

## CLARENCE REGIONAL LIBRARY SERVICE

# LOCAL STUDIES DISASTER MANAGEMENT AND RECOVERY PLAN

Incorporating Disaster Response for all library services and collections

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## Immediate Emergency Response

- Assess your own safety and act accordingly.
- Elicit help from a co-worker or another person in the area.
- Act to protect lives, then physical property.

Make the following calls in the order shown, based on the type of emergency:

### Priority 1

Type of Emergency	Contact	Phone Number
Fire	Fire Brigade	000
Flood / Water	SES	132 500
Injury (people hurt)	Ambulance	000
Electrical	Power Authority	

### Priority 2

Type of Emergency	Contact	Phone Number
Injury (people hurt)	Ambulance	000
Building Damage		
Equipment Damage		
Collection Damage		
Computer Damage		

### Priority 3

All Emergencies	Contact	Phone Number
During work hours		
After work hours		

## Clarence Regional Library Staff Emergency Team (E-Team)

Note: E-Team should be set up for each CRL branch)

Designation	Name	Responsibility	Contact Details
Regional Librarian	Kathryn Breward	Head Warden	
E-Team Leader		Warden	
E-Team Member		First aid	
E-Team Member		Team member	
E-Team Member		Team member	
E-Team Member		Team member	
Building Maintenance		Building safety & Security	
Preservation Coordinator	Monique Buchbach	Preservation response	

See: *Responsibilities for Collections Disaster Response & Recovery* for additional instructions.

## Location of Emergency Systems

### Bellinghen Branch Library

Category	Systems	Location
<b>Main utilities</b>		
<b>Water</b>	Main water shut-off valve	
	Sprinkler shut-off valve	
<b>Electrical</b>	Main electrical cut-off switch	
	Main air-conditioning shut-off switch	
<b>Gas</b>	Main gas shut-off valve	
<b>Fire Protection Systems</b>		
	Type A: wood, paper, combustibles	
	Type B – Flammable liquids	
	Type C - Electrical	
	Halon <sup>1</sup>	
	Alarm triggers	
	Smoke / heat detectors	
<b>Water Protection</b>		
	Water detectors	
<b>Keys</b>		
	Master Key Box	
<b>Radio</b>		
	Portable radio (for news)	
	Two-way radio (emergency communication)	
<b>Mobile Phone/s</b>		
	Team / emergency communication	
<b>First Aid Kit/s</b>		
	For emergency first aid	
<b>Emergency meeting point / Shelter</b>		
	Nearest staff/customer emergency meeting point and/or shelter	

**Floor Plan – See attachment 1**

<sup>1</sup> A compound in which the hydrogen atoms of a hydrocarbon have been replaced by bromine and other halogen atoms; very stable; used in fire extinguishers although it is thought to release bromine that depletes the ozone layer

## Dorrigo Branch Library

Category	Systems	Location
<b>Main utilities</b>		
<b>Water</b>	Main water shut-off valve	
	Sprinkler shut-off valve	
<b>Electrical</b>	Main electrical cut-off switch	
	Main air-conditioning shut-off switch	
<b>Gas</b>	Main gas shut-off valve	
<b>Fire Protection Systems</b>		
	Type A: wood, paper, combustibles	
	Type B – Flammable liquids	
	Type C - Electrical	
	Halon <sup>2</sup>	
	Alarm triggers	
	Smoke / heat detectors	
<b>Water Protection</b>		
	Water detectors	
<b>Keys</b>		
	Master Key Box	
<b>Radio</b>		
	Portable radio (for news)	
	Two-way radio (emergency communication)	
<b>Mobile Phone/s</b>		
	Team / emergency communication	
<b>First Aid Kit/s</b>		
	For emergency first aid	
<b>Emergency meeting point / Shelter</b>		
	Nearest staff/customer emergency meeting point and/or shelter	

Floor Plan – **See attachment 2**

<sup>2</sup> A compound in which the hydrogen atoms of a hydrocarbon have been replaced by bromine and other halogen atoms; very stable; used in fire extinguishers although it is thought to release bromine that depletes the ozone layer

## Grafton Branch Library

Category	Systems	Location
<b>Main utilities</b>		
<b>Water</b>	Main water shut-off valve	
	Sprinkler shut-off valve	
<b>Electrical</b>	Main electrical cut-off switch	
	Main air-conditioning shut-off switch	
<b>Gas</b>	Main gas shut-off valve	
<b>Fire Protection Systems</b>		
	Type A: wood, paper, combustibles	
	Type B – Flammable liquids	
	Type C - Electrical	
	Halon <sup>3</sup>	
	Alarm triggers	
	Smoke / heat detectors	
<b>Water Protection</b>		
	Water detectors	
<b>Keys</b>		
	Master Key Box	
<b>Radio</b>		
	Portable radio (for news)	
	Two-way radio (emergency communication)	
<b>Mobile Phone/s</b>		
	Team / emergency communication	
<b>First Aid Kit/s</b>		
	For emergency first aid	
<b>Emergency meeting point / Shelter</b>		
	Nearest staff/customer emergency meeting point and/or shelter	

Floor Plan – **See attachment 3**

<sup>3</sup> A compound in which the hydrogen atoms of a hydrocarbon have been replaced by bromine and other halogen atoms; very stable; used in fire extinguishers although it is thought to release bromine that depletes the ozone layer

## Iluka Branch Library

Category	Systems	Location
<b>Main utilities</b>		
<b>Water</b>	Main water shut-off valve	
	Sprinkler shut-off valve	
<b>Electrical</b>	Main electrical cut-off switch	
	Main air-conditioning shut-off switch	
<b>Gas</b>	Main gas shut-off valve	
<b>Fire Protection Systems</b>		
	Type A: wood, paper, combustibles	
	Type B – Flammable liquids	
	Type C - Electrical	
	Halon <sup>4</sup>	
	Alarm triggers	
	Smoke / heat detectors	
<b>Water Protection</b>		
	Water detectors	
<b>Keys</b>		
	Master Key Box	
<b>Radio</b>		
	Portable radio (for news)	
	Two-way radio (emergency communication)	
<b>Mobile Phone/s</b>		
	Team / emergency communication	
<b>First Aid Kit/s</b>		
	For emergency first aid	
<b>Emergency meeting point / Shelter</b>		
	Nearest staff/customer emergency meeting point and/or shelter	

Floor Plan – **See attachment 4**

<sup>4</sup> A compound in which the hydrogen atoms of a hydrocarbon have been replaced by bromine and other halogen atoms; very stable; used in fire extinguishers although it is thought to release bromine that depletes the ozone layer



## Maclean Branch Library

Category	Systems	Location
<b>Main utilities</b>		
<b>Water</b>	Main water shut-off valve	
	Sprinkler shut-off valve	
<b>Electrical</b>	Main electrical cut-off switch	
	Main air-conditioning shut-off switch	
<b>Gas</b>	Main gas shut-off valve	
<b>Fire Protection Systems</b>		
	Type A: wood, paper, combustibles	
	Type B – Flammable liquids	
	Type C - Electrical	
	Halon <sup>5</sup>	
	Alarm triggers	
	Smoke / heat detectors	
<b>Water Protection</b>		
	Water detectors	
<b>Keys</b>		
	Master Key Box	
<b>Radio</b>		
	Portable radio (for news)	
	Two-way radio (emergency communication)	
<b>Mobile Phone/s</b>		
	Team / emergency communication	
<b>First Aid Kit/s</b>		
	For emergency first aid	
<b>Emergency meeting point / Shelter</b>		
	Nearest staff/customer emergency meeting point and/or shelter	

Floor Plan – **See attachment 5**

<sup>5</sup> A compound in which the hydrogen atoms of a hydrocarbon have been replaced by bromine and other halogen atoms; very stable; used in fire extinguishers although it is thought to release bromine that depletes the ozone layer

## Urunga Branch Library

Category	Systems	Location
<b>Main utilities</b>		
<b>Water</b>	Main water shut-off valve	
	Sprinkler shut-off valve	
<b>Electrical</b>	Main electrical cut-off switch	
	Main air-conditioning shut-off switch	
<b>Gas</b>	Main gas shut-off valve	
<b>Fire Protection Systems</b>		
	Type A: wood, paper, combustibles	
	Type B – Flammable liquids	
	Type C - Electrical	
	Halon <sup>6</sup>	
	Alarm triggers	
	Smoke / heat detectors	
<b>Water Protection</b>		
	Water detectors	
<b>Keys</b>		
	Master Key Box	
<b>Radio</b>		
	Portable radio (for news)	
	Two-way radio (emergency communication)	
<b>Mobile Phone/s</b>		
	Team / emergency communication	
<b>First Aid Kit/s</b>		
	For emergency first aid	
<b>Emergency meeting point / Shelter</b>		
	Nearest staff/customer emergency meeting point and/or shelter	

Floor Plan – **See attachment 6**

<sup>6</sup> A compound in which the hydrogen atoms of a hydrocarbon have been replaced by bromine and other halogen atoms; very stable; used in fire extinguishers although it is thought to release bromine that depletes the ozone layer

## Yamba Branch Library

Category	Systems	Location
<b>Main utilities</b>		
<b>Water</b>	Main water shut-off valve	
	Sprinkler shut-off valve	
<b>Electrical</b>	Main electrical cut-off switch	
	Main air-conditioning shut-off switch	
<b>Gas</b>	Main gas shut-off valve	
<b>Fire Protection Systems</b>		
	Type A: wood, paper, combustibles	
	Type B – Flammable liquids	
	Type C - Electrical	
	Halon <sup>7</sup>	
	Alarm triggers	
	Smoke / heat detectors	
<b>Water Protection</b>		
	Water detectors	
<b>Keys</b>		
	Master Key Box	
<b>Radio</b>		
	Portable radio (for news)	
	Two-way radio (emergency communication)	
<b>Mobile Phone/s</b>		
	Team / emergency communication	
<b>First Aid Kit/s</b>		
	For emergency first aid	
<b>Emergency meeting point / Shelter</b>		
	Nearest staff/customer emergency meeting point and/or shelter	

Floor Plan – **See attachment 7**

<sup>7</sup> A compound in which the hydrogen atoms of a hydrocarbon have been replaced by bromine and other halogen atoms; very stable; used in fire extinguishers although it is thought to release bromine that depletes the ozone layer

## Emergency Services

Type	Service	Contact	Phone Number
<b>Emergency Services</b>			
Security	Alarms etc		
Fire	Fire Brigade		
Police	Safety, security, investigation		
<b>Ambulance</b>	Medical emergencies		
<b>Maintenance / Utilities</b>			
Cleaning	Clean up		
Plumber	Repair		
Electrician	Repair / safety		
Locksmith	Repair		
Window/Glass	Repair/replacement		
Carpenter	Repair/make safe		
Power utility	Repair/make safe		
Gas utility	Repair/make safe		
Water utility	Repair/make safe		
<b>Insurance</b>			
Council Risk Management	Insurance company liaison for assessment purposes		
<b>Conservation Specialists</b>			
Paper / books	Emergency conservation		
Photographs	Emergency conservation		
Microform	Emergency conservation		
Digital records	Emergency conservation		
<b>Recovery Assistance</b>			
Preservation / Conservation	Preservation of material – short & long term		
Refrigeration	Mould control/reduction		
Council Depot Staff			
Removalist	Removing material to off-site storage		
Disaster recovery specialists	<ul style="list-style-type: none"> <li>- Environmental control</li> <li>- Freeze drying</li> <li>- Freezing / mould control</li> <li>- Mould remediation</li> <li>- Fire recovery</li> <li>- Water damage recovery</li> </ul>		

## Responsibilities for Collections Disaster Response & Recovery

Assessment and Documentation	Name	Contact Information
Assess and estimate type and extent of damage		
Contacts insurance company / risk management and completes required forms/documentation		
Ensures proper documentation of damage i.e. photos; video; witness reports etc		
Reviews collection priorities list and confirm or adjust it based upon damage assessment.		
Estimates number of personnel needed to complete the work and how long recovery will take.		
Evaluates and recommends if salvage can be done in house with staff, or if a consultant and/or disaster recovery service is needed.		
Identifies locations for storing materials out of building if a commercial disaster recovery service is not used or available.		
Formulates logistics for packing up and moving materials from the building if a commercial disaster recovery service is not used or available.		
Records all major decisions and a chronology of events.		

Communication	Name	Contact Information
Handles all public relations and the media.		
Provides communication with workers.		
Interacts with the relevant Council		

Security	Name	Contact Information
Secures and protects the building / area.		

Financial Issues	Name	Contact Information
Tracks disaster related expenditures (monitors and reports)		
Arranges emergency funding required e.g. to purchase supplies, equipment, food etc		

Salvage Operations	Name	Contact Information
Deploys work teams		
Supervises work teams to ensure that all OH&S measures are followed and that safe work plans are utilised and monitored		

Keeps an inventory record (control) of items being removed or discarded		
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Supplies and Equipment	Name	Contact Information
Responsible for ordering, delivery and dispersal of sufficient quantities of the appropriate materials for packing up material and equipment.		
Responsible for ordering, delivery and dispersal of sufficient quantities of food, water and other comfort items for emergency and other workers.		

Site Issues	Name	Contact Information
All issues leading up to the eventual restoration of the site back to normal.		
Identification of locations for response and salvage activities.		

Staff Issues	Name	Contact Information
Provide communication with staff		
Liaise with the Union		
Handles OH&S concerns, including access to Counselling		
Coordinates and monitors the use of volunteers		

## Collection Salvage

To be completed for each CRL branch

### Priorities

Priority High [H]; Medium [M]; Low [L]

Priority	Collection Format	Location	Special Notes
	Newspapers (bound)		
	Newspapers (unbound)		
	Photographs		
	Negatives		
	Vertical Files		
	Microforms		
	Maps		
	Monographs		
	Bibliographic records		
	Card files		
	Other		

## Supplies

Type	Source / Location	Contact Details
Aprons / dust coats		
Book trolleys		
Boxes (archival)		
Boxes (cardboard)		
Brooms		
Buckets		
Butchers paper		
Camera (document damage)		
Caution (cordon) tape		
Clothes pegs		
Cold Room		
Dehumidifier		
Disposable overalls (waterproof)		
Extension cords (with safety circuit breaker)		
Fans		
Flashlights (torch)		
Forklift		
Garbage bags (plastic)		
Generator, portable		
Gloves (latex/rubber)		
Gloves, heavy duty		
Hard Hats		
Interfacing		
Lighting, portable		
Masks (dust/mould)		
Mops		
Note pads/clipboards		
Nylon cord		
Other		
Packing tape with dispensers		
Pallets		
Paper towels (no dyes)		
Plastic 'wheelie' bin/s		
Plastic sheeting, heavy duty (stored with scissors and tape)		
Plastic tubs		
Pump, portable		
Refrigerator truck		
Rubber boots		
Safety glasses		
Sponges		
Tables, portable		
Vacuum, wet		
Water hoses		

Water proof clothing		
Wax paper		
Other		

## Staff Emergency Procedures

### Medical – Staff

If a staff member or volunteer is seriously ill or injured:

1. Notify your supervisor immediately.
2. Render the minimum first aid necessary and decide what additional treatment is required (call the relevant emergency service/s – if in doubt call '000').
3. Do not attempt to move a person who has fallen and who appears to be in pain.
4. Avoid unnecessary conversation with or about the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
5. After the person has been taken care of and the incident is over, remain available to help the relevant supervisor with pertinent information for a medical report or, if applicable, a Workers' Compensation report.
6. Contact Human Resources for any questions concerning Workers' Compensation.

### Medical – Visitors (customer)

When an employee or volunteer observes a visitor who appears to be ill or injured:

1. Notify the relevant supervisor immediately.
2. Render the minimum first aid necessary and decide what additional treatment is required (call the relevant emergency service/s – if in doubt call '000').
3. Do not attempt to move a person who has fallen and who appears to be in pain.
4. Avoid unnecessary conversation with or about the ill or injured person or members of his/her party. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
5. Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause.



6. Under no circumstances should an employee or volunteer discuss any insurance information with members of the public.
7. After the person has been taken care of and the incident is over, remain available to help the relevant supervisor with pertinent information for a medical report.

## Threat Procedures

### Phone Threat, Mail Threat or Suspicious Object

#### Telephone Threat

If you receive a **telephone threat**:

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so you can gather more information.
3. If possible, signal a colleague to inform library administration for you or call yourself as soon as the caller hangs up.
4. Call the police.
5. Promptly complete a telephone threat report, writing down as many details as you can remember - security and police interviewers will need this information.
6. Do not discuss the threat with other staff.
7. If evacuation is ordered, go to a designated area ([see emergency evacuation map](#)).

#### Written Threat or Suspicious Package

If you receive a **written threat** or a **suspicious package** or if you find a **suspicious object** anywhere on the premises:

1. Keep anyone from handling it or going near it.
2. Notify your supervisor immediately.
3. Call the police.
4. Promptly complete a telephone threat report, writing down as many details as you can remember - security and police interviewers will need this information.
5. Remain calm. Do not discuss the threat with other staff members.

6. If evacuation is ordered, go to a designated area (see emergency evacuation map).

## Fire

If a fire occurs in your area:

1. Remain calm.
2. Call the Fire Brigade (000)
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardise your personal safety.
4. Never allow the fire to come between you and an exit.
5. Disconnect electrical equipment that is on fire if it is safe to do so (pull the plug or throw the circuit breaker).
6. Notify your supervisor of the location and extent of the fire.
7. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to a designated area (see emergency evacuation map).
8. Do not break windows. Oxygen feeds a fire.
9. Do not open hot doors. Before opening any door, touch the door near the top. If the door is hot or if smoke is visible, do not open the door.
10. Do not attempt to save possessions at the risk of personal injury.
11. Do not return to the area until cleared by emergency personnel.

All fires, no matter how small, must be reported to a supervisor.

## Toxic Events, Chemical Spills and Fires

If a **chemical spill** occurs in the Local Studies area or building:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. Use chemical shower if available.
2. Notify your supervisor of the extent and location of the spill.
3. If there is any possible danger, evacuate your area.

If a **chemical fire** occurs within the building:

1. Remain calm.
2. Call the Fire Brigade (000)
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardise your personal safety.
4. Never allow the fire to come between you and an exit.
5. Notify your supervisor of the location and extent of the fire.
6. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to a designated area (see emergency evacuation map).
7. Do not break windows. Oxygen feeds a fire.
8. Do not attempt to save possessions at the risk of personal injury.
9. Do not return to the area until cleared by emergency personnel.

All chemical spills and fires, no matter how small, must be reported to a supervisor.

In the event of a **toxic spill** outside of the building:

1. Notify your supervisor immediately.
2. Call Police and Fire Departments, giving location of spill.
3. Evacuate the building only if instructed to do so.

## Earthquakes

In the event of an earthquake:

1. Remain calm.
2. Stay in the building. Take shelter within a doorway, in a narrow corridor, or under a heavy table, desk or bench.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment
4. Do not attempt to leave the building, as exit stairwells may have collapsed or be jammed with people.

**After** the earthquake has stopped:

1. Remain alert for aftershocks.
2. Listen to local radio stations for instructions.
3. Assist those who have been trapped or injured by falling debris, glass, etc. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
4. Evacuate the building if safe to do so. Do not re-enter until the building has been declared structurally sound.
5. Check for broken water pipes or shorting electrical circuits. Do not use a match, candle or lighter to find your way, since there may be flammable gas in the air. Shut off utilities at main valves or meter boxes. Turn off appliances.
6. Do not use the telephone, except in a real emergency. The lines should be kept free for emergency rescue operations.
7. Ensure that sewage lines are intact before running water or flushing toilets.

## Explosion

1. Remain calm.
2. Be prepared for possible further explosion.
3. Crawl under a table or desk.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
5. Be guided by the Head Warden or their representative. If evacuation is ordered, go to a designated area (see emergency evacuation map).
6. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
7. Open doors carefully. Watch for falling objects.
8. Do not use stairs.
9. Do not use matches or lighters.
10. Avoid using telephones.
11. Do not spread rumors.

## Power Outage

If a power outage occurs:

1. Remain calm.
2. Provide assistance to customers and staff in your immediate area.
3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
4. If instructed to evacuate, go to a designated area (see emergency evacuation map).
5. Secure the building from vandalism, intrusion, and fire.

## Flooding and Water Damage

If a water leak or flooding occurs:

1. Remain calm.
2. Notify building maintenance and the relevant supervisor. Give the exact location and severity of the leak. Indicate whether any part of the collections is involved or is in imminent danger.
3. Do not walk in standing water, which may have contact with wiring and may be electrified. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
4. If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.
5. Be prepared to help as directed in protecting collection materials that are in jeopardy. Take only those steps needed to avoid or reduce immediate water damage: cover shelf ranges with plastic sheeting; carefully move materials out of the emergency area. Do not remove already wet books from shelves.

## Staff and Customer Evacuation Procedure

In advance, each staff member should:

1. Understand the evacuation plan.
2. Recognise the sound of the evacuation alarm.
3. Know at least two ways out of the building from your regular workspace.

When you hear the **evacuation alarm** or are told to evacuate the building:

1. Remain calm.
2. Immediately shut down any hazardous operations.
3. Leave quickly.
4. The most senior staff member who is physically present in each affected area is responsible for insuring all staff and customers evacuate the area. In addition, staff should check that all others in the work and public spaces are leaving as instructed.
5. As you exit, quickly check nearby toilets, etc.
6. Accompany and help any person with a disability or mobility issues who appear to need direction or assistance.
7. Take with you: your car keys, purse, briefcase, etc. Do not attempt to take large or heavy objects.
8. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
9. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
10. Once out of the building, move away from the structure.

## Salvage of Water Damaged Collections

### Books: Cloth or Paper Covers

Task	Procedure
Priority	Freeze or dry within 48 hours. Coated paper must not be allowed to air dry in a clump or it will permanently block together. If slightly damp and the pages are separable, air-dry interleaved pages before items have an opportunity to dry. If saturated, coated paper must be frozen as soon as possible for subsequent vacuum freeze-drying.
Handling Precautions	Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers. Oversized books need to be fully supported; it may only be possible to move one at a time.
Preparation for Drying	<p>Closed books that are muddy should be rinsed before freezing. If air-drying is not possible, books should be frozen within 48 hours. Separate with freezer paper, pack spine down in milk crates, plastic boxes, or cardboard boxes lined with plastic sheeting.</p> <p><b>Coated paper</b> requires that each and every page be interleaved with a non-stick material such as silicone release paper or wax paper. If the leaves cannot be separated without further damage, the book cannot be air dried successfully and must be prepared for vacuum freeze-drying.</p>
Drying Methods	<p><i>Air Drying</i> is suitable for small quantities for books (less than 100 volumes) that are not thoroughly soaked. Requires space in an area away from the disaster to spread the books out. Books are stood upright and gently fanned open to dry. Keep air moving at all times using fans. Direct fans into the air and away from the drying volumes. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.</p> <p><b>Oversize volumes</b> must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of un-inked newsprint (butchers paper) or blotting paper that is changed as it becomes saturated.</p>
	<i>Freeze Drying</i> (not vacuum thermal drying) is suitable for large quantities of books and books that are very wet. Pack as described above and ship to drying facility.
	<i>Vacuum Freeze Drying</i> is suitable for large quantities of books. Wet <i>coated</i> paper can only be dried by this method. Pack as described above and ship to drying facility. Pack carefully, as volumes packed with distortions will retain that distortion permanently after vacuum freeze-drying.

### Books: Leather or Vellum Covers

Task	Procedure
Priority	Freeze as soon as possible; vellum will distort and disintegrate in water.
Handling Precautions	Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers. Oversized books need to be fully supported; it may only be possible to move one at a time.
Preparation for Drying	Closed books that are muddy should be rinsed before freezing. If air-drying is not possible, books should be frozen, preferably blast frozen, as soon as possible. Separate with freezer paper, pack spine down in milk crates, plastic boxes, or cardboard boxes lined with plastic sheeting.
Drying Methods	<i>Freeze drying</i> is the preferred method. Books should be separated with freezer paper and packed spine down in milk crates, plastic boxes, or cardboard boxes lined with plastic sheeting.
	<i>Air Drying</i> may be used for items that are not very wet. This requires space in an area away from the disaster to spread the books out. Books are stood upright and gently fanned open to dry.
	<i>Coated paper</i> requires that each and every page be interleaved with non-stick materials such as silicone release paper or wax paper.
	<i>Oversize volumes</i> must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of un-inked newsprint or blotting paper that is changed as it becomes saturated.
	Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

## Paper: Uncoated

Task	Procedure
Priority	Air dry or freeze within 48 hours. Records with water-soluble inks should be frozen immediately to arrest the migration of moisture that will feather and blur inks. Records that show signs of previous bacterial growth should also be frozen immediately if they cannot be air-dried.
Handling Precautions	Paper is very weak when wet and can easily tear if unsupported while handling.
Preparation for Drying	Pack flat sheets in bread trays, flat boxes, or on plywood sheets covered with polyethylene. Bundle rolled items loosely and place horizontally in boxes lined with a release layer. Remove drawers from flat files; ship and freeze stacked with 2cm x 4cm (or similar) strips of wood between each drawer. Framed or matted items must be removed from frames and mats prior to air or freeze-drying. <b>See Section: Paper: Framed or Matted, Preparation for Drying.</b>



	<i>Air Drying</i> — secure a clean, dry environment where the temperature and humidity are as low as possible. Cover tables, floors, or other flat surfaces with sheets for blotter or un-inked newsprint
	<i>Freezing</i> — Workspace and work surfaces and the following equipment: milk crates and/or cardboard boxes, bread trays, sheets of plywood, and rolls/sheets of freezer or waxed paper.
Drying Methods	<i>Air Drying</i> — This technique is most suitable for small numbers of records, which are damp or water-damaged around the edges. Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain 50 percent RH.
	<i>Damp material</i> — Single sheets or small groups of records are to be laid out on paper-covered flat surfaces. If small clumps of records are fanned out to dry, they should be turned at regular intervals to encourage evaporation from both sides. As a last resort to maximize space utilization, clothesline may be strung for the records to be laid across. If an item exhibits water-soluble media, allow it to dry face up. Do not attempt to blot the item since blotting may result in offsetting water-soluble components. Wet blotter or newsprint should be changed and removed from the drying area.
	<i>Wet material</i> — When separating saturated paper, use extra caution to support large sheets. If sheets are contained in flat files, standing water should be sponged out first. If items are in L-sleeves the polyester must be removed to allow drying. Cut the two sealed edges of the film in the boarder between the item and the seal. Roll back the top piece of polyester in a diagonal direction. If there are any apparent problems with the paper support or media, stop and seek the assistance of a Conservator. Support can be given to single sheets by placing a piece of polyester film on top of the document. Rub the film gently and then slowly lift the film while at the same time peeling off the top sheet in a diagonal direction. Lay the sheet flat; as it dries, it will separate from the surface of the film.
	<i>Freezing</i> — This option is best if there are large quantities or if the water damage is extensive. Place manuscript boxes in milk crates or cardboard boxes. If time permits, interleave each manuscript box with freezer or waxed paper. If the boxes have been discarded, interleave every 4cm of material with freezer or waxed paper.  <i>Do not freeze framed items. Remove frame assemblage before freezing. See Section: Paper: Framed or Matted, Preparation for Drying.</i>
	Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

## Paper: Coated

Includes drawings / maps etc on linen; and paper with sensitised coatings such as used in a fax machine.

Task	Procedure
Priority	Coated paper must not be allowed to air dry in a clump or it will permanently block together. If saturated, freeze within six hours for subsequent vacuum freeze-drying. If damp, separate and air-dry before items have an opportunity to dry.
Handling Precautions	Physical manipulation should be kept to a minimum to avoid disruption of the water-soluble coating and media, which may cause obliteration of the information.
Preparation for Drying	<i>Air Drying</i> — Secure a clean, dry environment where the temperature and humidity are as low as possible. Equipment needed: flat surfaces for drying; fans and extension cords; dehumidifier; moisture meter; sheets of polyester film, non-stick interleaving material such as freezer, waxed or silicone release paper, or polyester non-woven fabric.
	<i>Freezing</i> — Equipment needed: milk crates; cardboard boxes for large items; large flat supports such as bread trays or pieces for plywood; freezer, waxed or silicone release paper, or polyester non-woven fabric.
	Remove drawers from flat files; ship and freeze stacked with 2cm x 4cm strips of wood between each drawer. Framed or matted items must be removed from frames and mats prior to drying. <b>See Section: Paper: Framed or Matted, Preparation for Drying.</b>
Drying Methods	<i>Air Drying</i> — This technique is most suitable for small numbers of records, which are damp or water-damaged around the edges. Coated paper requires that each and every page be interleaved with a non-stick material such as silicone release paper or wax paper
	<i>Damp material</i> — Lay single sheets or small groups of interleaved records on paper covered flat surfaces. If small clumps of records are fanned out to dry, they should be turned at regular intervals to encourage evaporation from both sides.
	If an item exhibits water-soluble media, allow it to dry face up. Do not attempt to blot the item since blotting may result in offsetting water-soluble components. Wet blotter or un-inked newsprint should be changed and removed from the drying area.
	<i>Wet material</i> — When separating saturated paper, use extra caution to support large sheets. If sheets are contained in flat files, standing water should be sponged out first. If items are in L-sleeves the polyester must be removed to allow drying. Cut the two sealed edges of the film between the item and the seal. Roll back the top piece of polyester in a diagonal direction. If there are any apparent problems with the paper support or media, stop and seek the assistance of a Conservator. Support can be given to single sheets by placing a piece of polyester film on top of the document. Rub the film gently and then slowly lift the film while at the same time peeling off the top sheet in a diagonal direction. Lay the sheet flat; as it dries, it will separate from the surface of the film.
	Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

	<i>Freezing</i> — Freezing is best if there are large quantities or if the water damage is extensive. Place manuscript boxes in milk crates or cardboard boxes. If time permits, interleave each manuscript box with freezer or waxed paper. If the boxes have been discarded, interleave every 4 cm of material with freezer or waxed paper.
	Specify vacuum freeze-drying for coated paper and linen drawings; do not use vacuum thermal drying.
	Pack flat sheets in bread trays, flat boxes, or on plywood sheets covered with polyethylene. Bundled rolled items loosely and place horizontally in boxes lined with a release layer.
	Do not freeze framed items. Remove frame assemblage before freezing. <b>See Section: <i>Paper: Framed or Matted, Preparation for Drying.</i></b>

## Paper: Framed or Matted, Preparation for Drying

Task	Procedure
Priority	Wet paper must be frozen or air-dried within 48 hours. Framed and matted items must be disassembled prior to air drying or freezing.
Handling Precautions	Caution must be exercised so as to not puncture or tear the wet paper artifact in the process of removing the frame, gazing, and mounting materials.
Preparation for Drying	Place frame face down on a smooth, flat surface covered with blotter paper or plastic bubble pack. Carefully remove dust seal and hardware (place these metal pieces in container so that they do not come in contact with the wet paper and inadvertently cause damage). Check if the paper object is adhered to rabbet (recess or groove) of frame by gently pushing up on the glazing to see that the assemblage will release without resistance. Place a piece of board (mat board, masonite, or Perspex / glass) over the back of the frame with all contents still in place. Using two hands, invert frame assemblage as that the glass and image are facing up. Lift off the frame then lift off the glass.
	When the paper is in direct contact with the glass, carefully remove them together and lay face down on a flat surface. Consult a Conservator if the paper is sticking to the glazing.
	If the glass is broken, the pieces may be held together with tape applied lightly over the breaks. The frame may then be laid face down and the paper removed from the back. If pieces of glass have dropped behind the remaining glass, hold the frame in a vertical position to remove the mat and/or paper.
	To remove the item from its mat, place the image facing up. Lift window mat board carefully and detach paper object from back mat by carefully cutting hinges. If the object is attached firmly and directly to mat or backing board, do not attempt to remove. Proceed to air-dry paper object as recommended in Sections: <b><i>Paper: Uncoated or Paper: Coated, as appropriate.</i></b>
	If difficulty is encountered at any point, consult a Conservator for assistance.

## Microfiche

Task	Procedure
Priority	Freeze or dry within 72 hours.
Handling Precautions	Do not move items until a place has been prepared to receive them and you have been instructed to do so. If the fiche cannot be air dried immediately, keep them wet inside a container lined with garbage bags until they are frozen.
Drying Methods	Freeze if arrangements cannot be made to air dry the fiche quickly. Fiche should be removed from the paper jackets to dry. Jackets should be retained to preserve any information printed on them, but this information should be transferred to new jackets once the fiche is dry and ready to be stored again. The best air drying method is to clip the fiche to clotheslines with rustproof clips.
	Fiche has been successfully vacuum freeze-dried, though freeze-drying of photographic materials is not widely recommended. If dealing with large quantities of fiche this option should be investigated.

## Microfilm / Film

Task	Procedure
Priority	Freeze or dry within 72 hours. Wet film must be kept wet until it can be reprocessed.
Handling Precautions	Wipe outside of film cans or boxes before opening. Cans that are wet on the outside may contain dry film that should be separated from wet material. Do not remove any wet microfilm from boxes; hold cartons together with rubber bands. Dry film in damp or wet boxes should be removed and kept together with the box. Do not move items until a place has been prepared to receive them.
Packing Methods	Wet microfilm in plastic trays in the microfilm vault should be filled with water until reprocessed. Pack wet motion picture film in a container lined with plastic garbage bags.
Preparation for Drying	Contact a microfilm lab or film processor to rewash.
Drying Methods	Contact a disaster recovery service or microfilm lab to rewash and dry film. The manufacturer or other professional processor should be contacted to rewash and dry motion picture film.

## Magnetic Media: Video and Audio Cassettes

Task	Procedure
Priority	Air dry within 72 hours.
Handling Precautions	Pack cassettes vertically into plastic crates or cardboard boxes.
Preparation for Drying	Often the casings will keep tape clean and dry. If the tape is damaged, disassemble the case and remove tape. Rinse dirty tapes, still wound on reel, in clean de-ionized or distilled water.
Drying Methods	<i>Air dry</i> by supporting the reels vertically or by laying the reels on sheets of clean blotter. Leave tapes next to their original cases. Use fans to keep air moving without blowing directly on the items.
	Use dehumidifiers as needed to maintain humidity at or below 50% RH.
Additional Steps	Once dry, the tapes can be assessed for further cleaning and duplication by a specialised audio/video recovery service; or converted to a more contemporary digital media (CD/DVD)

## Compact Discs, DVD, CD-ROM

Task	Procedure
Priority	Immediately air dry discs. Dry paper enclosures within 48 hours.
Handling Precautions	Do not scratch surfaces; wear cloth gloves
Preparation for Drying	Remove discs from cases. Rinse discs with distilled water. Do not rub the discs because dirt could scratch. If necessary, blot; do not rub, with a soft lint-free cloth.
Drying Methods	Case and paper enclosures may be freeze dried. Do not freeze dry the discs. Air - dry vertically in a rack.

## Photographs and Transparencies

Task	Procedure
Priority	Salvage Priorities: <i>Within 24 hours:</i> 1. Ambrotypes, daguerreotypes, tintypes, silver gelatin glass plate negatives, wet collodion glass plate negatives; <i>Within 48 hours:</i> 2. Colour prints and film, silver gelatin prints and negatives; 3. Albumen prints and salted paper prints. Cyanotypes in alkaline water must be dried as soon as possible; in acidic water they drop to priority 3.

Handling Precautions	Do not touch emulsion; hold by the edges or margins. Always lay with emulsion side up.
Preparation for Drying	<p>Secure a clean area to work, free from particulates. Keep the photos and/or negatives in containers of fresh cold water until they are either air dried or frozen. <i>If allowed to partially dry in contact with each other, they will stick together.</i> To maintain wetness until the drying process can take place, pack photos inside plastic garbage pails or boxes lined with garbage bags.</p> <p>Equipment and materials needed: plastic trays, cold water, clothesline, clothespins and/or photo clips, soft bristle brushes, Kodak Photo Flo Solution (or similar) and clean photographic blotter paper, squeegee and drying racks for resin-coated prints; and Salthill Print Dryer (or similar) for recent fiver based prints.</p> <p>Carefully remove prints and film positives and negatives from the enclosures. Keep the enclosure or the file number with each film item as it contains vital information to maintain intellectual control.</p>
	<i>Daguerreotypes, Glass, and Metal-based Collodion Emulsions</i> such as ambrotypes, tintypes, wet collodion glass plates (which include some negatives, lantern slides, and stereo graphs on glass):
	<i>Cased photographs</i> — Carefully open the case and place the photograph face up on blotters. Do not attempt to disassemble the components, remove debris, or wash the photograph. If the affected photo has water or debris trapped within the assemblage, contact a conservator for proper disassembly.
	<i>Uncased images</i> — Air-dry side up on clean absorbent blotters. Remove and retain cover slips from glass lantern-slides if present. Do not attempt to clean debris or wash these images - these procedures should only be performed by a conservator
	<i>Black and white prints</i> — Place the prints in a tray and fill with cold water. Agitate the tray and change the water several times. After 15 minutes, drain the water and air dry. Reduce washing time for deteriorated and card mounted prints.
	<i>Colour prints</i> — Use the same procedure as for black and white prints but with decreased washing time: ten minutes. Reduce washing time further for deteriorated prints.
	<i>Negatives (glass and film) - silver gelatin</i> — Soak the films in clean, cold water for 30 minutes. If there are particulates on the film, rinse for 10-15 minutes while gently brushing surfaces under water with a soft bristle brush, then continue washing for an additional 15 minutes. Rinse with Kodak Photo Flo Solution.
	<i>Glass plate negatives - collodion</i> — Do not wash or expose plates to further moisture; if any image remains, air dry immediately, emulsion side up.
	<i>Kodachrome transparencies</i> — Wash as described above for negatives C silver gelatin.

	<i>Ektachrome transparencies</i> — Wash as described above for negatives C silver gelatin, omitting the Photo Flo, then dry. Consult a photo conservator after transparencies have dried, as some may require stabilisation.
	<i>Color negatives</i> — Wash as described above for negatives C silver gelatin, omitting Photo Flo, then dry. Consult a photo conservator after negatives have dried, as some may require stabilisation.
Drying Methods	Order of preference: 1. Air dry; 2. Freeze/thaw and air dry; 3. Vacuum-freeze dry.  <i>Do not vacuum thermal dry or freeze dry.</i>
	<i>Prints and Films</i> — Dry film by hanging on a clothesline at room temperature in a dust free area. Lay glass plates and prints emulsion side up on a clean absorbent blotter.
	<i>Photo Albums</i> — To air-dry, place sheets of blotter covered with Holytex (a very low lint, smooth high tensile strength acid free non woven 100% polyester material) or similar, between each leaf. Change the blotter paper as it becomes damp or wet. If the binding structure is no longer intact or the album can be dismantled, separate the leaves and air dry on clean blotters covered with Holytex; periodically turn from recto to verso to promote even drying. If drying cannot proceed immediately, wrap the volume in plastic and freeze. The volume can then be thawed and air-dried at a later date.
	Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.
	If air-drying is not possible due to media solubility or unacceptable disruption to the structural integrity of the volume, vacuum freeze-drying is recommended.
	If difficulty is encountered, consult a conservator for assistance.

## Scrapbooks

Task	Procedure
Priority	Freeze immediately.
Handling Precautions	Do not move items until a place has been prepared to receive them. Large scrapbooks should be supported with boards.
Preparation for Drying	If the scrapbook is not boxed and the binding is no longer intact, wrap in freezer paper. Freeze as quickly as possible, using a blast freezer if available.
	<i>Freezing</i> — Equipment needed: milk crates; cardboard boxes for large items; large flat supports such as bread trays or pieces of plywood; freezer, waxed, or silicone release paper, or polyester non-woven fabric
	<i>Air Drying</i> — Secure a clean, dry environment where the temperature and humidity are as low as possible. Equipment needed; flat surfaces for drying;

	fans and extension cords; dehumidifier; moisture meter; sheets of polyester film, non-stick interleaving materials such as freezer, waxed, or silicone release paper, or polyester non-woven fabric
Drying Methods	<i>Vacuum freeze-drying</i> is the preferred method, although this should not be used for photographs. (See: <i>Photographs and Transparencies</i> Section) If the book is to be vacuum freeze dried, the photographs should first be removed. Wrapped scrapbooks should be packed laying flat in shallow boxes or trays lined with freezer paper
	<p><i>Air-drying</i> may be used for small quantities, which are only damp or water-damaged around the edges. The books should not have large amounts of coated paper or soluble adhesives.</p> <p>Pages should be interleaved with un-inked newsprint or blotter and the books placed on tables. The interleaving and page opening should be changes regularly and often to speed the drying. If the binding has failed, it may be advisable to separate the pages and lay them out individually to dry. Care must be taken to maintain page order.</p> <p>Keep the air moving at all times using fans. Direct fans into the air and away from the items; and use dehumidifiers as needed to maintain humidity at or below 50 percent RH</p>

## Vellum and Parchment: Bindings and Documents

Task	Procedure
Priority	If the text-block of the book is wet, priority should be placed on getting it dry over saving the binding, unless the binding has been assigned the higher priority by a curator. If the item has gotten wet, successful salvage will probably not be possible, so other high priority items should be treated first.
Handling Precautions	Do not move items until a place has been prepared to receive them.
Drying Procedures	<p>Drying must take place slowly and be carefully controlled. The item needs to be restrained as it dries for it to retain its shape.</p> <p>Documents that have only been exposed to high humidity should be interleaved with dry blotters and placed under weights. Blotters should be checked after about a half hour to see if they need to be exchanged for drier ones.</p> <p>For drying of slightly damp documents, the edges should be clipped and pinned or at least weighted. As the item dries, it should be checked at least every 15 minutes and the tension adjusted as necessary. Once the item is almost dry, the clips or weights can be removed and the item should be placed between blotters and weighted overall to complete drying.</p> <p>Vellum bindings need to be watched carefully. Blotters should be placed between the covers and text, and on the outside of the cover. The book should then be weighted or put in a press. As the binding dries, it may shrink and cause damage to the text block, in which case it should be carefully removed before more damage is caused.</p>



	Freeze drying can be used as a last resort for drying vellum and parchment, but the limited experience with these procedures shows there will be much distortion and change in the object.
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## Leather and Rawhide

Task	Procedure
Priority	Begin drying within 48 hours to prevent mould growth. Leather with the condition known as "red rot" will be irreversibly stiffened and darkened by exposure to water if not treated quickly.
Handling Precautions	Wet leather may be fragile; leather with red rot or which is torn will require support to transport safely. Move items only after a place has been prepared to receive them.
Packing Method	Wrap items with freezer paper or plastic sheeting to prevent red-rotted leather from coming in contact with and soiling adjacent items and to keep it from drying before it can be treated. Support complex- shaped objects with uninked newsprint or other absorbent material.
Preparation for Drying	Rinse or sponge with clear water to remove mud or dirt before drying. Be careful in rinsing red-rotted or painted/gilded surfaces. Keep red-rotted leather damp, if it is still in that condition, until proper consolidation can be done.
Drying Procedure	<p>Some leather was intended to be flexible and will need to be manipulated during drying in order to retain its' flexibility. Other leather was either not intended to flex or no longer needs to be flexible and may be padded out and allowed to dry slowly.</p> <p>Sponges, clean towels, paper towels, or uninked newsprint may be used to absorb excess moisture. Pad out to correct shape using uninked newsprint or other absorbent material. Change padding material as it becomes saturated.</p> <p>Air dry, using fans to keep air moving without blowing directly on the pieces. Raise items off the floor on trestles, 2x4 (38 x 89 mm) lumber, or screens to allow air to circulate on all sides.</p> <p>Use portable dehumidifiers to slowly remove moisture from the area and objects. Bring the relative humidity down to as close to 50 percent as is practical. Check daily for mould.</p>

## Paintings: On Canvas

Task	Procedure
Priority	Begin drying within 48 hours to prevent mould growth.
Handling Precautions	Move items only after a place has been prepared to receive them. If the frame is unstable, remove from painting, pad corners with corrugated cardboard, bubble wrap, or unused newsprint and transport to area dealing with wood objects.

Packing Method	Pad corners of frame or painting with corrugated cardboard, bubble wrap, or newsprint. Transport paintings vertically; stand upright with corrugated cardboard between paintings so painted surfaces do not touch another painted or any rough surface.
Preparation for Drying	Remove painting from frame. Contact a paintings conservator to discuss. See also <i>Paper: Framed or Matted, Preparation for Drying section</i> ).
Drying Procedure	<p>Prepare a horizontal bed of blotter paper and unused newsprint, equal in thickness to the paint layer, with top-most layer of strong clean tissue. Lay painting, still on stretcher/strainer; face down on this surface. Remove any remaining backing or labels from the painting to expose wet canvas. Retain and tag all associated labels, parts and/or components that are removed or detached from the painting or frame.</p> <p>Place cut-to-fit blotters or unused newsprint against this back and apply a slight amount of pressure so the blotter makes good contact with the entire exposed canvas surface. Repeatedly change backing blotter, being careful not to create impressions in the canvas. <i>Do not change facing materials.</i></p> <p>When dry to the touch, remove backing blotter and pick up painting. If front facing tissue is still attached to painting front, do not attempt to remove it, since it will hold the painting surface together until a conservator can consolidate it.</p> <p>Consult with a paintings conservator for any questions or problems and all circumstances not adequately covered by the above instructions.</p>

## Wood

Task	Procedure
Priority	Begin drying within 48 hours to prevent mold growth. Polychrome objects (e.g. a piece of work composed of or decorated in many colours) require immediate attention; notify a conservator.
Handling Precautions	Move items only after a place has been prepared to receive them. Lift from the bottom of an object; tables from the apron; chairs by the seat rails, not by the arms, stretchers, slats, headpiece, or crest rails; trunks from the bottom, etc.
Packing Method	Partially wetted objects can be packed with dry blotting materials such as uninked newsprint or acid free blotters to remove as much moisture as possible. Thoroughly wetted, unpainted objects should be wrapped with blotting materials, then wrapped in polyethylene sheeting to retain as much moisture as possible, since fast drying will cause irreversible damage.
Preparation for Drying	Rinse or sponge with clear water to remove mud or dirt before drying. Be careful not to wipe or scour, as grit will damage remaining finish. Use a soft bristle brush to clean carvings and crevices. If mud has dried, dampen with a sponge and remove with a wooded spatula; rinse. Remove wet contents and paper liners from drawers and shelves.
Drying Procedure	Absorb excess moisture with sponges, clean towels, paper towels, or uninked newsprint. Blot; do not wipe, to avoid scratching the surface.

	<p>Air dry, using fans to keep air moving without blowing directly on the pieces. Tent the objects with polyethylene sheeting to slow the drying. Raise items off the floor on trestle or 2x4 (38 x 89 mm) lumber to allow air to circulate on all sides. Open doors and drawers <i>slightly</i> to allow air to circulate inside the items.</p> <p>Use portable dehumidifiers to slowly remove moisture from the area and objects. Drying quickly will cause warping and cracking. Bring relative humidity down to 50-55 percent.</p>
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### Inorganic Materials: Ceramics, Glass, Metals, Stone (Decorative/Historic)

Task	Procedure
Priority	These materials can be dealt with last since they generally will suffer little damage from short-term exposure to water.
Handling Precautions	Move items only after a place has been prepared to receive them.
Packing Method	Varies with the fragility of the material; water/wetness has no bearing.
Preparation for Drying	Rinse or sponge with clear water to remove mud or dirt before drying.
Drying Procedure	<p>Sponges, clean towels, paper towels, or unused newsprint may be used to absorb excess moisture. Exchange wet for dry blotting material at least daily until items are dry. Check daily for mold growth.</p> <p>Air dry, using fans to keep air moving without blowing directly on the pieces. Raise items off the floor on trestles or 2x4 lumber to allow air to circulate underneath.</p> <p>Metal objects can be dried with moderate heat (32-38° C in an oven or using a heater or hair dryer).</p> <p>Use portable dehumidifiers to <i>slowly</i> remove moisture from the area/objects. Bring relative humidity down to 50 percent.</p>

## **ATTACHMENTS**

Attachment 1 – Bellingen Branch Floor Plan

Attachment 2 – Dorrigo Branch Floor Plan

Attachment 3 – Grafton Branch Floor Plan

Attachment 4 – Iluka Branch Floor Plan

Attachment 5 – Maclean Branch Floor Plan

Attachment 6 – Urunga Branch Floor Plan

Attachment 7 – Yamba Branch Floor Plan

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**Attachment 1: Bellingham Branch Floor Plan**

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**Attachment 2: Dorrigo Branch Floor Plan**

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**Attachment 3: Grafton Branch Floor Plan**

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**Attachment 4: Iluka Branch Floor Plan**

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**Attachment 6: Maclean Branch Floor Plan**

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**Attachment 8: Urunga Branch Floor Plan**

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**Attachment 9: Yamba Branch Floor Plan**

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