

HOWARD-TILTON MEMORIAL LIBRARY  
HURRICANE AND  
DISASTER RECOVERY PLAN  
TULANE UNIVERSITY  
2020

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**PUBLIC VERSION**

HOWARD-TILTON MEMORIAL LIBRARY

J. MERRICK JONES HALL

900 S JEFFERSON DAVIS: TULANE LIBRARIES OFF-SITE STORAGE FACILITY AND RECOVERY CENTER

THIS COPY OF THE PLAN BELONGS TO:

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# INTRODUCTION AND PLAN MAINTENANCE

## INTRODUCTION

The Library Disaster Plan is a flexible, adaptable plan that can be used in case of emergencies affecting library personnel, buildings, and collections and technology. The library disaster plan works in conjunction with the University's emergency plans and hurricane plan (<http://tulane.edu/emergency/preparedness/>), but focuses specifically on the library's needs.

This plan covers the following facilities:

- Howard-Tilton Memorial Library building
- 900 S Jefferson Davis: Tulane Libraries Off-site Storage Facility and Recovery Center
- Special collections located in Jones Hall including:
  - Hogan Jazz Archive
  - Louisiana Research Collection
  - Southeastern Architectural Archive
  - University Archives

It covers library staff and collections at the Architecture Library at the School of Architecture located in the Richardson building, and collections in the Math Library located within the Math Department in Gibson.

The Library Emergency Response Team (LERT) is the planning group responsible for maintaining the plan. LERT is composed of key library stakeholders who will have roles in the emergency response, but not all LERT members are first responders in the case of an emergency. LERT is co-chaired by the library's Associate Dean and its Director of Technical Services.

Members of the Library Emergency Response Team are:

Andy Corrigan (co-chair)

Donna Capelle Cook (co-chair)

David Banush

Hayden Battle

Hortensia Calvo

Jillian Cuellar

Sabrena Johnson

Michael Jones

Dorothy Mackendrick

Pat Vince

The LERT co-chairs are responsible for convening LERT meetings as required for plan updating. LERT co-chairs also convene a LERT meeting when the threat of a hurricane has been identified and announced by the Office of Emergency Preparedness and Response, to review event-specific procedures.

## **PLAN MAINTENANCE**

**LERT co-chairs** update the plan annually, before June 1<sup>st</sup>, with input from the LERT.

The **Dean of Libraries and Academic Information Resources** or a designate distributes a copy of the library's updated disaster plan to all employees on June 1<sup>st</sup> of every year.

The **Associate Dean** communicates the Library's plan to construction managers, the Office of Insurance and Risk Management, Facilities Services, and other relevant entities.

The **Library Administrative Office** annually updates inventory lists of valuable equipment and computers, prior to the beginning of hurricane season in June. The Office compiles a current list of employees with phone numbers and alternate email addresses.

**Division Heads** are responsible for verifying that their staff contact information is still correct and reporting back to the Director of Administrative and Strategic Services.

The **Web Services Manager** is responsible for maintaining instructions for posting information to the library website.

**All supervisors** are responsible for adding contact information for all personnel supervised on p. 8 of the plan. Supervisors must update this contact information whenever staff changes, or annually when a new disaster plan is distributed.

**All library staff** are responsible for knowing contact information for their immediate supervisor and any other colleagues that should be contacted in case of an emergency.

## EMERGENCY CONTACTS

Any staff member who first encounters a disaster should immediately notify at any time (24/7):

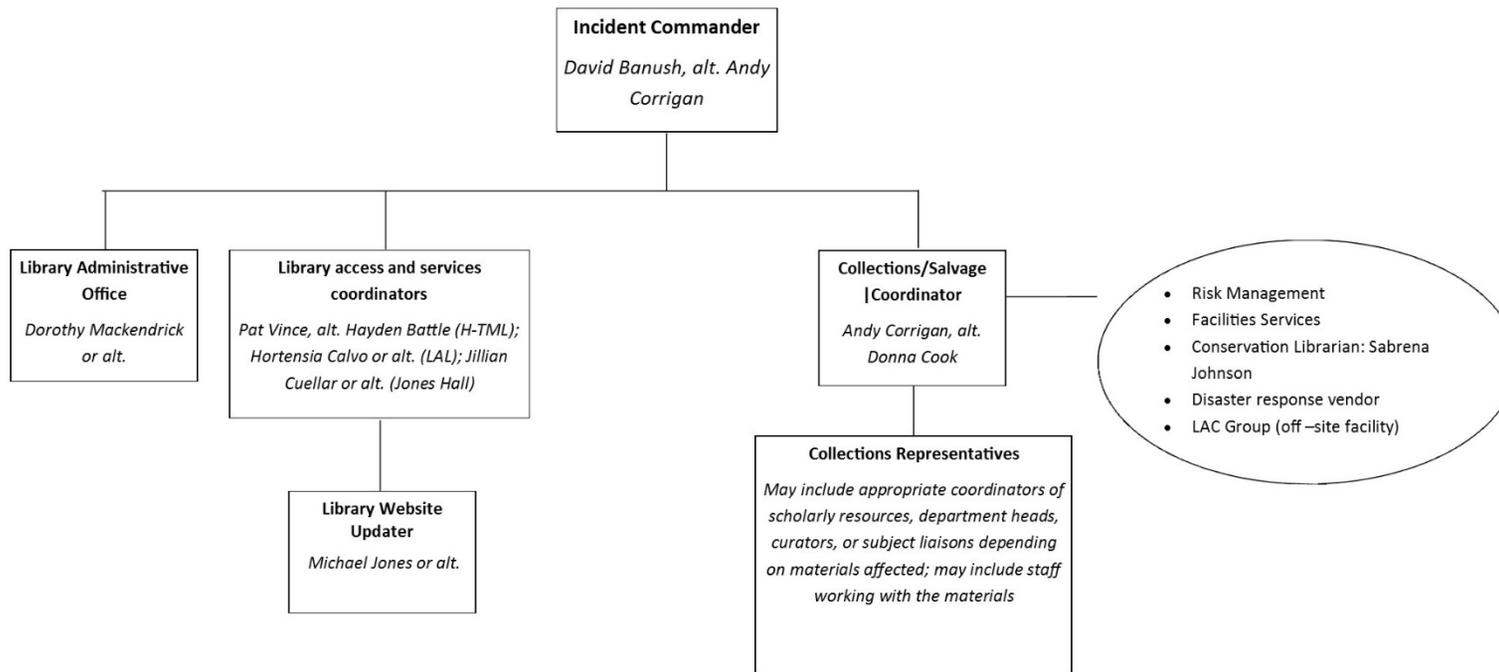
<b>Name</b>	<b>Cell</b>	<b>Home</b>	<b>Office</b>
TUPD			504 865 5200
Facilities Emergency Number			504 865 5441
David Banush			504 865 5131
Andy Corrigan			504 865 5679

The Dean of Libraries (David Banush) and Associate Dean (Andy Corrigan) will then implement the disaster response phone tree, and call additional library personnel as required. Alternate contacts, if both David and Andy are not available:

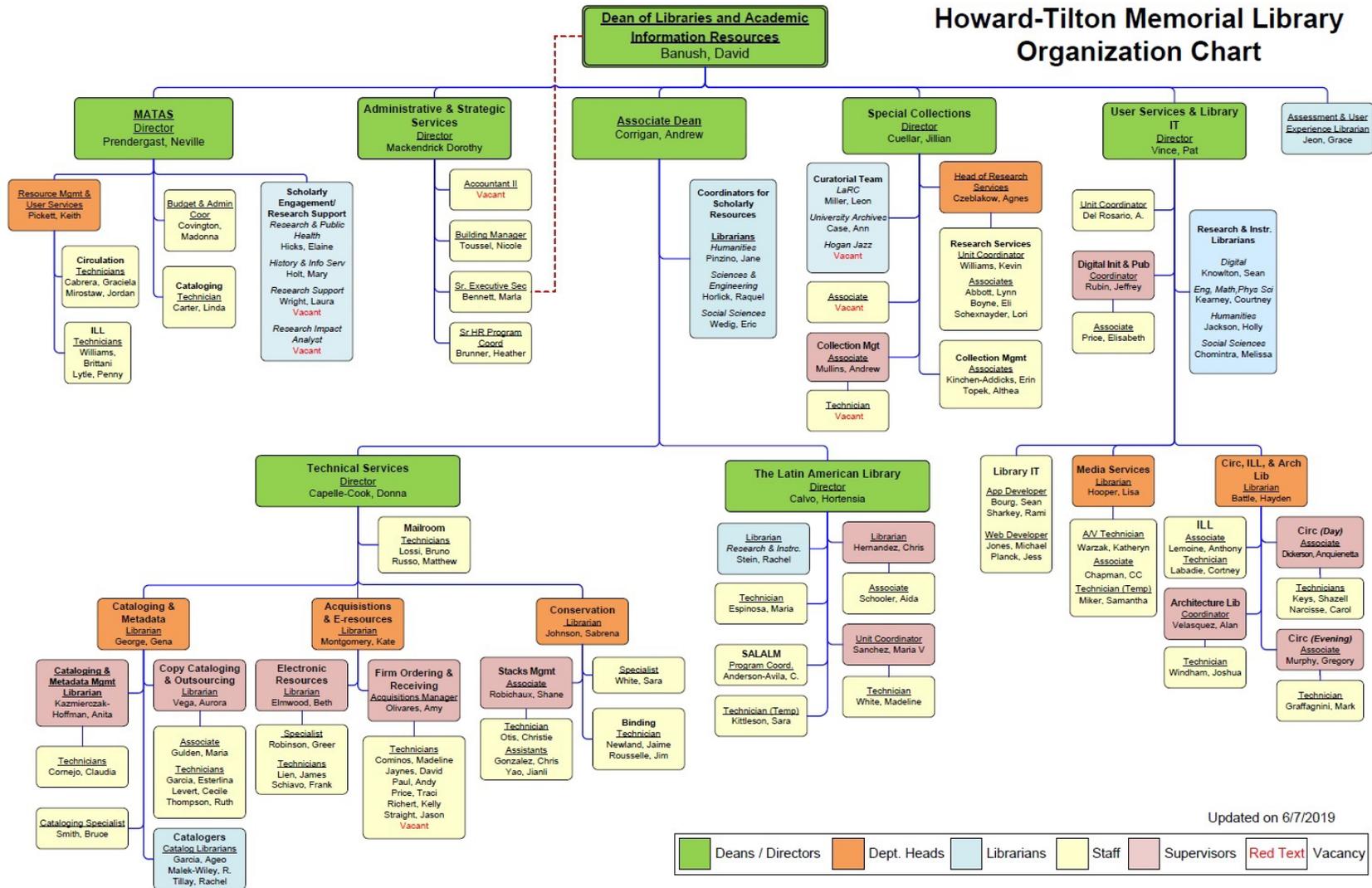
<b>Name</b>	<b>Cell</b>	<b>Home</b>	<b>Office</b>
Donna Capelle Cook			504 865 5692
Dorothy Mackendrick			504 865 5579
Hortensia Calvo (For The Latin American Library)			504 314 7828
Jillian Cuellar (For Special Collections)			504 247 1873

## HTML, JONES, OFF-SITE COLLECTIONS EMERGENCY INCIDENT RESPONSE PHONE TREE

The Emergency Incident Response Phone Tree will be initiated by the person who first identifies the incident or other first responders. Those named in the Emergency Incident Response Phone Tree could be called at any time, and will make decisions about who else to call. The library general phone tree for events such as those requiring an extended evacuation mirrors its organizational chart, i.e., deans contact directors, directors contact contact supervisors, supervisors contact individual staff.



General Organization Chart Example



## ADDITIONAL LIBRARY CONTACTS

List all contacts that will call you, or that you will have to call, in case of an emergency.

Name	Cell	Home	Office	Alternate email	Tulane email
Your immediate supervisor					

# EMERGENCY PROCEDURES

## GENERAL WATER

- Call Facilities Services at 504 865 5441
- Call TUPD at 504 865 5200
- Do not approach or step into standing water. If there are electrical appliances or electrical outlets near the leak, this is an electrocution hazard.
- Implement the emergency phone tree, and call the Dean of Libraries and Academic Information Resources (David Banush) and Associate Dean (Andy Corrigan) in addition to TUPD and Facilities Services. (See p. 7)
- Wait for facilities services or emergency personnel to arrive and determine the area is safe to approach.
- Once the area has been determined safe to approach, if the source of the water is clear (a clogged drain, etc.), and you can stop it easily, do so cautiously.
- If the water is coming from a sprinkler head or broken pipe, the sprinkler water flow must be shut off by Facilities Services and/or a Fire Safety responder.
- If you can do so safely, protect collections from further water damage by covering them with plastic sheeting and containing the leak with absorbent materials.
- Plastic sheeting, scissors, tape, and absorbent materials are located in the 1<sup>st</sup> floor Technical Services area, just through the emergency exit door behind circulation's compact shelving.
- If water is coming from the ceiling, still do not move already wet books. Drape plastic sheeting over collections to protect from water.
- Leave books in place on shelves until a contracted vendor can come to pack materials for freeze drying.

# HURRICANE

See also the [University Hurricane Plan](#).

## **Hurricane threat identified**

- The Office of Emergency Preparedness and Response will advise University staff when the campus is under a hurricane threat, and when departments should begin preparation
- The Office of Emergency Preparedness and Response will follow the Hurricane Action Time Line, which will dictate actions to be taken according to how far away the storm is. See the University Hurricane Plan for more information.
- The chair(s) of the Library Emergency Response Team will call a LERT meeting to review procedures and discuss library plans specific to the hurricane and to the plan dictated by local authorities and the Office of Emergency Preparedness and Response (evacuation, shelter in place, or other)
- The Dean of Libraries and Academic Information Resources will:
  - Notify, via HTML-L, all library staff of the library's plan for the specific event
  - Remind, via HTML-L, all library personnel of communication procedures during an evacuation
  - Release personnel from work, in the event of library closure or campus evacuation
- Division heads and supervisors will:
  - Meet with direct reports to confirm communication plans, emergency contact information, and evacuation plans
  - Ensure all department assets have been secured
- Employees will secure their work stations and prepare collections in accordance with steps outlined in this document and university guidelines. Employees will assist other departments and employees as needed to ensure all work areas are prepared for the storm.
- The Director of Technical Services will coordinate preventive measures to be taken around buildings, including contacting facilities to request sandbags be placed along loading dock doors off-site at 900 S Jefferson Davis.
- Employees will meet with supervisors to confirm communication procedures and contact information.
- Employees will follow instructions and leave campus to take shelter, or evacuate the area, as recommended in official city announcements.
- Note that employees will not be allowed to use Tulane University or Tulane University Health Science Center buildings as a storm shelter. No employees, except for designated emergency personnel, will be allowed to remain on campus in the event of a university evacuation.
- Each employee should have their own personal hurricane plan in case the City and Metro Area are under evacuation orders. Employees should be ready to implement their plan and evacuate when a storm threatens the area.

## **During and after the storm**

- The Dean of Libraries and Academic Information Resources will communicate with LERT members using multiple forms of communication, or whichever is functional: phone (first preference), text, or email.
- Library employees will check Tulane's Alert Line at 504 862 8080 and <http://emergency.tulane.edu/> for updated news on the University's response. If possible, the Dean of Libraries and Academic Information Resources will use HTML-L to distribute library news and remind employees to check the alert line and website.
- Employees will monitor their Tulane email for further information from the University and the Dean of Libraries and Academic Information Resources.
- Employees will contact supervisors to check in, and for more information, as soon as possible, via email, phone, or text, depending on which form of communication works best.
- In the event of a prolonged evacuation (longer than a few days) the Dean of Libraries and Academic Information Resources or other LERT members may use H-TML Emergency Information blog at <http://htmlemergency.blogspot.com/> to post library-related news and communications.
- If supervisors have not heard from employees after the end of the storm, supervisors will attempt to contact employees.
- If the University is scheduled to be closed for more than 5 days, employees must call the Tulane Employee check-in number at 1-877-TULANE8 (1-877-885-2638)
- No employee should attempt to return to campus, unless specifically instructed by Tulane administration or unless the Alert Line Message indicates it is safe to return.
- The University President or a designee will determine when the campus will open and continue to issue communications with updates to all populations.
- When possible and safe to return to the building, the collections will be assessed for damages.
- If necessary, the Dean of Libraries and Academic Information Resources or a designee will initiate a salvage and recovery effort, and implement the Library Incident Command System (see p. 18)

## HURRICANE PREPARATION CHECKLISTS

When the threat of a hurricane has been confirmed by the Office of Emergency Management (OEM), and OEM has initiated hurricane procedures, Library personnel will take the steps outlined below to prepare for any hurricane situation.

### All supervisors

- Meet with all direct reports to confirm communication plans, emergency contact information, and evacuation plans
- Ensure all department assets (including your own work station) have been secured in accordance with procedures in Appendix A, also listed below in the “all staff” checklist

### All Staff

- Meet with your direct supervisor to confirm communication plans, contact information, and evacuation plans
- Secure all critical papers, pictures, books, and other loose items in a cabinet, desk, or closet.
- Ensure all files are saved to personal shares
- Unplug all computer equipment, and all other electrical equipment.
- Move as much as possible away from windows to an interior area or against an interior wall.
- Raise equipment and collections materials off the floor, if possible.
- Cover with plastic and secure with tape any collections materials, office equipment, fine art, and computers that cannot be stowed or moved away from windows. Plastic sheeting is stored with the emergency supplies, in technical services, right through the emergency exit door in the compact shelving behind the circulation desk.
- Close and lock (or secure with tape) all filing cabinets.
- Close and lock all windows.
- Close and lock all doors.
- Stow telephone in desk, closet, or cabinet.
- Take personal items home with you.

### LERT Members

- Attend the pre-hurricane LERT meeting convened by LERT co-chairs

### **Dean of Libraries and Academic Information Resources**

- Notify, via HTML-L, all library staff of the library's plan for the particular event
- Remind, via HTML-L, all library personnel of communication procedures during an evacuation
- See hurricane communication procedures on p. 16
- Release personnel from work, in the event of library closure or campus evacuation

### **Associate Dean of Libraries**

- Call a meeting of the Library Emergency Response Team (LERT)
- Confirm communication procedures and contact information
- Call Office of Insurance and Risk Management to confirm approved vendors to call in case of a collections salvage effort
- Communicate with construction project managers and contractor representatives about disaster plan for library
- Contact Facilities Services to determine whether generators will be connected to run HVAC in the event of a power outage

### **Director of Technical Services**

- Contact Facilities Services to request sandbags be placed along doors and check on emergency generator provisions at off-site facility at 900 S Jefferson Davis
- Make a trip to the off-site facility at 900 S Jefferson Davis to assist in preparing the building for the storm
- Check the status of the Library's vehicles, arrange for them to be moved if necessary

### **Web Services Manager**

- Update the Library's website, adding an emergency notification to alert patrons and staff of closure or updated hours

# HURRICANE COMMUNICATION PROCEDURES

## ALL STAFF

Library employees should monitor the following sources for official communications:

- Tulane's Alert Line: 504 862 8080 or 877 862 8080
- Tulane Emergency Website: <http://emergency.tulane.edu/>
- HTML Emergency Blog: <http://htmlemergency.blogspot.com/>
- Library website <http://library.tulane.edu/>
- HTML-L Listserv
- Local news outlets

Library employees should contact their immediate supervisor as soon as possible to check in after a hurricane.

If supervisors do not hear from employees after the end of a storm, they will attempt to contact employees via email, phone, or text, depending on which form of communication is functioning best after the event.

If the University is scheduled to be closed for more than 5 days, employees must call the **Tulane Employee check-in number at 1-877-TULANE8 (1-877-885-2638)**

## ALL SUPERVISORS

Supervisors will attempt to contact employees after the end of the storm, if they have not yet heard from them.

Supervisors will use phone, email, or text, depending on which form of communication is functioning best after the event.

If the University is scheduled to be closed for more than 5 days, employees must call the Tulane Employee check-in number at 1-877-TULANE8 (1-877-885-2638)

## LERT

The Dean of Libraries will be the primary point of contact between the University's disaster response team and the Library.

Prior to returning to campus, the Dean of Libraries will contact every member of LERT to convey information on the status of the library building and collections. The Dean may use email, phone, or text, depending on which forms of communication are functional.

The Collections | Salvage Coordinator will initiate an emergency phone tree for collections/salvage related contacts if collections damages are discovered.

LERT members will attempt to contact other LERT team members for information on the status of the library building and collections, via text, email, or phone, depending on which form of communication is functioning best.

LERT will ensure that the Library website is updated as best as possible, by the Web Services Manager or other member of LERT with editing privileges and internet access.

# DISASTER RESPONSE AND COLLECTIONS SALVAGE INCIDENT COMMAND SYSTEM

## HOWARD-TILTON MEMORIAL LIBRARY ROLES AND RESPONSIBILITIES

### **Library Incident Commander**

*David Banush, alt. Andy Corrigan*

- 24/7 first responder
- Assess extent of damage to facilities and collections; in the event of a hurricane, coordinate with the University's Preliminary Damage Assessment operations
- Initiate incident command system
- Communicate with university president, provost, and other university administration as necessary
- Communicate with press
- Dictate messages to the Library Access and Services coordinator, so they can pass the messages on to the Web Services coordinator for posting on the library website
- Make decisions about library closure and/or updated hours to staff and library users and communicate decisions to appropriate people for message distribution.

### Post incident

- Convene debriefing meeting to discuss the response and identify potential improvements
- Continue communications with the press, provost, president, etc.

### **Collections Coordinator / LERT Co-Chairs**

*Andy Corrigan, alt. Donna Cook*

- 24/7 first responder
- Primary liaison to
  - Office of Insurance and Risk Management
  - Contractor representatives
  - The disaster response vendor if called in
- Assist in assessing damage to collections, involving Conservation Librarian Sabrena Johnson if damages warrant
- Work with Facilities Services and disaster response vendors to achieve acceptable environmental conditions in affected areas
- Communicate extent of damages to the disaster response vendor and the Office of Risk Management
- Work with collection representatives and the conservation librarian to make salvage and recovery decisions
- Communicate salvage and recovery decisions to the salvage coordinator
- Seek to ensure that the disaster response vendors use collection safe methods for salvage and recovery

- Work with Library Access and Services coordinators to make plans for access after the incident when the site is cleared
- Communicate salvage and recovery progress. Activate the H-TML Emergency Information blog if warranted in the event of an extended evacuation period and there are significant conditions on which to report
- Post information about salvage and recovery efforts
- Communicate with collections representatives

#### Post incident

- Work with the Office of Risk management, Tulane Capital Projects and Real Estate (CPREG), Facilities Services, or others on insurance claims or other recovery assistance
- Primary liaison for ongoing communication with
  - Office of Risk Management
  - Construction or other contractor with ongoing project in the library buildings
  - The disaster response vendor
  - Contract staff at the off-site facility or otherwise working with the library on projects
- Continue to work with library access and services coordinators to make provisions for access to materials, and/or dissemination of information about inaccessible materials
- Update the library emergency blog with further information about salvage and recovery efforts
- Assess damage to collections
- Provide guidance on achieving acceptable environmental conditions in affected areas
- If needed, establish triage area for damaged materials
- Identify supply needs, and communicate needs to the admin coordinator
- If possible, organize an inventory of items affected by the disaster
- Contact outside conservators for additional salvage expertise as necessary, such as in cases of damages to important materials in nonprint formats
- Communicate with disaster response vendor and collections coordinator, as is appropriate, to ensure that recovery procedures being employed by the vendor are acceptable for collections

#### Post-incident

- Compile information on salvage effort (i.e. number of items affected, number of staff hours dedicated to salvage)
- Serve as primary liaison to conservators assessing collections and treating damaged materials
- Continue to work with disaster response vendor to ensure all procedures are acceptable and safe for the collections
- Convene and lead a debriefing meeting with volunteer disaster team

#### **Admin Office**

*Dorothy Mackendrick, or alternate*

- Assist in obtaining any necessary supplies
- Communicate with university offices regarding hours and pay, especially for employees in Kronos
- Identify and establish counseling services available for employees; communicate availability to all staff

### **Technical Services Staff**

- If necessary, work to create an item-level inventory of all affected items
- Lead tracking team in creating the inventory
- Distribute the inventory to others as is appropriate
- Maintain backup copies of the inventory throughout the salvage and recovery process

### Post-incident

- Distribute up to date copies of the inventory to others as necessary and appropriate
- Update inventory as necessary
- Assist with item replacement process if necessary

### **Library Access and Services**

*Pat Vince, Hortensia Calvo, Jillian Cuellar and alternates. (Degree of involvement may depend on areas affected and to what degree)*

- Establish a plan for maintaining public services during and/or after incident
- Lead access and services staff in executing plan for continuing library services
- Communicate plans for closure, and other information as necessary, from the Dean of Libraries to the website updater for posting on the library website
- Work with collections coordinator to make provisions for access to materials, and/or dissemination of information about inaccessible materials

### Post Incident

- Continue working with collections coordinator to make provisions for access to materials, and/or dissemination of information about inaccessible materials.
- Work with the Library Incident Commander and others to address any network or building access issues

### **Web Services**

Michael Jones, or alternate

- Locate internet service
- Post messages communicated by the Incident Commander to the Access and Public Services Coordinator, then to the website updater to the library website

- Continue to update library website to reflect changes in services, as determined by the Incident Commander and communicated by the Access and Public Services Coordinator

#### Post Incident

- Continue posting updates as new information must be distributed via the library website

#### **Collections Representative(s)**

Decisions about collections should be made as collaboratively as possible, with the involvement of key personnel associated with specific collections affected. Materials defined as rare, unique, or otherwise irreplaceable are first priorities for salvage. Personnel making decisions about collections will consider the value of the affected items in relation to the academic mission of Tulane University, as well as the best balance between the likelihood of successful restoration, and the likelihood that suitable replacement copies could be acquired later at a comparable cost.

Tulane University carries insurance covering losses and damages to library collections, and the Associate Dean annually supplies Tulane's Office of Risk Management with information used for updating estimated collection values, for the purpose of maintaining this coverage.

Collections representatives assisting with decisions about salvage, restoration, or replacement include those responsible for individual areas of the collections (special collections curators, scholarly resources coordinators, subject liaisons) and the conservation librarian. The Collections Coordinator managing the disaster response may call upon these representatives individually or collectively to assist in response activities such as the following:

- Assess collections materials for salvage or replacement
- Make decisions about withdrawal or retention of affected items

#### Post Incident

- Contact collection users (i.e. individual researchers, departments, etc.) to notify them of changes to the collection's availability
- Work with the Collections Coordinator to make additional decisions about retention of affected items
- Work with Acquisitions on the replacement of unsalvageable items

#### **All Staff**

- Check Tulane emergency website, library website, local media, and Tulane Alert Line, for up to date information
- Contact supervisor as soon as possible

#### Post Incident

- Complete property loss forms and return to supervisor

**All Department Heads and Supervisors**

- Establish contact with all department personnel

Post Incident

- Collect property loss forms and give them to the Library Admin Office

# APPENDICES

## Appendix A: Employee Hurricane Evacuation Survey

The Director of Administrative and Strategic Services coordinates updates required to this form, when applicable. The form is not used by most library employees, as most library employees are not participating in large, sponsored projects.

TULANE UNIVERSITY			
EMPLOYEE HURRICANE EVACUATION SURVEY			
Please complete the below survey so that your needs can be addressed in the event that essential staff members are required to evacuate for a severe weather emergency. Completed surveys must be submitted to your Department Head.			
<b>NAME:</b>	<b>DEPARTMENT:</b>		
<b>HOME ADDRESS:</b>	<b>E-MAIL ADDRESS</b> (Primary, Alternate):	<b>PHONE NUMBERS</b> (Office, cell, alternate cell):	
CURRENT PROJECTS IN PROGRESS	PROJECT SPONSOR	GRANT FUNDED (Y or N)	SPECIAL REQUIREMENTS
1.			
2.			
3.			
4.			

5.			
6.			
7.			
<b>ADDITIONAL COMMENTS REGARDING PROJECTS:</b>			
<b>DATE EMPLOYEE RETURNED TO WORK POST EVENT:</b>			
<b>(To be completed by Department Head)</b>			

## APPENDIX B: Conservation Contacts

Name	Phone	Email	Location
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*General Information – American Institute for Conservation (AIC-CERT): 202-661-8068*

### *Audiovisual Materials\**

George Blood Audio Video	215-248-2100	<a href="mailto:george.blood@georgeblood.com">george.blood@georgeblood.com</a>	Philadelphia, PA
Audiovisual Preservation Solutions	917-475-9630	<a href="mailto:info@avpreserve.com">info@avpreserve.com</a>	New York, NY
Media Preserve	800-416-2665	<a href="mailto:info@themediapreserve.com">info@themediapreserve.com</a>	Pittsburgh, PA
Cineric	646-502-9412 646-502-9401	<a href="mailto:info@cineric.com">info@cineric.com</a> / <a href="mailto:ulli@cineric.com">ulli@cineric.com</a>	New York, NY
Brenda Flora, Amistad Research Center	504-862-3228 (o) 504-578-8878 (c)	<a href="mailto:bflora@tulane.edu">bflora@tulane.edu</a>	New Orleans, LA
Colorlab	301-770-2128	<a href="mailto:deanp@colorlab.com">deanp@colorlab.com</a>	Rockville, MD
Chicago Albumen Works	413-274-6901	<a href="mailto:dmunson@albumenworks.com">dmunson@albumenworks.com</a>	Housatonic, MA

\*Note: NEDCC and CCAHA (listed next page) also offer photograph conservation.

Name	Phone	Email	Location
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*Book & Paper Materials*

Polygon	800-422-6379	<a href="mailto:us_info@polygongroup.com">us_info@polygongroup.com</a>	N Andover, MA
HF Group, ECS Conservation (Etherington)	800-444-7534	<a href="mailto:dcreech@hfgroup.com">dcreech@hfgroup.com</a> (Midwest) <a href="mailto:mjohnson@hfgroup.com">mjohnson@hfgroup.com</a> (East)	N Manchester, IN; Browns Summit, NC
Northeast Document Conservation Center (NEDCC)	855-245-8303 (emergency) 978-470-1010	<a href="mailto:bveillette@nedcc.org">bveillette@nedcc.org</a> <a href="mailto:jmartin@nedcc.org">jmartin@nedcc.org</a>	Andover, MA
Conservation Ctr for Art & Historic Artifacts (CCAHA)	215-207-0997 (emergency) 215-545-0613	<a href="mailto:ccaha@ccaha.org">ccaha@ccaha.org</a>	Philadelphia, PA
Fleur du Livre	504-517-5087	<a href="mailto:info@fleurdulivre.com">info@fleurdulivre.com</a>	New Orleans, LA

*Paintings & Textiles*

McKay Lodge Fine Art Conservation	440-774-4215	<a href="mailto:mckaylodge@gmail.com">mckaylodge@gmail.com</a>	Oberlin, OH
Williamstown Art Conservation Ctr	413-458-5741 413-458-9545	<a href="mailto:wacc@williamstownart.org">wacc@williamstownart.org</a>	Williamstown, MA; Atlanta, GA
Jessica Hack Textile Restoration	504-366-0786	<a href="mailto:Jhack49@aol.com">Jhack49@aol.com</a>	New Orleans, LA
Shamil Salah Paintings Conservation	504-891-2695	<a href="mailto:art@paintingsconservation.net">art@paintingsconservation.net</a>	New Orleans, LA

**Appendix C: Property Loss form**  
**Property Loss Form – Office & Scientific Equipment**

Building \_\_\_\_\_ Room/Office # \_\_\_\_\_ Contact Person & Phone Number \_\_\_\_\_  
 Department Incurring Loss \_\_\_\_\_ Department Account Number \_\_\_\_\_ Date of Report \_\_\_\_\_

Category	Make/Model/Manufacturer (if known)	Tulane Decal No.	Age	Purchase Price	Condition/Damage	Repairable or Replace
Electrical Equip.						
Computers						
Printers						
Monitors						
Peripherals						
Calculators						
Copiers						
Typewriter						
Dictaphone						
Other						
Communications						
Telephones						
Cellular Phones						
Fax Machines						
E-Mail						
Other						
Scientific Equip.						

Fax (862-8766) or deliver (300 Gibson Hall) this form to Risk Management. **Attach all repair estimates to this form.**

### Property Loss Form – General Office Structure & Contents

Building \_\_\_\_\_ Room/Office # \_\_\_\_\_ Contact Person & Phone Number \_\_\_\_\_

Department Incurring Loss \_\_\_\_\_ Department Account Number \_\_\_\_\_ Date of Report \_\_\_\_\_

Category	Make/Model/Manufacturer (if known)	Tulane Decal No.	Age	Purchase Price	Condition/Damage	Repairable or Replace
Structure						
Interior Walls						
Floors & Carpet						
Ceiling						
Doors						
Shelves/Racks						
Windows						
Other						
Furniture						
Chairs						
Desks						
Credenzas						
Tables						
Lamps						
Artwork						
File Cabinets						
Other						
Supplies						
Paper						
Forms						
Pens & Paper						
Other						

Fax (862-8766) or deliver (300 Gibson Hall) this form to Risk Management. **Attach all repair estimates to this form.**

## Appendix D: Disaster Supply Inventory

Revised June 2019

### Supplies in Technical Services, 1st floor

**HTML:** Access is through black doors to the tech services area, keypad door to tech services, or emergency exit in compact shelving behind the HTML circ and help desk. Other locations for supplies: the Technical Services Storage Room in the HTML basement (designated by \*) and the library's off-site storage facility.

### General Cleaning / Drying

3	Mop
1	Broom
2	Broom/Squeegee
1	2-in-1 Window Squeegee & Scrubber
1	Floor Squeegee Head
1	Wooden Mop Handle
1	Shop Vac
3*	Fans
<b>Lights</b>	
2	Flashlight, standing yellow
1	Flashlight, silver metal handheld
2	Flashlight, yellow/blue handheld
1	Standing halogen lamp
2	C Batteries
4	D batteries
50	Snap-lights/glowsticks, 12hr green
<b>Hand Tools</b>	
5	Scissors
3	China marker, white
3	China marker, yellow
4	Microspatula
<b>Tape</b>	
3.5 rolls	Duct tape
6 rolls	Packing tape

<b>Absorbent Materials</b>	
200*	PIG black mat, 15"x20" (half *)
48	PIG sock, blue 48"
11	PIG pillow, grey 16"x20"
3	PIG pillow, grey 7"x20"
20	PIG sock, grey 42"
24 rolls*	Paper towels (half in *)
2 rolls	Shop towels
9*	Terrycloth towels, yellow
5	Pec Pad wipes, 9"x9", 25/pk
5	Pec Pad wipes, 4"x4", 100/pk
<b>Other</b>	
3*	Trash bags, 42 gal, 24/pk
1	Trash can, 55 gal
300	Ziploc bags, 2 gal, freezer
1.5	Caution tape, roll
1	Photo Flo, 16 oz.
3*	Rubber sponge
48*	Sponge, small (half in *)
15	Sponge, large
4	Plastic bins
1*	Blue tarps
14	Wax paper, 50 sheets/pk
9	Extension cord, 50 feet outdoor
13	Plastic sheeting, rolls, various weights
6*	Buckets, 8qt
0.5*	Hollytex roll
<b>Personal Protective Equipment</b>	
0.5	Nitrile gloves, large, 100/pk
1	Nitrile gloves, medium, 100/pk
1.5	Nitrile gloves, small, 100/pk
15*	Aprons, black rubber
3	Respirators, N95 disposable, 20/pk
4	Freezer gloves, pair (2 small, 2 large)
<b>Supplies at Offsite Facility, 900 SJD</b>	
18	PIG black mat, 15"x20"
40	PIG sock, blue 48"
39	PIG sock, grey 3.5'
4	PIG pillow, grey 7"x20"
2	Respirators, N95 disposable, 20/box
3	Respirators, cartridge

3	Gloves, disposable, 100/bx, (S, M, L)
4	Goggles
3	Tarp, blue
70	Cotton towels, sheets
3	So-Low Freezers

## Appendix E: Working with Disaster Recovery Vendors

The University has a standing agreement with **BMS CAT**.

The Library may contact BMS CAT directly, in case of an emergency that affects collections. The Associate Dean, or his designee, will contact BMS CAT, and will inform Risk Management that BMS CAT has been contacted.

The Library's contact is Craig Martin, regional director at BMS CAT, cell: XXX XXX XXXX; office: 1800 433 2940 (24 hour response); [cmartin@bmscat.com](mailto:cmartin@bmscat.com).

Library collections should be vacuum freeze dried rather than vacuum thermal dried. Vacuum thermal drying causes distortion, tidelines, and other types of avoidable physical damage.

Not all collections items can be frozen. Consult documentation before freezing formats other than print.

No harsh chemicals or treatments should be applied to library collections. The Vendor should approve any treatments with the Conservation Librarian (or her designee) before proceeding.

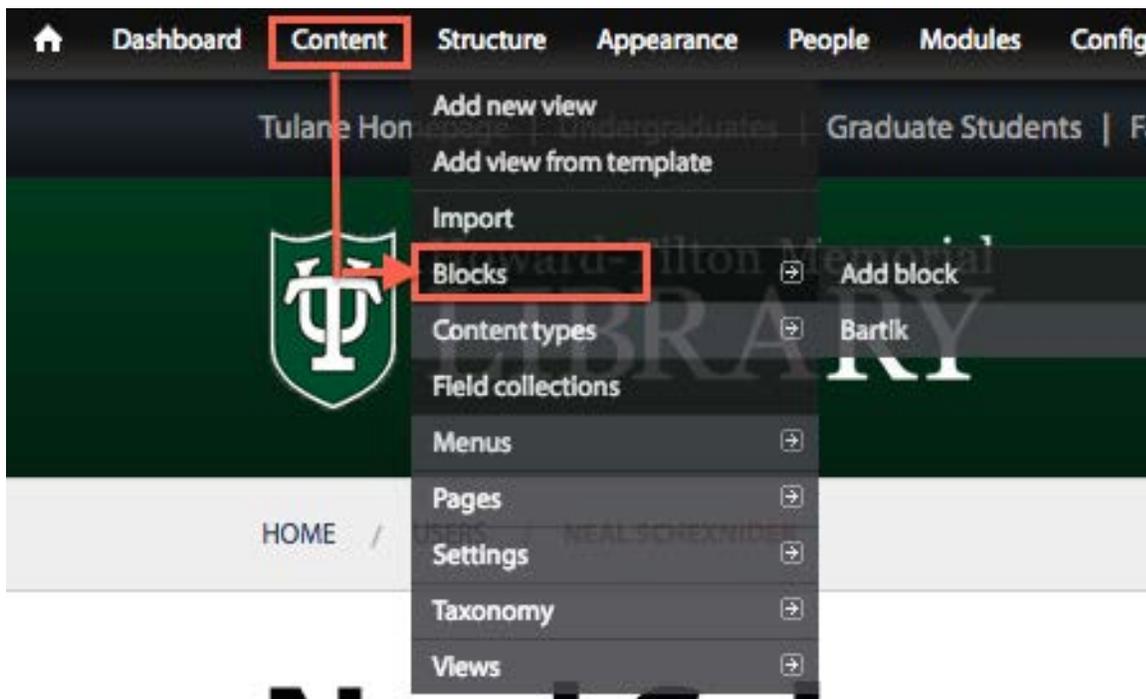
Special collections materials, such as audiovisual materials, other electronic media, certain types of photographs, objects, or paints, may require more specialized attention. See Appendix B for conservation contacts to call for specialized advice and/or assistance with irreplaceable materials.

## Appendix F: Instructions for Posting an Emergency Notice on the Library Web Site

on

Individuals who already have access to edit the Emergency Notice are Michael Jones, Andy Corrigan, and Hayden Battle. Other individuals who need to access to edit the Emergency Notice area of the website need to have an account set up. Please contact Michael Jones ([mjones10@tulane.edu](mailto:mjones10@tulane.edu)) to get an account.

1. Login to [library.tulane.edu/user](http://library.tulane.edu/user)
2. Enter your username and password
3. Navigate to **Structure -> Blocks**. Click on **Blocks**



4. On the **Blocks** page (<http://library.tulane.edu/admin/structure/block>)

- Scroll Down to the **Disabled** section and find **Highlighted Note**

- Click on **configure**

Disabled				
+ Block: Events Listing	- None -	configure		
+ Block: Events Listing	- None -	configure		
+ Block: Libraries - HTML Children	- None -	configure		
+ Block: Libraries - HTML Children	- None -	configure		
+ Block: Libraries - Is Howard-Tilton	- None -	configure		
+ Block: Library Build-back	- None -	configure		
+ Block:About:Collections	- None -	configure		
+ Block:About:Howard-Tilton Information	- None -	configure		
+ Block:News Blogspot	- None -	configure		
+ Block:Services:Borrowing	- None -	configure		
+ Block:Services:Publishing	- None -	configure		
+ Block:Services:Publishing	- None -	configure		
+ Block:Services:Research-Instruction	- None -	configure		
+ Block:Services:Study-Spaces	- None -	configure		
+ Development	- None -	configure		
+ Exposed form: site_search-page	- None -	configure		
+ Highlighted Note	- None -	configure	delete	
+ Library Build-back Blog feed latest items	- None -	configure		
+ Library News Blog category latest items	- None -	configure		
+ Main menu	- None -	configure		
+ Management	- None -	configure		
+ Navigation	- None -	configure		

5. The configure page is edited per the photo below. PLEASE NOTE, you need to click the “Save block” button at the bottom of the page for changes to take effect.

### 'Highlighted Note' block

#### Block title

The title of the block as shown to the user. This field supports tokens.

← Leave Blank

#### Block description \*

A brief description of your block. Used on the Blocks administration page.

← Leave As Is

#### Block body \*

[Switch to plain text editor](#)

#### Leave as “Full HTML”

Text format

[More information about text formats](#)

- Web page addresses and e-mail addresses turn into links automatically.
- Global tokens will be replaced with their respective token values (e.g. [site:name] or [current-page:title]).

The content of the block as shown to the user.

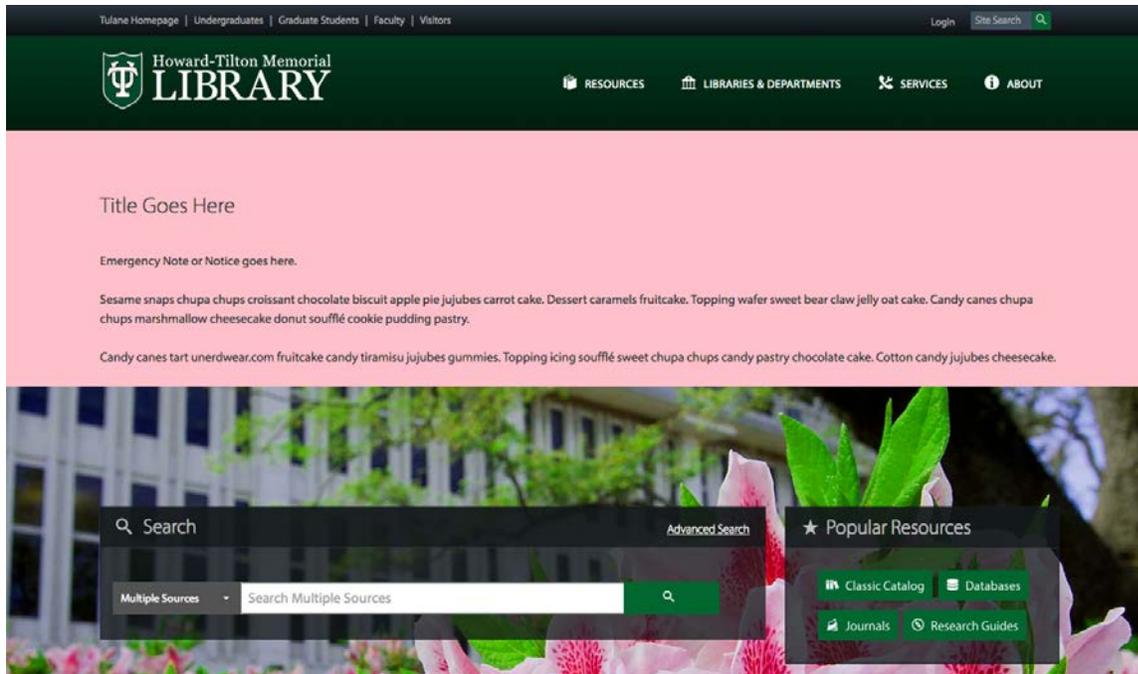
#### Visibility settings

Save block

← This is the last step.  
Ensure all information is correct and ready for display

6. After Updating and Saving, check the site to ensure changes took effect, preferably in a different browser. The page should look similar to:

## HOMEPAGE



7. To remove notice, go to **Structure -> Blocks** page and select “None” from the dropdown menu for “Highlighted Note” Region.



\*\* Make sure to scroll down to the bottom of the page and click “Save blocks” for change to take place.

**TROUBLE SHOOTING:**

If the notice does not appear try the following:

1. Hold down the SHIFT key and refresh your browser.
2. On **Structure -> Blocks** page [library.tulane.edu/admin/structure/block](http://library.tulane.edu/admin/structure/block)

Make sure **“Highlighted Note”** appears underneath **“Highlighted”** Block

Block	Region	Operations	
<b>Top bar</b>			
+ Displays the list of HTML main user groups	Top bar	<a href="#">configure</a>	<a href="#">delete</a>
+ user tools - site search, account login	Top bar	<a href="#">configure</a>	<a href="#">delete</a>
<b>Header</b>			
+ Tulane Logo	Header	<a href="#">configure</a>	<a href="#">delete</a>
+ HTML Main Navigation	Header	<a href="#">configure</a>	<a href="#">delete</a>
<b>Navigation bar</b>			
<i>No blocks in this region</i>			
<b>Highlighted</b>			
+ Highlighted Note	Highlighted	<a href="#">configure</a>	<a href="#">delete</a>
<b>Hero</b>			
+ Main Searchbox	Hero	<a href="#">configure</a>	<a href="#">delete</a>
+ Popular Resources	Hero	<a href="#">configure</a>	<a href="#">delete</a>
<b>Content</b>			
+ Main page content	Content	<a href="#">configure</a>	

3. If the site does not immediately update, under the home icon click “Flush all caches”



## Appendix I: Instructions for Posting to the Library Emergency Blog

All members of LERT can post to the Howard-Tilton Memorial Library Emergency Information blog. Andy Corrigan sends out invitations for all LERT members to contribute to the blog.

Go to <http://htmlemergency.blogspot.com/>

Click on “Sign In” in the upper right corner of the page, and use your Google ID and password to sign in.

Howard-Tilton Memorial Library  
Emergency Information

Emergency Information for Library Staff at Tulane University.

Thursday, August 8, 2013

### How the Library Responds to Emergencies

The library response to emergencies such as storm events is coordinated by a group called the Library Emergency Response Team (LERT). Its members include Lance Query, Library Dean; Andy Corrigan, Associate Dean; Pat Vince, Director of User Services and Library IT; Donna Capelle Cook, Director of Technical Services; Bruce Raeburn, Director of Special Collections; Miriam Espinosa, Director of Budgets and Administrative Services; Hortensia Calvo, Director of the Latin American Library; Hayden Battle, Head of Access Services; Annie Peterson, Preservation Librarian; and, Lewis Cartee, Head of Systems. The LERT may also include representatives from Tulane's Facilities Services and its Capital Projects and Real Estate departments as well as a representative from Library Associates Companies, which staffs the Tulane Libraries Recovery Center at 900 S. Jefferson Davis Parkway.

The LERT maintains communication contact during emergencies and has access to a current list of all library personnel names, phone numbers, and alternate email addresses. The list is maintained in the Library Administrative Office. In addition, in advance of events such as weather emergencies each library department head is also given a current list of employees with phone numbers and alternate email addresses by the Administrative Office. Before departing for an emergency event each staff member is referred to Tulane's emergency response procedures and the Tulane ALERT Line (862-8080 or 1-877-862-8080) for updated info. In the event of an evacuation, library personnel,

**Welcome to the Howard-Tilton Memorial Library Emergency Information Blog**

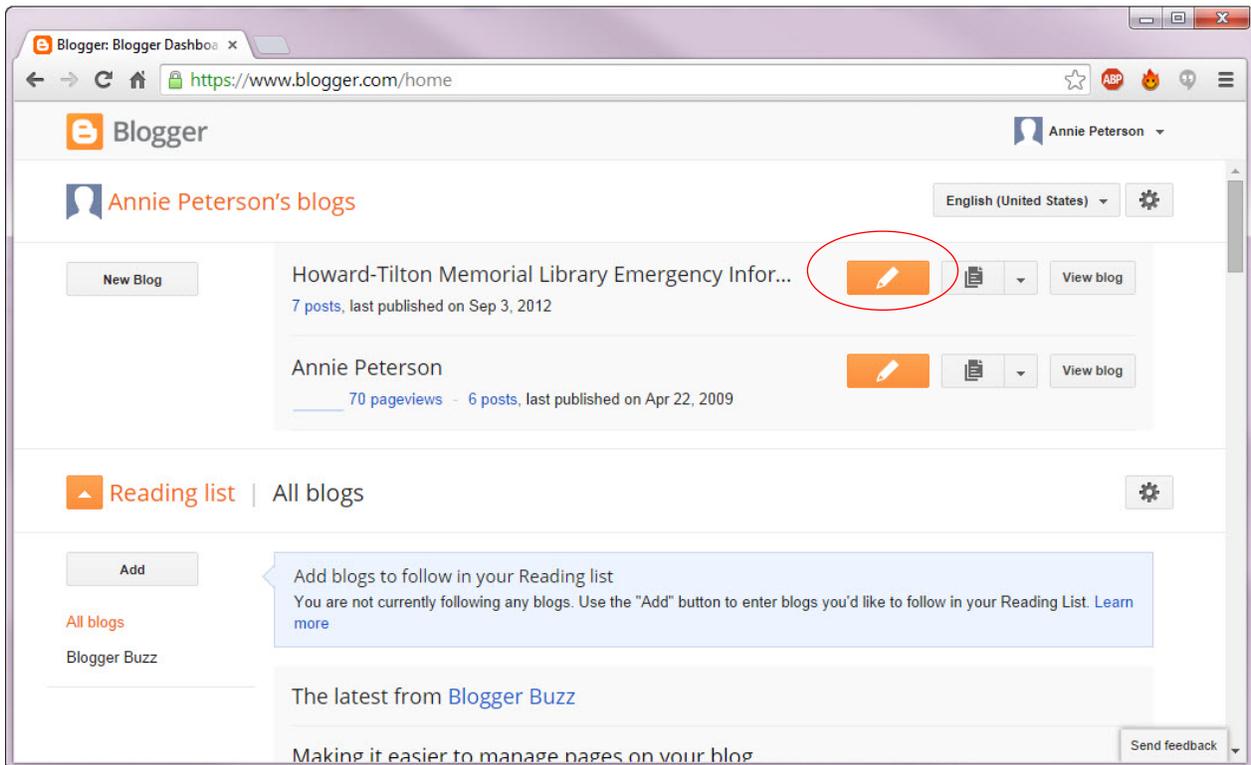
The purpose of this blog is for internal library communication in the event of a hurricane evacuation or other emergency. Click on the links below for official university policies regarding emergencies. Remember to check the Tulane alert line at 862-8080 or 1-877-862-8080 for the latest information on the university's status.

Check this site periodically for information updates about the library in the event of an evacuation.

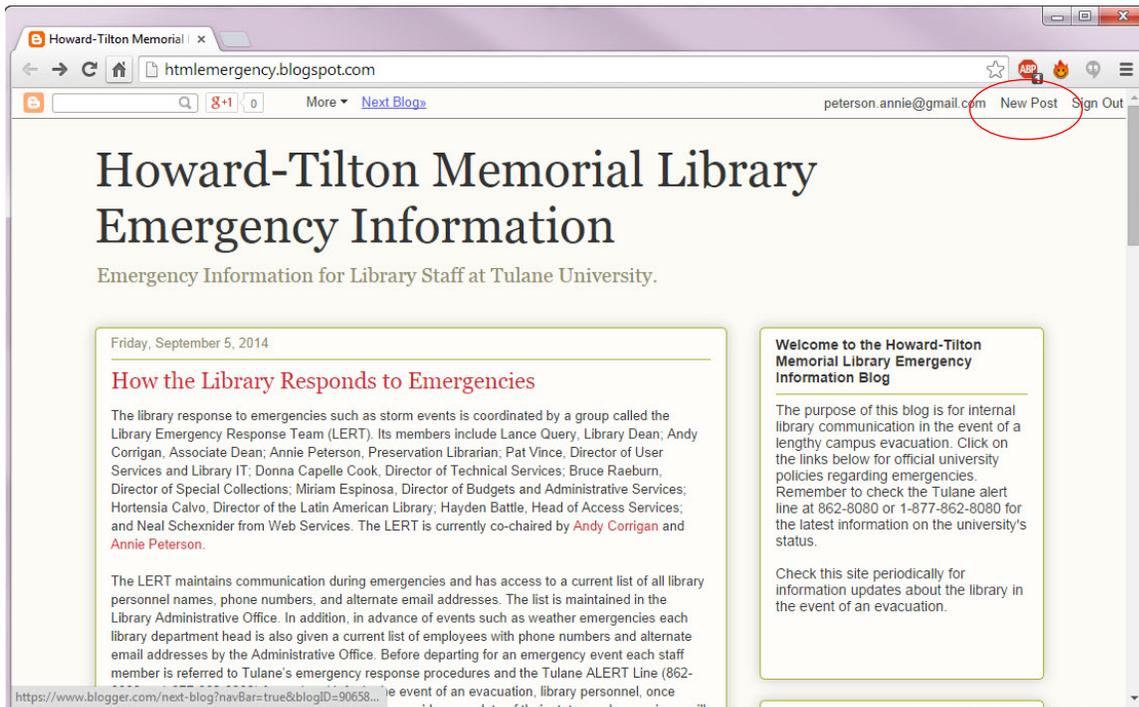
**Official Tulane Websites**

[Tulane Hurricane Guide for Faculty and Staff](#)

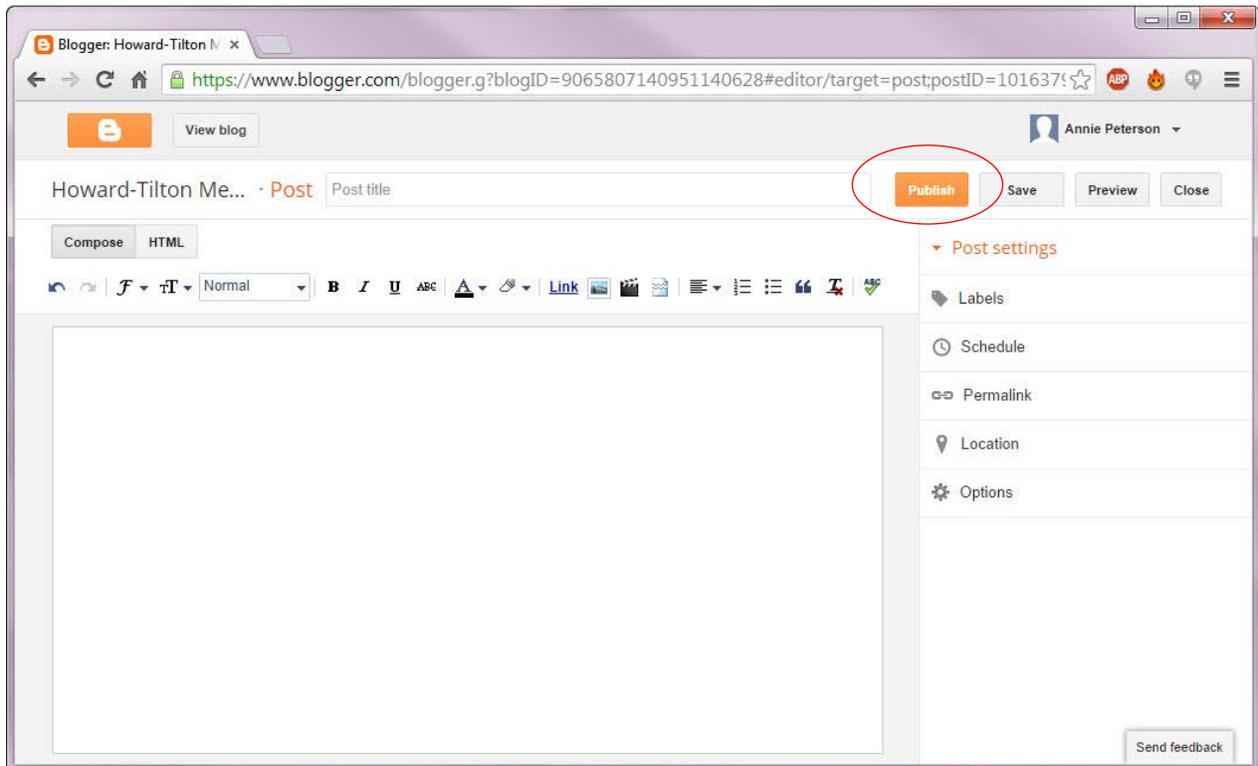
To create a new post, click on the pencil icon next to the Howard-Tilton Memorial Library Emergency Information Blog.



Or on the blog home page click “New Post”



Write your text in the compose screen. When you're ready to make the information public, click Publish. The Save button will save the post without making it public.



Your blog post is now visible to the public. You can edit your post by clicking on the post title. View the post at <http://htmlemergency.blogspot.com/>