

Disaster Preparedness and Emergency Response Plan for the National Guard Memorial Museum, Library, and Archives

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Disaster Preparedness and Emergency Response Plan

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Introduction

It is the responsibility of every institution with collections held in public trust to take the necessary steps to prevent destruction and reduce damage to the collection when a disaster such as a flood or fire occurs. Disasters are inevitable, and an effective response to a disaster depends on pre-disaster planning. Thoughtful preparation can lead to a response which is reasoned and appropriate. This is extremely important, since a panicked or disorganized response can cause the unnecessary loss of materials. This disaster plan serves as both a source of information and as a guide in the event of an actual disaster.

This disaster plan covers three major areas: 1) preventative and protective measures, 2) emergency response procedures, and 3) recovery procedures. The first area, preventative and protective measures, includes: acquisition of needed equipment and supplies, training staff, creation of a disaster response team, and consideration of the environmental condition of the physical plant. The essential information for emergency response consists of phone numbers for staff members, outside emergency personnel, and the facilities maintenance staff from the museum. The final area, recovery procedures focuses on safety equipment, supplies, types of materials, salvage priorities, and specific division of responsibility among staff in a recovery situation.

The goal of this plan is to establish policy and define the responsibilities of the building staff and tenants at the National Guard Memorial. The National Guard Memorial contains the headquarters of the National Guard Association of the United States on the first and second floors. In addition, there are six floors of commercial office space that are occupied by fifteen tenants and there is a 206-car parking garage on three levels below grade. By defining these areas of responsibility, this plan is designed to minimize the disruption and impact to the building operations and its occupants during an emergency.

Definitions

Disaster

An emergency event that occurs with little or no warning, causing more destruction or disruption of operations than the museum, library, or archive can correct by application of its own ordinary resources.

Disaster Preparedness

Possessing in advance of an event the capability of taking the immediate actions necessary to cope with a disaster in order to prevent its occurrence or to minimize its impact.

Types of Disasters and Emergencies

Natural Disasters

- Hurricane
- Severe thunderstorm
- Flooding

Industrial Disasters

- Electrical Power Failure
- Sewer Failure or backup
- Explosion
- Extreme or prolonged air pollution (including salt-air)
- Structural collapse
- Structural Fire
- Burst pipes – flooding

Accidents

- Bodily Injury
- Downed Power lines
- Aircraft

Human Activity (including criminal)

- Accidents by individuals
- Armed robbery
- Arson
- Bombing or bomb threat
- Sabotage
- Vandalism

Digital Disasters

- Hacking
- Data Loss
- Virus
- Ransomware

Collection Priorities

Establishing collection priorities is one of the more important results of preparing a disaster plan. In the event of a major fire or flood, a list is necessary to tell the fire department, police, volunteers, and other responders which parts of the collections are to be protected, if possible, or their salvage priority.

Priority decisions are based on a number of considerations, including:

- Monetary value
- Historical significance and irreplaceability
- Status as a scholarly resource
- Ability to replace with a like item
- Fragility of the medium (film, canvas, paper)
- Value to the region, state, union
- Value for continuing or restoring institutional operations (e.g. computers, collections records, personnel records, etc.)
- Length of exposure to disaster conditions

Certain areas within the library's collection are unique and are a high priority for preservation, should a disaster occur. These include:

- National Guard Magazine
- National Guard unit histories
- Registers and Rosters of National Guard/militia personnel
- National Guard Association Annual Proceedings
- TAG Reports
- NGAUS Board and Executive Council meeting notes

Administrative documents should be evaluated by these priorities in the event of a disaster:

- Ability to replace items in the same or similar format
- Value in supporting the mission of the institution
- Value for continuing or restoring institutional operations (payroll, purchase orders, financial records, inventories, etc.)

There are other specific high-priority areas within the museum and archives that will be enumerated at a later date.

Emergency Instruction Sheet

Fire:

1. Call DC Fire Department: **9-911**
2. Assist in orderly evacuation of building
3. Notify
 - a. Jake Jakubek — Chief of Staff, NGAUS
 - b. Anne C. Armstrong — Deputy Director, NGEF
 - c. Luke Guthrie — Director, NGEF

Water:

1. Call DC Water (24/7): **(202) 612-3400**
2. Notify
 - a. Jake Jakubek — Chief of Staff, NGAUS
 - b. Anne C. Armstrong — Deputy Director, NGEF
 - c. Luke Guthrie — Director, NGEF
3. (threat from above) Move objects or cover with plastic sheeting.
4. (threat from below) Move objects to higher shelves or place blocks underneath to raise them up from the floor.

Emergency Reporting Chart (in order)

Office	Name	Phone
Police		9-911
Fire		9-911
EMS		9-911
Building Security	Datawatch	(301) 654-DATA
Deputy Director – NGEF	Anne C. Armstrong	(202) 408-5890
Director – NGEF	Luke Guthrie	(202) 408-5886
Chief of Staff – NGAUS	Jake Jakubek	(202) 408-5895
Archivist/Museum Specialist – NGEF	Ryan Trainor	(202) 408-5887
Buildings/Grounds Head	Mike Conley	(202) 371-0386
Director – Communications	John Goheen	(202) 408-5882
Deputy Director – Industry	Mark Caruso	(202) 408-5888
Deputy Director – Membership	Gil Roberts	(240) 408-5880
Director – Legislative	Mike Hadley	(202) 454-5307
President – NGAUS	BG Roy Robinson (Ret.)	(202) 408-5894

Prevention

There are three essential factors that must be in place if the museum, library, and archives are to deal swiftly and effectively with an emergency that threatens their collections. The first: the disaster plan itself, contained in this document and complementary to any disaster plan for NGAUS and the building at large.

Personnel factors are second. In a museum, library, or archive of any size, there must be at least one person who is responsible for developing contingency plans and coordinating the initial response to an emergency. The person who has primary responsibility for disaster response must have authority to mobilize personnel and spend funds for supplies and services during the emergency. For NGEF, the disaster response director is the NGEF Deputy Director, Anne C. Armstrong.

The third factor in disaster preparedness is availability of the supplies. Essential supplies should be on hand and readily available in an emergency. Preparedness supplies should enable the museum to cope with small, recurring problems such as water leaks as well as be useful in the first stages of assessment and stabilization of a disaster situation (containment of water damage, reduction of other hazards, protection of personnel, documentation and communication).

NGEF's supplies will be kept in the media utility room in the Museum Theater. These supplies will be off limits to general use. Those personnel responsible for disaster recovery will be responsible for maintaining disaster supplies. Annual inventories of disaster supplies will be conducted to insure that they will be operational if and when needed.

Protection

The protection phase consists of those operations undertaken or installed to minimize the damage should an accident or disaster occur. These measures generally consist of installing water, fire and security alarms, installing fire suppression systems, having the proper supplies on hand for immediate response and recovery, training the staff to respond to emergency situations and maintaining proper storage facilities for hazardous materials like paints, solvents and fuels.

The NGEF currently maintains one set of accession records in PastPerfect. In the future, once a complete library catalog is created, staff will create two backups—one backed up digitally on the NGAUS server and another on an external hard drive. This will greatly minimize the chance of losing all documentation in case of a catastrophe.

Location of Utilities Shut-Offs and Fire Extinguishers

Both the main water and electricity shut-offs are located on B1, the first level of the garage, and are next to each other. The water shut-off is in the fire pump room, and the electricity shut-off is behind the elevator room. Pepco has keys to both closets and the fire department knows the location of these shutoffs.

Fire extinguishers can be found near the stairwell doors, and are inspected annually every October. There is also one in front half of the library, near the computer cubicles and the exit door to the Hall of States.

The Fire detection system triggers audible alarms as well as water sprinkler systems. (See water damage recovery below.) The entire building has a fire detection and warning system that alerts the staff and visitors to the threat. Staff can initiate an evacuation, also, by activating fire alert systems well-indicated and located throughout the building. Staff may also make verbal announcements using the PA system provided by any NEC Term Series E desk telephone unit.

Disaster Supply List

Supplies and equipment for cleanup

Low sudsing detergents	Scouring powder	Dust pan
Bleach	Rubber gloves	Mop and wringer
Sanitizers	Brooms	Sponges & rags
Fungicides	Paper towels	Buckets
Disinfectants	Wet/Dry vacuum	Garbage bags
Ammonia	Plastic garbage cans	

Tools and equipment for demolition, repairs and rescue

Hammers	Wire cutters with	Dollies or hand carts
Wrenches	insulated handles	Tape measure
Pliers	Bolt cutter	Sledgehammer
Screwdrivers	Drill	Staple gun & staples
Wood saws	Pry bar	Ladder
Metal saw w/blades	Fireman's axe	
Utility knife	Rope	

Construction Materials

Plywood for covering windows	Twine/ rope
Dimensional lumber (2x4s, etc.)	Drop cloths/plastic sheeting
Nails, screws and assorted fasteners	
Masking, duct, electrical tape	
Glue	

Emergency Equipment

Flashlights with extra batteries
Fire extinguishers

Miscellaneous

Packing materials – bubble wrap, etc.	Photographic equipment
Fans	Office supplies to help document damage, etc.
Space heaters	Salvage packing lists (Appendix D)
Dehumidifier	

Conservation equipment

Polyethylene bags	Japanese tissue	Sharp knives
Acetone	Towels or clean rags	WD40
Denatured alcohol	Clothes pins	Blotter paper
Weights	Scissors	

Response

Disaster Response Teams

Disaster planning should include forming a disaster response team of staff members (and volunteers) who would help carry out the salvage operation, should a major disaster occur. Separate teams for the museum, library and archives (as a group) and NGAUS offices should be raised so that each team has a clearly defined role and there will be no confusion as to roles and missions. The Recovery Director for museum, library, and archives is the NGEF Deputy Director, Anne C. Armstrong.

The disaster team and volunteer helpers should be mobilized **ONLY** after a recovery strategy has been clearly defined and when precise instructions can be conveyed to them.

Current plans of the building are centrally located in the front lobby and with Donohoe Real Estate Services (2101 Wisconsin Avenue NW, (202) 333-0880).

Disaster response and specific emergency response plans can be found on the following pages (11-13).

Post disaster follow-up

- Review disaster operations. Change or add to plan if necessary.
- Send thank you notes to all who assisted with response and salvage operations.
- Inspect collections closely over the next year to prevent mold outbreaks, infestations, etc.
- Publish the results to aid other institutions.

Tenant Notification

Evacuation notification for ALL EMERGENCIES shall be accomplished through the fire alarm system. Should an event other than a fire emergency require the evacuation of all building occupants, then the Operations Manager, Assistant Operations Manager or responding authority will either initiate the general fire alarm for the entire building by the override button on the fire control panel, or make an announcement to evacuate over the Public Address system.

Museum/Library/Archives General Disaster Response

1. Recovery Director will coordinate with the property manager and overall building disaster plan response.
2. Recovery Director will then assemble the Disaster Response Team (DRT).
3. The Recovery Director, Recovery Specialist, and recorder will assess the disaster scene to survey and photograph the damage.
4. Recovery Director will then coordinate with maintenance to:
 - a. Reduce the temperature to less than 65°F by turning down the air conditioning
 - b. Lower relative humidity level by installing dehumidifiers
 - c. Circulate air with fans, open doors if security is available
5. Obtain generators if there is no electricity.
6. Recovery Director will then delegate teams for salvage. Team members will be briefed and assigned to:
 - a. Prepare packing materials
 - b. Pack the damaged collections beginning with the wettest/most severely damaged objects
 - c. Move crates or boxes by hand truck or pallet if possible
7. The recorder will number boxes and record contents using the form in Appendix D. If accession numbers are not evident, note the location where the object was found. Label boxes with waterproof tags.
8. Meetings will be held at the beginning and end of each day to review strategy and keep up morale.
9. Storage shelves will be cleaned, dried and repaired if necessary only after all objects, documents, etc. have been removed.

Do not enter the building or museum until it has been declared safe to do so by emergency personnel.

If damage is substantial, and salvage will take more than twelve hours, loosen tightly packed document boxes, books and manuals so they do not stick to the shelves.

Do not separate any remaining books or documents when the humidity is high. If the relative humidity remains high during cleaning and repairing of the storage areas, remove materials to an air-conditioned area.

Emergency Response Plan: Fire (Industrial Disasters)

Current plans of the building are located in the front lobby and with Donohoe Real Estate Services (2101 Wisconsin Avenue NW, (202) 333-0880).

Fire discovered by staff

If the fire is small or appears to be contained (waste basket fire, etc.):

1. Remain calm, attempt to put it out with the fire extinguisher.
2. If possible, have another individual call 9-911 and report the fire immediately.
 - a. The person placing the call must stay calm and answer all questions from the dispatcher, and must not hang up until they are sure the dispatcher has all the information that is needed.

If the fire is large and/or cannot be immediately contained:

1. Call 9-911 and report the fire immediately. The person placing the call must stay calm and answer all questions from the dispatcher, and must not hang up until they are sure the dispatcher has all the information that is needed.
2. Call the front office so that the President and Chief of Staff can be notified immediately. If these people are not available, then the person receiving the call should initiate the following actions:
 - a. The building is to be evacuated of all visitors and staff immediately.
 - b. Staff will announce calmly, "May I have your attention please. It is necessary to evacuate this building. Please WALK to the nearest exit immediately. Thank you."
3. Upon hearing this announcement, everyone will immediately lay aside their work and calmly but quickly, leave the building. Each person should close their door, but leave it unlocked.
4. Designated personnel will "guard" the buildings as closely to the main doors as is safely possible, not allowing anyone to re-enter the building. This person will also obtain a head count of all staff and visitors.
5. Visitors and staff are not permitted to re-enter the building until the "all clear" is given.

Fire alarm called in from outside

1. The person taking the call should ask "Have you called the fire department?" If the answer is "no", then ask them to call the fire department immediately. If the answer is "yes", then alert the President or person in charge. The President or person in charge will initiate the following actions. If these people are not available, then the person receiving the call should initiate these actions.
 - a. An immediate search of the building will be made to determine if the alarm is valid.
 - b. If a fire is found, the building will be evacuated of all visitors and staff immediately.
 - c. Follow steps 2-5 as outlined previously.

Emergency Response Plan: Human Activity (including criminal)

Threats to artifacts on display and/or Historical Records Available Research

1. If a patron of the museum disturbs any artifacts on display, immediately inform them that they are not permitted to interfere with museum exhibits.
 - a. Food, drinks, and smoking are prohibited in the museum and library.
 - b. No pens or bags permitted in library while doing research.
2. If a patron mishandles any records from the archives or library, educate the patron about properly handling records.
 - a. Intentional defacement of records may serve as grounds to remove the patron from the premises.
 - b. Legal action may be taken if valuable records are damaged by intentional misuse or mishandling of records.

Theft

1. All visitors to the museum must sign in at the security desk.
 - a. If researchers access archival records, a valid photo I.D. must be provided and may be photocopied for security reasons.
 - b. At the archivist's discretion, only processed collections may be available to researchers to ensure inventory control.
 - c. Non-processed collections may be accessed by research request and handled solely by museum staff on behalf of patrons.
2. Security cameras record visitors in the museum.
3. If evidence of theft exists, the time of the offense should be cross referenced with the visitors' log and/or video footage.
4. Stolen objects should be reported immediately to museum staff as well as the Chief of Staff.
5. If warranted, a police report should be filed.

Threats to Personnel

1. Alert security guard at front desk (ex. 300) if verbal threats, unwanted physical touching, or if any weapons are revealed/brandished.
 - a. Do not confront armed visitors and seek shelter in artifact room if necessary. The artifact room can be locked from the inside and provides an exit route for escape.
 - b. See something, say something! Unattended bags, suspicious/erratic behavior, loitering, etc. should be noted and reported to museum staff and Chief of Staff.
2. Any/all firearms or blades are prohibited in the building and should serve as basis for contacting security and the police.
3. The NGAUS Building also maintains its own security staff. This layer of security may also be contacted by first alerting the NGAUS security guard.
4. Immediately alert Museum Director and Archivist, and Chief of Staff of any potential threats from incoming phone calls or visiting guests.
5. If security is unresponsive or is insufficient, immediately call 9-911.

Emergency Response Plan: Digital Disasters

Digital Disasters

1. Evaluate the disaster based on the locality of the technical issue; is the issue related to the internal NGAUS shared drive network, local software (such as PastPerfect Museum Software), local hardware (PC towers, laptops, servers, routers, etc. maintained by NTIVA); or is the issue related to the NGEF website (hosted by WebStrategies)? If you are unsure of the locality, seek assistance by contacting Ivan Garcia at NTIVA Inc. (Ivan.Garcia@ntiva.com/703-891-0131).
2. Depending on the locality of the technical issue, notify the relevant IT support to seek resolution:
 - **NTIVA:** local hardware/software including PastPerfect Museum Software, internal network, internet/wireless connectivity. **Contact:** Ivan Garcia. **Phone:** 703-891-0131. **Email:** Ivan.Garcia@ntiva.com.
 - **WebStrategies:** hosts NGEF website. **Contact:** Beth Bates. **Phone:** 540-869-5991. **Email:** beth@webstrategies.com.
 - **PastPerfect Support:** Provides support for technical issues related to PastPerfect Museum Software. **Contact:** PastPerfect Support. **Phone:** 1-800-562-6080. **Email:** support@museumsoftware.com.
3. Notify Chief of Staff, NGEF Director, NGEF Deputy Director, and Archivist/Museum Specialist (in order listed) regarding the nature and duration of the technical issue.
4. As a rule, while systems are operating normally, always maintain multiple backup files stored in separate locations to ensure smooth data recovery. Always maintain virus/spyware protection software.
 - NTIVA automatically backs up its servers with the local shared/common drive data; external devices such as flash drives, CD's, or external hard drives may be used to save other backups of particularly valuable data.
 - WebStrategies maintains backups of the NGEF WordPress site. Additionally, the Internet Archive's "Way Back Machine"

automatically crawls and saves the NGEF website; various versions can be accessed as far back as 2003 through present.

- PastPerfect is saved locally by staff on a daily basis, but the data is likewise backed up to PastPerfect's central servers. Large portions of the same data that is entered into PastPerfect is also saved in Word documents on the local shared/common drive.
5. In the event of a disaster scenario in which significant data loss has occurred and there are no backup files to restore the data, consult with a data recovery firm to explore forensic methods of data retrieval.

- **DataTech Data Recovery Specialist**

1776 Jefferson St,
Rockville, MD 20852
(301) 859-0919

Emergency Response Plan: Personal Injuries and Medical Emergencies

All museum staff, interns, and volunteers are responsible for following procedures enumerated below when confronted with personal injuries or medical emergencies.

1. Assess the situation.
 - a. Call 911 if there is any appearance of an emergency.
 - b. Evaluate source and extent of injury.
 - c. If unconscious, check for pulse, breathing, and if there are any obstructions in the airways. Good Samaritan laws afford protection to attempt CPR. If someone has fallen or is experiencing seizures, do not attempt to move them. Severe cuts should be tightly wrapped with any available fabrics, apply pressure, and/or keep elevated.
2. Know location of emergency supplies and equipment
 - a. First aid kit in the Mail Room (Jose Palacios, Ex. 304).
 - b. Defibrillator (AED) located in 2nd floor staff kitchen.
3. Follow instructions provided by 911 operator for immediate emergency response.
4. Notify museum staff and Chief of Staff of any injuries and/or medical emergencies.

Emergency Response Plan: Water Damage/Flooding (Natural Disasters, Industrial Disasters)

Types of Natural Disasters typical of the Mid-Atlantic and Washington, DC area are summer hurricanes and resulting flooding. The National Guard Memorial is located at an elevation of 56 feet and the Museum is subterranean. The greatest threat facing the collection is, therefore, flooding.

In case of a flood warning in the area:

1. Listen to local radio/TV.
2. Prepare to evacuate upon direction. (Note: If a flash flood warning is issued, get out of the area immediately.)
3. Assist disabled persons and follow instructions of emergency preparedness personnel.
4. Check any battery-powered equipment & back-up power sources.
5. Store drinking water in clean receptacles (e.g., sinks, jugs).
6. Inventory and move to the upper floors emergency supplies such as food, first aid items,
7. Blankets, etc.
8. Assist with protecting objects.
9. Board up windows.
10. Disconnect utilities which are not absolutely essential.
11. Fill vehicle gas tank(s).
12. If driving, know the depth of the water in a dip or low area before crossing.
13. If vehicle stalls, abandon it immediately and seek higher ground.
14. Do not try to cross a stream on foot if water is above your knees.
15. Do not re-enter the affected area until directed by emergency preparedness personnel.

Care of Collections

1. After building is evacuated and safe to re-enter, put on needed protective clothing and organize supplies.
2. Locate all damage.
3. Thoroughly search all places that water and dampness may have reached.
4. Find boundaries of the damage.
5. Begin calling contacts for additional assistance based on the scope of the damage (see Emergency Reporting Chart);
6. If possible, move wet records or artifacts from the area.
7. Lower temperature in building to 65 degrees F and bring in fans.
8. Determine wetness according to the following scale. Assess each item separately:

a.) Humid/Damp: Moisture absorbed to the point that mold is likely to grow at ambient temperatures. Deformations such as minor warping or cockling of textual records and/or artifacts may have occurred, but not necessarily. Look for mold bloom.

b.) Partially wet: Deformations (Warping covers, swelling, cockling) are readily apparent in some part or the entire object. Localized areas of object are obviously wet to the touch.

c.) Wet: The artifact and/or record is noticeably wet to the touch over at least 25% of the object.

9. Estimate the number of damaged items.
10. Seek onsite evaluation of collections and storage facilities with assistance from museum insurance representatives and risk manager.
11. Contact local museums, recovery firms, and/or conservators for spare equipment, personnel, and suggestions.
12. Fill out water emergency assessment summary. If flooding is extensive, contact a conservator to conduct an onsite evaluation of any damage.

If items are wet or partially wet:

1. Line a dry box with trash bag and place wrapped records and/or artifacts inside. Contact Smithsonian for supplies.
2. Make a box inventory and number box. Oversized items may be wrapped in tissue and tagged.
3. Move any dry artifacts and/or records to a secure dry place (which may be off-site).
4. Contact a recovery service or conservator for freezing, dehumidification, and/or onsite equipment to dry in place.

If items are humid or damp:

1. Make an inventory using attached template and number box.
2. Within 48 hours, lay artifacts and/or records out as much as possible on blotter paper or unprinted newspaper. Use accession numbers and/or shelf numbers to keep track of where records originated.
3. If after 48 hours, wear masks with attached filters.
4. Contact a recovery service or conservator as needed.

Emergency Response Plan: Accidents (Unintentional Artifact Damage)

- 1.) If injured, seek immediate medical attention and/or call 911. Emergency medical kits, defibrillator, and pain relievers are kept upstairs in supply office area.
- 2.) Immediately report any damage to artifacts to the director of the museum, Anne C. Armstrong.
- 3.) Evaluate damage for severity and material type.
- 4.) Determine if the object is on loan, in permanent collection, or found in collection.
- 5.) Contact a conservator for treatment options.
- 6.) If the object is on loan, inform the loaner of the object's damage. Offer to fulfill terms of loan agreement to pursue conservation efforts, or to return the artifact to the donor for alternative conservation measures.
- 7.) If the object is in permanent collection or FIC, contact an insurance representative to estimate the artifact's financial value. Also consider the artifact's sentimental value based on any existing documentation and/or how unique the item is. These factors may encourage/discourage hiring a recovery firm and/or conservator for repair efforts.
- 7.) Write a damage assessment report detailing what happened in order to prevent a recurrence of the same incident.

Recovery

The first priority in the museum, library, and archives' disaster recovery effort needs to be facility and collection stabilization. In the aftermath of a disaster, this may entail pumping water from flooded areas, clearing out debris and protecting areas of the museum exposed to further damage due to structural issues and dealing with other situations that may affect access to the collection.

The first action to be taken should be an attempt to gain control over the environment inside the building. This is necessary to help reduce further damage, particularly the growth of mold. These actions may include (but are not limited to):

- Turning off the heat or turning on the air conditioning to lower the temperature and establish good air circulation
- Positioning fans to direct the flow of humid air out of windows and doors to reduce the overall moisture level (if it is less humid outside than inside)

- If the power is out, arranging for electric generators to run lights, fans and dehumidifiers

Before undertaking the removal of wet or damaged materials from an area, the disaster team should first make an assessment of the scope of the disaster. A sample assessment form is provided in Appendix B. An estimate of how many artifacts and/or materials are affected and of what type, as well as the extent of visible damage to the building is necessary for the implementation of this disaster plan, and is also very useful when contacting outside help.

Obtaining expert advice right at the beginning of a recovery effort can prevent costly mistakes and save valuable time. The regional conservation centers and consultants listed in this guide can provide this advice, either over the phone or onsite if the situation warrants. Once the team has a clear idea of what is needed, salvage efforts may proceed with all due haste, along the lines of priority established in this disaster plan (outlined on page 5).

Using the forms provided in Appendices B, C, and D as appropriate, team members should document the damage from the disaster and the actions taken afterwards. This documentation is important for the administrative and historical record of the museum, library, and archive as well as educational for future disaster response teams.

Response: Summary of Actions

1. Assess the disaster situation
2. Convene required staff/ experts
3. Set up command post
4. Activate plans for supplies, staff and volunteers
5. Eliminate hazards
6. Control the environment
7. Initiate response plans
8. Document activity
9. Provide services and supervise progress
10. Communicate
11. Organize recovery phase
12. Conclude initial response

Recommended Disaster Services and Equipment

Fumigation of buildings/materials

Ward Pest Control
400 North Washington St Suite 101
Falls Church, VA 22046
(703) 248-3631

Action Environmental Services Inc
344 Maple Avenue W Suite 238
Vienna, VA 22180
(202) 333-3244

Smoke and soot cleaning firms

The Cleaners of Cleaners
300 E St SW
Washington, DC 20024
(202) 488-7882

Clean City LLC
3107 Berry Rd NE
Washington, DC 20018
(202) 635-3107

Clean Sweep
Incorporated
4821 4th St NW
Washington, DC 20011
(202) 882-4097

Firms that can supply dehumidification

John C. Flood of VA.
4419 41st Street
Brentwood, MD 20722
(301) 779-0300

Regional conservation / preservation centers

American Institute for
Conservation of Historic &
Artistic Works
1156 15th Street NW Suite
320
Washington, DC 20005
(202) 452-9545

Advisory Council On Historic
Preservation
401 F Street NW Suite 308
Washington, DC 20001
(202) 517-0200

National Trust for
Historic Preservation
2600 Virginia Avenue
Suite 1000
Washington, DC 20037
(202) 588-6000

Disaster recovery experts

American Eagle Professional Services
Washington, DC 20001
(410) 263-9682

ABC Restoration and Home Improvement
2034 W. Virginia Avenue NE
Washington, DC 20002
(202) 659-0050

Pest control services

A1 Pest Control
3807 Minnesota Ave NE
Washington, DC 20019
(202) 399-6187

Ward Pest Control
400 North Washington St
Suite 101
Falls Church, VA 22046
(703) 248-3631

Fanatic Pest Control
4238 Gault PI NE
Washington, DC 20019
(301) 868-4999

Computer reclamation and data recovery services

Gillware Inc. Data Recovery
Serving the DC Area
(877) 624-7206
Customer Service Hours
Mon-Fri 8am-5pm CST

DataTech Data Recovery
Specialist
1776 Jefferson St,
Rockville, MD 20852
(301) 859-0919

Capital Computers &
Networks
64B Sycolin Road SE
Leesburg VA, 20175
(703) 777-3146

Rental trucks

U-Haul
26 K St NE
Washington, DC 20002
(202) 289-5480

Budget Truck Rental
2605 Reed St
Washington, DC 20018
(202) 636-8160

Conservation supplies

Conservation Solutions Incorporated
8905 Ballard Lane
Clinton, MD 20735
(866) 895-2079

Photographic experts / conservators

Palisades Photo & Digital
4885 MacArthur Blvd NW
Washington, DC 20007
(202) 338-7988

Janitorial supplies

Aces
1235 Kenilworth Ave Ne
Washington, DC 20019
(202) 232-2237

Consolidated Maintenance Supply
3150 Bladensburg Rd NE
Washington, DC 20018
(202) 635-2201 or (202) 832-3598

District Cleaners
Equipment Incorporated
4424 Arkansas Ave NW
Washington, DC 20011
(202) 723-7616

Other Resources to Consult

The Library of Congress Preservation Department website has a number of PDF publications available and contact information for numerous firms that deal with preservation of historic collections.

<http://www.loc.gov/preserv/emergprep/emerpubs.html>

The National Archives website has many resources that describe and give examples of disaster preparedness plans from other institutions that have paper-based collections.

<http://www.archives.gov/preservation/emergency-prep/disaster-prep-primer.html>

Recovery: Summary of Actions

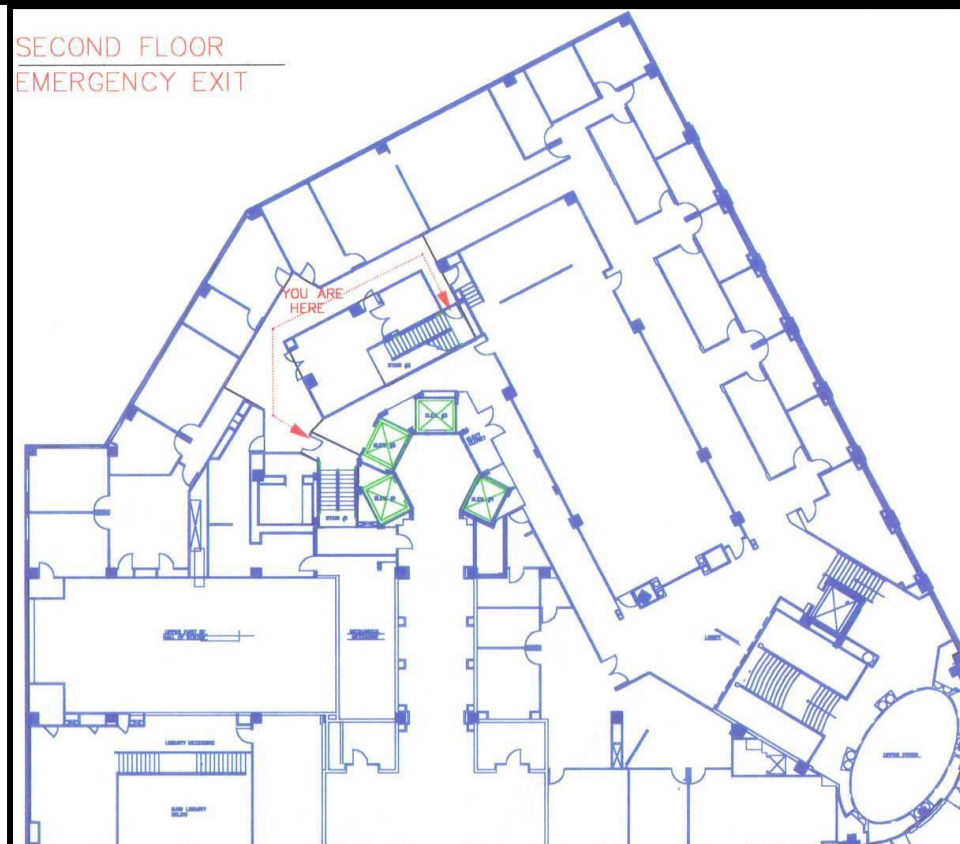
1. Stabilize environment and collection
2. Assess and document scope of the damage
3. Contact experts if needed for salvage operations
4. Treat high-priority items first
5. Remove materials for treatment and document this process
6. Salvage and stabilize materials using appropriate methods
7. Clean shelving and repair environment before returning materials
8. Make appropriate changes to catalog in regards to materials saved or discarded
9. Document activities during and after the recovery process

Appendix A: NGEF Museum and Library Floor Plans Internal Views, first and second floor. Clear Statement of Evacuation Point and Floor Plan Annotations.

Figure(s) 1: General orientation floor plans of Memorial Building. Second Floor consists of NGAUS offices and Montgomery (Board) Room. First floor consists of Museum, Library, and Archive. NGEF Staff office is in the Library.

Figure(s) 2: Evacuation route floor plan annotations and meeting location.

Clear Evacuation Point: Exit Memorial Building Front Door at 1 Massachusetts Ave, NW, collect across North Capitol St, NW to NE, at 2 Massachusetts Ave, NE.



Internal Views, first and second floor.



Internal view and external street view. Exit at front door, cross N. Cap. St. NW and collect in front of U.S. Capitol Post Office.

Appendix B: Post-Disaster Damage Evaluation Form

Date: ____ / ____ / ____

Form prepared by: _____

Area (circle one): Museum Library Archive

Type of damage (water, fire, etc.):

Type of material damaged (books, photographs, etc.):

Extent of damage (how many books, artifacts, etc.—include era/area of collection):

Current environmental conditions (dampness, heat, etc.):

Current condition of surrounding area (wet carpets, wet walls, broken files, etc.):

Appendix C: Post-Disaster Report Form

Date: ____ / ____ / ____ Form prepared by: _____

Area (circle one): Museum Library Archive

Type of disaster (circle one): Water (flood/leak) Fire
Other: _____

Source of problem (circle as appropriate):
Water: Pipe(s) Drain(s) Sink/Toilet Roof
Other: _____
Fire: Electrical Waste paper
Other: _____

Area(s) affected: _____

Range(s) affected: _____

Approximate number of items involved: _____

Types of materials affected and amounts of each:
Books _____ Manuscripts _____
Microforms _____ Audiovisual _____
Drawings _____ Software _____
Other: _____

Recovery options used: (List approximate number of items treated by each method)
Air Dry/Interleaving _____ Rebind _____
Freeze _____ Withdrawn _____
Replacement _____ Evidence of mold _____
Other: _____

Personnel involved: _____

Additional Notes (use reverse if necessary):

