



Environmental Management Consolidated Business Center (EMCBC)

Subject: *Records Disaster Prevention, Mitigation and Recovery Plan*

PLAN

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Logistics Management

1.0 PLAN

The purpose of the *Records Disaster Prevention, Mitigation and Recovery Plan* is to assist in records disaster prevention, mitigation, and recovery for the U.S. Department of Energy (DOE) Environmental Management Consolidated Business Center (EMCBC). This plan establishes a framework for dealing with emergency situations and disaster recovery involving records in a measured and responsible manner.

Emergencies requiring record evacuation, mitigation, or recovery occur when there is actual or potential damage to records or when access to the records is limited or severely obstructed for an extended period of time, causing adverse effects on regular operations. An emergency may affect a small quantity of records or an entire record collection or storage area. It may be isolated to an individual office, or it can affect an entire building or just an area.

Records emergencies are generally caused by fire, flood, tornado, earthquake, a release from overhead sprinklers, insect or vermin infestation, abnormally high or prolonged heat and humidity, hazardous release or spill, or any other condition that obstructs access to, or use of, records.

This plan is intended to be followed in conjunction with any EMCBC emergency response effort as appropriate. This plan can also serve as a stand-alone document in the event of an isolated situation affecting EMCBC records. EMCBC personnel must always follow guidance and direction from Emergency Response officials regarding personal safety at the scene of an emergency or disaster. Additionally, EMCBC personnel must not attempt any response activities during an emergency situation (e.g., fire, floor) if responding poses a risk to their safety or health.

2.0 SCOPE

The *Records Disaster Prevention, Mitigation and Recovery Plan* includes detailed guidance concerning measures to prevent, mitigate and recover from emergencies or disasters that may result in damage or potential loss of records.

Although some universal disaster avoidance and response processes are documented in this Plan, specific personnel responses will vary depending on the nature of the disaster encountered.

When response activities can be performed, they generally consist of:

- Immediately notifying appropriate individuals to assess the level of threat to the records;
- Assessing any damage to records;
- Taking immediate steps to stabilize the condition of the records;
- Assembling the Records Disaster Action Team (RDAT) and other available personnel;
- Recovering the records or the information they contain; and
- Resuming normal business.

3.0 APPLICABILITY

This plan applies to all EMCBC organizations and may be adopted by Service Level Agreement (SLA) sites and/or Small Sites, at their discretion.

4.0 REQUIREMENTS and REFERENCES

4.1 REQUIREMENTS

- 4.1.1 *Executive Order 12656, Assignment of Emergency Preparedness Responsibilities.*
- 4.1.2 *36 CFR 1236, Management of Vital Records.*
- 4.1.3 *DOE O 243.1, Records Management Program, dated 2-3-06.*
- 4.1.4 *DOE O 243.2, Vital Records, dated 2-2-06.*
- 4.1.5 *DOE O 151.1C, Comprehensive Emergency Management System, dated 11-2-05.*
- 4.1.6 *DOE O 420.1B, Facility Safety, dated 12-22-05.*
- 4.1.7 *DOE O 470.4A, Safeguards and Security Program, dated 5-25-07.*
- 4.1.8 *DOE O 471.1A, Identification and Protection of Unclassified Controlled Nuclear Information, dated 6-30-00.*
- 4.1.9 *DOE O 471.3, Identifying and Protecting Official Use Only Information, dated 4-9-03.*

4.2 REFERENCES

- 4.2.1 *EMCBC File Plan Creation and Maintenance, IP-243-04, Rev. 1, dated March 12, 2007.*

- 4.2.2 *EMCBC Vital Records Identification and Protection*, IP-243-02, Rev. 1, dated March 12, 2007.
- 4.2.3 *EMCBC Continuity of Operations Plan (COOP)*, PL-471-01, dated May 29, 2007.

5.0 DEFINITIONS

- 5.1 Air Drying. Labor-intensive technique for drying damp or wet materials. Materials are spread out to expose as much surface area possible, allowing circulating air to remove moisture through evaporation. It is often the most cost-effective way to deal with small scale damage.
- 5.2 Blocking. The irreparable sticking of glossy/coated paper upon uncontrolled drying.
- 5.3 Blotting Material. An absorbent paper such as blank newsprint, paper toweling, or white blotter paper placed in contact with water-damaged paper to absorb moisture and speed the drying process. If acidic papers such as newsprint are used, they must be removed immediately upon drying. See also: Interleaving
- 5.4 Cold Site. A prearranged space set up with electricity and telephone lines. Constructed to accommodate computer hardware, it does not include the hardware itself. See also: Hot Site.
- 5.5 Contaminated Records. Contaminated records are records containing external impurities that render the media on which the records are stored unsafe for human handling without special precautions.
- 5.6 Contingency Planning. Instituting policies and procedures to mitigate the effects of potential emergencies or disasters on an agency's operations and records. Contingency planning is part of the continuity of operations planning required under Federal Preparedness Circulars and other guidance issued by the Federal Emergency Management Agency (FEMA) and Executive Order 12656.
- 5.7 Dehumidification. Mechanical removal of moisture either from the air or from building fabric and contents. In limited damp, not wet, situations dehumidification may be quite effective for drying records in situ. This is a particularly attractive option when security is an issue. See Also: Desiccant drying, vacuum drying, and vacuum freeze drying.
- 5.8 Desiccant Drying. A mechanical drying technique for a building and/or its contents using repeated cycles of pumping out moist air and introducing dry air.
- 5.9 Disaster. An unexpected occurrence inflicting destruction and distress and having long-term adverse effects on agency operations. Each Federal agency defines what a long-term adverse effect is in relation to its most critical program activities. See also: Emergency.

- 5.10 Disaster Mitigation and Recovery Program. Establishment and implementation of plans containing protective measures to respond to emergencies or disasters. In relation to records, measures taken to minimize damage to records in case of emergency or disaster, and measures taken to recover damaged records. See also: Mitigation.
- 5.11 Electronic Record. Any information that is recorded in a form that only a computer can process and that satisfies the definition of a federal record under 44 United States Code (U.S.C.) 3301.
- 5.12 Emergency. A situation or an occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. An emergency is a short duration – an interruption of normal agency operations for a week or less. It may involve electrical failure or minor flooding caused by broken pipes.
- 5.13 Emergency-Operating Records. That type of vital records essential to the continued functioning or reconstitution of an organization during and after an emergency. Included are emergency plans and directive(s), orders of succession, delegations of authority, staffing assignments, and selected program records needed to continue the most critical agency operations, as well as related policy or procedural records that assist agency staff in conducting under emergency conditions and for resuming normal operations after an emergency.
- 5.14 Freeze Drying. Slow drying technique for water-soaked materials. Temperatures cycle both above and below freezing throughout the process and may cause feathering of inks and other water-related problems such as staining and blocking.
- 5.15 Freezing. A stabilization technique for water-damaged materials. Provides time for establishing work areas and allows postponement of treatment. Wet paper will increase in size as much as 8% upon freezing, resulting in physical distortion.
- 5.16 Fungus. A prevalent plant form that flourishes in humid conditions and may feed on organic matter including paper, bindings, and adhesives. Mold and mildew are fungi which frequently accompany water damage to records.
- 5.17 Hot Site. A prearranged space set up for relocation after a disaster which allows for resumption of all agency operations, including short- and long-term data processing capabilities. Includes all special needs of the agency in terms of telephone capability, hardware/software needs, and office space.
- 5.18 Interleaving. The placement of absorbent material between leaves of paper to hasten drying. Interleaving sheets should be clean and dry, blank, and ideally, acid-free. In books the total number of interleaving sheets should constitute no more than one-third the thickness of the volume in order to limit physical distortion. When air drying is the only option, despite the risk of severe distortion, coated (glossy) papers should be interleaved between each sheet to prevent blocking (sticking).

- 5.19 Legal-and-Financial Rights Records. That type of vital records essential to protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, social security records, payroll records, retirement records, and insurance records. These records were formerly defined as “rights-and-interests” records. Records that have the properties of both emergency-operating and legal-and financial rights records are treated as emergency-operating records.
- 5.20 Mitigation. Any actions taken to prevent or soften the effects of a manmade or natural disaster.
- 5.21 Mylar Film. Trade name of the DuPont Company for a high-strength polyester film that is chemically and dimensionally stable. Used in disaster recovery operations to support and separate wet papers.
- 5.22 Offsite Storage. A facility other than an agency’s normal place of business where vital records are stored for protection. This is to ensure that the vital records are not subject to damage or destruction from an emergency or disaster affecting an agency’s normal place of business.
- 5.23 Pack-out Phase. The portion of disaster response in which damaged records are identified and removed off site for either immediate recovery operations or frozen storage until recovery operations can begin.
- 5.24 Post-Disaster Assessment Report. A summary completed following a records disaster in which the effectiveness of the recovery process is determined and lessons learned are noted. The report is included in the records emergency-response case file.
- 5.25 Protective Methods. Techniques for ensuring the continued survival of vital records. These include designating as “vital records copies”: existing duplicates of vital records; specially prepared duplicates of original records in the original medium (e.g., paper copies of paper originals); or specially prepared duplicates of original records in alternate medium (e.g., microfiche copies of electronic originals). Extraordinary storage, duplication, or relocation methods used to suitably protect vital records. Types of special protective measures include fire-rated filing equipment; onsite vaults; transfer of records to offsite storage; and duplication of records.
- 5.26 Records: “...all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an Agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by the Agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the information value of the data in them.” (44 U.S.C. 3301, Definition of Records).

- 5.27 Record Custodian. Person appointed by his/her Assistant Director to maintain organizational unit records and to ensure that information is managed in accordance with Records Management procedures. They are responsible to administratively control the records of all assigned record holders within the organizational unit.
- 5.28 Records Disaster Action Team (RDAT). Team of individuals who respond to records emergencies or potential emergencies that could affect records; they assess damage, facilitate records evaluation activities and take steps to stabilize the condition of the records.
- 5.29 Records Emergency Response Case File. Detailed account of actions taken in connection with an emergency or disaster affecting EMCBC records.
- 5.30 Record Priorities. Disaster recovery priorities based on 1) value of the information and/or intrinsic value of the record itself, 2) vulnerability of the media and substrates, and 3) frequency of use.
- 5.31 Recovery Phase. The portion of disaster response in which efforts are made to salvage and reconstruct damaged agency records in order to restore normal operations.
- 5.32 Response Phase. The portion of disaster response in which efforts are made to salvage and reconstruct damaged agency records in order to restore normal operations.
- 5.33 Risk Assessment. A method of analyzing the impact of the loss of records on an agency.
- 5.34 Sensitive Unclassified Information. In the absence of specific requirements, such as those in, DOE M 471.1-1 Chg, *Identification and Protection of Unclassified Controlled Nuclear Information Manual*, dated 10-23-01, DOE M 471.3-1, *Manual for Identifying and Protecting Official Use Only Information*, dated 4-9-03, Privacy Act of 1974, or HIPPA regulations, unclassified sensitive information describes information which warrants a degree of protection and administrative control that meets the criteria for exemption from public disclosure set forth under Sections 552 and 552a of Title 5, United States Code: the Freedom of Information Act and the Privacy Act.
- 5.35 Vacuum Drying or Vacuum Thermal Drying. The treatment of water-soaked materials by placing them in a chamber, creating a vacuum, and introducing warm, dry air. Temperatures remain above freezing throughout the process; even if materials have previously been frozen, most of the ice becomes liquid (water) before changing to vapor, thus making feathering of inks and other water-related problems such as staining and blocking likely. Vacuum thermal drying often involves high temperatures which will accelerate the deterioration of paper; it is, therefore, only appropriate for short-term records.

- 5.36 Vacuum Freeze Drying. The treatment of water-soaked materials by freezing to prevent further damage, and subsequent drying under high vacuum with controlled applications of heat. The water goes directly from solid (ice) to vapor form without becoming liquid in a process called sublimation. Vacuum freeze drying is effective in killing most insects and mold.
- 5.37 Vital Record. Essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions or to protect the legal and financial rights of the Government and those affected by Government activities.

6.0 RESPONSIBILITIES

6.1 Senior DOE Official (EMCBC Director or designees)

- 6.1.1 Notifies the Office of Logistics Management in the event of an emergency or disaster that may require the activation of the *Records Disaster Prevention, Mitigation and Recovery Plan*.
- 6.1.2 Notifies Records Disaster Action Team (RDAT) records personnel when damaged building is safe to enter.

6.2 Office of Logistics Management

6.2.1 Records Management Staff

- 6.2.1.1 Ensure that all reasonable measures have been taken to prevent a disaster from reoccurring.
- 6.2.1.2 Establish a RDAT that shall evaluate the disaster situation, make assignments, gather needed equipment and materials, set up work areas, and remove damaged records from the affected storage areas.
- 6.2.1.3 Coordinate the Records Disaster Action Team (see Section 7.2.1 “Records Disaster Action Team”).
- 6.2.1.4 Periodically review this plan to ensure its continued effectiveness.

6.2.2 Records Disaster Action Team (RDAT)

- 6.2.2.1 Responds to emergencies or potential emergencies that could affect records and assesses damage or potential damage.
- 6.2.2.2 Activates the *Records Disaster Prevention, Mitigation and Recovery Plan* in the event of an emergency or disaster that has the potential to or has damaged agency records.

6.2.2.3 Facilitates records evaluation activities, if appropriate in the event of an emergency or disaster.

6.2.2.4 Takes immediate steps to stabilize the condition of records so further damage will not occur, and directs recovery operations to salvage the maximum volume of materials in a manner that will minimize future restoration costs and efforts. The RDAT consults with experts and arranges for outside expertise as needed.

6.2.2.5 Arranges for equipment, supplies, and services needed for recovery and salvage operations.

▲ Attachment A is a listing of the Records Disaster Action Team.

6.2.3 Real Property Management

6.2.3.1 Address issues with the Building Owner and/or GSA regarding any rodent/insect or water related issues.

6.2.3.2 Arranges for space needed for recovery and salvage operations, if needed.

6.3 Assistant Directors

6.3.1 The Assistant Director of an affected area will be responsible for contacting their Record Custodian in the event of a record emergency or disaster in their area.

6.4 Assistant Director, Office of Contracting

6.4.1 The Assistant Director, Office of Contracting is a member of the Records Disaster Action Team; therefore, in the event of an emergency or disaster will ensure the appropriate contracting staff is made available to assist the team with procurement of necessary equipment, services and supplies.

6.5 Assistant Director, Office of Information Resource Management

6.5.1 The Assistant Director, Office of Information Resource Management shall serve as a member or appoint a member to the Records Disaster Action Team (RDAT) to assist the team with recovery efforts relating to electronic records.

6.6 Record Custodian

6.6.1 Ensures that reasonable measures are taken to prevent a records disaster from occurring.

For Example:

- Performs timely filing
- Inventories records [file plan]
- Maintains annual cutoffs & transfers inactive files to storage (e.g., Off-Site Storage (Springdale) or the Federal Record Center
- Uses proper filing equipment (not storing records on the floor)

6.6.2 Responds quickly, safely and efficiently to emergencies or disasters that could affect records.

6.6.3 Assists in the identification, prioritization, evaluation/assessment, and recovery of records during an emergency.

6.6.4 Record Custodians are part of the RDAT. Only the Record Custodian(s) that have organizational unit records affected by the emergency or disaster, or those directed by management, will be required to respond when the RDAT is activated.

6.7 All EMCBC Personnel

6.7.1 Shall ensure the proper and safe storage of agency records and notifies the Records Management Team when an event occurs that could have an adverse effect on records (i.e., rodent/insect, water, etc.).

7.0 GENERAL INFORMATION

There is an increased awareness of the need to safeguard records, resulting in an intensified interest in the safety and preservation of records. Preservation of records requires that proper environmental conditions be maintained, and planning be done, in order to avoid disasters. Planning can also minimize damage to records if an emergency or disaster occurs. The importance of having a *Records Disaster Prevention, Mitigation and Recovery Plan* that identifies the steps to be taken to reduce the amount of damage resulting from a disaster cannot be overemphasized.

In an emergency situation, making sure safe work conditions are established prior to any physical assessment or mitigation is performed is vital, remember “Safety First!”

7.1 Disaster Prevention

Prevention includes measures taken to avoid or minimize any loss of valuable records in the event of an emergency or disaster.

7.1.1 Storage Conditions

Each Records Custodian shall monitor their respective organizational unit's records storage area to ensure that temperature, humidity and air circulation conditions for the storage are sufficient.

- Rapid or extreme changes in temperature and relative humidity can induce an irreversible deterioration process. High temperatures or low humidity may cause paper records to become brittle and crack. High humidity may cause paper records to warp and may promote mold and mildew growth. Images on microfilm may become illegible under extreme environmental change.

▼ Note: To minimize the risk of damage to, or the destruction of, records, the Record Custodian shall ensure that records are stored according to the following criteria:

- Records should not be stored on the floor. Records boxes shall not be stacked more than 4 high.
- Records are not stored closer than 18 inches to water sprinkler heads.
- Records are not stored in contact with electrical or fire alarm systems or where they obstruct a means of egress, access panel, air conditioning duct or fire extinguisher.
- Eating and drinking in storage areas shall be limited.
- Roof leaks, signs of moisture, or signs of insects or vermin are reported immediately to the Office of Logistics Management, Real Property Team and the Compliance and Project Support Team (Records Management).

7.1.2 Inspections

Records storage areas that contain significant quantities of records shall be inspected by the Office of Logistics Management at least monthly. The inspection evaluates the overall storage environment, conditions, and practices. The inspection also includes a random sampling and inspection of the stored documents to check for signs of insects, vermin, and moisture.

▲ Note: A Technical Instruction (TI) document shall be developed for detailed instructions for completing the Records Disaster Prevention Inspection Checklist.

7.1.3 Fire Prevention

Good housekeeping, constant monitoring, and prompt elimination of fire hazards are essential. Smoking shall not be permitted in any office or records storage area. No flammable solvents shall be kept in records storage areas. Trash shall not be allowed to accumulate. Electrical outlets

shall not be overloaded. When extension cords are used, they should be industrial-weight cords.

7.1.4 Monitoring of temperature/humidity control equipment

All EMCBC records shall be kept in general office environments (controlled temperature/humidity); either at the EMCBC or at the Springdale records storage area. For this reason, records management does not systematically monitor temperature and relative humidity with hygrometers.

In the event that storage of special media is needed (e.g., large quantities of photographs, x-rays, microfilm/microfiche, etc.) further steps would need to be taken to monitor temperature/humidity control.

7.2 Records Disaster Readiness

Preparation for an emergency or disaster, intelligent response to an emergency or disaster, and successful, efficient salvage after an emergency or disaster has struck requires activation of a Records Disaster Action Team.

7.2.1 Records Disaster Action Team (RDAT)

The RDAT's mission is to evaluate quickly the records emergency or disaster situation, make assignments, gather needed equipment and materials, set up work areas, and remove damaged records from the affected storage areas and when appropriate, to pursue in-house recovery efforts. The RDAT stands ready to meet at any time, day or night, in response to an emergency or disaster. The RDAT also guides the activities of other staff (or contractors) to accomplish efficient disaster response and recovery while preventing further damage to records or accidents to employees.

RDAT duties include requirements to:

- Assess and assist during any records emergency in business and non-business hours.
- Direct recovery operations to salvage the maximum volume of materials in a manner that will minimize future restoration costs and efforts.
- Identify vital records during recovery efforts.
- Establish recovery priorities.
- Arrange for equipment, supplies and space.

7.3 Disaster Mitigation

The major objective of emergency mitigation actions is to prevent further damage by stabilizing the condition of the materials as much as possible and as soon as

possible. Therefore, the first step must be to assess the situation by completing the Records Disaster Action Team Assessment Form, Attachment B. A secondary objective is to recover the maximum amount of material from the damaged collections in a manner that will minimize further restoration and associated costs.

▲ Note: In many cases, an untrained person can do more harm than good in performing records disaster recovery. **Therefore, records recovery and salvage shall only be performed by the RDAT or records recovery professionals.**

7.3.1 Discovery and Identification

Disaster discovery and identification are the first steps in the mitigation process. Any person discovering an event or potential event should contact a member of the Records Management Team and make no attempt to mitigate the damage until the team arrives to evaluate the situation.

It is critical for the RDAT to be promptly notified of any event affecting records. Personnel who encounter the event should make no attempt to mitigate the damage until the RDAT arrives to evaluate the situation.

Once an event has been identified, the RDAT will be activated to evaluate the extent of the damage and determine the most appropriate initial course of action. Speed is of the utmost importance in the disaster response, but not at the expense of safety, careful planning, and knowledgeable direction.

The RDAT creates a records emergency response case file to retain any information associated with the emergency and related records relocation. Whenever possible, the RDAT also takes photographs and video during the damage assessment state to aid in restoring records and information to their pre-disaster order and location. These photos and videos are stored in the records emergency response case file.

Depending on the result of the investigation, the RDAT either personally instructs and assists the organizational unit Record Custodian in performing mitigation and recovery operations or declares a broader emergency and activates additional resources as applicable. In disasters involving water, such as a flood, broken water pipe, or fire-extinguishing measures, the RDAT ensures that the Emergency Measures for Water-Damaged Records are followed (Attachment C), as applicable.

Damage from fire or extremely high temperatures is usually irreversible. The information contained on charred materials may be retrieved through specialized photography. Because of the extremely fragile nature of such materials, only professional conservators should handle them.

▲ Note: In the event of damage to electronic records, the Office of Information Resource Management will be notified to initiate recovery

efforts. Backup tapes should be used for disaster recovery only. They do not meet standards required for records-preservation activities.

7.3.2 Records Evacuation Plans

If records need to be evacuated based on the assessment, the RDAT will begin the process by first evacuating the critical records listed in Attachment D - “Critical Record Locations”, then any remaining records.

Temporary offsite facilities may be needed to store damaged and undamaged records. Relocation of these records also may require vehicles and labor beyond the capacity of the EMCBC resources. The Contracting Officer (CO) or an authorized credit card holder may contact offsite storage, transportation, or labor resources to facilitate records evacuation efforts.

Whenever possible, sensitive unclassified information shall be handled or supervised only by personnel with rights to do so.

7.4 Records Disaster Recovery and Salvage

When emergencies or disasters occur even the best protective measures may not prevent damage to records. Consequently, this records recovery plan has been developed to ensure timely and economical response to records disasters in order to salvage or replace damaged records and the information they contain.

- *Condition of Records.* When assessing damage to records, the recording medium must be taken into account. For example, photographic negatives and microfilm that are water damaged require different treatment from water-damaged paper records. Also, records with access restrictions are to be handled only by personnel with proper clearance. Damaged records should be separated from undamaged records as soon as possible to speed up repair and recovery.
- *Disaster Recovery Specialists.* A list of disaster recovery specialists, including their areas of expertise, addresses, telephone numbers, and individual point of contact should be prepared before an emergency or disaster occurs. The list shall be checked annually to ensure that it remains accurate and current. Be aware that disaster recovery specialists often concentrate on very specific problems. One recovery specialist may focus on recovering water-damaged paper records, while another may concentrate on recovery of water-damaged magnetic tape. Consequently, it is important to develop as broad a listing of records disaster recovery specialists as possible to respond appropriately to all the potential risks.

▲ Attachment E includes a list of Disaster Recovery Specialists.

- *On-Site Equipment and Supplies.* Office of Logistics Management records personnel shall maintain certain equipment and supplies at both the EMCBC

and Springdale to help mitigate water damage to records. Items that will be maintained at these locations are marked with a * in Attachment F “Disaster Supplies Shopping List”; other equipment and supplies that may need to be purchased during a records disaster are also included on this list. These supplies can be purchased at local department, grocery, home improvement or office supply store if needed. A contracted disaster recovery vendor will likely provide most of the needed supplies.

- *Current Inventory of all Records.* This inventory includes not only the names of the record series, but also their location, the storage equipment in which they are housed, their format (paper, film, computer tape, etc.), and their accessibility. Essential to the reconstruction/salvage operation is whether these records are originals or duplicates.

This inventory is essential for establishing information priorities in the post-disaster period. The inventory will allow the salvage team to discard damaged records when re-creation from duplicates is quicker and more economical; they allow the reconstruction team to prioritize its task.

See implementing procedures: EMCBC File Plan Creation and Maintenance (IP-243-04) and Vital Records Identification and Protection (IP-243-02) for inventorying records. (Reference 4.2.1 and 4.2.1)

- *Designation of an Alternate Operating Site.* An alternate office and operating location must be immediately available, generally through contractual agreement, when the primary business site is temporarily or permanently closed. Such alternate locations may include hot or cold sites for reconstruction of computer-generated records, large working areas for salvage operations, and primary business locations to continue daily operations.

▲ Note: The EMCBC alternate offsite location (COOP Site) is the Springdale facility at 175 Tri-County Parkway, 20 miles from the EMCBC downtown Cincinnati Office. The Office of Logistics Management will maintain vital records in the designated Records storage area. (Reference 4.2.3)

- *Additional Recovery Resources.* This list includes: disaster agencies; professional consultants; vendors of paper supplies; microforms, copying machines, office equipment, computer equipment, and supplies; companies that provide freezer space or freezer trucks; sources of local temporary help. See Attachment G.
- *Post-Disaster Assessment Report:* The RDAT will create a Post-Disaster Assessment Report to determine the effectiveness of the disaster recovery process used and to document lessons learned. The RDAT will utilize Form PL-243-05-F3, “Post-Disaster Assessment Report (see Attachment H) as a

template for the report. A copy of the report is included in the records management response case file.

7.4.1 Records Recovery

Disaster recovery is the process of resuming normal business operations and reconstructing/salvaging vital and important business records after a disaster. A disaster recovery plan maps out the process and becomes a blue print or guide to be used during and after a disaster or emergency.

In most cases, an outside vendor specializing in records restoration will perform or direct recovery operations. Because most of the damage to materials takes place in the first few hours after a disaster, the RDAT performs immediate actions, as specified in this Plan, to begin salvage operations until the restoration specialists arrive.

Depending on the quantity and the restoration method used, the damaged material will be treated onsite, moved to a local offsite location for open-air drying, transported by the vendor to a restoration laboratory, or packed by the RDAT and shipped to a restoration laboratory. In any of these cases, the vendor will provide specific instructions and, in most cases, the supplies needed to support the identified treatment process.

The RDAT works with the Information Resource Management group to ensure restoration of critical electronic records affected by the records disaster. The goal is to ensure recovery of critical electronic records and to have them available as soon as EMCBC personnel are ready to resume business operations.

7.4.1.1 Records Triage

Begin documentation. At the very end of disaster recovery, the RDAT is required to write a report detailing what happened, how it happened, what response was taken, the results of the response, and the casualty report of damage to records. Start this process right away. Get out the camera, a notebook, and a pencil. The more notes you take now, the easier it will be. The final report will attempt to determine effectiveness of recovery techniques used. Photographs and written records should show conditions of the building and damaged records, and the procedures followed in the recovery. Be sure to document all resources used to cope with the disaster: personnel, materials, time and expenses. This documentation can be important in helping to obtain emergency funds; it can also be used as lessons learned in the event of a similar disaster.

Ensure building is safe to enter. Structural damage, as well as electrical and gas hazards must be eliminated before any recovery

operations begin. The Senior DOE Official will notify the RDAT when the damaged building is safe to enter.

Assess situation. The RDAT will determine the most appropriate initial course of action for pack-out based on first the critical record locations/areas (Attachment D), and then based on extent of damage. Each situation will present unique specifics that must be considered in selecting this order. Records of secondary priority that are only slightly damp and in present danger of becoming soaked may take precedence over records that are already soaked and are not likely to be further damaged by remaining in situ a while longer.

Review the three options for records recovery: fan-drying or air-drying onsite, suitable for slightly damaged records; removal to an off-site professional recovery operation; or removal to a freezer until decisions can be made. You will need to begin making decisions soon.

7.4.1.2 Pack-out

With the exception of damage by insects and animals, almost all damage to records during a disaster is, in the end, water damage. Even records that survive initial damage by fire or explosion will have been both saved and further damaged by water. Recovery of records from water damage involves three steps: Pack-out, Restoration and Relocation.

▼Note: Pack-out does not include just records already boxed, but could include records stored in offices or file rooms that are stored in desks, file cabinets or in shelving units.

Determine pack-out goal. Start with the end in mind. Do not begin pack-out until a site to which to remove boxes has been carefully selected. Will the volume of damaged records and the intensity of the damage require records to be sent off-site for restoration? Can some or all damaged records be salvaged in-house? Is a combination of in-house and off-site restoration advisable? Answers to these questions will clarify the answer to the important question of where damaged records should be removed to. Remember that freezing soaked records will buy time so that decisions about method of restoration can be made at leisure.

Determine pack-out logistics. Options for removing wet boxes from shelves should be selected in accordance with the extent of the damage (quantity), the intensity of the damage (quality), and the number of available staff. A large number of dampened boxes and a large number of staff might make the bucket-brigade system

function well. Boxes so badly soaked that the integrity of the box is compromised might call for conveyor belts or transferring boxes directly from shelf to streamline with a minimum of handling.

Document contents of removed boxes. Any box removed from the shelf must be identifiable by box numbers. If box is wet but structurally sound, this may be automatic. If box cannot be relied upon to remain intact or cannot be salvaged, place its contents in a plastic garbage bag, one box per bag, and ensure that any box panel with identifying numbers is placed in the bag with box contents. Tie each bag securely to ensure integrity.

Document removal of boxes. Keep careful records about what box numbers and from what locations have been removed, and where they have gone. If box removal is sizeable, this information is best eventually entered into a database so that reports can be acquired on various fields: total number of removed cubic feet, cubic feet per record group, etc. Data can also be arranged in multiple formats: by shelf location, by accession number, etc.

Remove damaged boxes. Transport with least handling possible to either the location for in house drying or to the dock for transfer to off-site freezer or drying facility.

Special concerns: fire-damaged records. Extreme caution must be used in handling paper damaged by fire. The records will be both brittle and wet. Pieces of paper toweling or unprinted newsprint (from preservation supplies) should be placed under each charred page before moving the item. The towel or newsprint serves two purposes: to absorb moisture and to provide support. The corners of the towel or newsprint are then used to lift and move the document.

Special concerns: muddy records. Do not attempt more than minimal cleaning of wet records during the pack-out phase. Bound volumes may be gently dabbed with a sponge or soft cloth to remove mud or surface dirt, but do not rub or brush. Do not attempt to open water-damaged bound volumes. Loose textual records, if already soaked, may be rinsed, but do not wash in the sense of using friction on the page. Attempting to remove mud from wet paper forces dirt further into the paper's fibers, save cleaning until documents are dry.

Special concerns: photographic media and microfilm. Stabilize wet black and white photographs, negatives, and microfilm by sealing in polyethylene bags and placing in plastic (not metal) garbage cans under cold, clean running water. Do not allow them to dry. They may be left in running water for up to three days

before being transferred to a professional recovery unit, but the earlier recovery begins the better. Color photographs must be transported to a professional photo-finishing laboratory within 48 hours after water immersion since the color layers will begin to separate. If this is not possible, freeze them. (There is some inherent risk with freezing color photographs since ice crystals may form and rupture the emulsion layer.)

Special concerns: preparing materials for freezing. Place materials designated to be vacuumed or freeze-dried in interlocking plastic milk crates containers, which are lightweight and provide air circulation and proper drainage. Loosely pack materials, unwrapped, in crates until crate is approximately three-fourths full. Wrap bound volumes with freezer or wax paper and place on their spines in crates. Do not pack volumes too tightly to allow for air circulation. Place oversized material on uncolored cardboard, and wrap in packages not more than two inches thick. Burned and charred materials require special care in handling, as the paper or bindings are very brittle. Support single sheets on uncolored cardboard and secure them with another sheet of cardboard or heavy paper.

7.4.1.3 Restoration

Restoration involves returning records to the state in which they were prior to the disaster. It is handled either in house or off site. Virtually any wet document can be restored if prompt and proper action is taken. Exceptions are documents containing water-soluble ink. Immediate microfilming is the only reliable solution here, and even this may be unsatisfactory.

In-house restoration is suitable for records that are damp or moderately wet only in places. It is accomplished by fanning and re-fanning files amid rapidly circulating, dry air, detailed below.

Off-site restoration is accomplished through professional companies and therefore is not detailed in this plan. DOE involvement in this process is limited to visiting records at the recovery site from time to time, and ensuring necessary security.

As noted above in "7.4.1.2: Pack-out," freezing wet records can stabilize them. No further damage occurs while wise choices of restoration processes can be reached in a calmer atmosphere. Freezing records also gives the option of drying a few boxes at a time on site.

Off-site drying is expensive in terms of cash outlay to a contractor. In-house drying is expensive in the amount of staff time required

to do it well. Choice of method may be influenced by consideration of these costs.

What to do.

Set up drying area(s). Select an area where heat and air conditioning are still operable, and where space permits ease of activity. Set up tables, floor fans, and possibly dehumidifiers. Cover work surfaces with plastic sheeting. Direct fans to blow into the area, but do not train them directly onto work surfaces. Air should be generally circulating, but not blowing directly onto drying paper.

Fan records. The goal is to separate damp and moderately wet sheets of paper from each other to allow circulating air to dry them. Remove files from boxes, and stand them up in milk crates or other non-rusting supports. Fan folders so that pages are not in a solid block. If fastened pages are significantly wet, it may be necessary to remove fasteners.

Preserve documentation and provenance. Keep boxes bearing box number in context with box contents, or in some other fashion ensure identification information remains attached to the files. Ensure the order of files remains intact if possible.

Re-fan. Check records at least daily and re-fan to expose damp areas of pages to dry air. Continue to do this until records are dry to the touch, with no damp spots remaining.

Special concerns: bound materials. Blot bound volumes with unprinted newsprint or paper towels at intervals of two to ten pages, changing the interleaving as frequently as possible and as often as necessary until dry. Blotting paper should be removed regularly, and interleaving should be changed at the same time until the volumes are dry. Bound volumes may be partially opened at this time to allow drying by fans. Wet volumes of coated pages should not be allowed to dry unless thin sheets of Mylar polyester are inserted between pages. When coated paper dries together, the clay coating that makes it shiny bonds with the clay coating of the next page, producing an irreversible bond stronger than the paper. It is then virtually impossible to separate the pages.

Monitor climate. The warmer and drier the air, the faster records will dry. Large floor fans should circulate air, but not be trained directly on the documents. Leave fans running 24 hours per day, 7 days per week. Relative humidity of 35-50% is optimum. Dehumidifiers may be necessary.

Provide security. While records are in the drying process, damaged records must be protected by security equal to that provided prior to the disaster.

Do not try to clean records until dry. After the documents are dry, mud becomes dirt, which can be brushed off with cheesecloth or soft-bristled brushes.

Rebox records when dry in new boxes. Record box numbers on their fronts and any other pertinent information that may be useful in identifying contents. Occasionally contents will not fit back into a box because they have swelled and warped in the drying process. When this happens, the records take up additional space. It may be necessary to reassign records to a different location or to rework the box list to show contents of boxes.

Keep customers apprised. Keep Senior Management and the affected organizational unit Record Custodian apprised of the situation. Provide complete information about what happened, how it happened, steps taken to solve the physical problem(s), box numbers of affected records, and recovery steps in progress.

7.4.1.4 Relocation

Recovery is not complete until records are back on the shelves and/or file cabinets from which they were removed during pack-out.

What to do.

Prepare the shelves. Shelves that have held wet records should be sanitized before replacing records on them. Wash shelves and floor in affected area with a weak solution of sodium hypochlorite (common bleach). Dilute the bleach with enough water so that the bleach can be just barely smelled. An even more effective treatment is quaternary ammonium compounds, available under a variety of brand names.

Physically relocate boxes to their correct shelf locations as whole boxes are returned from off-site or on-site drying operations. This can happen one box at a time.

Edit documentation prepared during the pack-out phase so that master list of affected records correctly shows at all times which boxes are back on the shelf and which are still unavailable for reference purposes.

Provide owner box lists in which content of boxes is different from when originally shelved. This will be the case if restored records occupy more space than did the undamaged records, requiring extra boxes and/or shifting of contents from one box to another.

Monitor shelves periodically for several weeks to ensure that mold or fungus has not developed.

7.4.1.5 Freeze Drying Options

To stabilize water damaged materials, freeze at temperatures below 20° Fahrenheit. Storage retains records in the condition in which found, and prevents further deterioration while records await treatment. It also provides time to assess the damaged material and to restore the building or stack area affected. Frozen records can be recovered by the following methods. Any may be preferable in a particular situation. They are listed in order from least to most expensive.

Air drying. Described in detail in "Section 7.4.1.3 "Restoration," The process is to expose as much paper surface as possible to circulating air in order to reduce environmental qualities favored by mold: high temperature, high humidity, and stagnant air. Advantage is cheapness in cash outlay. There are several disadvantages. Disruption of provenance and original order of records is certain. It is time- and labor-intensive, and therefore expensive in staff time. Physical distortion of the paper will happen. Glossy paper will, unless handled carefully, stick together when dry.

Dehumidification. Accomplished by pumping dry air into the building, and damp air out. Useful for slightly damp records. Advantages: records dry in situ without having to be moved; structure (wet walls, etc.) is also dried at the same time. Disadvantages: it is a very noisy process; dried records will be physically distorted.

Freeze-drying. This process pulls moisture out of frozen materials to a large-surface coil from which the water evaporates. (It is the process on which a frost-free freezer operates.) It runs by cycling temperature up to the thaw point, so distortion of paper is pronounced and coated papers will stick together. It is done off-site, so security of records may be compromised.

Thermal drying and vacuum thermal drying. Operate on the clothes-dryer principal. Relatively inexpensive, this process pulls water out of records by heat. The main disadvantage is that the heating does paper no favors. In fact, it is the process used in

"artificial aging" experiments. It is useful for drying temporary records with a relatively short retention period. Should not be used for permanent records, unless they will be photocopied or microfilmed after recovery and the originals discarded.

Vacuum freeze-drying. Operates by "sublimation" in which crystalline ice is converted to steam just at 32°F without becoming water. Papers dried by this method are not cockled; water soluble inks do not run; coated papers do not stick together. It is particularly useful for records affected by mold, as sterilization can be done after drying at little additional cost. The primary disadvantage is that it is expensive.

▲ Note: <http://www.archives.gov/preservation/disaster-response/drying-techniques.html> provides the differences between vacuum freeze drying, conventional freezing and other drying methods.

7.4.1.6 Contaminated Records

The principal concern with contaminated records is the potential for spreading the contamination to employees and the public, record storage areas, and other records. In addition to creating unwanted health and safety risks, control and cleanup of contaminated records can be very expensive challenge. The goals are to eliminate contaminated records from Project Sites, to prevent future exposure of personnel and the public to contaminated records, and to ensure no additional records become contaminated.

Receipt of records which have been exposed to hazardous materials must be isolated and handled according to exposure of the contaminant. The first step is to identify the type of contaminant and provide the appropriate personnel with the type of protective equipment needed to ensure personal safety and preserve the integrity of the documents.

Steps for Handling Contaminated Records. Obtain Industrial Hygiene and Radiological support to formulate an appropriate work plan to recover these records.

Contaminated Records Which Can Not Be Salvaged. Often paper records may be so contaminated that keeping them would provide an unacceptable risk. If the information is critical and not available in any other medium, the following precautionary measures may be taken.

- Drape a large piece of plastic over a photocopy machine and make sure that all buttons and trays are securely covered.
- Place sturdy tape along the sides, top, and cover to hold the plastic in place.
- Copy documents by placing them in a face-down position, and do not use the manual feed.

7.4.1.7 Sensitive Unclassified Information

Records categorized as sensitive unclassified (OUO, Privacy Act, etc.) are restricted to processing or use by the appropriate organizational unit staff or Records Management and require special protection. Following are some guidelines for handling of sensitive materials.

- All unclassified sensitive information should be escorted by a DOE employee with the proper approvals.
- When unclassified sensitive documents are moved from their secure location, they must be protected with a cover sheet that indicates that the material is sensitive.
- Keep sensitive materials separate from non-sensitive materials.

8.0 RECORDS MAINTENANCE

8.1 Records that may be generated as a result of implementing this plan are identified as follows, and are maintained by the Office of Logistics Management:

8.1.1 Records Disaster Action Team Assessment Form, PL-243-05-F1

8.1.2 Post-Disaster Assessment Report, PL-243-05-F2

8.1.3 Records Emergency Response Case File*

*The Assessment Form and the Post-Disaster Assessment Report shall be maintained in a Records Emergency Response Case File.

9.0 FORMS USED

9.1 PL-243-05-F1, Records Disaster Action Team Assessment Form

9.2 PL-243-05-F2, Post-Disaster Assessment Report Form

10.0 ATTACHMENTS

10.1 Attachment A: Records Disaster Action Team (RDAT)

10.2 Attachment B: PL-243-05-F1, "Records Disaster Action Team Assessment Form"

10.3 Attachment C: Emergency Measures for Water-Damaged Records

10.4 Attachment D: Critical Record Locations/Areas

10.5 Attachment E: Disaster Recovery Specialists

10.6 Attachment F: Records Disaster Action Team Supplies Shopping List

- 10.7 Attachment G: Additional Recovery Resources & Selected Disaster Preparedness and Response Web Sites
- 10.8 Attachment H: PL-243-05-F2, "Post-Disaster Assessment Report Form"

EMCBC RECORD OF REVISION

DOCUMENT

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

<u>Rev. No.</u>	<u>Description of Changes</u>	<u>Revision on Pages</u>	<u>Date</u>
1	Initial Procedure	All	06/27/08

RECORDS DISASTER ACTION TEAM (RDAT)

The RDAT has 24/7 responsibilities in the case of an emergency.

Position	Name	Phone
Coordinator, RDAT	Office of Logistics Management, Compliance and Project Support, Records Management	
Office of Contracting (Supplies / Equipment)	Assistant Director, Office of Contracting	
Records Team Member (support / supplies)	Office of Logistics Management	
Records Custodian	Based on affected area – Assistant Director of affected area will contact Record Custodian	
IRM (if electronic records)	Assistant Director, Office of Information and Resource Management	
Real Estate (in the event of building damage or the need to contact building mgmt.)	Office of Logistics Management, Real Estate Officer	

Emergency contact information will be maintained by the Office of Logistics Management, Compliance and Project Support, Records Management staff, based on information maintained in the EMCBC Continuity of Operations Plan (COOP) (Reference 4.2.3).

COOP Coordinator	Office of Logistics Management, Compliance and Project Support	
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Records Disaster Action Team Assessment Form

Date:	Time: a.m./p.m.
Surveyor:	Title
Other participants:	Page(1) of _____
Attachments: <input type="checkbox"/> Sketches <input type="checkbox"/> Documents <input type="checkbox"/> Images <input type="checkbox"/> Other _____	

Assessor Contact Information	Assessment Location
Street Address:	Site location:
City/State/Zip:	City/State:
Phone:	E-mail:

Initial Situation Survey

What type of emergency is it? _____

Type of Damage [check all that apply]

Debris	
Mold/Mildew	
Mud	
Water, High (dripping wet)	
Water, Low (damp)	
Smoke	
Fire	
Sewage	
Insects	
Rodent	
Other (must provide details below)	

Where is damage (e.g., room, furniture, collection)? _____

Can the staff handle the situation initially? Yes No

Who is in charge? _____

Is it safe to enter? Yes No If no, what needs to be done to make it safe? _____

Who discovered/reported damage? _____

How long has the collection been damaged? _____

What has been done so far? _____

What is the security status? _____

Does anything need to be done to clean and/or secure the area before attending to the collection?

Other notes: _____

Emergency Measures for Water-Damaged Records

DO	DON'T
<ul style="list-style-type: none"> • Stop any source of water flow. • Contact offsite vendors specializing in mitigation and recovery, if necessary. Perform any preliminary measures they dictate. • Remove any standing water. This may require mobilizing a local water extraction and dehumidification contractor. • Start dehumidification, which may also require mobilizing a local water extraction and dehumidification contractor. If at all possible, lower the temperature below 70°F and the relative humidity below 60 percent, as mold may appear within 48 hours. To do this: <ul style="list-style-type: none"> - Open all doors and windows to allow as much ventilation as possible. - Circulate air with fans and set up dehumidifiers. - Turn down or shut off heat/air conditioning, and eliminate any sources of moisture. - Remove wet material other than documents. • Remove dry documents, if possible, without affecting wet documents to reduce their exposure to humidity. Do not remove or touch wet documents. • Place water-damaged microfilm, film negatives, or magnetic media in clean water in plastic garbage bags in boxes or rinse media in clear water and place in sealed plastic bags while still wet. Do not allow film to dry. Wet film must be transported to a recovery laboratory within 48 hours. 	<ul style="list-style-type: none"> • Do not attempt to remove materials from the area until an overall plan with a schedule of priorities has been established and all personnel involved are thoroughly briefed on how to handle the damaged records. • Do not permit anyone to pen wet books, to separate single sheets, to remove covers when materials are water soaked, or to disturb wet file boxes, prints, drawings, or photographs. Such handling can result in extensive and often irreparable damage to materials that otherwise might be salvaged. • Do not pile or stack wet materials on one another, as excessive water weight will cause irreparable damage.

Critical Record Locations/Areas

Tier 2 and 3 Vital Records Inventory

(Currently under development, will be included once complete)

Disaster Recovery Specialists

Dry Ice and Containers

<p>Cinti. Deli & Ice Co. 2832 Jefferson Ave. Cincinnati, Ohio 45219 (513) 281- 0888</p>	<p>Delta Dry Ice 4460 Mellwood Ave, Winton Place Cincinnati, Ohio 45232 (513) 681-2741</p>	<p>Sparkling Container Ice 1240 Glendale-Milford Road Woodlawn Cincinnati, Ohio 45215 (513) 772-8786 www.sparklingarboric.com</p>
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Milk Crates

<p>Trauth Dairy 16 East 11th Street Newport, KY 41071 1-800-544-MILK 859-431-7553 www.trauthdairy.com</p>	<p>H. Meyer Dairy Co. 415 John Street Cincinnati, Ohio 45215 1-800-347-6455 (513) 948-8811 www.meyerdairy.com</p>
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Rescubes

<p>Protex 6200 Goldsboro Bethesda, MD 20817 (301) 320-7231 http://www.protex.net/produ/rescube.htm</p>
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Rental Trucks

<p>Ryder 1190 Gest St. Cincinnati, Ohio (800) 297-9337 www.ryder.com</p>	<p>U Haul 9178 Colerain Ave. Cincinnati, Ohio (800) 468-4285 www.uhaul.com</p>	<p>Budget 8647 Colerain Ave. Cincinnati, Ohio (513) 923-2400 www.budgettruck.com</p>	<p>Hertz Penske Clifton Cincinnati, Ohio (513) 221-7100 www.penske.com</p>
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Disaster Recovery Specialists

Refrigerated Trucks

Taylor Distributing
2875 E Sharon Rd.
Sharonville, Ohio 45241
(513) 771-2956
www.taylordistributing.com

Truck Refrigeration Equipment

Transport Specialists, Inc.
12130 Best Pl.
Sharonville Ohio 45241
(513) 771-2220

Cold Storage / Deep Freeze Facilities

Terminal Cold Storage Co. 20 Eaker Street Dayton, Ohio (937) 223-3138	Bearcat Cold Storage 3110 Homeward Way Fairfield, OH (513) 860-5992	Taylor Distributing 2875 E Sharon Rd. Sharonville, Ohio 45241 (513) 771-2956 www.taylordistributing.com
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Freeze Drying

McDonnell Aircraft Co.
P.O. Box 516
St. Louis, MO 63166
(314) 232-0232

Vacuum Freeze Drying

Midwest Freeze-Dry, Ltd. 7326
North Central Park
Skokie, IL 60076
(847) 679-4756

Whole-building Dehumidification

Solex Environmental Systems
P.O. Box 460242
Houston, TX 77056
(713) 963-8600
1-800-848-0484

Disaster Recovery Specialists

Miscellaneous supplies

<i>Trash bags</i>	<i>Sponges</i>	<i>Dishpans</i>	Biggs Kroger's Thriftway ... or any other grocery or supermarket
<i>Waxed paper</i>	<i>Brooms</i>	<i>Water hoses</i>	
<i>Paper towels</i>	<i>Mops</i>	<i>Extension cords</i>	
<i>Rubber gloves</i>	<i>Pails</i>		

Equipment

<i>Dehumidifiers</i>	<i>Trash cans</i>	<i>Rubber boots</i>	Lowes Home Depot K-Mart
<i>Electric fans</i>	<i>Sump pumps</i>	<i>Plastic smocks</i>	
<i>Wet vacuums</i>			

Unprinted newspaper

Cincinnati Enquirer (513) 721-2700	Dayton Business Journal 137 N. Main Street Dayton, Ohio 45402 (937) 222-6900	The Box Place 8259 Colerain Ave Cincinnati, OH (513) 741-1888
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Company	Web	Phone
Munters Moisture Control	http://www.munters.us	800-Munters
Document Reprocessors Middlesex, NY	http://www.documentreprocessors.com	800-437-9464 585-554-4500
Midwest Freeze-Dry, Ltd Skokie, IL	http://www.midwestfreezedryltd.com	847-679-4756
Vidipax (Magnetic Media Restoration), New York, NY	http://www.vidipax.com	800-653-8434 718-482-7111
Eastman Kodak 1700 Dewey Ave, Rm 3201 Rochester, NY 14650	http://www.kodak.com/	800-3252-8378
Disaster Recovery Services FT. Worth, TX 76105		800-856-3333 817-535-6793
BMS CAT Commercial Disaster Recovery	www.bmscat.com	800-433-2940 817-332-2770 817-332-6728 (fax)

**Records Disaster Action Team
Supplies Shopping List**

No. Needed	No. Needed
Home Improvement or Hardware Store	
_____	Absorbent materials (e.g., rags, paper towels)*
_____	Brooms/dust pans
_____	Brushes, soft, natural bristle (e.g., paint brushes)
_____	Buckets*
_____	Bungee cords
_____	Carts
_____	Caution tape
_____	Clothesline or nylon rope
_____	Dehumidifier
_____	Disinfectant
_____	Dollies
_____	Door Wedges
_____	Emergency lighting
_____	Extension cords, water proof, 100 ft.*
_____	Fans (floor and/or window)*
_____	First aid kits
_____	Flashlights with extra bulbs and batteries*
_____	Garbage can, plastic
_____	Garden hose with spray attachment, 50 ft.
_____	Gloves (disposable latex and rubber)*
_____	Hard hats
_____	Ladders
_____	Mops*
_____	Masks, dust*
_____	Pallets
_____	Plywood, Plexiglas, or other rigid board
_____	Polyethylene sheeting or plastic tarps
_____	Protective clothing*
_____	Pumps
_____	Rope
_____	Safety glasses
_____	Screening (fine mesh, fiberglass)
_____	Scrub brushes
_____	Sponges (regular and soot)*
_____	Tape (duct, packing, masking)*
_____	Thermometer, hygrometer, etc.
_____	Tool Kit
_____	Utility knives and extra blades*
_____	Walkie-talkies, two-way radios
_____	Wet-dry vacuum
Discount Department Store	
_____	Aprons, plastic
_____	Aluminum foil
_____	Blotting paper
_____	Boxes
_____	Cardboard boxes*
_____	Chairs, folding/portable
_____	Cloths, soft
_____	Freezer bags, gallon size, zip lock
_____	Freezer paper or double-sided waxed paper
_____	Garbage bags, plastic
_____	Milk crates*
_____	Paper towels*
_____	Plastic clips or clothespins*
_____	Plastic film, clear
_____	Plastic trays, photo trays, or shallow dish pans
_____	Polyethylene boxes
_____	Screen drying racks
_____	Tables, folding/portable
Discount Department or Convenience Store	
_____	Alcohol hand wash
_____	Antimicrobial Soap
_____	Batteries
_____	Cheesecloth
_____	Cotton Swabs
_____	Disposable Wipes
_____	First aid kit
Office Supply Store or Discount Department	
_____	Adhesive labels*
_____	Camera with film, batteries and flash*
_____	Clipboard*
_____	Color coded adhesive dots
_____	Miscellaneous office supplies
_____	Pens/markers, waterproof*
_____	Pencils
_____	Paper pads/logs*
_____	Self-adhesive labels
_____	Scissors

* Items to be maintained at both the Chiquita Bldg and at Springdale.

Additional Recovery Resources and Selected Disaster Preparedness and Response Web Sites

Advice and assistance within NARA

Name	Specialty	Work Phone
National Preservation Program (NWT-R)		
Linda Blaser	All media	301-837-0938
Document Conservation Laboratory (NWT-D)		
Catherine Nicholson	Paper	301-837-3414
Mary Lynn Ritzenthaler	Paper	301-837-2906
Special Media Preservation Laboratory (NWT-S)		
Clarence Simmons	Magnetic media/photos	301-837-2982
Charles Mayn	Magnetic media	301-837-1953
Jeffrey Reed	Photographs	301-837-0950

Advice and assistance from the professional community

Institution	Contact	Phone
Northeast Document Conservation Center	24/7 Emergency assistance www.nedcc.org	978-470-1010
The Newberry Library	Giselle Simon Director, Conservation Dept.	312-943-9090 (gen.) 312-255-3549 (Simon)
Chicago History Museum 1601 North Clark Street Chicago, IL 60614-6038 www.chicagohistory.org	Carol Turchan Paper Conservator turchan@chicagohistory.org	(312) 799-2073 direct (312) 799-2373 fax
Center for Conservation of Photographic Materials		716-271-4090
Library of Congress	Preservation Directorate www.loc.gov/preserv/	202-707-5213

Additional Recovery Resources and Selected Disaster Preparedness and Response Web Sites

<http://palimpsest.stanford.edu/bytopic/disasters/>

"Disaster Preparedness and Response" page of CoOL (Conservation On-Line), supported by Stanford University. General clearinghouse linking to many other web pages covering wide range of information. Includes sample disaster plans, recovery techniques, downloadable publications, and consortiums available to help. Also has links to commercial disaster assistance organizations. Best site for rapid access to a wide spectrum of useful information.

<http://palimpsest.stanford.edu/waac/wn/wn10/wn10-2/wn10-202.html>

Short and straightforward step-by-step instructions, "Salvage Operations for Water-Damaged Collections," published by the Western Association for Art Conservation.

<http://www.solinet.net/Preservation/Disaster%20Resources.aspx>

Southeast Library Network (Solinet) disaster recovery services. Sources of supply.

<http://www.drj.com/>

Site for *Disaster Recovery Journal*, a commercial publication.

<http://www.fema.gov/about/regions/regionv/index.shtm>

FEMA Region V (Chicago)

<http://www.intracomp.com/contents.html>

Promotional material for an automated disaster prevention/recovery product, but contains substantive information re disaster planning and recovery for electronic media.

<http://www.parasolemt.com.au/first-aid-online.asp>

Active First Aid Online

<http://www.archives.gov/records-mgmt/vital-records/index.html>

National Archives and Records Administration (NARA), Vital Records and Disaster Mitigation and Recovery: An Instructional Guide, 1999 Web Edition.

<http://www.archives.gov/preservation/emergency-prep/disaster-prep-primer.html>

NARA, A Primer on Disaster Preparedness, Management and Response: Paper-Based Materials, October 1993.

**U.S. Department of Energy
Environmental Management Consolidated Business Center (EMCBC)
Post-Disaster Assessment Report**

Date of Report: _____

Facility / Building /Room / Area:

Records Disaster Action Team Coordinator: _____

Records Disaster Action Team Members:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Emergency/Disaster Description:

Date of Emergency/Disaster: _____

Advance Notification: No Yes Comments: _____

Records Damage No Yes If yes, is damage considered Minimal or Major

Prevention:

Were records properly stored prior to the emergency/disaster? No Yes

If no, describe how they were stored: _____

Mitigation:

Mitigation Performed: No Yes

Describe Mitigation:

**U.S. Department of Energy
Environmental Management Consolidated Business Center (EMCBC)
Post-Disaster Assessment Report (Cont'd)**

Recovery:

Records Relocated: No Yes If yes, where: _____

Restoration Performed: No Yes

Describe restoration process and final results:

Lessons Learned:

Records Disaster Action Team Coordinator Signature: _____