



DISASTER RESPONSE PROCEDURES FOR DAMAGED RECORDS

1

ASSESS DAMAGE

- Assemble a team to assist with the salvage of damaged records.
- Consult with Fire Chief and Structural Engineers regarding facility stability and safety and, if necessary, obtain permission to enter the building.
- Be aware of potential electrical hazards.
- Check for water and gas leaks. Shut off any leaks at mains.
- Inspect affected areas. Determine the nature and extent of the damage.

2

STABILIZE ENVIRONMENT

- Maintain a consistent air temperature between 60° and 70° F. Keep the relative humidity between 35% and 55%.
- Increase air circulation. Utilize portable fans and dehumidifiers.
- Eliminate sources of water. Remove or pump out standing water.

3

PREPARE FOR RECOVERY

- Determine quantity of material to be salvaged. Utilize damage assessments and establish collections salvage priorities.
- Prepare a large, clean work space to process damaged materials.
- If necessary, contact appropriate commercial disaster recovery services for freezing, vacuum drying, or air drying of water damaged materials.
- Procure wrapping and packaging supplies for transporting materials.
- Brief team members on priorities and procedures for handling various materials.

4

REMOVE & RELOCATE MATERIALS

- Record the location and condition of damaged materials. Begin removal of materials by human chain to the designated work space.
- Handle damaged materials with care. Wet records are very fragile. Fire damaged records are likely to be brittle.
- Prepare written and photographic documentation of damage.
- Pack the materials for transportation.
- Label each box with identification information.
- Transfer material to in-house drying area or to another facility with air-drying space available.
- If air-drying is not possible, books should be frozen within 48 hours.



FOR MORE INFORMATION CONTACT

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