



# **DISASTER PLAN**

## **SLAC Archives, History & Records Office**

[This document is designed to assist libraries and archives in preparing for emergency situations which may threaten the safety of persons, collections and facilities. Whether your institution has a minimal amount of time to devote to emergency planning or is undertaking a comprehensive planning project, this disaster plan can help you to gather vital information which will be invaluable in the event of an emergency. Use this document as it is, or use selected parts. It may be reproduced without permission, provided that the Amigos Preservation Service is credited.]

# DISASTER PLAN

**Institution:** SLAC National Accelerator Laboratory Archives History & Records Office

**Date of current revision:** March 2017

## **IN-HOUSE EMERGENCY TEAM**

**Administrator:** Lance Lougee, Emergency Coordinator

Office Phone: 650-926-2997 Home Phone: 408-353-5300 Cell Phone: 408-355-3020

**Disaster Team Leader:** Brian Sherin, ES&H Manager

Office Phone: 650-926-5082 Home Phone: \_\_\_\_\_ Cell Phone: 408-455-8980

**Building Maintenance:** Mark Freytag / Traci Kawakami, Bldg. 084 Mgr/Asst. Mgr.

Office Phone: 650-926-4260/2693 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### **Disaster Team:**

1. see <https://portal.slac.stanford.edu/teams/esh/ert/SitePages/Home.aspx>
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Department Head:** Jean Marie Deken, Archivist & Manager, Archives History & Records Office & Research Library 650-926-3091

**Department Head:** Theresa Bamrick, Deputy Chief Information Officer, A-CIO IT Services 650-926-4245

**Department Head:** James Williams, CIO, 650-926-2944

**Department Head:** Suzanne Davidson, CFO, 650-926-2625

**Department Head:** Chi-Chang Kao, Lab Director, 650-926-3699

## FACILITIES: LOCATIONS OF EMERGENCY SYSTEMS

**Building:** 084, Central Lab Annex, Rooms B011 and B012

*List locations and attach floor plan (use letters to indicate locations on floor plan).*

**A. Main Utilities -- SLAC Facilities Office has these plans & up-to-date details. Also: see attachments**

1. Main water shut-off valve: \_\_\_\_\_
2. Sprinkler shut-off valve: \_\_\_\_\_
3. Main electrical cut-off switch: \_\_\_\_\_
4. Main gas shut-off: \_\_\_\_\_
5. Heating/cooling system controls: \_\_\_\_\_

**B. Fire Suppression Systems (by room or area)**

1. Sprinklers: yes, both rooms. See attachments
2. Halon: no
3. Other: none

**C. Water Detectors** none—investigating installation

**D. Keys**

Key boxes: both rooms accessed with OmniLock codes

Individuals with master and/or special keys (attach list with names, titles, and keys in possession)  
Simon Ovrahim, Head of Security, and his staff have codes to all archives rooms

**E. Fire Extinguishers (Label by number according to type)**

1. Type A - Wood, paper, combustibles -- none
2. Type B - Gasoline, flammable liquid -- none
3. Type C – Electrical -- none
4. Type ABC – Combination – in Hallway outside Room B011: Class 3-A-40-B-C  
See attachments

**F. Fire Alarm Pull Boxes (use floor plan) -- see attachments**

**G. Smoke and Heat Detectors (use floor plan) -- see attachments**

**H. Radios**

1. Transistor radios (for news): Security
2. Two-way radio (for communication): Security

**I. First Aid Kits** Building 084, Room B12 in supply cabinet at rear of room

**J. Public Address System** none in building

**K. Nearest Civil Defense Shelter** unknown



## EMERGENCY SERVICES (continued)

Local Freezer (1): contact SUL for campus freezer access on campus

Local Freezer (2): \_\_\_\_\_

Disaster Recovery Service: ServiceMaster Disaster Restoration and Recovery Service 800-439-8833

Account pre-established?  Yes  No Account Number: \_\_\_\_\_

Services available:  Water Recovery  Freezer  Vacuum Freeze Dryer  
 Fire Recovery  Mold Fumigation  Environment Control

Disaster Recovery Service: SERVPRO of Palo Alto 650-800-3448

Account pre-established?  Yes  No Account Number: \_\_\_\_\_

Services available:  Water Recovery  Freezer  Vacuum Freeze Dryer  
 Fire Recovery  Mold Fumigation  Environment Control

Exterminator: SLAC Facilities & Operations Department 650-926-4602 / 8901

Other Services: SLAC Facilities & Operations Department 650-926-4602 / 8901

### Insurance (Attach copy of insurance policy)

Insurance Company: Stanford University (self-insured)

Agent/Contact: n/a

Policy Number: n/a













Self-Insured?  Yes  No If yes, list contact: Saurabh Anand, Stanford University Senior Legal Counsel

### Other











Legal Advisor: Saurabh Anand, Stanford University Senior Legal Counsel; 650-926-8708

Architect: contact Russell Thackston, SLAC Facilities & Operations Department Manager, 650-926-4405; mobile: 858.967.2381

## COLLECTION SALVAGE SUPPLIES

<u>On-Site Location or Off-Site Source</u>	<u>Phone #</u>
 Freezer or wax paper _____	_____
 Gloves, rubber <u>Collection recovery supplies cabinet, Bldg. 084 Basement Hallway</u>	_____
 Interfacing (Pellon) <u>Collection recovery supplies cabinet, Bldg. 084 Basement Hallway</u>	_____
 Masks <u>Collection recovery supplies cabinet, Bldg. 084 Basement Hallway</u>	_____
 Milk crates, plastic <u>Collection recovery supplies cabinet, Bldg. 084 Basement Hallway</u>	_____
 Mylar polyester sheets <u>Collection recovery supplies cabinet, Bldg. 084 Bmt. hallway</u>	_____
 Newsprint, blank _____	_____
 Notepads & clipboards _____	_____
 Nylon monofilament (fishing) line _____	_____
 Paper towels (no dyes) _____	_____
 Sponges <u>Collection recovery supplies cabinet, Bldg. 084 Basement Hallway</u>	_____
 Trash bags, plastic <u>Collection recovery supplies cabinet, Bldg. 084 Basement Hallway</u>	_____

## EQUIPMENT & SUPPLIES

<u>On-Site Location or Off-Site Source</u>	<u>Phone #</u>
 Aprons, smocks _____	_____
 Book trucks, metal <u>Rooms B011 and B012, Building 084</u>	_____
 Boots, rubber _____	_____
 Brooms <u>AHRO hallway, Building 084</u>	_____
 Buckets & trash cans, plastic <u>Rooms B11 and B012, Building 084</u>	_____
 Camera (to document damage) <u>Room B11, Building 084</u>	_____
 Dehumidifiers <u>obtain from Facilities and Operations Dept.</u>	_____
 Extension cords, grounded <u>Room B012, Supply Cabinet</u>	_____
 Fans <u>obtain from Facilities and Operations Department</u>	_____
 Flashlights <u>Rooms B11 and B012, Building 084 and Collection Recovery Cabinet</u>	_____



## ATTACHMENTS

1. List of **SALVAGE PRIORITIES** for Archives, History & Records Office (AHRO).
2. **EMERGENCY PROCEDURES** and **EVACUATION PLAN**. See:  
<https://portal.slac.stanford.edu/teams/esh/buscontin/SitePages/Home.aspx>
3. Copy of **INSURANCE POLICY**. n/a – self insured
4. Copy of **DISASTER RECOVERY VENDOR CONTRACT**.
5. Other **EMERGENCY PLANNING** and **RECOVERY DOCUMENTS**:

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## LOCATIONS WHERE THIS PLAN IS ON FILE

### In-House:

Jean Deken's office, Building 050, Room 122

AHRO Storage Area, Building 084, Room B012

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### Off-Site:

Jean Deken's home, Hillsboro, OR 97123

Dorothy Leung's home, Palo Alto CA 94303

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## **ATTACHMENT 1: LIST OF SALVAGE PRIORITIES FOR AHRO**

See current Locations List Spreadsheet for locations

All Salvage Priority boxes will be marked with reflective tape

- Panofsky Papers -- mss boxes in marked area
- Sidney Drell Papers
  - 2017-002
  - 2016-012
  - 2016-005
  - 2010-057
  - 2010-018
  - 2010-015
  - 2008-038
  - 2007-051
  - 2002-011
  - 1997-004
  - 1996-007
  - 1993-012
  - 1994-014
  - 1992-023
  - 1992-062
  - 1991-025
  - 1992-031
  - 1991-045
  - 2006-020
  - 2004-051
  - 2005-031
  - 2004-015
  - 2000-021
  - 2000-015
  - 2000-016
  - 1998-024
- Richter Papers-- mss boxes in marked area
- Photos & negatives (Graphic Arts; Muffley; Zawojski; Faust)
  - 1996-041
  - 1997-007
  - 1997-012
  - 1999-033
  - 2000-005
  - 2000-006
  - 2004-001
  - 2004-002
  - 2004-004
  - 2004-005
  - 2004-006
  - 2009-106
- Unscanned early SLAC newsletters (bound volumes)
  - 1998-016
- Dorfman Papers
  - 2016-001
  - 2016-012

- 2013-018
- 2010-083
- 2009-085
- 2009-082
- 2008-065
- 2008-029
- 2008-028
- 2008-025
- 2004-020
- 2000-044
- 2000-042
- 2000-038
- 2000-031
- 1997-024

- **Dick Neal Papers**

- 2013-035
- 2009-104
- 2009-012
- 2006-014
- 2004-043
- 2000-056
- 2000-043
- 1992-001

- **Bob Moulton Papers**

- 2009-012
- 1991-012