

UNIVERSITY OF CALIFORNIA, DAVIS

GENERAL LIBRARY

DISASTER PREVENTION, PREPAREDNESS

AND

RECOVERY PLAN

*revised March 2000
and June 2004*

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INITIAL PROCEDURES

FIRE: *Call 911 and pull fire alarm.*

Consult maps at end and fill in the following:

The nearest fire alarm is located:

The nearest fire extinguisher is located:

The nearest fire exit is:

Notify your Supervisor, and follow instructions.

WATER: *Do not enter flooded area.*

Notify your Supervisor, and follow instructions. If Supervisor is not available, call numbers below in the order listed until you are able to leave a message.

IMPORTANT TELEPHONE NUMBERS

Library Facilities 2-2806

Preservation Department 2-6040

Library Administration 2-2110

PREFACE

The *Disaster Prevention, Preparedness and Recovery Plan* was developed in 1988 by a committee whose members included Karen Blank, Rodger Choate, Diane Forrest, Ed Jestes, Charlotte Payne, John Skarstad and Roberta Stevenson (Chair). It was intended to provide guidelines for the prevention of and appropriate response to disasters affecting the General Library's collections. The *Emergency Manual* deals with people in emergency situations and is published separately.

The *Disaster Prevention, Preparedness and Recovery Plan* is periodically reviewed and updated. The first update (2000) reflected personnel changes, expansion of the Disaster Prevention Team, and updated information, e.g. maps. The 2004 update makes personnel changes, modifies some sections of the plan and clarifies some of the procedures.

Sections of the plan may be issued and updated separately. The Disaster Recovery Director will maintain the *Disaster Prevention, Preparedness and Recovery Plan*. The *Disaster Prevention, Preparedness and Recovery Plan* will be distributed in electronic format to all members of the Disaster Recovery Team and to each branch library. Members of the Disaster Recovery Team should print two copies, one for the office and one to keep at home.

Charlotte Payne and
John Skarstad, Editors (1988)

Bob Alan and
Charlotte Payne, Editors (2000)

Charlotte Payne, Editor (2004)

DISASTER RECOVERY TEAM

MEMBERSHIP

Disaster Recovery Director/Rehabilitation Supervisor:

Charlotte Payne (Preservation Department) 2-6040

Disaster Prevention Group:

Wendy Jones (Preservation Dept. – *co-chair*) 2-6040

Charlotte Payne (Preservation Dept. – *co-chair*) 2-6040

John Skarstad (Special Collections Department) 2-1628

Lars Cederquist (Access Services Dept.) 2-4747

Steffany Caria (Serials Dept.) 2-2600

Mandy Piggee (Government Information and Maps) 2-1690

Sylvia Villa (Physical Sciences & Engineering Library) 2-2283

Colleen Evans (Health Sciences Library) 2-6382

Bonnie Hain-Anderson (Medical Center Library) 916-734-3529

Relocation Supervisor: (varies according to Library)

Packout Supervisor:

Rodger Choate (Library Facilities) 2-2806

University Librarian:

Marilyn Sharrow

2-2110

Associate University Librarians:

John Tanno

2-2110

Gail Yokote

2-2110

**Assistant/Associate University Librarian for
Administrative Services:**

2-2110

DUTIES OF THE MEMBERS

Disaster Recovery Director/Rehabilitation Supervisor is a dual position. Because this position requires training in conservation and experience in disaster management, in most circumstances this would be the Head of the Preservation Department.

The responsibilities of the **Disaster Recovery Director** are to:

Assess the extent of the damage

Establish salvage priorities

Determine the type of restoration

Prepare a recovery timetable and budget in consultation with the Disaster Recovery Team

Receive the reports of the other Disaster Recovery Team members

Prepare a final report on the disaster recovery operation to include the creation of a photographic record

The responsibilities of the **Rehabilitation Supervisor** begin when the materials are removed from the disaster site and end when the materials are ready for reshelving. They include:

Supervision of in-house cleaning and drying of library materials

Approving a clean and dry stack area before reshelving

Preparation of a report on rehabilitation activities to include creation of a photographic record

The co-chairs of the Disaster Prevention Group serve as back up for this position.

Members of the Library staff in positions closely related to conservation and preservation work will serve as members of the **Disaster Prevention Group**. Their primary responsibility is to provide planning and technical support to the Disaster Recovery Director. They will:

Train and supervise volunteers in salvage and rehabilitation operations

Supervise the training of volunteers in making and packing boxes

Prepare a written report on disaster recovery, to include a photographic record

Meet regularly to review the Disaster Recovery Plan and recent collection emergencies, and to schedule disaster prevention reviews of all library departments.

The **Relocation Supervisor's** responsibilities begin once the materials are cleaned and dried and ready to be returned to the stacks and end when all restored materials are in place. The return of these materials is a circulation function. This position will be held by the appropriate staff person in each Library, who will:

Monitor the progress and orderly restoration of the stack area

Organize and supervise the orderly return of library materials to approved shelving

Prepare a report on relocation activities, to include a photographic record

The **Packout Supervisor's** responsibilities begin on instruction from the Disaster Recovery Director and end when the last material is removed from the disaster site. The position requires knowledge of the physical operation of each Library facility and a working rapport with the Campus Physical Plant. The position includes a disaster prevention function in routine inspection of the Libraries' facilities. These requirements are part of the Library Facilities staff job descriptions; the Facilities Services Manager will hold the position of Packout Supervisor and

Make any necessary arrangements to remove books from the disaster site

Oversee shipping of the boxes to a commercial freezer or salvage company

Keep a count of boxes shipped to freezing facility or salvage company

The **University Librarian** or her designee's primary responsibility is to facilitate the work of the Disaster Recovery Director and the Disaster Recovery Team.

Appoints the Disaster Recovery Team and authorizes its work.

Is the source of public information on the disaster. This includes periodic updates for the working staff.

Works with campus Administration to acquire work space for the recovery process.

Authorizes temporary staff reassignments as needed.

Receives final report from the Disaster Recovery Director.

The primary responsibility of the **Associate University Librarian(s)** is to provide a presence on the disaster site.

Responsible for coordinating budget and administrative services
Responsible for coordinating activities among and serves as liaison with other campus agencies

Assists department heads in affected areas in proposing staffing and public service alternatives

Responsible for committing resources

One or more Library departments may be involved in the disaster. Each department head should be able to provide the location of high priority materials, assist in assessing the damage done in the department, and participate in preparing the recovery timetable.

Assist Packout Supervisor in identifying potential disaster sites in the department.

Assist Disaster Prevention Group in preparing maps showing location of high priority material.

In consultation with the Packout Supervisor, supervise the salvage of office files and collection records in the department.

If area is affected by disaster, work with appropriate AUL in proposing staffing and/or public service alternatives.

Prepare a report on department recovery, to include a photographic record.

MAJOR DISASTER RECOVERY

QUICK REFERENCE

For fire or life-threatening emergency, call 911. For all other emergencies, call Library Facilities and notify the Preservation Department. After hours, also call first person on Emergency Call List.

<u>TELEPHONE NUMBERS</u>	<u>MON-FRI, 8:00-5:00</u>	<u>OTHER TIMES</u>
FIRE DEPARTMENT	911	911
POLICE DEPARTMENT	911	911
PHYSICAL PLANT EMERGENCY DESK	2-1655	2-1655
<i>if that line is busy, call</i>	911	911
PRESERVATION DEPARTMENT	2-6040	see Emergency Call List
FACILITIES SERVICES MANAGER	2-2806	see Emergency Call List

QUICK REFERENCE: DISASTER RECOVERY TEAM

SHIELDS LIBRARY

Disaster Recovery Director/Rehabilitation Supervisor:

Charlotte Payne (Preservation Department) 2-6040

Disaster Prevention Group:

Wendy Jones (Preservation Dept. – *co-chair*) 2-6040

Charlotte Payne (Preservation Dept. – *co-chair*) 2-6040

John Skarstad (Special Collections Department) 2-1628

Lars Cederquist (Access Services Dept.) 2-4747

Steffany Caria (Serials Dept.) 2-1205

Mandy Piggee (Government Information and Maps) 2-1690

Sylvia Villa (Physical Sciences & Engineering Library) 2-2283

Colleen Evans (Health Sciences Library) 2-6382

Bonnie Hain-Anderson (Medical Center Library) 916-734-3529

Relocation Supervisor:

Lars Cederquist 2-4747

Packout Supervisor:

Rodger Choate (Library Facilities) 2-2806

University Librarian:

Marilyn Sharrow 2-2110

Associate University Librarians:

John Tanno 2-2110

Gail Yokote 2-2110

**Assistant/Associate University Librarian for
Administrative Services:**

2-2110

Department Heads:

Myra Appel 2-2002

Karleen Darr 2-0598

Pat French 2-6735

Linda Kennedy 2-1656

Daryl Morrison 2-2112

Gail Nichols 2-9854

Dale Snapp 2-1202

Ted Sibia 2-6166

QUICK REFERENCE: DISASTER RECOVERY TEAM

CARLSON HEALTH SCIENCES LIBRARY

HEAD, CARLSON HEALTH SCIENCES LIBRARY:

Jo Anne Boorkman 2-6383

Disaster Recovery Director/Rehabilitation Supervisor:

Charlotte Payne (Preservation Department) 2-6040

Disaster Prevention Group:

Wendy Jones (Preservation Dept. – *co-chair*) 2-6040

Charlotte Payne (Preservation Dept. – *co-chair*) 2-6040

John Skarstad (Special Collections Department) 2-1628

Lars Cederquist (Access Services Dept.) 2-4747

Steffany Caria (Serials Dept.) 2-1205

Mandy Piggee (Government Information and Maps) 2-1690

Sylvia Villa (Physical Sciences & Engineering Library) 2-2283

Colleen Evans (Health Sciences Library) 2-6382

Bonnie Hain-Anderson (Medical Center Library) 916-734-3529

Relocation Supervisor:

Colleen Evans 2-6382

Packout Supervisor:

Rodger Choate (Library Facilities)

2-2806

University Librarian:

Marilyn Sharrow

2-2110

Associate University Librarian:

Gail Yokote

2-2110

QUICK REFERENCE: DISASTER RECOVERY TEAM

PHYSICAL SCIENCES AND ENGINEERING LIBRARY

HEAD, PHYSICAL SCIENCES AND ENGINEERING LIBRARY:

Karen Andrews 2-1627

Disaster Recovery Director/Rehabilitation Supervisor:

Charlotte Payne (Preservation Department) 2-6040

Disaster Prevention Group:

Wendy Jones (Preservation Dept. – *co-chair*) 2-6040

Charlotte Payne (Preservation Dept. – *co-chair*) 2-6040

John Skarstad (Special Collections Department) 2-1628

Lars Cederquist (Access Services Dept.) 2-4747

Steffany Caria (Serials Dept.) 2-1205

Mandy Piggee (Government Information and Maps) 2-1690

Sylvia Villa (Physical Sciences & Engineering Library) 2-2283

Colleen Evans (Health Sciences Library) 2-6382

Bonnie Hain-Anderson (Medical Center Library) 916-734-3529

Relocation Supervisor:

Sylvia Villa 2-2283

Packout Supervisor:

Rodger Choate (Library Facilities)

2-2806

University Librarian:

Marilyn Sharrow

2-2110

Associate University Librarian:

Gail Yokote

2-2110

QUICK REFERENCE: DISASTER RECOVERY TEAM

MEDICAL CENTER LIBRARY

HEAD, MEDICAL CENTER LIBRARY:

Terri Malmgren 916-734-3529

Disaster Recovery Director/Rehabilitation Supervisor:

Charlotte Payne (Preservation Department) 2-6040

Disaster Prevention Group:

Wendy Jones (Preservation Dept. – *co-chair*) 2-6040

Charlotte Payne (Preservation Dept. – *co-chair*) 2-6040

John Skarstad (Special Collections Department) 2-1628

Lars Cederquist (Access Services Dept.) 2-4747

Steffany Caria (Serials Dept.) 2-1205

Mandy Piggee (Government Information and Maps) 2-1690

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Relocation Supervisor: (varies according to Library)

Bonnie Hain-Anderson 916-734-3529

Packout Supervisor:

Rodger Choate (Library Facilities)

2-2806

University Librarian:

Marilyn Sharrow

2-2110

Associate University Librarian:

Gail Yokote

2-2110

INITIAL STEPS IN COLLECTION SALVAGE

Group Leader assembles necessary Disaster Recovery Team members at the site.

As soon as the Police and/or Fire Department give permission to enter the affected area of the building, the Disaster Recovery Team and representatives of the Physical Plant will survey the situation.

Library Facilities will make arrangements to have the heat turned off and the air conditioning set to full capacity. If the regular power source is not available, Physical Plant will provide means to lower the temperature and dehumidify the stacks.

The Team will inspect the affected areas and assess the amount and type of damage, documenting with photographs.

If Physical Plant is unable to accomplish the clean-up of the water within necessary time limits, the Disaster Recovery Director will decide if additional help is needed from Library staff and volunteers.

The Disaster Recovery Director and the Deputy University Librarian will decide on the salvage action to be taken and the amount and type of help needed.

If necessary, set up a staging area for removal of filled boxes to freezing facility.

Contact freezer company with whom arrangements have previously been made for such emergencies; notify Library Accounting as soon as possible.

Make arrangements for trucks to transport pallets of boxes to the freezing facility.

STABILIZATION OF THE ENVIRONMENT

- _____ 1. Turn off all heat.
- _____ 2. Reduce temperature as much as possible.
- _____ 3. Keep air conditioning systems operable and set at lowest temperature possible.
- _____ 4. Use portable air conditioners where necessary.
- _____ 5. Arrange for security of the collections, if necessary.
- _____ 6. Use fans to aid circulation.
- _____ 7. Use dehumidifiers with fans where necessary.
- _____ 8. If power is off, procure portable generators from Physical Plant for electrical services. All lines must be waterproofed and grounded.
- _____ 9. Use hygrothermographs to monitor affected areas.

COMMAND POST

A Command Post is only necessary in a catastrophic emergency. It serves to coordinate disaster recovery activities and functions as a central reference point for information on the disaster. The Disaster Recovery Director in consultation with Library Administration will decide if establishment of a Command Post is necessary.

EQUIPMENT AND SUPPLIES

- _____ Telephones
- _____ Purchase order forms
- _____ Computer with network connection and printer with paper
- _____ Photocopier
- _____ Notebooks
- _____ Paper, pencils, pens, tape, staplers
- _____ Battery-operated radio
- _____ Tables and chairs
- _____ Name badges
- _____ Gloves
- _____ Hard hats

THE PACK OUT

Each wrapping/boxing team requires two people: 1 to set up the flattened boxes and 1 to box.

Books should be boxed spine down, one layer deep, to minimize damage to binding. Large volumes can be laid flat. Pack books of the same size next to each other to minimize warpage. File folders are best packed vertically. Do not attempt to remove mud or to open books. Boxes should not be packed tightly; swelling will continue after the boxes are packed.

Place lids on boxes and label each end with the appropriate LC classification letters. Remove boxes to end of ranges and stack no more than four boxes high. Box collectors with hand trucks and dollies will transfer the stacked boxes to the evacuation site where they will be shrink-wrapped on pallets to minimize transit damage and reduce handling costs. Pallets will be loaded by forklift onto trucks and transported to the freezing facility.

A count of the number of boxes shipped should be recorded at the evacuation site.

SUPPLIES NEEDED FOR MAJOR PACKOUT

BOOK TRUCKS	PRES; ACCESS SERVICES
BOXES (CARDBOARD)	SPECIAL COLLECTIONS; NRLF
CELL PHONES	ADMINISTRATION; LIB. FACILITIES
DEHUMIDIFIERS	PHYSICAL PLANT
DOLLIES	MAILROOM; PHYSICAL LANT ACCESS SERVICES; SP COLL
EXTENSION CORDS (HEAVY DUTY)	2 PRES; UCD STOREHOUSE
FANS	PRES; PHYSICAL PLANT
FELT TIP MARKERS (WATERPROOF)	LIBRARY SUPPLY ROOM; STOREHOUSE
FIRST AID KITS	1 EACH EMERGENCY BOX
FORKLIFTS	CAMPUS RECEIVING
FREEZER SPACE	CRYSTAL ICE CO. 1800 18th St Sacramento, CA 95814 916-442-7607 916-443-5273 (FAX); UNITED STATES COLD STORAGE OF CALIFORNIA (contact: Bill Litton) 3100 52 nd Avenue Sacramento, CA 95823 916-392-9160 916-392-0916 (FAX)
GARBAGE BAGS (LARGE PLASTIC)	STOREHOUSE
GARBAGE CANS (LARGE PLASTIC)	SP COLL; PRES; GOV INFO
GENERATORS (PORTABLE)	PHYSICAL PLANT
GLOVES (HEAVY DUTY WORK)	STOREHOUSE

HAND TRUCKS	PRES; LIB. MAIL SERVICES; ACCESS SERVICES
HARD HATS	LIBRARY FACILITIES
HYGROTHERMOGRAPHS	SHIELDS LIBRARY; PRES
LAPTOP COMPUTER	ADMINISTRATION; SYSTEMS
MILK CRATES (PLASTIC)	CRYSTAL CREAMERY (444-7200) ADOHR FARMS (442-9211)
MOPS	PHYSICAL PLANT
NOTEBOOKS/PENCILS/PENS	LIBRARY; STOREHOUSE
PALLETS	MAILROOM; PHYSICAL PLANT; CAMPUS RECEIVING
PUMPS, PORTABLE	PHYSICAL PLANT
PUSH BROOMS	PRES; PHYSICAL PLANT
RAMPS	PHYSICAL PLANT
RESPIRATORS	EH&S
RUBBISH HAULING	PHYSICAL PLANT
SCAFFOLDING	PHYSICAL PLANT
SHOVELS	PHYSICAL PLANT
SHRINK WRAP FOR PALLETS	CAMPUS RECEIVING
TOILETS, PORTABLE	PHYSICAL PLANT
TRANSISTOR RADIO	PRESERVATION
TRUCKS	CENTRAL GARAGE
WALKIE TALKIES	PHYSICAL PLANT

WATER (DRINKING)

COMMERCIAL SOURCE

WET/DRY VACUUMS

1 PRES; PHYSICAL PLANT;
LIBRARY FACILITIES

WHEEL BARROWS

PHYSICAL PLANT

SOMETHING IN WHICH TO PACK OVERSIZE VOLUMES, MAPS, BLUEPRINTS,
WORKS OF ART, ETC. (FOR EXAMPLE, BAKER'S TRAYS)

**NIGHT AND WEEKEND
DESK ASSISTANTS MANUAL**

INITIAL PROCEDURES (DESK ASSISTANTS)

FIRE: 1. Call 911 and pull fire alarm located (*Consult maps at end and fill in the following*):

An alarm will ring in the Campus Fire Department.

2. Call first person on Emergency Call List

3. If the fire is small and you know how to use a fire extinguisher, you may do so AFTER you call 911.

The nearest fire extinguisher is located (*Consult maps at end and fill in the following*):

4. If the fire is inaccessible or otherwise cannot be extinguished, or if there is visible smoke that is potentially threatening to occupants of the area, **LEAVE THE IMMEDIATE AREA AT ONCE.** Patrons remaining in the area after the alarm sounds should be asked to leave, but not at any risk to your own personal safety.

5. The nearest FIRE EXIT is located (*Consult maps at end and fill in the following*):

6. **DO NOT USE ELEVATORS.**

WATER: FLOODING

1. DO NOT ENTER A FLOODED AREA until Physical Plant has given authorization.
2. Post staff member at the entrance to the flooded area to keep out unauthorized persons.
3. **NOTIFY:**

Weekdays: Library Facilities (2-2806)

- a. Give your name and department
- b. Describe the nature of the problem
- c. Give the exact location of the flooded area.
- d. If Facilities Services Manager is not available, call Library Administration (2-2110). They will contact him by pager.
- e. Call Preservation Department (2-6040).

Nights and Weekends: Physical Plant (2-1655)

- a. Give your name and department
- b. Describe the nature of the problem
- c. Give the exact location of the flooded area.
- d. If collection affected, call your department head and follow normal departmental emergency procedures.

WATER: LEAKS INVOLVING 100 VOLUMES OR LESS*

1. NOTIFY:

Weekdays: Library Facilities (2-2806)

- a. Give your name and department
- b. Describe the nature of the problem
- c. Give the exact location of the leak
- d. If Facilities Services Manager is not available, call Library Administration (2- 2110). They will contact him by pager.
- e. Call Preservation Department, 2-6040.

Nights and Weekends: Physical Plant (2-1655)

- a. Give your name and department
- b. Describe the nature of the problem
- c. Give the exact location of the leak

2. Using book trucks, move wet or damp library materials from the affected area to tables in an unaffected area on the same floor, if possible.
3. Put buckets or wastebaskets where they can catch the drip. Each Emergency Box contains buckets.
4. Cover dry adjacent shelving with plastic sheets found in the Emergency Boxes, the Preservation Department or the Access Services Department. Make sure the plastic is draped so the water does not run down and dampen other books. Tape the sheets if necessary.
5. Check the entire area for additional leaks.
6. If the water is coming in at ground level or below, move damp or wet books to adjacent tables on a higher floor. Move dry books that might be affected to another location.
7. For instructions on air-drying of books, see the section "Drying Water-damaged Materials", starting on page 42.

*** IF THERE ARE MORE THAN 100 VOLUMES OF WET BOOKS, THEY MAY BE PACKED IN BOXES BY LIBRARY STAFF FOR TRANSFER TO A FREEZING FACILITY OR PACKED BY A COMMERCIAL VENDOR FOR VACUUM-FREEZE DRYING. INSTRUCTIONS ON PACKING WET BOOKS WILL COME FROM A MEMBER OF THE DISASTER RECOVERY TEAM. DURING MOST TIMES OF THE YEAR, WE WILL NOT HAVE THE SPACE TO HANDLE MORE THAN 100 WET BOOKS.**

KNOWN WATER TROUBLE SPOTS (SHIELDS LIBRARY)

FIRST FLOOR:	EXTENDED HOURS READING ROOM
SECOND FLOOR	MAIN READING ROOM; NELLE BRANCH ROOM
FOURTH FLOOR	OVER SHEFLIST IN TECHNICAL SERVICES; RM 440 (STACKS, NORTH: SEVERAL AREAS)

POTENTIAL TROUBLE SPOTS

GOVERNMENT INFORMATION AND MAPS; STACKS	LOWER LEVEL
RESTROOMS	ALL FLOORS
ELEVATOR SHAFTS	
JANITOR'S CLOSETS	ALL FLOORS

EMERGENCY BOXES

There are 12 large red metal emergency boxes in the Libraries on the UC Davis campus. Keys to the Emergency Boxes are available in the Access Services Department, the Preservation Department, the Physical Sciences and Engineering Library and the Health Sciences Library. Box locations are indicated on floor plans in the MAPS section. Annual inventories of each box are conducted in December by the Preservation Department. Each box should contain:

Plastic bucket (1)

First aid kit (1)

Flashlight (1)

Paper towels (1 case)

Plastic sheeting (2 rolls)

Scissors (1)

Sponges (2)

Spray bottle (1)

Terry cloth

If you deplete an emergency box of any of the supplies, please let Preservation know so they can reorder.

Additional supplies and their locations are listed in the SUPPLIES section.

DRYING WATER-DAMAGED MATERIALS

DRYING WATER-DAMAGED MATERIALS

Training in disaster recovery techniques is an important element in disaster preparedness and should be available to all staff members and mandatory for those serving as members of the Disaster Recovery Team. Training sessions, updates, and reviews of new developments and technological advances should be scheduled by the Disaster Recovery Director on a regular and continuing basis. In addition, staff members should be familiar with the layout of their buildings and of possible danger areas. They should know the location of all fire extinguishers and alarms and how to operate them; they should also be made aware of fire exits, alternate escape routes and appropriate evacuation procedures.

AIR-DRYING OF NON-RARE LIBRARY MATERIALS

NOTE: IF MATERIALS CANNOT BE DRIED WITHIN 48 HOURS, THEY MUST BE FROZEN. FREEZING STABILIZES FOR MONTHS, AND STOPS MOLD GROWTH, INK RUNNING, DYE TRANSFER AND SWELLING.

DRYING ROOMS:

Rooms should be set up away from disaster area. The Nelle Branch Room and the Extended Hours Reading Room are possible locations for drying rooms.

Drying rooms should have the capacity to maintain a constant relative humidity of 25 - 35 percent and a temperature of between 50 and 65 degrees F. The room should be monitored to verify these conditions. Air circulation should be constant, and may be aided by the use of portable fans.

Drying rooms must be kept free of wet salvage debris.

AIR-DRYING OF SATURATED VOLUMES NOT ON COATED PAPER STOCK:

Prepare work tables by covering them with plastic sheeting under absorbent toweling (paper towels or newsprint).

Squeeze book gently and with even pressure to remove excess water and to reshape binding.

Stand book upright, head end down (upside down). DO NOT OPEN PAGES. Covers may be opened slightly to support text block.

To support book while draining, use paper towels folded into pieces 3/4 inch wide and slightly longer than the thickness of the book block under the front edges (boards) of each book. This will keep the book balanced in an upright position, tilted slightly backwards.

Change absorbent toweling frequently. *Remove wet paper from area.*

After thorough draining, continue with instructions on next page.

AIR-DRYING OF WET VOLUMES NOT ON COATED PAPER STOCK:

Carefully open volume to less than a 30 degree angle, still in an upright position (head end down).

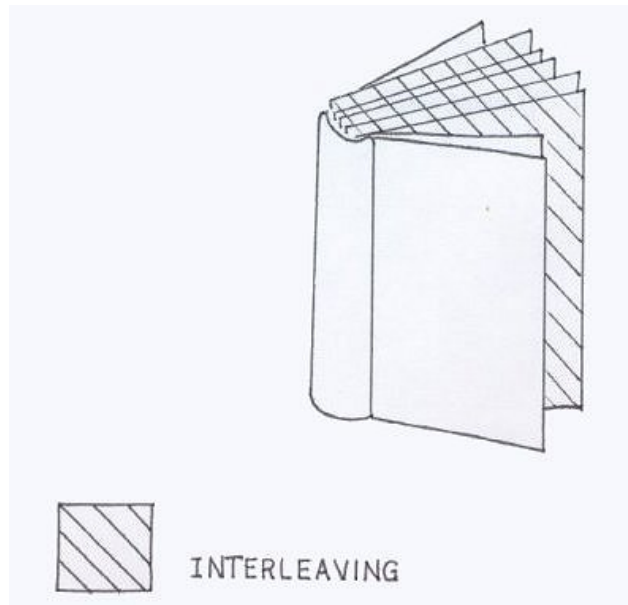
Interleave with unprinted newsprint or paper toweling. Begin interleaving from the back, placing interleaving sheets at intervals of 25 leaves (50 pages). Be aware that this will distort the binding, and rebinding may be necessary.

Position volumes in the path of circulating air.

Change interleaving frequently, removing wet paper from drying room to dry elsewhere. Reverse position of volume each time interleaving is replaced, alternating between head end up and head end down. Do not reuse interleaving sheets.

As the book dries, it can be opened flat on the spine and interleaved more closely. Interleaving should not exceed 1/3 the thickness of the volume.

Continue to change absorbent paper on work tables.



AIR-DRYING OF *SLIGHTLY DAMP* VOLUMES OR VOLUMES WITH WET EDGES NOT ON COATED PAPER STOCK:

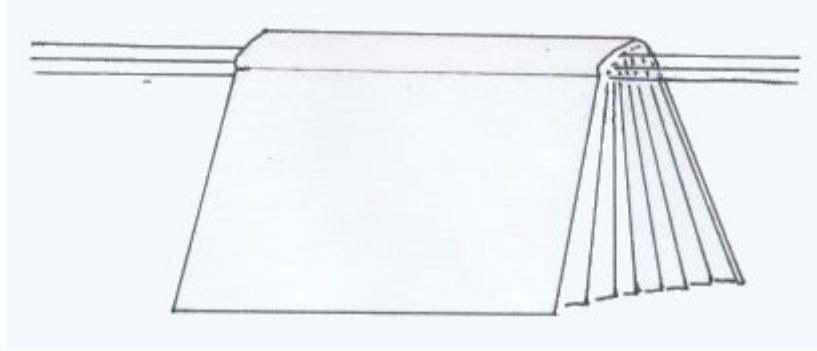
Stand volume on its dryer end and fan open slightly. Paperback books can support each other with a barrier between them or they can be wedged with styrofoam pieces, weights or bookends.

Position volumes in the path of circulating air.

Lightweight volumes (less than 6 pounds) may be hung on lines (strung between chairs) to dry if the paper feels damp but not wet, and if the book can be opened easily throughout.

Use monofilament nylon lines, not more than 1/32" in diameter, and not more than five or six feet long, spaced approximately one-half inch apart. Three lines are enough for a volume of ordinary thickness (up to 1 1/2 inches). Thicker volumes will require more lines, but no volume heavier than six pounds should be hung up.

Do NOT line-dry a saturated volume: the monofilament line will cut through the wet paper. Use string if the gutter is extremely wet.



When almost dry, lay volumes flat and place weights on covers to reduce distortion in boards, or load tightly on book trucks by relative size, using boards (found in Preservation Department) where necessary.

AIR-DRYING OF VOLUMES WITH COATED PAPER STOCK:*

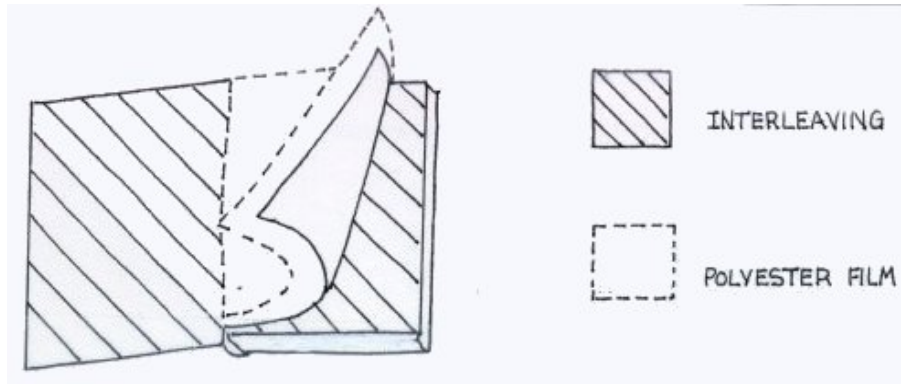
***This is extremely time-consuming and expensive in terms of staff time and rebinding, and does not produce good results. Use only if commercial reprocessor is not available. If over 100 volumes are affected, consult with Disaster Recovery Director and Deputy University Librarian.**

Wet coated paper stock should be handled with care, as the print will slide off the wet page if rubbed. Do not allow material to dry or it will bond together. To dry wet items printed on coated paper stock, every page must be interleaved. To separate saturated pages, follow these instructions:

Place a sheet of polyester film on top of the first page and a sheet of interleaving material to the left of the first page.

Rub gently with a ruler to create the surface friction which will allow the wet paper to adhere to the film.

Turning film (with page attached) to your left, insert interleaving material behind the page.



Carefully remove polyester film. Turn page using interleaving material.

Place the sheet of film on top of the following page, repeating earlier steps until all pages have been separated.

If material is **wet** but **not saturated** (pages can be opened safely by hand) it may be interleaved without using the polyester film. **Every page** must still be interleaved.

Materials may be frozen at this point. If they are to be air-dried, the interleaving materials must be changed every two hours. Do not reuse interleaving sheets.

DRYING SINGLE SHEETS:

When single sheets are found in groups, as in file cabinets, it is best to freeze them as they were found rather than attempt to separate them. Do not remove sheets from file folders or document boxes -- they will separate easily when vacuum- or freeze-dried.

Should it be necessary to separate a mass of *saturated* papers for hand-drying, the following procedures are necessary:

Place a sheet of polyester film on top of a stack of wet, unbound papers.

Rub gently with a bone folder to create the surface tension which will allow the wet paper to adhere to the film.

Peel back the film with a single wet sheet attached and place it, polyester side down, on a table. Place a piece of dry polyester web (available in Preservation Department) over the wet sheet.

Turn so that web side is down and remove polyester film, replacing with a second piece of dry polyester web.

Continue repeating the process, separating the wet sheets one at a time, interleaving with polyester web. Materials may be air-dried or frozen at this stage.

Air-dry the sheets (supported by the two pieces of polyester web) by placing them on absorbent paper on tables or on top of closely spaced monofilament lines. By the time 100 sheets have been separated, the first sheets should be dry.

Air should be kept circulating, but fans should not blow directly on the materials.

Papers may be flattened when almost dry by placing them between two sheets of blotting paper and applying even pressure with weights.

DRYING MICROFORMS AND MOTION PICTURE FILM:

SILVER HALIDE MICROFILM AND MOTION PICTURE FILM

Kodak recommends that microfilm and motion picture film be kept in clean, cold water and sent to the nearest film processing laboratory as soon as possible. The cold will help preserve the emulsion. Do not allow materials to remain under water more than three days. Color negative or positive film could last up to 48 hours.

Eastman Kodak Company's Microfilm Disaster Recovery Lab in Rochester, NY provides free reprocessing of all *Kodak* microfilm damaged in water-related disasters. The contact person is Stephen J. Eckert, and the number is 1-800-243-8811.

VESICULAR AND DIAZO MICROFILM

Wash off under cold, clean running water. Air-dry or dry with lint-free cotton gloves.

MICROFICHE

Treat as silver halide microfilm; send to a professional microprocessing laboratory.

If the above procedures are not possible, freezing followed by thawing, washing and drying is the next best alternative.

MICROFILM AND MICROFICHE

Document Reprocessors states that microfilm and microfiche require IMMEDIATE ATTENTION for successful film separation, and that drying must commence within 48 hours after becoming wet. Before shipping, they recommend:

Put rubber bands around 35mm film boxes to keep the film reel and its box together to preserve labeling information.

Do not attempt to separate wet fiche.

Put wet film or fiche in a plastic bag, seal tightly, and keep cold.

Put the bag in a sturdy cardboard box, label and mail to them.

If you cannot ship the day the film gets wet, they recommend:

Do the initial processing as above and place wet film or fiche in a bag, seal tightly, and freeze.

When ready, pack and ship as above.

DRYING AUDIO, VIDEO AND COMPUTER TAPES AND FLOPPY DISCS:

Magnetic tape can withstand temperatures of 200 degrees for up to one hour without suffering severe damage. Smoke damage usually affects only the exposed surfaces. Prolonged exposure to water can be especially damaging because it causes leaching of chemicals from the tape. If a back-up copy is available, it is better to discard the water-soaked original.

The following procedures are recommended for magnetic tape salvage:

Do not attempt to play any damaged tapes or discs, as they can damage the equipment on which they are being played.

Take care not to separate the tape labels from the appropriate tapes. A wax crayon may be used to identify the tapes temporarily while being cleaned and dried.

Document Reprocessors suggests the following:

Do not unwind and attempt to dry the **magnetic tapes**. Shake off excess water. Put tapes with their boxes into a plastic bag and seal tightly. Put the bag into a sturdy box and ship within 24 hours to reprocessor.

Keep **magnetic disks** (3 ½, 5 ¼" and 8" diskettes) and their sleeves together to preserve labeling information. Place wet disks and hard drives in a plastic bag, seal tightly and freeze. Put the bag in a sturdy box, and ship overnight express to reprocessor.

DRYING OF SOUND RECORDINGS (DISCS)

Little can be done to treat abraded or deformed phonographic discs.

Undamaged discs with surface deposits can be washed in a 1% solution of a non-ionic wetting agent such as Kodak Photoflo in distilled water. A soft brush can be used to carefully dislodge particles. Thoroughly rinse off the solution with plain distilled water and place discs vertically in rack. Leave to dry slowly at room temperature.

Shellac, acetate and vinyl discs should be washed in separate containers.

Record jackets or paper protective sleeves should be discarded as they can trap moisture and may develop mold.

DRYING OF PHOTOGRAPHIC MATERIALS:

Photographic materials should not be allowed to dry in place after they become wet as they will stick to their envelopes or to each other. Separating them after they have dried together will result in damage to the emulsion or the image.

The following recommendations are summarized from the work of Klaus Hendriks and Brian Lesser on the salvage of water-damaged photographic materials:

Keep immersion time to a minimum.

Keep water temperature low.

Freezing of photographs retards further deterioration.

As films appear to be more stable, salvage prints first.

If personnel and time are available, salvage methods in order of preference are:

1. air-dry (without freezing)
2. freeze; thaw; air-dry
3. freeze-dry in vacuum chamber

Vacuum freeze-drying (as is done with printed materials) is not recommended due to blocking or sticking of gelatin layers.

Protect WET COLLODION GLASS PLATE NEGATIVES from being immersed in water. **THEY MUST NEVER BE FREEZE-DRIED.**

Color photographs are difficult to salvage: the color layers separate and the dyes fade quickly. Transport them to a photographic laboratory immediately.

Other materials may be air-dried flat or on monofilament lines. If there are too many to air-dry, they may be stored in cold water up to two days before transporting them in sealed polyethylene bags inside plastic garbage pails to a photographic laboratory.

Separate all materials with sheets of an inert plastic before freezing.

SUPPLIES NEEDED FOR AIR-DRYING PROCEDURES*

HYGROTHERMOGRAPH
PORTABLE FANS
DEHUMIDIFIERS
PLASTIC GARBAGE SACKS
PLASTIC SHEETING
ABSORBENT SHEETING (PAPER TOWELS OR NEWSPRINT)
POLYESTER FILM (3 mil)
FREEZER PAPER
COTTON GLOVES
BONE FOLDERS
WEIGHTS
MONOFILAMENT LINE
POLYESTER WEB
KODAK PHOTOFLO
DISTILLED WATER
PLASTIC GARBAGE CANS
WAX CRAYONS
CLOTHES PINS
BOOK ENDS

*For location of supplies, see SUPPLIES section, starting on page 60

PREVENTION AND PREPAREDNESS

PREVENTION AND PREPAREDNESS

Several important practices can reduce the risk of disaster and mitigate those that do occur. One of the most important is the scheduled routine inspection of Library buildings by the Facilities Services Manager. Inspections should be made according to a planned schedule and at any other time when circumstances would indicate that an inspection would be advisable. Areas known to be problem locations should be checked frequently by the Facilities Services Manager and by personnel given responsibility for this type of inspection in the Health Sciences Library, the Physical Sciences and Engineering Library, and other Library buildings. A list of known water problem areas is on page 38.

REVIEW PROCEDURES

Another important practice is the scheduled review of emergency and disaster plans with each department. At least annually, two members of the Disaster Prevention Group will attempt to meet with each department to review the Emergency Manual and the *Disaster Prevention, Preparedness and Recovery Plan* to insure that the procedures are familiar to all.

EMERGENCY PLAN REVIEW

- _____ Location of emergency manual
- _____ Review evacuation plan for department
- _____ Location of reporting site outside Library after evacuation
- _____ Location of fire alarms
- _____ Location of fire extinguishers

DISASTER PREVENTION, PREPAREDNESS AND RECOVERY PLAN REVIEW

- _____ Location of *Disaster Prevention, Preparedness and Recovery Plan*
- _____ Location of department's high priority materials
- _____ Review of box-making and box-filling

DEPARTMENTAL EMERGENCY PROCEDURES

DEPARTMENT _____

BUILDING _____

This information is provided to enable employees to respond to an emergency evacuation in a prompt and orderly manner. Should there be an emergency, follow the directions of your department head. The department head will be informed of the situation and the procedures to follow. *After hours, dial 911.*

DEPARTMENT HEAD _____ PHONE _____

EMERGENCY EXIT:

Use the _____ stairway/door.

DO NOT USE ELEVATORS.

ALTERNATE EXIT:

RENDEZVOUS POINT (refer to Emergency Manual):

REPORT TO (name of individual) _____
for roll call. Stay with your group until told to leave.

OTHER THREATS TO LIBRARY COLLECTIONS

In addition to fire and water, remnants of food and drink attract insects and vermin, posing another threat to library materials. Enforcing the Library's policy against food and drink in the library is the only method of prevention. Early detection of food and drink is best accomplished through a continuous patrol system.

Dirt and dust also pose a threat to library materials. Increased custodial attention to stack areas, stairwells and study areas and a regularly scheduled program of stack maintenance involving dusting and cleaning of books and shelves would reduce physical damage and further prolong the life of the collections.

Report adverse conditions to Library Facilities.

SUPPLIES

SUPPLIES

It is the responsibility of the Preservation Department to maintain a list of supplies needed in a disaster and to provide sources from which these supplies may be obtained. Sources of supplies and services should be contacted in advance to explain the library's needs and purpose, and should be contacted on a regular basis to determine whether those supplies and services are still available.

The locations of in-house emergency supplies and equipment should be available in printed format. These supplies should be monitored for condition and quantity as a guarantee of availability.

SALVAGE OPERATIONS SUPPLIES AND RESOURCE CHECKLIST

BLOTTER PAPER	PRESERVATION DEPT. (PRES)
BONE FOLDERS	PRES; SPECIAL COLLECTIONS (SP COLL)
BOOK TRUCKS	PRES; ACCESS SVCS; MAILROOM
BOXES (CARDBOARD)	SP COLL; NORTHERN REGIONAL LIBRARY FACILITY (NRLF)
BRUSHES	PRES
BUCKETS	DISASTER CABINETS; 6 PRES
CHEMICAL LIGHT STICKS	COMMERCIAL SOURCE
CRAYONS (WAX)	BOOKSTORE
DEHUMIDIFIERS	PHYSICAL PLANT
DISHPANS (PLASTIC)	3 PRES
DISTILLED WATER	CHEMISTRY DEPT.
DOLLIES	MAIL ROOM; PHYSICAL PLANT ACCESS SERVICES; SP COLL
EXTENSION CORDS (HEAVY DUTY)	2 PRES; LIB. FACILITIES; PHYSICAL PLANT
FANS	PRES; LIB. FACILITIES; LIB. DEPTS.; PHYSICAL PLANT

FIRST AID KITS

DISASTER CABINETS

FELT TIP MARKERS
(WATERPROOF)

LIBRARY SUPPLY; STOREHOUSE

FLASHLIGHTS

DISASTER CABINETS

FLASHLIGHT BATTERIES

STOREHOUSE

FLASHLIGHT BULBS	STOREHOUSE
FOLDING CHAIRS, TABLES	COMMERCIAL SOURCE (GROUNDS REQUIRES TWO WEEK NOTICE)
FORKLIFTS	CAMPUS RECEIVING
FREEZE-DRYING	<i>SEE</i> COMMERCIAL DISASTER RECOVERY, page 66
FREEZER SPACE	CRYSTAL ICE CO. 1800 18th St Sacramento, CA 95814 916-442-7607 916-443-5273 (FAX); UNITED STATES COLD STORAGE OF CALIFORNIA (contact: Bill Litton) 3100 52 nd Avenue Sacramento, CA 95823 916-392-9160 916-392-0916 (FAX)
FUMIGATION SERVICES	ENVIRONMENTAL HEALTH & SAFETY
GARBAGE BAGS (PLASTIC)	STOREHOUSE
GARBAGE CANS (LARGE PLASTIC)	SP COLL; PRES; GOV INFO
GENERATORS (PORTABLE)	PHYSICAL PLANT
GLOVES (COTTON)	PRES; SP COLL
GLOVES (NEOPRENE)	PRES; STOREHOUSE
GLOVES (HEAVY DUTY WORK)	STOREHOUSE
HAND TRUCKS	PRES; MAIL ROOM; ACCESS SERVICES
HARD HATS	ARCHITECTS & ENGINEERS?
HYGROTHERMOGRAPHS	SHIELDS; PSL; HSL
MOISTURE CONTENT METER	PRESERVATION DEPT.

MOPS	PHYSICAL PLANT
MOTOROLA 2-WAY RADIOS	LIBRARY (6)
MYCOLOGIST AND GENERAL SCIENCE RESOURCE	KYM DE CESARE CHEMISTRY DEPARTMENT 69 CHEMISTRY BLDG 530-752-3615
NEWSPRINT (UNPRINTED)	BOOKSTORE
NOTEBOOKS	LIBRARY STOREROOM
PENCILS/PENS	CAMPUS STOREHOUSE
NYLON MONO- FILAMENT LINE	PRES; SPORTING GOODS STORE
PALLETS	MAILROOM; PHYSICAL PLANT CAMPUS RECEIVING
PAPER TOWELS	1 CASE, EMERGENCY CABINETS; STOREHOUSE
PEST CONTROL	PHYSICAL PLANT
PHOTOFLO (KODAK)	PHOTOGRAPHY SUPPLY HOUSE; PRES
PLASTIC BAGS (SMALL)	PRES DEPT (SMALL NUMBER)
PLASTIC SHEETING	2 ROLLS/DISASTER CABINET; ACCESS SERVICES; PRES DEPT.
POLYESTER FILM (3 MIL)	PRESERVATION DEPT.
POLYESTER WEB	PRESERVATION DEPT.
PUMPS (PORTABLE)	PHYSICAL PLANT
PUSH BROOMS	PHYSICAL PLANT
RAMPS	PHYSICAL PLANT
RESPIRATORS	EH&S
RUBBISH HAULING	PHYSICAL PLANT

SCAFFOLDING	PHYSICAL PLANT
SCISSORS	1 EACH DISASTER CABINET
SHOVELS	PHYSICAL PLANT
SPONGES	2 EACH DISASTER CABINET
SPRAY BOTTLES	1 EACH DISASTER CABINET
TOILETS, PORTABLE	PHYSICAL PLANT
TRANSISTOR RADIOS	PRESERVATION
TRUCKS	FLEET SERVICES
VACUUM CHAMBERS	<i>SEE COMMERCIAL DISASTER RECOVERY,</i> page 66
WATER (DRINKING)	COMMERCIAL SOURCE
WEIGHTS, BOOK	PRES DEPT. (SMALL NUMBER)
WET/DRY VACUUMS	1 PRES; PHYSICAL PLANT; LIBRARY FACILITIES
WHEEL BARROWS	PHYSICAL PLANT

SOMETHING IN WHICH TO PACK OVERSIZE VOLUMES, MAPS, BLUEPRINTS, WORKS OF ART, ETC., SUCH AS BAKERS TRAYS.

COMMERCIAL DISASTER RECOVERY FIRMS

BMS CAT (WEST REGION)

4641 Pell Drive, Ste. 10

Sacramento, CA 95838

Contact: Kyle Tomlin

ktomlin@bmscat.com

916-383-3029

888-342-2840 (pager)

916-716-4091 (mobile)

916-383-3098 (fax)

800-433-2940 (24 hour command center)

<http://http://www.bmscat.com/who/responsecenters.shtml>

DOCUMENT REPROCESSORS

1384 Rollins Road

Burlingame, CA 94010

650-401-7711

650-401-8711 (fax)

1-800-4DRYING (1-800-437-9464) 24 HOUR LINE

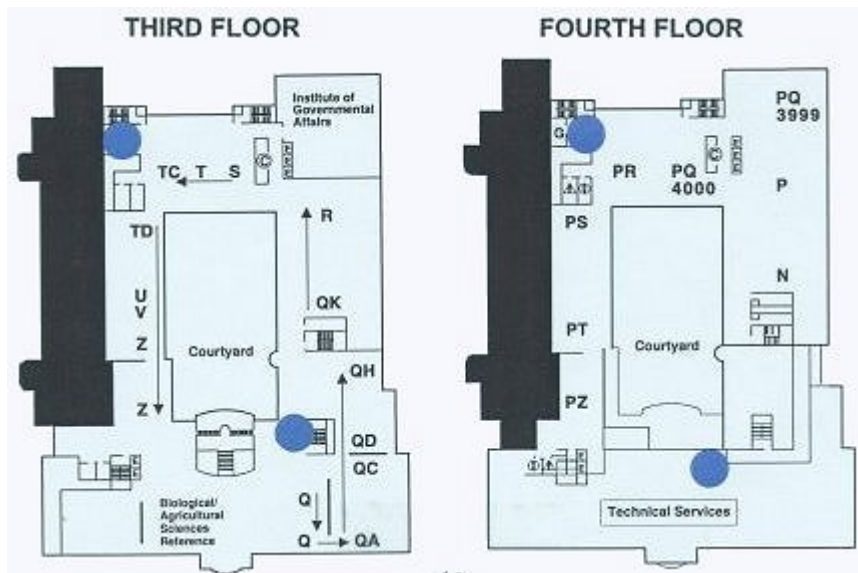
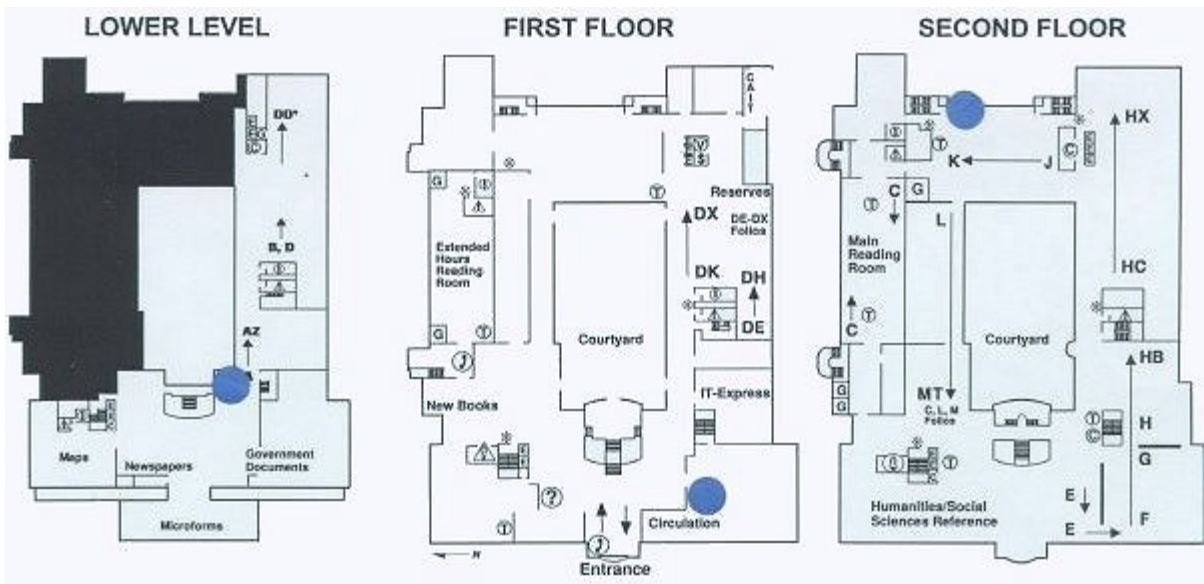
docreps@documentreprocessors.com

<http://www.documentreprocessors.com/frames.html>

MAPS:
EMERGENCY BOXES

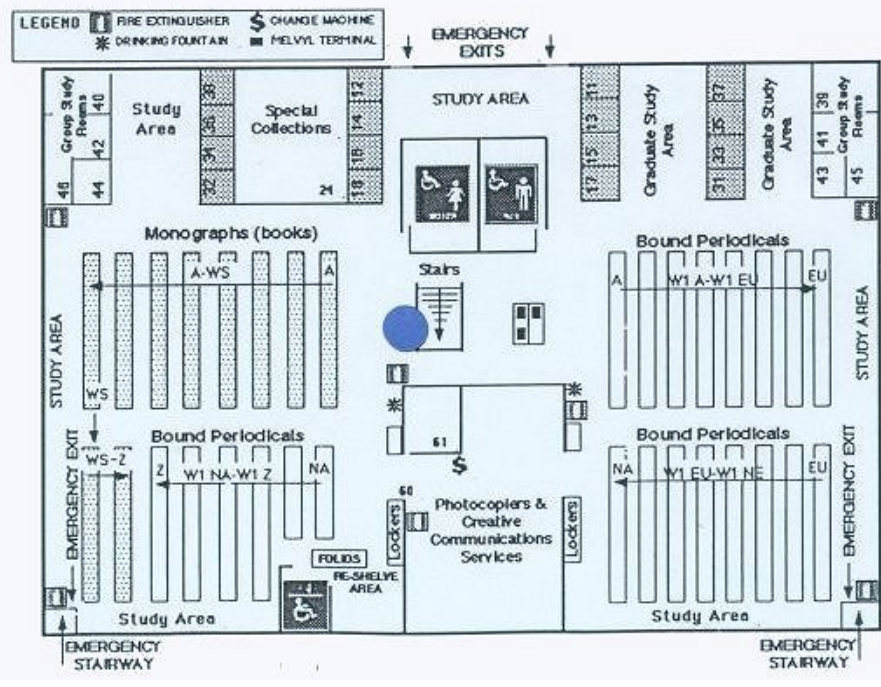
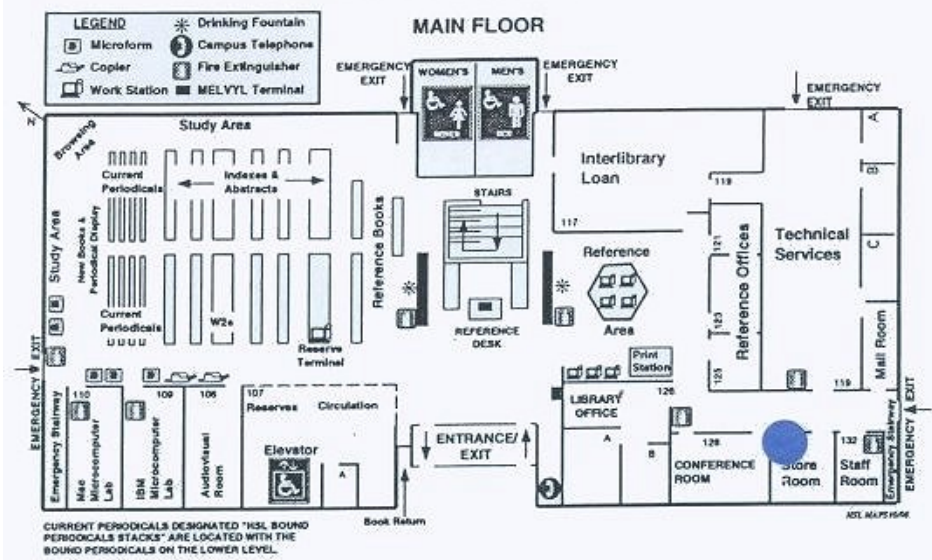
SHIELDS LIBRARY EMERGENCY BOX LOCATIONS

Shields Library Emergency Box Locations	
Lower Level	Government Information Dept. (opposite double doors to stairwell on the south west side)
First Floor	Access Services Department (near freight elevator)
Second Floor	Outside stairwell, north east corner
Third Floor	#1 Outside stairwell, north east corner #2 Outside stairwell, south west side
Fourth Floor	#1 Technical Services Dept. (near double doors to patio) #2 Outside stairwell, north east corner



HEALTH SCIENCES LIBRARY

EMERGENCY BOX LOCATIONS

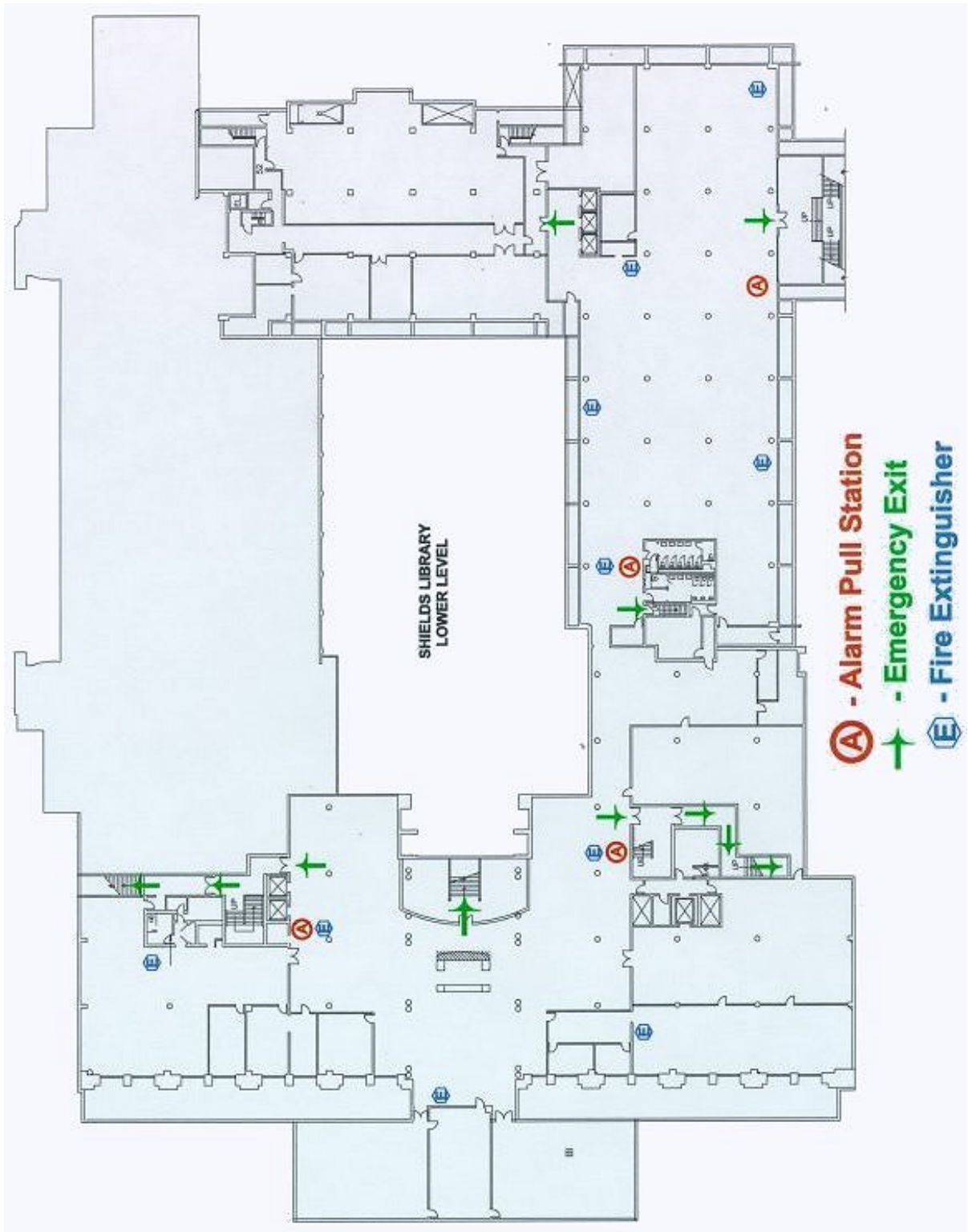


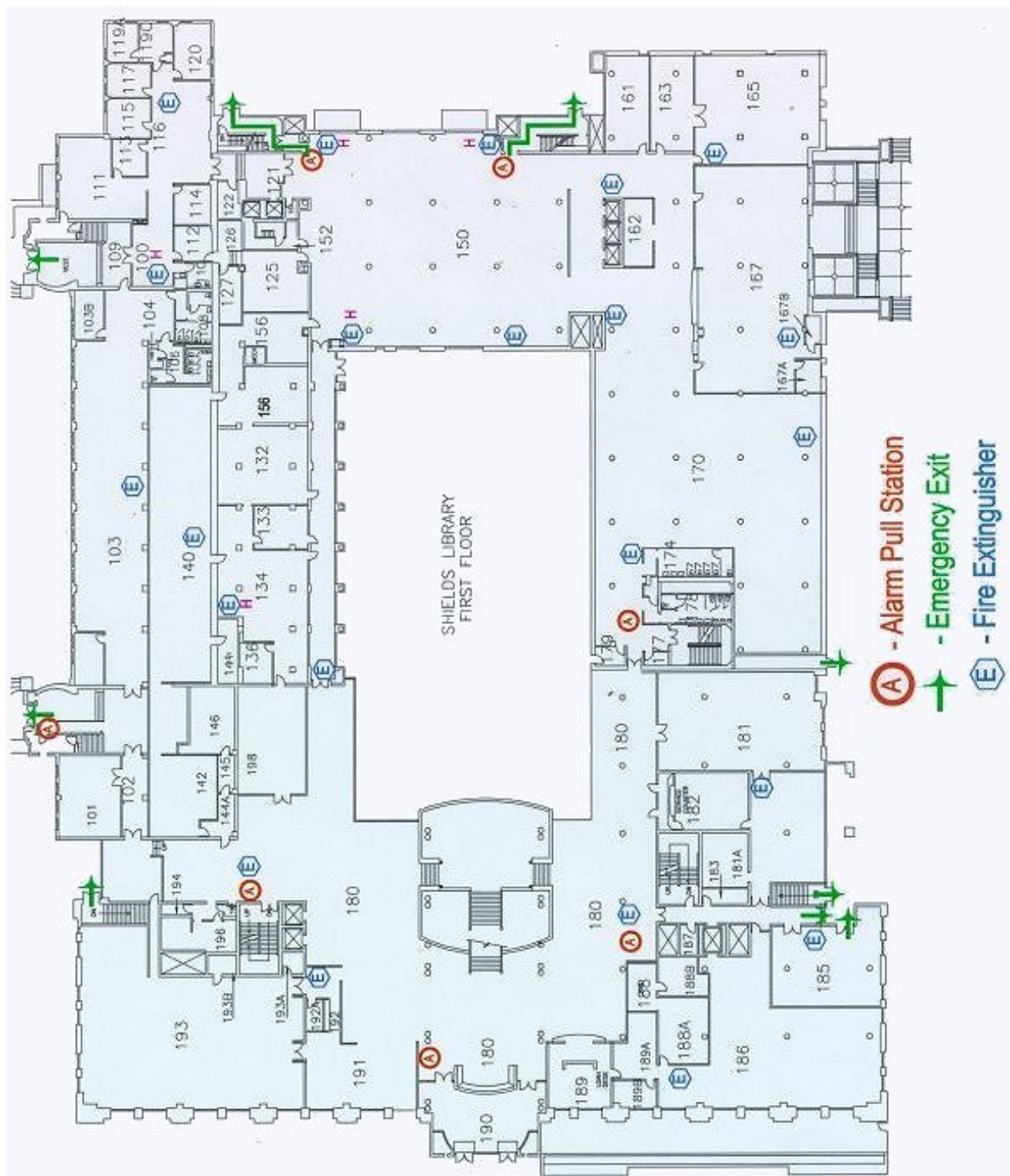
MAPS:

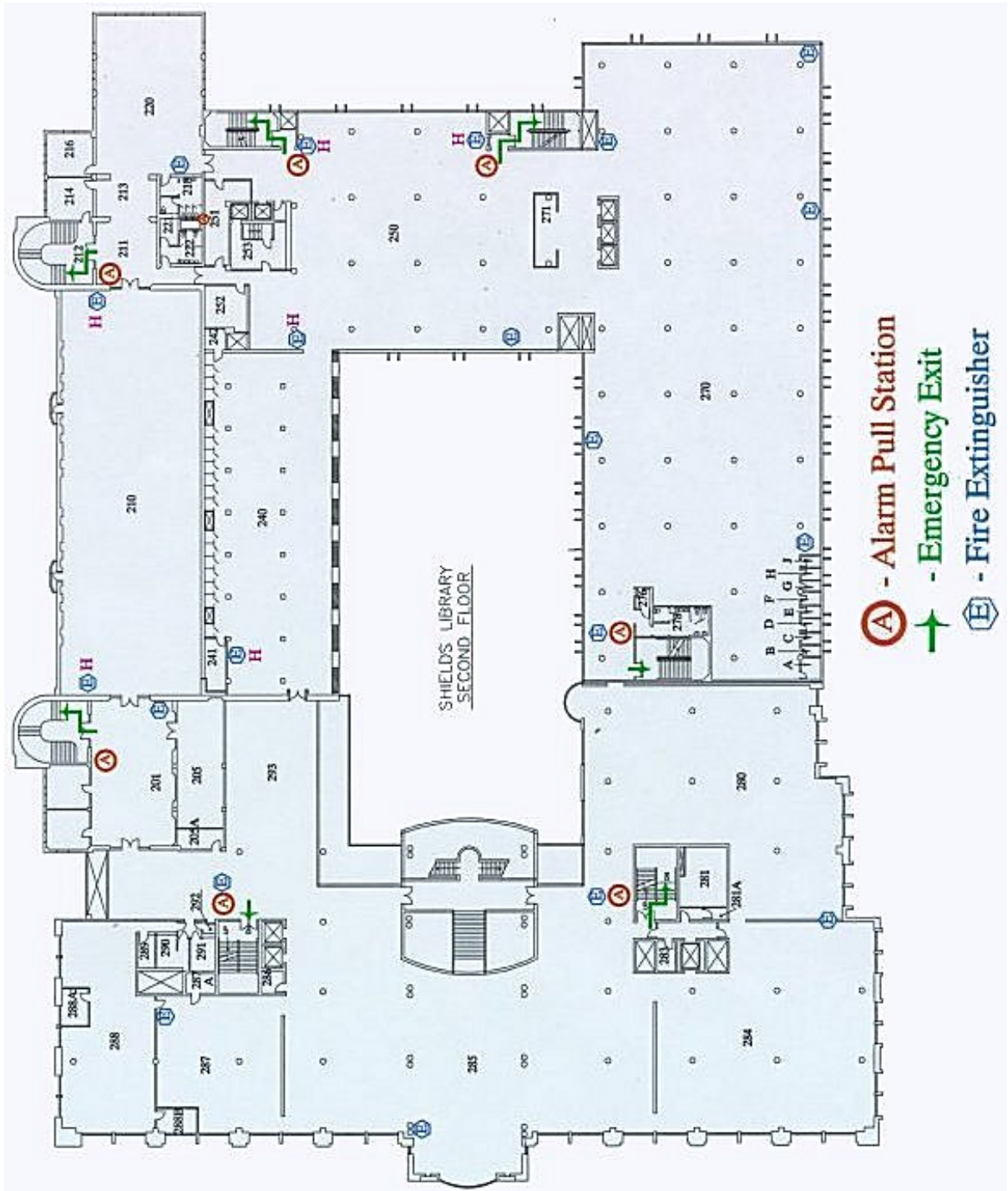
**FIRE EXTINGUISHERS, FIRE ALARMS
AND EMERGENCY EXITS**

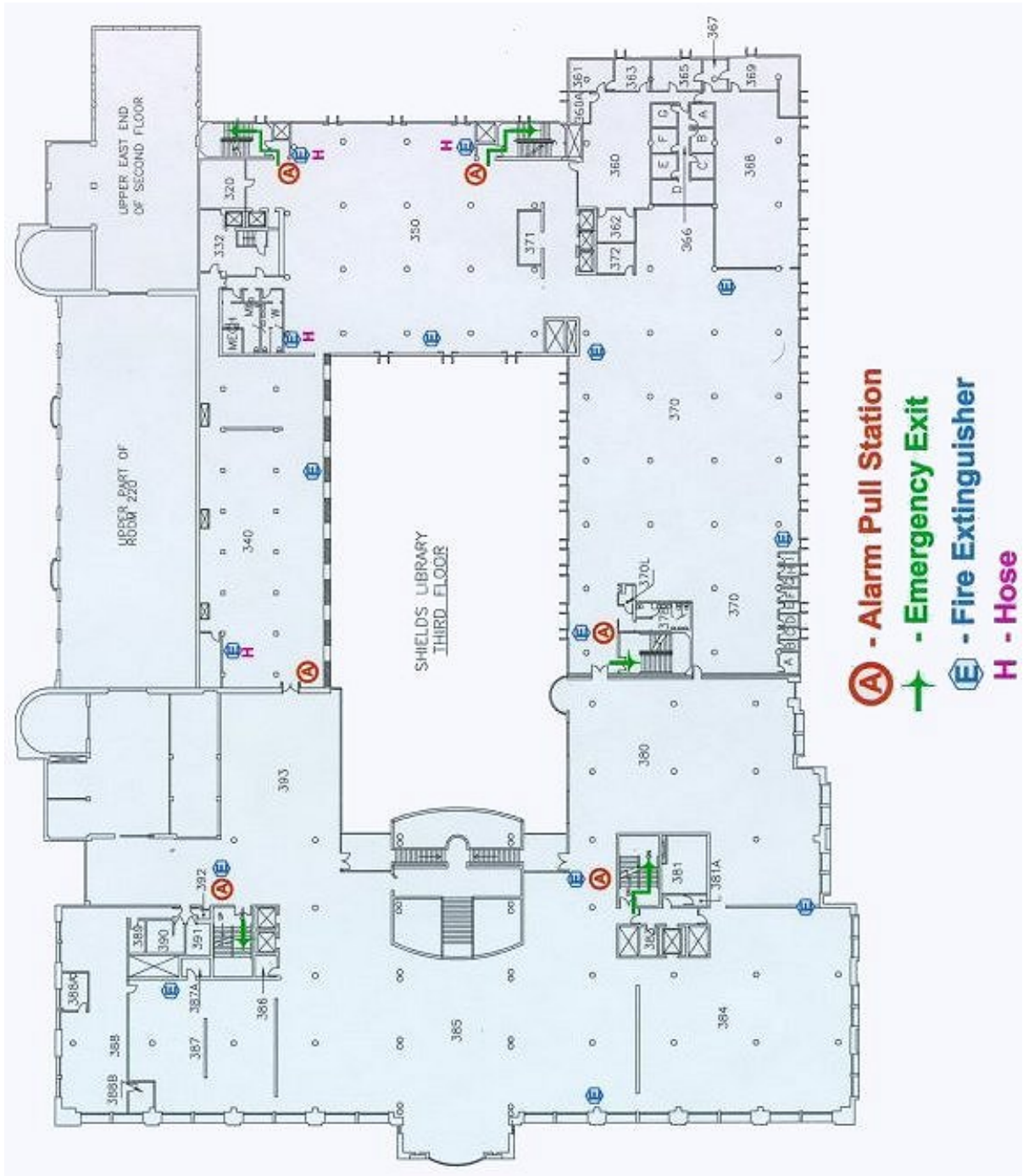
SHIELDS LIBRARY

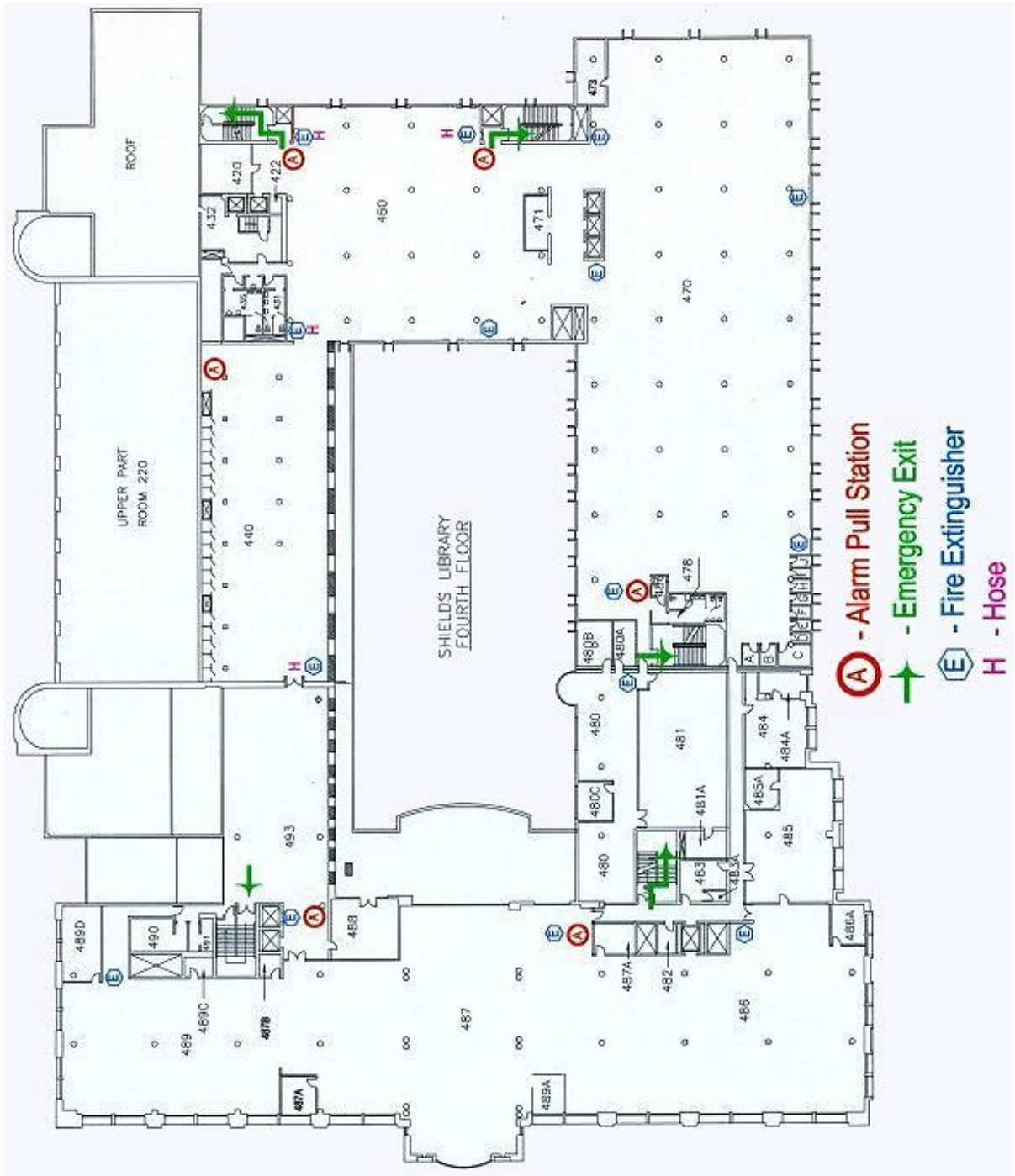
**FIRE EXTINGUISHER, FIRE ALARM
AND EMERGENCY EXIT LOCATIONS**







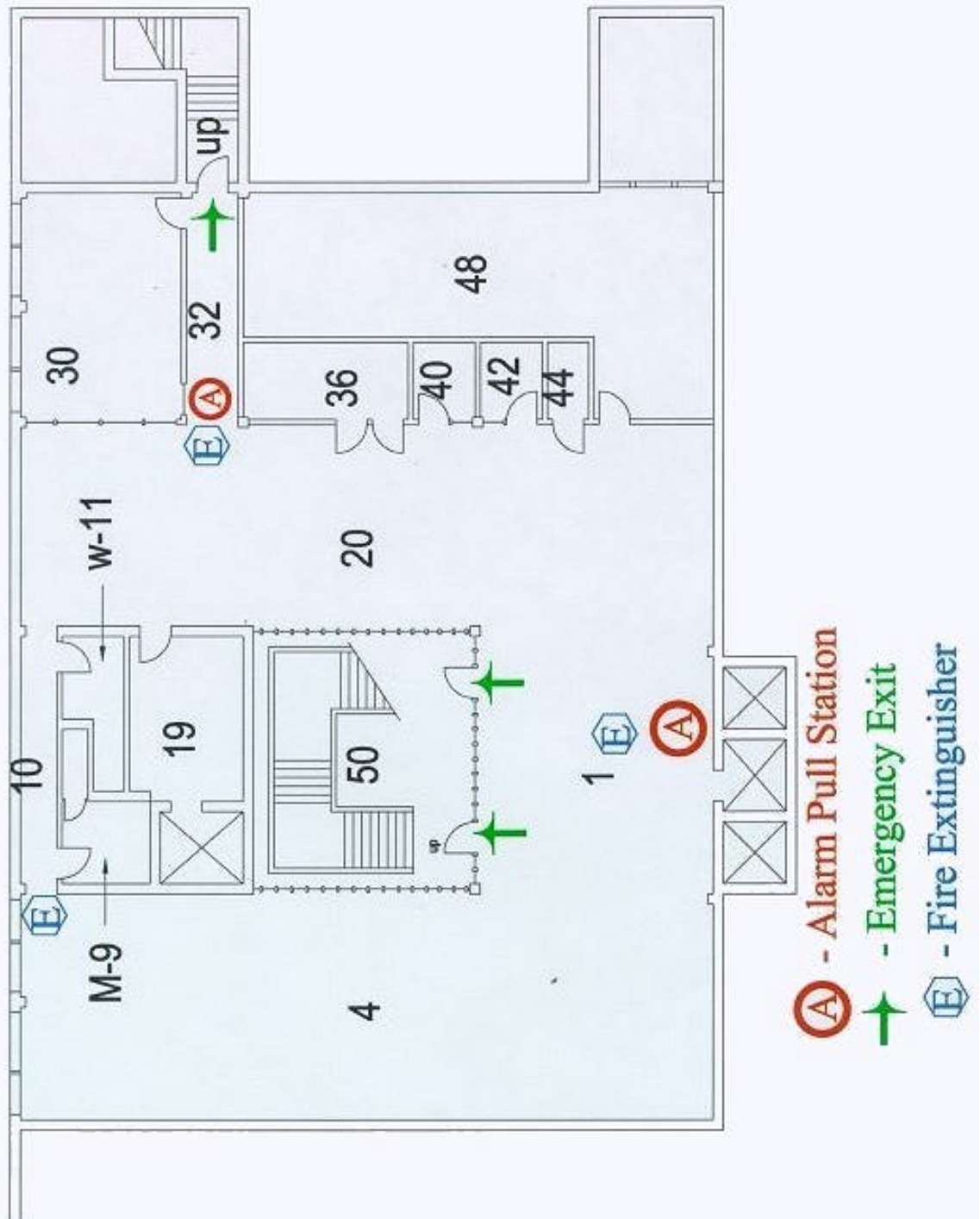




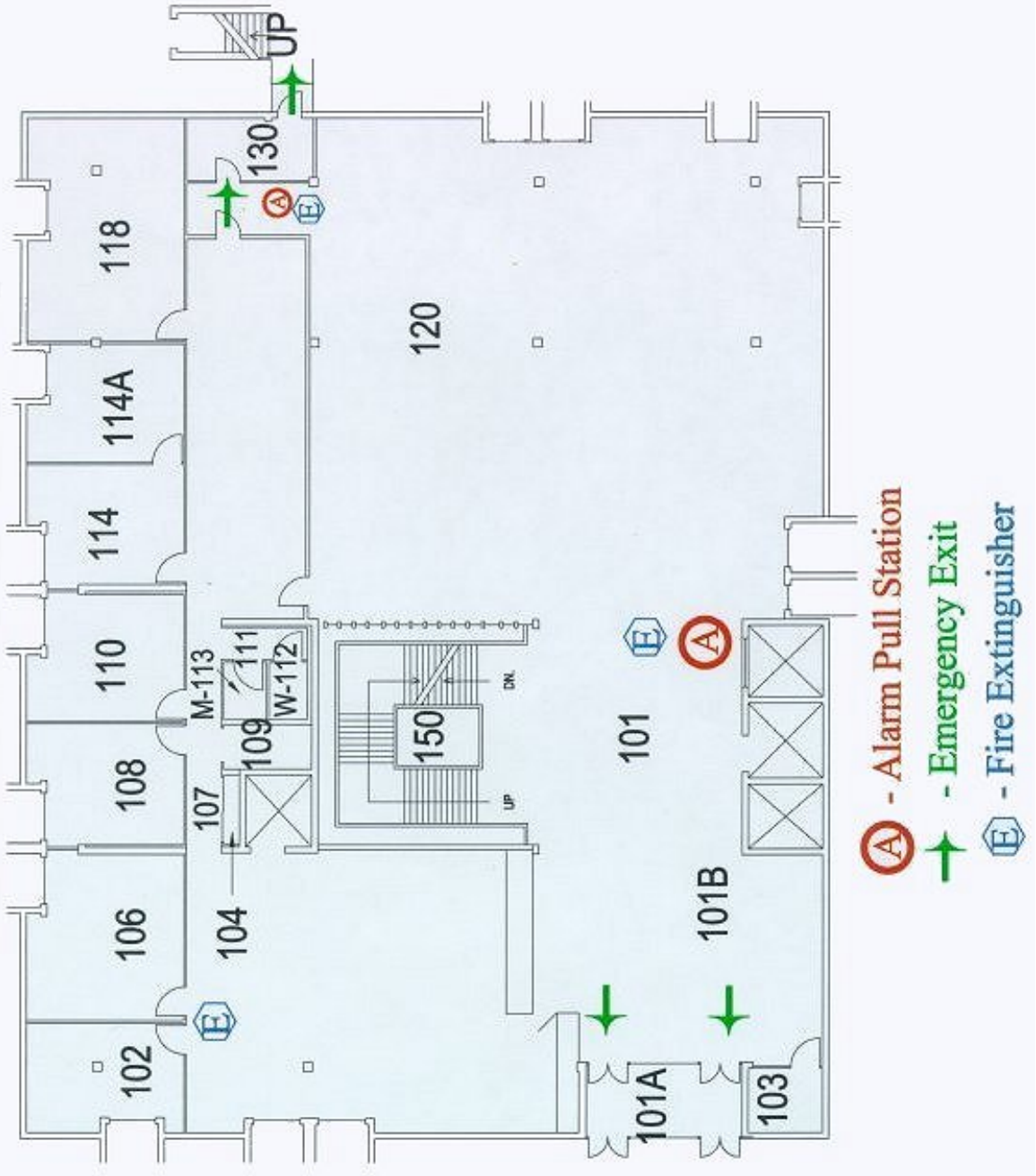
PHYSICAL SCIENCES AND ENGINEERING LIBRARY

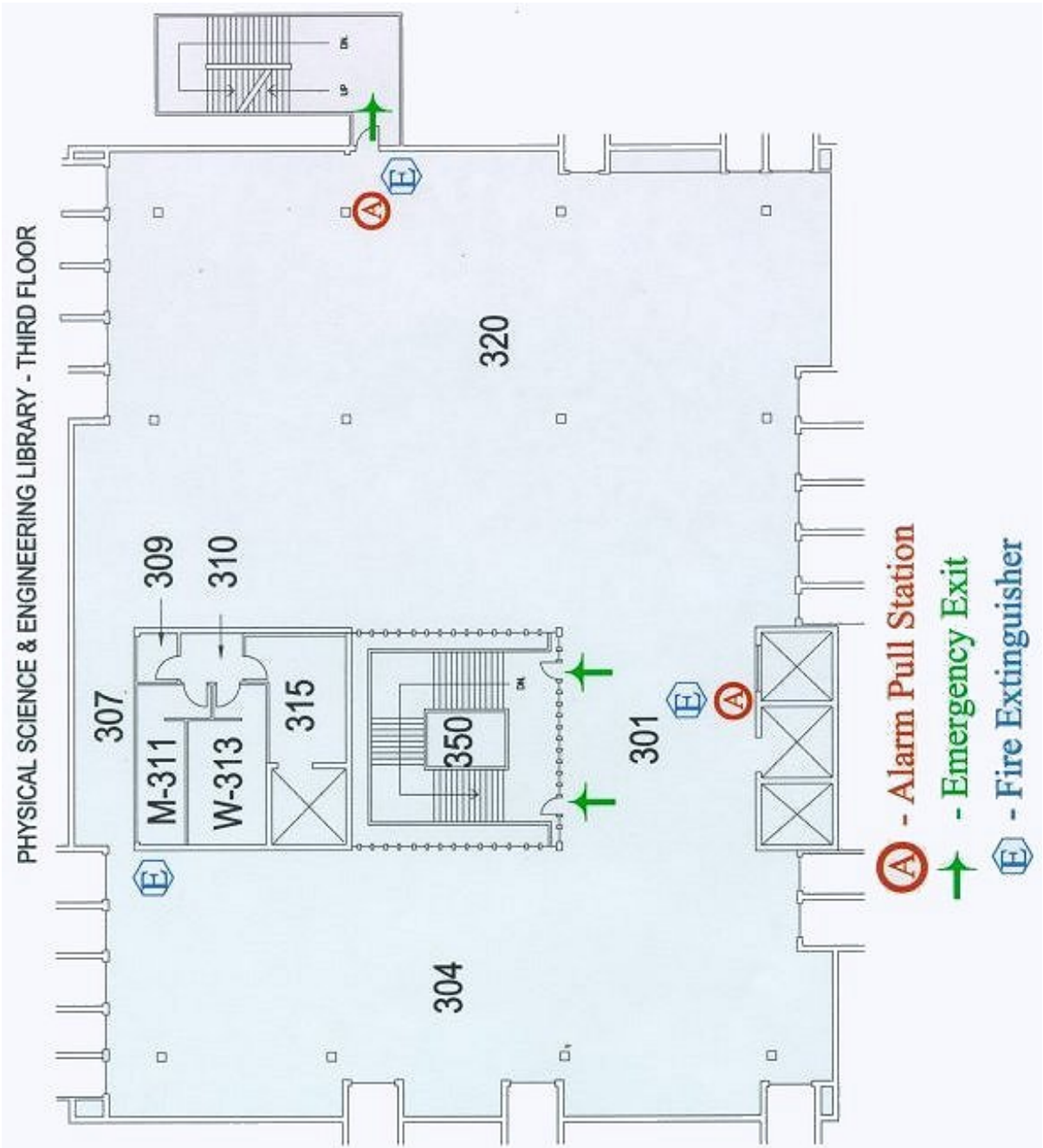
**FIRE EXTINGUISHER, FIRE ALARM
AND EMERGENCY EXIT LOCATIONS**

PHYSICAL SCIENCE & ENGINEERING LIBRARY - BASEMENT FLOOR



PHYSICAL SCIENCE & ENGINEERING LIBRARY - FIRST FLOOR

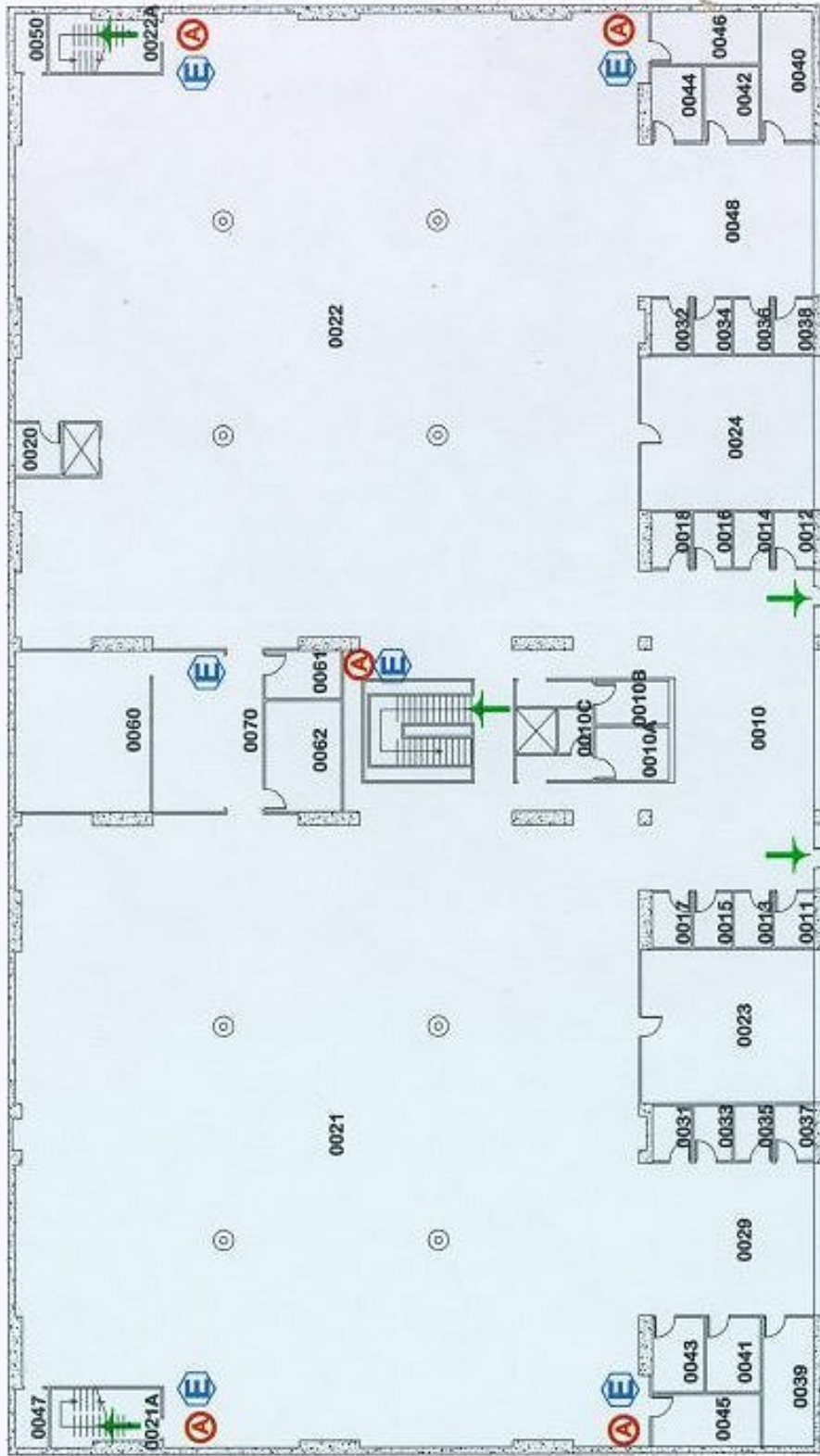




HEALTH SCIENCES LIBRARY

**FIRE EXTINGUISHER, FIRE ALARM
AND EMERGENCY EXIT LOCATIONS**

Health Sciences Library - Lower Level



- (A)** - Alarm Pull Station
- - Emergency Exit
- (E)** - Fire Extinguisher

MEDICAL CENTER LIBRARY

**FIRE EXTINGUISHER, FIRE ALARM
AND EMERGENCY EXIT LOCATIONS**

Red Wood Building, CAAN 9422



ON-LINE SOURCES OF DISASTER PREPAREDNESS AND RESPONSE

General

[CoOL](#) (Conservation Online), Preservation Department, Stanford University Libraries. This is the single best resource for

information and links to other sites, including topics listed on this page.

[For specific disaster preparedness and response information](#) at this site, click here.

[FEMA Readiness, Response, and Recovery](#), Federal Emergency Management Agency.

[Governor's Office of Emergency Services](#), State of California.

Mold

[Emergency Salvage of Moldy Books and Papers](#), NEDCC Technical Leaflet

[Mold](#), Conservation Online

[Invasion of the Giant Spore](#), SOLINET Preservation Program, Leaflet Number 5, 1 November 1987

[Mold and Mildew](#), U. S. National Park Service. Revised July 1993

Pests

[Integrated Pest Management](#), NEDCC Technical Leaflet

Water Damage

General

[Salvage at a Glance](#), Betty Walsh, Western Association for Art Conservation

[Tips for the Care of Water-Damaged Family Heirlooms](#), AIC

Audiovisual Materials

[Emergency Salvage of Wet Photographs](#), NEDCC Technical Leaflet

Magnetic Media

[Vidipax](#), the Magnetic Media Restoration Company

Paper

[Emergency Drying Procedures for Water Damaged Collections](#), Preservation Directorate, Library of Congress

[Emergency Salvage of Wet Books and Records](#), NEDCC Technical Leaflet

[Emergency Drying of Coated Papers Damaged by Water](#), Canadian Conservation Institute

[Handling Wet Books and Journals in Circulation Units](#), UCSD Libraries Preservation Department

[How Do I Dry Wet Books?](#) UCSD Libraries Preservation Department

[Packing Books for Freezing](#), UCSD Libraries Preservation Department

Departmental Salvage Priorities*

Compile a list of items that should be salvaged first following a disaster for each department, area, and/or office. Keep these considerations in mind when setting priorities. *See page 89 for the Departmental Salvage Priorities Template.*

A. Is the item critical for ongoing operations of the institution?

B. Can the item be replaced?

C. Would the cost of replacement be more or less than the cost of restoring the object? (Replacement cost figures should include ordering, cataloging, shipping, etc. in addition to the purchase price.)

D. Is the item available in another format, or in another collection?

E. Does the item have a high or low collection priority?

F. Does the item require immediate attention because of its composition (coated paper, vellum, water-soluble inks?)

* Extracted from NEDCC Technical Leaflet, *Emergency Management* (©1999, Northeast Document Conservation Center).

DISASTER PREPAREDNESS - SALVAGE PRIORITIES

LIBRARY:

DEPARTMENT:

DATE:

COLLECTION (List in order of priority & describe or categorize briefly, e.g. by call number block, name of collection, etc.)	LOCATION (Building, room, tier, and/or shelves)	TYPE OF MATERIAL (Printed books, mss., maps, boxed papers, neg. films, etc.)	SIZE (Volumes, boxes, cases; in round numbers)	CATALOG OF COLLECTION (Standard shelf list, computer record, local indexes, etc.)	CONSULTANT (Staff person(s) able to advise about material)
<u>FIRST PRIORITY</u>					
<u>SECOND PRIORITY</u>					
<u>THIRD PRIORITY</u>					

Filename: disasterPlan2004.doc
Directory: C:\DOCUME~1\WHENRY\LOCALS~1\TEMP
Template: C:\Documents and Settings\whenry\Application
Data\Microsoft\Templates\Normal.dot
Title: DISASTER PREVENTION, PREPAREDNESS
Subject:
Author: General Library
Keywords:
Comments:
Creation Date: 6/22/2004 2:46 PM
Change Number: 25
Last Saved On: 11/23/2004 8:46 AM
Last Saved By: clpayne
Total Editing Time: 645 Minutes
Last Printed On: 12/15/2004 2:21 PM
As of Last Complete Printing
Number of Pages: 90
Number of Words: 8,384 (approx.)
Number of Characters: 48,631 (approx.)