MIAP Disaster Planning Workshop

Kara Van Malssen
1 February 2008

Schedule for today

- 12:30 - 2:15  General disaster planning
- 2:15 - 3:00  Lessons learned from Hurricane Katrina
- 3:00 - 3:30  Break
- 3:30 - 4:15  Group discussion exercise
- 4:15 - 5:30  Disaster response exercise
- 5:30 - 6:00  Wrap up discussion
- 6:00      Have a good weekend!!

Workshop Goals

For students to...

- Become advocates of disaster planning for cultural institutions, and to encourage future employers to create/improve their disaster plans
- Be familiar with risks to cultural collections
- Become aware of actions to be taken in order to reduce risk of disasters and mitigate their effects when they do occur
- Understand the components of successful response, salvage, and recovery

Florence Flood 4 November 1966

Hurricane Katrina, August 2005

Asia Tsunami, December 2004
Southern California wildfires, October 2007

Midwest Storms, January 2008

Recordings Missing From Jamaica Archives

JANUARY 2008 — A massive collection of 1970s music, including original recordings by reggae giants Bob Marley and Peter Tosh, has disappeared from the archives of the former Jamaica Broadcasting Corp., authorities said Saturday.

The possible theft of thousands of vinyl records and compact discs is a blow to the island’s history, said Oliva Orme, Jamaica’s Information minister.

The losses and former JBC employees criticized the government for not properly maintaining the archives.

“The latest development is a national disgrace,” said Gladstone Wilmot, former program manager for JBC radio.

Workers at the newly formed Robust Broadcasting Corp. of Jamaican noted the absence of tracks earlier this week during tours of the old JBC building. They had planned to use the old equipment for their first programs, Orme said.

The archives also contain such iconic music as 1977’s “Lion’s Den” and the 1979 “One Love from cement,” which Money Demarco claims lost two letters Jamaica national’s most famous to past hands.

Public Broadcasting Corp of Jamaica Archives Theft, January 2008

• Pipe leak  | poor handling  | roof leak

Short term disasters

- Earthquake
- Fire
- Flood
- Pipe burst
- Roof leak

Long term disasters

- Mold
- Pests
- Improper handling
- Improper storage
- Frequent power outages

Disaster Planning

- Prevention: Measures that will prevent long and short term disasters, and will contain or minimize their effects when they do occur.
- Preparedness: Organizational activities that will prepare an institution for dealing with an emergency if and when one should strike.
- Response: The actions to be taken during and/or immediately after an emergency.
- Recovery: Procedures that will minimize damage and reduce further loss of collections.
Disaster Prevention

Tasks for disaster prevention
- Assess and reduce risks
- Building maintenance
- Safety and Security
- Storage and Environment
- Staff Training

Assess and reduce risks
- Review history of disasters in the institution
- Identify risks to the region, city, building, and collection
- Rate according to probability of occurrence and impact on collection
- Take steps to reduce or minimize risks

Safety and Security
- Install/upgrade fire detection and suppression systems
- Train staff members in location and operation of equipment
- Inform local fire department if you have nitrate film
- Include location of all nitrate film in plans
- Ensure collections are secure and protected from theft, vandalism

Building Maintenance
- Work with maintenance and facilities staff
- Incorporate preventative actions into maintenance schedule
- Ensure protection from external elements (storm shutters, etc)

Storage and Environment
- Activate the lock-out device on all tapes
- KEEP TAPES REWOUND
- Create backups and store in geographically distributed locations whenever possible
- KEEP COLLECTIONS OFF THE FLOOR. Don’t store materials in a basement of directly under a roof
- Store tapes with spine up, and all materials in some sort of enclosure
- Strive for proper climate control (macro and micro environments)
- Label everything clearly - containers and objects! Keep a complete inventory of all materials off site.
**Staff Training**
- Proper handling and storage
- Disaster preparedness

---

**Disaster Preparedness**

---

**Tasks for disaster preparedness**

- Gather emergency supplies
- Prioritize collections
- Create a Response Team
- Establish support networks
- Create the written plan
- Staff training

---

**Disaster Supplies**

Historic New Orleans Collection

---

**Prioritization**

- Complete collection profile and surveys
- Identify at risk materials
- Prioritize for disaster recovery
- Have minimum records for each item in the collection
  - To identify items in a disaster
  - To provide to a lab or recovery service
Response Team

- Will facilitate efficient response.
- Coordinator(s) must be identified in advance. Must have the authority to make decisions, spend funds.
- More than one person should be identified to fill crucial roles in case the first in line is unavailable.

Support Networks and Resources

- Establish a regional network of other institutions in your area that can help in a localized emergency:
  - Universities with freeze-drying facilities
  - Institutions or locations for evacuating priority materials
- Be in contact with labs and recovery services --> Standing Offer Agreements.
- Create a roster of volunteers (but check into your insurance policy first!)
- Identify alternative storage, drying, and recovery locations

The Disaster Plan

- Must be written with the input of everyone it affects
- Is not an overly detailed text, not too long
- Must be a living document -- frequently updated and tested

The Disaster Plan - Communications

*This is crucial!!*
- Must include contact info for:
  - All staff members - home phone, cell phone, alternative contact (family member, etc).
  - Set up a Google Group, Yahoo Group, or Wiki for staff in case of area-wide emergency.
  - Make sure all employees know how to use text messaging.
  - Create a telephone tree
- Labs
- Insurance company
- Roofer, plumber, electrician

Historic New Orleans Collection, "Glow Tabs"

Easy Access, Volume 33 Issue 2 http://www.lib.washington.edu/NWA/easyaccess.html

Having a network of professional, institutional, and commercial resources identified and ready to assist in response and recovery efforts turned the disaster into a series of manageable tasks.

- Elizabeth Uhlig, "Water Emergency at Lane Community College Archives"
**Staff Training**

- Response exercise: Evacuation, team building, salvage
- Recovery training: Specialized training in how to recover specific material after damage

**Disaster Response**

Organization is key to successful response....

Successful response is key to successful recovery

Response will vary in each situation

**General Guidelines**

- SAFETY FIRST!!!!
- Notify necessary personnel, services
- Assess the situation first, not individual artifacts
  - Identify remaining hazards
  - Assess damage to the building
  - Assess environmental conditions
  - Assess damage to the entire collection
- Document the damage

- Protect priority collections from further damage
- Stabilize the environment
  - Lower temp and RH
  - Remove standing water, wet furniture and rugs, other wet materials
  - Circulate air
- Gather needed supplies
- Make a salvage plan and organize salvage areas (off-site if necessary)
Salvage and Recovery

Salvage Activities
- Re-prioritize based on value (historical, institutional, etc), degree of damage, items on loan
- Document everything during salvage - location of items, items with multiple parts, etc.
- Determine how items will be dried. This will depend on:
  - Budget
  - Available services
  - Type of material
  - Volume of damaged material
  - Type of exposure

Initial Triage Actions (Peter Brothers, Specs Bros Inc)
- Isolate biological contamination (mold), and other health hazards
- Separate wet and dry materials
- Separate types of materials
- Record label and content identification info
- Remove damaged, compromised containers and any paper wet paper inserts
- Remove effected materials from compromised environment

Common Stabilization and Drying Techniques
- Freezing (to buy time)
- Freeze drying
- Air drying
- Vacuum Thermal Drying
- Vacuum Freeze Drying

Film Stabilization
- If many films are damaged, select carefully. Recovery will be expensive.
- Keep wet film in a bucket of cool, clean water ONLY IF it can be rewashed within a week.
- To buy more time, put film in plastic bag (not inert, use cheap, simple, grocery bags) pull out as much air as possible, and freeze.
- Get to a rewashing facility as quickly as possible.
- If only a few short films, you may be able to air dry, but there will be some permanent damage.

Magnetic Tape Stabilization
- Do not freeze tapes!! Do not use heat! Freezing and freeze drying is commonly used for most library and archival materials. This won’t work for magnetic tape.
- Seek expert advice as quickly as possible. More damage comes from mishandling than the disaster itself.
- Gently separate wet tapes adhering to cassette or boxes.
- Vacuum or wipe off heavy dry debris. Use a HEPA filter.
- To air dry: stand tapes on edge in cool, dry air.
Optical Disc and LP Stabilization

- Clean discs with a damp or dry lint free cloth. Wipe from center out in “sun-ray” fashion.
- Vinyl can be cleaned with a mixture of distilled water and mild soap or LP cleaning solution. Wipe in a circular motion, with the grooves. Air dry.

Hurricane Katrina: Lessons Learned

Case Studies

- Louisiana State Museum
- Hogan Jazz Archive, Tulane University
- WW OZ FM Jazz and Heritage Radio
- Helen Hill, filmmaker

Additional Insight

- Historic New Orleans Collection
- University of New Orleans
- Jazz and Heritage Foundation Archive

Effectiveness of Disaster Plans

- Plans did not prepare staff to deal with a disaster of this scale
- Plans/planning literature assumes staff will be able to re-enter buildings w/in a short time frame
- "Standard" plans did not work
Effectiveness of Disaster Plans

- **Lesson 1:** You Can’t Prepare For Everything!!
- **Lesson 2:** Disaster planning is more than just the creation of a written document
- **Lesson 3:** Written document cannot be relied upon for response procedures in an emergency
- **Lesson 4:** Communications, communications, communications

External Recovery Resources

- Collection plans not integrated with larger institutional plans were ineffective
- Institutions unexpectedly became hosts for evacuated collections
- Pre-planned evacuations to sister organizations proved successful

External Recovery Resources

- **Lesson 1:** Integrate collection/archive/library plan with larger institutional plan
- **Lesson 2:** Plan what service providers you will use in a disaster, talk to them during planning phase.
- **Lesson 3:** Build alliances with sister institutions

Fate of Private Collections

- Private collections, unprepared for disaster, suffered the most damage
- New relationships formed between institutions and individuals after Katrina

Danny Barker Collection at the Hogan Jazz Archive

Fats Domino’s House, New Orleans
**Fate of Private Collections**

- **Lesson 1:** Archives and artists need to work together.
- **Lesson 2:** Archives can help educate the artistic community on preservation practices, and disaster planning
- **Lesson 3:** Disaster recovery information for AV materials need to be made publicly available (AMIA Guidebook, to be published early 2009)

---

**Risk of Cultural Collapse**

- Infrastructure collapse, reduction of population leaves cultural future uncertain.
- Traditional venues of local artistic education are disappearing
- Escalating violence and murder of local artists driving away residents!!

---

**Risk of Cultural Collapse**

- **Lesson:** New Orleans still needs help.