



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: July 2018

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: Dorothy Leung, Archivist & Manager, Archives History & Records Office & Research Library 650-926-5376

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

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

<u>Company/Service and Name of Contact</u>	<u>Phone #</u>
Security <u>SLAC Security Incident Notification 650-926-5555</u>	<u>Main Gate 2551;</u>
Fire Dept. <u>Menlo Park (call 911)</u>	<u>(650) 688-8400</u>
Police/Sheriff <u>Menlo Park (call 911)/ Stanford (650) 723-9633</u>	<u>(650) 330-6300</u>
Ambulance <u>call 911</u>	<u></u>
Civil Defense <u></u>	<u></u>
Other <u>SLAC Emergency Information hotline (emergency.slac.stanford.edu)</u>	<u>1-877-447-7522</u>

Maintenance/Utilities:

Janitorial Service for any / all listed services <u></u>	<u></u>
Plumber <u> </u> contact SLAC Facilities: <u></u>	<u></u>
Electrician <u> </u> Emergency 650-926-4602 <u></u>	<u></u>
Locksmith <u> </u> Service Desk 650-926-8901 <u></u>	<u></u>
Carpenter <u></u>	<u></u>
Gas Company <u></u>	<u></u>
Electric Company <u></u>	<u></u>
Water Utility <u></u>	<u></u>

Recovery Assistance:

Preservation Resource <u>Amigos Imaging and Preservation Service</u>	<u>(800) 843-8482</u>
Preservation Resource <u>ShipArt International, 1333 Lowrie Ave South SF 94080</u>	<u>(650) 952-0100</u>

Conservators/Specialists:

Paper & Book <u>SU Libraries Conservation Services, Kristen St. John</u>	<u>(650) 485-9717</u>
Photographs <u>SU Libraries Conservation Services, Kristen St. John</u>	<u>(650) 485-9717</u>
Computer Records <u>The Media Preserve info@ptlp.com</u> or <u></u>	<u>1.800.416.2665</u>

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 Mabelle Vieux, SLAC Facilities & Operations Department Manager, 650-926-2559; mobile: 619.733.6133

COLLECTION SALVAGE SUPPLIES

<u>On-Site Location or Off-Site Source</u>	<u>Phone #</u>
 Freezer or wax paper <u>Collection recovery supplies cabinet; Room B011</u>	_____
 Gloves, rubber <u>Collection recovery supplies cabinet, Bldg. 084 Basement Hallway</u>	_____
 Interfacing (Pellon) <u>Collection recovery supplies cabinet, Bldg. 084 Basement</u>	_____
 Hallway <u>Masks</u> <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 <u>Room B011</u>	_____
 Notepads & clipboards <u>Room B011</u>	_____
 Nylon monofilament (fishing) line <u>Collection recovery supplies cabinet</u>	_____
 Paper towels (no dyes) <u>Room B011</u>	_____
 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 <u>Collection recovery supplies cabinet</u>	_____
 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**:

LOCATIONS WHERE THIS PLAN IS ON FILE

In-House:

Dorothy Leung's office, Building 050, Room 122

AHRO Storage Area, Building 084, Room B012

Off-Site:

Dorothy Leung's home, Palo Alto CA 94303

Jean Deken's home, Hillsboro, OR 97123

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