INSTITUTIONAL CONTACTS (cont´)
Financial Officer  
Mark Howe  
951.343.4211  
mhowe@calbaptist.edu
Registrar / Special Collections  
Shawn Koonig  
951.343.4224  
skoonig@calbaptist.edu

LIBRARY DISASTER TEAM
Member 1  
VI Estel  
o. 951.343.4250/ t.o. 951.743.0639  
vestel@calbaptist.edu
Member 2  
Elizabeth Flater  
o. 951.343.8624/ t.o. 715.529.0774  
eflater@calbaptist.edu
Member 3  
Matthew Goddard  
o. 951.343.4365/ t.o. 425.350.3646  
goddard@calbaptist.edu

FEMA  
- Disaster Assistance  
800-621-FEMA  
- Environment & Historic Preservation-Region IX  
510-627-7027

EMERGENCY RECOVERY SERVICES
American Institute for Conservation  
AIC-CERT: 202-661-8008 24hr  
http://www.conservation-us.org
“Resource Center”  
202-462-9545
IELDREN-Administrator  
www.ielrdn.org/
Patricia Smith-Hunt, Head,  
Preservation Services Department,  
(IELDREN Administrator)  
UCR, Science Library  
Work: (951) 827-7702

Priorities for Recovery:
1. University & CSBC Archives – 2nd Floor
2. Hypnology – 1st Floor
3. University Networking - Basement

REGIONAL CONTACTS
California Preservation Program  
Julie Page/Barclay Ogden  
951-665-7707 (emergencies)  
info@calpreservation.org  
www.calpreservation.org
Balboa Art Conservation Center  
WRFSO / Kara West  
619-236-9702  
wrfsog@bacc.org  
www.bacc.org
CA Office of Historic Preservation  
General Information: 951-653-6824
California Association of Museums  
831-471-8970
California State Library  
State Librarian’s Office: 916-554-0174
California State Archives  
General Information: 916-553-7715

Library Staff Emergency Contacts
Steve Emerson 909.566.0537
Tami Emerson, wife 909.266.2980
Helen Xu 951.901.3518
Stephen, husband 951.565.3799
Barry Parker 951.833.3723
Sally, wife 951.530.1847
Matthew Goddard 425.350.3646
Paul Goddard, father 425.238.1732
Ruth Goddard, mother 425.268.2030
Elizabeth Flater 715.529.0724
Drew Flater, husband 715.864.3004
Patricia Palmer 951.543.5038
Larry Palmer, husband 951.229.3165
Keri Muncray, husband 951.836.8752
Josh Muncray, husband 951.836.8791
Rose Lelley 951.888.5231
Anna Seifried, gd. dad 951.641.6201
VI Estel 951.743.0639
Cliff Estel, son 951.675.1343

Hypondology 1st Floor  
Basement Access  
Archives 2nd Floor
Immediate Response and Checklist for Collections Recovery

**IMMEDIATE RESPONSE**

**Notification (as appropriate):**
- First Responders
  - Ensure that all staff and visitors are safe and accounted for
  - Maintain security of building and collections
- Institutional Contacts
- Building Utilities
- If shared facility, make contact
- Activate the Disaster Plan's emergency response actions
- Activate the Disaster Team if collection damage
- Follow other Communication steps

**COMMUNICATION**

Establish and maintain channels of communication
- Establish communication with appropriate local & regional emergency management
- Communicate with staff using the Phone Tree
- Contact risk manager and insurance agent
- Contact the public relations officer
- Contact CPP, Regional Contacts, conservators
- Contact outside Emergency Recovery Services
- Confirm funding sources for emergency services as needed
- Contact regional libraries to ensure continued services to constituents
- Report status to administration and public
- Post emergency information and instructions on the institutional website
- Obtain appropriate permissions to begin recovery (public safety, public health, structural engineer)

**COLLECTION RECOVERY**

Rescue collections using pre-established Collection Priorities, taking into account access & extent of damage
- Identify and gather emergency supplies
- Identify secure, dry location for pack-out and air-drying
- Recruit staff/volunteers
- Wear appropriate safety protection
- Start collection recovery guided by Disaster Plan and collection response protocols, including Collection Priorities

**WATER RESPONSE**

- Stop the source, remove standing water
- Cover collections with plastic sheeting
- Remove materials from water path. Move collections higher on shelves or onto tables/book trucks
- Identify materials needing immediate recovery action (coated paper, leather bindings, unstable inks, artwork, film, etc.)
- Stabilize the environment (cool, dry, circulating air optimal)
- Quick response is essential to prevent mold growth and irreversible damage to collections
- Obtain refrigerated trucks, freezer storage
- Organize staff/volunteers to load priority materials into freezer based on material type
- Organize staff/volunteers to air-dry materials that should not be frozen

**MAJOR DISASTERS: INCIDENT COMMAND SYSTEM**

**ICS authority structure:**
- Incident Commander: Responsible for overall management of the incident
- Public Information Officer: Responsible for communication with media/public
- Safety Officer: Monitors safety of the incident in regards to both the facility and the responders
- Liaison Officer: Coordinates with representatives of cooperating agencies
- Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event
- Operations Section Chief: Ensures that the IAP is enacted
- Logistics Section Chief: Responsible for all support needs to enact the IAP
- Finance/Administration Section Chief: Manages all financial aspects of the incident

**SITUATION REPORT**

Know these answers when speaking with insurance and Emergency Response:
- Who is in charge?
- What is the safety status?
- What has happened and the cause?
- What are the hazards?
- Who discovered and reported the damage?
- What has been done so far?
- Can the staff handle the situation initially?
- Is relocation of some/all of the collection required?
- Who is handling the media?