

DISASTER RESPONSE GUIDELINES: MIT Libraries

REPORTING AN EMERGENCY:

Dial 100

**for emergencies/police/medical/ambulance/ fire/
explosion/bomb threats/laboratory spills**

***If calling from a cell phone or other off-campus phone,
dial 617-253-1212***

**Personal safety should be your first concern in any
emergency situation**

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REPORTING A PROBLEM:

1. Dial the MIT Operations Center, 617-253-4948, from a safe location. The Center will notify the appropriate Facilities staff to assist with clean-up and remediation of the building.
2. Call the around-the-clock emergency contacts listed on your departmental phone tree. Fill in the blanks below:
Your Library: _____
Contact Name: _____
Contact Numbers: _____
3. If library collections are affected, contact Jennifer Banks (Head, Collection Management Services) at 3-5664, Nancy Schrock (Conservator) at 2-4064, or Ann Marie Willer (Preservation Services Librarian) at 3-5692. You can reach other Preservation Services staff at 3-5282.
4. Proceed to [Disaster Response](#).

DISASTER RESPONSE:

Small leak:

i.e., leaky pipe, water cooler, or other clean water slowly accumulating near or over collections. No more than one bay of books (150-200) is affected.

1. Follow the steps for [Reporting a Problem](#).
2. Stop the source of the leak, if possible.
3. Open your facility's React Pak (disaster response kit).
4. Cover the stacks with plastic sheeting to protect collections from further damage.

Collect dripping water in trash cans or buckets. See [Supplies](#) below.

5. Cover computer equipment with plastic sheeting.
6. Move books and other library materials to a dry, secure area. Library materials can be fragile and heavy when wet and swollen with water. Use two hands and take only one or two items at a time. Books may appear dry but have water behind or under them, so check carefully.
7. Turn on the air conditioning, as warm temperatures may facilitate mold growth.
8. Use fans and dehumidifiers to reduce humidity, as humid air may accelerate mold growth.

If recovery is to be carried out in-house, Preservation Services will oversee the initial sorting and recovery of library materials. With guidance from Preservation Services, proceed with [Recovery of Collections](#).

Large leak or flood, or if the source of water is contaminated or unknown:

i.e., burst pipe. More than one bay of books (150-200) is affected.

1. Follow the steps for [Reporting a Problem](#).
2. Do not enter the area until facilities and/or emergency personnel have given permission to do so. Be wary of potential electrical hazards.
3. If you know the source of the water, inform Facilities and Preservation personnel. If the water is classified as black or gray water, extra safety precautions are required. Preservation Services (Jennifer, Nancy, or Ann Marie) will advise on the choice of a vendor to handle the damaged books.
4. If advised by Preservation Services, proceed with [Recovery of Collections](#).

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