

TULANE LIBRARIES  
HURRICANE AND EMERGENCY PLAN  
TULANE UNIVERSITY  
2021

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**PUBLIC VERSION**

HOWARD-TILTON MEMORIAL LIBRARY

J. MERRICK JONES HALL

TULANE LIBRARIES OFFSITE FACILITY at 900 S. Norman Francis Parkway

# Contents

INTRODUCTION AND PLAN MAINTENANCE .....	3
EMERGENCY CONTACTS .....	6
HTML, JONES, OFF-SITE COLLECTIONS EMERGENCY INCIDENT RESPONSE PHONE TREE .....	7
EMERGENCY PROCEDURES .....	10
GENERAL WATER.....	11
HURRICANE .....	12
Hurricane threat identified .....	12
During and after the storm .....	13
HURRICANE PREPARATION CHECKLISTS .....	15
HURRICANE COMMUNICATION PROCEDURES .....	17
DISASTER RESPONSE AND COLLECTIONS SALVAGE INCIDENT COMMAND SYSTEM .....	19
APPENDICES .....	24
Appendix A: Employee Hurricane Evacuation Survey.....	25
Appendix B: Conservation Contacts.....	27
Appendix C: Property Loss form .....	29
Appendix D: Emergency Supplies Inventory .....	31
Appendix E: Working with Disaster Recovery Vendors .....	34

# INTRODUCTION AND PLAN MAINTENANCE

## INTRODUCTION

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

This plan covers the following facilities:

- Howard-Tilton Memorial Library building
- Tulane Libraries Offsite Facility at 900 S. Norman Francis Parkway
- Tulane University Special Collections (TUSC) located in Jones Hall including:
  - Hogan Jazz Archive
  - Louisiana Research Collection
  - Southeastern Architectural Archive
  - University Archives

It covers collections in the Math Library located within the Math Department in Gibson Hall.

The Rudolph Matas Library of the Health Sciences on Tulane's downtown campus is covered by a separate hurricane plan.

The Library Emergency Response Team (LERT) is the planning group responsible for maintaining the plan. The 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. The 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, Associate Dean (co-chair)

Donna Capelle Cook, Director, Technical Services (co-chair)

David Banush, Dean of Libraries and Academic Information

Hayden Battle, Head, Access Services

Hortensia Calvo, Director, The Latin American Library

Jillian Cuellar, Director, Tulane University Special Collections

Del Hamilton, Manager, Library Annex

Sabrena Johnson, Conservation Librarian

Michael Jones, Web Developer

Dorothy Mackendrick, Director, Administrative & Strategic Services

Amanda Morlas, Marketing Specialist

Pat Vince, Director, User Services & Library IT

Jennifer Waxman, Head, Collection Management (TUSC)

The LERT co-chairs are responsible for convening LERT meetings as required for plan updating, and when the threat of a hurricane has been identified.

## **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 Hurricane and Emergency Plan to all employees on June 1<sup>st</sup> of every year.

The **Associate Dean** communicates the Library's plan to The Office of Emergency Preparedness and Response, the Office of Insurance and Risk Management, and other relevant entities.

The **Library Administrative Office** annually compiles a current list of employees with phone numbers and alternate email addresses prior to the annual hurricane season. **Library IT and User Services** annually compiles an inventory of library computer equipment.

**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.

**All supervisors** are responsible for adding contact information for their personnel. 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

Below are the library's primary contacts should a disaster occur.

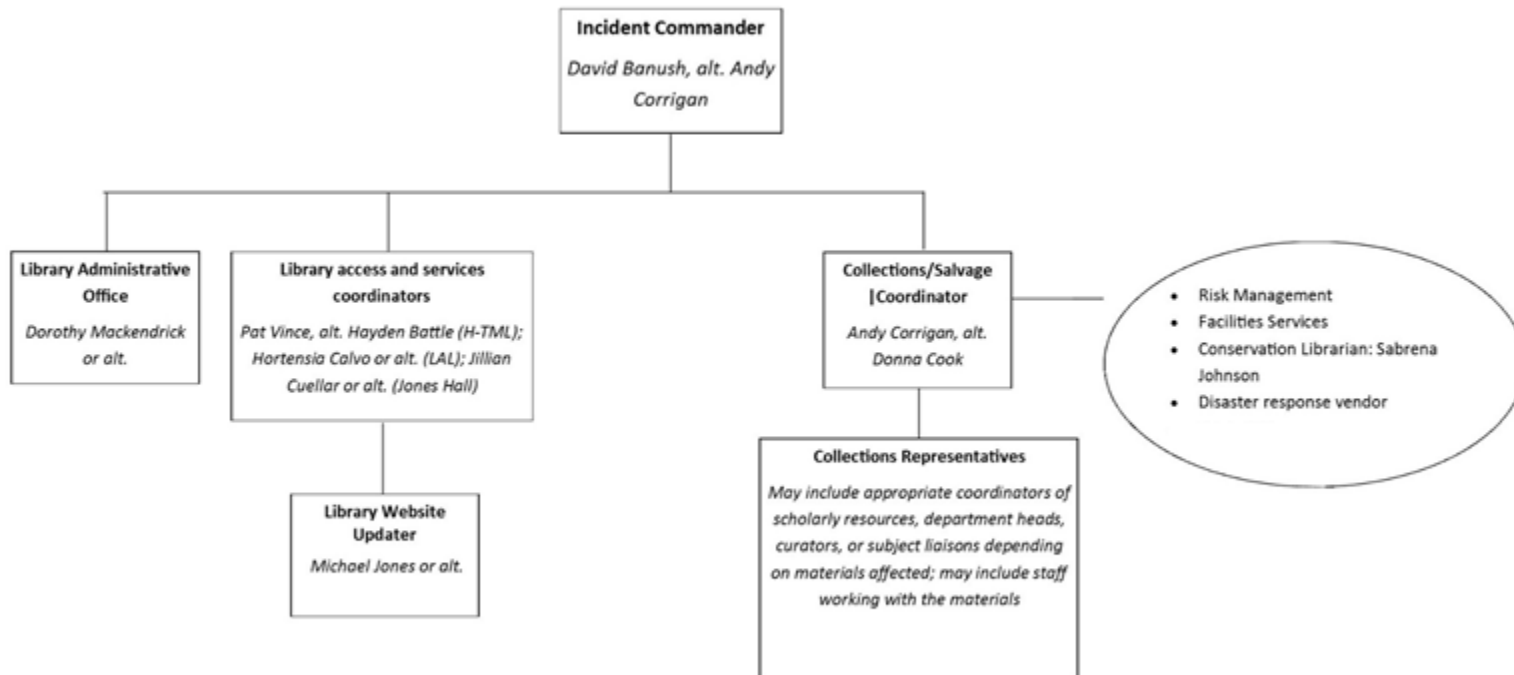
<b>Name</b>	<b>Cell</b>	<b>Office</b>
TUPD		504 865 5200
Facilities Emergency Number		504 865 5441
David Banush		504 865 5131
Andy Corrigan		504 865 5679

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

<b>Name</b>	<b>Cell</b>	<b>Office</b>
Donna Capelle Cook		504 865 5692
Dorothy Mackendrick		504 865 5579
Hortensia Calvo, The Latin American Library		504 314 7828
Jillian Cuellar, TUSC		504 247 1873

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

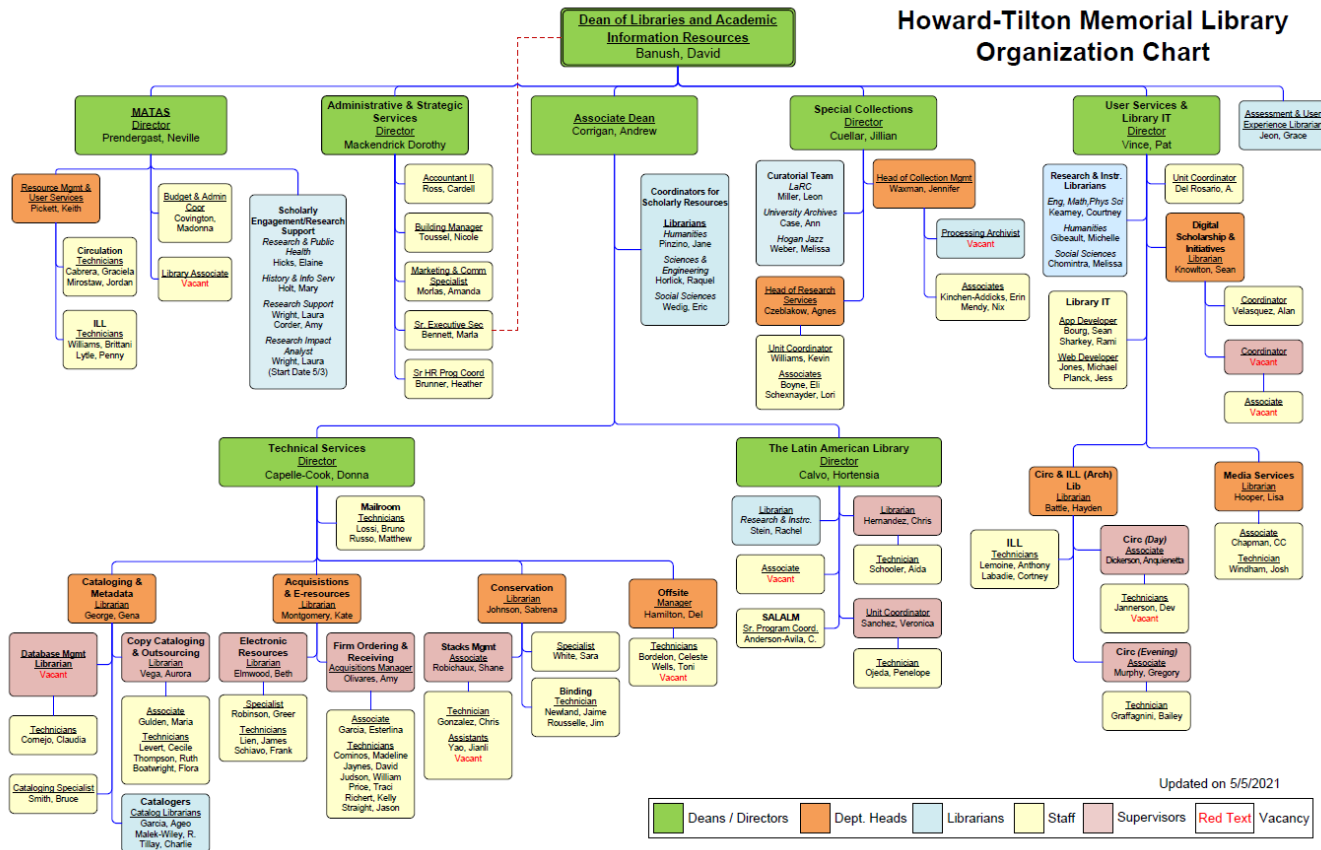
The Emergency Incident Response Phone Tree as soon as possible when an incident is identified. Those named in the Emergency Incident Response Phone Tree could be called at any time and will make decisions about who else to call. The library general phone tree for events such as those requiring an extended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



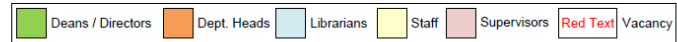
# General Organization Chart

(See <https://library.tulane.edu/about/organizational-chart>)

Example chart below:



Updated on 5/5/2021





**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 obvious (a clogged drain, etc.), and can be stopped 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.
- In cases of water intrusion, protect collections from further water damage by covering them with plastic sheeting and containing the leak with absorbent materials. Do not immediately move already wet books from the shelves. Leave books in place on shelves until a contracted vendor can come to pack materials for freeze drying.
- Plastic sheeting, scissors, tape, and absorbent materials are stored for emergencies in a number of locations identified in Appendix D in this document.

# HURRICANE

See also the [University Hurricane Department Guide](#).

## 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 its hurricane action time line, which will dictate actions to be taken at points in time relative to how far away the storm is.
- The chair(s) of the Library Emergency Response Team will call a LERT meeting to review procedures and discuss library plans specific to the pending event and to the university's plans 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:
  - Establish any plans, if applicable, for maintaining limited services during and/or after the pending weather event, such for an event for which the university plans to shelter in place
  - Communicate plans for closure, and other information as necessary, from the Dean of Libraries to the website updater for posting on the library website
  - Meet with direct reports to confirm communication plans, emergency contact information, and evacuation plans
  - Ensure that all department assets have been secured
- Employees will secure their work stations and 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.
- The Director of Technical Services and the Manager, Library Annex will contact library partners at the offsite facility to apprise them of our preparation plans.
- The Director of Administrative and Strategic Services will contact partners within the Howard-Tilton Memorial Library building to apprise them of our preparation plans. These include Tulane's [Center for Engaged Learning and Teaching \(CELT\)](#), the [Goldman Center for Student Accessibility](#), the [Academic Learning & Tutoring Center](#), Tulane Information Technology's [Innovative Learning Center](#), the [Phyllis M. Taylor Center for Social Innovation and Design Thinking](#), and [PJ's Coffee](#) (though Campus Services).

- The Marketing Specialist in the Library Administrative Office will redirect users on library social media sites to the main library web site and the Tulane Emergency Website (<http://emergency.tulane.edu/>) to limit the points of communication.
- 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.
- 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 most functional: email, phone, or text.
- 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), internal library communications will be reestablished using email as the primary method. Zoom, Microsoft Teams, and other established means of enhanced cloud-based remote communication may added if practicable during an especially long period away from the library's buildings.
- If supervisors have not heard from employees after a 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 non-designated 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 library facilities, 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. 19)

## HURRICANE PREPARATION CHECKLISTS

When the threat of a hurricane has been confirmed by the Office of Emergency Preparedness and Response (OEP), and the OEP has initiated hurricane procedures, library personnel will take the steps outlined below to prepare for any hurricane situation, if possible.

### 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 a cloud-based server.
- 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 collection 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 vulnerable windows. Plastic sheeting is stored with the emergency supplies
- Close and lock all filing cabinets.
- Close and lock all windows.
- Close and lock all doors.
- Stow telephone in desk, closet, or cabinet.
- Take important 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
- 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
- Contact Office of Insurance and Risk Management to confirm approved vendors to call in case of a collections salvage effort
- Contact Facilities Services to determine whether plans are in place for generators to be at the offsite facility connected to run HVAC in the event of a power outage

### **Director of Technical Services**

- Coordinate preventive measures to be taken around buildings
- Contact Manager, Library Annex for preventive measures to be taken at the offsite facility
- Check the status of the Library's vehicles, arrange for them to be moved if necessary
- Contact offsite partners

### **Director of Administrative and Strategic Services**

- Contact H-TML partners

### **Marketing Specialist in the Library Administrative Office**

- Redirect users on library social media sites to the main library web site and the Tulane Emergency Website (<http://emergency.tulane.edu/>) to limit the points of communication

### **Web Services Manager**

- Update the Library's website, adding an emergency notification to alert patrons and staff of closure or changes in 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/>
- 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 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

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)

## LERT

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

Users on library social media sites will be directed to the main library web site and the Tulane Emergency Website at <http://emergency.tulane.edu/> to limit the points of communication.

Prior to returning to campus, the Dean of Libraries will contact LERT members 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 Associate Dean or alternate Collections | Salvage Coordinator (p. 21) will initiate an emergency phone tree for collections/salvage relevant 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 email, text, or phone, depending on which form of communication is functioning best.

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

# DISASTER RESPONSE AND COLLECTIONS SALVAGE INCIDENT COMMAND SYSTEM

# 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 if required
- Communicate with university president, provost, and other university administration as necessary
- Provide messages that the Web Services coordinator will post 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 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
  - The disaster response vendor if called in
- Assist in assessing damage to collections, involving Conservation Librarian if damages warrant
- Work with Facilities Services and disaster response vendors to achieve acceptable environmental conditions in affected areas
- Communicate extent of damages and remediation recommendations to the disaster response vendor and the Office of Risk Management
- Work with collection representatives and the conservation librarian to make remediation decisions including salvage and recovery
- Communicate salvage and recovery decisions to those coordinating salvage
- Seek to ensure that the disaster response vendors use collection safe methods for salvage and recovery
- If needed, work with LERT members designated as Library Access and Services coordinators (p. 23) to make plans for access after the incident when the site is cleared
- Communicate 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
- Serve as primary liaison for ongoing communication with
  - Office of Risk Management
  - The disaster response vendor
  - Any contract staff working with the library on projects
- Continue to work with library access and services coordinators (p. 23) to make provisions for access to materials, and/or dissemination of information about inaccessible materials
- Provide guidance on achieving acceptable environmental conditions in affected areas
- Supply the library community with regularly updated information about salvage and recovery efforts
- Assess damage to collections
- Identify supply needs
- If possible, organize an inventory of materials 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 representatives, as appropriate, to ensure that recovery procedures being employed by the vendor are acceptable for collections
- Compile data on salvage effort (i.e. number of items affected, number of staff hours dedicated to salvage)
- Serve as or designate a liaison to any outside conservators assessing collections and treating damaged materials

## **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

## **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 Representatives**

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 overall 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
- Continue to work with the Associate Dean or designate to make additional decisions about retention of affected items
- Work with Acquisitions on the replacement of unsalvageable items

#### **All Staff**

#### Post Incident

- Complete property loss forms and return to supervisor if applicable

#### **All Department Heads and Supervisors**

#### Post Incident

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

# 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.			



## 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
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 (Erin Reynolds dba)	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						
Other						
Communications						
Telephones						
Cellular Phones						
Fax Machines						
E-Mail						
Other						
Scientific Equip.						

Provide 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						

Provide this form to Risk Management. **Attach all repair estimates to this form.**

## Appendix D: Emergency Supplies Inventory

Note: Emergency supply lists are also maintained in a BOX folder shared by several library units including Conservation, Tulane University Special Collections (TUSC), and The Latin American Library.

**The Libraries maintain the following supplies in the event of an emergency and the majority of the supplies are accessible through Technical Services. All emergencies should be reported as outlined in the EMERGENCY PROCEDURES. Supplies are housed:**

**Technical Services, 1st floor, H-TML  
 Technical Services storage room, H-TML basement  
 The Latin American Library, 4th floor, H-TML  
 Tulane University Special Collections, Jones Hall  
 Tulane University Offsite Facility, Suite C**

### Personal Protection

Nitrile gloves, large, 100 pk
Nitrile gloves, medium, 100 pk
Nitrile gloves, small, 100 pk
Aprons, black rubber
Respirators, N95 disposable, 20/pk
Half-face reusable mask w/ cartridges
Cartridges for reusable masks, set
Surgical mask
Goggles
Freezer gloves, 2 small
Freezer gloves, 2 large
First aid kit

### Absorbent Materials

PIG black lightweight MAT135, 15"x20", 0.3gal/mat
PIG grey heavyweight MAT240, 15"x20", 0.22gal/mat
PIG grey extreme weight MAT2101, 16"x20", 0.44gal/mat
Roll, MAT230, heavy duty, 0.26gal/sq ft
Roll, MAT2102, extreme duty, 0.5gal/sq ft

PIG105 sock, dark blue reusable, 48", 1 gal/sock
PIG209 sock, grey 8ft, 0.86gal/sock
PIG237 sock, grey 42", 0.5gal/sock
PIG pillow, grey 16"x20"
PIG pillow, grey 7"x20"
PIG100 flat sock, 6"x48"x2", 2gal/sock
Paper towels
Shop towels
Cotton towels, sheets
Terrycloth towels, yellow
Pec pad wipes, 9"x9", 25/pk
Pec pad wipes, 4"x4", 100/pk

<b>Lights</b>	
	Flashlight, standing yellow
	Flashlight, silver metal handheld
	Flashlight, yellow/blue handheld
	Standing halogen lamp
	Batteries, C
	Batteries, D
	Snap-lights/glow sticks, 12 hr. green

<b>Hand Tools</b>	
	Scissors
	China marker, white
	China marker, yellow
	Micro spatula
	Pencil case with pens, marker, scissors, notepad

<b>Tape</b>	
	Duct tape
	Packing tape
	Masking tape

<b>Plastic bags, sheeting, Hollytex</b>	
	Trash bags, 42 gal., 24/pk
	Trash can, 55 gal.
	Ziploc bags, 2 gal., freezer
	Ziploc bags, gallon
	Ziploc bags, extra large
	Plastic sheeting, rolls, various weights



Plastic sheeting, rolls, 1.5 ml.
Hollytex roll
Blue tarps
Wax paper, 50 sheets/pk.

Other	
Caution tape, roll	
Photo Flo, 16 oz.	
Plastic bins	
Extension cord, 50 feet outdoor	
Milk crate, blue	

General Cleaning/Drying	
Mop	
Broom	
Broom/squeegee	
2-in-1 window squeegee & scrubber	
Floor Squeegee Head	
Wooden mop handle	
Fans	
Rubber sponge	
Sponge, small	
Sponge, large	
Bucket, plastic	
Buckets, 8 qt.	

## 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.