keep provenance / cataloguing information with item.
Supplies Needed	Clean paper towels, cotton sheeting Boxes, cart, tray or polyethylene sheeting Flatbeds, carts

### CONSULT:

History: Curator and Collections Manager  
Ethnography: Curator of Ethnography and Collections Technician

## BONE

WATER DAMAGE

Salvage Priority	HIGH to MEDIUM – 24 to 48 hours
Drying Method	Air-dry – <b>slowly</b> .
Handling Precautions	Keep provenance / cataloguing information with object.
Packing/Transporting Method	Support total item when transporting. Individually wrap or bag objects since these materials tend to split and fragment into small pieces
Supplies Needed	Plastic wrap / plastic bags Boxes, crates Flatbeds, carts

### CONSULT:

Curator of Human Osteology; NAGPRA Coordinator

Curator (mammalogy, ornithology, or vertebrate paleontology as appropriate) and Collections Manage

**BOOK: Braille****WATER DAMAGE**

Salvage Priority	HIGH – 24 hours
Salvage Method Choices	Air drying, freeze-drying, vacuum freeze-drying
Handling Precautions	Do not apply pressure to text-block. Do not open or close volumes. Do not separate covers. Keep provenance / cataloguing information with item.
Packing/Transporting Method	Separate volumes with freezer paper. Pack spine-down in box or crate; one layer deep. Oversized volumes must lay flat. Do not over-pack transporting boxes and crates.
Supplies Needed	Freezer / waxed/ silicone-release paper wrap Boxes, crates Flatbeds, carts

**CONSULT:** Principal Librarian for Technical Services and Systems  
Archives Conservation Specialist

**BOOK: scrapbook or album (NO PHOTOGRAPHS)**

Salvage Priority	IMMEDIATE
Drying Method	Air drying, freeze-drying, vacuum freeze-drying
Handling Precautions	Do not open or close volume. Retain provenance/ cataloguing information with volume.
Packing/Transporting Method	Large scrapbooks should be fully supported when moved. Wrap each volume in freezer / waxed-paper wrap.
Supplies Needed	Freezer / waxed / silicon-release paper wrap Boxes, crates

**CONSULT:** Principal Librarian for Technical Services and Systems  
Archives Conservation Specialist

**BOOK or PAMPHLET****WATER DAMAGE**

Salvage Priority	MEDIUM – 48 hours
Drying Method	Air dry, freeze-dry, or vacuum freeze-dry.
Handling Precautions	Do not open or close volumes. Do not separate covers. Keep provenance / cataloguing information with item.
Packing/Transporting Method	Partially wrap each volume with freezer paper. Pack spine down in box or crate – one layer deep.
Supplies Needed	Freezer / waxed / silicone-release paper wrap Boxes, crates Flatbeds, carts

**CONSULT:** Principal Librarian for Technical Services and Systems  
Archives Conservation Specialist

**BOOK or PAMPHLET: leather or vellum****WATER DAMAGE**

Salvage Priority	IMMEDIATE
Drying Method	Air dry volumes with little water damage. Freeze-drying preferred.
Handling Precautions	Do not open or close volumes. Do not separate covers. Keep provenance / cataloguing information with item. Leather and vellum books should be boarded and tied before freezing.
Packing/Transporting Method	Partially wrap each volume with freezer paper. Pack spine down in box or crate – one layer deep.
Supplies Needed	Freezer / waxed / silicone-release paper wrap Plastic sheeting, precut Cotton twill tape Boxes, crates Flatbeds, carts

**CONSULT:** Principal Librarian for Technical Services and Systems  
Archives Conservation Specialist

**BOOK or PERIODICAL: coated paper****WATER DAMAGE**

Salvage Priority	IMMEDIATE
Drying Method	Air dry volumes with little water damage. Freeze-drying or vacuum freeze-drying preferred.
Handling Precautions	Do not open or close volumes. Do not separate covers. Keep provenance / cataloguing information with item.
Packing/Transporting Method	Keep volumes wet. Separate volumes with freezer paper. Pack spine down in box or crate lined with garbage bags – one layer deep. Oversized volumes must lay flat.
Supplies Needed	Large garbage bags Freezer / waxed / silicon-release paper wrap Boxes, crates Flatbeds, carts

**CONSULT:** Principal Librarian for Technical Services and Systems  
Archives Conservation Specialist

**BOTANICAL SPECIMEN****WATER DAMAGE**

***POSSIBLE TOXIN: MATERIALS WILL BE SALVAGED BY A SPECIAL TEAM***

Salvage Priority	HIGH: within 24 hours
Drying Method	Air-dry slowly. Freeze.
Handling Precautions	<b>POSSIBLE TOXIN: MATERIALS WILL BE SALVAGED BY A SPECIAL TEAM.</b> Use respirator and protective clothing to handle collections.
Packing/Transporting Method	Avoid direct handling.
Supplies Needed	Respirators Protective clothing Flatbeds, carts

**CONSULT:** Collections Manager of Mycology and Bryology  
Collections Technician for Vascular Plants

**CERAMIC: high-fired**

**WATER DAMAGE**

Salvage Priority	LOW – 72 hours
Drying Method	Air dry.
Handling Precautions	Keep object parts together. Retain provenance / cataloguing information.
Packing/Transporting Method	Depends upon fragility of the item. If object is broken, cracked or has mineral deposits or old repairs, place in clean, transparent, re-sealable polyethylene bag until it can be treated. Monitor for mold. Avoid shocks during transporting.
Supplies Needed	Re-sealable polyethylene bag Boxes, crates Flatbeds, carts

**CONSULT:**

**History:** Curator and Collections Technician  
Archaeology: Curator of Historical Archaeology and Collections Manager  
Registrar

DRAFT

## ENTOMOLOGY SPECIMEN

WATER DAMAGE

Salvage Priority	
Drying Method	
Handling Precautions	
Packing/Transporting Method	
Supplies Needed	

**CONSULT:** Curator of Entomology

## FLUID-PRESERVED SPECIMEN

WATER DAMAGE

**POSSIBLE TOXIN: MATERIALS WILL BE SALVAGED BY A SPECIAL TEAM.**

Salvage Priority	If container has been broken and contents are exposed: HIGH – 24 hours
Drying Method	Return specimen to sealed container.
Handling Precautions	<b>POSSIBLE TOXIN: MATERIALS WILL BE SALVAGED BY A SPECIAL TEAM.</b> Retain provenance / cataloguing information.
Packing/Transporting Method	Place specimens in sealed polyethylene boxes with a small amount of alcohol.
Supplies Needed	Alcohol Polyethylene boxes Boxes, crates Flatbeds, carts

**CONSULT:** Curator of Ichthyology

## FURNITURE, WOODEN OBJECTS

### WATER DAMAGE

Salvage Priority	IMMEDIATE – <b>polychrome, gilt or inlaid objects</b> MEDIUM – 48 hours
Drying Method	Slow, controlled air-drying.
Handling Precautions	<p>Handle gilt frames and furniture, polychrome sculpture and objects with inlaid surfaces as little as possible.</p> <p>Polychrome, gilt or inlaid objects should be wrapped in plastic sheeting to prevent premature drying.</p> <p><b>Thoroughly wetted objects should also be wrapped in plastic sheeting to retain as much moisture as possible.</b></p> <p>Remove standing water from the surface of objects by blotting with clean cotton cloths or absorbent paper toweling.</p> <p>Detached pieces should be placed in a sealable plastic bag and kept with the object.</p> <p>Ensure ample assistance when moving.</p> <p>Move furniture by lowest structural member; never lift by grasping the top board or original handles.</p> <p>Block-up large pieces from floor rather than attempt to move to another area.</p>
Packing/Transporting Method	<p>Handle gilt frames and furniture, polychrome sculpture and objects with inlaid surfaces as little as possible.</p> <p>Lift chairs by their seat rails rather than arms or crest rails.</p> <p>Lift upholstered chairs by their legs to avoid touching water-soaked upholstery.</p> <p>Chests and other case pieces should be lifted by their bottom rails.</p> <p>Remove drawers if possible; or open drawers to allow air circulation.</p>
Supplies Needed	<p>Paper toweling</p> <p>Sealable plastic bags</p> <p>Wooden blocks / pallets</p> <p>Flatbeds, carts</p>

**CONSULT:** History Curator and Collections Technician

## GEOLOGICAL SPECIMEN

### WATER DAMAGE

Salvage Priority	IMMEDIATE to MEDIUM (48 hours) – specimen specific
Drying Method	Air-dry quickly – specimen related. Air-dry slowly – specimen related.
Handling Precautions	Retain provenance / cataloguing information with item.
Packing/Transporting Method	
Supplies Needed	Boxes, crates Flatbeds, carts

**CONSULT:** Curator of Geology

## GLASS

### WATER DAMAGE

Salvage Priority	LOW – 72 hours.
Drying Method	Air dry.
Handling Precautions	Object may be fragile.
Packing/Transporting Method	Depends upon fragility of the item. Pack crates loosely; support items within crates with tissue, toweling or Ethafoam. Pack glass items vertically. If glass is broken, cracked, or has old repairs, place in a clean transparent polyethylene bag until it can be treated.
Supplies Needed	Plastic bags Tissue paper, paper toweling Ethafoam Boxes, crates Flatbeds, carts

**CONSULT:** **History:** Curator and Collections Technician  
Archaeology: Curator of Historical Archaeology and Collections Manager

Registrar

**HAIR****WATER DAMAGE**

Salvage Priority	MEDIUM - 48 hours.
Drying Method	Air-dry <b>slowly</b> .
Handling Precautions	Individually wrap or bag objects since these materials tend to split and fragment into small pieces when wet. Retain provenance / cataloguing information.
Packing/Transporting Method	Wrap or bag objects to consolidate parts. Place on trays, one layer deep, for transport.
Supplies Needed	Paper towels, tissue paper Plastic bags Trays Flatbeds, carts

**CONSULT:**

History Collections Manager  
History Collections Technician

**HORN****WATER DAMAGE**

Salvage Priority	MEDIUM - 48 hours.
Drying Method	Air-dry <b>slowly</b> .
Handling Precautions	Individually wrap or plastic bag objects since these materials tend to split and fragment into small pieces when wet. Retain provenance / cataloguing information.
Packing/Transporting Method	Wrap or bag objects to consolidate parts. Place on trays, one layer deep, for transport.
Supplies Needed	Plastic wrap, plastic bags Trays Carts

**CONSULT:**

**Biology:** Curator of Mammalogy Collections Manager  
**Ethnography:** Curator of Ethnography and Collections Technician

## IVORY

### WATER DAMAGE

Salvage Priority	MEDIUM - 48 hours.
Drying Method	Air-dry <b>slowly</b> .
Handling Precautions	Individually wrap or bag objects since these materials tend to split and fragment into small pieces when wet.
Packing/Transporting Method	Place wrapped objects one-layer deep on trays.
Supplies Needed	Plastic wrap, plastic bags Trays Carts

### CONSULT:

Ethnography: Curator of Ethnography, Collections Technician

Biology: Curator of Mammals, Curator of Vertebrate Paleontology, Collections Manager

## LEATHER or RAWHIDE

### WATER DAMAGE

Salvage Priority	MEDIUM - 48 hours.
Drying Method	Air dry.
Handling Precautions	Support entire item on cart, tray, box or polyethylene sheeting.
Packing/Transporting Method	Full support required when moved. Wrap items with freezer paper or polyethylene sheeting to prevent red-rotted leather from soiling adjacent items and to prevent leather from drying before it can be treated. Support complexly shaped objects with non-inked newsprint or other absorbent material.
Supplies Needed	Freezer paper, plastic sheeting Trays, boards, boxes Flatbeds, carts

**CONSULT:** Archives Conservation Specialist

Ethnography: Curator of Ethnography and Collections Technician

**MAGNETIC MEDIA: cassette tape, computer tape, reel to reel tape, videotape,**

**WATER DAMAGE**

Salvage Priority	IMMEDIATE (rinse) – if soaked with dirty water LOW – 72 hours (tapes can stay wet for several days) Salvage associated paper enclosures within 48 hours.
Drying Method	Controlled air drying
Handling Precautions	Do not touch surface of tape. Handle open reel tapes by hubs or reel. Keep enclosures with tape. Do not unwind tape or remove tape from reel. Tapes can remain wet for several days. Retain provenance / cataloguing information.
Packing/Transporting Method	Keep tapes wet by wrapping in plastic or sealing in plastic bags. Pack vertically into crates or cartons. Avoid heavy weight or pressure on sides of the reels. Keep enclosure with tape.
Supplies Needed	Plastic wrap, re-sealable plastic bags Boxes, crates Flatbeds, carts

CONSULT:            Electronic Records Archivist  
  
                          Digitization and Audio Visual Archivist  
                          (for cassette tape, reel-to-reel, and videotape)

**MAGNETIC MEDIA: computer disk**

**WATER DAMAGE**

Salvage Priority	If a backup copy is available, discard water-soaked disk. LOW – 72 hours. Exposure to water should not extend beyond 72 hours. Disks should be dried and copied within 72 hours. Salvage associated paper enclosures within 48 hours.
Drying Method	Controlled air-drying. Freezing.
Handling Precautions	Disks should be placed wet in plastic bags and frozen until drying and data recovery is possible. Keep enclosures with disks. Retain provenance / cataloguing information.
Packing/Transporting Method	Keep disks wet by wrapping in plastic or sealing in plastic bags. Pack vertically into crates or cartons. Do not over-pack container. Avoid heavy weight or pressure on sides of the disks. Keep enclosures with disks.
Supplies Needed	Plastic wrap, re-sealable plastic bags Boxes, crates Flatbeds, carts

**CONSULT:** Electronic Records Archivist

DRAFT

**MANUSCRIPT or DOCUMENT: paper: stable media**

WATER DAMAGE

Salvage Priority	MEDIUM – 48 hours
Drying Method	Air dry, freeze dry, vacuum-freeze dry
Handling Precautions	Do not try to separate individual sheets. Groups of wet papers should be fully supported (board, sling) when moved.
Packing/Transporting Method	Transport wet papers horizontally. Use a sling (plastic sheeting) or board when moving collections. Interleave reasonable groupings of wet paper with freezer paper. Pack in boxes or drawers.
Supplies Needed	Freezer / waxed paper wrap Plastic sheeting, board Boxes, drawers Flatbeds, carts

**CONSULT:** Archives Conservation Specialist

Archives Conservation Specialist

**MANUSCRIPT or DOCUMENT: paper: soluble ink**

WATER DAMAGE

Salvage Priority	<b>IMMEDIATE: watercolor, soluble inks, hand-colored illustrations</b>
Drying Method	Air-dry, freeze dry, vacuum-freeze dry.
Handling Precautions	Do not try to separate individual sheets. Do not blot Groups of wet papers should be fully supported (board, sling) when moved.
Packing/Transporting Method	Transport wet papers horizontally. Use a sling (plastic sheeting) or board when moving collections. Interleave reasonable groupings of wet paper with freezer paper. Pack in boxes or drawers.
Supplies Needed	Freezer / waxed paper wrap Plastic sheeting, board Boxes, drawers Flatbeds, carts

**CONSULT:** Archives Conservation Specialist

**MANUSCRIPT or DOCUMENT: parchment or vellum**

WATER DAMAGE

Salvage Priority	IMMEDIATE
Drying Method	Air dry, freeze dry (do not freeze gilded or illuminated manuscripts)
Handling Precautions	Do not try to separate individual sheets. Groups of wet documents should be fully supported (board, sling) when moved.
Packing/Transporting Method	Transport wet documents horizontally. Use a sling (plastic sheeting) or board when moving collections. Interleave reasonable groupings of wet documents with freezer paper. Pack in boxes or drawers.
Supplies Needed	Freezer / waxed paper wrap Plastic sheeting, board Boxes, drawers Flatbeds, carts

**CONSULT:** Principal Librarian for Technical Services and Systems  
Archives Conservation Specialist

**MAP or PLAN: coated paper**

WATER DAMAGE

Salvage Priority	IMMEDIATE
Drying Method	Air-dry or freeze dry.
Handling Precautions	Keep plans wet until Drying treatment can be performed. Avoid pressure. Do not try to separate individual sheets. Do not try to remove wet plans from storage tubing. Groups of wet plans should be fully supported (board, map file drawer, tube, sling) when moved.
Packing/Transporting Method	Keep plans wet: wrap with plastic until Drying treatment can be performed. Transport wet plans horizontally. Do not remove wet plans from storage tubing. Use a sling (plastic sheeting), map file drawer, tube or cardboard when moving collections. Interleave reasonable groupings of wet paper with freezer paper. Pack in boxes, trays, or drawers.
Supplies Needed	Freezer / waxed paper wrap Plastic sheeting, board Boxes, trays, drawers

	Flatbeds, carts
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**CONSULT:** Archives Conservation Specialist

**MAP or PLAN: drafting linen**

WATER DAMAGE

Salvage Priority	IMMEDIATE
Drying Method	Air-dry or freeze dry.
Handling Precautions	Avoid pressure as inks can smear. Do not try to separate individual sheets. Do not blot. Do not try to remove wet plans from storage tubing. Groups of wet plans should be fully supported (board, map file drawer, tube, sling) when moved.
Packing/Transporting Method	Transport wet plans horizontally. Do not remove wet plans from storage tubing. Use a sling (plastic sheeting), map file drawer, tube or cardboard when moving collections. Interleave reasonable groupings of wet paper with freezer paper. Pack in boxes, trays, or drawers.
Supplies Needed	Freezer / waxed paper wrap Plastic sheeting, board Boxes, trays, drawers Flatbeds, carts

**CONSULT:** Archives Conservation Specialist

**MAP or PLAN: soluble media**

WATER DAMAGE

Salvage Priority	IMMEDIATE: <b>watercolor, soluble inks, hand-colored plans, photoreproduction processes (blue prints, heliographs, photostats, aniline prints, diazotypes, ferrogallic prints, Vandyke prints)</b>
Drying Method	Air-dry or freeze dry.
Handling Precautions	Do not try to separate individual sheets. Do not blot. Do not try to remove wet plans from storage tubing. Groups of wet plans should be fully supported (board, map file drawer, tube, sling) when moved.

Packing/Transporting Method	<p>Transport wet plans horizontally.  Do not remove wet plans from storage tubing.  Use a sling (plastic sheeting), map file drawer, tube or cardboard when moving collections.  Interleave reasonable groupings of wet plans with freezer paper.  Pack in boxes, trays, or drawers.</p>
Supplies Needed	<p>Freezer / waxed paper wrap  Plastic sheeting, board  Boxes, trays, drawers  Flatbeds, carts</p>

**CONSULT:** Archives Conservation Specialist

**MAP or PLAN: stable media**

**WATER DAMAGE**

Salvage Priority	MEDIUM – 48 hours
Drying Method	Air-dry or freeze dry.
Handling Precautions	<p>Do not try to separate individual sheets.  Do not attempt to remove oversized wet plans from storage tubing.  Groups of wet plans should be fully supported (board, map file drawer, or sling) when moved.  Use extra caution if folded or rolled.</p>
Packing/Transporting Method	<p>Transport wet plans horizontally.  Use a sling (plastic sheeting), map file drawer, tube or cardboard when moving collections.  Do not remove oversized wet plans from storage tubing.  Interleave reasonable groupings of wet plans with freezer paper.  Pack items horizontally in boxes, trays, or drawers.</p>
Supplies Needed	<p>Freezer / waxed paper wrap  Plastic sheeting, board  Boxes, trays, drawers  Flatbeds, carts</p>

**CONSULT:** Archives Conservation Specialist

**METAL****WATER DAMAGE**

Salvage Priority	LOW – 72 hours.
Drying Method	Air dry.
Handling Precautions	Use gloves to handle. Retain provenance / cataloguing information with object.
Packing/Transporting Method	Depends upon fragility of the item
Supplies Needed	Gloves Boxes, crate Flatbeds, carts

**CONSULT:**

History: Curator

Archaeology: Curator of Historical Archaeology and Collections Manager

Registrar

DRAFT

**MICROFORM: aperture card**

WATER DAMAGE

Salvage Priority	MEDIUM -48 hours <b>(KEEP WET)</b> .
Drying Method	Air-dry (small quantities). Freeze, thaw, air-dry (large quantities).
Handling Precautions	<b>Keep wet</b> inside a container until they can be processed.
Packing/Transporting Method	If fiche cannot be air-dried immediately, <b>keep wet</b> inside a container until they can be frozen.
Supplies Needed	Garbage bags, resealable bags, plastic containers Boxes, crates Carts

**CONSULT:** Digitization and Audio Visual Archivist  
Archives Conservation Specialist

**MICROFORM: diazo fiche, diazo microfilm**

WATER DAMAGE

Salvage Priority	LOW - 72 hours.
Drying Method	Air dry.
Handling Precautions	
Packing/Transporting Method	Transport in drawers or cartons.
Supplies Needed	Drawers, boxes, crates Carts

**CONSULT:** Digitization Archivist  
Archives Conservation Specialist

**MICROFORM: jacketed microfilm**

WATER DAMAGE

Salvage Priority	LOW -72 hours <b>(KEEP WET)</b> .
Drying Method	Air-dry (small quantities). Freeze, thaw, air-dry (large quantities).
Handling Precautions	<b>Keep wet</b> inside a container until they can be processed.
Packing/Transporting Method	If film cannot be air-dried immediately, <b>keep wet</b> inside a container until they can be frozen.
Supplies Needed	Garbage bags, resealable bags, plastic containers Boxes, crates Carts

**CONSULT:** Digitization and Audio Visual Archivist  
Archives Conservation Specialist

**MICROFORM: microfilm roll**

**WATER DAMAGE**

Salvage Priority	MEDIUM -48 hours <b>(KEEP WET)</b> .
Drying Method	Rewash and dry within 72 hours. Arrange for a film processor to rewash and dry.
Handling Precautions	<b>Keep wet</b> inside a container until they can be processed.
Packing/Transporting Method	Do not remove from boxes. Hold cartons together with rubber bands. Fill boxes with water and pack (in blocks of 5) in a cardboard box lined with garbage bags.
Supplies Needed	Garbage bags, resealable bags, plastic containers Boxes, crates Carts

**CONSULT:** Digitization and Audio Visual Archivist  
Archives Conservation Specialist

DRAFT

**MYCOLOGY and BRYOLOGY SPECIMEN**

WATER DAMAGE

**POSSIBLE TOXIN: MATERIALS WILL BE SALVAGED BY A SPECIAL TEAM.**

Salvage Priority	IMMEDIATE
Drying Method	Freeze-drying.
Handling Precautions	<b>POSSIBLE TOXIN: MATERIALS WILL BE SALVAGED BY A SPECIAL TEAM.</b>
Packing/Transporting Method	Retain label information with each specimen. Pack specimens in boxes or crates; do not overpack.
Supplies Needed	Gloves Respirators Boxes, crates Flatbeds, carts

**CONSULT:** Collections Manager, Mycology and Bryology**OPTICAL MEDIA: CD, CD-ROM, DVD, video disk**

WATER DAMAGE

Salvage Priority	IMMEDIATE – dry discs. Salvage paper enclosures within 48 hours.
Drying Method	Air dry.
Handling Precautions	Disc cartridges should be lifted by the outer edges only. Do not wipe disc surface. Avoid bending.
Packing/Transporting Method	Pack vertically into crates. Retain provenance / cataloguing information.
Supplies Needed	Boxes, crates Flatbeds, carts

**CONSULT:** Electronic Records Archivist

**PAINTING: canvas**

WATER DAMAGE

Salvage Priority	MEDIUM - 48 hours.
Drying Method	Air dry.
Handling Precautions	Do not touch paint layer. Carry painting horizontally: image side up. Keep provenance / cataloguing information with each item.
Packing/Transporting Method	Do not touch paint layer. Transport painting horizontally: image side up. Keep provenance / cataloguing information with each item. Do not place anything on paint layer surface. Transport paintings singularly to Drying area.
Supplies Needed	Flatbeds, carts

**CONSULT:** Archives Conservation Specialist**PALEONTOLOGY SPECIMEN**

WATER DAMAGE

Salvage Priority	IMMEDIATE to MEDIUM (48 hours) – specimen specific
Drying Method	Air-dry quickly – specimen related. Air-dry slowly – specimen related.
Handling Precautions	Retain provenance / cataloguing information with item.
Packing/Transporting Method	
Supplies Needed	Boxes, crates Flatbeds, carts

**CONSULT:** Curator of Paleontology and Collections Technician  
Curator of Vertebrate Paleontology and Collections Manager

**PHOTOGRAPH: black and white print**

WATER DAMAGE

Salvage Priority	<b>IMMEDIATE : carbon prints and Woodburytypes</b> MEDIUM: 48 hours: albumen prints, matte and glossy collodion prints, silver gelatin printing out and developing out papers, collotypes, photogravures, cyanotypes
Drying Method	Air dry (1 <sup>st</sup> choice) Freeze/thaw and air dry (2 <sup>nd</sup> choice) Freeze dry: collodion prints, silver gelatin, collotypes, photogravures, cyanotypes. DO NOT VACUUM DRY.
Handling Precautions	<b>Keep silver gelatin wet;</b> pack inside sealable plastic bags. Do not touch emulsion or binder; hold by the edges or margins. Always lay with emulsion side up. Do not separate sheets. Avoid abrasion.
Packing/Transporting Method	<b>Keep silver gelatin wet;</b> pack inside sealable plastic bags until Drying. Interleave 2" groupings of prints with Hollytex. Pack horizontally in containers.
Supplies Needed	Hollytex Sealable plastic bags Boxes, crates Flatbeds, carts

**CONSULT:** Archives Conservation Specialist

Archives Conservation Specialist

**PHOTOGRAPH: cased**

WATER DAMAGE

Salvage Priority	<b>IMMEDIATE: ambrotypes, pannotypes, daguerreotypes, tintypes</b> (Drying rate is low)
Drying Method	Air dry face up. DO NOT FREEZE.
Handling Precautions	Handle with care; fragile surface. Always lay face-up.
Packing/Transporting Method	Pack horizontally in containers. Protect glass with cardboard.
Supplies Needed	Cardboard Boxes, crates Flatbeds, carts

**CONSULT:** Archives Conservation Specialist

**PHOTOGRAPH: color print**

WATER DAMAGE

Salvage Priority	IMMEDIATE : <b>dye transfer prints</b> MEDIUM: 48 hours: chromogenic prints and negative
Drying Method	Air dry (1 <sup>st</sup> choice): <b>dye transfer prints</b> Freeze/thaw and air dry (2 <sup>nd</sup> choice) Freeze dry (3 <sup>rd</sup> choice) DO NOT VACUUM DRY.
Handling Precautions	Do not touch emulsion or binder; hold by the edges or margins. Always lay with emulsion side up. Do not separate sheets. Avoid abrasion.
Packing/Transporting Method	<b>Keep chromogenic prints and negatives wet</b> ; pack inside sealable plastic bags until Drying. Interleave 2" groupings of prints with Hollytex. Pack horizontally in containers.
Supplies Needed	Hollytex Sealable plastic bags Boxes, crates Flatbeds, carts

**CONSULT:** Archives Conservation Specialist

**PHOTOGRAPH: color transparency: additive color transparency:**  
(MOST ARE GLASS) **Autochromes, Agfacolor, Dufaycolor**

WATER DAMAGE

Salvage Priority	IMMEDIATE
Drying Method	Air-dry only. Drying rate very low.
Handling Precautions	Handle with care; loose binding tapes and glass. Keep provenance / cataloguing information with objects.
Packing/Transporting Method	Pack horizontally in a padded container.
Supplies Needed	Ethafoam Boxes, crates Flatbeds, carts

**CONSULT:** Archives Conservation Specialist

**PHOTOGRAPH: color transparency:  
chromogenic color transparency, mounted color slide, sheet film**

WATER DAMAGE

Salvage Priority	MEDIUM – 48 hours
Drying Method	Air-dry in mounts if possible. Freeze, thaw, air-dry. Freeze dry.
Handling Precautions	Handle by mounts or edges. Do not touch surface of photograph. <b>KEEP WET.</b> Keep provenance / cataloguing information with objects.
Packing/Transporting Method	KEEP WET. Pack in plastic bags inside box or crate.
Supplies Needed	Plastic bags Boxes, crates Flatbeds, carts

**CONSULT:** Archives Conservation Specialist

**PHOTOGRAPH: microfilm rolls, motion picture film**

WATER DAMAGE

Salvage Priority	LOW - 72 hours
Drying Method	Rewash and dry.
Handling Procedures	<b>Film must be kept wet until it can be reprocessed.</b> Clean outside of film boxes before opening. Dry film should be separated from wet materials. Do not remove wet microfilm from boxes; hold boxes together with rubber bands.
Packing/Transporting Method	Pack in containers filled with clean water until reprocessed.
Supplies Needed	Rubber-bands Garbage bags, resealable plastic bags Plastic containers Clean water Flatbeds, carts

**CONSULT:** Digitization and Audio Visual Archivist

**PHOTOGRAPH: transparency: lantern slides, silver gelatin**

WATER DAMAGE

Salvage Priority	MEDIUM – 48 hours
Drying Method	Air-drying preferred. Freeze, thaw and air dry.
Handling Precautions	Handle with care; loose binding tapes and glass. Keep provenance / cataloguing information with objects.
Packing/Transporting Method	Pack vertically in a padded container.
Supplies Needed	Ethafoam Boxes, crates Flatbeds, carts

**CONSULT:** Archives Conservation Specialist

**SHELL**

WATER DAMAGE

Salvage Priority	IMMEDIATE:
Drying Method	Air dry face up. DO NOT FREEZE.
Handling Precautions	Handle with care; fragile surface. Always lay face-up.
Packing/Transporting Method	Pack horizontally in containers. Protect glass with cardboard.
Supplies Needed	Cardboard Boxes, crates Flatbeds, carts

**CONSULT:** Malacology Collections Manager

**TEXTILE: clothing**

## WATER DAMAGE

Salvage Priority	IMMEDIATE: <b>archaeological textiles, bleeding dyes</b> MEDIUM – 48 hours (all others)
Drying Method	Quick air-drying.
Handling Precautions	Handle objects sparingly. Remove all wet packing materials (cardboard or tissue) from contact with the textiles. Do not unfold or spread out wet textiles while wet.
Packing/Transporting Method	Provide solid support for objects when moving. Remove hanging wet textiles to horizontal support. Retain accession number tags and all identifying information with the object. Do not stack wet textiles on top of each other.
Supplies Needed	Polyethylene sheeting Flatbeds, carts

**CONSULT:**

History Collections Manager

History Collections Technician

**TEXTILE: costume accessories**

## WATER DAMAGE

Salvage Priority	MEDIUM - 48 hours
Drying Method	Air dry.
Handling Precautions	Keep handling to a minimum. Retain provenance / cataloguing information with object,
Packing/Transporting Method	Use a solid support when moving object.
Supplies Needed	Polyethylene sheeting Boxes, crates Flatbeds, carts

**CONSULT:**

History Collections Manager

History Collections Technician

**TEXTILE: tapestry, rug**

## WATER DAMAGE

Salvage Priority	IMMEDIATE: textiles with <b>bleeding dyes</b> MEDIUM - 48 hours (all others)
Drying Method	Quick air-drying.
Handling Precautions	Handle objects sparingly. Extremely heavy when wet.

	Remove all wet packing materials (cardboard or tissue) from contact with the objects. Retain provenance or cataloguing information with object.
Packing/Transporting Method	Provide solid support for objects when moving. Remove hanging wet textiles to horizontal support. Retain accession number tags and all identifying information with the object. Do not stack wet objects on top of each other.
Supplies Needed	Polyethylene sheeting Flatbeds, carts

**CONSULT:**

History Collections Manager  
History Collections Technician

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## Drying Methods for Wet Collections

(From Lisa Fox, Drying Methods for Water-Damaged Collections, 1993)

Technique	Procedure	Speed	Equipment / service cost	Staff / Labor	Availability	Results
AIR DRYING	Items dried by circulating air in a low-temperature, low humidity space	Days or weeks	Negligible	High	Excellent	<ul style="list-style-type: none"> <li>• Swelling</li> <li>• Cockling</li> <li>• Blocking</li> <li>• Running inks/dyes</li> <li>• Mold</li> </ul>
DEHUMIDIFICATION	Large, commercial dehumidifiers installed to dry building, furnishings, collections <i>in situ</i>	Varies	Moderate	Low	Excellent	<ul style="list-style-type: none"> <li>• Limited cockling if used only on damp items</li> </ul>
FREEZER DRYING	Items placed in self-defrosting freezer (below -10°F) are frozen, and ice is slowly sublimated	Weeks or months	Negligible	Moderate	Excellent	<ul style="list-style-type: none"> <li>• Swelling</li> <li>• Cockling</li> <li>• Blocking</li> <li>• Inks run</li> </ul>
VACUUM FREEZE DRYING	Frozen items placed in chamber; vacuum drawn; small amount of heat introduced (below 32°); ice crystals drawn out by sublimation	1-2 weeks per load	\$5-7 per volume; \$50/CF	Low	Good	<ul style="list-style-type: none"> <li>• Leather/vellum may warp</li> <li>• Photograph may lose surface gloss</li> </ul>

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## To Respond to Mold<sup>2</sup>

The following procedures should be followed in cases where temperature and humidity controls are not adequate or collections have received water damage. Optimal conditions for mold growth are 70° and 70% relative humidity. Any rise in these levels creates an environment conducive to mold growth within 48-72 hours. Speed is critical for mold control.

<b>Discover</b>	Determine location and extent of damage. If mold is on a few isolated items, call the CRT Leader from your institution. If widespread mold is discovered in stack ranges or storage areas, notify the CRT Leader and the <b>Building Manager</b> . Follow procedures outlined below.
<b>Procedures</b>	<ol style="list-style-type: none"> <li><b>1. Contact CRT members and assemble.</b></li> <li><b>2. Isolate affected materials</b> <ul style="list-style-type: none"> <li>▪ For small blooms, place item(s) in plastic bags and move to a dry area.</li> <li>▪ For large blooms, quarantine the area and contact outside professional help immediately. Close doors; hang plastic sheeting to isolate affected area; and cut off circulation of air from the affected area to the rest of the building.</li> </ul> </li> <li><b>3. Consult.</b> <ul style="list-style-type: none"> <li>▪ Contact Occupational &amp; Environmental Health Center of Eastern New York to help identify present mold species.</li> </ul> </li> <li><b>4. Locate Disaster Supplies.</b> <ul style="list-style-type: none"> <li>▪ Gather plastic bags and plastic sheeting from the following locations: 5<sup>th</sup> Floor, 8<sup>th</sup> Floor Lobby, 8<sup>th</sup> Floor closet and Basement, 3<sup>rd</sup> Floor, Tier #3.</li> <li>▪ Locate Flatbeds and book carts from the following locations: 3<sup>rd</sup> Floor, 5<sup>th</sup> Floor stack areas, and 7<sup>th</sup> Floor Library.</li> <li>▪ Assemble protective gear: disposable plastic gloves, respirator with a particulate filter, goggles, coveralls or lab coat (preferably disposable) and disposable foot wear.</li> <li>▪ Contact Building Manager for equipment needs [mops, fans, wet vacs, and dehumidifiers].</li> </ul> </li> <li><b>5. Identify temporary storage and work areas if needed.</b></li> <li><b>6. Locate the high humidity source.</b> <ul style="list-style-type: none"> <li>▪ Look for moisture source i.e. leaky roof or pipe, broken window, etc.</li> <li>▪ Examine HVAC. Contact OGS Building Engineer to check heat-exchange coils, drip pans, and duct work. These areas are prime sources for moisture, mold growth and distribution.</li> </ul> </li> <li><b>7. Lower humidity and increase air circulation.</b> <ul style="list-style-type: none"> <li>▪ Measure temperature and humidity at regular intervals and keep a log.</li> <li>▪ Adjust humidity via OGS Building Engineer.</li> <li>▪ Set up fans to increase air circulation.</li> <li>▪ Install dehumidifiers. Be careful to arrange continuous drainage or to empty frequently. Initiate salvage procedures detailed in Section 2: Water.</li> </ul> </li> <li><b>1. Document. Fill out OCE Incident Reporting form and Collections Damage Documentation form (see Appendix) and take photographs.</b></li> </ol>

<sup>2</sup> Conservation Center for Art and Historic Artifacts. *Managing a Mold Invasion: Guidelines for Disaster Response*, 1994.

### To Respond to Pest Infestation<sup>3</sup>

The following procedures are intended for the Collections Response Team (CRT). They supplement the Emergency Operations Plan and should be followed in cases where signs of insect infestation are confined to a collection and remedial action is deemed manageable by institution staff.

<b>Discover</b>	Determine location and extent of damage. Notify <b>Library Preservation, Archives or Museum</b> , depending on collection affected, or call Integrated Pest Management (IPM) Subcommittee Chair.
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. <b>Isolate affected materials and collect samples of the pest.</b> <ul style="list-style-type: none"> <li>• Consider whether the materials are incoming collections in need of isolation, or are already onsite with an infestation identified</li> <li>▪ For single item(s), place on sheet of alkaline paper and wrap or bag in heavy (6mil) transparent polyethylene sealed with tape or by heat. Monitor for signs of frass from wood boring insects, staining from rodents, and fecal material from a range of different pests.</li> <li>▪ For large items and pallets, tent with polyethylene sheeting and seal with tape or by heat as tightly as possible. Monitor for varying signs.</li> </ul> </li> <li>2. <b>Remove collections to an isolated area or designated quarantine location if possible. (add contact info if a quarantine space is needed?)</b></li> <li>3. <b>Contact State Entomologist to identify the species.</b> <ul style="list-style-type: none"> <li>▪ Determine if the insect is a hazard to collections</li> <li>▪ Determine the insect's life cycle and food and environmental preferences</li> <li>▪ Determine the extent of the infestation.</li> <li>▪ Check movement/location records of the infested document(s) to determine if similar objects in previous locations are infected</li> <li>▪ Inspect all documents in the document's current surrounding area that are prone to this specific pest</li> <li>▪ Check other documents from the same series or collection</li> <li>▪ Document pest inspections in writing</li> </ul> </li> <li>4. <b>Identify temporary storage and work areas if needed.</b></li> <li>7. <b>Initiate pest control procedures as determined by CRT Leadership. Actions may involve freezing affected collection, as well as IPM methods like habitat modification.</b></li> <li>8. <b>Document. Fill out OCE Incident Reporting form and Collections Damage Documentation form (see Appendix) and take photographs.</b></li> </ol>
<b>Link</b>	<a href="http://www.museumpests.net/">http://www.museumpests.net/</a>

<sup>3</sup> Southeastern Registrars Association. Steal This Handbook! A Template for Creating a Museum's Emergency Preparedness Plan, 1994

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## Salvage Timetable for Soot Damaged Collections

HIGH PRIORITY	LOW PRIORITY
Fire damage; charring	No fire damage; no charring
Structural damage	No structural damage
Porous surface	Non-porous surface
Intricate surface pattern	Smooth surface
Organic material	Inorganic material
Soot accumulation: High	Soot accumulation: Low

### To Salvage Soot-Damaged Collections: Index

#### INDEX

Animal study  
 Bone and Ivory  
 Book  
 Geological specimen  
 Painting  
 Paleontology specimen  
 Paper document  
 Textile  
 Wood: unfinished  
 Wood: finished

#### EQUIPMENT AND SUPPLIES – SOOT DAMAGED COLLECTIONS

## To Salvage Soot-Damaged Collections: Procedures

### ANIMAL STUDY: SKIN or TAXIDERMY MOUNT

SOOT DAMAGE

#### ***POSSIBLE TOXIN: MATERIALS WILL BE SALVAGED BY A SPECIAL TEAM***

Salvage Priority	1 <sup>st</sup> Priority: charred or structural damage, porous / intricate surface, organic material, high soot accumulation
Dry Cleaning Method	Vacuum with HEPA vacuum. DO NOT VACUUM CHARRED AREAS.
Handling Precautions	Do not touch or move specimen until entire specimen has been vacuumed.
Packing / Transporting Method	Move specimen only after thorough vacuuming. Avoid touching specimen directly; move specimen by auxiliary mount only. Do not drape specimen or pack specimen. Do not allow specimen to touch adjacent objects.
Supplies Needed	HEPA vacuum Cart, flatbed

**CONTACT:** Curator of Mammalogy or Curator of Ornithology and Collections Manager

### BONE AND IVORY

SOOT DAMAGE

Salvage Priority	1 <sup>st</sup> Priority: charred or structural damage, porous / intricate surface, organic material, high soot accumulation
Dry Cleaning Method	1. DO NOT VACUUM CHARRED AREAS. 2. Vacuum (in situ) with HEPA vacuum. 3. Surface clean (in situ if possible) with Groom/Stick or Webril
Handling Precautions	Do not touch or move specimen until entire specimen has been vacuumed. If possible, dry clean surface of specimen before moving.
Packing / Transporting Method	Move specimen only after a thorough vacuuming and/or surface dry cleaning. Avoid touching specimen directly; move specimen by auxiliary mount only. Do not drape specimen. Do not pack specimen; move singularly. Do not allow specimen to touch adjacent objects.

Supplies Needed	HEPA vacuum Groom/Stick or Webril Cart, flatbed
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**CONTACT: Biology: Curator of Mammals or Curator of Vertebrate Paleontology and Collections Manager.**

**Ethnography: Curator of Ethnography and Collections Technician.**

## BOOK

### SOOT DAMAGE

Salvage Priority	1 <sup>st</sup> Priority: charred or structural damage, porous / intricate surface, organic material, high soot accumulation
Dry Cleaning Method	1. DO NOT VACUUM CHARRED AREAS. 2. Vacuum with HEPA vacuum (in-situ). 3. Surface clean with Groom/Stick, Webril, soot sponge, or powdered eraser.
Handling Precautions	Do not touch or separate volumes until vacuumed. Handle volume sparingly after vacuuming.
Packing / Transporting Method	Move volume after a thorough vacuuming. Do not compress surfaces with soot accumulation.
Supplies Needed	HEPA vacuum Soot sponge Groom/Stick, Webril Cart, flatbed

**CONTACT:** New York State Library

Archives Conservation Specialist 3

Archives Conservation Specialist 1

## GEOLOGICAL SPECIMEN

### SOOT DAMAGE

Salvage Priority	1 <sup>st</sup> Priority: charred or structural damage, porous / intricate surface, organic material, high soot accumulation
Dry Cleaning Method	1. DO NOT VACUUM CHARRED AREAS. 2. Vacuum with HEPA vacuum (in-situ).

	3. Surface clean with Groom/Stick or Webril
Handling Precautions	Do not touch specimen until vacuumed. Handle specimen sparingly until surface can be dry-cleaned.
Packing / Transporting Method	Move specimen only after a thorough vacuuming. Do not compress surfaces with soot accumulation.
Supplies Needed	HEPA vacuum Groom/Stick, Webril Cart, flatbed

**CONTACT:** Curator of Geology

## PALEONTOLOGY SPECIMEN

## SOOT DAMAGE

Salvage Priority	1 <sup>st</sup> Priority: charred or structural damage, porous / intricate surface, organic material, high soot accumulation
Dry Cleaning Method	1. DO NOT VACUUM CHARRED AREAS. 2. Vacuum with HEPA vacuum (in-situ). 3. Surface clean with Groom/Stick or Webril.
Handling Precautions	Do not touch or separate specimens volumes until vacuumed. Handle specimen sparingly only after vacuuming and dry-cleaning.
Packing / Transporting Method	Move specimen only after a thorough vacuuming. Do not compress surfaces with soot accumulation.
Supplies Needed	HEPA vacuum Groom/Stick, Webril Cart, flatbed

**CONTACT:** Curator of Paleontology and Collections Technician  
Curator of Vertebrate Paleontology and Collections Manager

**PAINTINGS:** acrylic on canvas with varnish,  
acrylic on canvas without varnish,

**tempera and oil directly on wallboard**

**SOOT DAMAGE**

Salvage Priority	1 <sup>st</sup> Priority: charred or structural damage, porous / intricate surface, organic material, high soot accumulation
Dry Cleaning Method	1. DO NOT VACUUM CHARRED AREAS. 2. Vacuum with HEPA vacuum (in-situ). 3. Surface clean with soot sponge.
Handling Precautions	Do not touch paintings until vacuumed. Handle paintings sparingly only after vacuuming and dry-cleaning.
Packing / Transporting Method	Move paintings only after a thorough vacuuming. Do not compress surfaces with soot accumulation.
Supplies Needed	HEPA vacuum Soot sponge Cart, flatbed

**CONTACT:**

**PAPER DOCUMENT**

**SOOT DAMAGE**

Salvage Priority	1 <sup>st</sup> Priority: charred or structural damage, porous / intricate surface, organic material, high soot accumulation
Dry Cleaning Method	1. DO NOT VACUUM CHARRED AREAS. 2. Vacuum with HEPA vacuum (in-situ). 3. Surface clean with soot sponge, or powdered eraser (in-situ if possible).
Handling Precautions	Do not touch or separate documents until vacuumed. Handle document sparingly after vacuuming. Use auxiliary support when moving.
Packing / Transporting Method	Move document only after a thorough vacuuming. Do not compress surfaces with soot accumulation.
Supplies Needed	HEPA vacuum Soot sponge Powered eraser Cart, flatbed

**CONTACT:** Archives Conservation Specialist 3

**TEXTILE**

**SOOT DAMAGE**

Salvage Priority	1 <sup>st</sup> Priority: charred or structural damage, porous / intricate surface, organic material, high soot accumulation
Dry Cleaning Method	1. DO NOT VACUUM CHARRED AREAS. 2. Vacuum with HEPA vacuum (in-situ).
Handling Precautions	Do not touch, unfold, or separate textiles until vacuumed. Handle textiles sparingly after vacuuming. Use auxiliary support to move textiles.
Packing / Transporting Method	Move textile only after a thorough vacuuming. Do not compress surfaces with soot accumulation. Use auxiliary support to move textile.
Supplies Needed	HEPA vacuum Polyethylene sheeting Cart, flatbed

**CONTACT:**

**WOOD: unfinished**

**SOOT DAMAGE**

Salvage Priority	1 <sup>st</sup> Priority: charred or structural damage, porous / intricate surface, organic material, high soot accumulation
Dry Cleaning Method	1. DO NOT VACUUM CHARRED AREAS. 2. Vacuum with HEPA vacuum (in-situ). 3. Groom / Stick
Handling Precautions	Do not touch object until vacuumed. Handle object sparingly until dry-cleaned. Use auxiliary support to move object.
Packing / Transporting Method	Move object only after a thorough vacuuming. Do not compress surfaces with soot accumulation.

	Use auxiliary support to move object.
Supplies Needed	HEPA vacuum Groom / Stick Cart, flatbed

**CONTACT:**

**WOOD: finished**

**SOOT DAMAGE**

Salvage Priority	1 <sup>st</sup> Priority: charred or structural damage, porous / intricate surface, organic material, high soot accumulation
Dry Cleaning Method	1. DO NOT VACUUM CHARRED AREAS. 2. Vacuum with HEPA vacuum (in-situ). 3. Dry clean with soot sponge or Webril
Handling Precautions	Do not touch object until vacuumed. Handle object sparingly until dry-cleaned. Use auxiliary support to move object.
Packing / Transporting Method	Move object only after a thorough vacuuming. Do not compress surfaces with soot accumulation. Use auxiliary support to move object.
Supplies Needed	HEPA vacuum Soot sponge, Webril Cart, flatbed

**CONTACT:**

## **EQUIPMENT and SUPPLIES – SOOT DAMAGED COLLECTIONS**

### **EQUIPMENT:**

HEPA vacuums  
vacuum wand  
shop vacuum with attachments  
minivacuum attachments (circular attachments and flexible tubing)  
camera  
portable lighting  
scaffolding  
extension cords  
carts / flatbeds

### **DRY CLEANERS:**

soot sponges  
Groom / Stick  
cotton swabs  
grated vinyl eraser  
erasers (vinyl, art gum)  
Tack cloths  
brushes  
applicator sticks

### **PROTECTIVE CLOTHING:**

white disposable coveralls  
organic vapor masks  
dust / particulate masks  
cotton gloves  
latex / silicone gloves

### **MISCELLANEOUS:**

plastic pails  
polyethylene film  
Staple guns  
Adhesive tape  
Re-sealable plastic bags  
plastic trays  
disposable wet wipes  
various forms/ paper/ pencils/ clipboards

(Vendor List is updated on a regular basis)

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CEC Floor Plans – Blank

Not for Public Distribution

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**NYSED**

**Office of Cultural Education**  
**Emergency Operations Plan**

**Prepared by the**

**OCE Collections Stewardship Team (CST)**

**and**

**OCE Emergency Coordinating Team (ECT)**

# OCE Emergency Operations Plan

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# NEW YORK STATE EDUCATION DEPARTMENT

## CULTURAL EDUCATION CENTER

### Emergency Contacts

For more detailed instructions, refer to the pages listed in the table below. All media inquiries must be directed to SED Communications.

<b>BOMB THREAT - - DO NOT USE CELL PHONE OR RADIO</b>	Call 911; give all available information. If time permits, contact CEC Building Security. <b>***DO NOT USE CELL PHONES, PORTABLE RADIOS OR ANY OTHER DEVICE that emits Electro Magnetic Frequencies.</b>
<b>BIOLOGICAL OR CHEMICAL THREAT</b>	Call 911; give all available information. If time permits, contact CEC Building Security.
<b>CHEMICAL ACCIDENT</b>	Call 911; give specific location, nature of incident and substance. If time permits, contact CEC Building Security and your supervisor.
<b>COLLECTION THREATS Mold- Insects-Rodents</b>	Call CEC Building Security. Security will contact appropriate OCE staff.
<b>EARTHQUAKE</b>	CEC Building Security will notify you via the public address system or other means on what actions to take after an earthquake. Remember during an earthquake to get under desk or table or stand against an inside wall or corner, away from windows, hanging objects, or chemical storage.
<b>ELEVATOR BREAKDOWN</b>	Push the telephone button to activate intercom to CEC Building Security. If you are aware of a breakdown, call CEC Building Security.
<b>ESCALATOR BREAKDOWN</b>	Press red "Stop" button located at base of escalator. Notify CEC Building Security. Call 911 for medical emergencies.
<b>FIRE/SMOKE</b>	Call 911; give your name, location and description of fire. If time permits, contact CEC Building Security.
<b>FUMES</b>	Call CEC Building Security; give your name, describe problem. If fumes are creating a medical emergency, or are petroleum based or flammable, call 911 immediately.
<b>HVAC FAILURE</b>	Call CEC Building Security; give your name, describe problem.
<b>MEDICAL EMERGENCY</b>	Call 911; give your name, location and nature of emergency. If time permits, contact CEC Building Security.
<b>MISSING PERSONS</b>	Find someone to stay with caregiver reporting person missing and call CEC Building

	<b>Security.</b>
<b>POWER FAILURE</b>	<b>If lights are off for more than 30 seconds, call CEC Building Security; give specific location.</b>
<b>SEVERE WEATHER</b>	<b>If you spot unusual weather activity (i.e., funnel clouds) calls CEC Building Security. Otherwise you will be advised, via the public address system, on any actions to take. Remember to move away from windows, hanging objects or chemical storage areas during extreme conditions.</b>
<b>STRUCTURAL FAILURE TO BUILDING AND/OR BUILDING CONTENTS</b>	<b>Call 911 if poses a risk to personnel, and give specific location. If time permits, contact CEC Building Security at 474-2200. If not life threatening, call CEC Building Security.</b>
<b>SUSPICIOUS, THREATENING, OR VIOLENT PERSON(S)</b>	<b>Call 911. Give name, location, nature of the incident, number of people involved, whether they are armed, whether there are injuries, and description of the person(s). If time permits, contact CEC Building Security.</b>
<b>THEFT</b>	<b>Call 911. Then call, or have another individual call, CEC Building Security.</b>
<b>VANDALISM</b>	<b>Call 911. Then call, or have another individual call, CEC Building Security.</b>
<b>WATER</b>	<b>Call 911 if poses a risk to personnel. Otherwise call CEC Building Security. Determine the extent of flooding, source of water, and contain with gondola or other container if possible.</b>

## **Introduction**

***Purpose:*** This plan establishes emergency and disaster prevention, response and recovery procedures to be followed in events threatening the visitors, staff, holdings, and services in the Cultural Education Center (CEC), Empire State Plaza, Albany, NY. These procedures are in keeping with National Fire Protection Association and OSHA guidelines.

**The safety of all personnel and visitors is the top priority before any collection rescue.**

Specifically, this plan defines the following:

1. The Emergency Coordination Team (ECT) led by the CEC Emergency Coordinator, reports to the OCE Deputy Commissioner and OCE Leadership. Responsibilities include:
  - Work with on-site public authorities (Fire/Police), as needed, to support human safety
  - Direct activities in times of emergency and disaster
  - Oversee emergency preparedness and training activities
2. The Collections Response Team (CRT) is comprised of selected OCE staff to address collections needs in times of an emergency or disaster. The Collections Response Team Manual establishes collections salvage procedures, salvage priorities and maintains lists of disaster supplies available for use as needed.
3. A mechanism for risk assessment toward preventing emergencies and disasters that pose a physical threat to people and/or collections.
4. A system to respond to emergencies and disasters (emergency notification and assessment).

***Background and authority:*** The OCE's Collections Coordinating Council (CCC) (now know as the Collections Stewardship Team) identified the development and implementation of a disaster preparedness plan for the Office of Cultural Education (OCE) as a top priority in their report of June 1997. In the Fall of 1997, the OCE Deputy Commissioner and Senior Managers charged a subcommittee of the CCC with this responsibility. This plan is consistent with each individual institution's plan in the OCE.

The subcommittee that developed the plan consisted of key collection management and public service staff from each of the three institutions: the Museum, Library and Archives. The plan reflects extensive research into disaster preparedness and emergency response planning, national standards and a review of other model institutional plans. All CEC staff are required to review and become familiar with the plan and to participate in appropriate training.

Scope: This plan covers the staff and visitors of the institutions in the CEC, as well as, collections held by those institutions.

Selected OCE collections are stored off-site. This plan does not directly cover holdings stored at these off-site locations, but establishes principles and procedures that will support disaster prevention, response and recovery of those collections.

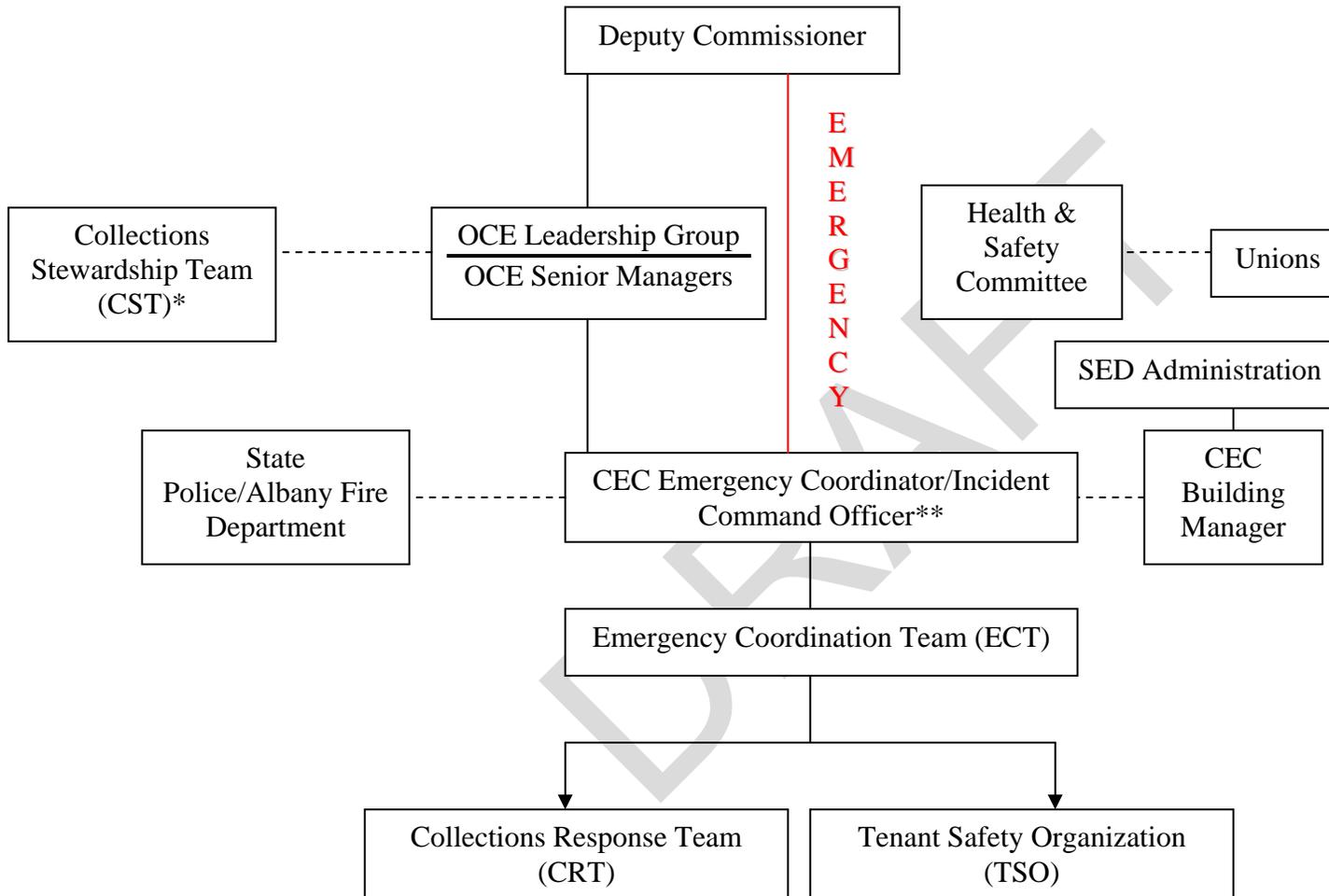
Definition and causes of emergencies and disasters: An emergency is an unexpected, unplanned event that endangers the security of people and/or holdings or other assets/property and requires an immediate response. A disaster is a further escalation of an emergency beyond the staff's ability to cope within the limits of its own resources.

Causes of events that put people and property at risk include fire, flood and water damage, mold, vermin, shelving collapse, structural failure, power failure, HVAC system failure, vandalism, intruders, acts of terrorism, and weather-related emergencies. This plan provides instructions for responding to these and other contingencies.

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## OCE AUTHORITY RELATIONSHIPS

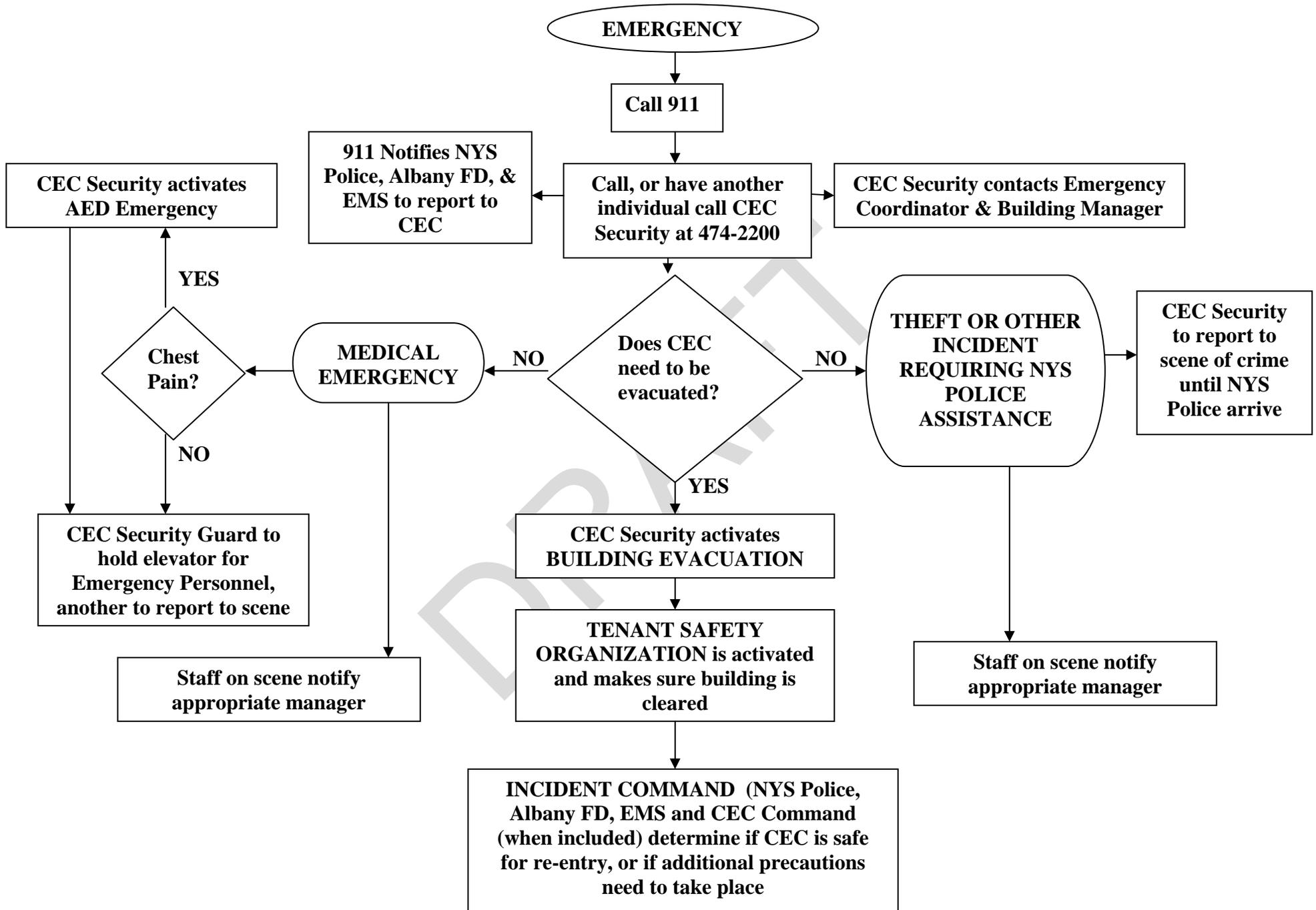
### EMERGENCY OPERATIONS PLAN



\* Advisory to Deputy Commissioner and Senior Managers

\*\*CEC Emergency Coordinator/Incident Command Officer will assume leadership and will remain in that role until relieved by either the Albany Fire Department Chief, or a NYS Police officer at which time he/she will become the agency representative on a unified command team

**CEC EMERGENCY FLOWCHART (E.G., MEDICAL, THEFT, OTHER POLICE ACTION)**



## **ROLES AND RESPONSIBILITIES:**

This section identifies the roles and responsibilities of all CEC employees in the event of an emergency/disaster. It also describes the duties of the OCE Deputy Commissioner, OCE Leadership Group, OCE Senior Managers, CEC Building Security, OCE Emergency Coordination Team (ECT), CEC Tenant Safety Organization (TSO), the OCE Collections Response Team (CRT), the Collections Stewardship Team (CST), the CEC Building Manager, and specific responsibilities of selected members thereof.

**All Employees:** All employees share responsibility for emergency/disaster prevention, preparedness and recovery. As fellow occupants of the Cultural Education Center, we must:

- Report emergencies/disasters by calling 911 and Security as appropriate
- Be familiar with and follow the CEC Emergency Evacuation Procedures
- Recognize the authority of emergency personnel
- Learn and know the location of the emergency security red telephones, evacuation route, and the name and work location of Floor Marshals and Wardens
- Notify unit supervisors of any anticipated special need for assistance, such as difficulty with stairs or visual impairment in the event of a building evacuation
- Have a copy of, and be familiar with, the CEC Emergency Operations Plan, particularly:
  - Emergency Notification Instructions
  - Detailed Emergency Instructions
- Document incidents that threaten human safety or the collections by using the Incident Report form

Discovering an emergency/disaster could happen to anyone. Immediate notification, according to established procedures, is key to an effective and speedy response.

**Deputy Commissioner:** The OCE Deputy Commissioner has a responsibility to ensure there is an appropriate response to any threats to:

- The safety and health of all visitors to, and staff of, CEC institutions' programs and
- The preservation, security, and management of all OCE collections

*(Note: State offices and other State facilities may be closed **only** by order of the Governor. <http://atwork.nysed.gov/hr/PubRep/employeehdbk/timeandattendance.htm> )*

**OCE Leadership:** OCE Leaders are responsible for the programs areas in OCE and report directly to the Deputy Commissioner.

<b>Deputy Commissioner of OCE</b>
<b>Asst. Commissioner for Libraries/State Librarian</b>
<b>Asst. Commissioner for Museum/Director of State Museum</b>
<b>Asst. Commissioner for Archives/State Archivist</b>
<b>Director for the Office of Public Broadcasting &amp; Education Television</b>

Specific responsibilities of the Deputy Commissioner, OCE Leaders and Senior Managers:

*Note: In all of the situations described below, the Deputy Commissioner has the final approval authority.*

- Support disaster prevention and preparedness measures, as outlined in the CEC Emergency Operations Plan (EOP), through endorsement of the Plan and its maintenance and support for appropriate staff training
- Participate in emergency notification and communication, by receiving instructions from the public authorities and communicating with CEC and SED management, the SED Communications Office, and the Emergency Coordination Team (ECT)
- Communicate in a timely manner to all CEC staff to ensure that they are accurately informed regarding all emergencies and disasters
- Support recovery efforts of the Collections Response Team (CRT) and the Emergency Coordination Team (ECT) through review and approval of recovery plans and assistance with, and authorization of, requests for purchase of necessary supplies, equipment and services
- Ensure that resources are available to provide necessary training for staff, including any specialized safety and recovery training
- Lead the development and implementation of an OCE Continuity Plan

In relationship to collection stewardship issues, in their individual roles or as a group, the Deputy Commissioner, OCE Leaders and Senior Managers will have the following responsibilities:

- 1) Program-Specific Collection Stewardship: Within the Library, Museum and Archives, the Leaders and Sr. Managers will continue to:
  - Have the ultimate responsibility for the management and protection of their institution's collections
  - Delegate collection responsibilities to the appropriate staff members, as needed

2) OCE-wide Collection Stewardship Issues: Regarding OCE-wide collection stewardship issues, the Deputy Commissioner and OCE Leaders will:

- Oversee the work of the Collections Stewardship Team, including the approval of Team recommendations
- In case of disaster, make the necessary program and collection decisions (e.g., what collection needs will be addressed first) with the support and assistance of the Collections Stewardship Team, the Emergency Coordinator, and the Building Management Team, as needed

**CEC Building Security**: CEC Building Security report to the CEC Building Manager

CEC Building Security may:

- Receive or make notification of an emergency or disaster
- Assist in building evacuations as per post orders
- Follow instructions from the Incident Command post
- Respond to and secure the affected area, keeping unauthorized personnel away
- Assist teams by providing immediate communications via radios
- Support recovery as assigned

**OCE Emergency Coordination Team (ECT)**: The ECT is comprised of OCE and building management staff that share responsibility for emergency coordination.

The ECT and the Emergency Coordinator will:

- Direct tenants in addressing emergency situations
- Activate emergency notification system on discovery of emergency
- Direct and support the Tenant Safety Organization (TSO) in effecting building evacuation as instructed
- Direct and support the Collections Response Team
- Work with the Collections Response Team to set salvage and recovery priorities
- Coordinate all communications during salvage and recovery of collections
- Serve as liaison with all state, local, and outside emergency agencies
- Ensure the implementation, evaluation, revision, and maintenance of the CEC Emergency Operations Plan
- Ensure documentation of emergencies/disasters and the response to them
- Coordinate emergency training, as appropriate
- Debrief with appropriate stakeholders (including OCE staff, as appropriate) after an emergency
- Continuously assess risks and problem-solve on how to prevent future emergencies and disasters in the CEC

- Identify additional staff who will act on behalf of the Emergency Coordinator if he/she is unavailable at the time of an emergency

The team is composed of staff members appointed from the Deputy Commissioner's office, Office of Management Services, State Library, State Archives, and State Museum.

**Emergency Coordinator/Incident Command:** In the event of a building emergency/evacuation, the Emergency Coordinator will direct emergency operations until emergency personnel arrive.

NY State Police, Office of Fire Prevention and Control (OFPC) and Albany Fire Department personnel will staff the *Incident Command Post (ICP)*. The ICP is located in the Main Lobby at the Fire Command Station/fire alarm panel near the East entry/exit doors. The Emergency Coordinator will report to appropriate emergency personnel. At the discretion of the Incident Commander, the Command Post may be moved.

The *Incident Command System (ICS)* will be used, and all responding agencies will work in a unified command environment.

The Emergency Coordinator will also recruit a Head Marshal for the TSO and:

- Assist Marshals in preparing floor layouts and determining search areas
- Distribute the evacuation plan to employees for implementation
- Report to the assembly area to receive individual floor status reports from Floor Marshals

**Tenant Safety Organization (TSO):** The Tenant Safety Organization is responsible for assisting in disaster preparedness planning, building evacuations, and similar emergencies. The TSO operates under the direction of the ECT. The TSO is activated at the beginning of a major emergency, and/or a complete evacuation of the building. The Tenant Safety Organization will:

- In the case of emergency, ensure that all staff and visitors have evacuated the building safely
- Participate in Tenant Safety Organization training
- Provide annual training to the staff on their floor

**Collections Response Team (CRT):** The CRT forms the frontline response to any situation endangering OCE collections. The team is comprised of staff appointed by the Deputy Commissioner, OCE Leaders, and Senior Managers. Operating under the direction of the ECT, CRT is activated during and after an emergency or disaster that affects all, or part of, the OCE collections.

The primary functions of the CRT are:

- 1) **During Major Emergencies or Disasters:** During the first (response) phase of any major emergency or disaster that affects the collections, the Collections Response Team will:
  - Be activated and stand ready to proceed, once the Incident Command Post Officer permits the Team to enter the CEC collections storage areas
  - Report to the Deputy Commissioner, the OCE Leaders and the Sr. Managers
  - Work closely with the CEC Building Manager
- 2) **After Major Emergencies or Disasters:** Once the major emergency is over, the CRT will:
  - Begin salvage and recovery procedures
  - Report to the Deputy Commissioner, the OCE Leaders, the Sr. Managers and the Collections Stewardship Team
  - Work closely and consult with the CEC Building Management Team, on an as-needed basis
  - Document the disaster, damage to holdings, and the response and recovery effort
  - Assess condition of damaged collections, indicating collections identification information and location (using assessment and recovery form)
  - Plan and coordinate recovery efforts directed toward previously identified salvage priorities
  - Identify and obtain necessary equipment, supplies, and services
  - Maintain physical and intellectual control of records throughout the recovery process
  - Post-recovery, assess the success of response and recovery efforts and restock supplies and equipment
- 3) **During Emergencies/Disasters that involve Collections Only:** If the incident is solely collection-based (*i.e.*, does not involve the health or security of people, and does not involve the infrastructure of the building), then the CRT will:
  - Conduct the appropriate procedures in response to the emergency/disaster and its aftermath
  - Report to the Deputy Commissioner, the OCE Leaders, the Sr. Managers, and the Collections Stewardship Team

- Inform and work closely with the CEC Building Management Team, on an as-needed basis

4) On a regular basis: The CRT will:

- Provide feedback to the Collections Stewardship Team, the Emergency Coordinating Team, and the OCE Leadership Group on how to improve the OCE Disaster Plan, as it relates to collections
- Participate in Disaster Preparedness training
- Obtain necessary training, as well as, give appropriate training to staff
- Annually participate in testing and updating of the CEC Emergency Operations Plan

Each institution within OCE is responsible for assigning these responsibilities to staff. Depending on the needs of the institution and the circumstances, staff may fill more than one role, with others serving as "back-up" support. (Members of the CRT are listed in the appendices.)

Duties and responsibilities of team members:

**Collections Response Leaders:** Each institution in the OCE will have Collections Response Leaders. Together, and in coordination with the Emergency Coordination Team, the leaders activate the CRT; assess damage; plan, coordinate, and implement recovery; and make assignments for other team members and staff. If a disaster affects only one institution in the CEC, members of the CRT will assist the members of the affected institution. Each institution will have a coordinator and back-up coordinator for the team. Leaders are also responsible for coordinating discussion/training related to team member responsibilities within their program unit.

**Disaster Documentation:** Each institution in the OCE will have a Disaster Documentation Team. The Disaster Documentation Team will cooperate to document the event, its cause, and damage to holdings, and record the response and recovery effort through narrative reporting and photographs. Each institution will have a coordinator and a back-up coordinator for the team.

**Holdings Documentation:** Based on each institution's policies and procedures, each will have a Holdings Documentation Team. The members of the Holdings Documentation Team will maintain intellectual and physical control of affected collections undergoing treatment; monitor and track collection movement throughout treatment and following treatment; and monitor the reintegration of treated collections. Each institution will have a coordinator and a back-up coordinator for the team.

**Resources and Recovery:** Each institution will have a Resources and Recovery Team. The team members will cooperate to identify and prepare requests for necessary equipment, supplies, and services; arrange for use of off-site facilities and services and coordinate

transportation of damaged collections, as necessary; ensure that emergency carts are stocked and kept current; restock any other emergency supplies and equipment; and keep resources lists current. The team will report to the CRT leaders and will work closely with the Emergency Coordination Team. Each institution will have a coordinator and a back-up coordinator for the team.

**Support:** Each institution will have staff designated as support staff. In the event of an emergency, these staff members will provide assistance where needed.

**Collections Stewardship Team:** This staff team of experts in collection management and preservation, will:

- In case of a disaster, work with the Collections Response Team (CRT) on salvage and recovery of the collections
- In coordination with the Emergency Coordination Team (ECT) and the Collections Response Team (CRT), continue to evaluate, test and revise OCE's disaster prevention and preparedness plans as they relate to collections
- Plan and arrange for OCE staff training on collections issues

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# BOMB THREAT

<p><b>Discover and Immediate Action</b></p>	<ol style="list-style-type: none"> <li>1. Report unfamiliar/suspicious objects.</li> <li>2. Keep all personnel out of the immediate area. Do not look for bomb yourself.</li> <li>3. If you receive a bomb threat, ask the following questions:             <ul style="list-style-type: none"> <li>• When is the bomb to explode?</li> <li>• Where is it?</li> <li>• Who placed it and what do they want?</li> </ul> </li> </ol>
<p><b>Notify</b></p>	<p><b>Call 911.</b> If time permits, contact CEC Building Security.</p>
<p><b>Protect life</b></p>	<ol style="list-style-type: none"> <li>1. Do not look for the bomb unless you are specifically trained and directed to do so.</li> <li>2. <b>DO NOT USE CELL PHONES, PORTABLE RADIOS OR ANY OTHER DEVICE that emits Electro Magnetic Frequencies.</b></li> </ol>
<p><b>Evacuate</b></p>	<p>If you are instructed to evacuate, follow procedures in the <b>Emergency Action Plan.</b></p>
<p><b>Media inquiries</b></p>	<p>Direct all requests for information from the news media to the SED Office of Communications.</p>

# BIOLOGICAL OR CHEMICAL THREAT

<b>Discover and Immediate Action</b>	<b>Remove everyone from the immediate area.</b>
<b>Notify</b>	<p><b>1. Call 911.</b> If time permits, contact CEC Building Security.</p> <p><b>2. Provide:</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Location</li> <li>• Description of the incident</li> <li>• Substance if known</li> <li>• Number of people</li> <li>• Names of people exposed</li> <li>• Injuries</li> </ul>
<b>Protect life and property</b>	Close doors. Keep track of all persons who might have been exposed and keep these individuals together.
<b>Evacuate</b>	If you are instructed to evacuate, follow procedures in the <b>Emergency Action Plan</b> .
<b>Shelter in Place</b>	If threat is from outside of the building, authorities may ask you to do this. Listen for additional information and remain calm.
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

# CHEMICAL ACCIDENT

<b>Discover and Immediate Action</b>	<b>Remove everyone from the immediate area.</b>
<b>Notify</b>	<p><b>1. Call 911.</b> If time permits, contact CEC Building Security.</p> <p><b>2. Provide:</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Location</li> <li>• Description of the incident</li> <li>• Substance if known</li> <li>• Number of people</li> <li>• Names of people exposed</li> <li>• Injuries</li> </ul>
<b>Protect life and property</b>	Close doors. Keep track of all persons who might have been exposed and keep these individuals together.
<b>Evacuate</b>	If you are instructed to evacuate, follow procedures in the <b>Emergency Action Plan</b> .
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

# EARTHQUAKE

<p><b>Discover and Immediate Action</b></p>	<p><b>Protect Life.</b></p> <p>Remain indoors – Get under a sturdy desk or table, or get against an inside wall. Move away from bookcases filing cabinets, the building exteriors, especially glass, outside doors, and walls.</p> <p>Do NOT run downstairs or rush outside during an earthquake.</p> <p>Do NOT use elevators. If in an elevator exit as soon as possible.</p>
<p><b>Notify</b></p>	<p>CEC Building Security or Emergency Personnel will notify all staff and visitors via public address system of emergency reports and instructions.</p>
<p><b>Evacuate</b></p>	<p><b>If</b> you are instructed to evacuate, follow procedures in the <b>Emergency Action Plan</b>.</p>
<p><b>Protect property</b></p>	<p>Secure as possible.</p>
<p><b>Media inquiries</b></p>	<p>Direct all requests for information from the news media to the SED Office of Communications.</p>
<p><b>After an earthquake</b></p>	<ul style="list-style-type: none"> <li>• Remain calm</li> <li>• Be prepared for aftershocks</li> <li>• Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.)</li> <li>• Open doors carefully, watch for falling objects</li> <li>• Do not use elevators</li> <li>• Do not use matches, lighters, or other open flames</li> </ul>

## Elevator – Technical Malfunction (e.g., Elevator stalls; goes to wrong floor)

<b>Discover and Immediate Action</b>	Determine the extent of the problem as much as possible.
<b>Notify</b>	<p><b>1. IF IN THE ELEVATOR:</b></p> <p><b>Push "Emergency Stop" button to activate intercom to CEC Building Security.</b> CEC Building Security will follow standard notification procedures in the event of an accident or serious incident. In all cases, they will notify elevator maintenance personnel.</p> <p><b>2. IF <u>NOT</u> IN THE ELEVATOR:</b></p> <p><b>Call CEC Building Security.</b></p>
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

## Elevator - Personal Injuries

<b>Discover and Immediate Action</b>	Determine the extent of the problem as much as possible.
<b>Notify</b>	<p><b>1. IF IN THE ELEVATOR:</b></p> <p><b>Pull "Emergency Stop" button to activate intercom to CEC Building Security.</b> CEC Building Security will follow standard notification procedures in the event of an accident or serious incident. In all cases, they will notify elevator maintenance personnel.</p> <p><b>2. IF <u>NOT</u> IN THE ELEVATOR:</b></p> <p><b>Call 911</b></p>
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

# ESCALATORS

<b>Discover and Immediate Action</b>	Determine the extent of the problem as much as possible. <b>Press red "Stop" button located at base of escalator.</b>
<b>Notify</b>	<b>Call 911</b> if injuries or life threatening.  <b>Call CEC Building Security</b> if no injuries or risk to life.
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

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# FIRE/SMOKE

<b>Discover and Immediate Action</b>	Remove all personnel from the immediate area.
<b>Notify</b>	<p><b>Call 911. If time permits, contact CEC Building Security.</b> Provide the following:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Location</li> <li>• Description of the incident</li> </ul>
<b>Protect life</b>	<p>Fire marshals and wardens will ensure that all personnel are out of the area.</p> <p>Remain in a safe area, away from heat and smoke, from which you can direct fire and police personnel to the scene.</p> <p><b>Do not attempt to fight a fire unless you have been specifically trained and ordered to do so by a floor marshal or emergency personnel.</b></p>
<b>Protect property</b>	Close all doors.
<b>Evacuate</b>	If you are instructed to evacuate, follow procedures in the <b>Emergency Action Plan.</b>
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

# FUMES

<b>Discover and Immediate Action</b>	If you notice or are exposed to diesel fumes or other strong fumes, leave the affected area.
<b>Notify</b>	<b>Call CEC Building Security.</b> If fumes are creating a medical emergency or are petroleum based or flammable, call 911 immediately.
<b>Protect life</b>	Evacuate immediate area until nature of fumes is determined.
<b>Evacuate</b>	If you are instructed to evacuate, follow procedures in the <b>Emergency Action Plan.</b>
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

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# HEATING, VENTILATION AND AIR CONDITIONING FAILURE

<b>Discover and Immediate Action</b>	Loss of heating, cooling or ventilation is the result of HVAC systems failure. HVAC failure may not be immediately obvious, but can be indicated by a change in ambient conditions.
<b>Notify</b>	Call CEC Building Security and Building Emergency Coordinator.
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

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# MEDICAL EMERGENCY

<p><b>Discover and Immediate Action</b></p>	<ul style="list-style-type: none"> <li>• Quickly assess the problem, if injuries or life threatening, call 911 or assign a second individual to make the call.</li> <li>• If individual has the following symptoms, immediately call 911:             <ul style="list-style-type: none"> <li>➤ Chest pain</li> <li>➤ Difficulty breathing</li> <li>➤ Loss of consciousness</li> <li>➤ Fainting</li> <li>➤ Nausea</li> <li>➤ Dizziness</li> </ul> </li> <li>• Then call Security and they will dispatch AED (Automatic Emergency Defibrillators) first responders to the scene.</li> </ul>
<p><b>Notify</b></p>	<p>When calling 911 or Security, provide the following information:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Location</li> <li>• Nature of the incident</li> <li>• Do not hang up until told to do so</li> </ul> <p>Post staff in appropriate elevator lobbies to direct emergency personnel to the scene.</p> <p>Call or have another individual contact your supervisor, if time permits.</p>
<p><b>Media inquiries</b></p>	<p>Direct all requests for information from the news media to the SED Office of Communications.</p>

# MISSING PERSON

<b>Discover and Immediate Action</b>	<ul style="list-style-type: none"><li>• Find someone to stay with caregiver reporting the person missing.</li><li>• Call Building Security and notify the Museum Staff via front desk radio that a child is missing. (They will set protocols in place to help find the person.)</li></ul>
<b>Notify</b>	If the person cannot be found in a few minutes, call 911.
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

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# MOLD

<b>Discover and Immediate Action</b>	Determine location and extent.
<b>Notify</b>	Call CEC Building Security.
<b>Evacuate</b>	If you are instructed to evacuate, follow procedures in the <b>Emergency Action Plan</b> .
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

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## PESTS (INSECTS/RODENTS)

<b>Discover and Immediate Action</b>	Determine location and extent of damage. If possible, collect specimen or evidence of damage.
<b>Notify</b>	Call CEC Building Security.
<b>Protect property</b>	Isolate affected materials if possible.
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

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# POWER FAILURE

<b>Discover and Immediate Action</b>	The most obvious signal of power failure is loss of lights for more than 30 seconds. <b>This does not include pre-planned and announced testing of systems.</b>
<b>Notify</b>	Call CEC Building Security. Give your name and describe the problem.
<b>Evacuate</b>	If you are instructed to evacuate, follow procedures in the <b>Emergency Action Plan.</b>
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

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# SEVERE WEATHER

<b>Discover and Immediate Action</b>	If you spot unusual weather conditions, (i.e., a funnel cloud), contact CEC Building Security immediately.
<b>Notify</b>	CEC Building Security will notify tenants of severe weather conditions and will instruct staff as to what actions to take.
<b>Protect life</b>	Move toward the center of the building, away from windows, hanging objects, collections, shelving, and chemical storage areas.
<b>Evacuate</b>	If you are instructed to evacuate, follow procedures in the <b>Emergency Action Plan</b> .
<b>Protect property</b>	Secure if possible.
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

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## STRUCTURAL FAILURE \*\*

<b>Discover and Immediate Action</b>	Determine location, extent and cause.
<b>Notify</b>	<p><b>Call 911 if life threatening. If time permits, contact CEC Building Security.</b></p> <p><b>Call CEC Building Security if not life threatening.</b></p> <p>Provide the following:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Location</li> <li>• Nature of emergency</li> </ul>
<b>Protect life</b>	Evacuate immediate area and limit access.
<b>Evacuate</b>	If you are instructed to evacuate, follow procedures in the <b>Emergency Action Plan</b> .
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

**\*\* Includes the building structure and building contents, such as office and collection furnishings.**

# SUSPICIOUS, THREATENING OR VIOLENT PERSON(S)

<p><b>Discover and Immediate Action</b></p>	<ul style="list-style-type: none"> <li>• Remain calm</li> <li>• Act decisively</li> <li>• Get out of the area</li> <li>• Get help</li> <li>• Avoid physical confrontation</li> </ul>
<p><b>Notify</b></p>	<p><b>Call 911. If time permits, contact CEC Building Security. Provide the following:</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Location</li> <li>• Description of the incident</li> <li>• Number of people involved</li> <li>• If hostages were taken, how many</li> <li>• Whether weapons are involved</li> <li>• The nature and extent of any injuries</li> </ul>
<p><b>Elevators</b></p>	<p>If you encounter a suspicious person in the elevator, you should <b>Exit as soon as possible and call Building Security.</b></p>
<p><b>Media inquiries</b></p>	<p>Direct all requests for information from the news media to the SED Office of Communications.</p>

## **THEFT (of personal property, building fixtures, supplies, or collections)**

<b>Discover and Immediate Action</b>	<b>DO NOT TOUCH ANYTHING IN THE AREA.</b>
<b>Notify</b>	Call 911 and contact CEC Building Security. Provide the following: <ul style="list-style-type: none"><li>• Name</li><li>• Location</li><li>• Type of theft</li></ul> Notify your supervisor.
<b>Protect property</b>	If not life threatening, secure area and direct police personnel and CEC Building Security to the scene.
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

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## VANDALISM (of the facility, personal property, or collections)

<b>Discover and Immediate Action</b>	<b>DO NOT TOUCH ANYTHING IN THE AREA.</b>
<b>Notify</b>	<p>Call 911 and contact CEC Building Security. Provide the following:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Location</li> <li>• Type of theft</li> </ul> <p>Notify your supervisor.</p>
<b>Protect property</b>	If not life threatening, secure area and direct police personnel and CEC Building Security to the scene.
<b>Media inquiries</b>	Direct all requests for information from the news media to the SED Office of Communications.

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# WATER EMERGENCY/DISASTER

<p><b>Discover and Immediate Action</b></p>	<ul style="list-style-type: none"> <li>• Determine the extent of flooding and if possible, the water source.</li> <li>• <b>Turn off electrical equipment and water source if that can be done without getting near the water.</b></li> <li>• Contain water with wastebasket or gondola if this can be easily done.</li> </ul>
<p><b>Notify</b></p>	<p><b>If flooding is extensive and poses a risk to personnel, call 911</b> to notify police dispatcher. Provide the following:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Location</li> <li>• Description of emergency</li> </ul> <p><b>If water appears to pose a risk to collections but not personnel, call CEC Building Security and your supervisor.</b></p>
<p><b>Protect life</b></p>	<p>Ensure that all personnel are out of the immediate area and away from electrical equipment.</p>
<p><b>Evacuate</b></p>	<p>If you are instructed to evacuate, follow procedures in the <b>Emergency Action Plan</b>.</p>
<p><b>Media inquiries</b></p>	<p>Direct all requests for information from the news media to the SED Office of Communications.</p>

CEC Emergency Action Plan – Blank

Not for Public Distribution

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## INSPECTION CHECKLIST: PROTECTING COLLECTIONS DURING RENOVATION

I.	Contract specifications (when applicable)	OK?	Needs action (Describe)	Action completed (Date & initials)
1.	Construction crew works during normal business hours—7:30 AM to 4:30 PM			
2.	Crewmembers will not smoke, eat, or drink in work areas.			
3.	Workers will not enter limited-access collection storage areas without staff knowledge.			
4.	All contract personnel will wear SED picture IDs while on site. Contractor will provide client with written list of all personnel on the job.			
5.	Workers and practices comply with OSHA standard Safety and Health Regulations for Construction (Standards-29 CFR, Part 1926)			
6.	Contractor will remove construction debris and flammables, such as solvent-soaked rags, nightly.			
7.	Contractor will take precautions to prevent construction-related damage, including water damage, to collections and will assume responsibility for recovery [need to define] costs.			
8.	Contractor is responsible for notifying client of changes in construction plans and schedules.			
9.	Contractor will issue a permit controlling cutting/ welding each day, for each location where cutting is welding is to occur. A permit will not be issued unless: <ul style="list-style-type: none"> <li>▪ it is safe to cut/weld at the desired location</li> <li>▪ combustibles have been removed</li> </ul>			

	<ul style="list-style-type: none"> <li>▪ fire watchmen with extinguishers have been posted for 30 minutes after work completion</li> <li>▪ cutting/welding will cease 2 hours before close of construction</li> </ul>			
10.	Any violations or unsafe conditions relating to fire protection will be reported to the project manager at the end of each shift			
11.	Contractor will install temporary fire detection devices near work areas, as necessary.			
12.	Contractor will use fireguards in all cutting/welding operations.			
13.	Contractor will use fire-retardant materials for dust barriers and temporary walls.			
14.	Contractor will insure that electrical work and replacement of fire-sensing equipment will not hinder fire protection.			
15.	If contractor uses large construction equipment with internal combustion engines in the CEC, he/she will exhaust all discharge to the building exterior (except for propane-fueled bobcat loaders). Fuel for engines will not be stored in the building, nor will equipment be serviced in the building.			
16.	Contractor will not use any portable heating devices without written approval of the client.			
17.	Contractor will secure the roof against water infiltration in all open areas.			
18.	Contractor will construct temporary barriers to keep water from draining onto collections and through floors during construction.			

19.	Contractor will notify client 48 hours in advance of roof work or work with water bearing systems.			
20.	Contractor will control particulate and gaseous pollutants through ventilation, compartmentalizing spaces, erecting barriers, and interim and post-construction cleanup. The contractor will not use water sprinkling as a means to control dust.			
21.	Contractor will notify client of and provide MSDS sheets for all potentially hazardous materials used on construction site.			
22.	Contractor will work with client to provide two fire exits from each area with reasonable accommodations made for handicap accessibility.			
II.	<b>General</b>			
1.	Construction risks, precautions, and notification procedures are reviewed with project manager, contractor, security, and staff.			
2.	Up to date, annotated floor plans are readily available to key staff.			
3.	Project liaison with sufficient authority to work with administration, contractor, and collections staff is assigned/hired.			
4.	Disaster plan is reviewed and updated per recommendations for construction. Priority collections and vital records are identified. Shelf list, catalog, and/or inventory are duplicated, backed up, and geographically distributed for security.			

5.	Rotation Roster is developed for on-call duty for weekends and evenings.			
6.	Emergency response supplies are on hand. Sources for additional supplies, equipment, and services are identified, located, and confirmed. of supply identified.			
7.	Acquisition mechanism (AMEX card) is in place for additional supplies and services.			
8.	Security force is trained in recognizing and reporting construction hazards. Tour stations and frequency respond to construction locations/activity. Construction locations are checked daily at closing.			
III.	<b>Fire safety</b>			
1.	Expert opinions are sought from the institution's safety officer/local fire marshal re: necessary precautions, fire-fighting plans, building evacuation routes, and specifications for fire-retardant materials for dust barriers and temporary walls.			
2.	Current safety practices, detection system, and suppression equipment are evaluated before work begins.			
3.	Routine monitoring of safety precautions is conducted by institution's staff and/or project liaison. Fire safety practices of construction crew are monitored.			
4.	Fire detection system is tested frequently.			
5.	Extra fire extinguishers are on hand.			
6.	Evacuation procedures for construction areas			

	are reviewed with construction crew, staff, and public.			
7.	Fire alarm box locations are known and exits clearly marked.			
8.	Special training is provided to security personnel in fire detection skills. Areas susceptible to fire will be monitored closely on security tour.			
IV.	<b>Water hazards</b>			
1.	Authorized personnel know the location of and operating procedures for all water mains governing pipes to building areas. Contact information for public water personnel is readily available.			
2.	Water alarms are installed in areas where water-related construction will impact collections.			
3.	Water response procedures are reviewed with all staff, the contractor, project liaison, and security.			
4.	Adequate water removal supplies are available, i.e., plastic sheeting, pumps, hoses, wet vacs, mops, and buckets.			
5.	Salvage procedures for water-damaged materials are reviewed by key collections staff.			
6.	Freezer facilities, dehumidification and water clean-up services, and transport services are listed in the disaster plan. Information is checked for currency, and emergency service availability is confirmed.			

7.	Collections are stored above ground on pallets and in protective enclosures.			
V.	<b>Abrasion and chemical damage</b>			
1.	Compliance with protective barriers requirement is monitored by institution's staff/project liaison.			
2.	Compliance with cleanup program is monitored by institution's staff/project liaison.			
3.	Compliance with adequate ventilation measures is monitored by institution's staff/project liaison.			
4.	Staff provide additional protection, such as pallet and furniture covers, for selected collections.			
VI.	<b>Security</b>			
1.	Construction and collections storage areas are well lighted.			
2.	Building security has list of names of construction crew and schedule.			
3.	Number of staff with master keys is limited, and a key inventory is conducted and maintained.			
4.	Card key system is installed in <b>all</b> collection areas during renovation.			
VII.	<b>Human safety</b>			
1.	All staff moving collections or entering construction areas must be in compliance with OSHA Safety and Health Regulations for Construction [Part 1926], i.e. steel-toed shoes, properly fitted respirators, gloves, hard hats and back supports/corsets, if necessary.			
2.	Staff are notified, per Right to Know, of potentially hazardous materials <i>[or any/all?]</i>			

	used on construction site. MSDS sheets are accessible.			
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Sources:

Motylewski, Karen. *Protecting Collections during Renovation*. Technical Leaflet, Emergency Management, Section 3, Leaflet 10. Northeast Document Conservation Center, 1999.

Frens, Dale H. *Specifying Temporary Protection of Historic Interiors during Construction and Repair*. Preservation Tech Notes, Temporary Protection Number 2, National Park Service, 1993.

# Collection Response Team Collections Damage Documentation Form

The purpose of this form is to describe emergencies and damage to holdings. It is to be filled out per emergency location by a representative of the affected institution on the CRT disaster documentation team. The original should be maintained by the institution that created it. A copy should be forwarded to and retained by the Deputy Commissioner's office.

Name of person reporting:	
Date/Time of report:	Time damage thought to have started:

## Emergency location

Institution:	<input type="checkbox"/> Archives	<input type="checkbox"/> Library	<input type="checkbox"/> Museum
Floor:	Quadrant:	Stack location:	
Other:			

## Description of emergency

<input type="checkbox"/>	Bomb
<input type="checkbox"/>	Chemical accident
<input type="checkbox"/>	Earthquake
<input type="checkbox"/>	Elevator breakdown
<input type="checkbox"/>	Escalator breakdown
<input type="checkbox"/>	Fire
<input type="checkbox"/>	Fumes
<input type="checkbox"/>	HVAC failure
<input type="checkbox"/>	Medical emergency
<input type="checkbox"/>	Mold
<input type="checkbox"/>	Pests (insects/rodents)
<input type="checkbox"/>	Power failure
<input type="checkbox"/>	Severe weather
<input type="checkbox"/>	Structural failure – building/furniture
<input type="checkbox"/>	Suspicious persons
<input type="checkbox"/>	Theft
<input type="checkbox"/>	Vandalism
<input type="checkbox"/>	Water
<input type="checkbox"/>	Other:

## Scope of damage to collections

Extent	How many
Stacks	
Cases	
Drawers	
Boxes	
Volumes	
Folders	
Other:	

## Collections involved

Format	Amount	Nature/extent of damage	Visual documentation record Give film roll, videocassette, or disk ID information



NEW YORK STATE EDUCATION DEPARTMENT  
 Office of Facilities and Business Services  
 89 Washington Avenue, Room 147 EB  
 Albany, NY 12234  
 Telephone (518) 474-7770  
 Fax (518) 474-4946

**EMPLOYEE INCIDENT REPORT**  
 (NOT TO BE USED FOR WORKERS  
 COMPENSATION INCIDENTS)

(6/04)

Name (Person Filing Report)		Date of Filing Report
(If Employee) Title		Work Telephone (     )
Employee's Work Location		
Type of Assistance Required (Medical, Security, Operational Staff, etc.)		
Emergency Care Responder(s) <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Ambulance <input type="checkbox"/> Security <input type="checkbox"/> Employee Health Service Nurse <input type="checkbox"/> Emergency Response Team <input type="checkbox"/> Other (Explain)		
Date and Time of Incident	Place of Incident (Building address and room number)	
Equipment/Motor Vehicle Involved (if applicable) <input type="checkbox"/> State Vehicle <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Other		
If Motor Vehicle, Seat Belt Worn? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Police Accident Report Filed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employee Remained on Duty? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, Time Lost	Employee Required Medical Attention? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type of Incident</b> <input type="checkbox"/> (01) Accident <input type="checkbox"/> (5) Harassment (Not for Reporting Sexual Harassment) <input type="checkbox"/> (9) Vandalism <input type="checkbox"/> (13) Power Failure <input type="checkbox"/> (02) Car Accident <input type="checkbox"/> (6) Unruly Behavior <input type="checkbox"/> (10) Illness/Injury <input type="checkbox"/> (14) Pests (mice, etc.) <input type="checkbox"/> (03) Assault <input type="checkbox"/> (7) Intruder <input type="checkbox"/> (11) Fire <input type="checkbox"/> (16) Other (explain) _____ <input type="checkbox"/> (04) Threat <input type="checkbox"/> (8) Theft/ Loss of Property <input type="checkbox"/> (12) Chemical		
Nature of Incident (Please be specific.)		
Employee Statement (What happened? Description of assailant/stranger. Use additional sheets if needed.)		
Name(s) and Title(s) of Eyewitness (es). Attach Written Statements.		
Supervisor's Statement (include date you first learned of incident) (Use additional sheets if needed)		
Measures That Have Been Taken to Avoid Future Incidents (Use additional sheets if needed.)		
Signature of Employee		Date
Supervisor's or Security Services Assistant's Signature		Date
Supervisor's Telephone Number		

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