

MANAGING PUBLIC
SECTOR RECORDS

A Training Programme

Planning For Emergencies: A Procedures Manual



INTERNATIONAL
COUNCIL ON ARCHIVES



INTERNATIONAL RECORDS
MANAGEMENT TRUST

PLANNING FOR EMERGENCIES: A
PROCEDURES MANUAL

MANAGING PUBLIC SECTOR RECORDS

A STUDY PROGRAMME

General Editor, Michael Roper; Managing Editor, Laura Millar

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Planning for Emergencies: A Procedures Manual

Adapted by Dawn Routledge based on materials developed by the National Archives of Canada.

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INTRODUCTION TO *PLANNING FOR EMERGENCIES: A PROCEDURES MANUAL*

Protecting records from the effects of an emergency or disaster, whether from natural or human causes, is a vital component of any record-keeping programme. A number of different types of disasters may occur, depending on the situation in the organisation and the country. Water poses the highest risk to records and archives. Water damage can come from severe weather such as floods or hurricanes and also from building problems such as from leaks or poor drainage. Water is also a greater problem than fire, because if the fire has not consumed the materials entirely, they will inevitably be damaged by the water used to extinguish fires. Other disasters may include earthquakes, armed conflict and power failures, as well as many others.

This manual defines the procedures involved with developing policies and strategies to prepare for and respond to emergencies; these policies and strategies should be made widely available and codified in a written emergency plan. This manual deals only with situations which may arise suddenly; it is not intended to provide procedures for dealing with disasters stemming from long-term degradation of records, such as from mould penetration, pest infestation or light damage.

The emergency plan should address the following three actions required to help the organisation deal with an emergency:

- readiness: developing a combination of preventive measures to forestall emergencies or disasters and strategies for dealing with disaster should it occur
- response: adhering to procedures to deal with any emergency situation that arises
- recovery: restoring records and facilities to their usual condition and resuming normal activities.

Institutions need to consider what resources will be needed when there is an emergency. They should prioritise resources by assessing the most likely disaster or emergency situations that may arise. For example, if secure storage facilities and expert conservation staff are unavailable within the organisation, the extent of recovery operations may be more limited. In such circumstances it may be wise to focus resources on risk assessment and prevention.

There are a number of critical factors involved with the development and successful implementation of a disaster planning strategy, including

- securing strong commitment from senior management
- providing adequate staff and financial resources
- developing policies, procedures and checklists for each agency and ensuring their acceptance by agencies
- conducting a thorough assessment of threats and risks and establishing priorities for records care
- assigning clear leadership roles and responsibilities to deal with emergency and disaster situations
- providing appropriate training, including formal, mandatory awareness programs for managers and all those managing records in their daily work
- exercising emergency and disaster control requirements through regular testing and monitoring of preventive and emergency measures.

TERMINOLOGY

In this manual, 'records office' is used to refer to registries or any unit that creates and maintains current files. The manual refers to 'archival institution', 'records office', 'records centre' and 'records and archives institution' in a generic sense. The body that controls the archival institution, records centre and records offices is referred to as the 'records and archives institution'. In some government or business situations, the archival facility may take on all record-keeping functions. Note that the term 'archives' is displayed in lower case when referring to the materials; the term 'archival institution' is used when referring to the agency itself. Users should apply appropriate terminology for their specific situation, such as 'national archives', 'provincial records centre' or 'corporate records office'.

In this manual the following specific terms related to emergency planning are used.

Emergency: Any unexpected occurrence requiring immediate action.

Disaster: An unexpected event with seriously destructive consequences.

Emergency plan: Policies and procedures developed by an organisation to be used during an emergency or disaster to prevent or minimise damage to an organisation, its people and its resources.

Record: A document regardless of form or medium created, received, maintained and used by an organisation (public or private) or an individual in pursuance of legal obligations or in the transaction of business, of which it forms a part or provides evidence.

APPENDICES

The appendices provide sample forms and documents referred to throughout the body of the manual. The forms are collected together in the form of appendices to facilitate copying by users.

For more information on emergency planning issues, see Emergency Planning for Records and Archives Services.

READINESS

It is not possible to eliminate the risk of a disaster arising but careful planning will help to minimise the effects of such incidents.

ORGANISATION

The director of the records and archives institution should appoint a team to co-ordinate emergency planning and control. It will be their responsibility to direct all response and recovery activities both on- and off-site.

Sample Terms of Reference for such a team are given in Appendix 1.

The roles of key members of the team should be clearly defined to ensure that the plan is comprehensive. In smaller organisations these roles may be combined but it remains important that responsibilities covering all key action points are clearly allocated to individuals and their responsibilities understood.

See Appendix 2 for a description of required roles and responsibilities.

COMPILING AN EMERGENCY PLAN

A disaster plan document should be drawn up by the emergency response team. The disaster plan should do the following.

- It should include a introduction and policy statement by the director of the records and archives institution

See Appendix 3 for a sample policy statement.

- It should briefly describe possible emergencies or disasters that may arise.
- It should set out the objectives of the plan, to

- facilitate effective methods of preventing damage to or destruction of records
 - limit damage and prevent escalation of the situation
 - facilitate the effective co-ordination of recovery tasks
 - prevent injury to personnel or property.
- It should include a description of emergency procedures for the institution, including information about
 - how to sound the fire alarm
 - evacuation procedures
 - the names of staff who will take charge in the event of an emergency
 - contacts for assistance with salvage and recovery.
 - It should include a list of full contact information for all staff who may be called in the event of an emergency, including office and residential telephone numbers. Those listed should include facilities managers, any specialist conservation/preservation staff, senior management, and so on. Also on the list should be the names and contact information of volunteers who can be called to assist with recovery operations.

Sample contact information forms are shown in Appendix 4.

- It should include a description of items of special concern, prioritising those records in a salvage operation and indicating their location in the building.
- It should include floor plans of the building that detail power and water supply cut-off points, drainage points, and so on. Areas that may be used for storing records during salvage work (such as for packing material prior to transfer to a freezing facility) should be clearly marked.
- It should list supplies of available emergency equipment and materials. It may be necessary in large organisations to hold duplicate stores at strategic locations throughout the building. In some organisations, it may not be possible to obtain all suggested items; a list of essential equipment and supplies is also included in Appendix 5.

See Appendix 5 for a list of ideal and essential emergency equipment and materials.

- It should identify the full contact information for any external suppliers who might be able to provide equipment or store, freeze or transport records.

See Appendix 4 for a sample form for compiling information on external suppliers.

- It should include any agreements that have been negotiated with other agencies for mutual assistance in the event of a disaster.

A specimen memorandum of agreement is shown in Appendix 6.

- It should include guidelines for the salvage of records.

Guidelines for salvage are shown in Appendix 7.

- It should include information about completing an incident report.

A sample incident report is in Appendix 8.

PREVENTION

The risk of an emergency or disaster developing can be minimised by putting in place the following procedures.

- Prohibit smoking outside designated areas.
- Carry out annual building inspections to ensure that the fabric and facilities are intact. The assessment should focus on
 - resistance to local weather conditions
 - quality of the building fabric
 - fire risk from equipment, electrical and gas supplies
 - condition of water-carrying installations eg heating, water and drainage pipes, kitchens, fire system
 - identifying areas of weakness and making them good as soon as possible
 - developing and implementing maintenance policies for the above.
- Install fire prevention/protection equipment when possible, including fire and water alarms, linked to the local fire station. (Battery-powered alarms may be suitable if local power supplies are unreliable.)

RESPONSE

The success of the response to a disaster will be determined by the degree of staff preparedness. In the event of an incident, the procedure should be to

- notify departmental management and staff of any abnormal situation
- protect people, records and property
- salvage as much material as possible while minimising the need for restoration and associated costs.

There is little that staff can do during a fire to prevent damage to records or to rescue them. The first priority should be the safety of all individuals in the area; staff and users should evacuate the building as quickly as possible. Designated staff will provide fire fighters with keys and floor plans, identify potential threats and problems, and offer any other information and help they can.

Water damage (such as in the aftermath of a fire or from burst pipes, rainwater leakage, and the like) is the most serious potential threat to records and archives. The responses to some other situations, such as a power failure or small chemical spill, are often self-evident or too limited to require full disaster control.

Responding to an Emergency or Disaster

In the event of an emergency or disaster, follow these procedures.

- The first person to discover the emergency should raise the alarm. If appropriate, he or she should take action to deal with the cause of the incident (such as using a fire extinguisher to suppress a small fire or turning off the water supply if there is a controllable leak). This should only be done if there is no risk to personal safety.
- Once the alarm has been raised, all necessary personnel should be contacted, using the contact information in the emergency plan. If necessary, the emergency services should be called.
- The member of staff responsible for co-ordinating emergency operations should assess the degree of seriousness of the situation and what sort of damage has been suffered. This person will have been identified in the emergency plan and a backup individual also identified in case the first person is not on site.
- After the staff member has conducted an assessment, he or she will assemble emergency response team members, establish a strategy for salvage of the records

following the priorities established in the emergency plan and brief the team as to the nature and extent of the disaster and their roles.

Salvaging Wet Paper-based Materials

Water-damaged paper-based materials must be stabilised to avoid further damage. The most common method is by freezing. This allows time to activate recovery systems and prevent further damage. The emergency plan will include information about whether freezing facilities are available. If they are, then follow these steps.

- Work quickly but carefully; time is of the essence in salvage operations.
- Pack materials into plastic bags, as otherwise they would freeze into a solid block making later repair almost impossible.
- Pack files, volumes and other material in separate plastic bags, as long as the materials can be separated easily.
- If documents have formed into a wet mass and are adhered to each other, pack all the materials together in large plastic bags. Attempts to separate the records will take too much time and may cause further damage.
- Label and number each package and prepare a list detailing the contents of each package, if this information is known. At the very least, identify where in the institution it was found so that the items might be matched against location files later.
- Pack bound volumes individually if possible.
- Interleave maps and other large items with absorbent materials, such as blotting papers (which should be found with the institution's emergency supplies).
- Load the materials into a vehicle and transport them to the freezing facility as soon as possible and leave them there until recovery procedures can begin. Do not delay their transfer or leave them in the vehicle for any length of time, as they could deteriorate further.

If materials are only lightly wet they may be suitable for air drying. If freeze drying facilities are not available then the only alternative may be to air dry as described below. However, the results of air drying will not be as satisfactory as freeze drying. To air dry water-damaged materials, follow these steps.

- Select a well-ventilated area away from the disaster scene.
- Keep temperatures in that area as cool as possible.
- Install dehumidifiers in the area, if possible, to increase the removal of moisture from the air.
- Stand bound volumes upright with pages fanned. When possible, interleave pages with absorbent materials and periodically turn volumes head to tail.
- Lay single documents and outsize material out on a clean absorbent surface.

- Keep air moving over and around materials.
- Periodically check materials and, when they are completely dry, remove them from the drying area, inspect them carefully for any damage and return them to proper storage.

Materials with soluble ink and coated papers are not suitable for air drying; these materials must be freeze-dried, as the inks or coatings will loosen and run and when air dried will dry with the damage intact.

If power sources or equipment are not available to control temperature and humidity levels and to facilitate air drying, natural techniques can be used for air drying. For example, materials could be placed in an area exposed to light wind or breezes, which will help circulate the air and dry the items. Care should be taken not to place items in direct sunlight or expose them to additional damage from rain or exposure to the elements.

See Appendix 7 for more detailed recommendations on salvaging materials.

Expert advice should be sought concerning the salvage of non-paper materials.

Remember:

- do not open or close wet books
- do not separate single sheets if stuck together
- do not attempt to wipe off mud or dirt
- do not remove book covers
- do not press wet books or paper.

If possible, take photographs of the disaster scene and the salvage operations; this information will help the organisation understand exactly what happened and how materials were handled. Also keep records of all actions taken to salvage materials.

RECOVERY

The following section provides guidance to staff involved in restoring the agency to normal operations as quickly as possible after an emergency or disaster.

Depending on the nature of the incident, the recovery process may be quick or it may require long-term planning and substantial resources to rehabilitate building and records, as possible.

To stabilise the immediate environment, do the following.

- Make sure the building is secure; that fires are out or immediate dangers are past. If emergency services personnel have been called out, make sure they feel the area is safe before entering.
- Remove any water in the area, using mops and buckets, as well as wet-dry vacuum machines, if available. Remember, if water is present, first shut off the power and disconnect any electrical appliances if possible. Otherwise, there could be a danger of electrocution from electrical hazards. If in doubt, seek help from emergency personnel such as the fire department before proceeding.
- Keep air circulating throughout the facility, using air conditioning systems if these are available. Also install fans and dehumidifiers to clear the air and keep it circulating.
- If conditions outside are cooler and drier than those inside the building, open windows and doors to reduce the temperature as far as possible. Make sure that records and archives are away from areas where they could be blown away or damaged by rain water or sunlight.
- Whichever means is used to circulate the air, try to reduce the relative humidity to below 65% and the temperature to below 18°C, if possible, to minimise the threat that mould and mildew will develop. If possible, install thermometers or monitors to measure the temperature and relative humidity.
- Remove any carpets and underpadding, if they have been damaged by water. These items should be stored where they can dry out.
- Keep lights on at all times until everything has been dried, to help dry the air and reduce the chance of mould growth.

To assess the extent of the damage to records and facilities, undertake the following steps.

- Compile an incident report.
- Consult available experts about the most appropriate treatments for damaged records.

For more information on treatments, see Preserving Records, Emergency Planning for Records and Archives Services and Additional Resources for Records and Archives Management.

See Appendix 8 for a sample incident report form.

To rehabilitate storage areas, do the following.

- Clean and/or sterilise stack areas and shelving or other type of storage devices, if appropriate, before returning records. Ensure that any chemicals used to sterilise the stack areas are approved by the head of the emergency team.
- Repair or replace shelving units or other storage devices.
- Inspect shelving and all areas in the facility to ensure they are completely dry.
- Ensure that environmental conditions, including air circulation, are stabilised in all areas, particularly records storage areas.

To rehabilitate the building, do the following.

- Ensure that the physical structure of the building has been made safe and that the necessary support systems and services are fully operational.
- Check that all repairs and services have been carried out to a satisfactory level.
- Ensure that all security systems are functioning properly.

To return the records to storage, do the following.

- Complete all treatment to records, including drying and cleaning. When they are completely dry, check them for mould and mildew and, if they are clean, return them to storage. If mould appears, seek advice on how to remove it; in the meantime do not return the records to storage. Remember, paper will feel dry to the touch before the moisture content is low enough to return to storage. It is possible to test the moisture level prior to returning the records; again, it may be necessary to seek professional advice on this.
- Maintain a list of all records returned to storage areas.
- Reconcile the list of records returned with lists of records removed during the emergency or disaster, in order to identify any missing items and determine their location.

To ensure the ongoing protection of the records, do the following.

- Continue to monitor stack areas and records regularly to ensure there is no outbreak of mould and mildew.
- Take all necessary measures to eliminate any mould and mildew that appears. Always remove affected records from the storage area and keep them separately until the mould problem is under control.

After the incident is over and all initial cleanup has been completed, do the following.

- Determine the causes of the emergency or disaster by holding post-mortem meetings.
- Prepare an indicant report or similar briefing notes for agency heads on the emergency or disaster.
- Take action to prevent the same emergency happening again, such as by repairing damaged pipes, removing combustible items and so on.
- Modify the emergency plan in light of any possible improvements or changes that have been made or needed to the emergency planning process.
- Ensure that emergency supplies are replenished and make any additions as appropriate.
- Notify the clients and general public of any changes in operations that may result from the emergency.

Terms of Reference

[Name of Emergency Planning Committee]

Mandate

To develop and implement strategies and plans for dealing with emergencies; to foster measures to aid the prevention of disasters; to limit potential damage to records following a disaster, to restore records and facilities damaged by the incident; and to increase staff preparedness to respond to any situation quickly and effectively.

Objectives

To safeguard records and facilities; protect the lives of all personnel in the event of an emergency; and ensure a speedy return to normal operations after a disaster.

Specific Responsibilities

- identify staff and financial resources needed to support emergency planning
- develop training plans to raise awareness and proficiency of staff
- ensure that a comprehensive risk assessment is carried out
- develop and implement preventive emergency measures
- assist in regular testing and monitoring of preventive emergency measures
- manage all readiness, response and recovery activities
- ensure the timely review and revision of emergency strategies and plans
- participate in analysis following a disaster and recommend corrective action
- prepare comprehensive reports after each incident

Reporting Structure

The organisation reports to the director of the records and archives institution.

Membership

See Contact Lists in the Emergency Plan.

Amendments

The Terms of Reference of the committee, once approved, may only be amended by the director of the records and archives institution.

APPENDIX 2

STAFF RESPONSIBILITIES

Director of Records Administration

(a senior officer responsible for disaster planning and control)

allocates resources for contingency plans

acts as designated media spokesperson

Head of Emergency Response Team

(member of senior management of the records and archives institution)

declares state of disaster and directs all activities to control the event and its consequences

develops and implements disaster plan

instructs the emergency team

briefs the director of records and archives institution so that timely information can be relayed to the press

reports to the director of records and archives institution

Officer responsible for Maintenance and Security	Officer responsible for Conservation and Preservation	Officer responsible for Records and Archives
notifies head of the emergency team of any serious situation requiring action	assesses the damage to records	assigns priorities to records
ensures all appropriate security measures are in place	recommends salvage procedures	assesses and confirms the archival value of records
arrange for any necessary services, equipment and supplies	supervises restoration treatment	maintains intellectual control of records
reports to the head of the emergency team	reports to head of the emergency team	reports to the head of the emergency team

Response Action Team

salvages as much as possible

stabilises the condition of damaged documents

reports to the head of the emergency team

POLICY STATEMENT

It is the policy of the [Name of Organisation] to protect the facilities and records entrusted in our care as well as to protect the lives of visitors and staff. This is a fundamental requirement of all staff and calls for the development of sound strategies for disaster prevention and control and for ensuring prompt resumption of operations.

The Emergency Plan includes suggested procedures that, when implemented, will strengthen the ability of the organisation to prevent disasters, minimise potential damage to records and facilities, and foster a high degree of readiness amongst staff. These requirements will change over time and will be reviewed regularly. Comments on the provisions of the Emergency Plan and suggestions for revisions will be welcomed from all staff.

The Emergency Plan is issued under the authority of the Director of the Records and Archives Institution.

Director of Records and Archives Institution

Date

Contact Details for Key Personnel

In event of **EMERGENCY**

DURING OFFICE HOURS

FUNCTION	NAME	OFFICE PHONE #

OUTSIDE OFFICE HOURS

FUNCTION	NAME	HOME PHONE #

List of Potential External Suppliers in an Emergency

Items	Supplier	Tel No.
<u>Dehumidifiers, Air Conditioners, Fans, Pumps</u>		
<u>Humidity and Temperature Monitoring Equipment</u>		
<u>Plastic Milk Crates</u>		
<u>Safety Fencing</u>		
<u>Folding tables</u>		
<u>Hand Carts, Ladders</u>		
<u>Toilets Portable</u>		
<u>Truck Rental</u>		
<u>Vacuum Cleaners (wet/dry)</u>		
<u>Equipment Rental (Other)</u>		
<u>Boxes</u>		
<u>Chain Link Fencing</u>		
<u>Janitorial Supplies</u>		
<u>Pallets and Skids</u>		
<u>Paper Distributors (Bulk)</u>		
<u>Paper Manufacturers paper products</u>		
<u>Plastic Sheeting</u>		
<u>Safety Supplies and Equipment</u>		

Ideal Emergency Equipment and Supplies

aprons
axes
batteries for lights or flashlights
bolt cutter
brooms
clean unprinted newsprint
coveralls
crowbar
dehumidifiers
detergents and cleaning solutions
disinfectants
dollies or handcarts
drills
drinkable water
dust masks
dust pans
extension cables
eye protectors
fans, electric
first aid kits and medical supplies
flashlights
food supplies for emergency use
fume masks
generator
glue
hammers
hard hats
jack
kitchen towels
labels (self-adhesive, waterproof)
latex gloves
lumber
mops and buckets
nails, screws, fasteners
note pads
pencils
permanent markers
pipe cutters
plastic bags, crates, sheets
pliers
plywood (for replacing or
covering windows)
portable lighting systems
protective boots
protective clothing
pumps, hand and electric for water
radio, battery-operated
rope
rubber boots
saws
scissors
screwdrivers
shovels or scoops
silicone paper
sledgehammer
sleeping bags or blankets
sponges
staple gun and staples
string
surgical gloves
tape (masking or duct tape)
tape measures
thermohygrograph, whirling hygrometer
tin snips
utility knives
vacuums, wet/dry
water hoses
water spray bottles
waterproof clothing
wire
wire cutters
wrenches

Essential Emergency Equipment and Supplies

batteries for lights or flashlights	plastic bags
brooms	plastic crates
crowbar	plastic sheets
dollies or handcarts	pliers
drinkable water	rope
eye protectors	saws
first aid kits and medical supplies	scissors
flashlights	screwdrivers
food supplies for emergency use	shovels or scoops
hammers	sponges
hard hats	tape (masking or duct tape)
mops and buckets	utility knives
nails, screws, fasteners	wrenches
note pads	
pencils	
permanent markers	

APPENDIX 6

Memorandum of Agreement (MOA)

between

(Name of Records and Archives Institution)

and

(name of other institution)

Given that it is mutually beneficial for the *(Records and Archives Institution)* and the *(name of other institution)* to share knowledge and information on the preservation of records; that the said institutions' operational mandates include the preservation of their respective collections; and that the said institutions possess professional expertise and facilities to treat collections; it is agreed that in the event of a disaster that threatens the safety of one or more of their collections, the parties to this MOA will co-operate to provide mutually agreed assistance, and share available collection storage facilities.

It is also agreed that for emergency response purposes, the provisions of this MOA as outlined below, will be established in the respective emergency plans.

- a) Each institution will designate an individual who will serve as co-ordinator for that institution. With respect to the records and archives institution, the head of the Emergency Response Team will act on behalf of the institution in the event of a declared disaster and *(reference to person/position acting on behalf of other institution in the event of a disaster)*. Information to contact these individuals will be accessible in the institutions' emergency plans.
- b) In the event that a natural or other disaster is suffered by any of the institutions named in this agreement, the co-ordinator for the other institution(s) to ask for assistance in the form of emergency response personnel, storage facilities, supplies and/or equipment until such time as the disaster situation is under control and the collections are out of danger.
- c) The institution declaring the disaster situation shall be deemed the 'borrowing' institution and the institution providing assistance and/or storage to assist a borrowing institution shall be deemed the 'lending' institution. Each institution will have complete discretion to decide on the assistance and storage facilities it may make available.
- d) The borrowing institution will provide instruction on emergency procedures and techniques, and provide protective clothing, designed or intended to prevent or reduce the risk of injury.
- e) Emergency response staff, as designated by the lending institution, will be subject to the direction of the borrowing institution from the time the person is authorised to proceed to the premises of the borrowing institution and until such time as the person is notified of release by the borrowing institution or recalled by the lending institution.
- f) The borrowing institution will reimburse the lending institution promptly and within the same fiscal year for all associated costs incurred, including but not limited to: salary expenses (including overtime, worker's compensation, if required), and costs for supplies, equipment and storage facilities.

(head, other institution)

(head, records and archives institution)

(title of person and name of institution)

(date)

(date)

APPENDIX 7

Recommended Salvage Treatments

MATERIAL	PRIORITY	PRECAUTIONS	PROCEDURES	DRYING METHOD
PAPER				
Parchment Documents	Immediately remove to drying area	Do not fold. Transport horizontally	Dry flat. Apply restraints	Air dry only. Place between weighted blotters when reasonably dry.
Manuscripts, documents and small drawings	Freeze or dry within 48 hours	Do not separate single sheets	Interleave between folders and pack in milk crates or cartons	Air or freeze dry
Watercolours, and other soluble media	Immediately freeze or dry	Do not blot	Interleave between folders and pack in milk crates or cartons	Air or freeze dry
Maps, oversize prints and manuscripts	Freeze or dry within 48 hours	Do not separate single sheets or unroll	Pack in map drawers, bread trays, flat boxes or poly covered plywood	Air, vacuum or freeze dry
Coated papers	Freeze within 12 hours	Do not separate individually	Divide stacks into bundles, wrap with freezer paper.	Freeze dry only. If unavailable seek specialist advice. If necessary only alternative is to attempt to air dry
Framed prints and drawings	Freeze or dry within 48 hours if unframed	Transport horizontally	Unframe if possible, pack as for manuscripts or maps above	Air dry or freeze dry

MATERIAL	PRIORITY	PRECAUTIONS	PROCEDURES	DRYING METHOD
BOOKS				
Books and pamphlets	Freeze or dry within 48 hours	Do not open or close, do not separate covers	Separate with freezer paper, pack spine down in milk crate or cardboard box	Air or freeze dry
Books and periodicals with coated papers	Immediately pack. Freeze within 12 hours	As above	As above	Freeze dry only. If unavailable seek specialist advice. If necessary only alternative is to air dry
PHOTOGRAPHIC MATERIALS				
Collodion Binder <ul style="list-style-type: none"> • Ambrotypes • Tintypes • Collodion West Plate Negatives Collodio-chloride Prints	Prevent this type of material from being immersed in water Maximum immersion time 36 to 48 hours	Removal from case and disassembly may be necessary Same as gelatin prints	The use of water-tight boxes or covering materials should be considered. Same as gelatin prints	Air dry (without freezing) Refer to gelatin emulsions
Albumen Binder <ul style="list-style-type: none"> • Albumen Negatives • Albumen Positives 	Dry within 36 to 48 hours	If photographs are fragile, place in a sealed plastic bag to minimise drying. They place bag in cold water.	Keep the immersion time to a minimum, and maintain wetness until they can be separated from the filing enclosure.	Air dry
Monochrome Non-Silver <ul style="list-style-type: none"> • Cyanotypes • Carbon Prints • Woodbury-types • Collotypes 	Dry within 48 hours	Do not blot and handle the support side only	If time and personnel are available, separate and air dry or freeze	Air dry

MATERIAL	PRIORITY	PRECAUTIONS	PROCEDURES	DRYING METHOD
Gelatin Emulsions <ul style="list-style-type: none"> • Roll Films • Sheet Films • Cellulose Nitrate Films • Cellulose Triacetate Films • Polyethylene Terephthalate • Developing-out Papers • Printing-out Papers • Resin-Coated papers • Instant B/W Photographs Gelatine Dry Plate Negatives	Keep immersion time to a minimum (48 hours) and air dry immediately or freeze wrapped in a garbage bag Maximum immersion time 24 hours	Do not allow the emulsion to come in to contact with other materials unless being frozen	If time and personnel are available separate and air dry	1 Air dry (without freezing) 2 Freeze-thaw air dry
Subtractive Colour Processes <ul style="list-style-type: none"> • Kodachrome Films • Ektachrome Transparencies • Color Negative Materials • Chromogenic Color Print materials Silver Dye Bleach materials Dye transfer Dye Diffusion Transfer	Keep images in cold water. Immersion time must be less than 48 hours As above As above As above	Do not allow the emulsion to come into contact with other materials unless frozen As above As above As above	If items cannot be immediately treated place in a standard garbage bag and freeze As above As above As above	If wet – Air dry If frozen - thaw-air dry As above As above As above

MATERIAL	PRIORITY	PRECAUTIONS	PROCEDURES	DRYING METHOD
MICROFILM ROLLS				
Microfilm rolls	Ship rolls to film processing firm as soon as possible	Avoid air drying	Plastic wrap and place rolls in garbage bags. Ship in cardboard boxes	Film processing firm to handle cleaning, drying and reboxing. Archival master rolls must be reduplicated.
PAINTINGS				
Oil paintings on panel or stretched canvas	Immediately dry. Remove decorative frame	Drain and carry horizontally. Immediately consult a specialist	Face up without touching paint layer	Air dry
Miniatures	Immediately dry	Do not tilt or remove from frame, locket or enclosure	Face up without touching paint layer	Air dry
MAGNETIC TAPE				
Magnetic tape	Air drying process should be immediately.	Do not freeze tapes. Avoid touching tape surface.	Remove tape from container. Gently separate reel flanges with spacers.	Stand tapes vertically / air dry. Remove spacers from reel flanges once tape is dry. Run dry tape on cleaning machine. Copy clean tape.
MEDALS AND SEALS				
Medals and Metallic Seals	Immediately dry medal	Transport on a support. Write identification information beside artefact	Separate from wet container. Dry with paper towel. Air dry on screens	Absorb excess water Air dry
Waxed Seals	Immediately air dry	Transport on a support		Air dry

APPENDIX 8

Incident Report

SECTION A		Report No.	
To	Type of incident		
Date of incident	Time	Location	
Name of person reporting			
Description of incident			
SECTION B			
Assessment of Collection Damages		Name of Assessor	
Action taken			
Assessment of Structural Damages		Name of Building Manager	
Action taken			
Name(s) of other individuals responding to the emergency or disaster	Designation	Telephone Number	
Reviewed by [<i>Name of Organisation</i>]	Date	Signature	