

NARA EMERGENCY PREPAREDNESS BIBLIOGRAPHY

| <p>If you have limited time to devote to the topic read the first listing below:</p> | <p>Reviews and comments by NARA Preservation Programs and other(s):</p> |
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| <p>Listing # 1 TITLE: <u>Field Guide to Emergency Response</u> 2006 AUTHOR: Heritage Preservation https://www.heritagepreservation.org/catalog/product.asp?IntProdID=33</p> | <p>(taken from the back cover)</p> <p>The Field Guide to Emergency Response “can help anyone respond with the best professional step-by-step advice on what to do immediately after a disaster. This handbook explains initial steps to take, essential response functions, and conditions you are likely to encounter. The instructional DVD illustrates typical problems after a disaster and demonstrates basic salvage techniques.”</p> |
| <p>Listing #2 TITLE: <u>Help! : A survivor's guide to emergency preparedness.</u> AUTHOR: co- ed. Cynthia Ball and Audrey Yardley-Jones PUBLISHER: Edmonton, Alberta: Museums Alberta, ©2001. SERIES: Museum excellence series ; 3 CALL NUMBER: AM148 .H44 2001 ISBN: 0-9694518-1-4 GENERAL NOTE: Loose-leaf notebook. Emergency response and salvage wheel and Salvage at a glance chart by Betty Walsh in notebook pocket.</p> | <p>The approach is extremely practical, with the tasks required for the development of an emergency recovery plan broken down into manageable pieces, and clear models for each task that take much of the anxiety and mystery out of their performance, including an excellent section on risk assessment. There is useful information on recovery of a wide variety of media in addition to archival materials, including furniture, textiles and natural history specimens. This publication would be a good place to start in writing a plan from scratch, or revising an existing one.</p> |

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| <p>Listing #3 TITLE: Emergency Response and Salvage Wheel</p> <p>Website link -</p> <p>http://www.heritagepreservation.org/catalog/Wheel1.htm</p> <p>2005</p> <p>AUTHOR: Heritage Preservation</p> | <p>(taken from website)</p> <p>“This hands-on tool helps you protect collections, records find reliable information instantly and save damaged artifacts you thought were lost forever.</p> <p>Side One: Action Steps outlines critical stages of disaster response, such as stabilizing the environment and assessing damage.</p> <p>Side Two: Salvage Steps provides practical tips for nine types of collections: books and documents, photographs, electronic records, paintings and more.”</p> <p>Collections also include baskets, leather, bone, shell, ivory, ceramics, stone, metal, furniture, textiles, electronic records, framed artwork and natural history specimens.</p> |
| <p>Listing #4</p> <p>TITLE: <u>Building an emergency plan: a guide for museums and other cultural institutions.</u></p> <p>AUTHOR: compiled by Valerie Dorge and Sharon L. Jones</p> <p>PUBLISHER: Los Angeles : Getty Conservation Institute, ©1999</p> <p>SERIES:</p> <p>CALL NUMBER: AM121 .B85 1999</p> <p>ISBN: 0-89236-551-X</p> | <p>This book is an essential resource for individuals tasked with developing an emergency plan for their institution. The authors provide sound guidance for the director, the emergency preparedness committee and the various departmental team leaders. The responsibilities of each team member are clearly defined in separate chapters. The practical information covers a wide range of topics, from communication and training to vulnerability assessments, and is enhanced with thought-provoking questions, exercises, and sample guidelines from other institutions.</p> |

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Listing #5

TITLE: NFPA 909: Code for the Protection of Cultural Resources Properties - Museums, Libraries, and Places of Worship

AUTHOR: NFPA
PUBLISHER: NFPA, 2005
FORMAT: Paperback

Document Scope: This code shall apply to culturally significant structures and to their contents. Such structures include, but are not limited to, buildings that store or display museum or library collections, historic buildings, and places of worship. These structures also include spaces within other buildings used for such culturally significant purposes. 1.1.1 New Cultural Property Occupancies. The requirements of this code shall apply to the following: (1) New buildings or portions thereof used as a cultural property occupancy (2) Additions made to a cultural property occupancy (3) Alterations, modernizations, or renovations of existing occupancies (4) Existing buildings or portions thereof upon change of occupancy to a cultural property occupancy 1.1.2 Existing Cultural Property Occupancies. The requirements of this code shall apply to existing buildings or portions thereof currently occupied as cultural property occupancies. Exception: An existing building housing a cultural property occupancy established prior to the effective date of this code shall be permitted to be approved for continued use if it conforms to or is made to conform to the provisions of this code to the extent that, in the opinion of the authority having jurisdiction, reasonable life safety against the hazards of fire, explosion, and panic is provided and maintained.

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| <p>Listing #6</p> <p>TITLE: <u>NFPA 232: Standard for the Protection of Records, 2007 Edition.</u></p> <p>AUTHOR: NFPA PUBLISHER: NFPA, 2007 FORMAT: Paperback</p> | <p>Document Scope: 1.1* Scope. 1.1.1 This standard provides requirements for records protection equipment and facilities and records-handling techniques that provide protection of records in a variety of media forms from the hazards of fire. 1.1.2 This standard does not consider forcible entry. 1.1.3 This standard covers the following categories of records storage environments in ascending order of risk tolerance: (1) Vaults (2) Archives (3) File rooms (4) Compartmented records centers (5) Records centers 1.1.4 This standard also covers the application of records protection equipment. 1.1.5* This standard does not cover the storage and handling of cellulose nitrate film records. 1.1.6 This standard does not cover the storage and handling of useful records. 1.1.7 The responsible party (or owner of the records) shall determine from this standard the level of protection afforded the records. 1.1.8 The various levels of protection shall be clearly defined to ensure the responsible party understands their risk exposure. 1.1.9 The responsible party shall determine which records justify the application of this standard.</p> |
| <p>Listing #7</p> <p>TITLE: <u>Disaster planning and recovery : A how-to-do-it manual for librarians and archivists.</u></p> <p>AUTHOR: Fortson, Judith. PUBLISHER: New York: Neal-Schuman Publishers, ©1992. SERIES: How-to-do-it manuals for libraries ; no. 21 CALL NUMBER: Z679.7 .F67 1992 ISBN: 1-55570-059-4 BIB. NOTE: Includes bibliographical references (p. 111-131) and index.</p> | <p>This book succinctly addresses the three major disaster types as fire, water and wind, and earthquake. The flow of chapters leads directly to recovery, developing a plan, and managing risk (insurance issues chiefly). The text gives practical, concrete information on building types and materials, and pros and cons of different systems for detecting and suppressing fires as well as techniques for recovering wet materials. The author also provides practical low-tech methods that improve safety and that allow recovery for institutions without conservation staff. She provides useful lists of disaster response activities, recommended disaster plan appendices such as phone trees, useful contacts, supplies, floor plans, and a brief core bibliography of six publications, plus a twenty page expanded bibliography. In all, an excellent and highly readable book that covers all aspects of planning and responding to disaster.</p> |

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| <p>Listing #8</p> <p>TITLE: <u>Procedures for salvage of water-damaged library materials.</u></p> <p>AUTHOR: Waters, Peter PUBLISHER: Washington : Library of Congress :for sale by the Supt. of Docs., U.S., Govt. Print. Off., ©1979. SERIES: LC publications on conservation of library materials CALL NUMBER: Z701 .W37 1979 ISBN: 0-8444-0282-6</p> <p>The publication can be found at : http://www.archives.gov/preservation/conservation/library-materials-08.html</p> | <p>Peter Water’s <u>Procedures for Salvage of Water Damaged Library Materials</u> is a classic. This profoundly simple easy-to-read and follow pamphlet offers quintessential advice and procedures for successful recovery. Stopping short of electronic media recovery, the 1975 booklet tells you what you need to know to understand the causes of water damage and how to mitigate loss. You can read this book in one hour, about the time it takes you to search a disaster recovery web site and you will come away with a lot more information. Salvage of Water-Damaged Materials takes up less than ¼ inch of shelf space and offers a whale of a lot of vision and knowledge. Do not follow the suggested Thymol treatment.</p> |
| <p>Listing #9</p> <p>TITLE: <u>Technical Bulletin #25 Disaster Recovery of Modern Information Carriers: Compact Discs, Magnetic Tapes and Magnetic Disks</u></p> <p>AUTHOR: Iraci, J. (Joe) PUBLISHER: Washington: Ottawa: Canadian Conservation Institute, c2002. SERIES: Technical bulletin (Canadian Conservation Institute) ; 25. Technical bulletin ; 25 CALL NUMBER: QA76.9.D348 I73 2002 ISBN: 0-662-33031-5</p> | <p>(taken from CCI website, September, 2008.)</p> <p>“This bulletin summarizes some procedures for the disaster recovery of modern information carriers such as CDs, magnetic diskettes, and magnetic tapes following immersion in tap water, seawater, and dirty water. Procedures are also given for dealing with media that have hard-to-remove deposits on them or have been exposed to heat, dust/dirt, mold, and shock. These procedures are a compilation of information from the few case histories published, recommendations made by experts in the field, and research performed at the Canadian Conservation Institute. The information in this bulletin represents one piece of a comprehensive disaster plan; for disasters to be handled effectively, other key elements such as those dealing with disaster preparedness also need to be in place”</p> |

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| <p>Listing # 10</p> <p>Title: Salvage At A Glance Part III: Object Collections</p> <p>National Park Service Conserve O Gram September 2002 Number 21/6</p> <p>Website link –</p> <p>http://www.nps.gov/history/museum/publications/conservoogram/21-06.pdf</p> | <p>This Conserve O Gram provides basic recovery procedures for organic and inorganic materials found in object collections.</p> |
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