

# TULANE LIBRARIES HURRICANE AND EMERGENCY PLAN TULANE UNIVERSITY 2025

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## **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 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. Tulane University Libraries also annually submits to the University a completed Departmental All Hazards & Continuity of Operations Planning (COOP) worksheet, which is a standard template providing key contacts and standard storm response information.

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 Archives of New Orleans Music and New Orleans Jazz
  - Louisiana Research Collection
  - Southeastern Architectural Archive
  - University Archives

It includes collections in the Math Library, located within the Math Department in Gibson Hall. (The Math collections are owned by Tulane University Libraries.) A separate hurricane plan covers The Rudolph Matas Library of the Health Sciences at Tulane's downtown campus.

Within scope, the plan covers weather events such as hurricanes and tropical storms, as well as other incidents that pose risks to library buildings or collections. These include mold outbreaks, power outages, fires, and structural damage. Information on active shooting incidents, health risks like pandemics, and other general emergencies can be found on the university's Emergency Preparedness and Response web pages.

The Library Emergency Response Team (LERT) is the planning group responsible for maintaining the plan. The LERT includes key library stakeholders who will have roles in the emergency response, but not all members are first responders in an emergency. The LERT is chaired by the Vice Dean. Members of the Library Emergency Response Team are:

Andy Corrigan, Vice Dean (chair)

Hayden Battle, Head, Access Services

Rachael Borges, Senior Executive Secretary

Hortensia Calvo, Director, The Latin American Library

Donna Capelle Cook, Director, Technical Services

Lindsay Cronk, Dean of Libraries

Jillian Cuellar, Director, Tulane University Special Collections

BJ Dufrene, Library Building Manager

Del Hamilton, Associate Director, Collections Management, General Collections

Courtney Kearney, Director, Scholarly Engagement  
 Sean Knowlton, Director, Digital Initiatives  
 Taylor Meyer, Web Developer II  
 Rawad Nahhas, Marketing & Communications Specialist  
 Maria Pham, Associate Dean, Operations  
 Roblynn Sliwinski, Senior Program Coordinator, HR  
 Carrie Smith, Conservation Librarian  
 Pat Vince, Associate Dean, Digital Scholarship and Distinctive Collections  
 Jennifer Waxman, Head of Collection Management (TUSC)

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

## **PLAN MAINTENANCE**

The Vice Dean (LERT chair) updates the plan each year with input from the LERT. The Vice Dean or a designee distributes a copy of the updated Hurricane and Emergency Plan to all employees near the start of each hurricane season. The Vice Dean will also share the libraries' plans and required documentation with 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 before 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 correct and reporting to the Director of Administrative and Strategic Services.

**All supervisors** are responsible for assisting with the verification of personnel contact information.

**All library staff** are responsible for knowing contact information for their immediate supervisor and any other colleagues who should be contacted in 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
Lindsay Cronk		504 865-5131
Andy Corrigan		504 865-5131

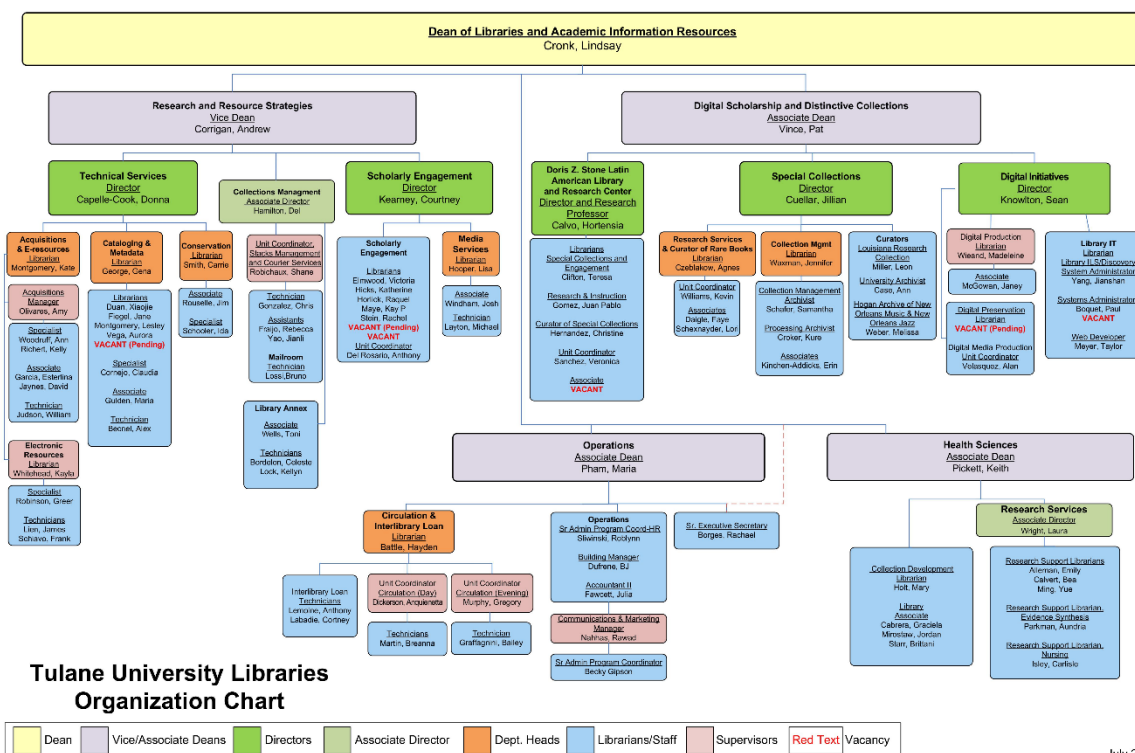
The Dean of Libraries or Vice Dean will implement the disaster response phone tree and call additional library personnel as required. Alternate contacts, if neither the Dean of Libraries nor the Vice Dean is available, include:

<b>Name</b>	<b>Cell</b>	<b>Office</b>
Maria Pham		504 865-5131
Pat Vince		504 247-1873

The general phone tree for events such as those requiring an extended evacuation mirrors the Tulane University Libraries organizational chart: Deans contact directors, directors contact supervisors, and supervisors contact individual staff. See the example chart on the following page.

### General Organization Chart Example

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



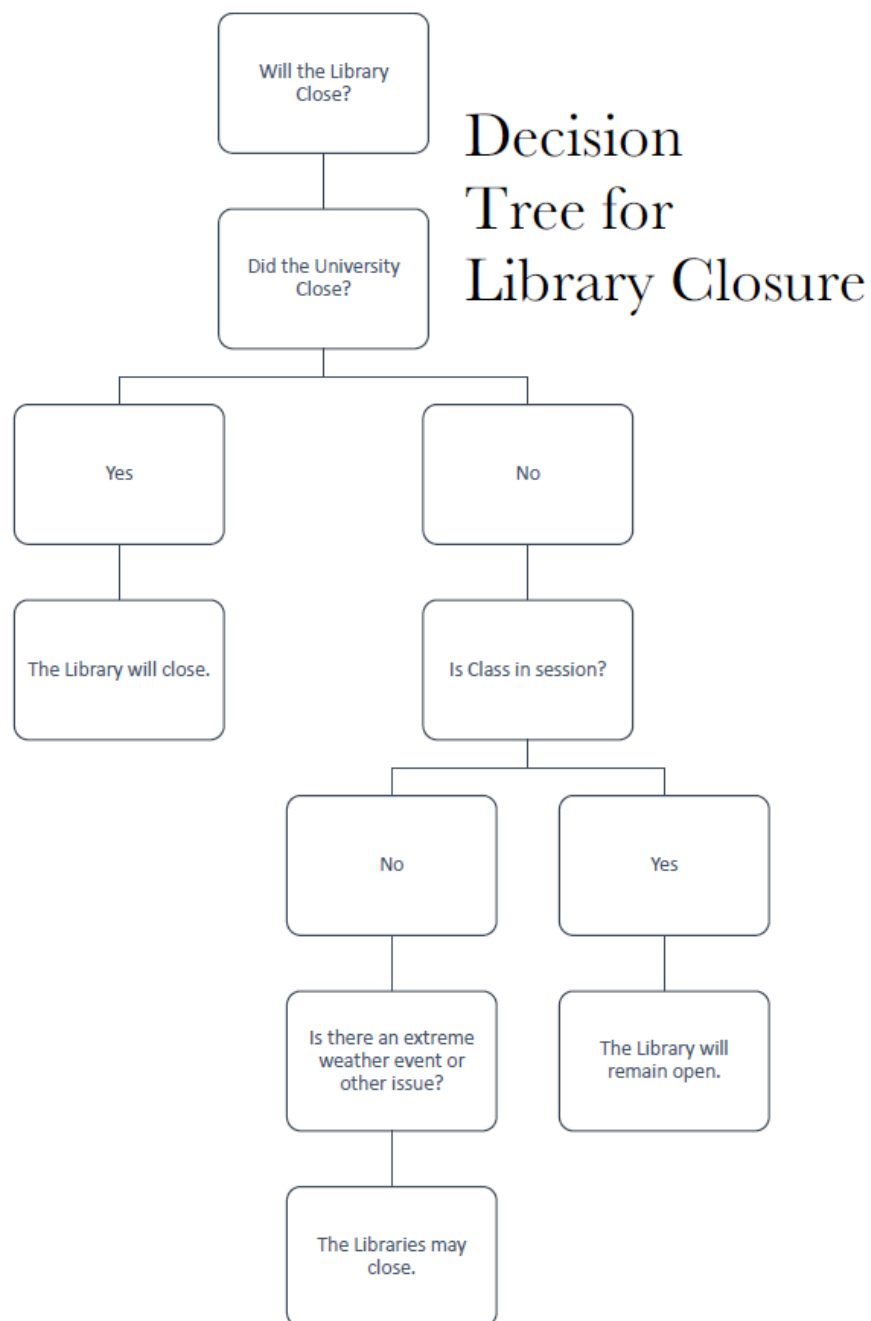
July 2025

## EMERGENCY PROCEDURES



## DECISION TREE FOR LIBRARY CLOSURES

Below is the decision tree that will guide decisions about when the library should close during emergencies.



## HURRICANE OR WEATHER EMERGENCY 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/>
- TULIBS-L Listserv
- NOLA Ready and its Emergency Alerts: <https://ready.nola.gov/home/>
- Local news outlets

Library employees should promptly contact their immediate supervisor to check in after a hurricane or an event that causes campus closure.

If the University is expected to close for more than 5 days, employees must contact the Tulane Employee check-in number at 1-877-TULANE8.

### ALL SUPERVISORS

If supervisors do not hear from employees after a storm, they will try to contact them by email, phone, or text, depending on which method works best after the event.

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

### LERT

The Dean of Libraries and the Vice Dean 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 website and the Tulane Emergency Website at <http://emergency.tulane.edu/> to limit the points of communication.

Before returning to campus, the Vice Dean will contact LERT members to convey information on the status of the library building and collections. The Vice 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 collection damage or damage to collection spaces is discovered.

LERT members will try to contact other LERT team members for information on the library building and collections status through email, text, or phone, depending on which method works best.

The LERT will ensure the library website is updated as much as possible by the Web Developer or other LERT members with editing privileges and internet access. The Public Relations Specialist will direct users on library social media sites to the main library website and the Tulane Emergency website (<http://emergency.tulane.edu/>) to reduce communication points.

## 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 Vice Dean

- ☐ Communicate with Academic Affairs regarding any special plans for the libraries, campus closing information, etc., as the threat of a hurricane increases
- ☐ Notify, via TULIBS-L, all library staff of the library's plan for the event
- ☐ Remind, via TULIBS-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 the Office of Enterprise Risk Management to confirm approved disaster recovery vendors to communicate with in case a collections salvage or remediation effort is needed
- ☐ Activate the emergency notification banner on the library website to alert patrons and staff of closure or changes in hours

### 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 by the Dean of Libraries or designee
- ☐ Meet with direct reports to confirm communication plans, emergency contact information, and evacuation plans
- ☐ Ensure that all department assets have been secured

### Library Building Manager

- ☐ Coordinate preventive measures to be taken around library facilities on the Uptown campus, including Howard-Tilton Memorial Library and Jones Hall

### **Associate Director of Collections Management, General Collections**

- ☐ Coordinate preventive measures to be taken at the Tulane Libraries Annex off-site facility
- ☐ Contact offsite partners ([Newcomb Institute](#), [Newcomb Art Museum](#), and [Amistad Research Center](#))
- ☐ Work with the Head of Stacks Management and Courier Services to determine the status of the libraries' vehicles, and arrange for them to be moved if necessary

### **Associate Dean, Operations**

- ☐ 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

### **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 many items as possible away from windows to an interior area or against an interior wall.
- ☐ Raise equipment and collection materials in offices 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
- ☐ Store telephones in desks, closets, or cabinets
- ☐ 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 Vice Dean**

- ☐ Communicate with LERT members about the storm response using multiple forms of communication, whichever is most functional: email, phone, or text.
- ☐ Communicate general updates and information to library personnel via the TULIBS-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 Vice Dean, with assistance from the Library Building Manager, if possible, will coordinate an initial assessment of the library facilities on the uptown campus and at TUL Annex at 900 Norman C. Francis Parkway. Alternatively, the Head of Collections Management may check the buildings on-site if possible. The Vice Dean will also establish communication with the university's assessment group and disaster response vendor, if applicable.
- ☐ Report storm impacts or lack of impacts to the LERT.
- ☐ Initiate the Collections Salvage Incident Response Command System in the event of damage to library collections or collection 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.
- ☐ Contact supervisors to check in and gather more information as soon as possible via email, phone, or text, depending on which method works best. If supervisors haven't heard from employees for a significant period after a storm, they should try to reach out to 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 instructed explicitly 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 opens and issue communications to this effect
- ☐ In the event of a prolonged evacuation (longer than a few days), 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 exceptionally long period away from the library's buildings.
- ☐ When called to return to library facilities, be prepared to 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-HURRICANE EVENT

- ☐ Call Facilities Services. For immediate response, dial x55441 or 504-865-5441. Or call the TUPD Emergency line at x55911 or 504-865-5911. If during regular weekday hours, report the problem to the Library Administrative Office at 504 865-5131. If this is an event likely to impact safety or collections, or with the potential for property damage, implement the emergency phone tree, and call the Vice Dean in addition to Facilities Services and the TUPD Emergency line at x55911 or 504-865-5911. If the problem occurs during regular weekday hours, report it to the Library Administrative Office at 504 865-5131. If the event is likely to impact safety or collections or has the potential for property damage, implement the emergency phone tree.
- ☐ Do not approach or step into standing water. This is an electrocution hazard if electrical appliances or electrical outlets are near the leak.
- ☐ Wait for Facilities Services or emergency personnel to arrive and determine that 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, Facilities Services and/or a Fire Safety responder must shut off the sprinkler water flow.
- ☐ 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 several locations identified in Appendix D in this document.
- ☐ If collections are affected, the Vice Dean will initiate the Libraries' Collections Remediation Incident Command System (described in detail on pp. 22-27).



## MOLD OUTBREAKS

- ☐ Call Facilities Services at 504 865 5441 and, if during regular weekday hours, report the problem to the Library Administrative Office at 504 865 5131. Implement the emergency phone tree and call the Vice Dean in addition to Facilities Services.
- ☐ If collections are affected, the Vice Dean will initiate the Libraries' Collections Remediation Incident Command System (described in detail on pp. 22-27).
- ☐ Wait for the Libraries' designated Incident Commander (p. 23), Facilities Services, or emergency personnel to arrive and determine that the area is safe to approach.
- ☐ Mold incidents include the following special considerations:
  - Moldy items should be isolated until they can be dried and cleaned, usually by an outside service provider such as BMS-CAT or BELFOR. Humidity in the area should be measured and addressed in collaboration with Facilities Services. Even old mold can include dormant spores that can be activated in high humidity.
  - Individuals should generally use personal protective equipment (PPE), such as face masks, disposable gloves, and aprons, to 1) reduce mold cross-contamination to other areas and 2) protect their health. Mold affects each person depending on their risk factors, such as disposable gloves and aprons, to 1) reduce cross-contamination of mold to other areas and 2) protect one's health. Mold affects each person depending on their individual risk factors, which in turn affect their health. Each person should determine their risk and regulate their exposure using PPE accordingly.

Given the area's inherent warm temperatures and high humidity, mold is prevalent in southeast Louisiana and New Orleans. Tulane's Office of Environmental Health & Safety (OEHS), specifically addressing surface mold outbreaks in library spaces (2023), has provided this assessment: "Molds and mold spores are part of the natural environment, and can be found everywhere, indoors and outdoors, year-round. Individuals may be more sensitive to mold, but there are no regulations or standards for determining unsafe levels of mold," according to Daniel Manieri from OEHS, specifically addressing surface mold outbreaks in library spaces (2023).

Treatment methods may differ based on various factors, such as the environment where the mold is found, whether the mold is active or inactive, the extent of the outbreak, and more. In cases of significant outbreaks, the incident commander will decide which method to use after consulting with the external service provider chosen for its expertise and other knowledgeable parties, including Facilities Services. TUSC has its own emergency response procedures for minor mold incidents (small scale under 20 folders/boxes or large scale, such as a range of books).

## POWER OUTAGES

- ☐ Call Facilities Services at 504 865-5441 and, if during regular weekday hours, report the problem to the Library Administrative Office at 504 865-5131. If this is an event likely to impact safety or collections or with the potential for property damage, implement the emergency phone tree and call the Vice Dean in addition to Facilities Services and TUPD.

## FIRE

- ☐ Activate the fire alarm system by pulling one of the nearest pull stations that are located along the exit routes if the alarm is not already sounding. When the fire alarm sounds, it will notify employees of emergencies and evacuations that will be conducted during emergency conditions.
- ☐ Close all doors behind you as you exit.
- ☐ Check all doors for heat before you open or go through the doorway to avoid walking into a fire.
- ☐ Follow your evacuation route and evacuate the building through the nearest fire-free, smoke-free exit if the alarm is sounding. Do not use elevators.
- ☐ Notify emergency personnel about the locations of any individuals with disabilities who require assistance evacuating the building. In the case of an immediate, life-threatening situation, try to assist the individual outside of the building personally.
- ☐ Call 911 to report the fire, after you evacuate the building.
- ☐ Proceed to your building's designated outdoor assembly area.
- ☐ Remain in the assembly area until you have been told to re-enter the building by the emergency personnel in charge.
- ☐ Departments/units should stand near each other in the assembly area to help facilitate the headcount process for their area.
- ☐ If this is an event likely to impact safety or collections, or with the potential for property damage, implement the emergency phone tree, and call the Vice that is likely to impact safety or collections, or has the potential for property damage, implement the emergency phone tree and call the Vice Dean, in addition to Facilities Services and TUPD.

The university's Office of Enterprise Risk Management has provided the following recommendations for fire prevention.

- ☐ Keep all exit corridors, stairwells and hallways clear of obstructions and/or debris. Any item left in a corridor, stairwell, hallway, or foyer for more than 48 hours will be removed at the owner's expense. See corridor storage policy.
- ☐ Where sprinkler protection is provided, maintain at least an 18-inch clearance below automatic sprinkler heads. Do not store materials or place equipment directly under sprinkler heads. Never hang items from sprinkler heads.
- ☐ Portable electric space heaters can only be used in certain areas and under certain conditions, and portable gas space heaters are strictly forbidden.
- ☐ Turn off heat-producing equipment, such as automatic coffee pots, when not in use, especially at the end of the workday. An automatic timer may be used for this purpose.
- ☐ Trash receptacles should be metal or FM/UL approved plastic. All trash receptacles in hallways and exit corridors must be covered or equipped with a self-extinguishing lid assembly. All trash containers of 20 gallons or greater capacity must be provided with covers.
- ☐ The OEHS has established a holiday decorations policy. The policy is posted on the OEHS website and distributed to all departments as a reminder every November.

- ☐ A Hot Work permit must be issued before the commencement of any hot work, including welding, cutting, or soldering.
- ☐ Lit candles are strictly prohibited in all University locations.

## STRUCTURAL DAMAGES

- ☐ If you witness structural damage to a building, call the TUPD Emergency line at x55911 or 504-865-5911.
- ☐ Tell the TUPD dispatcher your name.
- ☐ Give the TUPD dispatcher the exact location of the building and any other relevant information you have.
- ☐ If the damage to the building is significant, evacuate the building if you are inside or do not attempt to enter the building if you are already outside. Exit via stairwells only. Do not use elevators.
- ☐ Assist disabled persons or others who may need assistance. If you cannot assist others, direct emergency personnel to them.
- ☐ Choose an alternate exit route if building damage is in your path.
- ☐ If you are trapped in the building, attempt to call the TUPD Emergency line at x55911 or 504-865-5911 so responders can be alerted to your location.
- ☐ Once outside a safe distance from the building or in a designated assembly area, check in with TUPD or other emergency responders. Do not leave the area until you are instructed by TUPD or other emergency personnel to do so.
- ☐ TUPD will dispatch officers to the scene and notify Facilities Services, the New Orleans Fire Department, Tulane EMS, and New Orleans EMS, as necessary.
- ☐ The Tulane emergency alert system will be activated with information & instructions to stay clear of the incident
- ☐ TUPD will establish on-scene command and coordinate all responding agencies
- ☐ If this is an event likely to impact safety, collections, or with the potential for property damage, implement the emergency phone tree and call the Vice Dean, Facilities Services, and the TUPD Emergency line at x55911 504-865-5911
- ☐ If collections are affected, the Vice Dean will initiate the Libraries' Collections Remediation Incident Command System (described in detail on pp. 22-27).

# COLLECTIONS REMEDIATION INCIDENT COMMAND SYSTEM

## ROLES AND RESPONSIBILITIES

This section of the plan aims to provide a general outline for the library's actions should an initial post-event assessment identify significant damage or impending harm to the collections or collection spaces. It acknowledges that each event will differ 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. The Library Incident Commander or their designee has access to records of established priorities, but these priorities will be influenced by the characteristics of each incident. Emphasizing reliance on skilled disaster response professionals and collaboration with university partners, such as designated emergency response teams, Facilities Services, and Enterprise Risk Management, has been standard practice.

### **Library Incident Commander**

*Andy Corrigan, alt. Donna Capelle Cook*

- Serves as primary liaison to the university administration regarding collection damage, salvage, and remediation
- Monitors any collection salvage or facilities remediation efforts needed to protect collections
- Communicates about any damage to facilities and collections, coordinating with the University's damage response operations
- Communicates with the Dean of Libraries 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 an on-site 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 the extent of damage 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 safe collection 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 the 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
- Guides 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 damage to essential 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 (Associate Dean of Operations, 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 and or TUSC Collections Management Staff**

- If necessary, work to create an item-level inventory of all affected items
- Distribute the inventory to others as is appropriate
- Maintains backup copies of the inventory throughout the salvage and recovery process
- Assignment of staff involvement depends on the areas of the collections affected

### **Post-incident**

- Distributes up-to-date copies of the inventory to others as necessary and appropriate
- Assists with the 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 the degree to which they are affected)*

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

### **Post Incident**

- Continues working with the 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*

- Adjusts the library website or its pages if necessitated by significant damage to collections or collection spaces

### **Collections Representatives**

The Collections Coordinator will ensure that decisions about collections are made collaboratively, involving key personnel connected to the affected collections. Materials that are rare, unique, or otherwise irreplaceable are prioritized for salvage. Otherwise, personnel making collection decisions will evaluate the value of the items in relation to Tulane University's academic mission, as well as the

balance between the likelihood of successful restoration and the probability that suitable replacement copies could be obtained later at a comparable cost.

Tulane University carries insurance covering losses and damages to library collections, and the Vice Dean annually supplies Tulane's Office of Risk Management with information used for updating estimated overall collection values to maintain 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 on-site
- Make decisions about the withdrawal or retention of affected items

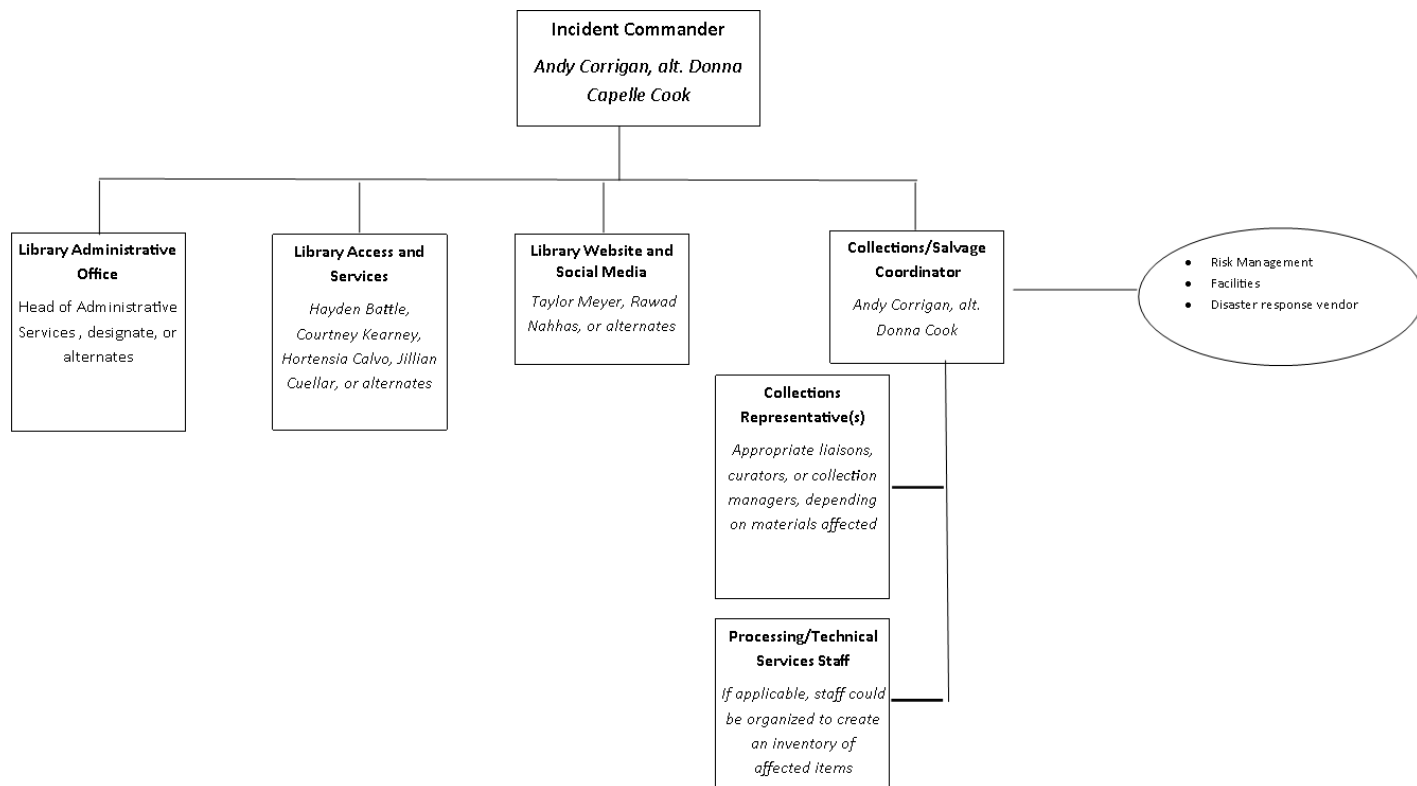
#### Post Incident

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 the 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 can be called at any time and will decide who else to call.



## APPENDICES

## Appendix A: Hurricane Evacuation Survey for Sponsored Research

The Director of Organizational Performance coordinates the use of this form, when applicable. Most library employees would not need to use the form, which is required only for large, grant-sponsored 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.			
<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
<i>Book &amp; Paper Materials</i>			
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

#### 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

This year, the University has a standing disaster response agreement with **BELFOR USA**

Tulane University Libraries may contact BELFOR directly, in case of an emergency that affects collections. The Vice Dean, or his designee, will contact BELFOR, and will inform Enterprise Risk Management that BELFOR has been contacted. The company's local contact information is listed below.

BELFOR New Orleans  
5605 Salmen Street  
New Orleans, LA 70123  
Phone: 504.456.6768  
24-Hour Emergency Hotline: 800.856.3333  
General Manager: Andrew Burns

During salvage, not all collection 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.