

## **The Carl Albert Center Congressional Archives Disaster and Emergency Plan - Monnet Hall**

*Drafted: 2016 September 15 by Rachel Henson, Archivist II*

*Updated: 2018 December 1 by JA Pryse, Senior Archivist III*

*Updated: 2021 May 5 by JA Pryse, Senior Archivist III*

*Revised: 2022 January 21 by JA Pryse, Senior Archivist III*

### **Purpose**

The Archives actively promotes a safety culture for both staff and collections. A comprehensive emergency preparedness and recovery manual is maintained that covers prevention efforts, evacuation procedures, emergency response staff responsibilities, salvage operations, and post-disaster assessments. Every two years, the manual is reviewed and revised as needed.

An emergency situation can occur at any time and be of varying scope and scale, from a small water leak in a storage space to a widespread natural disaster. These events can leave archival holdings vulnerable to damage. The Archives takes a proactive approach to disaster preparedness by maintaining an emergency manual, training staff on evacuation and salvage procedures, and coordinating with other Smithsonian units to maximize resources.

The Archives has different types of monitoring systems in place to aid in the prevention of collections-related emergencies. Water checks, pest inspections, safety and security assessments, and off-site data backups have all been set up in response to past problems, or in the hopes of preventing future emergencies through early detection.

Disaster supplies are maintained near collections areas and are inventoried annually to replenish supplies that had been used throughout the year. Some of the items are kept in waterproof corrugated polypropylene boxes and include flashlights, batteries, nitrile gloves, spill pillows, absorbent paper, clipboards, pencils, protective aprons, sponges, tarps, and trash bags.

### **Guide**

This guide will provide easy accessibility and instruction for archives personnel who will respond to a disaster in Monnet Hall. Additional plans are available Burton Hall and the Tecumseh Site.

# DISASTER PLAN - Monnet Hall

**Institution:** Carl Albert Center

**Date of current revision:** 2021 May 5

## IN-HOUSE EMERGENCY TEAM

**Administrator:** Michael Crespin

Office Phone: 405-325-6372

Cell Phone:

**Disaster Team Leader:** JA Pryse - Archives at Monnet Hall

Office Phone: 405-325-5041

Cell Phone: 405-476-1400

**Building Maintenance:** Facilities Management - Emergency Work Control

Cell Phone: 405-325-3060

### **Disaster Team:**

- 1 Disaster Response Team Leader: Michael Crespin
- 2 Collection Recovery Specialist: JA Pryse
- 3 Security and Safety Coordinator: Katherine McRae
- 4 Administrator Supplies Coordinator: Kay Blunck

# FACILITIES: LOCATIONS OF EMERGENCY SYSTEMS

**Building:** Monnet Hall - 630 Parrington Oval, Norman Oklahoma 73109

**List locations and attach floor plan (use letters to indicate locations on floor plan).**

## A. Main Utilities

- |                                     |   |
|-------------------------------------|---|
| 1. Main water shut-off valve:       | <a href="http://www.ou.edu/emergencypreparedness/procedures/utility-failure">http://www.ou.edu/emergencypreparedness/procedures/utility-failure</a> |
| 2. Sprinkler shut-off valve:        | after hours, contact Facilities Management at 405-325-3060  |
| 3. Main electrical cut-off switch:  | contact Facilities Management at 405-325-3060   |
| 4. Main gas shut-off:               | Evacuate, call OU Police at 911   |
| 5. Heating/cooling system controls: | contact Facilities Management at 405-325-3060   |

## B. Fire Suppression Systems (by room or area)

- |                |                                       |
|----------------|---------------------------------------|
| 1. Sprinklers: | 202a-202B - water sprinklers          |
| 2. Halon:      | 201 - Halon system and shutoff valves |
| 3. Other:      |                                       |

## C. Water Detectors

201 - Waterbugs mounted to shelving

## D. Keys

Key boxes: Archives Room 202b south side office supply table

**Individuals with master and/or special keys (attach list with names, titles, and keys in possession)**

Katherine McRae, Director of Administration; Kristen McMurray, Administrative Specialist

## E. Fire Extinguishers (Label by number according to type)

1. Type A - Wood, paper, combustibles
2. Type B - Gasoline, flammable liquid
3. Type C - Electrical
4. Type ABC - Combination

## F. Fire Alarm Pull Boxes (use floor plan)

## G. Smoke and Heat Detectors (use floor plan)

## H. Radios

Archives break room cabinet. Phones can also be used.

1. Transistor radios (for news): Archives MH 202B - west office

## I. First Aid Kits

Archives MH 202B - Breakroom

## J. Public Address System

Emergency Communications System Web Address: <http://account.ou.edu>

## K. Nearest Civil Defense Shelter

Physical Sciences Center - University of Oklahoma Campus

## EMERGENCY SERVICES

### Company/Service and Name of Contact

### Phone #

Security	OU Campus Police	405-325-2864/*911
Fire Dept.	Norman Fire Department	405-292-9780/*911
Police/Sheriff	Norman Police Department	405-321-1444/*911
Ambulance	EMSSTAT - Ambulance Emergency	405-360-1232/*911
Risk Mgmt.	OU Risk Management Department	405-325-0545
Other	OU Provost Office	405-325-3221

### Maintenance/Utilities:

Janitorial Service	Vickie Shoecraft	405-325-7615
Plumber	OU Facilities Utilities	405-325-3780
Electrician	OU Facilities Utilities	405-325-3780
Locksmith	OU Facilities Utilities	405-325-3780
Carpenter	OU Facilities Utilities	405-325-3780
Gas Company	Oklahoma Natural Gas (ONG)	800-664-5463
Electric Company	Oklahoma Electric Cooperative (OEC)/AND OGE	800-664-5463
Water Utility	City of Norman Utilities Department	405-321-1600

### Recovery Assistance:

Preservation Resource	Amigos Preservation Service	
Preservation Resource	Oklahoma Field Advisory Service	405-521-2491

### Conservators/Specialists:

Paper & Book	Rebecca Elder	512-699-3494
Photographs	Joanna Didik	918-568-3356
Computer Records	Scott Williams or Mark Phillips	940-565-2415

## EMERGENCY SERVICES (continued)

Local Freezer (1): Political Communication Center | Julian P. Kanter Commercial Archive

Local Freezer (2):

Disaster Recovery Service: Belfor Property Restoration - 405-917-7067

Account pre-established?  Yes  No Account Number:

Services available:  Water Recovery  Freezer  Vacuum Freeze Dryer  
 Fire Recovery  Mold Fumigation  Environment Control

Disaster Recovery Service: Damage Restoration - Trevor Kleine - 888-370-9595

Account pre-established?  Yes  No Account Number:

Services available:  Water Recovery  Freezer  Vacuum Freeze Dryer  
 Fire Recovery  Mold Fumigation  Environment Control

Exterminator: OU Facilities, Indoor Pest Control - 450-325-4069

Other Services: Tyco SimplexGrinnell (OKC) for fire suppression system and repair - 405-682-53

### Insurance (Attach copy of insurance policy)

Insurance Company: OU, Insurance, Property, & Liability, Risk Management Department

Agent/Contact: Terri Hartley

Policy Number: OU Policy contact Terri Hartley

Self-Insured?  Yes  No If **yes**, list contact:

### Other

Legal Advisor: Anil Gollahalli - General Counsel - 405-325-7681

Architect: Michael Moorman, University Architect - 405-325-6006

## COLLECTION SALVAGE SUPPLIES

### On-Site Location or Off-Site Source










### Phone #

 Freezer or wax paper	Gaylord Archival -- Heavily Coated Waxed Paper	800-448-6160
 Gloves, rubber	Gaylord Archival -- Powder-Free Nitrile	800-448-6160
 Interfacing (Pellon)	Gaylord Archival -- Corrosion Intercept® Film (Roll)	800-448-6160
 Masks	Gaylord Archival -- 3M™ Respiration Masks	800-448-6160
 Milk crates, plastic	ULINE - Rigid Milk Crate	800-295-5510
 Mylar polyester sheets	Gaylord Archival -- 3 mil Archival Polyester Sheets	800-448-6160
 Newsprint, blank	Gaylord Archival -- Newsprint Paper Sheets	800-448-6160
 Notepads & clipboards	Administrative offices (101): in supply closet east of the cente	IN-HOUSE
 Nylon monofilament (fishi	Walmart	Wal-mart.com
 Paper towels (no dyes)	Gaylord Archival - Zorbix Super-Absorbent Sheets	800-448-6160
 Sponges	Gaylord Archival -- Absorene Dry Cleaning Sponge	800-448-6160
 Trash bags, plastic	Gaylord Archival -- Reclosable Polyethylene Bags	800-448-6160

## EQUIPMENT & SUPPLIES

### On-Site Location or Off-Site Source

### Phone #


 Aprons, smocks	Hollinger Metal Edge - Product # ACP4600	
 Book trucks, metal	Gaylord Archival THE BEAST 3-Tier Flat Shelf Steel Truck	800-448-6160
 Boots, rubber	Walmart - need various sizes	Walmart.com
 Brooms	Preservation Brooms - Gaylord Archival	800-448-6160
 Buckets & trash cans, plastic	Administrative offices (101): various metal trash cans through	IN-HOUSE
 Camera (to document damage)	Epson and Sony Digital in-house	IN-HOUSE
Dehumidifiers	Logis-Tech	800-974-9771
 Extension cords, grounded	Physical Plant, Harbor Freight Tools	405-325-3780
 Fans	Walmart - need various sizes	Walmart.com
 Flashlights	Walmart - Re-chargeable and Battery	Walmart.com

## EQUIPMENT & SUPPLIES (continued)

### On-Site Location or Off-Site Source





### Phone #

 Forklift	OU Risk Management OR OU Fleet Services	405-325-0545
 Generator, portable	Walmart	Walmart.com
 Hard hats	Physical Plant, Lowes, Home Depot	405-325-3060
 Lighting, portable	Walmart	Walmart.com
 Mops, pails	Gaylord Archival - 16" PVA Mop with Wringers	800-974-9771
 Pallets	Physical Plant, Harbor Freight Tools	405-325-3060
 Paper towels	Wal-Mart Heavy Duty	Walmart.com
 Plastic sheeting, heavy	Physical Plant, Harbor Freight Tools	405-325-3060
 Refrigerator trucks	OU Fleet Services OR Penske Rental - Non CDL	800-526-0798
 Safety glasses	Gaylord Archival - Anti-Fog Chemical Splash Goggles	800-974-9771
 Sponges, industrial	Walmart Heavy Duty	Walmart.com
 Sponges, natural rubber	Gaylord Archival -- Absorene Dry Cleaning Sponge	800-448-6160

 Sump pump,	Superior Pump 1/4 HP Utility Pump	Walmart.com
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 Tables, portable	Physical Plant, Lowes	405-325-3060
 Trash bags, plastic	Physical Plant, Lowes	405-325-3060
 Vacuum, wet	Gaylord Archival - Tiger-Vac® Wet/Dry Vacuum	800-448-6160
 Water hoses	Physical Plant, Lowes	405-325-3060
 Water-proof clothing	Walmart	Walmart.com

### Other:

 Gaylord Archival - Spill Pillows		800-448-6160
 Gaylord Archival - Water Alert Sensing System		800-448-6160
 Phys Plant -- Sand bags		405-325-3060
		

## ATTACHMENTS

- 1. List of **SALVAGE PRIORITIES** for each department, area and/or office.
- 2. **EMERGENCY PROCEDURES** and **EVACUATION PLAN**.
- 3. Copy of **INSURANCE POLICY**.
- 4. Copy of **DISASTER RECOVERY VENDOR CONTRACT**.
- 5. Other **EMERGENCY PLANNING** and **RECOVERY DOCUMENTS**:


## LOCATIONS WHERE THIS PLAN IS ON FILE

### In-House:

Katherine McRae, Director of Administration; CAC Archives Room 202, Server and Hard Copy

### Off-Site:

PetaStore SuperComputer Preservation Archive
Dropbox CAC; Preservica



## Salvage Instructions

### Documents and Unbound Materials

\*Do not remove from file cabinet drawers, document cases, or folders.

\*Do not attempt to clean materials.

#### **A. Air Drying** (on site)

1. Place a sheet of Mylar on top of a stack of wet, unbound papers or the first page of an unbound/soft bound volume.
2. Rub gently with tongue depressor (or similar object) - surface friction will cause the wet paper to adhere to the film.
3. Peel back the top sheet and place it on top of a piece of polyester web (Pellon).
4. Remove the Mylar.
5. Place another piece of polyester web on top of the wet sheet.
6. Repeat the entire process, separating the wet sheets one at a time and interleaving them with polyester web. Retain the folder.
7. Air-dry each sheet (supported by the polyester web) by placing it on absorbent paper on tables, on drying racks, or on top of closely spaced monofilament lines. Air in the room should be kept circulating, but fans should not blow directly on the materials.
8. Papers may be flattened when they are almost dry by placing them between two sheets of unprinted paper towel or newsprint (to remove excess moisture) and applying even pressure with weights.
9. When dry, place papers in new folders and boxes. Monitor for mold growth for a few days prior to returning to shelves.

#### **B. Freeze-drying** (recommended over air drying for drying large number of materials)

1. Freeze materials as found.
2. Do not clean materials.
3. Do not turn containers upside down to empty or drain.
4. If boxes are bad, remove folders, wrap in freezer paper, and put in new cardboard boxes.

### Photographs

#### Photographic materials (prints, negatives, slides, film)

\*Do not touch wet photographic images with your fingers or anything else.

\*Freeze-drying is not recommended for wet photographic materials

Photographic materials should not be allowed to dry untreated after they become wet, as they will stick to their enclosures or to each other. Any attempt to separate them after they have dried together may result in damage to the emulsion or the image. Remove materials from their enclosures and wash off any mud or dirt under cold, clean, running water.

\*Do not expect to salvage color photographs, as the colored layers will separate and the dyes will fade quickly. However, if you wish to try, air-dry immediately or freeze them.

1. The following options are available for salvaging photographic materials:
2. With emulsion layer up, air-dry on flat surface or lines of monofilament (plastic spring-type clothespins may be used to hang them on the lines). DO NOT USE FANS.
3. If there are too many to air-dry immediately, they may be stored temporarily in cold water (65°F or below - cold helps to preserve the emulsion). Ice may be added to the water, but do not add dry ice or allow the materials to remain under water longer than three days.
  - a. Formaldehyde may be added to the water (fifteen milliliters of formaldehyde to one liter of water) to help prevent the gelatin from swelling and softening and to retard mold growth. The materials should be washed in cold, clean water after removing them from this solution. Black-and-white photographic materials could last 3 days in this solution before the emulsion begins to separate; color photo materials could last 2 days.
  - b. Transport the materials (in sealed polyethylene bags inside plastic garbage pails) to a professional laboratory within twenty-four hours, if possible.
4. If time does not permit air-drying, the materials may be frozen. As the emulsion may be damaged by the formation of ice crystals, freezing as quickly as possible is recommended (smaller ice crystals will cause less damage). Negatives should be separated before freezing as they tend to stick together when thawed.

### **Audio-Visual and Computers**

We will want to refer all damaged tapes and disks to a data recovery service for freeze-dryers and actual data recovery.

#### **Audio and Video Tapes:**

Water is especially damaging to magnetic materials. The longer they have been wet, the greater the damage will be. Do not attempt to play any damaged tapes or disks, as they can damage the equipment on which they are being played.

The following procedures are recommended if you decide to attempt to salvage tapes:

1. Break open the cassettes.
2. Wash in clean or distilled water.
3. Air-dry, wipe with cheesecloth, run through a tape cleaner or winder.

For all magnetic media to send out for recovery:

1. Do not expose to water for longer than 3 days
2. Store upright in plastic bags (zip-top bags)
3. Keep records
4. Ship to recovery service

### **Electronic Storage Media and Computers**

Water is especially damaging to these materials. The longer they have been wet, the greater the damage will be. The worst possible situation is a combination of moisture and heat. Do not attempt to read any affected items, as they can damage the equipment on which they are used.

#### **Computers, server, storage media:**

1. For hardware repair or replacement, first notify insurance agency of disaster. Preserve equipment as best as is possible until an adjuster can arrive on the scene. Equipment may have to be moved to lessen the damage.
2. Contact computer and data recovery service and Henry Neeman

#### **Hard drives:**

Retrieve vital data from backup disks and drives.

1. Henry Neeman - PetaStore

### **Salvage of Mold and Infested Materials**

Mold and mildew are interchangeable terms for fungi. They can never be killed and can remain dormant for many years. Spores are always present in the air and will grow when the environment is warm and humid. Freezing will inhibit the growth of mold and is recommended if time does not permit immediate treatment.

1. Mold can develop within forty-eight to seventy-two hours in an environment where the temperature is over 75° F and the relative humidity is over 60%.
2. Separate the affected materials to prevent spreading.
3. If the materials are wet and mold is beginning to develop, interleave with papers impregnated with a fungicide (see procedures for air-drying bound, damp volumes).
4. Keep the air circulating in the room.
5. Mold is easier to remove when it is dry. Vacuum or brush it off and remove the spores from the area.
6. Materials that will be fumigated should be removed from plastic crates, as plastic will absorb the fumigants. Fungicidal fogging should be done only by a professional chemist or conservator.

**For pest infestation, contact the exterminator at OU Physical Plant**

### **Salvage of Smoke and Fire Damages Materials**

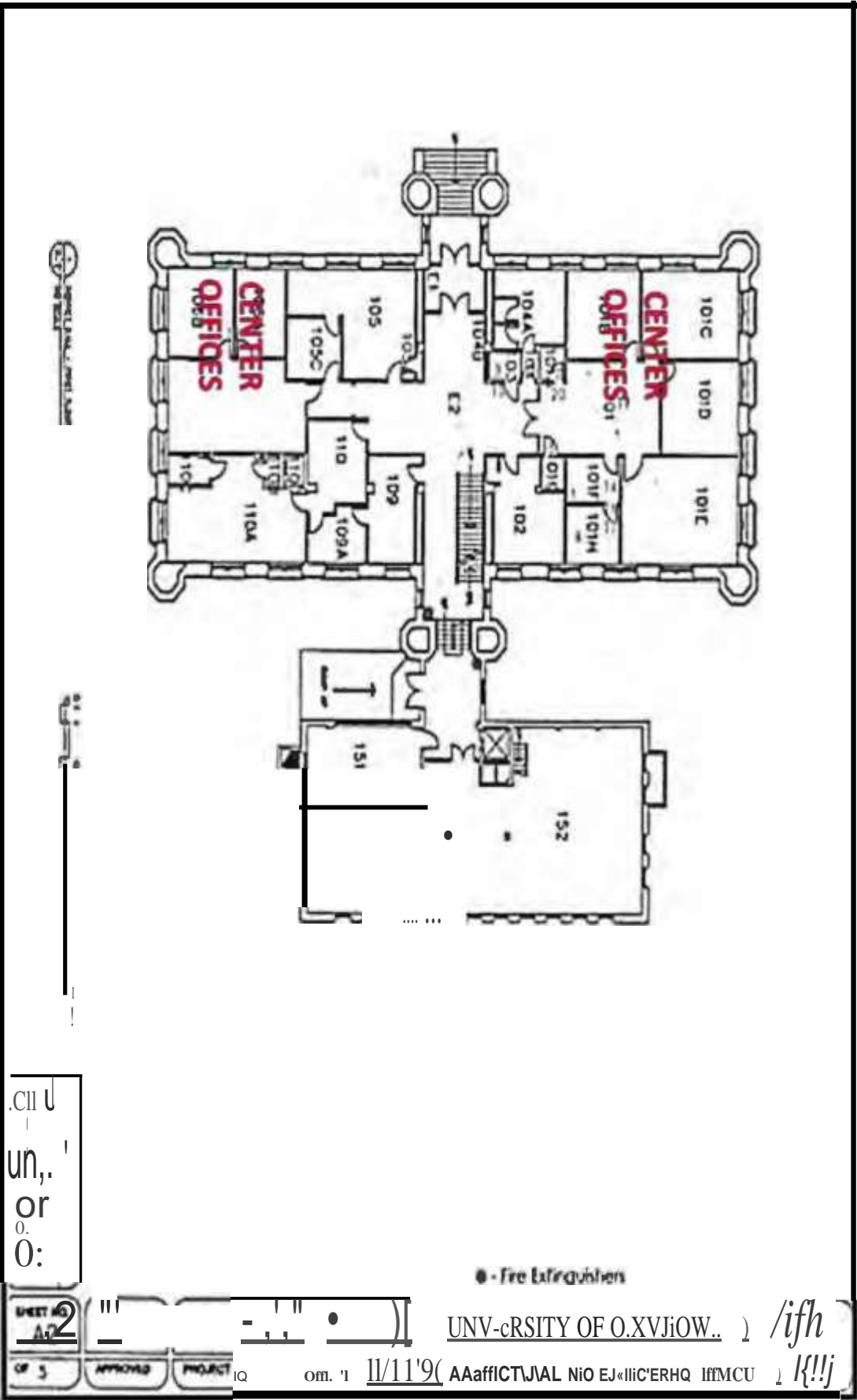
Damages resulting from extremely high temperatures are usually irreversible. The information contained on charred materials may sometimes be retrieved through specialized photography. Because of the extremely fragile nature of such materials, they should be handled only by professional conservators.

\*Freezing may help to remove smoke odor from materials.

### **Disarranged Materials**

1. Remove from floor; may have to remove to another area for sorting.
2. Make sure shelving is stable.
3. Return materials to original shelving location (with archival collections, documents must be returned to correct folder and folder to correct box).

# FLOOR PLAN - 1st FLOOR



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or  
0:

SHEET NO. 2  
OF 3

APPROVED PROJECT

Off. 1 11/11'9

● - Fire Extinguishers

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# FLOOR PLAN - 2nd FLOOR

