



UNIVERSITY ARCHIVES

ATHENS STATE UNIVERSITY

Athens State Archives Disaster Plan

Athens State University has an Emergency Management Plan which should at all times be the initial reference source for emergencies and disaster's impacting the institution. The Athens State Archives Disaster Plan is only applicable to the Athens State Archives located on the 2nd floor of the Library building. See: <http://www.athens.edu/pdfs/policies/Operating/Administrative/Emergency-Management-Plan.pdf>

Human safety is the highest priority in any emergency situation. Under no circumstances is any person to attempt retrieval of Archives material or artifacts before emergency personnel and/or first responders designate the vicinity safe and stable for re-entry.

Contact:

In the case of any disaster affecting the Athens State University Archives, the following people should be contacted, in the order listed:

Emergency Services as necessary:		911
Mr. Jerry Crabtree:		Campus: 256-233-8222 Cell: 256-777-1776
Toni Carter	Library Director	Campus: 256-216-6660
Mr. Kerry Warren	Facilities Director	Campus: 256-233-8278
Ms. Laken Smith	Archivist	Campus: 256-216-6663
Ms. Margaret L. Shannon	Library Support Specialist - Archives	Campus: 256-216-6655

Location of Keys:

For security purposes, only Toni Carter, Ms. Laken Smith, and Ms. Margaret L Shannon have access to the cabinets and storage areas for the archives. They can be reached at:

Toni Carter	Library Director	Campus: 256-216-6660
Ms. Laken Smith	Archivist	Campus: 256-216-6663
Ms. Margaret L. Shannon	Library Support Specialist - Archives	Campus: 256-216-6655

Locations of Archives Materials:

Library – Archives Room 206
Library – Storage Closet 204
Library – Rare Book Room 213
McCandless Hall – Delmore Brothers Museum
McCandless Hall – TVOTFC Museum
Carter Gymnasium – Sports Museum

Preparedness:

Athens State University Security personnel check fire extinguishers in the library monthly. Yearly inspections are conducted by the State Fire Marshal's Office. Temperature and humidity are monitored by facilities staff monthly. Archives and Library staff perform visual inspections for water damage monthly and as needed depending on environmental conditions.

In the case of imminent damage, plastic sheets stored in the archive can be used to protect records from ceiling moisture leaks. Materials should be kept as high as possible and off the floor in case of flooding.

Future Planning: Investment in emergency fire suppression systems, offsite storage locations, and digital record duplication would significantly enhance preparedness and likelihood for successful recoveries of archival materials in emergency situations.

Response:

Plastic sheets: located in the right-hand desk drawer of the two sided desk in the center of the room.
Face masks & gloves: in the drawer above the plastic sheets

After the source of the issue has been resolved by emergency personnel or appropriate staff according to above contact list, further response efforts can begin. The environment should be stabilized if possible, or materials should be transported to a stable and secure location.

Institutional records and materials designated as permanent according to the Alabama State and Local Government Records commission are the highest priority for recovery and preservation. **See:** http://www.archives.alabama.gov/officials/rdas/UniversitiesOfAlabama_Public.pdf

Specific Salvage Priorities: Archives - Room 206, 204

Photographs and artwork– RM 204, Flatfile RM 206
McLin Manuscript Collection – 4 Drawer Fire Proof Cabinet next to the entrance RM 206
Historic Preservation Commission Collection – Cabinets RM 206

In the case of any damage, all damaged areas should be photographed and assessment made of initial emergency response.

In the case of any type of water damage, temperature should be kept below 65 degrees; relative humidity should be dropped below 35%. Fans should be used to circulate the air. Wet books and papers should be frozen as quickly as possible to prevent further damage and mold growth. If possible, items should be frozen within 48 hours of wetting. Items should not be stacked for removal or storage. Mold and mildew mitigation efforts must be implemented as soon as possible to prevent further damage.

Insurance Information:

Athens State University fire and casualty insurance is underwritten by the State of Alabama, Division of Risk Management. Athens State contact person is Mr. Mike McCoy, Vice President of Financial Affairs.

Resources:

1. Restoration, deodorization and cleaning services
Servpro of Central Huntsville
2315 Triana Blvd., SW
Huntsville, AL 35805
(256) 533-5335

Servpro will provide:
Freezer space

Document Recovery Services, including moisture control of water-damaged books, files, audio/video media, computer systems, and archival storage facilities.