

Disaster Recovery Document

Livingston County Historical Society

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GENERAL INFORMATION

Objective

The objective of this document is to supply information to the Livingston County Historical Society staff and Board of Council as well as to those involved with protecting against disasters, preparing for disasters, responding to disasters, or recovering from a disaster situation. While assigning priorities for protection and salvage of various parts of the collection is a very important part of disaster planning, the first priority in any disaster, however, is *human safety*.

"Saving collections is never worth endangering the lives of staff or patrons. In a major event, the fire department, civil defense authorities, or other professionals may restrict access to the building until it can be fully evaluated. Once safety concerns are met, the next consideration will be records and equipment crucial to the operation of the institution, such as registrar's records, inventories, and administrative files.

*Collections salvage and building rehabilitation will be the next priority."*¹

When priorities are established ahead of time, decisions can be made rationally and in as much detail as is required. Priority should be given to materials which are intrinsically valuable, of permanent research value, irreplaceable, or particularly susceptible to damage.

Definitions

Migitation includes: proactive measures taken that minimize, prevent, and protect against disasters before they strike.

Preparedness includes: the readiness of plans and supplies in anticipation of a disaster.

Response includes: the actions which are to be taken on the first encounter with the damaged collections to stabilize the situation as quickly as possible.

Recovery and rehabilitation include: the steps taken to deal with the disaster over a longer term, often with the help of outside expertise and advice to restore the collection and environment to its pre-disaster condition.

1. Beth Lindblom Patkus and Karen Motylewski, "Disaster Planning," NEDCC Technical Leaflet: Emergency Management – Sect.3: Leaflet 3. c1999. Online. URL:

Acknowledgements

At the urging of Kevin Niedermaier, Director of Livingston County Emergency Management Services, and with support from an IBM Community Grant, Ken Richardson and Anna Kowalchuk prepared Livingston County Historical Society's first ever Disaster Plan. Thank you to Kevin Niedermaier and Andrew Chanler, Geneseo Fire Chief, for reviewing this document. Excerpts of the plan were adapted the *Western New York Disaster Preparedness and Recovery Manual for Libraries and Archives, Third edition 2003*. <http://www.wnylrc.org/documentView.asp?docid=35>.

How to Use this Manual

This first part of the manual is designed to provide general information about the Disaster Plan as well as to allow quick access to important information, phone numbers, and maps for those first on the scene and for emergency personnel. The next four parts of the manual provide detailed information about:

(1) Mitigation

(2) Preparedness

(3) Response

(4) Recovery

Final sections of this document suggest resources for accessing additional information on Disaster Planning. The appendices include essential forms and policies relevant to the four sections of this document.

All LCHS Board of Council members, staff, and docents should be familiar with this document. The plan should be reviewed each year and maintained on a regular basis to assure that the plan is current and accurate. Changes or additions to this plan should be distributed and reviewed with the appropriate agencies.

The Disaster Recovery document has been distributed to:

- Kevin Niedermaier, Director of Emergency Management Services
- Eric Ossagnian, Geneseo Chief of Police
- Andrew Chanler, Geneseo Fire Chief
- Ian Coyle, County Administrator

Call Rosters

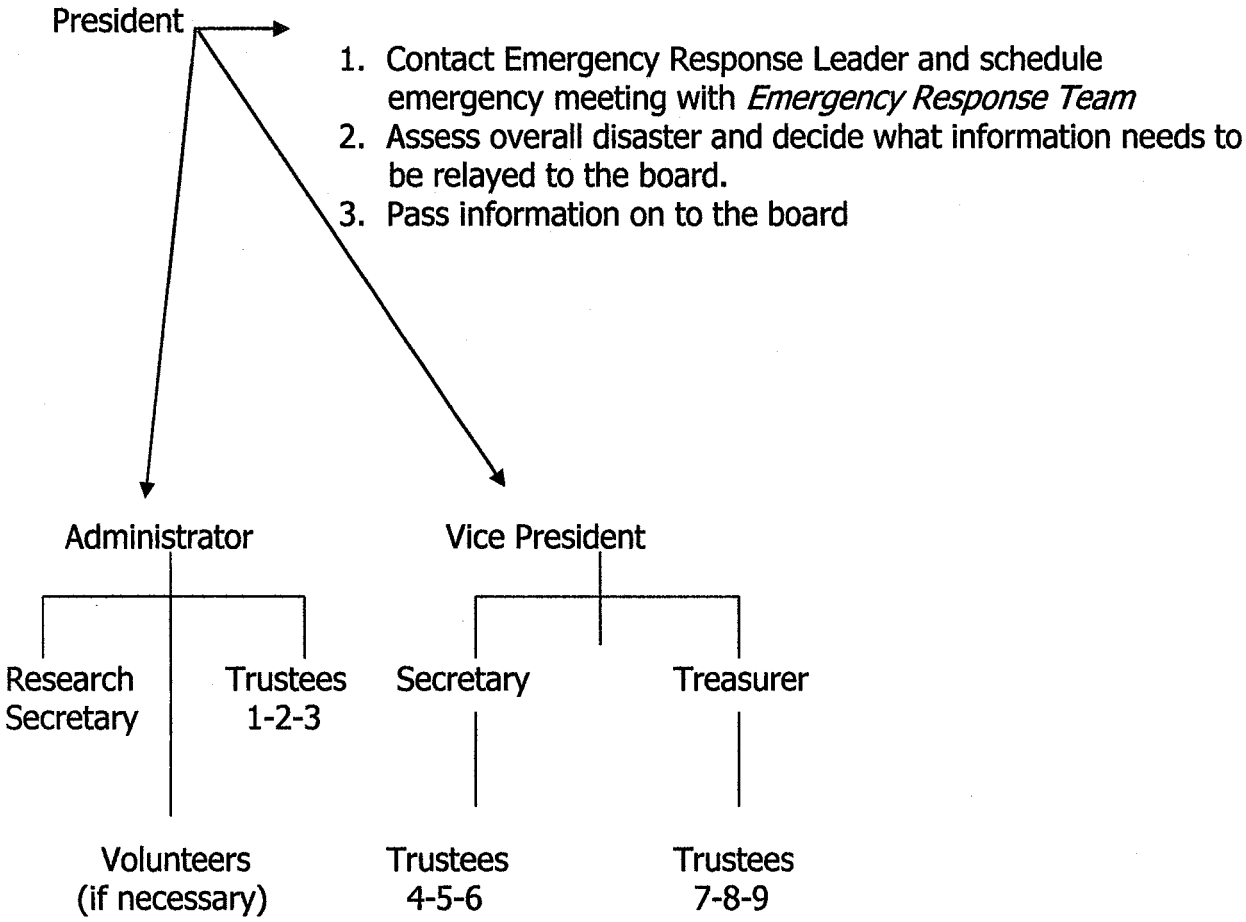
Emergency phone numbers

| | |
|--|----------------------------------|
| Ambulance | 911 |
| Fire Department..... | 911 |
| Police Department..... | 911 |
| Director of Emergency Management Services, Kevin Niedermaier | (585) 721-0113 |
| | kniedermaier@co.livingston.ny.us |
| Security Alarm, Action Security Group..... | (585) 232-1410 |
| Chanler Insurance Agency..... | (585) 243-5520 |
| Department of Public Works..... | (585) 243-0845 |
| Jason Frazier, Supervisor DPW..... | (585) 314-5507 |
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| | Ron Maxwell..... (585) 734-0864 |
| Livingston County Historian, Amie Alden..... | (585) 243-7955 |
| | (585)245-4594 |
| Utilities | |
| Boiler/furnace, Isaac Heating | (585) 226-3800 |
| Rochester Gas & Electric..... | Electric (800) 743-1701 |
| | Gas (800) 743-1702 |
| Telephone..... | Frontier (800) 921-8104 |
| Internet..... | Frontier (800) 921-8102 |

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3. Sally Wood, Vice President (585) 243-3362 (h) (585) 519-2191 ©
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LCHS Board Of Council Phone Emergency Phone Tree/ Response Team



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9.
-
-

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contact@beroarchitecture.com

Computer Services.....Notebook Tek..... (585) 245-0055

Conservation Specialists..... Conservation Center For Art and Historic
 Artifacts (215)-545-0613
http://www.ccaha.org

Electrician.....Mike Falk.....(585) 509-1433 ©
 Falk Electric Services.....(585) 624-2508 (h)
mike@falkelectric.com

Fire Damage/ Water Damage.....ServPro.....(585) 247-9090
servpro8196@yahoo.com
 SERVPRO of SW Monroe County

Freeze Dry Storage.....Genesee Valley Cold Storage
 40 Lackawanna Ave., Mt. Morris, NY
 (585) 658-3322

Freeze Dry Specialist.....American Freeze-Dry, Inc. (609)-458-0510
http://www.americanfreezedry.com

Furnace/ Boiler
 Maintenance.....Isaac Heating.....(585) 226-3800
 Boiler Safety Inspection..... (585) 258-4575

Insurance Agency-Chanler Insurance Agency, Inc..... (585) 243-5520
geneseo@chanleragency.com

Masonry.....Joe Rauber.....(585) 392-3081

Past Perfect Software..... (800) 562-6080
support@museumsoftware.com

Roofing.....Mike Tieter.....(585) 748-3008

Plumbing.....Isaac Heating & Plumbing...(585) 226-3800

Temporary storage facilities.....A-Verdi Storage Containers..(800) 248-3734
 E-Z On & Off Self Storage... (585) 335-7250
 PODS Storage(877) 449-7637
 National Armory.....(585) 243-0140

Snow Removal.....Roger Smith.....(585) 243-4922

Structural Engineer.....Jensen Engineering.....(585) 482-8130

Tree Service.....Brian Galbraith.....(585) 346-6703

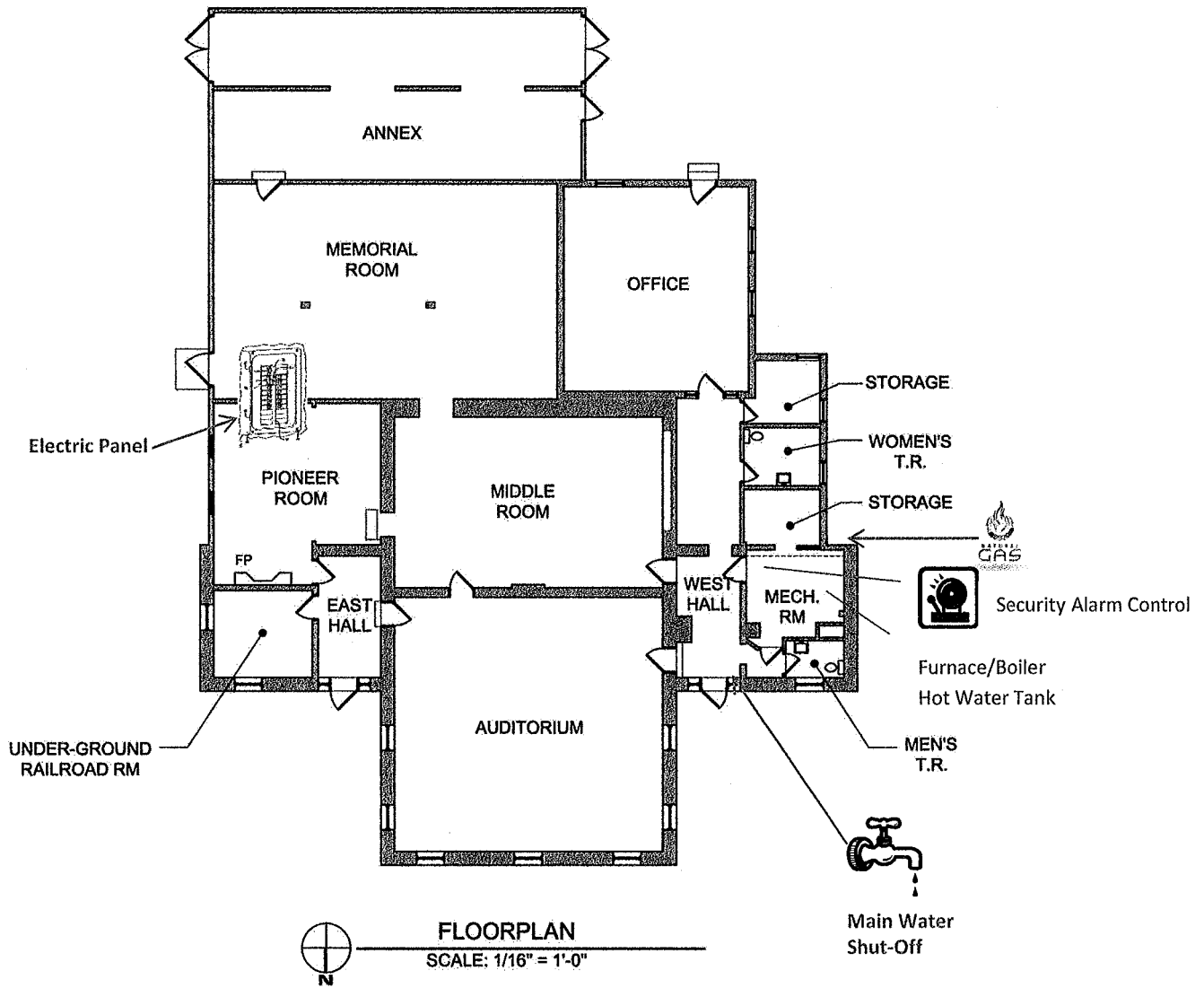
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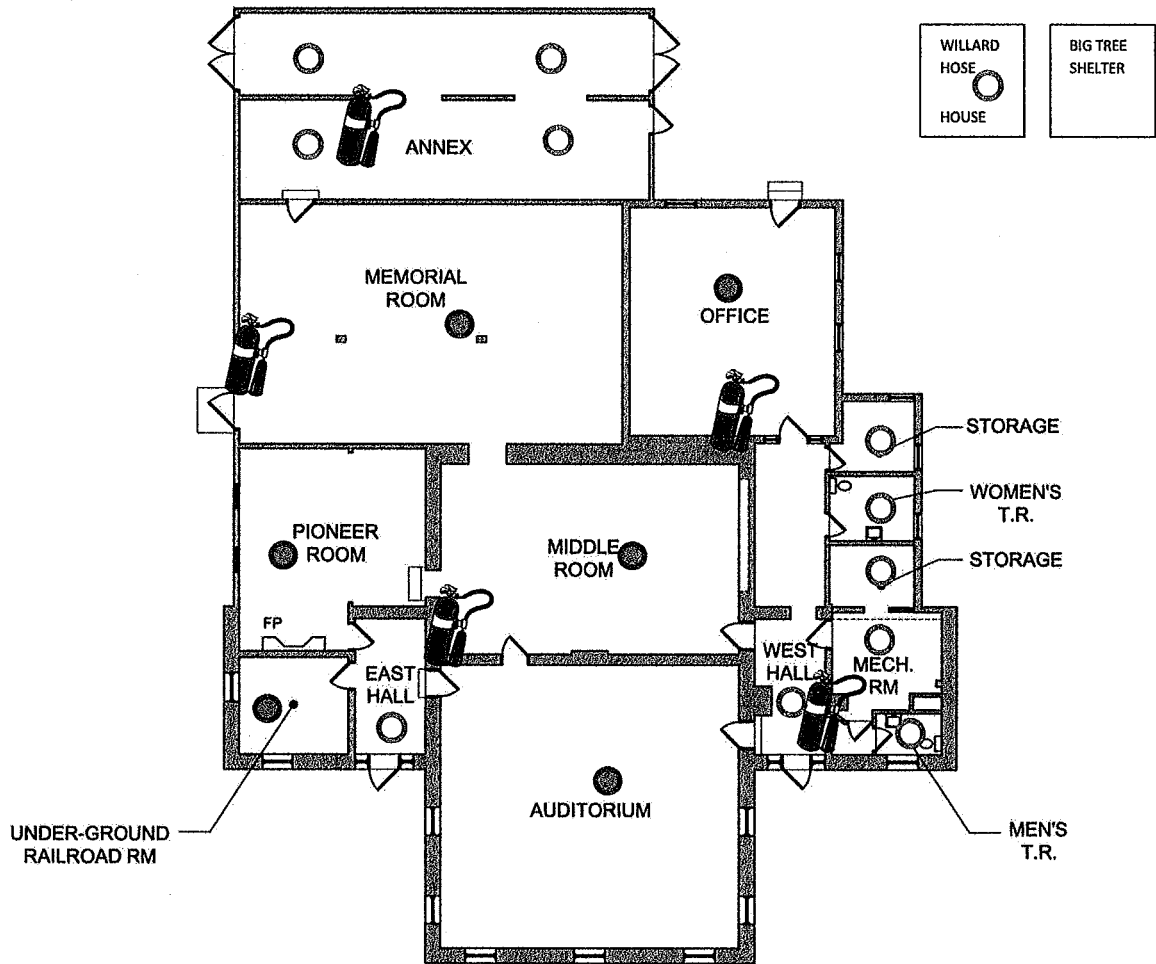
FLOOR PLAN 1 INTERIOR UTILITIES







Main control shut off valves:

- Electric.....Inside northeast corner of Memorial Room
- Gas.....Outside, west side of building near office area
- Security Alarm Control.....Inside Furnace Room on the left
- Water.....Yellow handle next to floor inside main entrance, west side

FLOOR PLAN 2 INTERIOR FIRE DETECTION

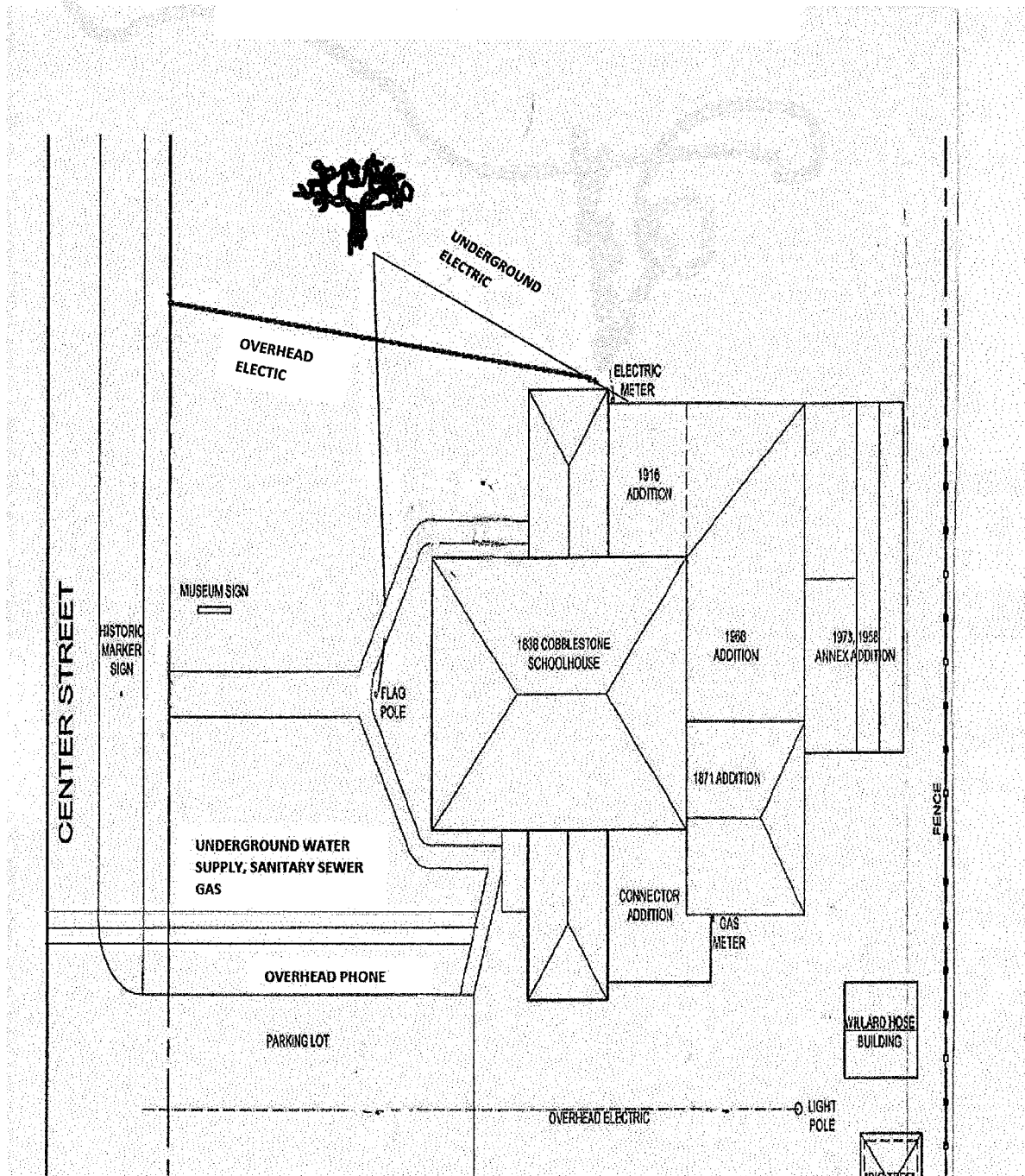



FLOORPLAN
 SCALE: 1/16" = 1'-0"

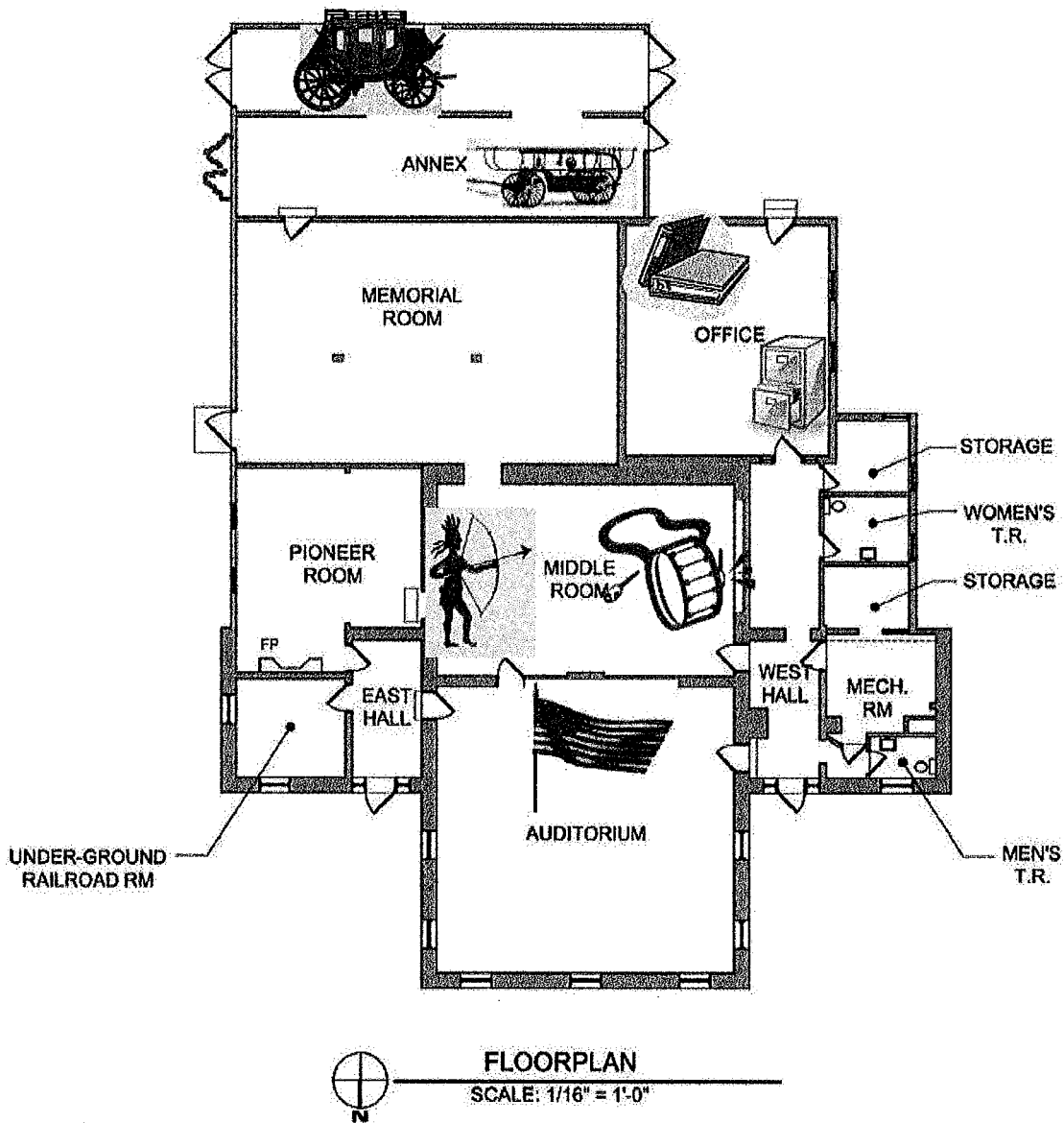
-  **FIRE EXTINGUISHERS**
-  **SMOKE DETECTORS**
-  **HEAT SENSORS**

Five fire extinguishers are located throughout the building. The building is equipped with 6 smoke detectors and 12 heat sensors. Fire extinguishers are inspected every 2 years and the fire suppression system is inspected by Action Security on a yearly basis.

FLOOR PLAN 3 EXTERIOR UTILITY LOCATIONS



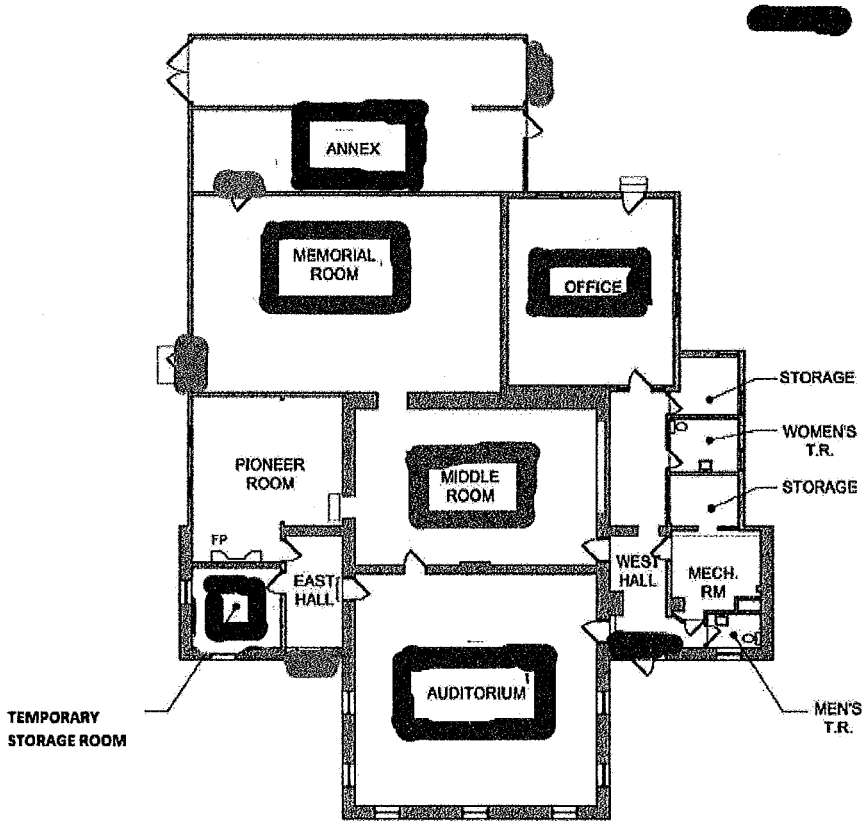
FLOOR PLAN 4 COLLECTIONS PRIORITY SALVAGE PLAN



The following items are of first priority to salvage in the event of an emergency.

- **Annex**.....Carriage/ Hand Fire Pumper
- **Office**.....Binders/ Collections File Cabinet
- **Middle Room**.....Civil War Drum/ Native American Weather Vane
- **Auditorium**.....Civil War Flag
- **All Rooms**.....Paintings

FLOOR PLAN 5 SECURITY SYSTEM ZONES



- | | | |
|---|---|------------------------|
| 1 | ● | FRONT DOOR |
| 2 | ● | OFFICE |
| 3 | ● | ANNEX/WILLARD HOSE |
| 4 | ● | MIDDLE ROOM |
| 5 | ● | MEMORIAL ROOM |
| 6 | ● | TEMPORARY STORAGE ROOM |
| 7 | ● | AUDITORIUM |
| 8 | ● | ALL DOORS BUT FRONT |

MITIGATION

Maintenance

All buildings require care and upkeep. Building maintenance is an important component to preserving an historic building. Regular maintenance and inspection also serves proactively to protect the building, its equipment, and the surrounding area by identifying potential problems and preventing and minimizing risk when a disaster strikes. Utilization of a maintenance plan can reduce the amount of damage caused over time and should be used in conjunction with skilled/ or professional personnel as appropriate.

- Cyclical Maintenance Schedule-See Appendix D for Cyclical Maintenance Schedule. This schedule establishes routine seasonal housekeeping and maintenance measures in buildings and surrounding areas.
- When repairs to an historic building are necessary, the goal should be to retain the building's original features as much as possible. In the case where building elements are significantly damaged, replacement materials should be made using "in-kind" materials.
- All scheduled maintenance details (cyclical maintenance schedule), maintenance manuals, manufacturer's instructions, and service representative contact information for mechanical equipment should be recorded and filed or stored together (See Maintenance Binder on Main Office Desk and files in Buildings and Grounds file drawer).
- Take special precautions during unusual periods of increased risk, such as during building renovations and severe weather warnings.

Security Alarm System (see map on p.17)

The security system is controlled 24/7 by Action Security. It includes detection devices throughout the building for doors and is triggered by motion. If the alarm is triggered, Action Security will call the building and the police will arrive unless otherwise notified. The security system panel is located just inside by the front entrance. Maintain annual inspection of the security system and train board members how to operate the system using a four digit pass code. To maintain internal security, board members with keys will each have their own individual security code. To sound an alarm, press "F" on the security system which will call to the Fire Department. Pressing "P" will sound silently sound an alarm to the police. To silence the alarm if no trouble is found and all appears to be safe, simply enter your passcode in the Security Control panel at the front door.

Fire Detection

The museum building does have two forms of fire detection systems. The first is an older version of fire detection and was installed years ago as part of the Security Alarm

system. Each room in the main building and one in the Willard Hose Fire House building (separate structure) has a heat sensor located on the ceiling. These units are a small round silver disc which will sense flame or extreme heat. They are wired into the security panel and will alert Action Security Systems Dispatch Center as well as set off the fire alarm horns in the museum. The second form of fire detection is today's standard current version, which encompasses the use of smoke detectors. There are six smoke detectors located throughout the museum; none are installed in the detached buildings or in the Annex room. (see Floor Plan Map 1). Each of these smoke detectors is also wired into the Security Panel. When activated they will set off the fire alarm horns and notify Action Security Systems Dispatch Center which will in turn notify the Fire Department.

Fire Suppression System

Currently no fire suppression (sprinkler system) exists. This is something that might be considered when the building is upgraded in the future.

Back-Up Procedures

Back-Ups of museum computer files and Past Perfect data are off site with the Museum Administrator and LCHS President. Back-ups are made on a weekly basis onto one of two external hard drives.

PREPAREDNESS

Disaster Plan

Review disaster plan annually with emergency response team, board members, and docents. Annually review with 911 whose names are on file. Review any updates to the plan with the insurance company as well as the police and fire departments.

Establish Emergency Response Team

Assign team and review plan annually. Team should be briefed on what to do in time of need and how to do this. The ERT may be asked to:

- Coordinate movement of artifacts
- Provide leadership to a team of volunteers
- Determine if relocation of artifacts is necessary
- Provide security of artifacts
- Manage proper handling of artifacts
- Complete paperwork

Emergency Phone Tree

Annually review procedures for notifying appropriate people of the disaster and assembling them rapidly.

First Aid Kit

A basic first aid kit is located by the front door. Replenish supplies as needed.

Emergency Supply Kit

An Emergency Supply Kit is stored just inside the door leading into the furnace room and includes: sponges, Tyvek or plastic sheeting, scissors, tape, gloves, masks, garbage bags, and flashlights & batteries. See Appendix A for suggested list of items that may prove useful in the case of an emergency.

Evacuation Plan

Exit signs are clearly posted at each door in each room. Docents must keep attendance. For school groups, ask for a head count when they enter the building and review exit procedures at the start of group events. School groups should gather at the sidewalk.

Collections Priorities Salvage Plan

(See Floor Plan 4) Collections are housed in several areas throughout the museum. Key collection items include:

- Carriage-Annex
- Civil War Flag-auditorium
- Civil War Drum-Middle Room
- Weather Vane-Middle Room
- Paintings-All Rooms
- Binders of Artifact Information, Collections File Cabinet-Office

RESPONSE

General Response Procedures

In an emergency, the order of response will be as follows:

1. Sound the Alarm
2. Call 911
3. Evacuate the building
4. Direct emergency personnel to incident location and to utility/ service controls (electric panel, gas meter, water main etc. -(see Floor Map 1 and Floor Map)

After these initial responses, evaluate the situation and consider next steps which may include:

- Warn others in the immediate vicinity
- Assemble the emergency response team
- Activate the phone tree
- If possible direct emergency personnel to most valuable collections (See Floor Map 4)
- Once permission is granted to re-enter the site and building is stabilized, make a preliminary assessment of the extent of the damage, and the equipment, supplies, and services required.
- Contact Insurance Company
- Contact necessary salvage/ service providers
- Inventory affected collection area to determine what is missing from the collection
- Photograph damaged materials for insurance claim purposes
- Offer assistance to appropriate service incident commander to communicate with the public or media
- Set up an area for recording and packing material which requires freezing, and an area for air-drying slightly wet material and other minor treatment
- Transport water-damaged items to the nearest available freezing facility
- Complete a property loss and/ or liability report including date and time of the incident, what part of the collection was affected, who was involved, and what action was taken (See Appendices A & B)
- Update inventory files to reflect objects damaged or destroyed

Additional Steps for Specific Disasters/ Emergencies

Fire

- If possible, remove collections priorities (See Floor Plan 4).

Heavy snow

- Assess the weather and weather forecast

- Contact assistance personnel for shoveling snow off of roofs at risk of being compromised.

Ice

- Contact electric company if electrical wires are affected.
- Contact electrician if power is interrupted.

Injury/ Death

- If an ambulance is required contact 911.
- Monitor the individual until the arrival of Fire/Paramedic Service personnel.
- Emergency Medical Kit located by the front door
- Emergency contact information for all volunteers is in the docent handbook at the main desk.
- Complete incident report.

Interruption of utility services

- Contact appropriate service provider to restore power, gas, water, phone, or cable.

Major water damage

- Turn off main water valve
- Contact Fire Department or Service Pro
- Remove bodies of standing water, and any debris likely to be a safety hazard. Move items away from water damage
- Put up plastic sheeting if water is still dripping, to protect the collection from further damage.
- Provide electricity if power is out, using portable generators, to run fans, lights, etc.
- Remove wet furnishings, draperies, and carpet to lower the humidity in the building.
- Establish air circulation by using fans, and opening windows and doors if outside humidity is lower than that inside to reduce humidity.

Minor water damage (water pipe leak, roof leak)

- Turn off main water valve if pipes are leaking.
- Move items away from water damage.
- Put up plastic sheeting if water is still dripping, to protect the collection from further damage.
- Establish air circulation by using fans, and opening windows and doors if outside humidity is lower than that inside. Reduce temperature if possible.
- Contact plumber or other service provider required such as Service Pro.

Natural Gas Odor

- Fire Department will respond to secure the site.
- Assist Fire Department in pointing our smell and meter location.

Plumbing/ Toilets

- System Backup-Turn off main water valve.
- Contact a plumber.
- Contain spill as best as possible.

Structural Failure

- Contact the fire department to secure the area and evacuate the building.
- Contact a structural engineer.

Theft/ Crime in Progress

- Do not attempt to confront the criminal.
- Press "P" button on the security system which will silently send a signal to the police department.
- Note description of thief and vehicle license plate if available.

Tree Damage

- Contact Fire Department to secure the area if electrical wires are down or if there is a life/safety issue.
- Contact a tree specialist.

Vandalism/ Theft

- Contact the police and photograph the damage.
- Inventory area of concern.

RECOVERY

1. General Salvage Procedures

- Establish a plan to restore both the disaster site and the damaged materials to a stable and usable condition
- Contact Service Pro
- Contact Insurance Company
- Contact conservators
- Photograph Damage
- Document damage

2. Set Salvage Priorities
 - Save high priority materials. Do not waste time on unimportant or unsalvageable materials.
 - Determine priorities for restoration work and seek the advice of a conservator as to the best methods and options and obtain cost estimates.
 - Develop a phased conservation plan where large quantities of material are involved
 - Discard items not worth retaining and replace or re-bind items not justifying special conservation treatment.
3. Salvage, Clean, and Rehabilitate Specific Materials (see Appendix G for details on specific salvaging techniques)
 - Select the recovery method(s) best suited to the collection and to the kind of damage it received.
 - Avoid damaging materials in the recovery phase. (Wet materials are extremely fragile and vulnerable to tears from simple handling)
 - Document all salvaging activities – written notes, photographs, or video recording.
 - Document all treatment activity on an object
4. Stabilizing and monitoring the environment
 - Lower temperature and humidity to avoid mold and mildew outbreaks. The cooler and dryer the environment the better -- below 70 degrees Fahrenheit, below 50% Rh.
 - Install fans to circulate the air to prevent stagnant air that promotes mold growth.
 - Protect materials that were not affected by the disaster to prevent additional damage.
5. Clean and rehabilitate the disaster site.
 - Determine storage location of collections during building rehabilitation if needed
 - Keep an inventory of all materials removed from the site. Number each box and record the number of objects in each box.
6. Replace treated material in the refurbished site.
7. Analyze the disaster and improve the plan in the light of experience.

APPENDIX A

LCHS INCIDENT REPORT/ LIABILITY FORM

Date of this report: _____

Person filling out report: _____

Date of incident: _____

Location of event: _____

(Inside building including room, outside area – parking lot, sidewalk, yard, outbuilding, etc.)

Name of person injured: _____ if a minor, accompanied by: _____

Witness to event: _____

Event description: _____

Use back if necessary

Was any property damaged? _____

Police and or ambulance called: _____

Outside weather at time of event: _____

If a slip and fall event describe surfaces involved: _____

Photos taken? Yes No If YES, by whom? _____

Persons notified after event: _____

Purpose of the person injured being on grounds: _____

Visitor, contractor, volunteer, other worker

APPENDIX B- LCHS PROPERTY LOSS FORM

Date this report was filled out: _____

Date of loss occurrence: _____ Time of loss: _____

Person filling out this report: _____

Person(s) contacted at time of loss: _____

Contact person for insurance company including phone number: _____

Did fire and police departments respond? Yes No

If YES name of PD officer or FD official: _____

Report number if applicable: _____

Location of Loss: _____

Type of Loss (theft, fire, wind, water, explosion, smoke,): _____

Description of Loss: (use reverse side if necessary) _____

Was property of others damaged or lost? (property on loan): _____

Actions taken to prevent further loss: _____

APPENDIX C- INVENTORY AND PACKING FORM

| Object # | Accession # | Name of Object | Location | Condition | Comments |
|----------|-------------|----------------|----------|-----------|----------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
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Cyclical Maintenance Schedule

For

Livingston County Historical Society
30 Center Street
Geneseo, NY 14454

Adapted from the maintenance program of the Albany Diocese, with narrative from the conservation maintenance plan prepared by Humphries Poli Architects, P.C. of Denver, Colorado for the City of Steamboat Springs, CO (2006).

3/2012

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Importance of Maintenance

All buildings require care and upkeep. Building maintenance is an important component to preserving an historic building. Regular maintenance and inspection also serves proactively to protect the building, its equipment, and the surrounding area by identifying potential problems and preventing and minimizing risk when a disaster strikes. Utilization of a maintenance plan can reduce the amount of damage caused over time and should be used in conjunction with skilled/ or professional personnel as appropriate.

Regular inspection and cleaning of both interior and exterior building components is the cornerstone of any successful maintenance agenda. In general, visual inspections of the building should be carried out at regular intervals so that gradual deterioration and future maintenance needs can be recorded. Inspection intervals may be seasonally, or more or less frequently, or following a major weather event.

The following three pages identify the annual tasks to be completed during the spring, summer, and fall seasons.

SPRING MAINTENANCE

| Building | Date/Comments |
|--|----------------------|
| <p><u>SITE MAINTENANCE</u></p> <p>Remove and dispose of all fallen tree limbs, dead shrubs, etc.</p> <p>Remove brush and weed growth adjacent to building walls.</p> <p>Trim and prune shrubs and trees.</p> <p>Repair property damaged due to winter weather.</p> <p>Clean all site drains, and gutters.</p> <p><u>BUILDING INTERIOR MAINTENANCE</u></p> <p>Clean windows, blinds, draperies, etc.</p> <p><u>MECHANICAL EQUIPMENT MAINTENANCE</u></p> <p>Service all air-conditioning equipment. Remove exterior covers and store.</p> <p>Service all ventilating equipment.</p> | |

SUMMER MAINTENANCE

| Building | Date/Comments |
|--|----------------------|
| <p><u>SITE MAINTENANCE</u></p> <p>Remove any excessive overgrowth.</p> <p>Tree maintenance.</p> <p>Repair and paint signage.</p> <p><u>BUILDING EXTERIOR MAINTENANCE</u></p> <p>Paint building exterior as required.</p> <p>Lubricate exterior door hinges and hardware.</p> <p>Replace broken glass.</p> <p>Replace loose and disintegrated mortar.</p> <p><u>BUILDING INTERIOR MAINTENANCE</u></p> <p>Remove all rubbish, boxes, debris, and combustibles from:</p> <ul style="list-style-type: none"> • Paths of exits. • Doorways. • Furnace and utility rooms. • Around flues and chimneys. • Around any heating equipment and heat-producing equipment. • electrical panel areas. <p><u>ELECTRICAL EQUIPMENT MAINTENANCE</u></p> <p>Replace light bulbs which have burned out.</p> | |
| <p><u>PLUMBING MAINTENANCE</u></p> <p>Replace washers or packing on leaking faucets, etc.</p> | |

FALL MAINTENANCE

| Building | Date/Comments |
|--|---------------|
| <p><u>SITE MAINTENANCE</u></p> <p>Obtain contract bids for winter snow plowing/shoveling.</p> <p>Stock up on salt/sand for driveway/walkways.</p> <p>Tree maintenance.</p> <p><u>BUILDING EXTERIOR MAINTENANCE</u></p> <p>Put away garden hose.</p> | |
| <p>Clean roof valleys.</p> <p>Clean gutters and downspouts.</p> <p><u>MECHANICAL EQUIPMENT MAINTENANCE</u></p> <p>Cover air conditioners.</p> <p>Clean furnace rooms of all debris.</p> <p>Clean or replace furnace air filters.</p> | |
| <p><u>ELECTRICAL EQUIPMENT MAINTENANCE</u></p> <p>Test emergency lighting system.</p> <p>Test alarm system(s).</p> <p>Test smoke detectors. Replace batteries if necessary.</p> <p>Notify Action Security Alarm Company to do annual inspection (Nov).</p> <p>Notify Monroe Extinguisher Company for Fire Inspection of Fire Extinguishers (Oct).</p> <p><u>PLUMBING MAINTENANCE</u></p> <p>Shut off and drain all exterior water faucets.</p> | |

APPENDIX E SECURITY ALARM INSTRUCTIONS

WHEN ENTERING THE BUILDING

- Unlock and open door
- If the alarm panel is sounding noise and shows a red light, immediately punch in your four digit code to deactivate the alarm.
- If you make a mistake, reset using the # key and punch in code again,
- If the alarm panel is not sounding noise and shows a green light, do not punch in a code.
- If memory light is on, leave it alone. It will reset itself after five minutes.
- If alarm should go off, punch in your four digit code to deactivate the alarm and then contact the alarm company. Be ready to give them the access code (#3F_ _ _ _)

WHEN LEAVING THE BUILDING

- Be sure the door is closed before setting the alarm
- Punch in four digit code.
- Leave building immediately and close the door tightly.
- Lock the door and confirm that door is locked.

=clears your code so you can punch in your code again

F=audibly sounds alarm to fire and police stations

P=silently sounds alarm to police station

***4**=hold down to reset

APPENDIX F - LCHS Emergency Supply Kit

- Brooms, mops, squeegies and buckets.
- Camera for documenting the damages.
- Dust filter masks.
- Flashlights and batteries.
- Paper towels or unprinted newsprint for interleaving and covering the drying tables
- Plastic garbage bags for disposal of debris and wet air-drying papers.
- Polyethylene sheeting for protecting protect bookshelves, furniture, etc., from water
- Scissors or other cutting tools.
- Sponges.
- Tape.
- Aprons (preferably with pockets.)
- Block weights for flattening materials.
- Boots
- Boxes for packing wet materials. (plastic milk crates/ sturdy corrugated boxes, 12x15x10" or smaller)
- Carts.
- Chemical light sticks.
- Data Monitor measuring relative humidity and temperature.
- Wax paper for interleaving coated stock and wrapping books for freezing.
- Writing paper and pens.

Additional Emergency Supplies for consideration

- Dehumidifiers-industrial dehumidifiers for bringing down humidity levels
- Disinfectant (bleach, Lysol, etc.) for use on shelves/ furniture to prevent mold growth.
- Extension cords-heavy duty & grounded
- Fans
- Fishline for hanging partially wet books which have become distorted.
- Generator for powering fans, lights, dehumidifiers, etc., if electricity is not available.
- Hair dryers (hand-held
- Hard hat.
- Labels for labeling boxes and crates.
- Pallets, forklifts for large recovery efforts when removing wet books.
- Parchment for interleaving coated stock and wrapping books for freezing.
- Ribbon for roping off disaster site.
- Safety fencing.
- Waterproof marking pens for marking boxes.
- Wet-dry vacuums.
- Work lights—electric and battery-operated.

APPENDIX G



**LIVINGSTON COUNTY MUSEUM
FACILITY USE FORM**

Organization _____

Address _____

Primary Contact (please print) _____

Email _____ Phone Number(s) _____

Today's Date _____

Name of Event _____

Event Day of the Week and Date _____

Start Time _____ (this is the time the museum doors will need to be opened)

End Time _____ (this is the time the museum doors will need to be locked)

Approximate Number of People Attending _____
(maximum seating of 75 in auditorium)

Do you need access to a projector screen? _____

Will you be serving food or drink? _____

Your signature indicates that you have read and agree to abide by the terms and conditions stated in the Facilities Use Guidelines written on the reverse side.

Agreed to by User _____ Date _____

Received by LCHS _____ Date _____

Approved _____ Date _____

APPENDIX G

FACILITY USE GUIDELINES

Donations are graciously accepted for building use.

Use of the facilities includes the main auditorium space and the bathroom facilities. The remainder of the museum will not be open unless prior arrangements have been made.

The Livingston County Museum is a smoke free environment.

Carry-in food and non-alcohol beverages may be served in the auditorium. Please plan to remove garbage generated during your event from the Museum. Kitchen does not exist.

Cancellation-In the event you must cancel an event, please call the museum at 243-9147. If you do access the answering machine, please leave a message AND ALSO contact the museum administrator at 243-1867 or 703-216-4758. You can also email lchistory@frontier.com.

Liability-The sponsoring organization will ensure that all activities at the scheduled event will comply with all state and local laws and regulations and protect the health, life, and safety of all persons involved. By signature on the Facilities Request Form the sponsoring organization agrees to hold the Livingston County Historical Society, its board, staff, and volunteers harmless for all claims of bodily injury including death and property damage arising out of use of the Livingston County Museum.

Theft/ Damage-The sponsoring organization will be held liable for any loss, theft, or damage to the collection, equipment, furnishings or building as a result of the scheduled event. In case of such loss, theft, or damage, the damage, the cost of replacement of an item will be charged to the individual or organization responsible.

APPENDIX H- RECOVERY RESOURCES AND SALVAGING TECHNIQUES

RECOVERY RESOURCES

Conserve-o-Grams 21/1 – 21/11: Disaster Response & Recovery

National Park Service

http://www.nps.gov/history/museum/publications/conservoogram/cons_toc.html

Coping with Water Damage (streaming video)

Heritage Preservation

<http://www.heritagepreservation.org/PROGRAMS/WaterSegmentFG.HTM>

Dealing with Soot (streaming video)

Heritage Preservation

<http://www.heritagepreservation.org/video/HPsoot.html>

Decision-Making Tree for Disaster Recovery

Lyrasis

<http://www.lyrasis.org/Preservation/Resources%20and%20Publications/Decisionmaking%20Tree.aspx>

Disaster Re-entry Checklist

Minnesota Historical Society

http://www.mnhs.org/preserve/conservation/reports/disaster_checklist.pdf

Disaster Response & Recovery

American Institute for Conservation of Art & Historic Artifacts

<http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&pageId=593&parentID=491>

Efficacy of Various Drying Methods

National Archives and Records Administration

<http://www.archives.gov/preservation/conservation/drying-methods-01.html>

Emergency Drying Procedures for Water Damaged Collections

Library of Congress Preservation Directorate

<http://www.loc.gov/preserv/emergprep/dry.html>

Emergency! If You're First...

American Institute for Conservation of Historic and Artistic Works

<http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&pageId=596>

Level of Collections Emergency Scenarios

Library of Congress

<http://www.loc.gov/preserv/emergprep/scenarios.html>

Preserving Treasures after the Disaster

Library of Congress Preservation Directorate

<http://www.loc.gov/preserv/familytreasures/ftpreserv.html>

APPENDIX H- RECOVERY RESOURCES AND SALVAGING TECHNIQUES

Working with Emergency Responders: Tips for Cultural Institutions
Heritage Preservation

http://www.heritagepreservation.org/lessons/HPR_Emergency_Poster8.5x11.pdf

SALVAGING TECHNIQUES

Paper & Bound Material

- *Wet books need to be stabilized -- air-dried or frozen within 48 hours to minimize damage.*
- *Damp books and papers can be air-dried unless there are too many of them. Rule of thumb – more than 100 books freeze; less than 100 air-dry.*
- *Wetter books will need to be frozen. Do not squeeze wet books or try to straighten them or open them. Just handle each book carefully and pack for freezing. Pack books spine down only one layer deep in boxes or plastic crates; try to loosely wrap (create a sling) around each book with waxed or freezer paper so that they do not stick together or allow inks or dyes to transfer to each other. Get the books to a freezer immediately.*
- *A word about Clay-coated paper: Freeze immediately or will need to interleave every page with absorbent paper towels.*

Conserve-o-Gram 21/4 Salvage at a Glance, Part I: Paper Based Collections
National Park Service

<http://www.nps.gov/history/museum/publications/conservoogram/21-04.pdf>

Drying Techniques for Water-Damaged Books and Records

Lyrasis

<http://www.lyrasis.org/Preservation/Resources%20and%20Publications/Drying%20Techniques.aspx>

Drying Wet Books and Records

Lyrasis

<http://www.lyrasis.org/Preservation/Resources%20and%20Publications/Drying%20Wet%20Books%20and%20Records.aspx>

Emergency Salvage of Wet Books and Records Northeast Document Conservation Center

http://www.nedcc.org/resources/leaflets/3Emergency_Management/06SalvageWetBooks.php

Salvage Procedures

National Archives and Records Administration

<http://www.archives.gov/preservation/disaster-response/salvage-procedures.html>

Salvaging Art on Paper Center for Conservation of Art and Historic Artifacts

<http://www.ccaha.org/uploads/media/371ff685c028c658019d15bb7036165e.pdf>

APPENDIX H- RECOVERY RESOURCES AND SALVAGING TECHNIQUES

Salvaging Books Center for Conservation of Art and Historic Artifacts

<http://www.ccaha.org/uploads/media/635f7be33d3d1594512cea4687de6008.pdf>

Photographic Materials

- Do not freeze photographs unless you have no other alternative – freezing may damage the surface of the photo.
- Keep immersed in cold water.
- Air-dry flat or hang on clothes line within 48 hours; 72 hours for negatives and transparencies.
- If they cannot be air-dried within 48 hours, then freeze.

Emergency Salvage of Wet Photographs Northeast Document Conservation Center

http://www.nedcc.org/resources/leaflets/3Emergency_Management/07SalvageWetPhotos.php

Salvaging Photographs

Center for Conservation of Art and Historic Artifacts

<http://ccaaha.org/uploads/media/0f9153102399e9a1692bb1132a234ea3.pdf>

Saving Photographs after the Flood

American Institute for Conservation of Historic and Artistic Works

<http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&pageId=600>

Audiovisual Material

- Very labor-intensive to save if wet – so have BACK-UP copies of irreplaceable tapes.
- If there is water inside the cassette box, open the box and air dry.
- If the tape is wet, contact a professional restoration vendor immediately.
- Do not use heat to dry.
- Once the tape is dry, make a new copy.

Audio Preservation and Restoration Directory

Association of Recorded Sound Collections Technical Committee

<http://www.arsc-audio.org/pdf/Directory2009-02.pdf>

Conserve-o-Gram 21/5 Salvage at a Glance, Part II: Non-Paper Based Archival Collections
National Park Service

<http://www.nps.gov/history/museum/publications/conserveogram/21-05.pdf>

Damage Mitigation and Recovery, Magnetic Materials

National Archives and Records Administration

<http://www.archives.gov/preservation/conservation/magnetic-media.html>

Disaster Planning and Recovery: Post-Katrina Lessons for Mixed Media Collections

APPENDIX H- RECOVERY RESOURCES AND SALVAGING TECHNIQUES

Kara van Malssen, New York University, Moving Image Archiving and Preservation Program

http://www.nyu.edu/tisch/preservation/research/disaster/06ala-talks/talk_vanmalssen.shtml

Disaster Preparedness for Moving Image and Sound Archives: Selected Bibliography
Kara Van Malssen, New York University Moving Image Archiving and Preservation Program

http://www.nyu.edu/tisch/preservation/program/modules/vanmalssen_bibliography.pdf

Disaster Recovery for Films in Flooded Areas

Association of Moving Image Archivists

http://amia.typepad.com/home_movie_recovery/

Emergency Salvage Procedures for Wet Items: Magnetic Media: Reel-to-Reel Tapes
Minnesota Historical Society

http://www.mnhs.org/preserve/conservation/reports/magnetic_reel.pdf

Emergency Salvage Procedures for Wet Items: Microfilm & Motion Picture Film
Minnesota Historical Society

<http://www.mnhs.org/preserve/conservation/reports/microfilm.pdf>

Emergency Salvage Procedures for Wet Items: Record Albums
Minnesota Historical Society

http://www.mnhs.org/preserve/conservation/reports/record_albums.pdf

Magnetic Tapes – Audio, Video, and Data Storage Types

National Archives and Records Administration

<http://www.archives.gov/preservation/records-emergency/pdf/audio-video-tapes.pdf>

Microfiche

National Archives and Records Administration

<http://www.archives.gov/preservation/records-emergency/pdf/microfiche.pdf>

Microfilm

National Archives and Records Administration

<http://www.archives.gov/preservation/records-emergency/pdf/microfilm.pdf>

Motion Picture Film

National Archives and Records Administration

<http://www.archives.gov/preservation/records-emergency/pdf/motion-picture-film.pdf>

Optical Media – CD/DVD

National Archives and Records Administration

<http://www.archives.gov/preservation/records-emergency/pdf/optical-media.pdf>

Phonographic Discs (Vinyl, Shellac, and Acetate Discs)

National Archives and Records Administration

<http://www.archives.gov/preservation/records-emergency/pdf/phonographic-disks.pdf>

Service Providers, Labs, and Supplies

APPENDIX H- RECOVERY RESOURCES AND SALVAGING TECHNIQUES

Kara Van Malssen, New York University Moving Image Archiving and Preservation Program
http://www.nyu.edu/tisch/preservation/program/modules/vanmalssen_serviceproviders.pdf

3D Objects

Objects Recovery, Mitigation

National Archives and Records Administration

<http://www.archives.gov/preservation/conservation/objects-recovery.html>

Conserve-o-Gram 21/6 Salvage at a Glance, Part III: Object Collections

National Park Service

<http://www.nps.gov/history/museum/publications/conservoogram/21-06.pdf>

Supplies

Conserve O Gram 21/2 An Emergency Cart for Salvaging Water-Damaged Objects National Park Service <http://www.nps.gov/history/museum/publications/conservoogram/21-02.pdf>

Disaster Supplies Shopping List

Heritage Preservation

<http://www.heritagepreservation.org/PUBS/FGShoppingList.pdf>

In-House Supply Stockpile Checklist

Lyrasis

<http://www.lyrasis.org/Preservation/Resources%20and%20Publications/Inhouse%20Supply%20Checklist.aspx>

Mold

Conserve-o-Gram 3/4 Mold: Prevention of Growth in Museum Collections

National Park Service

<http://www.nps.gov/history/museum/publications/conservoogram/03-04.pdf>

Emergency Salvage of Moldy Books and Paper Northeast Document Conservation Center

http://www.nedcc.org/resources/leaflets/3Emergency_Management/08SalvageMoldyBooks.php

Mold Chicora Foundation <http://chicora.org/mold.htm>

Mould Outbreak: An Immediate Response Canadian Conservation Institute http://www.cci-icc.gc.ca/headlines/mould/index_e.aspx

Recovery Assistance

AIC-CERT Collections Emergency Response Team

American Institute for Conservation of Historic and Artistic Works

<http://www.conservation-us.org/index.cfm?fuseaction=Page.viewPage&pageId=695>

APPENDIX H- RECOVERY RESOURCES AND SALVAGING TECHNIQUES

Disaster Assistance
Center for Conservation of Art and Historic Artifacts (CCAHA)
<http://www.ccaha.org/services/disaster-assistance>

Disaster Assistance
Lyrasis
<http://www.lyrasis.org/Preservation/Disaster-Resources/Disaster-Assistance.aspx>

Disaster Assistance
Northeast Document Conservation Center (NEDCC)
<http://www.nedcc.org/services/disaster.php>

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