

LIBRARY EMERGENCY CHECKLIST

What should you do following an emergency, and access has been permitted into your library?

1. Consult your disaster plan.
2. Contact the library's insurance agent.
3. Assess the extent of the damage with the insurance agent unless you are given permission to proceed without the agent.
4. Determine what action should be taken to recover the affected materials and what supplies are needed.
5. Make a decision as to whether you feel you can handle the situation alone or whether you need outside assistance.
6. If the amount of affected materials is not large, and the staff feels able to handle the salvage themselves, contact the nearest site listed below for recovery supplies (Rescubes, ReactPaks, and thermohyrometer).
7. Using the supplies, library staff should proceed according to the procedures outlined in their disaster preparedness plan, if there is one. Otherwise, seek advice from the designated regional or Board staff.
8. Contact designated regional or MBLC staff for telephone and/or on-site assistance.
9. If neither regional nor MBLC assistance is available, call a conservator or disaster recovery specialist. *Public libraries only* can call the Northeast Document Conservation Center at (978) 470-1010 (collect calls accepted) 24-hours-a-day for telephone and/or on-site assistance, as part of the MBLC's contract with the NEDCC.
10. If the amount of damaged materials is substantial and beyond the capabilities of the library's staff, then designated MBLC or NEDCC staff can authorize a call to Munters Moisture Control for packing, freezing, and drying the materials, for *public libraries only*.

For Emergency Assistance call:

Regional Headquarters

Boston (BRLS)	(617) 859-2380
Central (CMRLS)	(508) 757-4110 (800) 922-8326
Metrowest (MMRLS)	(781) 398-1819 (888) 383-8882
Northeast (NMRLS)	(978) 762-4433 (888) 326-7772
Southeastern (SEMLS)	(508) 923-3531 (877) 923-3531
Western (WMRLS)	(413) 247-9306 (800) 282-7755

Massachusetts Board of Library Commissioners

(617) 267-9400 or (800) 952-7403 (in-state)

For *public libraries*, if none of the above is available then contact:

Northeast Document Conservation Center at 470-1010 (collect calls accepted 24-hours-a-day).

Storage Sites for Recovery Supplies

Memorial Hall Library, Andover	(978) 623-8400
Boston Public Library	(617) 536-5400
Bridgewater Public Library	(508) 697-3331
Falmouth Public Library	(508) 457-2555
Fitchburg Public Library	(978) 345-9635
Greenfield Public Library	(413) 772-1544
Nantucket Atheneum	(508) 228-1110
New Bedford Free Public Library	(508) 991-6275
Forbes Library, Northampton	(413) 584-8550
Berkshire Athenaeum, Pittsfield	(413) 499-9480
Thomas Crane Public Library, Quincy	(617) 376-1300
Springfield City Library	(413) 263-6800
Wellesley Free Library	(781) 235-1610
West Tisbury Free Public Library	(508) 693-3366
Worcester Public Library	(508) 799-1655

