

ANNEX J

Section 1

THE NATIONAL ARCHIVES

BUSINESS RECOVERY PLAN

**THE NATIONAL ARCHIVES
KEW**

Departmental Contingency Plan

For

COLLECTION CARE DEPARTMENT

Recovery Team

Departmental Contingency Plan compiled by :

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CONTINGENCY PLAN FOR : COLLECTION CARE DEPARTMENT

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1. DEPARTMENTAL CONTINGENCY PLAN

1.1. OVERVIEW.

In the event of a disaster affecting the daily business operations of The National Archives, the Business Recovery Plan will be activated along with Departmental Contingency Plans for those departments which are affected by the disaster.

Departmental Contingency Plans should cater for the worst case scenario, and should contain all information which would be required for the speedy return to normal operations. The plan should be treated as a flexible document, which should be tailored to suit the needs of your department within the framework outlined. If areas of the plan are not applicable to your department, disregard. If others require expanding, expand.

The Departmental Contingency Plan will require periodic updating.

1.2 CONTINGENCY PLAN ACTIVATION

Activation of The National Archives Business Recovery Plan will be a Management decision and no Departmental Contingency Plan will be initiated until the Business Recovery Team (BRP) issues an instruction to this effect. The Business Recovery Team will then alert the leaders of the Departmental Recovery Teams (DRT).

After being contacted by Security, the first action of the Departmental Team Leader is to contact the members of the Recovery Team. If the Team Leader is not available, the Deputy Team Leader will assume responsibility.

1.2.1. Departmental Recovery Team.

The following members of the department will form the Departmental Recovery Team. The Team Leader and Deputy(ies) are identified against serial numbers 1 to 3.

DRT's primary task is to assess the situation and extent of the disaster affecting the department, call forward additional staff and resources as required, and undertake the initial steps in the recovery process.

The aim of the DRT is damage limitation, to manage the recovery process and the recovery to normal operations.

Serial Number	Name	Home Tel No	First Aider
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

- 12.
- 13.
- 14.

- 15.

We are on the Emergency Register for Harwell Drying and Restoration Services (www.harwell-drying.demon.co.uk, Head Office: Bldg 404.13, Harwell, Didcot, Oxfordshire, OX11 0RA, Tel. 01235 432245, Fax 01235 432246, info@harwell-drying.co.uk). Even if the office is unsure as to whether their services will be required or not, they have expressed a preference to be notified and put on standby in case they are required.

HARWELL

01235 434373 (24-hours)

1.2.2. Recovery Site.

Your department will be advised as to the location of an alternative recovery site by the Business Recovery Team, as and when your Contingency Plan is activated. The requirements for an alternative recovery location will depend on the nature of the disaster and on your departmental operations.

1.3 CALL-OUT PROCEDURES

During **out of office hours**. Security will contact members of the Departmental Recovery Team (DRT) as soon as possible after the instruction is issued from the Business Recovery Team (BRT).

If the emergency occurs **during business hours**, all members of the department are to be assembled, a roll-call taken, and then depending on the nature of the emergency, those staff not required to deal with the emergency told to go home and wait until contacted.

1.3.1. Transportation Arrangements.

Each member of the recovery team will be instructed to report to the Incident Control Centre (ICC), at The National Archives, the location of which will be advised.

Transportation will be by public or personal transport, or in extreme circumstances by taxi which can only be authorised by the Business Recovery Team.

Any expenses incurred are to be recorded by the individual concerned, and passed to his / her line manager for approval.

1.3.2 Incident Control Centre (ICC)

Within working hours an area within either Q1 or Q2 will be designated as the Incident Control Centre for the management of the recovery process. Information concerning the location of the area and any other information required will be given out over the PA system. If this facility is not functioning, recovery team members will be provided information either by telephone, security staff or by line managers.

For a disaster occurring **out of normal working hours**, Recovery Team members should initially report to the main entrance security desk, from where they will be directed to the ICC.

In the event of a major disaster which restricts access into any parts of the building, the initial assembly location is to be the public car park at the Ruskin Avenue end.

1.4. RECOVERY ACTIVITIES.

Following the activation of the Departmental Contingency Plan the Departmental Recovery Team (DRT) will carry out pre-defined activities to recover business functions. A prioritized list of recovery activities is contained in section 1.4.1.

The first responsibility of the Recovery Team Leader will be to ascertain the extent of the disaster, and to decide if the recovery can be managed by the Recovery Team or that the departmental recovery process will require additional members of their own or other department to assist.

If this is the case then he is to request the assistance of the Business Recovery Team to contact either all or individual members of the department listed in Sustained Recovery Team (via Personnel records, see section 2.2.2.), or additional TNA staff from other areas of the business.

1.4.1. Special Recovery Activities.

An emergency which occurs either within or outside of business hours may present special recovery activities to be performed by the Departmental Recovery Team, prior to the start of their departmental recovery process. These activities are listed below.

No activities concerning either readers or visitors who may be present at the time of the emergency are to be considered, other than their safe evacuation from the building. Arrangements for their belongings and safe removal from site will be managed by the Business Recovery Team and Security.

Ser No	Activity Day / Night	Special Recovery Activity
1.		The prime concern of the Collection Care Department, in a disaster situation, is to take what measures are necessary to salvage or limit the damage to as many of the records as possible.
2.		Initially it will be the responsibility of the first senior member of the departmental recovery team on site to <u>start the recovery</u> process after an <u>initial assessment</u> has been made.
3.		Secondary will be the recovery process of getting the department back to normal operational levels.

1.4.2 Recovery Team Activity Checklist

The activity checklist should include in order of priority, the actions and tasks which are required to be carried out by the Department Recovery Team.

Tasks listed should be identified as team tasks, or tasks designated to individual members of the recovery team who have specific skills required for the task.

As each task is completed, it should be identified as such, so that an update of the recovery process can be provided as required by the Business Recovery Team.

Task
Ser No

Activity / Task

1. Ideally, the recovery process should start with a preliminary assessment of those documents in the affected area, designated as being the most valuable or important, identified by the first senior member of staff to come on site.
2. The method and process for assessing and treating damaged material is documented in Annex A.
3. Depending on the extent of the disaster it is possible that, in addition to many or all of the Collection Care staff being engaged in the document salvage process, staff from Archive Productions Services may be required. These will be contacted through the Head of Archive Production Services, or Estates and Security Department.
4. If the Collection Care Department has been affected by the disaster, it will be the responsibility of the Collection Care Administrative Officer to start the process of bringing the department back to normal operational levels. E.g. making sure computers and essential equipment are working and sufficient disaster material is available, particularly those that may be required for the disaster recovery. For a full list of materials and equipment suppliers see Annex B.

1.4.3. I.T. / B.T. Applications.

Itemise any I.T. or B.T. equipment which is essential to the departmental recovery process, this to include telephones, PCs, printers and software applications:

Equipment / Software.	Qty.	Critical Category	Application.
Computer	1	A	Word; Excel; Access
Printer	1	A	
Computer	2	B	Word; Excel; Access
Printer *	2	B	

* Printer can be networked.

The Critical Category symbols and their meaning :

A	Essential, must be recovered soonest.
B	24 hours.
C	72 hours.
D	When Convenient.

- Need access to PRONTO system information.
- Information on Collection Care's 'i' drive:
 - Collection Care databases
 - Collection Care suppliers' list
- Other networked databases (need to confirm that these have been added to network):
 - Collection Care Finance database
 - Safe Room Survey database
 - Safe Room Locations database

- Unfit database

Note.

The category selected will depend on how essential an item of equipment is, to the recovery process. For example, Estates and Security Department would require access to telephone services at the earliest opportunity for contacts with suppliers, therefore Category A is appropriate - however a PC would not be as essential, therefore Category C would be more appropriate.

1.4.4 Internal/External Contacts

Identify any business contacts or functions, internal or external, which are important / integral to the departmental operations:

Internal

Contact & Function.

Contact Name & Tel No.

Archival Production Services Department for assistance with document salvage - linked with their Departmental Contingency Plan.

External

Contact & Function.

Contact Name & Tel No.

HARWELL Drying Restoration Services

01235 434373

1.4.5 Agency Notification List

All contact with the Emergency Services, Government Departments and other Statutory Authorities are only to be made by the Business Recovery Team (BRT).

In addition, notification and information concerning the disaster situation will be made by the Business Recovery Team (BRT). Other organisations or agencies which departments have daily business contact with, either with contracted staff, goods or services are to be listed below.

Organisation	Contact	Tel No	Remarks
NADFAS Volunteers will need to be informed, to ensure that they <u>do not</u> come to the site.			

At the first instance, notify:

NADFAS			Greater London Area Volunteers Representative
			Or any other person at this telephone number

The last contact name is for general courtesy/information as she is the liaison for the whole Greater London area.

EDITORS WORKING ON CENSUS MATERIAL - HO CLASS

The editors need to be contacted to prevent them coming into The National Archives (especially as they are undertaking work in the Collection Care Department's Disaster Control Room).

Manchester and Lancashire FHS contacts

1.4.6 Vital Records

Details of all departmental back-up files stored for safe keeping in off site locations, should be easily retrievable during an emergency situation.

The vital records comprise of : Paper / PC Disc / File / Archive Box / Other.

Description : N/A

The departmental Vital Records are stored at :

Address : N/A

Contact Name : Tel No :

Access.

The procedure for the retrieval of departmental Vital Records is on the authority of :

Name : N/A

1.5. ESSENTIAL SERVICE SUPPLIERS.

Details of essential suppliers / agencies who currently support the department with essential services or supplies, are listed under **Conservation/Preservation Materials and Suppliers** in ANNEX B.

The companies listed below may need to be informed of the emergency, and contacted in order to suspend their activities or actively support the emergency.

Company	Contract Title	Tel. Number

2. RECOVERY SITE REQUIREMENTS.

2.1. Initial Recovery.

Immediately following the activation of The National Archives Business Recovery Plan which involves this department, it may be necessary to relocate the departmental operations to a Recovery Site. The resources of the site will be limited and the department may need to exist for a period of time with limited resources.

2.1.1. Minimum Requirements.

The following minimum items of equipment are required to enable the initial recovery of the department at a recovery site.

Identify most critical I.T. and other office equipment to include basic furniture requirements. Both photocopy and telephones will be organised centrally.

Equipment / Type	Applications	Qty
Tables/work surfaces	As much table space as possible to ensure that each Conservator has a work bench for emergency conservation work plus additional surfaces for air drying or large work	32 minimum (1 for each member of the department)
Chairs		32
Board chopper	Cutting of materials	1
Sinks	Access to a water supply - if not possible to have sinks, then pipe-work / rubber hosing to connect to portable sink units	
Fans	For air drying material	10
De-humidifiers	For lowering RH to aid air drying	5

2.2. SUSTAINED RECOVERY

Depending on the disaster situation, the department may be required to operate from the recovery site for a long period of time. In this situation additional equipment may be required to enable the department to return to normal operations.

2.2.1. Normal Operational Requirements.

The following list identifies the equipment required for the department to return to normal operation.

Equip / Type	Size or Capacity	Model / Manufacturer	I.T. Application	Qty
List of essential conservation/preservation equipment and materials (see Annex B)				

2.2.2. Sustained Recovery Team.

The following departmental personnel are not required as part of the Initial Recovery Team, but will be additionally required by the department, in the sustained recovery mode.

Ser No	Name	Home Tel. No.
Other Collection Care staff may be contacted via Personnel records.		

DEPARTMENTAL CONTINGENCY PLAN.
FOR : _____ COLLECTION CARE

ANNEX A.

SPECIAL PROCEDURES.

Each department may have special procedures which are required for the recovery of their business. These are to be listed, and should include for all special requirements for each individual function.

Ser No.	Function	Procedure / Action / Equipment
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SEE BELOW

Small Incident Reaction Procedure

ALL STAFF MUST WEAR PROTECTIVE CLOTHING
BEFORE STARTING WORK

AIR DRYING

This is appropriate for small quantities and/or slightly damaged material only, and should be carried out under the supervision of the Collection Care Department. The area for air-drying should be large, well ventilated and well stocked with tables and drying lines. The Collection Care Department on the Ground floor of Q2 is the first choice. (N.B. Make sure that the air conditioning is switched on if the incident occurs at the weekend, to give air-flow). If no area is available on site, material will need to be packed and transported to a designated area.

- Use fans and de-humidifiers to assist the drying process, available from Collection Care and Estates and Security Department.
- Stand damp volumes upright and gently fan out their pages. If possible, interleave with blotting paper.
- Books printed on coated paper and photographic prints should be interlaced with Silicone release paper to prevent blocking. That is available from Collection Care Department.
- Loose paper sheets should be placed between blotting paper or hung over a drying line.
- Parchment membranes should be placed between blotting paper under light weights.
- Pendant seals should be supported.
- Change blotting papers regularly.
- Do not attempt to separate material that is stuck together, this is a job for Collection Care staff.

Instructions for Disaster Control Volunteers on being contacted in the Event of a Disaster

1. In addition to being notified that a disaster has occurred, you will also be told where to report. This will be known as the "Incident Control Centre".
2. Get to the Office as quickly as possible. Staff should use Public Transport wherever possible, however in exceptional circumstances a taxi can be authorised by the Head of Department.
3. When sufficient staff have arrived, a briefing will be given by the Recovery Team or designated other.

ALL STAFF MUST WEAR PROTECTIVE CLOTHING BEFORE STARTING WORK.

A Disaster Box containing protective clothing is located in Loading Bay 1, Q1 ground floor. Protective clothing is also available from the Collection Care Disaster Room, Q2, (Key ...). **The contents of these boxes are organized in the attached Disaster Control List C.**

All disaster control staff must ensure that they are provided with the necessary protective clothing as soon as they arrive on site. The first person to arrive will be responsible for issuing protective equipment.

4. Make sure you receive the following information:

- The nature and location of disaster
- Which team you have been assigned to
- Assessment Area
- Rest Area(s)
- Location of First Aid area
- Information on any areas declared out of bounds

Preservation Emergency Supplies

**ALL STAFF MUST WEAR PROTECTIVE CLOTHING
BEFORE STARTING WORK**

Red Disaster Boxes are stored in each repository and in the library:

Q1

- opposite every entrance to the repository areas on each floor (centre of the building, in the Basement and floors 2, 3 and 4, Q1).
- in the far end of the Library, Q1 first floor .
- protective clothing is located in loading bay 1, Q1 Ground floor.

Q2

- in the Collection Care Department on the Ground floor, Q2.
- Collection Care Disaster Room, Q2 Ground floor (Key ...).
- near their side entrance in each of the repositories 6c, 7c, and 8c (on the first, second and third floor, Q2).

The contents of these sealed boxes (apart from the one in Loading Bay 1) are organised in Disaster Control List B.

Both Lists C and B are wall-mounted over the disaster boxes and should be updated during annual inspections of the box contents by Archival Production Services (APS) staff.

During monthly inspections, APS floor managers should also update the additional Disaster Control List A, confirming that the boxes remain sealed when not in use, and also that there is an adequate number of stacked collapsible crates and foldable disaster tables on site.

Detailed floor plans indicating the locations of all disaster boxes and additional equipment, should be mounted on notice-boards above each box, alongside all three content lists.

Lists A, B and C are attached below.

List A - All Disaster Boxes

DISASTER CONTROL LIST A - WALL MOUNTED SITE EQUIPMENT CHECKLIST (MONTHLY INSPECTIONS)		YEAR
LOCATION #		
INSPECTION DATE	NAME(S)	NOTES (Fault found - Date amended)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

List B - All boxes (apart from Loading bay 1)

DISASTER CONTROL LIST B - ATTACHED ON BOX BOX CONTENT CHECKLIST (ANNUAL INSPECTIONS)				DATE			
LOCATION #							
LOOSE IN BOX	IN BUCKET	IN OPEN CRATE	IN PLASTIC BAG				
Foldable crates (open/closed, total)	4	Sponges	2	Red & Green Identification Forms (blocks of approx. 50 sheets)	1	Safety pins	6
Foldable 'Wet-Floor' sign/cone	1	Paper tissue (rolls)	2	Red & Green Assessment Tags (bundles of 50)	1	Graphite Pencils	3
Kit Mop (in 2-4 parts, checked?)	1	Bandages (15cm/10cm rolls, strikethrough accordingly)	6/12	Pre-numbered brown tags (bundles of 50)	1	China-graph (grease) pencils	2
Bucket	1			White Tyvek tags (bundles of 100)	1	Pencil sharpeners	1
Polythene sheeting (rolls, 60-100cm wide)	1			Cotton tape (rolls, sticker-secured edge)	1	Scissors (large/small, total)	2
Polythene sheets (rolled, 380x408 cm = 153x160 in.)	3			Cable ties (bundles of 100, in plastic packet)	1		
Polythene bags (sealable, size A, 42x32 cm = 12x16 in.)	50			Metalic tape measure (3m/10ft)	1		
Polythene bags (sealable, size B, 51x38 cm = 20x15 in.)	25			Disposable gloves (M size, in plastic bag)	20		
Polythene bags (non-sealable, size C, 75x51 cm = 29x20 in.)	10						
Polythene bags (non-sealable, size D, 103x77 cm = 40x30 in.)	20						
NOTES							

List C - Collection Care Disaster Room

LOCATION # Q2 Ground
Preservation Disaster Room

**DISASTER CONTROL
LIST C - ATTACHED ON BOX
BOX CONTENT CHECKLIST (ANNUAL INSPECTIONS)**

DATE
NAME

LIGHTING-SIGNALLING		HANDS + FEET		BODY		HEAD	
Hazard tape (plain/adhesive, total rolls)	5	Disposable gloves (single, size S)	150	Fluorescent Yellow waterproof trousers (size L)	10	Safety helmets	32
Electric torches/worklights (working?)	5	Disposable gloves (single, size M)	350	Fluorescent Yellow waterproof trousers (size M)	8	Head-lights (working?)	27
Push-fit Krypton Light-bulbs (4.8V, 0.5A, or 3.6V, 0.75A, working? x1 or 2)	15	Disposable gloves (single, size L)	150	Fluorescent Yellow waterproof hooded jackets (size L)		Screw-cap Light-bulbs (3.5V, 0.2A, working? x1)	55
1.5V Batteries size D, LR20 (date checked? /4)	24	Household gloves (pairs, size S)	8	Fluorescent Yellow waterproof hooded jackets (size M)		1.5V Batteries size AA, LR6 (date checked? /4)	28
		Household gloves (pairs, size M)	26	Blue disposable trousers (size L)	5		
		Household gloves (pairs, size L)		Blue disposable trousers (size M)	5		
		Heavy-duty gloves (pairs, size S)		Blue disposable hooded vests (size L)	5		
		Heavy-duty gloves (pairs, size M)	2	Blue disposable hooded vests (size M)	5		
		Heavy-duty gloves (pairs, size L)		Fluorescent Yellow Jerkins (size L)			
		Wellies (pairs, size 7/49)		Fluorescent Yellow Jerkins (size M)	7		
		Wellies (pairs, size 8/42)		Fluorescent Yellow Jerkins (size S)			
		Wellies (pairs, size 9/43)		White plastic aprons	20		
		Wellies (pairs, size 10/44)					
NOTES							

List C - Loading Bay 1

LOCATION # Q1 Ground
Loading Bay 1

**DISASTER CONTROL
LIST C - ATTACHED ON BOX
BOX CONTENT CHECKLIST (ANNUAL INSPECTIONS)**

DATE
NAME

LIGHTING-SIGNALLING		HANDS + FEET		BODY		HEAD	
Hazard tape (plain/adhesive, total rolls)		Disposable gloves		Fluorescent Yellow waterproof trousers (size L)	9	Safety helmets	14
Electric torches/worklights (working?)	4	Disposable gloves (single, size M)		Fluorescent Yellow waterproof trousers (size M)	10	Head-lights (working?)	7
Push-fit Krypton Light-bulbs (4.8V, 0.5A, or 3.6V, 0.75A, working? x1 or 2)	4	Disposable gloves (single, size L)		Fluorescent Yellow waterproof hooded jackets (size L)	10	Screw-cap Light-bulbs (3.5V, 0.2A, working? x1)	14
1.5V Batteries size D, LR20 (date checked? /4)		Household gloves (pairs, size S)		Fluorescent Yellow waterproof hooded jackets (size M)	8	1.5V Batteries size AA, LR6 (date checked? /4)	
		Household gloves (pairs, size M)	26	Blue disposable trousers (size L)			
		Household gloves (pairs, size L)		Blue disposable trousers (size M)			
		Heavy-duty gloves (pairs, size S)		Blue disposable hooded vests (size L)			
		Heavy-duty gloves (pairs, size M)		Blue disposable hooded vests (size M)			
		Heavy-duty gloves (pairs, size L)		Fluorescent Yellow Jerkins (size L)	5		
		Wellies (pairs, size 7/49)	2	Fluorescent Yellow Jerkins (size M)	3		
		Wellies (pairs, size 8/42)	4	Fluorescent Yellow Jerkins (size S)	5		
		Wellies (pairs, size 9/43)	4	White plastic aprons			
		Wellies (pairs, size 10/44)	2				
NOTES							

General Instructions for Collection Care Staff

1. Staff should work in pairs (teaming up as each arrives).
2. Disaster supplies should be taken to the assessment area designated by the Business Recovery Team or a designated Disaster Co-ordinator. A decision needs to be made as to whether stocks are sufficient and if not, more supplies need to be collected from the Disaster Control Room/other repositories and/or Collection Care storeroom.
3. Tables need to be moved to assessment area.
4. Twenty-five of each crate (Damp/Unaffected) should be labeled so that they are ready.
5. Working in your teams, assess the treatment needed for the material being unpacked by Repository staff from the crates or trolleys.
6. One person should unpack boxes or inspect un-boxed documents to assess the damage, whilst the other uses the appropriate identification/location forms to record:
 - the reference
 - crate number
 - whether the pieces are damp or unaffected.

Instructions for Material Affected in the Educational & Visitors Centre

In the event of a disaster affecting the Educational & Visitors Centre (EVC), all documents must be removed from their cases and taken to a Secure area. Liaison with Security will be required to de-activate alarms and for the keys to the cases.

General EVC Area

Once the exhibition cases have been unlocked, it is possible to lift the glass covers by hand, especially on the smaller cases, but it would be easier to use the “Glass suction hand grips” (kept in Collection Care Machine Room [key in XXX]) for the larger cases.

The Sanctuary Area

The Sanctuary is protected by a metal shutter, which is closed during Out of Office Hours. The key for this is with XXXXXXXX. During Office Hours the shutter will automatically come down when the alarm is activated (after circa 2 minutes¹). It can be raised either by electronic means or by manual means. The winch key for manual lifting is XXXXXX. If the door has been fire damaged it may need to be opened by the Fire Brigade.

N.B. Please ensure that the shutter is unlocked before attempting to raise it. If the shutter is not unlocked this may result in the bolts bending and the door jamming.

The keys for the exhibition cabinets within the Sanctuary are XXXXXXXX.

Summary

- Security to turn off alarms and produce keys
- Security to unlock shutter
- Raise shutter either electronically or mechanically (if damaged by heat may need to be opened by Fire Brigade and cutters)
- Unlock exhibitions cases
- Remove items to a secure area
- If damaged, follow procedures set out in the following pages, unless it is decided that items of particular national importance should be given special attention.

Instructions for Material Affected on the Repository Floors

¹ If a fire occurs within the sanctuary itself the shutter will still come down. The air conditioning vent will shut off from the rest of the building which **should** limit the amount of oxygen available and therefore inhibit the fire becoming too fierce.

Material affected on the repository floors will be brought to the Collection Care Assessment Area by Repository staff as laid down in their own procedures.

It will then be dealt with as described on the following pages.

Instructions for Material Affected in Areas other than Repositories.

Where documents are kept in areas other than the Repositories, e.g. Open Office Strong Room, it is the responsibility of the department to contact Collection Care for advice. A Conservator will come and assess the items and give advice as to whether:-

1. the items can remain where they are;
2. remedial work can be carried out in situ and possibly by the department itself (e.g. interleaving with absorbent blotters);
3. the items need to be taken to the Collection Care Assessment Area where they will be listed, packaged and sent for freezing.

Instructions for Collection Care Staff 1st Team Member

ALL STAFF MUST WEAR PROTECTIVE CLOTHING
BEFORE STARTING WORK

- **Damp pieces** must be removed from boxes and then packed in polythene bags with a Tyvek white waterproof label carrying the complete reference, with as little disturbance as possible. Any items about which there is uncertainty should be put aside for inspection by the senior member of the Collection Care team on site.
 - **Saturated documents** must be removed from boxes and packed in polythene bags with a Tyvek label carrying the complete reference, with as little disturbance as possible. Do not try to separate the individual items or remove any. Damage has already been caused to these items and their best hope of survival is by freezing.
 - **Unaffected documents** must be removed from boxes (which may be wet and/or fire damaged) and packed in polythene bags with a Tyvek label carrying the complete reference, with as little disturbance as possible. These should be placed on a trolley and moved to a dry area, and at a suitable point removed from the bags and reboxed. If there is any doubt about them being damp, then freeze. There is no need to place the documents in a crate, unless there is no suitable location within the building and they will need to be moved off-site.
 - Make sure reference labels are placed in a **visible** position in the bag. Both damp and saturated documents must then be placed in the relevant crates with the open end of the bag uppermost. The crates must be clearly identified before sending for freezing.
 - Water damaged bound volumes must be bound with crepe bandages, to prevent distortion. Wind the bandage across the boards from spine to fore-edge and back, overlapping enough to ensure that the whole area is covered. Secure with stainless steel safety pins. They can then be placed in polythene bags. Volumes accompanied by visible reference labels should be placed spine down, to minimise strain on the text block.
 - The crates must be clearly identified as follows:
 - (DAMP) S1, S2, S3, etc. RED LABELS
- and, if appropriate:
- (UNAFFECTED) U1, U2, U3 etc. GREEN LABELS.

Appropriate coloured labels are available for easy identification.

Instructions for Collection Care Staff 2nd Team Member

ALL STAFF MUST WEAR PROTECTIVE CLOTHING BEFORE STARTING WORK

- Use Red and Green identification/location forms to record the condition of the damaged material.
- Appropriate labels must also be put on crates, reflecting the nature of the contents, e.g. Red (Damp) D1, D2, D3, etc..
- Fill out the forms, entering the correct document reference and the crate number to which it has been assigned.
- Place the document in the crate.
- When the crate is full, or sufficiently full to constitute an adequate load, the top copy of the record form must be placed in the crate and the duplicate form retained for future reference. The marked 'Red' crates should then be loaded onto separate trolleys ready for freezing. The 'Green' documents should be loaded onto a trolley and taken to a safe area.

Instructions for Collection Care Staff Large Documents/Microforms/ Photographic material

ALL STAFF MUST WEAR PROTECTIVE CLOTHING BEFORE STARTING WORK

- If possible large maps should be supported on boards, interleaved with blotting paper and polythene sheets and finally wrapped with polythene firmly and secured with string or straps before freezing. Remember to leave a visible label with reference.
- An alternative would be to roll maps and wrap in polythene prior to being sent for freezing. Remember to leave a visible label with reference.
- Microfilm should be immersed in water in polythene buckets with lids before being sent to processing laboratories. Remember to leave a visible label with reference.
- **Glass plate negatives MUST NOT be frozen.**

DEPARTMENTAL CONTINGENCY PLAN.
FOR : _____ COLLECTION CARE

ANNEX. B.

ESSENTIAL SERVICE SUPPLIERS.

<u>Business Name / Service</u>	<u>Contact Name</u>	<u>Tel No.</u>	<u>FAX No.</u>
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SEE BELOW