Preparation in advance of a storm:

This plan complements the Severe Weather plan for campus (www.tamug.edu/emergency/SevereWeather.htm) and adds detail for Library operations. The campus’ overall plans have precedence over Library procedures. For further emphasis, the following:

1. All employees are essential in the Campus Evacuation process and are required to remain at their duty stations until allowed to vacate the campus by the Library Director or delegate.
2. Before departing campus, all employees must complete an Evacuation and Emergency Information Sheet ONLINE. Make a copy of what you have submitted, turn it in to supervisor, who will turn it in to the Library Director (or delegate). The Library Director and/or delegates will carry copies with them for reference after the storm.
3. Be sure you are signed up for the e2campus service, so that you can get updates posted via your cell phone’s text messaging: www.e2campus.com/my/tamug/signup.htm

The Library procedures below occur in order of severity of anticipated storm in the face of a campus evacuation:

For a minimal level storm:

1. Cover desk areas and working files with plastic. Computer CPUs should be placed on top of desks, under the plastic, and power cords disconnected from source. Systems on UPS need to disable the UPS before disconnecting.
2. Offices in most vulnerable locations – near walls with windows – should have computers and essential files moved to an interior room before covering with plastic.
3. Public access terminals should be covered with plastic and unplugged from power sources.
4. Archives area of the compact shelving should be moved away from the exterior wall and at least the row of shelving closest to windows should be covered with plastic. The movable shelves should be tightly grouped and plastic tarp tied in place to cover the tops of the ranges and the side closest to the windows.
5. Cover ranges of newly received materials (in Tech. Processing) with plastic.
6. Remove all food items from refrigerator. Items that are to be discarded must be discarded to the dumpsters OUTSIDE the building.
7. Notify TTVN administration (979)862-2240 of campus closure.
8. Director informs Administration office of Evans Library and Anne Highsmith (Systems coordinator) of campus closure.

For a storm that may cause severe campus damage and loss of power for extended period of time (Cat. 3 or higher)

Use all procedures as above with these modifications:

1. Backup all staff computers to portable hard drive. Director or designate takes this when leaving campus. Individual staff members are encouraged to copy especially vulnerable files to thumb drives if available. Include Library files on the campus T: drive
2. Paper copy files that may have no electronic backup should be moved to interior conference room, along with all computer CPUs, and covered with plastic. These files may include notebooks of historical serial subscriptions; invoices of materials currently received and not yet
processed; Director’s budget files; copy of Business Continuity Plan for the campus and Library. Prominent atop these files: the emergency contact numbers for Library Director; backup; and the office in College Station that will be the contact for services.

3. If time allows, move all current journals on display shelves, underneath the shelves (ie., the liftup covers). Cover the range closest to front windows with plastic and tape it in place. Also cover more of the Archives area with plastic, and the oversize materials range; GBIC collection nearest skylight is next area of priority.

Librarian’s Evacuation Checklist:

- Evacuation and emergency information sheet for ALL staff
  - Make sure the e-copy is submitted
- Computer backup device
- Hurricane Season Emergency planning guide
- List of usernames and passwords for Library and TAMUG applications
- Campus I.D. with emergency personnel sticker for return to campus
- Library Tropical Storm Weather Emergency Guidelines and Evacuation Form
- Make sure ALL staff and users are evacuated from the building
- Library’s Procurement Cards

Library Response to Storm Damage

This section outlines the Library’s response to storm damage, in increasing levels of severity.

1. No water intrusion, but lack of power for more than 24-48 hours.
   a) Remove plastic from all computers: computers (including LRC) that have plastic bags are top priority to uncover
   b) Uncover compact storage area and move stacks apart to maximize airflow
   c) Bring in disaster response equipment and management to dehumidify and circulate air in the Library ASAP. Use generators to power equipment if no electricity is available

2. Water intrusion through skylights and/or windows or roof (no tidal surge in the building)
   a) Secure the leak so no more water comes in
   b) Call disaster relief contractor to set up generators and dehumidifiers
   c) Remove as much of the water as possible
   d) Set up fans to get the air circulating ASAP
   e) If at all possible, take photos of the damage for later claims and FEMA aid
   f) Start the drying process; Head Librarian to be brought in to help with selection of materials and determine best management of drying operation. In order of severity (first is least severe):
      1) Dry in place
      2) Remove from building; fan pages and begin drying
         Soaked materials should NOT remain inside unless high powered dehumidifiers are in place
      3) High value materials should be frozen for later conservation
         Because of high cost, there should be only very selected items
         Create a list of materials affected
4) Remove materials from building, create inventory list, and dispose of them

3. Tidal surge with water inside the building and/or extensive roof damage with water standing in the building

   Same procedure as #2 above but at any evidence of paper materials having been soaked, it is critically important to get dehumidifiers in as quickly as possible. Thoroughly waterlogged materials must be removed from the building and disposed of as soon as possible. Create inventory lists of all material affected. NOTE: Hand-held, battery-operated barcode readers would be very useful in any of these inventory-creation steps. Battery-operated video camera and/or digital cameras are also very useful in recording damage. Where whole shelves and/or ranges of materials are damaged, it is OK to take listing from first and last call numbers in the range; shelf list can be created from online records in Voyager catalog.

   Head Librarian is called in as soon as possible to assess what, if any, areas should be set aside to salvage.

Within 24-48 hours without air conditioning, with humidity above 60% and air temperatures above 80 degrees, mold and mildew will grow on all surfaces. This could destroy an entire collection, even if there is no apparent moisture on the materials! Those temperature and humidity conditions occur almost 100% of the time in August and September in Galveston. Air flow is helpful in slowing the process, but humidity is the number one factor at temperatures for that time of year.

It is critical that relative humidity below 60% is attained and maintained to prevent secondary damage.