

## WORKSHEET FOR OUTLINING A DISASTER PLAN

### A. Institutional Information

Name of institution \_\_\_\_\_

Date of completion \_\_\_\_\_

Date of next update of this form/plan \_\_\_\_\_

List all locations where this plan is on file (on and off premises)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Staff members to be called in case of disaster:

<u>Position</u>	<u>Name</u>	<u>Home Phone</u>	<u>Specific Responsibility in Case of Disaster</u>
Chief Administrator	_____	_____	_____
Disaster Recovery Team Leader	_____	_____	_____
Person in charge of building maintenance	_____	_____	_____
Cataloger/ Registrar	_____	_____	_____
Preservation Administrator/	_____	_____	_____

Conservator

Other(s):

In-house disaster recovery team members:

NAME	HOME PHONE
_____	_____
_____	_____
_____	_____
_____	_____

Who on the staff has a copy of this plan and is familiar with its contents?

_____	_____
_____	_____
_____	_____
_____	_____

### **B. Services Needed in an Emergency**

<u>Service</u>	<u>Company and/or Name of Contact</u>	<u>Phone #</u>
In-house Security	_____	_____
Fire Department	_____	_____
Police or Sheriff	_____	_____
Ambulance	_____	_____
Civil Defense	_____	_____
Professional Advice/ Conservator	_____	_____
Insurance Company	_____	_____
Freezer	_____	_____
Freeze-dry Service	_____	_____
Document Recovery/Salvage	_____	_____
Computer Records Recovery/Salvage	_____	_____
Microfilm Recovery/Salvage	_____	_____
Videotape Recovery/Salvage	_____	_____
Computer Emergency	_____	_____
Legal Advisor	_____	_____

Electrician	_____	_____
Plumber	_____	_____
Carpenter	_____	_____
Exterminator	_____	_____
Fumigation Service	_____	_____
Locksmith	_____	_____
Utility Companies		
Electric	_____	_____
Gas	_____	_____
Telephone	_____	_____
Water	_____	_____
Architect or Builder	_____	_____
Janitorial Service	_____	_____
Glass Company	_____	_____
Photographer	_____	_____
Other(s)	_____	_____

**C. In-house Emergency Equipment**

(List locations and attach floor plans with locations labeled)

1. Keys \_\_\_\_\_
2. Main Utilities \_\_\_\_\_
  - a) Main electrical cut-off switch \_\_\_\_\_
  - b) Main water shut-off valve \_\_\_\_\_
  - c) Main gas shut-off \_\_\_\_\_
3. Sprinkler system \_\_\_\_\_
4. Heating/cooling system \_\_\_\_\_
5. Fire extinguishers \_\_\_\_\_
  - a) Wood, paper, combustible (Type A) \_\_\_\_\_
  - b) Gasoline and flammable liquid (Type B) \_\_\_\_\_
  - c) Electrical (Type C) \_\_\_\_\_
  - d) All routine types of fire (Type ABC) \_\_\_\_\_
6. Master fire alarm (pull box) \_\_\_\_\_
7. Smoke and heat detectors \_\_\_\_\_
8. Cellular telephone \_\_\_\_\_
9. Portable pump \_\_\_\_\_
10. Extension cords (50 ft., grounded) \_\_\_\_\_
11. Flashlights \_\_\_\_\_
12. Camera with film \_\_\_\_\_

- 13. Battery operated radio \_\_\_\_\_
- 14. Tool kit (crowbar, hammer, pliers, screwdriver) \_\_\_\_\_
- 15. Brooms and dustpans \_\_\_\_\_
- 16. Mop, bucket, sponges \_\_\_\_\_
- 17. Wet-vacuum \_\_\_\_\_
- 18. Metal book trucks \_\_\_\_\_
- 19. Portable folding tables \_\_\_\_\_
- 20. Portable fans \_\_\_\_\_
- 21. Protective masks/glasses \_\_\_\_\_
- 22. Hard hats \_\_\_\_\_
- 23. Rubber boots \_\_\_\_\_
- 24. Rubber or plastic aprons \_\_\_\_\_
- 25. Gloves (leather, rubber) \_\_\_\_\_

**D. In-house Emergency Supplies** (List locations & attach floor plans w/locations labeled.)

- 27. First aid kit \_\_\_\_\_
- 28. Heavy plastic sheeting (with scissors and tape) \_\_\_\_\_
- 29. Paper towel supply \_\_\_\_\_
- 30. Plastic garbage bags \_\_\_\_\_
- 31. Polyethylene bags (various sizes) \_\_\_\_\_
- 32. Waxed or freezer paper \_\_\_\_\_
- 33. Absorbent paper (blank newsprint, blotter, etc.) \_\_\_\_\_
- 34. Dry chemical sponges (for removing soot) \_\_\_\_\_
- 35. Clipboards (also paper pads, pencils, waterproof pens, large self-adhesive labels) \_\_\_\_\_
- 36. Emergency funds
  - a) cash \_\_\_\_\_
  - b) purchase orders \_\_\_\_\_
  - c) institutional credit cards \_\_\_\_\_

**Are all staff familiar (by tour, not map) with location of a copy of this plan, the location and use of numbers 1-36 above, thermostats, regular exits, fire exits, fire extinguishers, flashlights, radio, and civil defense shelter?**

**E. Additional Sources of Emergency Equipment and Supplies**

<u>Item</u>	<u>Supplier</u>	<u>Phone</u>
Wet vacuum	_____	_____

Sand bags	_____	_____
Portable dehumidifiers	_____	_____
Portable electric fans	_____	_____
Portable generator	_____	_____
Portable pump	_____	_____
Refrigerator trucks	_____	_____
Nearest off-site phone	_____	_____
Nearest CB radio	_____	_____
Portable lighting	_____	_____
Extension cords (50ft., grounded)	_____	_____
Metal book trucks	_____	_____
Plastic (milk) crates	_____	_____
Sturdy boxes	_____	_____
Heavy plastic sheeting	_____	_____
Plastic garbage bags	_____	_____
Polyethylene bags (various sizes)	_____	_____
Freezer or waxed paper	_____	_____
Dry ice	_____	_____
Drying space	_____	_____
Portable tables	_____	_____
Absorbent paper (blank newsprint, blotter, etc.)	_____	_____
Paper towels	_____	_____
Plastic buckets and trash cans	_____	_____
Water hoses with spray nozzles	_____	_____
Brooms and dustpans	_____	_____
Mops, buckets, sponges	_____	_____
Monofilament nylon (fishing) line	_____	_____
Hard hats	_____	_____
Rubber boots	_____	_____
Rubber and/or plastic aprons	_____	_____
Gloves (rubber/leather)	_____	_____
Protective masks/glasses	_____	_____
Photographic equipment/supplies	_____	_____
Portable toilets	_____	_____
Construction materials	_____	_____

(wood, screws, nails)

Ladders	_____	_____
Extra security personnel	_____	_____
Other	_____	_____

### F. Daily Upkeep Checklist

The following should be checked during opening and closing procedures, and included in overnight security patrols.

	Y	N
Keys are secure and accounted for	_____	_____
Vaults and safes are secured	_____	_____
Doors that are supposed to be locked are locked	_____	_____
Evidence of tampering with locks or access points	_____	_____
Evidence of tampering with major utilities	_____	_____
Anyone hiding in the building	_____	_____
Central panels or local monitors for trouble indicators	_____	_____
Doorbells, buzzers, intercom are working	_____	_____
Lights are working (including emergency lighting)	_____	_____
Surveillance equipment is operating	_____	_____
Alarms are armed or disarmed as required	_____	_____
Equipment is operating properly		
HVAC	_____	_____
Water tanks	_____	_____
Pumps	_____	_____
Special equipment	_____	_____
Unusual or off-hours activity	_____	_____
Construction/renovation areas	_____	_____
Unusual smells or sounds	_____	_____
Evidence of water leakage (walls, ceilings, floors)	_____	_____
Known problem areas	_____	_____
Refrigerators and freezers are plugged in and operating	_____	_____
Small appliances are unplugged	_____	_____
Sinks and toilets are in working order	_____	_____

### G. Weekly Upkeep Checklist

	Y	N
Emergency numbers are posted near every telephone	_____	_____

Fire extinguishers are updated and operable	_____	_____
Smoke and/or heat detectors are operable	_____	_____
Sprinkler system is operable	_____	_____
Water detectors are operable	_____	_____
Halon or other fire suppression system is operable	_____	_____
Fire alarms are operable	_____	_____
Internal detection devices are in working order	_____	_____
Internal alarms are in working order	_____	_____
External detection devices are in working order	_____	_____
External alarms are in working order	_____	_____
Back-up systems have been tested	_____	_____
Emergency lights	_____	_____
Power	_____	_____
Alarm panels	_____	_____
Incident reports have been reviewed	_____	_____
All keys are accounted for	_____	_____
Flashlights are operable	_____	_____
(one in each dept., public desk, and civil defense shelter)	_____	_____
Transistor radio is operable	_____	_____

**H. Other Emergency Issues**

Date of last fire drill: \_\_\_\_\_

Frequency: \_\_\_\_\_ Required? (Y/N) Next scheduled date: \_\_\_\_\_

Date of last inspection by local fire department: \_\_\_\_\_

Frequency: \_\_\_\_\_ Required? (Y/N) Next scheduled date: \_\_\_\_\_

Date of last civil defense drill:

\_\_\_\_\_

Frequency: \_\_\_\_\_ Required? (Y/N) Next scheduled date: \_\_\_\_\_</TD< TR>

Date of last analysis/update of insurance coverage

Frequency: \_\_\_\_\_ Required? (Y/N) Next scheduled date: \_\_\_\_\_

Photographs of interior and exterior stored off-site? (Y/N)

Frequency: \_\_\_\_\_ Required? (Y/N) Next scheduled date: \_\_\_\_\_

Is there an off-site record (microform, computer tape) of the collection? (Y/N)

Frequency of update: \_\_\_\_\_

Location: \_\_\_\_\_

(Insert copies of last inventory report and insurance policies here.)

## **I. 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.

- Is the item critical for ongoing operations of the institution?
- Can the item be replaced?
- 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.)
- Is the item available in another format, or in another collection?
- Does the item have a high or low collection priority?
- Does the item require immediate attention because of its composition (coated paper, vellum, water-soluble inks)?

## **J. Procedures**

Compile and attach a detailed list of procedures to be followed in case of disaster. These should accommodate your institution's particular needs and collections.

# **EMERGENCY INSTRUCTION SHEET**

This sheet should contain in brief and easy-to-read steps all the instructions that any staff member, volunteer, or student needs to follow in case of an emergency affecting the property. Copies of this one-page sheet should be posted near all staff telephones and at public service desks. All staff should receive instruction in its use. Examples of what it might contain are listed below.

## **FIRE**

1. **Call Fire Department** Phone \_\_\_\_\_

2. **Assist in evacuation of building**

3. **Notify**

Disaster response leader Phone \_\_\_\_\_

Immediate supervisor Phone \_\_\_\_\_

Library Director Phone \_\_\_\_\_

## **WATER**

1. **Call**

Disaster response leader Phone \_\_\_\_\_

Plumber/facilities staff Phone \_\_\_\_\_

Immediate supervisor Phone \_\_\_\_\_

2. **Cover stacks with plastic located \_\_\_\_\_ OR**

**Move books higher on shelves OR**

**Move books off shelves using a book truck OR**

**Carry books to another location.**

Continue to list brief instructions relevant to the building, collections, and location. Make them clear, so that even excited staff will understand and know what to do.

### ***Task Organization***

The plan must spell out the titles and functions of each team member involved in the disaster process. The individuals who will compose the team or teams should be identified by title or position as well as name. In a small department with only a handful of employees, the entire staff may become the Disaster Response & Recovery Team with one person designated to lead the recovery effort. The person named Recovery Director or Coordinator must be given the necessary authority to act quickly and effectively during the operation.

### ***Information Distribution Procedures***

The plan must include specific methods for contacting team members and alternates, vendors, support agencies, suppliers, consultants and all those with whom special disaster contracts and agreements are in effect.

### ***Specific Disaster Reactions***

The plan must provide for both major and minor disasters and address both individual and community-wide disasters such as tornados and general flooding. Your plan should also give a definition in terms of business interruption as to what constitutes a disaster and, thus, automatically triggers the activation of the disaster recovery plan.

### ***Training of Employees***

The recovery plan must also provide for both initial and ongoing employee training. Skills are needed in First Aid, survival, hazards and both the restoration and salvage phases of the recovery process. Your initial training can be accomplished through professional seminars, special in-house educational programs, the wise use of consultants and vendors, and individual study, which is tailored to the needs of your department.

### ***Priorities for the Restoration of Essential Functions***

Your disaster recovery plan must not only spell out which functions are vital, but also the order in which functions must be restored. This is especially critical in the vital, complex computing functions where accounts receivable, payroll, and accounts payable have fluctuating priorities throughout the month.

The plan should establish only general priorities, leaving individual decisions to officers who best know which functions are critical at a specific period of the month or in a particular situation.

### ***Contracts and Agreements with Disaster Support Agencies***

Copies of contracts and agreements with all disaster support agencies and businesses, including salvage and restoration consultants, available alternative sites, and vendors of other essential equipment and supplies must be included in the written plan.

Agreements are a less formal means of providing emergency services, particularly where goodwill is involved in promising help to charitable organizations, educational institutions, and government agencies. A list of additional recovery resources should include:

- Local fire department
- Police department
- Civil defense
- Ambulance services
- Paper supply vendors
- Copy machine
- Office equipment
- Computer equipment and supplies

- Resources for freezer space/freezer trucks
- Local volunteers or temporary help

The disaster recovery plan must specify by name, address, position, and phone number the various resources upon which the disaster team will draw.

### ***A List of Disaster Salvage Equipment and Supplies***

A list of the equipment and supplies gathered for the disaster salvage kit forms part of the disaster recovery plan. This list should indicate the available items and their location. Each department must decide what items should or should not be included on the supply list. Below are some items to be considered:

#### **In-House**

- Employee identification (arm bands, badges)
- Blotting paper
- Packaging tape
- Freezer paper
- Paper towels (not colored)
- Plastic milk crates
- First aid kit
- Gloves - rubber
- Flashlights/batteries
- Sponges
- Pencils or pens
- Soot sponges
- Permanent markers
- String
- Heavy plastic sheeting
- Unprinted newspaper
- Overalls
- Camera and film
- Mops
- Copiers
- Ladders
- Pallets
- Radios/batteries

#### **Purchase or Rent**

- Plastic trash cans (large and small)
- Extension cords
- Dehumidifiers
- Plastic trash bags
- Typewriters
- Soot sponges
- Wet vacuum
- Water movers (squeegees)
- String

- Forklift
- Batteries
- Generators
- Hand trucks
- Safety glasses
- Labels
- Fire extinguishers
- Tie tags
- Permanent markers

Your disaster recovery supplies should be assembled within the department as part of disaster planning.

### ***Blueprints and Floor Plans of Building Information***

This information is essential during the preparation and salvage stages to determine utility connections, electrical switches, alarms, potentially dangerous floors or ceilings, hazardous materials, and access to damaged areas. Gas, water, and electricity must be turned off as soon as possible after a disaster. In situations with advance warning, utilities can be shut down in advance.

The first step in the recovery process is the restoration of climate controls. This is especially true if the record damage was by water (wet documents). Wet paper, or most any other material, will develop mold within 48-to-72 hours in a warm and humid environment. An accurate picture of access routes, storage areas, and equipment locations allows the recovery team to quickly take control and assess the extent of the damage.

### ***Summary***

A disaster recovery plan maps out the process of resuming normal business operations, reconstructing or salvaging vital and other important records, and becomes a guide for all officers, managers and employees during and after a disaster. The plan's key elements fall into three categories: those common to all sections of the plan; those pertaining mainly to the resumption of business operations; and those pertaining mainly to the reconstruction or salvage of vital organization records.

# SUMMARY OF EMERGENCY PROCEDURES

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**MEDICAL EMERGENCY:** Call \_\_\_\_\_. Describe the problem, give the exact location and your name. Security personnel will come to assist you. They will call health service if necessary.

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**FIRE:** Call \_\_\_\_\_. If you have any doubts about your ability to extinguish the fire, secure and leave the area. Activate the nearest fire alarm or call \_\_\_\_\_. They will call the Fire Department if necessary.

When a fire alarm is sounded, turn off all terminals. Save documents before turning off word processing terminals. Fire wardens will clear the building. All other personnel should follow the instructions of the fire wardens. When evacuating the building **DO NOT USE ELEVATORS**.

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**FLOODING OR WATER DAMAGE:** Throw a plastic drop cloth over affected area, then call \_\_\_\_\_. Move as much property out of the flooded area as possible, only if it is safe to do so.

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## PERSONS TO SUMMON WHEN A DISASTER OCCURS

### Alerting professional staff, supervisors and non-professional staff:

It is the responsibility of the first person observing the disaster to call \_\_\_\_\_, who will contact \_\_\_\_\_ and the department head of the affected area. \_\_\_\_\_ is responsible for contacting the Disaster Preparedness Committee, each of whom will be responsible for alerting the staff in the areas they represent, using telephone numbers listed.

CONTACT:	OFFICE PHONE:	HOME PHONE:
1. Dept. Head of Affected Area	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

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4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_
  7. \_\_\_\_\_
  8. \_\_\_\_\_
  9. \_\_\_\_\_
  10. \_\_\_\_\_
- 

## **DAMAGE ASSESSMENT - Phase 2**

### **Meeting location for reports and first phase planning:**

If the building can be entered, meetings will take place at \_\_\_\_\_. If the building cannot be entered, meetings will take place at \_\_\_\_\_.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Police, and Fire Department officials will gather for a status report on the situation that should cover the extent of damage and when the building can be entered for recovery purposes. The Disaster Preparedness Committee will devise site visit procedures according to the extent of the damage and accessibility of the building. \_\_\_\_\_ or \_\_\_\_\_ will appoint one or more staff to head the Control Center for 24 hours during the initial recovery phase, if necessary.

### **Basic site visit procedures:**

The Disaster Preparedness Committee and Building Manager enter building to assess damage when entry to the building has been approved by fire officials. High priority areas will be assessed first, followed by other affected areas.

The Disaster Preparedness Committee and Building Manager record extent of damage in disaster recovery charts indicating the following:

- Type of damage (water, fire)
- Type of material damaged (photographs, books, etc.)
- Extent of damage, i.e., how much (volumes, #'s)
- Brief environmental conditions (dampness, heat, etc.)
- Wet carpets, broken files
- Condition of surrounding area

Photographs of damage should be taken with Polaroid film for recovery planning purposes.

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# RECOVERY PREPARATION - Phase 3

## Second meeting of Disaster Preparedness Committee:

After Phase 2 damage assessment, the Disaster Preparedness Committee will return to the designated Control Center and begin to plan a salvage operation for damaged materials. Based on information recorded in disaster recovery charts completed during the site visit of affected areas, the committee will:

- Establish priorities.
- Develop and assign teams for affected areas, using the names and telephone numbers recorded in the Disaster Plan Workbook.
- Assemble supplies from \_\_\_\_\_, \_\_\_\_\_, and other suppliers listed in the Disaster Plan Workbook.
- Develop a schedule for implementation.
- Define reporting mechanism and communication lines, including an established chain of command for recovery operations. This should include a method to deal with unforeseen modifications that need to be made during the recovery operation.

The chair of the Disaster Preparedness Committee will appoint an assistant to take minutes during all meetings, telephone for supplies and other necessities, organize deliveries of supplies, answer telephones, and assist in the management of the recovery process from the Control Center, as needed.

## FLOOR PLANS AND PRIORITIES

### FIRST FLOOR STAFF DIRECTORY

	OFFICE PHONE:	HOME PHONE:
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

### FIRST FLOOR PRIORITIES

**Priority 1:**

**Priority 2:**

### Priority 3:

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#### ***FIRST FLOOR MAP HERE***

#### **SHELVING COLLAPSE**

Collapse of shelving, or other structural accidents, such as the collapse of a ceiling or a wall, can be the results of explosions, earthquake, flood or natural deterioration.

When structural damage occurs, call \_\_\_\_\_, who will assess the structural damage and/or call the Police or Fire Departments if necessary. After inspection, \_\_\_\_\_ will determine when it is safe to enter the area. **DO NOT ATTEMPT TO ENTER THE AREA UNTIL \_\_\_\_\_ HAS INSPECTED IT.**

In the event of a major shelving collapse, call \_\_\_\_\_ immediately. Do not enter the area until the \_\_\_\_\_ has inspected it; some items may still be unstable. If there are any medical emergencies, follow the procedures outlined in Chapter 6 "Medical Emergencies" in the Disaster Plan Workbook.

Before attempting to reshelve the damaged material, call \_\_\_\_\_. Staff from \_\_\_\_\_ will advise or assist in handling and reshelving damaged material after the shelving is made secure.

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#### **RODENT, INSECT AND MOLD INFESTATION**

Many species of fungi and insects can damage library materials. Mold will discolor and weaken paper and bindings; insects such as cockroaches and silverfish attack paper, book cloth, starch paste, animal glue and leather bindings for their cellulose content; rodents such as rats and mice will also destroy many types of library material. Although the Library is fumigated on a regular basis to control insects and rodents, and the temperature and relative humidity are controlled to discourage mold growth, these problems may still occur.

All cases of rodent, insect and mold infestation in library material should be reported immediately to \_\_\_\_\_. The affected material should be isolated as soon as possible from non-affected material using sealable polyethylene "zip-lock" type bags. \_\_\_\_\_ and \_\_\_\_\_ departments have a supply of these bags in various sizes. Extreme care should be taken in handling this material as it can be harmful to humans as well as library materials.

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\_\_\_\_\_ will decide if the damage can be handled in the library or if outside help is needed.

Rodent or insect infestations not affecting library material should be reported to \_\_\_\_\_.

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### **SUMMONING MEDICAL ASSISTANCE**

The decision to notify or render medical services should be made only by authorized personnel.

If someone is injured or sick and in need of emergency help, call \_\_\_\_\_.  
\_\_\_\_\_ personnel will then notify \_\_\_\_\_ or other emergency services if necessary.

### **INVENTORY OF SHARED EMERGENCY SUPPLIES**

NOTE: These supplies are stored in \_\_\_\_\_. Please see below for the list of key locations.

<b>Item Description</b>	<b>Quantity in Stock</b>
Bleach	_____
Brooms	_____
Cardboard boxes, 1 or 1.5 cubic feet, 200 test lb., flattened	_____
Dehumidifier	_____
Disposable camera	_____
Extension cords, 12 ft.	_____
Fans, electric	_____
First aid kit, 10-15 people	_____
Flashlight with extra batteries	_____
Garbage container, large plastic	_____
Garbage bags	_____
Markers, permanent	_____
Micro cassette recorders with extra tapes and size AA batteries	_____

Mops	_____
Newsprint, unprinted	_____
Note paper	_____
Packing tape dispenser, loaded	_____
Packing tape	_____
Paper towels, unprinted	_____
Pens	_____
Plastic buckets	_____
Plastic gloves, disposable vinyl	_____
Plastic sheeting, 4 mil	_____
Sorbent pads	_____
Sponges	_____
Wet dry vacuum	_____
White cotton gloves	_____

**LIST OF LOCATIONS OF KEYS FOR SHARED EMERGENCY SUPPLIES**

<b>CONTACT:</b>	<b>OFFICE PHONE:</b>	<b>HOME PHONE:</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

## SUPPLIER LIST

### **Blotting paper:**

\_\_\_\_\_(name)  
\_\_\_\_\_(street address)  
\_\_\_\_\_(city, state, zip code)  
\_\_\_\_\_(phone)  
\_\_\_\_\_(fax)

### **Boxes:**

\_\_\_\_\_(name)  
\_\_\_\_\_(street address)  
\_\_\_\_\_(city, state, zip code)  
\_\_\_\_\_(phone)  
\_\_\_\_\_(fax)

\_\_\_\_\_(name)  
\_\_\_\_\_(street address)  
\_\_\_\_\_(city, state, zip code)  
\_\_\_\_\_(phone)  
\_\_\_\_\_(fax)

### **Camera supplies:**

\_\_\_\_\_(name)  
\_\_\_\_\_(street address)  
\_\_\_\_\_(city, state, zip code)  
\_\_\_\_\_(phone)  
\_\_\_\_\_(fax)

\_\_\_\_\_(name)  
\_\_\_\_\_(street address)  
\_\_\_\_\_(city, state, zip code)  
\_\_\_\_\_(phone)  
\_\_\_\_\_(fax)

### **Cleaning supplies: mops, brooms, etc. - see Hardware Stores**

### **Cold storage facilities:**

\_\_\_\_\_(name)  
\_\_\_\_\_(street address)  
\_\_\_\_\_(city, state, zip code)  
\_\_\_\_\_(phone)  
\_\_\_\_\_(fax)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(name)

(street address)

(city, state, zip code)

(phone)

(fax)

**Dust masks:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(name)

(street address)

(city, state, zip code)

(phone)

(fax)

**Food - local supermarkets:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(name)

(street address)

(city, state, zip code)

(phone)

(fax)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(name)

(street address)

(city, state, zip code)

(phone)

(fax)

**Garbage bags and containers - see Hardware Stores**

**Garden hoses - see Hardware Stores**

**Generators:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(name)

(street address)

(city, state, zip code)

(phone)

(fax)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(name)

(street address)

(city, state, zip code)

(phone)

(fax)

**Hardware stores:**

\_\_\_\_\_ (name)  
\_\_\_\_\_ (street address)  
\_\_\_\_\_ (city, state, zip code)  
\_\_\_\_\_ (phone)  
\_\_\_\_\_ (fax)

\_\_\_\_\_ (name)  
\_\_\_\_\_ (street address)  
\_\_\_\_\_ (city, state, zip code)  
\_\_\_\_\_ (phone)  
\_\_\_\_\_ (fax)

**Humidity Indicators:**

\_\_\_\_\_ (name)  
\_\_\_\_\_ (street address)  
\_\_\_\_\_ (city, state, zip code)  
\_\_\_\_\_ (phone)  
\_\_\_\_\_ (fax)

**Humidifiers and Dehumidifiers:**

\* Services  
**PAUL DAVIS RESTORATION & REMODELING**  
1817 Colonial Village Drive  
Lancaster, PA 17601  
(717) 291-6000 or 1-866-765-0772

\_\_\_\_\_ (name)  
\_\_\_\_\_ (street address)  
\_\_\_\_\_ (city, state, zip code)  
\_\_\_\_\_ (phone)  
\_\_\_\_\_ (fax)

\* Rental

\_\_\_\_\_ (name)  
\_\_\_\_\_ (street address)  
\_\_\_\_\_ (city, state, zip code)  
\_\_\_\_\_ (phone)  
\_\_\_\_\_ (fax)

\_\_\_\_\_ (name)  
\_\_\_\_\_ (street address)  
\_\_\_\_\_ (city, state, zip code)  
\_\_\_\_\_ (phone)  
\_\_\_\_\_ (fax)

**Newsprint (unprinted):**

\_\_\_\_\_ (name)  
\_\_\_\_\_ (street address)  
\_\_\_\_\_ (city, state, zip code)  
\_\_\_\_\_ (phone)  
\_\_\_\_\_ (fax)

\_\_\_\_\_ (name)  
\_\_\_\_\_ (street address)  
\_\_\_\_\_ (city, state, zip code)  
\_\_\_\_\_ (phone)  
\_\_\_\_\_ (fax)

**Pallet racks:**

\_\_\_\_\_ (name)  
\_\_\_\_\_ (street address)  
\_\_\_\_\_ (city, state, zip code)  
\_\_\_\_\_ (phone)  
\_\_\_\_\_ (fax)

\_\_\_\_\_ (name)  
\_\_\_\_\_ (street address)  
\_\_\_\_\_ (city, state, zip code)  
\_\_\_\_\_ (phone)  
\_\_\_\_\_ (fax)

**Paper towels - see Hardware stores**

**Plastic sheeting - see Hardware stores and Shrinkwrap supplies**

**Plexiglass:**

\_\_\_\_\_ (name)  
\_\_\_\_\_ (street address)  
\_\_\_\_\_ (city, state, zip code)  
\_\_\_\_\_ (phone)  
\_\_\_\_\_ (fax)

\_\_\_\_\_ (name)  
\_\_\_\_\_ (street address)  
\_\_\_\_\_ (city, state, zip code)  
\_\_\_\_\_ (phone)  
\_\_\_\_\_ (fax)

**Rubber gloves - see Hardware stores**

**Safety Equipment:**

\_\_\_\_\_(name)  
\_\_\_\_\_(street address)  
\_\_\_\_\_(city, state, zip code)  
\_\_\_\_\_(phone)  
\_\_\_\_\_(fax)

**Stationery stores:**

\_\_\_\_\_(name)  
\_\_\_\_\_(street address)  
\_\_\_\_\_(city, state, zip code)  
\_\_\_\_\_(phone)  
\_\_\_\_\_(fax)

\_\_\_\_\_(name)  
\_\_\_\_\_(street address)  
\_\_\_\_\_(city, state, zip code)  
\_\_\_\_\_(phone)  
\_\_\_\_\_(fax)

**Shrinkwrap supplies:**

**\* Industrial equipment**

\_\_\_\_\_(name)  
\_\_\_\_\_(street address)  
\_\_\_\_\_(city, state, zip code)  
\_\_\_\_\_(phone)  
\_\_\_\_\_(fax)

**\* Hand-held equipment**

\_\_\_\_\_(name)  
\_\_\_\_\_(street address)  
\_\_\_\_\_(city, state, zip code)  
\_\_\_\_\_(phone)  
\_\_\_\_\_(fax)

**Trucks, rental:**

\_\_\_\_\_(name)  
\_\_\_\_\_(street address)  
\_\_\_\_\_(city, state, zip code)  
\_\_\_\_\_(phone)  
\_\_\_\_\_(fax)

\_\_\_\_\_(name)  
\_\_\_\_\_(street address)  
\_\_\_\_\_(city, state, zip code)  
\_\_\_\_\_(phone)  
\_\_\_\_\_(fax)

**Trucks, refrigerated - see Appendix F, "Document Reprocessing Companies"**

**Vacuums, wet/dry - see Hardware stores**

**Wax paper - see Newsprint (unprinted)**

**White cotton gloves:**

\_\_\_\_\_(name)  
\_\_\_\_\_(street address)  
\_\_\_\_\_(city, state, zip code)  
\_\_\_\_\_(phone)  
\_\_\_\_\_(fax)