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<u>A Case for a Disaster Plan</u>

A description of your new repository (location within the United States, size and age of the building, types of collections held, number of staff).

For this assignment, I will be creating an imaginary new repository, located in Raleigh, North Carolina. This repository will be a pharmaceutical collection for an imaginary new pharmacy company. The repository will consist of product samples (bottles/packaging for example), advertisements, press releases, ledgers, board minutes, and scientific journals created by significant scientists within the company. The repository will be housed in a 1,600 square foot archive space with a 600 square foot office adjacent to it. It will be in one of the many new office buildings built in Raleigh, built in 2015. Since the repository and the company is new, the number of staff will be low, consisting of two full-time archivists with an MLIS and a range of 2-6 library science students assisting with the new repository.

An assessment of common disasters of the immediate area (earthquake, hurricane, tornadoes, flooding, etc.) and appropriate responses.

On RaleighNC's website, managed by the City of Raleigh government itself, there is this page: https://maps.raleighnc.gov/iMAPS/. On that page, there is a setting to toggle layers. When the "floodplains" option is toggled, Raleigh is revealed to have a large amount of floodplains that can become more dire when it is hurricane season. On this page, https://raleighnc.gov/SupportPages/find-floodplain (where you can find the aforementioned map), the City of Raleigh warns that "during hurricane season we see severe rain in a short period of time in August and September" and that "this can cause creek levels to rise quickly and streambanks to flood." I worked in an art library where rain and the hurricane season caused the

roof to nearly collapse. The art library itself was a low priority for the university. Since it was a low priority, the staff had to use make-shift buckets and tarps to protect the library from the leaking holes in the roof.

There are a couple of different appropriate responses to the repository I have created for this assignment. The first thing is to be aware that floods do happen in this area, and they happen often. The extent of their damages vary with each storm. It is important for the repository to have anti-water/leakage material at hand. These would include tarps to cover the stacks from a potential roof leak. In the article, "Integrated Preventive Pest Management," on the NEDCC website, they write that "pipes… should be inspected routinely to guard against water leakage." (p.4) In addition, they also recommend that "roofs and basements should be inspected periodically to ensure that there is no standing water or flooding." (p.4) In order to ensure the repository can do these inspections and have the means to address any issues, the archivists also need to do advocacy within their institution and draft a budget. This budget would address the costs that can come with floods and hopefully bring repairs much quicker, especially if the institution is aware of how important it is to not have a leaking roof in a repository.

Suggestions on how often the new plan should be updated, where it should be kept, and what it should include.

Since the repository is fairly new, I would recommend the new plan be looked over every 3 months, slowly increasing that increment to every year. I would also recommend the disaster plan to be kept in the repository as a physical copy. The disaster plan should also have a digital form, easily accessed online by the staff members of both the repository and the holding institution. The disaster plan should include a budget for both inspection and damages. It should include frequency of inspections and frequency of review of the disaster plan. The plan should

also include the expected types of disasters in the local area and how to best address them. It should include emergency contacts, including direct contacts to local emergency services. The disaster plan should include a contingency plan on how to preserve any damaged objects in case of a flooding, or any respective disaster as long as that plan matches the disaster suitably.

A general budget for a "disaster kit," including a basic list of supplies, resources (stores or catalogs), and price points for these items.

University Products has a disaster kit designed for water-related disasters here: https://www.universityproducts.com/disaster-recovery-kit.html. The disaster kit costs $379.95.The general list of supplies comes from Consortium of Academic and Research Libraries in Illinois, linked here: https://www.carli.illinois.edu/products-services/collections-management/supplies-tools.

Budget

- Disaster Kit, 1x - $379.95

    - https://www.universityproducts.com/disaster-recovery-kit.html

- Perma/Dry Barrier Board (25 sheets per package), 5x - $1525

    - https://www.universityproducts.com/perma-dry-barrier-board.html

- Disaster Recovery Box, 10x - $399.5

- Archival Record Storage Cartons, White Coroplast, 20x - $235

    - https://www.universityproducts.com/perma-cor-coroplast-corrugated-bulk-storage-carton.html

- Waterproof gloves, 3x - $51

    - Link

- Goggles, 3x - $19.71

- - Link

- First aid kit, 1x - $15.88

  - Link

- Rubber boots, 5x - $70

  - Link

- Polyethylene Sheets (plastic sheeting to cover shelves), 10x - $234

  - Link

- Paper Towels (for interleaving books), 10x - $240

  - Link

- Buckets, 10x - $20

  - Link

- Sponges, 1x - $12.99

  - Link

- Flashlights/ Batteries, 3x - $54

  - Link

- Vacuum, 1x - $75

  - Link

- Dehumidifier, 3x - $534

  - Link

- Total - $3866.02

Identification of a disaster response team (consisting of your colleagues) with assigned duties.

We have two full-time archivists and two interns at the moment.

Team 1 - Archivist 1 and Intern 1

Duties:

- Walk around and make sure everyone is out of the archive, including any visitors, or colleagues from other departments.

- Gauge if the area is safe, if it is not safe, leave immediately, and inform Team 2.

- Assist Team 2 with disaster kit items and prepare them for rapid-response if the area is deemed safe.

- Take half of the archive and look for any objects that need immediate attention.

- Start laying out buckets, polyethylene sheets, and just generally make sure objects are covered and dry.

Team 2 - Archivist 2 and Intern 2

Duties:

- Retrieve disaster kit items.

- Leave with Team 1 if it is not safe.

- If it is safe, assist with Team 1 and prepare disaster kit items.

- Take the other half of the archive and look for any objects that need immediate attention.

- Start calling personnel at the institution and any experts outside of the institution that can assist in restoration.

- Assist with Team 1 in disaster kit preparation and securing material after calling personnel and experts.

Salvage priorities: *Describe one collection about which you have concerns and how you would address those concerns.

The product samples might be a major concern during a disaster. In a disaster, speed is important and moving these objects too quickly might break them, especially if they are glass. They might be less likely to break from the disaster itself but human error can cause more grave danger. One way to address this concern is to do regular drills, training staff on how to handle sensitive material in an emergency situation. In addition to that, if the product samples have any product still in them and they spill during this disaster, that could cause toxic waste emanating into the air. Toxicity could be severely harming to both the staff and the material. I am not sure if I have the expertise right now to think of the best solution for this issue. However, one way I would suggest to mitigate it is to ensure that, before any disaster occurs, these objects are easy to transfer and easy to handle. An archive with these objects out in the open face more risk during a disaster. That would mean limiting exhibits with these types of objects and ensuring that any exhibit with these objects should be carefully monitored. I think the best way to mitigate damage to these objects is to constantly be aware of how many the archive has, where they are, if they contain hazardous materials, and ensure any new staff are trained on how to handle them.

Reference to at least 2 other repositories' disaster plan (please include links to these plans). What details from these examples would you incorporate into your own disaster plan?

The first disaster plan I will be looking at comes from Virginia Military Institute Preston Library, in their VMI Archives. Their disaster plan is linked here: https://www2.archivists.org/sites/all/files/VMIDisasterPlan.pdf. The VMI archives include splitting their staff into teams. I think this part of the plan is important to incorporate because it reduces the amount of panic when a disaster immediately strikes. People know who to go to and what to do right away. They also include detailed rapid response plans for the different types of

objects within the library. We did that for this assignment but I think including specific steps on how to deal with the material is also important. I think educating staff on being familiar with these objects and having an innate knowledge of them will help a lot in a disaster. The VMI Archives plan also includes locations of the material in their emergency kit, which makes sense. I would also include this aspect of the plan since it reduces scrambling and running around when a disaster strikes.

The second disaster plan I will be looking at comes from the University of Washington libraries. Their disaster plan is linked here: https://www.lib.washington.edu/preservation/disaster/unit-plan. The first thing I noticed in this plan is that they include what the personnel info outside of the library will immediately ask when they call. I like including this information since it is hard to remember everything on the spot in the middle of a disaster and having this information clearly on a sheet can help a staff member get their bearings as they make their calls. I also think adding the "Do Not" section is helpful since there might be a desperation from staff to save the material. This attempt could inadvertently damage the material. I can see how having a clear "Do Not" section could help staff think more logically about how they're trying to save the material, especially while panicking. Compared to the VMI Archives disaster plan, UW's plan is much clearer and easier to follow. It follows a sequential list of things to keep an eye for, and explains both how to and how not to address these issues. I feel like following UW's plan would be much easier in an emergency. VMI's plan would require studying it in advance and understanding all of the plan's aspects to fully comprehend how to react in an emergency.

Works Cited

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