



## Saving Collections: Build Your Disaster Plan

### *Session 3:*

Welcome!

- Introduction to today's program
- Keynote presentation
- Q & A / Discussion
- Wrap-up



# Emergency Plan Framework

1. Institutional Information (NEDCC 3.4, A)
2. Services Needed in an Emergency (NEDCC 3.4, B)
3. Emergency Equipment & Supplies (NEDCC 3.4, C)
4. Other Issues [Training, Drills] (NEDCC 3.4, G)
5. Salvage Priorities (NEDCC 3.4, I)

You're getting there!

# Navigating the World of Disaster Recovery

Sponsored by the  
Capital New York Alliance for Response

8 March 2021

# Recovery - Drying



# Recovery - Cleaning



# Recovery – Building Repairs



# Recovery - Salvage



# Working with Vendors

- Name recognition or listing in the Yellow Pages is not enough
- What services do you REALLY need?
  - Plumber, carpenter, glazier, roofer, etc.
  - Building dry-out
  - Mold
  - Decontamination/odor elimination
  - Pest control
- Do you REALLY need the services your vendor proposes?



# Salvage Options: Focus on Vendors

- Dehumidification
- Freeze
- Vacuum freeze dry
- Conservation

# Freezing



## Advantages

- Commercial blast freezers
- Large capacity, can accommodate pallets.

## Disadvantages

- Stop-gap measure rather than drying technique.

# Vacuum freeze-drying

## Advantages

- Can be costly but frequently covered by insurance
- Does not require as much post-drying remedial treatment.

## Disadvantages

- Be cautious of vendors with older equipment.



# Conservation



- Do you have specialty materials?
- Do you have a prior relationship with a conservator who focuses on those types of materials?

# Working With Vendors

- Secure vendor before incident
- Be sure they will give you a written contract in the event of a disaster – know what will be done and what will be used

**PUTTING THEORY INTO PRACTICE**

# Insurance

- Do you have it?
- Have you reviewed it or discussed it with your agent recently?
- What is covered – building, liability, collections?
- What are you covered for?
  - Is your coverage in line with your risk assessment?

# **DISASTER ASSISTANCE FOR NEW YORK STATE INSTITUTIONS**



# Albany

Emergency Management

Craig D. Apple, Sheriff

518-487-5400

Health Department

Elizabeth F. Whalen, MD, MPH

518-447-7210

County Historian

John Evers

518-447-7040

# Rensselaer

Public Safety

Jay Wilson

518-266-7672

Public Health

Mary Fran Wachunas

518-270-2655

County Historian

Kathryn Sheehan

518-272-7232

# Saratoga

Office of Emergency Services  
Carl P. Zeilman, Commissioner  
518-885-2232

Public Health  
518-584-7460

County Historian  
Lauren Roberts  
518-884-4749

# Schenectady

Emergency Management

Mark LaViolette, Director

518-370-3113

Public Health

518-386-2810

County Historian

Bill Buell

518-382-8675

## State Agencies

Homeland Security and  
Emergency Services

- NYS Watch Center  
518-292-2200 (24/7)

[NY.StateWatchCenter@dhses.ny.gov](mailto:NY.StateWatchCenter@dhses.ny.gov)

NYS Education Department  
**Cultural Education**

## Cultural Ed Contacts

Library Development

➤ 518-474-7890

Archives

➤ 518-474-6926

Documentary Heritage &  
Preservation Services for NY  
(DHPSNY)

➤ 215-545-0613



## Cultural Ed Resources

- Workshops
- Advisory services
- On-site help
- Grants
- Liaison with DHSES



## Before the Storms

- E-blast to all our customers
- Message is
  - Protect records ahead of time
  - Have contact info handy
  - Keep in touch





## During the Storms

- Report to NYS EOC
- Monitor storm and impact
- Monitor phones and email
- Call constituents!
- Compile damage information



External Data Database Tools Help Acrobat Tell me what you want to do

Filter Ascending Selection Refresh New Totals Find Replace  
 Descending Advanced Save ABC Spelling Go To  
 Remove Sort Toggle Filter All Delete More Select

Sort & Filter Records Find Window Text Formatting

ID	Date Reported	Time Reported	Staff Recording Initial Contact
11	10/30/2012	5:17:00 PM	Geof Huth
Institution Name		Department	
City of New York		Department of Records and Information Services	
Institution Type	Institution Sub-Type	County	
Local Government	City	New York	
Contact Person	Contact Phone	Contact Email	
Eileen Flannelly		EFlannelly@records.nyc.gov	
Description of Damage			
Flannelly reported, "We took preventative measures out in the Queens Records center and those records remain unharmed. Our Bush terminal warehouse was in the Red Zone and was evacuated as of Sunday. The premises are still closed so we have no idea if any damage has occurred with those boxes yet." So damage is possible but unknown.			
Location of Damage:			
Case Worker	Format of Damaged Items	Quantity of Records Damaged?	
Damage to Materials Reported?	Structural Damage?	Do not Disclose	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disaster Grant Applicant?	Emergency Records Destruction?	Follow-up action required?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estimated Recovery Costs	Complete?	Person Marking Completed	Reason Marked Completed
	<input checked="" type="checkbox"/>	Geof Huth	

Action

Action_ID:	11
ID	33
Date	11/2 /2012
Action	Geof Huth emailed Eileen Flannelly to ask if the city was planning to apply to FEMA for the...

## Onsite Response

- Staff visit disaster sites
- Equipped for response
- Help with decision making
- Help with pack-out



NO  
SKATEBOARDING





RECORD

88

COUNTY

MORTGAGE  
RECORD

89

SCHUYLER  
COUNTY

MORTGAGE  
BOOK

90

SCHUYLER  
COUNTY  
CLERK'S  
OFFICE

MORTGAGE  
BOOK

91

SCHUYLER  
COUNTY  
CLERK'S  
OFFICE















# New York State Archives



- DIGITAL COLLECTIONS
- EDUCATION
- GRANTS & AWARDS
- MANAGING RECORDS
- RESEARCH
- WORKSHOPS

## Managing Records

### Disaster Response

If you have experienced a records disasters, contact the State Archives for help through our disaster email account at [arch\\_sos@nysed.gov](mailto:arch_sos@nysed.gov). We will respond as soon as possible.

Also, refer to these Archives' publications:

- Funding for Non-Profit / Non-Government Organizations with Damaged Collections*
- Salvaging and Caring For Your Family Treasures*
- Services and Funding Available for Flood-damaged Records*
- Electronic Records Disaster Preparedness and Recovery*
- Salvaging Moldy and Contaminated Records*
- Working with Disaster Recovery Vendors*
- Preparing for the Worst: Managing Records Disasters*



## Managing Records

# Records Advisory: Salvaging Moldy and Contaminated Records

## Dealing with Mold-Affected Documents

- When papers have been soaked and then left for several days, they will often mold.
- Wet paper records can be frozen to halt mold growth. They can be held indefinitely while frozen. (It is possible instead to air dry damp records. This is usually only recommended for small quantities of papers that have not yet begun to mold.)
- It is recommended that frozen records then be vacuum freeze dried. This specific procedure removes the frozen water without it going through the liquid phase and is the most effective way to dry frozen records. It is not the same as simple freeze drying.
- It should be noted that freezing does not kill mold. It suspends mold growth for as long as the material is frozen. Therefore, mold-affected papers would still need to be treated after freezing and vacuum freeze drying are completed. Residual mold can be cleaned off in a separate step by vendor staff wearing protective gear.
- Do not use the following drying methods for documents: desiccant drying, dehumidification drying, thermal drying, or vacuum thermal drying. These will all harm the paper.
- The following drying methods will not harm the paper but are not recommended: thermal vacuum freeze drying (which costs more than



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*FOR NEW YORK*



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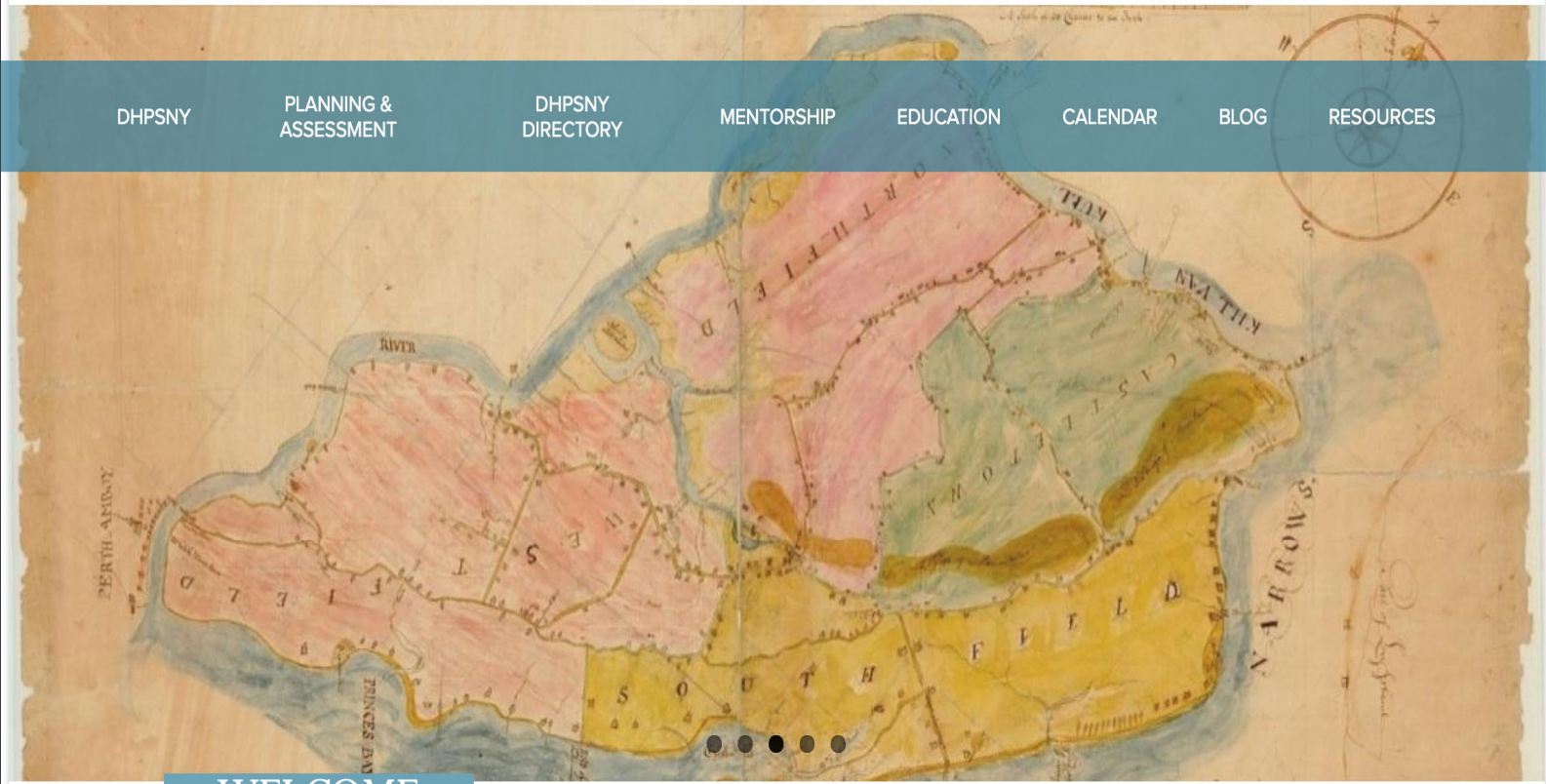
MENTORSHIP

EDUCATION

CALENDAR

BLOG

RESOURCES



WELCOME

Photo Credit: [NYSA Digital Collections](#)

Up-to-date  
Resource Guide!

**National Resource Guide  
For Disaster Preparedness**

Compiled by the



## After the Storms

- Recovery methods and vendors
- Funding sources
- Navigating the federal funding process





## Federal Assistance

- Incident Command System (ICS)
- Local ↔ County ↔ NYS ↔ FEMA
- Planning, relationships & teamwork make the difference



## Funding Process

1. Disaster declaration
2. Notice from county EM & Cult Ed
3. County applicants' briefing
4. Request for Public Assistance
5. Kick-off meeting, inspect damage
6. Project worksheet & "Bluebook"
7. Quarterly reports
8. Inspection, payment, & close-out



# Assistance for Governments and Private Non-Profits After a Disaster

FEMA helps state, local, tribal, and territorial governments and certain types of private nonprofit organizations respond to and recover from major disasters or emergencies. After an event like a hurricane, tornado, earthquake or wildfire, communities need help to cover their costs for debris removal, life-saving emergency protective measures, and restoring public infrastructure.

## Get Started

### Learn About Public Assistance

[Program Overview](#)

### References and Tools

[Policy, Guidance and Fact Sheets](#)

### Get Assistance After a Disaster

#### Governments and Private Non-Profits

[Program Overview](#)[How to Apply](#)[Training](#)[Policy, Guidance and Fact Sheets](#)[Application Tools and Statistics](#)[Cost Estimating Tools](#)[Appeals Database](#)[Fire Management Assistance Grants](#)[Schedule of Equipment Rates](#)



## Disaster Loan Assistance

*The SBA offers disaster assistance in the form of low interest loans to businesses, nonprofit organizations, homeowners, and renters located in regions affected by declared disasters. SBA also provides eligible small businesses and nonprofit organizations with working capital to help overcome the economic injury of a declared disaster.*

[APPLY FOR ASSISTANCE](#)

💬 SBA Assistant

# ASSIGNMENT

Complete the following three sections in the NEDCC Leaflet 3.4, “*Worksheet for Outlining and Emergency Response Plan*”,  
<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.4-worksheet-for-outlining-an-emergency-response-plan>

D. *Additional Sources of Emergency Equipment and Supplies*. TIP: If you contacting an outside supplier ask for 24/7 contact information

H. *Drying Station Locations*. Think big – you need room to spread out!

J. *Salvage Procedures*. Start with wet books and paper.....



# OTHER RESOURCES

Library of Congress. "What to Do When Collections Get Wet."

<https://www.loc.gov/preservation/emergprep/dry.html#video>

Conservators of Preservation Australia. "Air Drying Techniques for Water Damaged Books." Video, very practical (8:16)

[https://www.youtube.com/watch?v=jRw5cgdWsWY&ab\\_channel=PreservationAustralia](https://www.youtube.com/watch?v=jRw5cgdWsWY&ab_channel=PreservationAustralia)





THANK YOU!!!

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