

WATER DAMAGE: FIRST RESPONSE PROCEDURES

STEP 1: ASSESS THE PROBLEM

- 1. **Is the area safe?**
Call Campus Facilities if there is standing water, building damage, exposed wiring or any concern about safety. Do not hook up or use electrical equipment if there is standing water.
- 2. **Secure the area if it is unsafe**
Put up barriers, signs, or guards to make sure people don't enter.
- 3. **Where is the water coming from?**
If possible, locate the source of the water: is it coming through the ceiling or flowing along the floor?
- 4. **What is the exact location and extent of the damage?**
What is the room number? Is the water confined to one area/floor or is it among several? How many books are affected?
- 5. **Once the area is determined to be safe:**
One staff member should continue on with STEP 2, while other staff members begin STEP 3. If the area is unsafe, proceed with STEP 2 and wait until someone from Campus Police or Campus Facilities has inspected the site.



STEP 2: CONTACT THE PROPER PEOPLE

- During normal working hours:**
- 1. Call [Library Facilities Manager (xxx-xxxx)]; or [Director of Business Operations (xxx-xxxx)] if [Library Facilities Manager] is unavailable. They will contact Campus Facilities (xxx-xxx).
 - 2. Call the Preservation Department (xxx-xxxx) or (xxx-xxxx).
- After-hours and on weekends:**
- 1. Call Campus Facilities (dial "456").
After-hours, this number is answered by Campus Police.
 - 2. Call [Library Facilities Manager (xxx-xxxx)]; or [Director of Business Operations (xxx-xxxx)] to report damage to library facilities.
 - 3. Call [Director of Preservation (xxx-xxxx)] or [Preservation Librarian (xxx-xxxx)] to report damage to library collections.
 - 4. If you are unable to reach anyone from the library, refer to your department contact list and call your supervisor, department head, or AUL.



STEP 3: MINIMIZE DAMAGE

- 1. **Locate supplies**
Plastic sheeting, water socks, and paper towels can be found in the disaster response closet located in the basement (Room B229) across from the staff elevator.
- 2. **Cover endangered areas with plastic sheeting**
Use plastic sheeting to cover the stacks to keep water from dripping or splashing on library materials, media storage cabinets, furniture, or equipment. Plastic must reach the floor. Fasten sheeting with duct tape if needed. Place water socks along plastic at the base of the stacks to catch any runoff water. Remember to cover areas likely to become wet.
- 3. **Consult with the Preservation Department**
The Preservation Department will work with Library and Campus Facilities to remove the water and stabilize the environment.

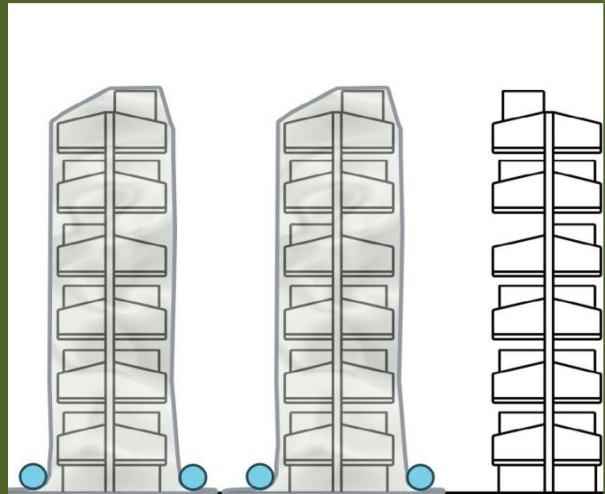
SUPPLIES AND TECHNIQUES



The disaster response area is located In the basement in Room B229, across from the staff elevator.



Water socks, plastic sheeting, buckets, fans, and other disaster supplies are in the disaster response area.



Cover each row separately with plastic sheeting, draped to the floor. Place water socks at base of stacks, on top of the plastic sheeting.



Stand wet books on tables with their pages fanned out, and use fans to circulate air around them.