

TULANE LIBRARIES HURRICANE AND EMERGENCY PLAN TULANE UNIVERSITY 2022

Public Version

HOWARD-TILTON MEMORIAL LIBRARY

J. MERRICK JONES HALL

TULANE LIBRARIES OFFSITE FACILITY at 900 S. Norman Francis Parkway

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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 facility 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

Donna Capelle Cook, Director, Technical Services

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

Courtney Kearney, Director, Scholarly Engagement

Dorothy Mackendrick, Director, Administrative & Strategic Services

Rawad Nahhas, Marketing & Communications Specialist

Greg Theriot, Web Developer

Pat Vince, Director, Library IT and Digital Scholarship & Initiatives

Jennifer Waxman, Head, Collection Management (TUSC)

The Associate Dean is 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 1st, 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 near the start of the hurricane season each 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 Associate Dean also provides the university with other documentation required for emergency planning and this includes an annually updated Departmental All Hazards & Continuity of Operations Planning Worksheet.

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.

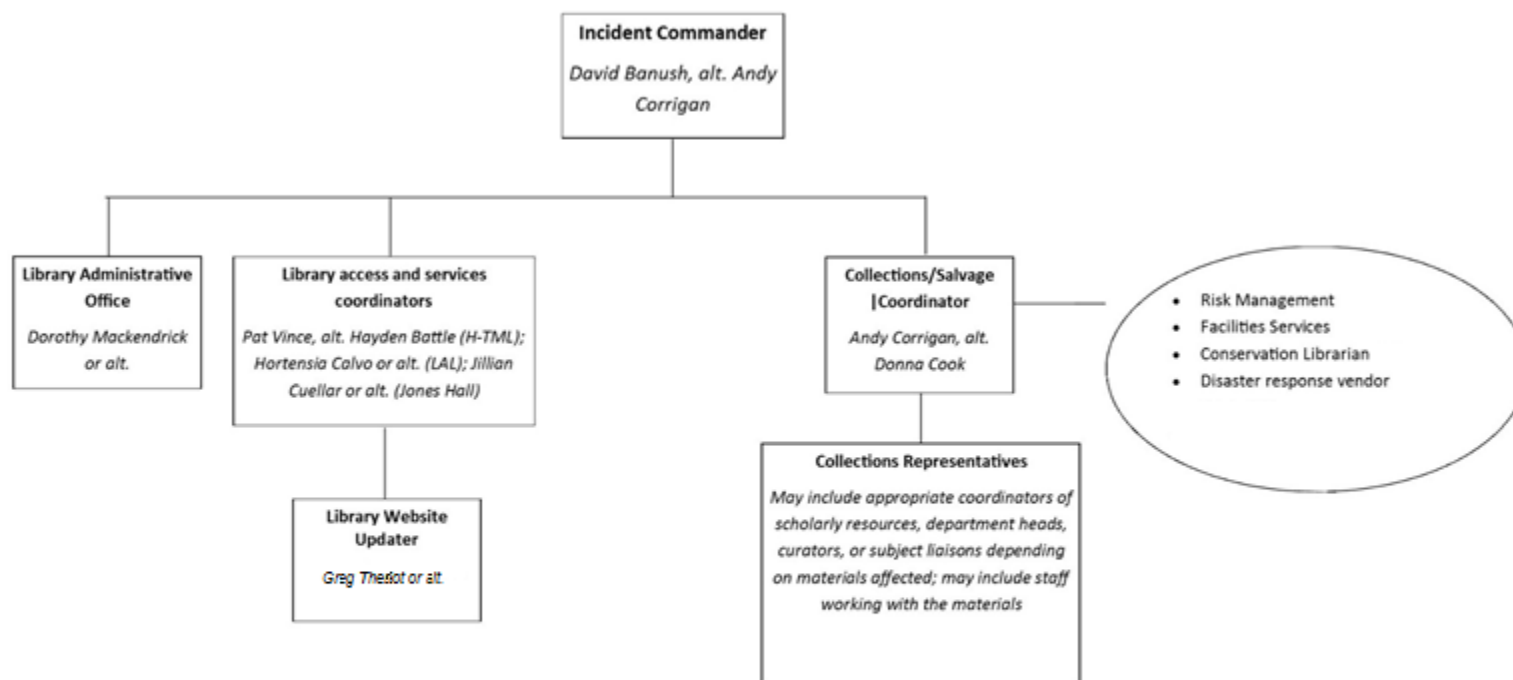
Name	Cell	Office
TUPD		504 865 5200
Facilities Emergency Number		504 865 5441
David Banush		504 865 5131
Andy Corrigan		504 865 5679

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:

Name	Cell	Office
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

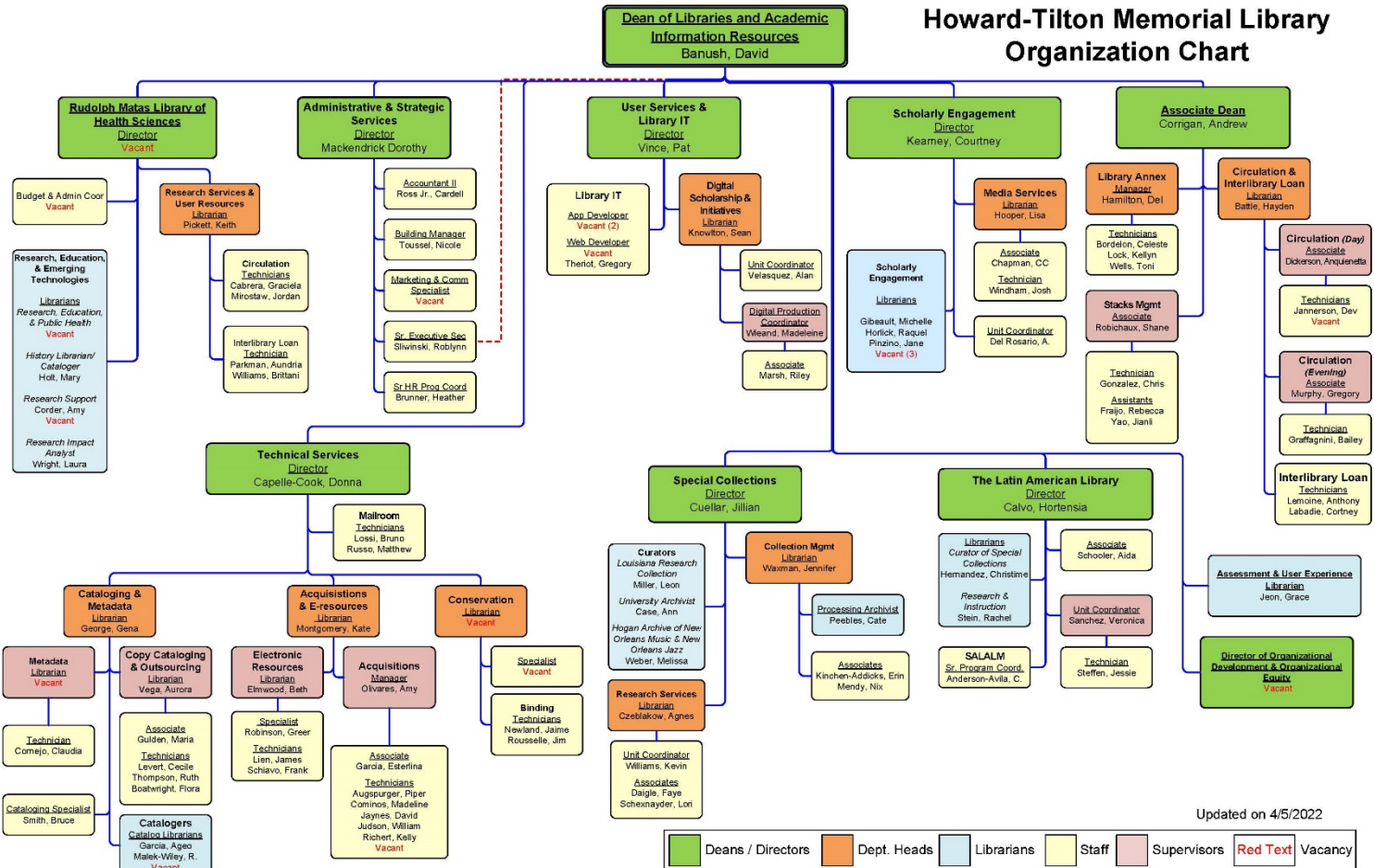
The Emergency Incident Response Phone Tree as soon as possible when an incident is identified. Those named in the Emergency Incident Response Phone Tree could be called at any time and will make decisions about who else to call. The library general phone tree for events such as those requiring an extended 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:



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
- NOLA Ready and its Emergency Alerts: <https://ready.nola.gov/home/>
- 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 libraries and the University's administration, its Incident Commander, and others in the Emergency Operations Center (EOC).

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 Coordinator will initiate an emergency phone tree for collections/salvage relevant contacts if collections damages or damages to collections spaces 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.

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

HURRICANE PREPARATION AND RESPONSE CHECKLIST

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.

Library Emergency Response Team (LERT)

- ☐ The chair of the Library Emergency Response Team will call a LERT meeting to review procedures and discuss library plans specific to the pending event and the university's plans dictated by local authorities and the Office of Emergency Preparedness and Response (evacuation, shelter in place, or other)
- ☐ LERT members will actively participate in pre-event and other LERT meetings

Dean of Libraries and Academic Information Resources

- ☐ Communicate with the provost regarding any special plans for the libraries, campus closing information, etc., as the threat of a hurricane approaches
- ☐ 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 pre-event meeting of the Library Emergency Response Team (LERT)
- ☐ Confirm communication procedures and contact information
- ☐ If needed, contact Office of Enterprise Risk Management to confirm approved disaster recovery vendors to communicate with in case of a collections salvage or remediate effort is needed

Division Heads and Supervisors

- ☐ Establish any plans, if applicable, for maintaining limited services during and/or after the pending weather event, such as for an event for which the university plans to shelter in place
- ☐ Communicate plans for closure, and other information as necessary, issued from the Dean of Libraries or designate
- ☐ Meet with direct reports to confirm communication plans, emergency contact information, and evacuation plans
- ☐ Ensure that all department assets have been secured

Director of Technical Services

- ☐ Coordinate preventive measures to be taken around library facilities on the uptown campus
- ☐ Check the status of the Library's vehicles, arrange for them to be moved if necessary

- ☐ Contact offsite partners ([Newcomb Institute](#), [Newcomb Art Museum](#), and [Amistad Research Center](#))

Manager, Library Annex

- ☐ Coordinate preventive measures to be taken at the offsite facility

Director of Administrative and Strategic Services

- ☐ Contact H-TML 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).

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

All Other Library Personnel

- ☐ Meet with supervisors to confirm communication procedures and contact information
- ☐ 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 any collections materials, office equipment, fine art, etc., that may be pre-identified as especially vulnerable. 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
- ☐ 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

After the Storm

Dean of Libraries and Academic Information Resources

- ☐ Communicate with LERT members about the storm response using multiple forms of communication, or whichever is most functional: email, phone, or text
- ☐ Communicate general updates and information to library personnel via the HTML-L listserv
- ☐ After an evacuation, announce as soon as possible whether and when library staff will be expected to work remotely, if there is direction on this from the university administration

Associate Dean of Libraries

- ☐ After the storm passes, the associate dean will coordinate an initial assessment of library facilities on the uptown campus and at 900 Norman C. Francis Parkway, onsite if possible, and will establish communications with the university's assessment group and disaster response vendor if applicable
- ☐ Report storm impacts or lack of impacts to the LERT
- ☐ Initiate Collections Salvage Incident Response Command System in the event of damages to library collections or collections spaces

All Other Library Personnel

- ☐ Check Tulane's Alert Line at 504 862 8080 and <http://emergency.tulane.edu/> for updated news on the University's response.
- ☐ Monitor Tulane email for further information from the University and the Dean of Libraries and Academic Information Resources.
- ☐ 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. If supervisors have not heard from employees for a significant period after a storm, they should attempt to contact those employees.
- ☐ Follow these university guidelines:
 - 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 issue communications to this effect

- ☐ In the event of a prolonged evacuation (longer than a few days), expect internal library communications will be reestablished using email as the primary communication method
- ☐ Zoom, Microsoft Teams, and other established means of enhanced remote communication may added if practicable during an especially long period away from the library's buildings
- ☐ When called to return to library facilities, be prepared assist in assessing work areas as well as related collections for any damages not uncovered in a post-storm initial assessment

GENERAL WATER FROM A NON-HURRIANCE EVENT

- ☐ 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
- ☐ 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.

COLLECTIONS SALVAGE OR REMEDIATION INCIDENT COMMAND SYSTEM

ROLES AND RESPONSIBILITIES

This section of the plan is directed specifically at providing a general outline for the library's actions should an initial post-storm assessment of the library facilities identify significant damage or impending harm to the collections or collections spaces. It recognizes that each event will be different in scale, impact, and surrounding circumstances. All collections designated as rare or unique by the libraries are considered salvage priorities and Tulane University Libraries seeks direct involvement in salvage and remediation decisions and actions. Reliance on skilled disaster response professionals and collaboration with university partners such as designated emergency response teams, Facilities Services, and Enterprise Risk Management is emphasized and has been standard practice in prior events.

Library Incident Commander

David Banush, alt. Andy Corrigan

- Serves as primary liaison to the university administration
- Monitors any collections salvage or facilities remediation efforts needed to protect collections
- Communicates about any damages to facilities and collections, coordinating with the University's damage response operations
- Communicates with the university president, provost, and other university administration members as necessary

Post incident

- Convenes debriefing meeting to discuss the response, any ongoing operations, and identify potential improvements for future events
- Continues communications with the provost, president, etc.

Collections Coordinator

Andy Corrigan, alt. Donna Cook

- Serves as onsite responder if possible
- Serves as primary liaison to
 - Office of Enterprise Risk Management
 - The disaster response vendor(s) if called in
- Assists in assessing damage to collections, involving the Conservation Librarian or designate if damages warrant
- Works with Facilities Services and disaster response vendors to achieve acceptable environmental conditions in affected areas
- Communicates extent of damages and remediation recommendations to the disaster response vendor and the Office of Enterprise Risk Management
- Works with collection representatives and the conservation librarian to make remediation decisions including salvage and recovery

- Communicates salvage and recovery decisions to those coordinating salvage
- Seeks to ensure that disaster response vendors use collection safe methods for salvage, remediation, and recovery
- If needed, works with LERT members designated as Library Access and Services coordinators to make plans to address affected materials or spaces
- Communicates information about salvage and recovery efforts

Post incident

- Works with the Office of Enterprise Risk Management, Facilities Services, or others on insurance claims or other recovery assistance
- Serves as primary liaison for ongoing communication with
 - Office of Enterprise Risk Management
 - The disaster response vendor
 - Any related contract staff working with the library
- Continues to work with library access and services coordinators to make provisions for access to materials, and/or dissemination of information about inaccessible materials or collections spaces
- Provides guidance on achieving acceptable environmental conditions in affected areas
- Supplies the library and its constituents with regularly updated information about remediation and recovery efforts
- Identifies supply needs
- Organizes an inventory of materials affected by the disaster
- Arranges for contacts with outside conservators for additional salvage expertise as necessary, such as in cases of damages to important materials in nonprint formats
- Communicates with disaster response vendor and collections representatives, as appropriate, to ensure that recovery procedures being employed by the vendor are acceptable for collections
- Compiles data on salvage, remediation, and recovery efforts (i.e. number of items affected, number of staff hours dedicated to salvage)
- Serves as or designates a liaison or liaisons to any outside conservators assessing collections and treating damaged materials

Admin Office

Dorothy Mackendrick, or alternate

- Assists in obtaining any necessary supplies
- Communicates with university offices regarding hours and pay, especially for employees in Kronos

Technical Services Staff

- If necessary, works to create an item-level inventory of all affected items

- Distributes the inventory to others as is appropriate
- Maintains backup copies of the inventory throughout the salvage and recovery process

Post-incident

- Distributes up to date copies of the inventory to others as necessary and appropriate
- Assists 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)

- Establishes a plan for maintaining public services during and/or after incident
- Leads access and services staff in executing plan for continuing library services
- Works with collections coordinator to make provisions for access to materials, and/or dissemination of information about inaccessible materials

Post Incident

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

Web Services

Greg Theriot, or alternate

- Makes adjustments to the library web site or its pages if necessitated by significant damage to collections or collection spaces

Collections Representatives

The Collections Coordinator will try to ensure that decisions about collections are made as collaboratively as possible with the involvement of the key personnel associated with collections affected. Materials defined as rare, unique, or otherwise irreplaceable are first priorities for salvage. Otherwise, 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 who may be called upon to assist 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:

- Provide materials salvage recommendations, when requested, to the Collections Coordinator or designee who may be onsite
- Make decisions about withdrawal or retention of affected items

Post Incident

Collections representatives who may be called upon to:

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

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.			
NAME:		DEPARTMENT:	
HOME ADDRESS:	E-MAIL ADDRESS (Primary, Alternate):	PHONE NUMBERS (Office, cell, alternate cell):	
CURRENT PROJECTS IN PROGRESS	PROJECT SPONSOR	GRANT FUNDED (Y or N)	SPECIAL REQUIREMENTS
1.			
2.			
3.			
4.			

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

Appendix B: Conservation Contacts

Name	Phone	Email	Location
<i>General Information – American Institute for Conservation (AIC-CERT): 202-661-8068</i>			
<i>Audiovisual Materials*</i>			
George Blood Audio Video	215-248-2100	george.blood@georgeblood.com	Philadelphia, PA
Audiovisual Preservation Solutions	917-475-9630	info@avpreserve.com	New York, NY
Media Preserve	800-416-2665	info@themediapreserve.com	Pittsburgh, PA
Cineric	646-502-9412 646-502-9401	info@cineric.com / ulli@cineric.com	New York, NY
Brenda Flora, Amistad Research Center	504-862-3228 (o)	bflora@tulane.edu	New Orleans, LA
Colorlab	301-770-2128	deanp@colorlab.com	Rockville, MD
Chicago Albumen Works	413-274-6901	dmunson@albumenworks.com	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	us_info@polygongroup.com	N Andover, MA
HF Group, ECS Conservation (Etherington)	800-444-7534	dcreech@hfgroup.com (Midwest) mjohnson@hfgroup.com (East)	N Manchester, IN; Browns Summit, NC
Northeast Document Conservation Center (NEDCC)	855-245-8303 (emergency) 978-470-1010	bveillette@nedcc.org jmartin@nedcc.org	Andover, MA
Conservation Ctr for Art & Historic Artifacts (CCAHA)	215-207-0997 (emergency) 215-545-0613	ccaha@ccaha.org	Philadelphia, PA
Fleur du Livre	504-517-5087	info@fleurdulivre.com	New Orleans, LA

Paintings & Textiles

McKay Lodge Fine Art Conservation	440-774-4215	mckaylodge@gmail.com	Oberlin, OH
Williamstown Art Conservation Ctr	413-458-5741 413-458-9545	wacc@williamstownart.org	Williamstown, MA; Atlanta, GA
Jessica Hack Textile Restoration (Erin Reynolds dba)	504-366-0786	Jhack49@aol.com	New Orleans, LA
Shamil Salah Paintings Conservation	504-891-2695	art@paintingsconservation.net	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

Lights	
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	

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

Tape	
Duct tape	
Packing tape	
Masking tape	

Plastic bags, sheeting, Hollytex	
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 Enterprise Risk Management that BMS CAT has been contacted.

The Library's contact is Craig Martin, regional director at BMS CAT, cell: [REDACTED]; office: 1 800 433 2940 (24 hour response); cmartin@bmecat.com.

During salvage, 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 library's Collections Coordinator (or 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.