

University of New Mexico (Library) Plan

Contents

Page 3	Section 1, Emergency Preparedness and Recovery Plan Section 1
Page 5	Section 2, Disaster Recovery Team: Objectives and Policies
Page 8	Section 3, Responding to Disasters and Emergencies
Page 14	Section 4, Handling Emergencies and Evacuation Procedures
Page 21	Section 5, Recovery Supplies and Services
Page 23	Section 6, Floor Plans, Miscellaneous Information
Page 23	Appendix B: Library Building Information
Page 24	Appendix C: Salvage Priorities, Centennial Science & Engineering Library
Page 33,	Appendix E: Manual Locations and Custodians for the Emergency Preparedness and Recovery Plan
Page 35	Appendix F: Disaster Recovery Assistance Team Members and Command Center Locations

The Disaster Plan

As noted earlier, any plan should include chapters on various scenarios that may happen to your building. Your plan should include:

- Emergency Contacts (include home, cell and office numbers):
 - Library Crisis/Response Team (including preservation team)
 - Campus Crisis/Response Team
 - Campus Police
 - Campus Safety and Health
 - Physical Plant
 - University Administrators

- Equipment/Supplies
 - Location
 - Contents
 - Where additional supplies can be obtained from other campus departments/units

- Detailed Floor Plans
 - Location of emergency exits
 - Location of alarms
 - Location of extinguishers

- Objective of Response/Recovery Plan
- Responding to Emergencies or Disasters
- Handling emergencies including evacuation of building
- Other pertinent information as developed by your organization

Model for a Disaster Preparedness/Recovery Plan

Here is the current University of New Mexico Library Plan. Personnel and contact information has been removed for privacy. For your plan insert the personnel and contact information.

Each employee should be completely familiar with your plan including who to contact and, if at work, how to safely evacuate library users and personnel. Most important is that a copy of your plan should also be at pertinent administrative and library emergency team members. Having a contact list at work when a situation arises after hours is not the way you want to start in responding to a situation.

Section 1
Emergency Preparedness and Recovery Plan

Disaster Recovery Assistance Team (DRAT)
Police
Safety, Health, and Environmental Affairs (SHEA)
Physical Plant Department (PPD)
Contact Lists
 Centennial Science and Engineering Library
 Elks Building
 Fine Arts Library
 Parish Memorial Library
 Zimmerman Library

Preservation Subcommittee on Disaster Recovery

Disaster Recovery Assistance Team Members:

Dean
Assistant Dean for CAAS
Assistant Dean for RIS
Public Affairs/Media Relations
Facilities Manager and SHEA Liaison
Employee Resources Manager
CSWR Director
CSWR Preservation Specialist
Collections Management Coordinator
Branch Director Director of impacted branch
Shipping and Receiving
Email Contact

Police Contacts:

UNM Police (emergency only)	911
UNM Police (non-emergency)	277-2241
Chief of UNM Police	277-1933
UNM Police Lieutenant	277-1935
Zimmerman Security Officer ZIM Circ Desk	277-5057

Safety, Health, and Environmental Affairs (also Risk Management):

Safety Manager

Physical Plant Department

List all branches and the individual from the Physical Plant/Facilities that is responsible for that area or branch library.

Contact List by Branch (*Directors, Building Managers, and Safety Wardens*)

Centennial	Director Emergency contact/or building manager
Fine Arts	Director Emergency contact/or building manager
Parish	Director Emergency contact/building manager
Zimmerman	Director Building Manager Access Services Administration Archives Center for Academic Performance Services
Chaco Archive	Circulation (including evening supervisor) CSWR DILARES Gov Info Herzstein Inter-Library Loan Instruction Library Information Technology Print Res Reference Shipping/Receiving Spanish Colonial Center

Preservation Subcommittee (for preparedness and recovery)

Section 2

Disaster Recovery Team: Objectives and Policies

OBJECTIVES OF THE UL-DRAT

To maintain order and minimize panic by:

- preparation of library staff for calm and correct response;
- realistic appraisal of the situation, and;
- communication of factual information to necessary parties.

To protect human life and library resources by:

- orderly controlled evacuation of occupants through the nearest emergency exit and;
- identification of persons trapped, injured, or with disabilities who need assistance.

To expedite the work of safety and health personnel by:

- prevention of interference with vehicles, equipment, or personnel; and
- prevention of re-entry into the building.

PRIORITY RESPONSE CATEGORIES

The UL-DRAT will determine priorities for rescue and recovery based on the location of the disaster. If localized to one specific location within the Library a determination will be made accordingly. If the entire Library has been designated as a disaster area then priorities will encompass the entire building. The OPAC, servers, computers, software, critical removable media, special collections, general collections, human resources and administrative files will be prioritized according to how irreplaceable and essential they are to the basic services and mission of the Library.

DISASTER RESPONSE AND RECOVERY OVERVIEW

If a major disaster occurs involving fire, flooding, earthquake, or other major catastrophe and the building needs to be closed for an extended period of time, the University Libraries Disaster Recovery Assistance Team (UL-DRAT) will ensure Fire and police departments have been called

- Building has been evacuated
- Command Center has been established
- Disaster response has been initiated
- Insurance company notified
- Disaster recovery vendor(s) notified

The UL-DRAT will respond to the disaster, assess the situation including all damages, and begin rescue and recovery of collections and other materials vital to the operation and mission of the Library.

The UL-DRAT and/or Senior Team will work with the University Physical Plant and Facility Planning to evaluate the damage to the building and its contents including the collections. The damage must be documented by photographs or video/audio recordings. Salvage operations for the collections, computer equipment, software and hardware, vital files and other documentation supporting the operation of the Library must begin as soon as possible. The UL-DRAT will investigate relocating basic operations if the building cannot be re-occupied within a short time period.

The Public Affairs Coordinator (PAC) will document the strategy (as determined by the UL-DRAT) the Library is implementing for responding to the disaster. The Public Affairs Coordinator in conjunction with the Dean of the Library (or Associate Dean) will coordinate with media relations staff on all contacts made with outside news agencies.

The UL-DRAT will notify employees to stay home until they are authorized to return to work. The UL-DRAT will operate from a Command Center where all incoming and outgoing calls will be monitored.

A meeting for all library personnel will be arranged at a location and time most suitable for all library personnel to attend. This location will be announced to all library personnel. All incoming calls will be forwarded to an emergency contact line that will be monitored by library staff assisting with the emergency. All incoming e-mail messages should be sent to epadilla@unm.edu, and will be monitored by a member of the UL-DRAT.

When individuals are allowed to re-enter the building, personnel must wear, if necessary, appropriate protective clothing, or clothing they can discard if it is damaged by the potential smoke or water residue. Personnel may need to wear protective masks or respirators. Staff who may anticipate difficulty working in a disaster response environment should notify their supervisor so alternate arrangements can be made. If utilities remain shut off, personnel will need flashlights or emergency lanterns.

The emotional trauma to library personnel has the potential be very serious and should be closely monitored. Be prepared to call upon University counseling and support services such as UNM's Counseling and Referral Services and UNM's Crises Center, AGORA.

GENERAL RESPONSE AND RECOVERY POLICIES

1. The University does not expect anyone to endanger his/her life or health in any situation.
2. Report all safety situations, conditions, or emergencies to the appropriate building manager or circulation supervisor.
3. Evacuate the building when the evacuation (fire) alarms sound. Meet at the assigned location for your department. Do not leave the assigned area until officially authorized by your supervisor.
4. Provide aid in evacuation if assigned or requested by your supervisor.
5. Safety wardens announce to employees and patrons:

6. "That is an evacuation alarm, please leave the library immediately." With the exception of the first floor add, "Please use the stairs rather than the elevator."
7. All injuries should be reported to the appropriate supervisor, or, if necessary, immediately to the campus police. Refer to "Accident Investigation and Reporting Responsibilities" and "Injury or Illness Procedures".
8. Do not attempt the re-enter the building until authorized officials give permission to do so.

Section Three **Responding to Disasters and Emergencies**

ANIMAL LOOSE IN THE BUILDING

Notify at once the Building manager or Circulation Supervisor who will contact Campus Police if anyone has been harmed, in any way, by the animal. Attempt to keep the animal away from patrons and Library personnel until Library Security or Campus Police arrive.

BOMB THREAT

Remain calm; try not to panic others.

Have someone else call Campus Police at 911 or *local number* (DO NOT USE A CELL PHONE)

While caller is on the phone, get as much information as possible:

THINGS YOU CAN DO

- Pretend difficulty with hearing.
- Keep caller talking as long as possible.
- Did the caller appear familiar with the building or area in describing the bomb location?
- If the caller seems agreeable to further conversation, ask questions similar to the following:
 - When is the bomb going to explode?
 - Where is it?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb?
 - Where are you?
 - What is your name?
 - What is your phone number?
 - Are you calling from a pay phone?

SEE BOMB THREAT REPORT FORM ON NEXT PAGE

Bomb Threat Report Form

EXACT WORDING OF THE THREAT

Write out the message in its entirety and any other comments. Continue on a separate sheet of paper if needed and attach to this check-list.

NUMBER WHERE CALL WAS RECEIVED _____

DATE OF CALL _____

TIME CALL RECEIVED _____

TIME CALL ENDED _____

(If times not recorded) APPROX. LENGTH OF CALL _____

Try to remember any characteristics of the voice (male, female, loud, deep, fast, slow, profane, accented, background noises, etc.)

AFTER THE CALLER HANGS UP:

- DO NOT hang up: Push TRANSFER (TRF) or “Switchhook” on your phone – this will help trace the call.
- DO NOT use a cell phone or other transmitting devices (they could trigger a bomb).
- Notify building manager or circulation supervisor immediately.
- If necessary evacuation procedures will be initiated by the library administration, the building manager or circulation supervisor.

Name of Person Who Received the Bomb Threat Call:

Name _____ Phone no. _____

Position _____

Name of Person Who the Bomb Threat was Reported To:

Name _____ Phone no. _____

Position _____

COMPUTER CRASH

Contact Director of Library Information Technology (277-2585). Attempt to find source of failure. Notify insurance company. Replace, if possible, damaged equipment and reload software and data.

ELECTRICAL FAILURE or POWER OUTAGE

In the event of a localized or building-wide power outage, the building manager or circulation supervisor will call the Physical Plant (7-1600) to notify them of the failure and ask them to assess the situation. If PPD cannot be notified, call Campus Police (277-2241). The Physical Plant will estimate a time when power will resume.

Possible Actions to Take

(to be initiated by library administration, building manager, or circulation supervisor):

1. All safety wardens should have an operable flashlight near their workstation. Locate.
2. Shutdown computer system.
3. If the building is NOT evacuated, begin manual (paper) procedures.
4. Determine if online services should be re-located.
5. If evacuation is called for, look for illuminated EXIT signs (battery powered) and evacuate the building.

ELEVATOR FAILURE

Push the emergency call alarm located in each elevator. Call Campus Police using the emergency telephone located in the elevator. All building managers or circulation supervisors are trained to assist anyone stranded in the elevators.

FIRE EMERGENCY

Remember **RACE**:

Rescue people in immediate danger if you are trained and able to help.

Alert people by pulling the fire alarm. Call 911.

Contain the fire by closing all doors.

Extinguish small fires, if you are trained and confident.

Safety wardens and other assigned personnel announce to other employees and patrons:

"That is an evacuation fire alarm, please leave the library immediately." Add, "Please use the stairs rather than the elevator" on all but first floor.

Follow the evacuation procedures listed in section 4 of this manual.

In ALL cases, IMMEDIATELY notify the Building manager or Circulation Supervisor, who will call Campus Police.

FLOODING and WATER LEAKS

Flooding

Because of the potential for electrical shock, do not enter the flooded area until electricity has been disconnected. Post a staff member at the entrance to the flooded area, or cordon off with appropriate signs, to keep out unauthorized personnel.

If a water main has broken TURN OFF the water if you can.

Take whatever reasonable and safe steps possible to curb water damage. If library or office materials become threatened/damaged by water or humidity, contact (*Your contact person*) for assistance as soon as possible. Library administration will direct the need to contact resources and emergency assistance vendors for assistance.

Water Leaks

For leaks due to water pipe breakage or weather conditions notify the building manager or circulation supervisor, who will call the Physical Plant. Physical Plant phone number is [] during normal working hours. After normal working hours, call Campus Police at []. Because of the potential for electrical shock do not enter any area where water is pooled until the electricity has been disconnected. Post a staff member at the entrance to the flooded area or cordon off with appropriate signs, to keep out unauthorized personnel.

If a water main has broken TURN OFF the water if you can.

If the water is dripping from pipes that are above library materials, the building manager and circulation staff will protect the materials with plastic sheets available in each library circulation department.

Take whatever reasonable and safe steps possible to curb water damage. If library or office materials become threatened/damaged by water or humidity, contact Ann Massmann (277-8370) or Judith Murphy (277-4416) for assistance as soon as possible. Library administration will direct the need to contact resources and emergency assistance vendors for assistance (see section 5 of this document for details).

HAZARDOUS MATERIALS

Some chemical materials may be hazardous. The manufacturer's label should give the basic information about the chemical and potential hazards. There must be a Material Safety Data Sheet (MSDS) for each chemical in the work area. If chemicals are spilled, employees may clean up the spill if it is less than one foot in diameter; it can be cleaned up without endangering the employees' safety; the employees have the proper training and equipment; the spill does not involve hazardous chemicals; and the employees feel confident about doing the clean-up. For large spills or those involving hazardous chemicals, employees must evacuate the area, alert safety officer or any safety warden for help. Call the (*Campus Safety/Health Department*), and remain available in a safe location in case the response team needs to talk about the spill. If employees are exposed to hazardous materials, they should immediately flush the affected area with water and seek medical assistance at the Employee Occupational Health Services.

INJURED PATRON or EMPLOYEE (never move an injured person)

Call Campus Police; they will call EMS (Emergency Medical Service) and assist the injured individual. Complete a Library *Incident Report* form as soon as possible. If injured person is an employee, the injured employee's supervisor prepares a *First Report of Accident* form

POWER OUTAGE (see Electrical Failure)

SICK PATRON or EMPLOYEE

If the sick person can communicate, determine if medical attention is wanted or necessary. If so, notify Campus Police. Check to see if individual is wearing emergency medical information. In ALL injury cases notify your department head, building coordinator, or a circulation supervisor. Refer to (your institution's health/safety department) for Accident Investigation and Reporting responsibilities.

SUSPICIOUS MAIL (BIO-TERRORISM)

If you receive suspicious packages or envelopes that have:

- no return address
- misspelled common words
- strange odors, small bulges of powder, or granules

Notify the building manager or library administration. They will call Campus Police to report a suspicious package.

If you open an envelope or package that contains a threat or states that you have been exposed to a hazardous substance, remain calm. If no powder is obviously present, you should still wash your hands with soap and water, and immediately notify the building manager or library administration. They will call Campus Police. Make every attempt to remain available to report the details. If powder spills out of the package, do not attempt to clean it up, and do not brush it off since that will spread the powder into the air. Wash your hands with soap and water; call 911 or Campus Police at 7-2241; tell them what happened; notify the building manager or library administration.

SUSPICIOUS OR THREATENING PERSONS

Any suspicious and/or threatening person encountered in the library should be reported to the circulation supervisor immediately. The supervisor should alert library security or call Campus Police, depending on the situation. Library security and library employees may NOT detain suspicious and/or threatening persons. Only Campus Police may take this action. As soon as possible after the incident the person reporting the incident, in consultation with the library security officer, will complete a Library *Incident Report* form.

TERRORISM

If confronted with suspected terrorist activity, contact Campus Police (911).

UNCONSCIOUS PERSON

Campus Police should be notified immediately (911 or 7-2241) by whomever is assisting an unconscious person.

VIOLENCE IN THE WORKPLACE

The university does not tolerate violence in the workplace. Report any threats or assaults experienced or witnessed to your supervisor, to the building manager or to library administration, to the security guard in Zimmerman (if applicable) or directly to Campus Police, if necessary. In

the event of a major violent incident make every effort to protect yourself and, if possible, contact Campus Police immediately.

WATER LEAKS (see Flooding)

Section 4 **Handling Emergencies and Evacuation Procedures**

PRIORITIES DURING AN EMERGENCY

- **Protect your personal safety and those around you**
- **Go to a safe location to call for help**
- **Evacuate if you are in danger**
- **Remain calm**
- **Make special note of emergency details so you can provide the information needed to emergency personnel**
- **Stay away from the emergency area until authorities allow re-entry**
- **Contact the Library Command Center for updates on the current situation.**

EMPLOYEE RESPONSIBILITIES

Safety Officer

Main contact: Cell Phone Number: Office Number:

Backup contact Cell Phone Number: Office Number:

- Oversees emergency plans and ensures that a team of safety wardens are trained to carry out the plans and to coordinate evacuations.

Department Directors

See list in section one

- Ensures that all employees in their departments know the location of emergency exits, evacuation routes and procedures, and the area where their department is to assemble.
- Know the procedures in this manual, and the location where support staff may access the manual.
- Ensures that each section within their department appoints one employee and one back-up as a Safety Warden.

Safety Wardens

See list in section one

- Attend all safety meetings, lectures, and training sessions.
- Know the procedures in this manual.
- Carry out individually assigned duties in the event of an emergency.
- Report to the Safety Officer or Circulation Supervisor any patron or library personnel refusing to evacuate.

Employees

- Know the procedures in this manual.
- Follow safety regulations and procedures.

- Know who your Safety Warden is.
- Report safety hazards, accidents, and injuries to your supervisor, building manager or library administration.
- Know location of fire extinguishers, emergency exits, evacuation routes, outside locations to assemble, and procedures in this manual.

HANDLING EMERGENCY SITUATIONS

Employees

It is the responsibility of each employee to report to their supervisor all emergencies, accidents or injuries. If your supervisor, building manager, or a safety warden are not available to you in an emergency situation, call Campus Police. Do not wait to locate your supervisor - call Campus Police as soon as possible.

Supervisors

It is the responsibility of supervisors to:

- Promptly investigate accidents;
- Refer employee to Employee Occupational Health Services for medical attention if necessary;
- Fill out the "First Report of Accident" form with the employee; send it to Risk Management Department as soon as possible but within 24 hours from the time the supervisor was notified of the incident. Keep a copy of the report for the supervisor's file;
- Complete an Incident Report with the Library Security Officer on duty; and
- Establish a cause and suggest corrective action.

Building Managers

It is the responsibility of the Building manager to:

- See that corrective action has been taken
- Keep copies of the "Employer's First Report of Injury" form on file (available online at: <http://www.unm.edu/~riskmgt/reportingclaims>).

FIRE EXTINGUISHER USE

Attempt to fight the fire ONLY if:

Very small fire
 Equipment is available
 Equipment is appropriate to the type of fire
 Equipment is equal to the job
 You know how to operate the equipment

To Operate a Fire Extinguisher, remember PASS:

Pull the pin;
Aim the nozzle or hose at the base of the flame;
Squeeze or press the handle;
Sweep slowly from side to side at the base of the flame.

Other tips:

- Stay outside of small rooms.

- If fire continues to grow, evacuate.
- Close all doors as room is vacated.
- Ventilate only AFTER fire is out.
- Ensure that Fire Dept. inspects the area.

EVACUATION PROCEDURES

Employees

Walk quickly to the nearest emergency exit and leave the building. Do not use the elevators. Do not stand next to the building.

If an exit is blocked for any reason, use the next nearest emergency exit.

Proceed to assembly area (see Evacuation Assembly Areas) for your department and wait for further instructions. Do not re-enter the building until the Campus Police have declared the building is safe. Assembly locations are generally outside the Library entrance (at least 100ft.), and out of the way of emergency vehicles.

Safety Wardens (and other assigned staff)

Remind other employees and all patrons in your assigned areas:

“This is an evacuation alarm, please leave the library immediately.”

Add: “Please use the stairs rather than the elevator.”

Physically Check:

- Alice Clark room
 - Other special needs locations
 - Bathrooms
 - Closed carrels
 - Computer rooms
 - Conference rooms
 - Elevators
 - Offices
 - Storage rooms
 - Mechanical rooms
- Knock on all closed doors to gain the attention of anyone inside.
 - Assist persons with disabilities to evacuate if necessary.
 - Close all doors as rooms are vacated.
 - Report anyone refusing to leave the building to the Safety Officer, Safety Warden or Campus Police.
 - Report to the Safety Officer or Safety Warden in the main lobby, that the area is clear before leaving the building.

Assisting Persons with Disabilities in an Evacuation

- In case of fire, DO NOT use elevators.
- Escort persons with disabilities and explain how they will be evacuated.
- In a life threatening emergency where immediate evacuation is necessary, library safety officer and/or safety wardens and Campus Police will assist any disabled or otherwise incapacitated individuals to a safe location.
- For evacuations other than in case of fire, elevators will be used by a staff member appointed by the Building manager and/or the Safety Officer to pick up persons with disabilities on upper and lower floors.
- If the elevators are inaccessible, report persons with disabilities requiring assistance in evacuation to the Safety Officer, who will request Campus Police to aid in evacuation.

EVACUATION ASSEMBLY AREAS

CENTENNIAL

Primary: West exit from the library, the plaza in front of the entrance to Electrical Engineering Computer Engineering (Bldg. 46). In inclement weather; inside the Chemistry Building (Bldg. 22), closest hallway to the east exit.

Secondary: East exit from the library, B parking lot (between Chemistry & Geology).

FINE ARTS

Primary: Mall area southeast of the SUB (Bldg. 60, near the fountain). In inclement weather: inside SUB (near south entry ground level).

Secondary: Johnson Center lobby (Bldg. 59).

PARISH

Primary: C Parking lot (north of Zimmerman). In inclement weather the main lobby of Zimmerman (Bldg. 53).

Secondary: Lobby of Educational Administration, College of Education (Bldg. 65).

ZIMMERMAN

Primary: North Exit – South end of Social Science building under overhang. South Exit – Smith Plaza (south side of Zimmerman, Bldg. 53).

Secondary: for both north and south exits during inclement weather: Inside the SUB near north entry lower level.

ZIMMERMAN EMERGENCY EVACUATION ROUTES

ZIM Lower Level 1

AREA	PRIMARY ROUTE	SECONDARY ROUTE
Copy Services	Up stairs to the main lobby.	Stairwell by south wall
Darkroom	Exit using the north or south	women's restroom
Government Info Reference	main exit doors.	

Stack Areas		
LIT Acquisitions Serials Collection Management	Up stairwell by south wall women's restroom to an emergency exit.	Up the emergency exit stairwell in the southeast end of the building.
LIT Resource Acquisitions Serials Collection Management	Stairwell by the north wall men's restroom to the emergency exit on the first floor.	Up stairs to the main lobby. Exit using the main north and south doors.
Microforms Periodicals	Up stairwell by south wall women's restroom to an emergency exit.	Up the emergency exit stairwell in the southeast end of the building.
Basement Level One Basement Level Two	Stairwell next to elevator and out the emergency exit on the first floor located directly in front of the stairwell door.	Emergency exit located in the northeast corner of each basement level, then out the south main entry area on the first floor lobby.

ZIM First Floor

AREA	PRIMARY ROUTE	SECONDARY ROUTE
Exhibit Room Public Service Area	Main north and south exit doors	West end of Exhibit Room, exit wood doors
Catalog Dept	Emergency exit by north wall restrooms.	Emergency exit in the middle of the east wall.
Preservation Conservation	Up the CSWR stairwell then exit the emergency exit on first floor directly in front of stairwell door.	Main staircase to lobby.
West Wing	Use closest emergency exit located on west side or south end of Grand Hall.	Main lobby exits – north and south.

ZIM Second Floor

AREA	PRIMARY ROUTE	SECONDARY ROUTE
Administration Stacks	Down the main stairwell and out the main doors.	Down the staircase just west of the Dean's Office to the main lobby. Use emergency exit directly in front of stairwell door on first floor.

ZIM Basement Levels 2 and 3

AREA	PRIMARY ROUTE	SECONDARY ROUTE
	up the northwest stairwell (next to the elevator)	up northeast stairwell, then up stairwell by south wall women's restroom to an emergency exit.

ZIM Third Floor

AREA	PRIMARY ROUTE	SECONDARY ROUTE
Exhibit Room Public Service Area	Downstairs to the main lobby. Exit using the main exit doors.	Downstairs - south wall emergency exit near women's restroom, or the north wall emergency exit near the men's restroom.

ZIM Tower Levels

AREA	PRIMARY ROUTE	SECONDARY ROUTE
Tower Level 1 Tower Level 2 Tower Level 5	Stairs in the southeast corner of the stacks next to the elevator; exit out the stairwell and through the main exit doors.	Stairs on the west wall that lead either up or down to the CSWR work area adjacent to the Grand Hall. Exit out the wooden door directly west of stairwell and then use the emergency exit doors in the West Wing; west side of Grand Hall and southwest corner of Grand Hall.
Tower Level 3 Tower Level 4	Stairwell in tower level three to access Tower 4. East emergency exit door, down the southeast stairwell next to the elevator then exit the stairwell to the first floor then exit using the main exit doors.	Northwest or southwest emergency exit doors to the West Wing second floor; then use either northwest or southwest stairwells leading to the main floor in West Wing, and out the nearest emergency exit located at the west wall of Grand Hall or southwest corner of Grand Hall.
Tower Level 6	East emergency exit door, then down the southeast stairwell to the first floor, exit using the main doors.	West emergency exit door and down the stairwell to the first floor CSWR workroom, exit through the wooden door in the workroom and out west emergency exits in Grand Hall.
Tower Level 7, 8, 9	Stairs in the southeast corner of the stacks next to the elevator; exit out the stairwell and through the main exit doors.	Stairwell on the west wall that lead either up or down to the CSWR work area adjacent to the Grand Hall. Exit out the wooden door directly west of stairwell and then use the emergency exit doors in the West Wing; west side of Grand

		Hall and southwest corner of Grand Hall.
--	--	--

Centennial Evacuation Routes

AREA	PRIMARY ROUTE	SECONDARY ROUTE
All areas	Up main stairwell to exit.	Down stairs to Lower Level emergency exits (to EECE)
Lower Levels	Up main stairwell to exit.	To marked emergency exits on lower levels 1 and 2.

Parish Evacuation Routes

AREA	PRIMARY ROUTE	SECONDARY ROUTE
Main Floor	East entrance.	South end of Room 103, loading dock. Or far SW corner of reference stacks area.
Second Floor	NW stairway to east entrance.	SE corner of floor, opposite the equipment room.
Lower Level	NW stairway to east entrance.	West stairway leads to loading dock. Or SE stairway to mall area near Economics.

Fine Arts Evacuation Routes

AREA	PRIMARY ROUTE	SECONDARY ROUTE
All areas	Main entrance	Located in the art, periodicals, and cataloging rooms (follow emergency exit signage and lighting).

NOTE: under no circumstances should the “bridge” to the Art Building be used during an evacuation.

ASSISTANCE WITH EMPLOYEES (after the emergency)

Human Resources staff will serve as a resource and as advisors for disaster recovery in three critical areas:

1. Human Resource staff will work on emotional and stress issues related to disaster and recovery. Hiring new staff and students to assist with specific departments directly affected by the disaster, and arranging for outsourcing of temporary personnel for major projects related to the disaster and recovery process.
2. Arranging alternate worksite locations for existing and new staff and students, and addressing ergonomic concerns with new workstations.
3. Assisting in processing of insurance claims.

Section 5
Recovery Supplies and Services

SUPPLIES and LOCATION

ALL LIBRARIES Circulation Departments (including branch and off-site buildings):

- | | |
|-----------------------------------|--|
| Buckets | Office supplies for all weather (binder, clipboard, pencils, pens, markers, paper) |
| Camera, disposable | Paper towels |
| Caution tape | Sheeting, polyethylene |
| Extension cords | Sponges |
| First aid kit | Tape, packing (including dispensers) |
| Flashlights (including batteries) | Towelettes, antibacterial |
| Footwear protectors | Trash bags |
| Gloves, latex and nitrile | Trash cans |
| Goggles | Utility knives and blades |
| Mop | |

Additional Supplies & Assistance (Provide contact name/information here)

Additional supplies available:

- | | |
|------------------------|---------------------------------------|
| Aprons, disposable | Microspatulas and scalpels |
| Bone folders | Mylar |
| Boots, latex overboots | Paper – Newsprint, Freezer Paper |
| Brooms and Sponges | Reemay or Pellon wet-support material |
| Clothespins | Screen racks |
| Dust masks | Spill control kit |
| Ear plugs | Tarps |
| Fans | Thermometers, hygrometers |
| Liners, 55 gallon drum | Vacuums, wet and dry |
| | Work lights |

Library Information Technology (or whomever is responsible for campus information technology)

Provides recovery assistance with computer hardware, software, peripherals, and storage devices.

Physical Plant Department (PPD)

Provides utilities and building related assistance and/or equipment, such as:

- | | |
|----------|--------------------|
| Fans | Portable Generator |
| Forklift | Portable Sump Pump |
| Pallets | Wet-Dry Vacuum |

OFF-SITE SERVICES, EQUIPMENT, AND SUPPLIES

Name	Contact	Telephone Number
Ambulance/E.M.S.	Campus Police	
Boots, Aprons, Spill Control socks		

Name	Contact	Telephone Number
Carpenters		
Centennial Physical Plant Dept	Zone/Area Dispatch	
Chemist	Chemistry Dept.	
Custodial Services		
Drying Space		
Electricians		
Elks Physical Plant Dept	Zone/AreaDispatcher	
Emergency Medical Services	Campus Police	
Fans, Forklifts, Pallets		
Fine Arts Physical Plant Dept	Zone/Area Dispatcher	
Fire/Police	Campus Police	
Legal Advisor		
Locksmiths	PPD	
Miscellaneous supplies		
Mycologist (mold)	Biology Dept	
Parish Physical Plant Dept	Zone/Area Dispatcher	
Pest control (Integrated Pest Management)		
Plumbers		
Portable Sump Pump**		
Risk Management		
Utilities		
Wet-Dry Vacuum		
Worker's Compensation		
NOTE : Blanks should contain your local contacts/phone or cell numbers		

Section 6
Floor Plans
Miscellaneous Information

APPENDIX B:
LIBRARY BUILDING INFORMATION

INFO TYPE	CENTENNI AL	FINE ARTS	PARISH	ZIMMERMA N	ELKS
Floor Area (in square feet)	95,370	14,000	53,856	350,000	11,196
Floors	2	1.5	3	15	1
Entrances	4	1	1	4	2
Emergency Exits	9	4	5	9	4
Visitors (average per day)	400	430	600	5,000	8
Employees	16	8	9	124	8
PPD Zone (phone number)	Four	Four	Three	Three	One

APPENDIX C:
SALVAGE PRIORITIES
Centennial Science & Engineering Library

First Priority, LLI: All material in the SXX collection in Reference Workroom.

Second Priority, LLI: The Reo Depew Antique Radio Collection located in the lobby near the stairwell.

First Priority, LLII: Located in Room 274, MAGIC, the Sanborn Maps found across from the reference desk. The Sanborn atlases next to Sanborn Maps. Historical U.S.G.S. Topos, especially New Mexico, located adjacent to southern wall.. All other historical maps found to the left of Sanborn Maps.

Materials That May Need Special Treatment: Possible flammable materials found in custodial closets – contact Physical Plant.

Contact Persons: **Name** **Work Phone** **Home Phone**

First:

Second:

Third:

Fine Arts Library

First Priority Area: Complete works (in music) – M2 and M3
Reserves
Fine Arts Reference
Fine Arts XX

Second Priority Area: Fine Arts periodicals (esp. pre – 1985 holdings)

Third Priority Area: Fine Arts audio-visual media (CD-ROM, sound recordings, videos).

Additional Priorities: Fine Arts general collection (including miniatures and oversize).

Special Treatment: No items identified in this category.

Contact Persons: **Name** **Work Phone** **Home Phone**

First:

Second:

Parish Memorial Library

First Priority Area: New Mexico Annual Report Collection, located in the Circulation Area (2 file cabinets).

Second Priority Area: New Mexico company microfiche collection, located in the Circulation Area (1 drawer).

Third Priority Area: Fisher manuals, Moodys, and other specialty fiche collections located in the Circulation Area.

Additional Priorities:

4th: Personal copy faculty reserve collection (Circulation Area)

5th: New Mexico corporate vertical file (behind the reference desk-2 drawers)

6th: Restricted Reference Collection (Circulation Area-12 shelves) and Ready Reference Collection (behind Reference Desk – 14 shelves)

Materials That May Need Special Treatment: New Mexico Business Periodical index should be backed up and stored off-site.

<u>Contact Persons:</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
First:			
Second:			
Third:			

Elks Building

(Fine Arts Collections)

First Priority Area: New Mexico Composers Archive
College of Fine Arts In-House Recordings

Second Priority Area: Kurt Frederick Gift

<u>Contact Persons:</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
First:			
Second:			
Third:			

Center for Southwest Research Collections

First Priority Area: All collections in process located in 100 (entry area), 108 & 109 (processing) and microfilm cabinets located in 109.

Second Priority Area: 104 (Warehouse)

Third Priority Area: Office areas (101, 102, 102A-E, 103)

Additional Priorities: N/A

Materials That May Need Special Treatment: Oversize architecture materials require special handling. [Note: Some materials are in process and may also be in flat file cases.]

<u>Contact Persons:</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
First:			
Second:			
Third:			

Zimmerman Library Salvage Priorities
Access Services

Location: Circulation, Reserve Book Room

First Priority Area: Yellow patron registration cards located in Rm. B-47 in lower level one.
 (Grey files.)

Additional Priorities: N/A

Materials That May Need Special Treatment: The easiest way to remove the yellow patron registration cards is to take the entire file drawer out of the cabinet and put on a book truck and wheel out of the department. There are approximately 20 file drawers.

<u>Contact Persons:</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
First:			
Second:			

Budget and Cost Management

Location: 2nd Floor

First Priority Area: Computer diskette boxes in each office.

Second Priority Area: Original staff and student files located in Sara's area.

Third Priority Area: All financial files and papers found on BCM staff desks. Files located in ZIM Room 389.

Materials That May Need Special Treatment: N/A

<u>Contact Persons:</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
First:			
Second:			

Dean's Office

Location: 2nd Floor

First Priority Area: Files in Dean's office file room (Rm. 228) and outside of the file room.

Second Priority Area: Other personnel information considered confidential.

Materials That May Need Special Treatment: N/A

Contact Persons: Name Work Phone Home Phone

First:

Second:

Catalog Department

First Priority Area: HP Tower PC on wood table (Log Server for LIT) – Orlando Albillar’s cubicle area.

Second Priority Area: Dissertations located in the southeast area of the department.

Third Priority Area: IBERO books located in the northeast area in the department.

Fourth Priority Area: IBERO books in locked cabinet opposite Mary Ellen Hanson’s Office.

Additional Priorities: CSWR materials located in Deborah Cole’s area.

Materials That May Need Special Treatment:

Contact Persons: Name Work Phone Home Phone

First:

Second:

Center for Southwest Research (CSWR)

First Priority:

Room or Location	What to Salvage	Description
Room 127	3 filing cabinets on west side	Accession files & collection development records
Room L314 and L314A	All	Manuscripts, University Archives, UNM Press, Architecture
Tower Level 2	All	Pictorial Collections, Architectural records, E call # books, A/V formats
Rooms 121, 122A, 123	All	Pictorial Collections, Facility Planning drawings, microfilm

Second Priority:

Room or Location	What to Salvage	Description
Tower Level 8	All	Rare books, original Robb recordings
Tower level 9	All	Latin American poster collection, MSS processing, newspapers
Anderson Reading Room	All on Upper level and 2 gray fiche cabinets on lower level	AGN/AGI, Anderson books, photograph negatives
Tower Level 6	All books	UNM dissertations and theses, gifts

--	--	--

Third Priority:

Room or Location	What to Salvage	Description
Tower Level 1	All	Architecture collection boxes, F call # books, FAL XX books
Tower Level 3	All	Architecture collection boxes
Tower Level	All	Books
Tower Level 7	All	Books, Robb recordings
B01	All	MSS in process
Conservation Studio	Books, manuscripts	Collection materials in process
Exhibit Gallery and West Wing Nicho cases	Exhibits	Various
Room 112 and 113	All	Collections in process

Additional Priorities:

Room or Location	What to Salvage	Description
Anderson Reading Room, first floor	Vertical files and books	
Room 108	CSWR Administrative files	
Room 211	CSWR Vault	
Frank Waters Room	All	

Contact Persons:

Work Phone

Home Phone

Collection Management and Resource Aquisitions

(includes Serials Receiving, Paying, Searching, Ordering, Gifts and Bindery)

First Priority Area: File cabinets (2) in assistant director's office.

Second Priority Area: Procedures Manuals teams in Resource Acquisitions, located in the assistant director's office.

Additional Priorities:

3rd : Order boxes, for outstanding orders, in Searching/Ordering team area.

4th: Cardboard box on file cabinet in Bindery area.

5th: Correspondence files located between Receiving Team and gift book shelving.

Materials That May Need Special Treatment: N/A

Contact Persons

Name

Work Phone

Home Phone

First:

Second:

Development Office

Location: inside Dean's office

First Priority: Emily's and Dina's computers.

Second Priority: None

<u>Contact Persons</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
First			
Second			

Government Information

First Priority Area: The Closed Access, south room (locked), Basement Level I.

Second Priority Area: Congressional Record, X-call number., bound holdings, Basement Level 2.

Third Priority Area: Smithsonian Materials (S12) Basement Level 1, 7 shelves and Census Information, C-call number.

<u>Contact Persons:</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
First:			

Library Information Technology (LIT)

First Priority Areas:

LIBROS Server, AIX 6000 or Replacements

LIBROS back-up tapes

Illiad, Docutek and Libdata servers

E-Library (Dell 6300) Server

4 IBM X330 Servers in the black vertical rack

Catchword Server

Back-up library device (Ecrix Autopak VXA) & associated cables in the black vertical rack

CAPS Novell Network Server

Second Priority Areas:

Back-up tapes for University Libraries, Illiad, Docutek, Libdata, and Elibrary Servers

Third Priority Area: The back-up diskettes in a filing cabinet in Room B76.

Additional Priorities: The desktop computers in B75, B75a, B74, B73, and B76.

Materials That May Need Special Treatment: N/A

<u>Contact Persons</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>	<u>Cell</u>	<u>Mobile</u>
First:					
Second:					

Photo Lab

First Priority Area: All is replaceable.

Reference Department

First Priority Area: UNM Dissertation/Thesis card file located against east wall in reference area.

Second Priority Area: In the same card file cabinet as the above, the Albuquerque Journal Index 1968-1974. Plus the Albuquerque Journal Index in paper Zim. Ref. AI 21 A56x, plus the microfiche binder containing the Journal/Tribune Index.

Third Priority Area: One of the Ready Reference blue notebooks from the Zim. Reference desks and the Computer Notebook (green) in desk #1.

Materials That May Need Special Treatment: N/A

<u>Contact Persons:</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
First:			
Second:			

University Archives

First Priority: Paper collection in B3

Center for Regional Studies

First Priority Area: Room 129: All file cabinets and books in bookcase(s), and computer.

Second Priority Area: Room 218, CRS Conference Room: all videotapes in bookcases, computer, and file cabinets.

Third Priority Area: Room 219 second floor, al file cabinets and computer.

Additional Priorities: Rm. 220, file cabinet and computer.

Materials That May Need Special Treatment: N/A

<u>Contact Persons:</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
First:			
Second:			

Chaco Archives

First Priority Area: All materials in Room 212 (the report/manuscript collection, the maps and card catalog indexes); in Room 212A – filing cabinet contents, CD backup, materials on the desk and any boxes; contents of the filing cabinets in the vault hallway; the contents of the glass cabinets in the closet of Room 212 and Stack 4; any flagged archival and Hollinger boxes in Stack 4 on shelf units C, H, I, L, M, and N. These are all original materials.

Second Priority Area: Flagged boxes in Stack 4 on shelf units A, B, D, E, J, K, and L; any remaining flat and document archival boxes in Stack 4 on any shelves; and contents of all fireproof filing cabinets. These materials include photographs, administrative records, and original archival materials.

Third Priority Area: Remainder of materials in Stack 4.

Additional Priorities: Boxed and unboxed books in Stack 3 on the south side.

Materials that may need special treatment: Contents of all flagged boxes, photographs, historic documents and books. Report/manuscript collection and maps, if removed from drawers should be handled with care.

<u>Contact Persons</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
First:			

Spanish Colonial Research Center

First Priority Area: Computer and zip drive in northeast corner of Room 214, containing SCRC database. Maps, plans, and sketches located in file cabinets in Rooms 210, 214, and 214A. Microfilm rolls located in Rooms 210 and 214.

Second Priority Area: Computers, diskettes, and zip drives in Rooms 210, 213, and 214.

Third Priority Area: Safe located in Room 214A.

<u>Contact Persons:</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
First:			

Library Disaster Recovery Vendors Serving New Mexico

Belfor USA (formerly Disaster Recovery Services)

2425 Blue Smoke Court S
Fort Worth, Texas 76105
(800)856-3333
www.belforusa.com

Disaster recovery; dehumidification; mold removal; book, paper, magnetic media recovery, vacuum freeze drying

Blackmon-Mooring-Steamatic Catastrophe, Inc. (BMS CAT)

303 Arthur Street

Fort Worth, Texas 76107 (this vendor also has an office in Denver)

(817)332-2770; (800)433-2940

www.bmscat.com/home.htm

Disaster recovery; dehumidification; mold removal; HVAC decontamination; book/paper/magnetic media recovery

Document Reprocessors

1384 Rollins Road

Burlingame, CA. 94010

Tel: (650)401-7711 Fax: (650)401-8711 www.documentreprocessors.com/frames.html

Vacuum freeze-drying, smoke removal, cleaning, fumigation

Other Resources:

New Mexico Preservation Alliance

Jo Anne Martinez, Cariño Conservation

1608 Los Arboles Ave. N.W.

Albuquerque, NM 87107

(505)343-9172 ; CarinoConservation@comcast.net

Disaster recovery assistance; training, information, contacts

AMIGOS Imaging and Preservation Services

14400 Midway Road

Dallas, Texas 75244-3509

(800)843-8482

Disaster planning and recovery assistance; training, information, contacts

Munters Moisture Control Services

11231 Tantor Drive

Dallas, TX 75229

(800)686-8377 (national number); Fax: (972)869-1341; Email: trey_armstrong@munters.com

Disaster recovery; dehumidification; mold removal; HVAC decontamination; book/paper/magnetic media recovery; vacuum freeze drying

APPENDIX E:
Manual Locations and Custodians for the
Emergency Preparedness and Recovery Plan

Locations where a bound copy of this manual is on file and names of the custodians responsible for its upkeep.

1a. **In-House** (by category):

LOCATION	DATE FILED
Dean's Office	4/96; 11/98, 7/05
All Department Offices	
CSEL Circulation	4/96; 11/98, 7/05
FAL Circulation	4/96; 11/98, 7/05
PML Circulation	4/96; 11/98, 7/05
Zimmerman Circulation	4/96; 11/98, 7/05
Zimmerman Reference Office	4/96; 11/98, 7/05
Preservation Committee Chair's Office	4/96; 11/98, 7/05
CSWR Access Desk Office	4/96; 11/98, 7/05
Affiliated Programs/Tenants	4/96; 11/98, 7/05
UNM Archives	4/96; 11/98, 7/05
Senior Team Offices	11/98, 7/05
Safety Wardens	11/98, 7/05

1b. **In-House** (by custodian name):

CUSTODIAN NAME	LOCATION	DATE RECEIVED
	Dean's Office	7/05
	PML	7/05
	ZIM Gov Docs	7/05
	Center for Regional Studies	7/05
	Dean's Office	7/05
	ZIM Circulation	7/05
	Dean's Office	7/05
	ZIM Circulation	7/05
	FAL	7/05
	CSEL	7/05
	ZIM Circulation	7/05
	University Archives	7/05
	ZIM Circulation	7/05
	CSWR	7/05
	Chaco Archives	7/05
	Shipping and Receiving	7/05

2. Off-Site: On the Web and Senior Team Homes

Senior Team Members' homes	4/96; 11/98, 7/05
Campus Police	4/96; 11/98, 7/05
Safety, Health & Environmental Affairs Office	4/96; 11/98, 7/05
UL Intranet webpage "Organizational Documents"	12/04, updated as needed

3. Web Access to this Manual

A web version of this manual is available on (**Your institutions** INTRANET only). Log in to the intranet, go to "Operational Documents /Policies", and click on "Emergency Prep & Recovery Plan".

APPENDIX F:

Disaster Recovery Assistance Team Members and Command Center Locations

EMERGENCY PREPAREDNESS & RECOVERY:

Create Your Own Chart with Information Here

Disaster Recovery of Books and Paper Documents

I. Material Specific Factors

- A.** Paper is very absorbent; it swells and is fragile when wet
 - 1. Handle with care – avoid separating wet sheets
 - 2. Support wet material in transit; books and documents in boxes; maps in their map drawers
- B.** Coated stock papers need special attention or they irreversibly block (adhere)
 - 1. To air dry, interleave each page with silicon release or waxed paper
 - 2. Or, freeze for later vacuum freeze drying
- C.** Some manuscript inks & colored printing inks are water soluble & irreversibly offset when wet
- D.** Wet books and documents are susceptible to mold, freeze immediately rather than risk outbreak

II. Preparatory Actions

- A.** Photograph disaster site for future reference (including insurance)
- B.** Maintain sequential order when moving collections to maintain control & reduce recovery costs

III. Moving Collections

- A.** Dirty Water (sewage, mud, etc.)
 - 1. Hold books closed and rinse in clean, moving water (outdoors, hoses and buckets) if time permits
 - 2. If time is critical (due to large number of items), freeze now to later thaw, rinse, and re-freeze
- B.** Line standard (12" x 15" x 10") cardboard boxes with black plastic trash bags for water resistance
- C.** Pack books spine down
- D.** Mark call number sequences on box sides boldly in magic marker; tape shut for transport

- E. Stack boxes 3 x 3 x 3 on pallets (27 per pallet), wrap with commercial plastic wrap to stabilize pallet
 - F. Transport pallets by forklift to freezer truck trailer, load trailer one pallet high, leaving walking path
 - G. If hot weather, collection size, and mold threat warrants, flash cool the trailer with liquid nitrogen
 - H. Ship collection to commercial freezer plant and store collection
- IV. Drying Techniques**
- A. Air drying – pluses
 - 1. Can be performed onsite and is cheaper
 - 2. Allows some control of physical distortion, especially for leather and vellum binding
 - B. Air drying – minuses
 - 1. Quantity of material that can be treated is limited by space and staff availability
 - 2. Labor intensive; required ongoing monitoring
 - C. Air drying procedures
 - 1. Move materials to a dry, secure location
 - a. Outdoors in winter is OK if protected from weather.
 - b. In situations under tension is OK if books only slightly wet (dehumidify and circulate air heavily)
 - 2. Dehumidify and circulate air as much as possible (dehumidifiers plus fans)
 - 3. Spread out material. Books stand on dry end fanned open (use velobinding combs to hold pages open).
 - a. Documents – rack horizontally, wet edges up (replace wet folders with dry if feasible, drying wet folders next to material to avoid loss of info)
 - b. Newspapers and maps – limited numbers can be draped over monofilament clothes lines
 - 4. Monitor paper until it is dry to the touch (especially in the gutter margin of books)
 - 5. Press for days (in book press or under flat weighted board) to minimize distortion
 - D. Vacuum Freeze Drying – pluses; handles large quantities of wet materials efficiently
 - E. Vacuum Freeze Drying – minuses; expensive and requires transport to chambers
 - F. Vacuum Freeze Drying – procedures
 - 1. Transport frozen material to commercial freeze drying contractor
 - 2. Vacuum freeze dry at 4 torr, maximum temperature 105 degrees Fahrenheit
- V. Smoke Removal**
- A. Wipe smoke off affected material with natural rubber sponges (e.g. dry wall cleaning sponges)