

Template for Pocket Response Plan for Collections **SIDE A (Communications)**. Use this side to collect phone numbers for the individuals and organizations you are most likely to need to talk to in the first minutes and hours after an emergency occurs: staff, emergency responders, facility managers, utilities, vendors, and assistance organizations.

<p>Guam Public Library System Library/Archive</p> <hr/> <p>Pocket Response Plan for Collections</p> <p>Date revised: 11/17/2016</p> <hr/> <p>INSTITUTIONAL CONTACTS</p> <p>GPLS Administrative Officer Sandra M. Stanley Tel.: 300-0296; Fax :477-9777 Email: sandra.stanley@guampls.guam.gov gpls@gpls.guam.gov</p> <p>Guam Homeland Security/Office of Civil Defense Phone: 475-9600-2; Fax: 477-3727 Email: enter Website in order to email as part of their security measure: http://www.guamhs.org</p> <p>Financial Services / Accountant Department of Administration Director Phone: 475-1101/1250; Fax: 477-6788 Guam Public Library System Sandra M. Stanley, GPLS Administrative Officer:475-4753/4754</p> <p>Facilities / Building Manager/Janitorial: Mr. Joaquin Lujan, GPLS Maintenance Leader: 475-4753/4754 (GPLS Admin)</p> <p>Security G4S, Phone:646-8341 or 646-2307 SecureSafe, Phone: 649-0793; Fax: 647-0019</p> <p>Environmental Health & Safety: Guam Environmental Protection Agency: Phone:475-1658; Fax: 475-8007</p> <p>Department of Public Health & Social Services Safety Office: 735-7172 Fax: 734-5910 Director: 735-7102</p>	<p>INSTITUTIONAL CONTACTS (con't)</p> <p>Risk Manager [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Insurance Contact / Agent Department of Administration (DOA) Director's Office: Phone: 475-1101 or 475-1250 Fax: 477-6788</p> <p>Public Relations Officer Frankie S. Aflague (Program Coordinator I) Phone: 475-4753 Email: frank.aflague@guampls.guam.gov</p> <p>Information Technology (IT) Christine Baza, Computer Systems Analyst Department of Administration, DATA Phone: (W) 475-1229(F)472-9508 Email: christine.baza@oit.guam.gov</p> <p>Special Collections / Archives GPLS Reference: 475-4752</p> <p>DISASTER TEAM</p> <p>Team Leader Sandra M. Stanley, Acting Director (Administrative Officer, GPLS) Phone: 475-4753 or 475-4754 Email:sandra.stanley@gpls.guam.gov or gpls@gpls.guam.gov</p> <p>Member 1 Teresita L.G. Kennimer GPLS Library Technician Supervisor Phone: 475-4753 or 475-4762 Email:teresita.kennimer@gpls.guam.gov</p> <p>Member 2 Mr. Joaquin Lujan GPLS Maintenance Leader Phone: 475-4753/4754 (GPLS Admin)</p>	<p>BUILDING UTILITIES</p> <p>Water – Fire Sprinklers None</p> <p>Water – Potable Hagatna Mayor: 477-8045 Fax: 477-6686 Guam Waterworks: 647-7800 (Customer Service) Guam Waterworks Emergency: 646-4211 or 646-7319</p> <p>Plumber Department of Public Works (DPW) Bldg. Manager Phone: 646-3221 – DPW DPW Plumbing Dept.: 646-3205</p> <p>Guam Power Authority: Emergency –Trouble Dispatch: 475-1472/1473 (Recording:475-1474) Central Office Operator:647-5787/8/9</p> <p>Mobil Oil Guam Inc. Corporate Office: 648-3600/01 Gas Stations: Sinajana: 477-9493 Agana: 472-2120 Adelup: 472-2595 Tamuning: 646-7351</p> <p>Shell Guam Inc. Corporate Office: 647-0000 Morrico Equipment Corp On-Site Diesel Fuel Delivery Service: 649-1966</p> <p>South Pacific Petroleum Corporation/South Pacific Gas: Main Office: 647-7600 Circle K/76 Gas Station</p> <p>Guam Isla LP Gas: 653-4752 Pacific LP Gas: 646-9067</p> <p>Elevators Otis: (T)647-6847 Ext. 205 Cell: 689-1125; (F) 647-6860</p> <p>Security G4S, G4S, Phone: 646-8341 or 646-2307; Fax: 646-8334 SecureSafe, (T)649-0793(F)647-0019</p> <p>Fire Suppression Guam Fire Dept: Sinajana: 472-6342 Barrigada: 734-2264 Tamuning: 646-8801</p>	<p>FIRST RESPONDERS</p> <p>Fire Department 911</p> <p>Emergency Medical / Ambulance 911</p> <p>Police Department / Law Enforcement 472-8911/2</p> <p>City Emergency Management Hagatna Mayor: 477-8045 (F)477-6686</p> <p>State Office of Emergency Services Guam Homeland Security/Office of Civil Defense Phone: 475-9600-2; Fax: 477-3727 Email: enter Website in order to email as part of their security measure: http://www.guamhs.org</p> <p>Health Department Department of Public Health & Social Services Safety Office: (671) 735-7172 Fax: (671) 734-5910 Director: 735-7102</p> <p>Red Cross Disaster, Phone: 688-0282 Guam Red Cross Office: Phone: 472-6217 or 472-6219 Fax: 477-2721 Emergency (Armed Forces): Phone: 1-877-272-7377 Health & Safety Phone: 688-6250</p> <p>FEMA</p> <ul style="list-style-type: none"> Disaster Assistance 800-621-FEMA 	<p>EMERGENCY RECOVERY SERVICES</p> <p>WESTPAS-Western States & Territories Preservation Assist. Service 888-905-7737 (24/7 emergency #) info@westpas.org www.westpas.org</p> <p>American Institute for Conservation AIC "Guide to Conservation Services" www.aic-faic.org/guide/form.html 202-452-9545</p> <p>Conservator 1 (specialization) Lynn Ann Davis (808) 956-8539 ldavis@hawaii.edu</p> <p>Conservator 2 (specialization) [name] [phone]</p> <p>Refrigerated Trucking Service [name] [phone]</p> <p>Freezer Storage [name] [phone]</p> <p>Commercial Recovery Service (dehumidification, freeze drying, A/V) [name] [phone]</p> <p>Data Recovery Service [name] [phone]</p> <p>Industrial Hygienist / Mold Testing Lab [name] [phone]</p> <p>Exterminator / Fumigation Service No Ka Oi Termite & Pest Control (T)734-1773(F)734-1777</p> <p>Structural Architect [name][phone]</p>	<p>REGIONAL CONTACTS</p> <p>Lynn Ann Davis (808) 956-8539 ldavis@hawaii.edu</p> <p>GUAM LIBRARY CONTACTS</p> <p>STAFF PHONE TREE Administrative Officer 300-0296 Administrative Support Unit 475-4753 or 475-4754</p> <p>Building Maintenance – Team Leader Hagatna: 475-4753 or 475-4754</p> <p>Maintenance Staff Library Branches: Hagatna (Main Library): 475-4753 or 475-4754 Agat: 565-5006 Barrigada: 734-5007 Dededo: 632-5503 Merizo: 828-5008 Yona: 789-5010</p> <p>Library Technicians Library Branches: Hagatna (Main Library): 475-4751 or 475-4752 Agat: 565-5006 Barrigada: 734-5007 Dededo: 632-5503 Merizo: 828-5008 Yona: 789-5010</p>
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Print on 8 1/2" x 14" paper. Trim on outside lines to 12 1/2" x 6 3/4", fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2 1/8" x 3 1/2". Insert in PReP™ Tyvek® envelope for protection, available from CoSA <http://www.statearchivists.org/prepare> © 2006 Council of State Archivists (CoSA). Adapted by WESTPAS.

SIDE B (Actions). Use this side to provide step-by-step instructions for library and affiliated personnel who will respond to a disaster affecting your own institution. Ideally, steps should already be defined in the library disaster plan. This document is NOT intended to be a substitute for a comprehensive emergency plan. Instead, it should distill the most important tasks to be taken in the first minutes and hours after an event occurs that affects collections, especially those that occur when staff members are away from their offices.

<p>Immediate Response and Checklist for Collections Recovery</p> <hr/> <p>IMMEDIATE RESPONSE</p> <p>Notification (as appropriate):</p> <ul style="list-style-type: none"> ○ First Responders Ensure that all staff and visitors are safe and accounted for Maintain security of building and collections ○ Institutional Contacts ○ Building Utilities ○ Activate the Disaster Plan 's emergency response actions ○ Activate the Disaster Team if collection damage ○ Follow other Communication steps <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ Stop the source, remove standing water ○ Cover collections with plastic sheeting ○ Remove materials from water path. Move books higher on shelves or onto book trucks 	<p>ASSESSMENT</p> <p>Ensure through proper authorities that all hazards are cleared before entering building</p> <ul style="list-style-type: none"> ○ Health & safety first; protect staff ○ Document with photos, videos, notes ○ Assess damage to collections, building, information systems <ul style="list-style-type: none"> ○ What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)? ○ What areas are affected? ○ How much of the collection is damaged? ○ What types of materials are damaged? ○ Are critical information systems functional / safe? <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, film, etc.) ○ Stabilize the environment (cool, dry, circulating air optimal) 	<p>COMMUNICATION</p> <p>Establish and maintain channels of communication</p> <ul style="list-style-type: none"> ○ 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 WESTPAS, 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 salvage (public safety, public health, structural engineer) <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ Quick response is essential to prevent mold growth and irreversible damage to materials ○ Obtain refrigerated trucks, freezer storage 	<p>COLLECTION SALVAGE</p> <p>Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage</p> <ul style="list-style-type: none"> ○ Identify and gather emergency supplies ○ Identify secure, dry location for pack-out and air-drying ○ Recruit staff / volunteers ○ Wear appropriate safety protection ○ Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ Quick response is essential to prevent mold growth and irreversible damage to materials ○ 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 	<p>COLLECTION PRIORITIES</p> <p>First Priority Collections:</p> <p>Second Priority Collections:</p>	<p>MAJOR DISASTERS: INCIDENT COMMAND SYSTEM</p> <p>ICS authority structure:</p> <ul style="list-style-type: none"> ○ 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
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