


Disaster Response Question & Answer

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Please type your questions in the questions box on the control panel

Questions 

[Enter a question for staff]



Ice Breaker Poll

How many of you have experienced:

(Choose all that apply)

- a. Minor disaster (small quantity)
- b. Moderate (large quantity, needed freeze drying)
- c. Major (large quantity, needed freeze drying plus assistance from others)
- d. Catastrophic

Table 1: Potential Emergencies

Scale of disaster ^a	Examples	Materials affected	Utilities affected	Operations affected	Staff Mobilization	Resources necessary	Facilities
Minor	Minor roof and plumbing leaks	Small quantity Can be easily air dried or frozen	Power operational	Regular operations are not physically disrupted	Preservation and Imaging Services staff - other staff not needed	In-house supplies plus a few extra services (cold storage)	Can be treated in-house by conservation and imaging labs
Moderate	Burst water pipes, sewer backup	Large quantities that need freezing Complex materials that need air drying	Power may be out of order or disconnected for safety reasons	Flood damage physically disrupts regular operation in one site	Extra staff needed - activate Disaster Response Team	In-house supplies plus ordering of outside supplies, cold storage needed	May require extra facilities for freezing, air drying of records, and treatment of roll films
Major	Fire (water damage) Broken water mains	Large quantities that need freezing plus complex materials that need air drying	Power may be out of order	Regular operations physically disrupted in one or all sites	Activate Disaster Response Team after human safety needs met	In-house supplies, order outside supplies Cooperation necessary with other institutions for sharing of resources	External facilities needed for freezing, air drying, treatment of roll film, and freeze drying of records
Major-catastrophic	Great earthquake (broken pipes)	Large quantities	All utilities out of order	All operations disrupted	Activate Disaster Response Team after home safety needs met	In-house supplies Cooperation necessary with neighboring institutions	Air drying may be only method because of failure of utilities and transportation

Stanford University Libraries, "Collections Emergency Response Manual," (Palo Alto: Stanford, 1992).

Thinking Ahead: Providing Online Access Post Disaster

Critical: Less than a day

Essential: 2-4 days

Necessary: 5-7 days

Desirable: More than 10 day

- 1. Minimize immediate damage and losses.
- 2. Continue critical business operations.
- 3. Minimize the duration of a serious disruption to resources and services.
- 4. Provide a structure for effective dissemination of information.
- 5. Ensure orderly recovery.

The personal safety of individuals must take priority over all other considerations. This plan is to be invoked only after the safety and well being of individuals are assured.

Preparing for Digital Disaster

Digital Disaster Planning Presentation by Northeast Document Conservation Center

- http://www.icohere-meeting.net/WebConference/RecordingDefault.aspx?c_psrid=E959DF86834A
- University of Minnesota Libraries Digital Preservation
<https://www.lib.umn.edu/dp/digital-preservation-framework#8.2>
- *A Framework of Guidance for Building Good Digital Collections, 3rd edition*
<http://www.niso.org/publications/rp/framework3.pdf>

National Digital Stewardship Alliance

<http://www.digitalpreservation.gov/ndsa/>

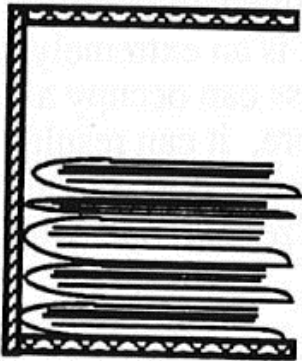
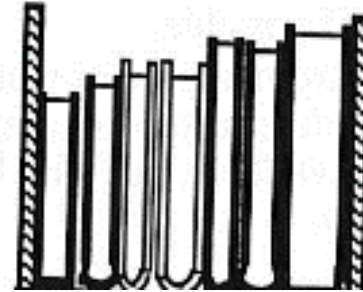
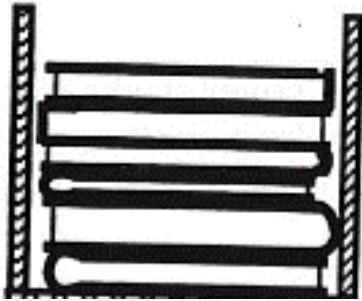
	Level 1 (Protect your data)	Level 2 (Know your data)	Level 3 (Monitor your data)	Level 4 (Repair your data)
Storage and Geographic Location	<ul style="list-style-type: none"> - Two complete copies that are not collocated - For data on heterogeneous media (optical discs, hard drives, etc.) get the content off the medium and into your storage system 	<ul style="list-style-type: none"> - At least three complete copies - At least one copy in a different geographic location - Document your storage system(s) and storage media and what you need to use them 	<ul style="list-style-type: none"> - At least one copy in a geographic location with a different disaster threat - Obsolescence monitoring process for your storage system(s) and media 	<ul style="list-style-type: none"> - At least three copies in geographic locations with different disaster threats - Have a comprehensive plan in place that will keep files and metadata on currently accessible media or systems
File Fixity and Data Integrity	<ul style="list-style-type: none"> - Check file fixity on ingest if it has been provided with the content - Create fixity info if it wasn't provided with the content 	<ul style="list-style-type: none"> - Check fixity on all ingests - Use write-blockers when working with original media - Virus-check high risk content 	<ul style="list-style-type: none"> - Check fixity of content at fixed intervals - Maintain logs of fixity info; supply audit on demand - Ability to detect corrupt data - Virus-check all content 	<ul style="list-style-type: none"> - Check fixity of all content in response to specific events or activities - Ability to replace/repair corrupted data - Ensure no one person has write access to all copies
Information Security	<ul style="list-style-type: none"> - Identify who has read, write, move and delete authorization to individual files - Restrict who has those authorizations to individual files 	<ul style="list-style-type: none"> - Document access restrictions for content 	<ul style="list-style-type: none"> - Maintain logs of who performed what actions on files, including deletions and preservation actions 	<ul style="list-style-type: none"> - Perform audit of logs
Metadata	<ul style="list-style-type: none"> - Inventory of content and its storage location - Ensure backup and non-collocation of inventory 	<ul style="list-style-type: none"> - Store administrative metadata - Store transformative metadata and log events 	<ul style="list-style-type: none"> - Store standard technical and descriptive metadata 	<ul style="list-style-type: none"> - Store standard preservation metadata
File Formats	<ul style="list-style-type: none"> - When you can give input into the creation of digital files encourage use of a limited set of known open formats and codecs 	<ul style="list-style-type: none"> - Inventory of file formats in use 	<ul style="list-style-type: none"> - Monitor file format obsolescence issues 	<ul style="list-style-type: none"> - Perform format migrations, emulation and similar activities as needed

Which of the people below should be considered as possible key players on a disaster response team?

Select any that apply

- a. Technology coordinator
- b. Security coordinator
- c. Public relations coordinator
- d. Volunteer coordinator
- e. Entertainment coordinator

Packing Wet Books



People may volunteer to assist during a disaster.

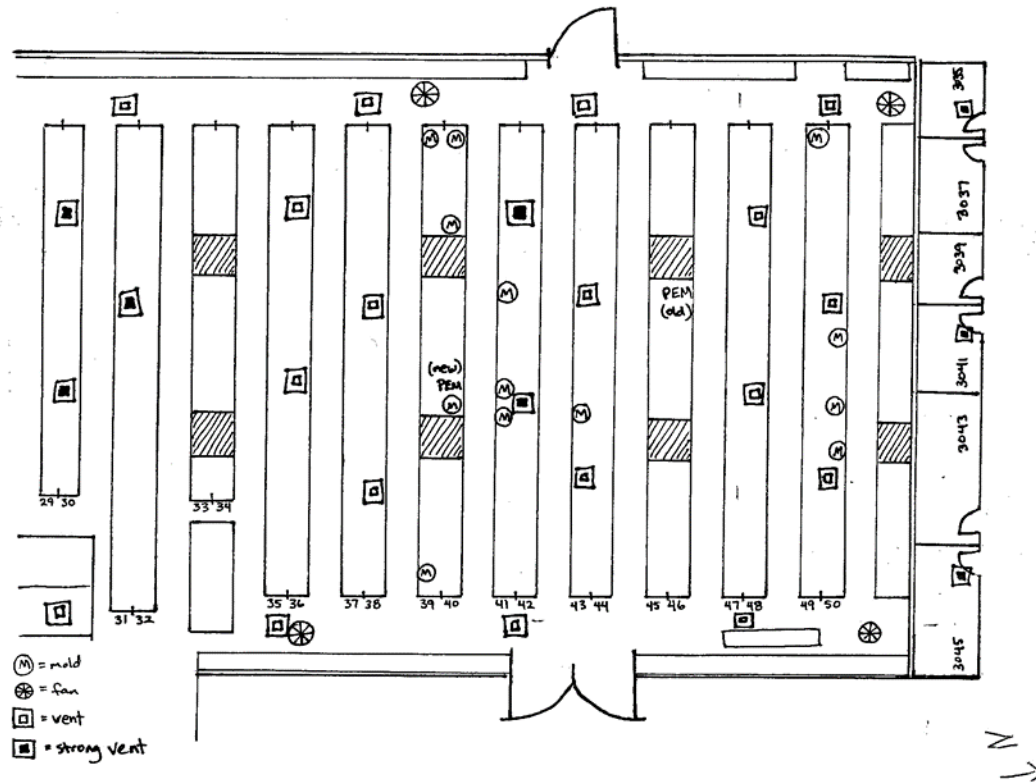
Select the following that apply:

- a. Accept all volunteers no matter what because you might offend someone.
- b. Clearly define what they should do and how to do it.
- c. Log each volunteer in and out.
- d. Screen for health issues.
- e. Make sure there are enforced rest periods.

When dealing with the media during a disaster, select the following that apply:

- a. Appoint a spokesperson to handle all inquiries.
- b. Guess at the dollar amount of the damage.
- c. Speculate as to cause of disaster and whose fault it is.
- d. Say you don't know the answer when you don't.
- e. Let the community know what your needs are.

Tracking Down a Mold Problem



Cleaning Up Mold: How to get rid of it

- 1.The first step to mold cleanup is to control the moisture problem. The source of the water must be identified and corrected.
- 2.Porous materials with extensive mold growth should be discarded (e.g., drywall, carpeting, paper, and ceiling tiles).
- 3.All wet materials must be thoroughly dried. If that is not possible, they should be discarded.
- 4.Mold growing on hard surfaces (e.g. wood and concrete) can be cleaned. Small areas can be scrubbed with a cleaning rag wetted with diluted detergent. Rubber gloves and a dust mask are recommended for jobs other than routine cleaning. For a large mold problem or if you are highly sensitive to mold, an experienced professional should do the work.
- 5.In areas where it is impractical to eliminate the moisture source, a 10% bleach solution can be used to keep mold growth under control. In areas that can be kept dry, bleach is not necessary, as mold cannot grow in the absence of moisture. When using bleach, ensure that enough fresh air is available because bleach may cause eye, nose, or throat irritation.
- 6.Continue to monitor the area for new mold growth and signs of moisture. This may indicate the need for further repairs or material removal.

Conquering Smells



Include AIC-CERT
Rapid Response Team for Cultural
Institutions in your plan
For 24-hour assistance, call 202-
661-8068