

TULANE LIBRARIES  
HURRICANE AND EMERGENCY PLAN  
TULANE UNIVERSITY  
2023

---

**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
HURRICANE COMMUNICATION PROCEDURES .....	8
EMERGENCY PROCEDURES .....	10
HURRICANE PREPARATION AND RESPONSE CHECKLIST .....	11
After the Storm .....	13
GENERAL WATER FROM A NON-HURRIANCE EVENT.....	14
COLLECTIONS SALVAGE OR REMEDIATION INCIDENT COMMAND SYSTEM .....	15
APPENDICES .....	20
Appendix A: Employee Hurricane Evacuation Survey.....	22
Appendix B: Conservation Contacts.....	24
Appendix C: Property Loss form .....	26
Appendix D: Emergency Supplies Inventory .....	28
Appendix E: Working with Disaster Recovery Vendors .....	31

# INTRODUCTION AND PLAN MAINTENANCE

## INTRODUCTION

The Tulane Libraries 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 for the downtown campus.

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 Associate Dean of Libraries and the libraries' Director of Technical Services. Members of the Library Emergency Response Team are:

Andy Corrigan, Associate Dean of Libraries (co-chair)  
Donna Capelle Cook, Director, Technical Services (co-chair)  
Hayden Battle, Head, Access Services  
Hortensia Calvo, Director, The Latin American Library  
Jillian Cuellar, Director, Tulane University Special Collections  
Lindsay Cronk, Dean of Libraries (new)  
Del Hamilton, Head of Collections Management, General Collections  
Courtney Kearney, Director, Scholarly Engagement  
Taylor Meyer, Web Developer II  
Rawad Nahhas, Marketing & Communications Specialist  
Maria Pham, Head of Administrative Services (new)  
Roblynn Sliwinski, Senior Executive Secretary, Administrative Office  
Carrie Smith, Conservation Librarian  
Pat Vince, Director, Library IT and Digital Scholarship & Initiatives  
Jennifer Waxman, Head, Collection Management (TUSC)

The Associate Dean of Libraries is responsible for convening LERT meetings as required for planning, and when the threat of a hurricane has been identified.

## **PLAN MAINTENANCE**

**LERT co-chairs** update the plan annually with input from the LERT.

The **Associate Dean of Libraries** or a designate distributes a copy of the updated Hurricane and Emergency Plan to all employees near the start of the hurricane season each year. The Associate Dean will also communicate the Libraries' plans and required documentation 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** 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 assisting with the verification of contact information for their personnel.

**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
Andy Corrigan		504 865 5131
Donna Capelle Cook		504 865 5692

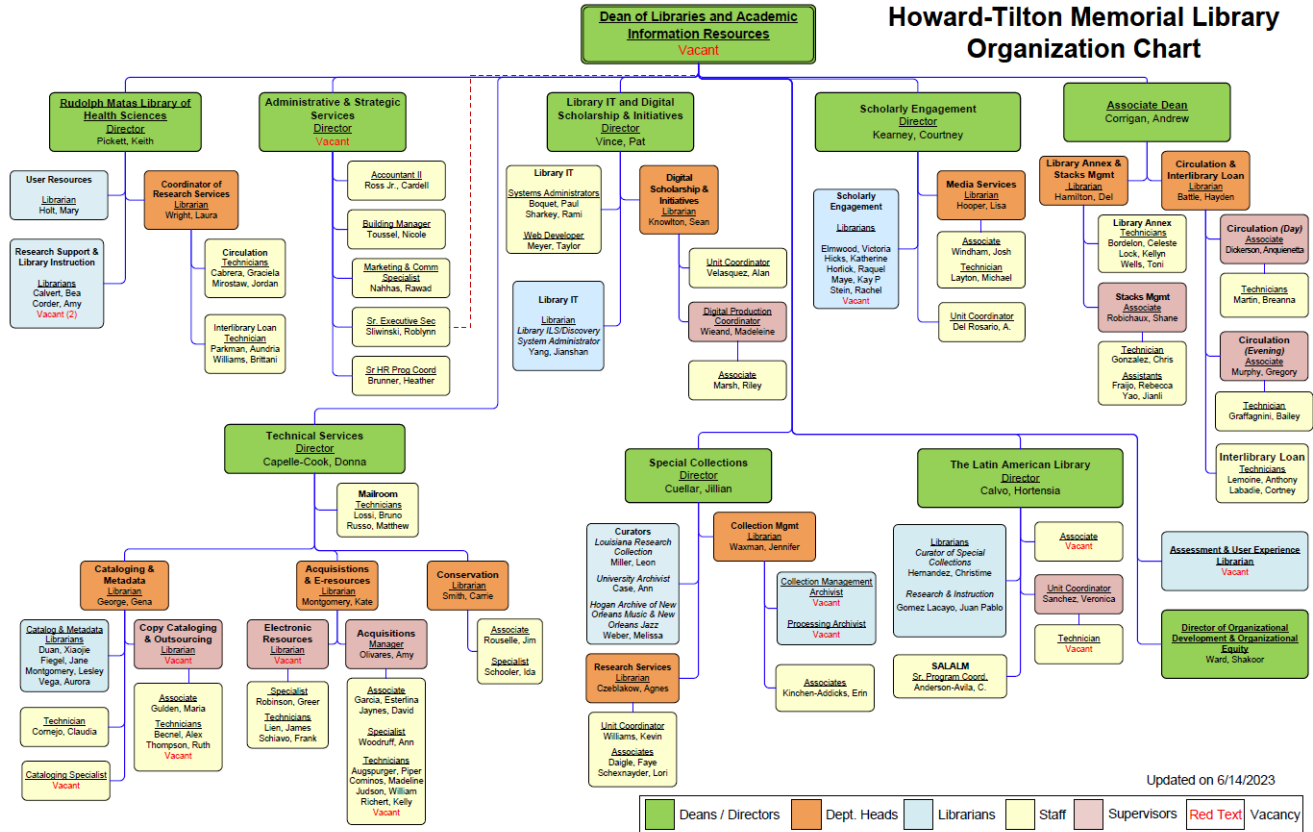
The Associate Dean of Libraries or the Director of Technical Services will implement the disaster response phone tree and call additional library personnel as required. Alternate contacts, if both Andy and Donna are not available, include:

<b>Name</b>	<b>Cell</b>	<b>Office</b>
Jillian Cuellar, TUSC		504 247 1873
Hortensia Calvo, The Latin American Library		504 314 7828

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. See example chart of the following page.

# General Organization Chart Example

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



# 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 or event requiring campus closure.

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 and Associate Dean of Libraries will be the primary points 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 Associate Dean will contact LERT members to convey information on the status of the library building and collections. The Associate Dean may use email, phone, or text, depending on which forms of communication are functional.

A Library Incident Commander 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 Developer or other LERT members with editing privileges and internet access. The Public Relations Specialist 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

**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 and Associate Dean of Libraries

- Communicate with Academic Affairs 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
- 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](#))

### Heads of Collections Management (Library Annex and Jones Hall)

- Coordinate preventive measures to be taken at the offsite facility and for Special Collections in Jones Hall

#### **Head of Administrative 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).

#### **Public Relations 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 Developer**

- 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 and Associate Dean of Libraries

- 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
- After the storm passes, the Associate Dean of Libraries 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 be 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 Associate Dean of Libraries and Academic Information Resources 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 the standard practice in prior events.

### **Library Incident Commander**

*Andy Corrigan, alt. Donna Capelle Cook*

- Serves as primary liaison to the university administration re: collections damage, salvage, and remediation
- 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 Capelle 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

#### **Administrative Office**

*Administrative Office staff (Head of Administrative Services, designate, or individual staff as requested by the Library Incident Commander)*

- 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**

*Hayden Battle, Courtney Kearney, 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 and Social Media**

*Taylor Meyer, Rawad Nahhas, 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

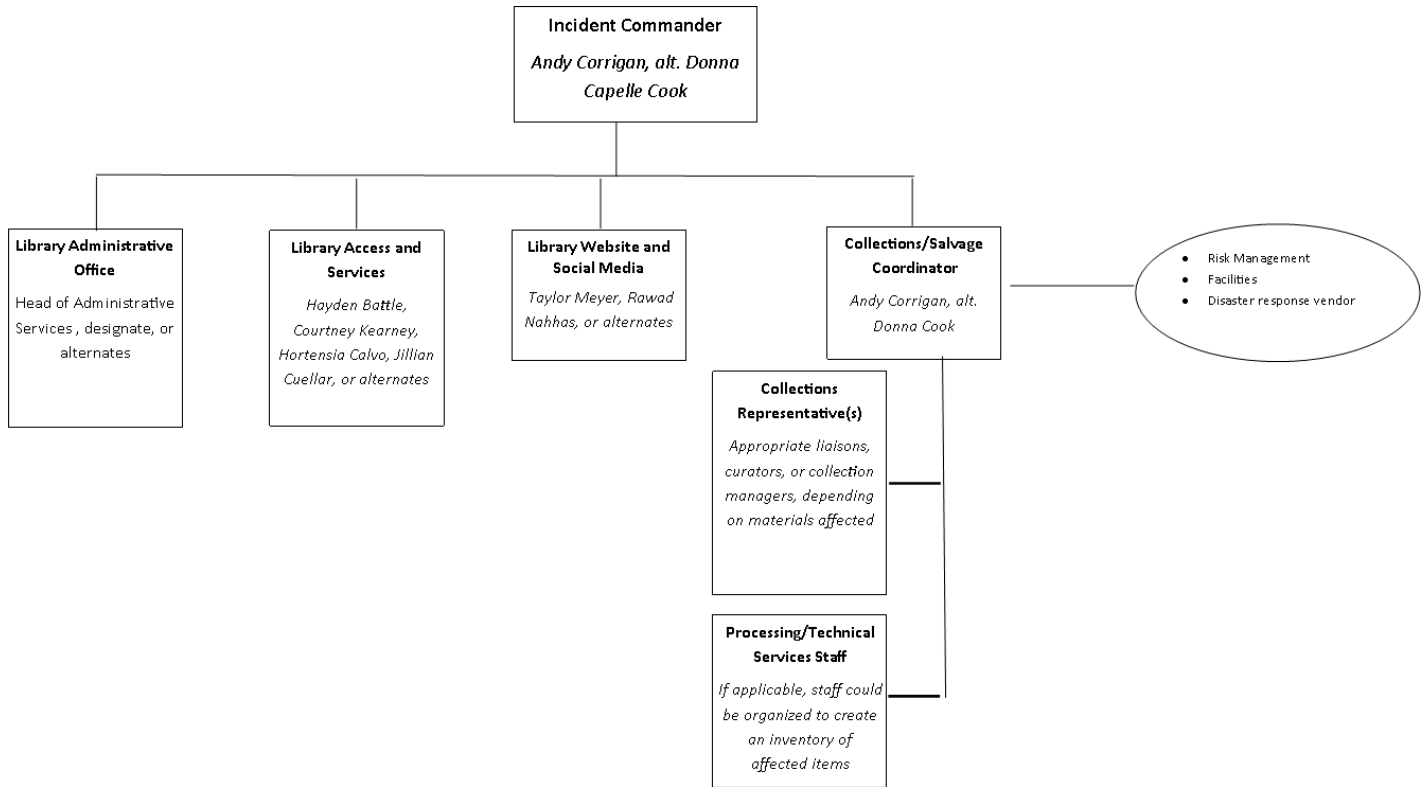
#### Post Incident

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

## COLLECTIONS EMERGENCY INCIDENT RESPONSE PHONE TREE

The Emergency Incident Response Phone Tree below is used when an incident affecting collections 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.



# APPENDICES

## Appendix A: Hurricane Evacuation Survey for Sponsored Research

The Head of Administrative 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
<i>General Information – American Institute for Conservation (AIC-CERT): 202-661-8068</i>			
<i>Audiovisual Materials*</i>			
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)	<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
------	-------	-------	----------

*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**

<b>Personal Protection</b>
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

<b>Absorbent Materials</b>
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; office: 1 800 433 2940 (24 hour response); [cmartin@bmscat.com](mailto:cmartin@bmscat.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.