Clemson University
Library Depot

Disaster Preparedness and Recovery Plan

Library Depot
103 Clemson Research Blvd
Anderson SC 29621

July 2012 (rev 10/13)
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Introduction

This document supplements the Clemson University Libraries Disaster and Recovery plan. It contains information that pertains only to the Library Depot located in Clemson University’s Research Park. The policies and procedures in the Libraries disaster plan should be followed unless they are revised or supplemented by policies and procedures in this plan.

The Library Depot Operations Manager will work with the CURF Operations Manager, the Disaster Preparedness and Recovery Team, and the Libraries Administration on recovery efforts in the event of a disaster.

This manual is subject to revisions and updates to ensure the highest priority is given to the security and safety of the staff, volunteers and the collections. This manual will be reviewed annually.
# Library Depot Call List

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Room Number</th>
<th>Office Phone</th>
<th>Eve/Wkd/Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robin Chambers</td>
<td>Operations Manager</td>
<td>125</td>
<td>656-0288</td>
<td>864-940-7598</td>
</tr>
<tr>
<td>Darius Jones</td>
<td>Digi Lab Supervisor</td>
<td>111</td>
<td>656-0566</td>
<td>864-207-0145</td>
</tr>
<tr>
<td>Josh Morgan</td>
<td>Digital Projects Mgr</td>
<td>123</td>
<td>656-3039</td>
<td>864-986-0331</td>
</tr>
<tr>
<td>Russell Terry</td>
<td>Stacks Manager</td>
<td>126</td>
<td>656-0395</td>
<td>864-506-5776</td>
</tr>
<tr>
<td>Michelle Voyles</td>
<td>Records Coordinator</td>
<td>127</td>
<td>656-0680</td>
<td>864-710-8831</td>
</tr>
<tr>
<td>Rachel Wittmann</td>
<td>Metadata Specialist</td>
<td>124</td>
<td>656-1434</td>
<td>718-514-5393</td>
</tr>
<tr>
<td></td>
<td></td>
<td>112</td>
<td>656-0173</td>
<td></td>
</tr>
<tr>
<td>Eric Shoaf</td>
<td>Assoc Dean Libraries</td>
<td></td>
<td>656-5731</td>
<td></td>
</tr>
</tbody>
</table>

*Robin Chambers is the Building Security Coordinator on file at Clemson University. Fall 2012 -

**Notes:**
Prevention/Protection Strategies

The Operations Manager for the facility along with the representative and alternate on the Disaster Preparedness and Recovery Team will be responsible for monitoring emergency response equipment and potential trouble areas in the staff offices, high bay storage area and the digital labs. This includes regular inspection of fire extinguishers, exit lights and emergency lights, office equipment and workstations. All exits and stairwells should be free of obstruction and litter. Potential problems should be reported to the Operations Manager. Regular work schedules and absences of staff and students will be noted by staff management.

Once a week: Walkthrough of the building to do a visual inspection.
Once a month: Visual inspection of all fire extinguishers.
Once a year: Simplex Grinnell will service and inspect the fire extinguishers.

Evacuation Plan

In the event of a fire or any other emergency that requires the facility to be evacuated. The following procedures should be followed:

Call 911.

The representative and/or the alternate of the Disaster Preparedness and Recovery Team along with the Operations Manager shall be responsible for evacuating the Depot employees and guests to the nearest exits located in the Facility.

Employees and patrons should remain at least 500 feet away from the building structure until all clear from the emergency response team from the fire department and/or police department.

Employees located in the labs should exit through the loading dock doors or the nearest exterior door. Employees located in the staff offices or high bay storage will exit through the nearest exterior door. Do not cross through the building in the event of an emergency. Meet in the front of the building and do not go back in to the building until cleared by emergency response team and Depot management.

(an evacuation plan should be placed on all the doors)
Emergency Prevention Procedures

Fire Emergency
Of all the hazards, fire has the potential for the greatest amount of damage to materials and documents.

- Rehearse and conduct periodic fire and safety procedures.
- Know the nearest exits to your location.
- Do not overload electrical circuitry.
- Report all electrical shortages to the Operations Manager. (Report to University Facilities).
- Appropriately display No Smoking signs throughout the facility.
- Strategically locate Fire Extinguishers throughout the facility.
- Monitor and check smoke detectors, water sensors and other alarms and detectors.

1. If only the smell of smoke is detected, check for possible cause and notify the Operations Manager and the CURF Manager. **Evacuate building if alarm sounds.**
2. If the fire is small and can be easily contained, use the nearest extinguisher to defuse the fire. At no time should staff risk personal injury to fight a fire. **If fire is not small or containable, Call 911, and Evacuate Building.** Report incident to the Operations Manager, CURF Manager and the Library Administration.
3. When a fire alarm has sounded, instruct staff and visitors to evacuate the facility through the nearest exit. If a fire is detected at that exit, use an alternate exit. Employees and patrons should remain at least 500 feet away from the building structure until all clear from the emergency response team (the fire department and/or police department)

Water Damage Emergency
To minimize the amount of damage to documents and library materials, the Library Depot Staff should become familiar with procedures for coping with either major or minor water-damage emergencies. Wet paper is fragile and should be handled as little as possible.

Prevention:
1. Report immediately any signs of leaks from pipes including those from sprinkler system, roof of building or other source to the Operations Manager. In the absence of the Operations Manager, call the CURF Operations Manager.
2. If possible without danger to staff, turn off all power to all office equipment and appliances. Do not energize any wet equipment or touch any electrical wiring.
3. Identify the source and or location of water damage; i.e. water leaks, pipes, sprinkler system, roof of building, and any other source.
Wind, Rainstorms and Tornadoes

Strong winds, rainstorms and tornadoes can cause severe damage to the interior and exterior of the facility. In the event of Damaging Winds, Rainstorms (Floods and Flash Floods) or Tornadoes employees should:

1. Stay away from all windows/doors until rainstorm or high winds have ceased. In an emergency, gather in the bathrooms located in the middle of the building until it is safe.
2. If time permits, turn off all electrical power to all office equipment and appliances.
3. Call 911. Contact the Operations Manager, CURF Manager and the Library Administration after event.
4. Document any damage to the interior or exterior of the building.
5. Document any damage to the collection, furniture and office equipment.
6. Document source of water leakage after continuous rain or rainstorms and report it to the Operations Manager.
7. Divert running water from storage collections, if possible.
8. Store materials at least four inches above the floor, never directly on the floor.
9. Install water sensors and alarms to provide early warning of potential water damage.

Earthquakes

The greatest danger to people in an earthquake is when equipment and nonstructural elements such as ceilings, partitions, windows, shelving and lighting fixtures shake loose. In the event of severe earth tremor and or earthquake, the following steps should be taken:

1. Designate an area in the facility away from exterior walls and windows/doors where employees should gather after an earthquake, if an evacuation is necessary. Exit nearest exterior door.
2. Establish procedures to determine whether an evacuation is necessary after an earthquake. Access damage and notify the Operations Manager, who will then notify the CURF Manager and Library Administration; in the absence of the Operations Manager, notify CURF Manager directly.

Follow Evacuation Plan. Exit the nearest exterior door and stay 500 ft from the building. Do not go back in the building until cleared by authorities.
**Bomb Threats**

Should information be received that an explosive device is somewhere in the building, or an object is discovered that is perceived to be an explosive device, staff is advised to notify the Anderson County Sheriff immediately. (911).

**EYES ONLY AND HANDS OFF** should be stressed. Under NO circumstances are the employees to move or inspect the object. Your responsibility is to report it. An evacuation will be conducted. The Police Department will organize the disposal efforts.

**In the event of a possible bomb threat is received, the staff should:**

1. Contact another member of the staff to listen to the conversation with them.
2. Keep the individual talking as long as possible, while someone else calls the Anderson County Sheriff (911).
3. Note any speech defects, gender, approximate age, and any other noticeable features such as background noises, etc.
4. Try to get the following information: what kind of device is used, where located, why planted, and time of detonation.

**Theft and Vandalism**

The following steps should be taken if signs of vandalism or theft have occurred:

1. Immediately report any kind of theft or vandalism to Operations Manager who will notify the Anderson County Sheriff’s department, University Public Safety and CURF. (911)
   Keys and card access should be monitored and given to authorized personnel only.
2. Do not confront or try to apprehend the suspect. If there seems to be indications of obstruction or intrusion to the facility, notify the Operations Manager and the CURF Manager.
3. If an arrest is warranted, the Department of Public Safety will handle it.
   You will be asked to make a statement.
4. Make an assessment of everything that was vandalized and or missing.
5. A walk through of the facility should be done every morning when entering and or leaving the facility. All staff members should look for signs of obstruction or damage to doors/windows, equipment, and the collections. Report any concerns to the Operations Manager.
6. Ensure that all doors are locked in your area when leaving the facility.
Mold and Mildew
Mold and mildew damage can occur on any type of paper document and or on other materials in the records storage collection. The cause is usually due to poor control of humidity and temperature levels. **When evidence of mold and mildew infestation is noticed, do the following:**
1. Check temperature to determine if HVAC System is malfunctioning.
2. Notify the Operations Manager, who will then notify CU Facilities/CURF Manager.
3. Wash hands immediately after handling infested documents.
4. Periodic inspections and awareness of mold or mildew and the places that would tend to stimulate the development of these substances are important preventive measures.

**Paper Documents** should be kept between 65 and 75 degrees, relative humidity should be maintained at 50 percent for best preservation of paper records.

Rodents and Insects
Most of the insect species likely to infest paper collections are attracted not by the paper itself but by sizes, adhesives, and starches, FOOD and DRINK all of which are more easily digested than the cellulose that makes up paper. Some insects will also attack cellulose (i.e. cardboard and paper) and proteins (i.e. parchment and leather).

**Periodic inspections are helpful in preventing damage. When evidence of rodent, insect infestation is noticed, do the following:**
1. Document insect and or rodent problem. Maintain good housekeeping and maintenance to discouraged insects and rodents. Wash hands thoroughly.
2. Examine incoming materials and records immediately to see if there is evidence of infestation, if there is evidence of insects, fumigation is recommended or talk to preservation professional for additional information. Damages to materials should be noted.
3. **An exterminator is scheduled to spray facility monthly.**
Recovery and Reconstruction Procedures
(See main plan for recovery procedures)

**Recovery Response Procedures**
Refer to Appendix E and Appendix F of the Libraries disaster plan for water damage procedures for books and other paper-based materials, microforms, photographs, magnetic media, and electronic equipment. Refer to Appendix F of the Libraries disaster plan for general procedures in the event of shelving collapse and other structural accidents.
## Basic Preventive/Reconstruction Procedures Chart

<table>
<thead>
<tr>
<th>Medium</th>
<th>Damage</th>
<th>Cause</th>
<th>What to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper</td>
<td>Charred</td>
<td>Fire damage</td>
<td>Laminate paper. Copy microfilm.</td>
</tr>
<tr>
<td>Paper</td>
<td>Wet, soggy</td>
<td>Water damage</td>
<td>Freeze dry. Blast freeze.</td>
</tr>
<tr>
<td>Microform</td>
<td>Wet</td>
<td>Water damage</td>
<td>Place in plastic container filled with clean, room temp water for storage. Freeze if salvage operation takes more than few days.</td>
</tr>
<tr>
<td>Microform</td>
<td>Mold/mildew</td>
<td>Humidity</td>
<td>Keep relative humidity at 40% Relative humidity Above 80% causes fungus growth.</td>
</tr>
</tbody>
</table>
**Disaster Supply Emergency Checklist**

The Library Depot maintains the minimum supplies to deal with minor emergencies until help arrives. The following supplies will be kept readily accessible and replaced immediately when used. List will be updated and minimum supplies will be accessible in Room 108.

- **batteries (for flashlights)** 4 “D” batteries
- **flashlights** 2
- **flat bed trucks** 3
- **hand trucks** 3
- **extension cords (3wire, grounded, 50 ft.)** 1
- **Heavy-duty**
- **large garbage bags** 50/1 box
- **light sticks** 10
- **Five-gallon**
- **plastic buckets** 1
- **Battery operated wet/dry shop lights** 1
- **protective masks/gloves** 1 package/1 box
- **scissors** 2
- **Plastic sheeting** 2 rolls
- **boxes** 10
- **freezer or waxed paper** 1 roll (150 feet)
- **labels, adhesive** 96/102
- **notepads** 4
- **pens/pencils** 10/10
- **duct tape** 1 roll
- **caution tape** 1 roll
- **nylon screening (36X84 roll)** 1 roll
- **copy of Disaster Plan** 1
- **sponges** 2
- **toothpicks** 1 box
- **moisture meter** 1
- **recyclable flash cameras** 1
- **Team ID (Tshirts)**
- **Validated parking permits** 10
- **Emergency Response & Salvage Wheels** 1
- **Help! Disaster manual** 1
Sample Inventory Labels

Identification for records storage boxes

Location #:    Large, bold number in center
Department Name and #:  Words and number under Location #
Date Received:   Small date in upper righthand corner
Disposition Type:   Word in lower, lefthand corner
Disposition Date:   Date in lower, righthand corner
Identification for Book Trays

CUS: Customer code
Item Count: Number of items in tray
ARR Date: Date of batch arrival at facility
ACC Date: Date of accession in the LAS

Each tray has a barcode consisting of the tray size, shelf height and a unique number:

“C”, “H”, and 00226 in the example above.
Floorplan with Exterior Exits marked. Highlight YOUR AREA and mark the closest exits.

P is the pull alarm, Fire Extinguishers