

Before the Waters Rise (and After)

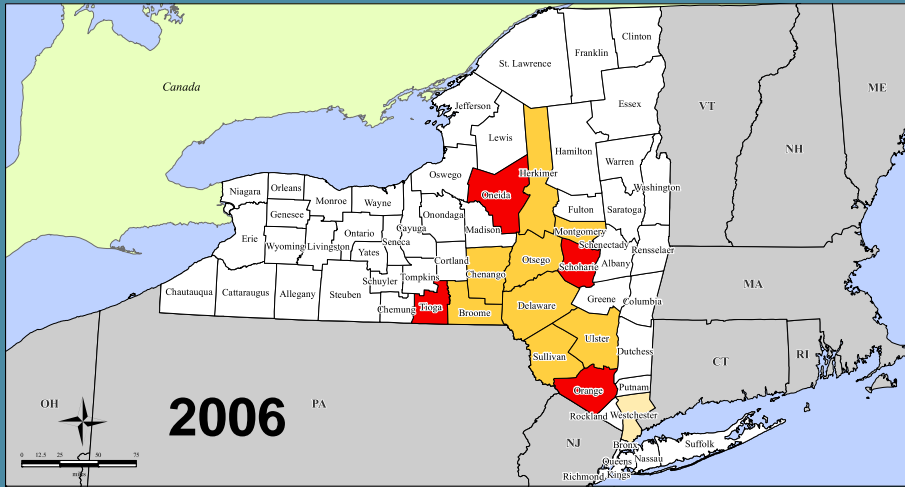
Coordinating Statewide Response to Records Disasters



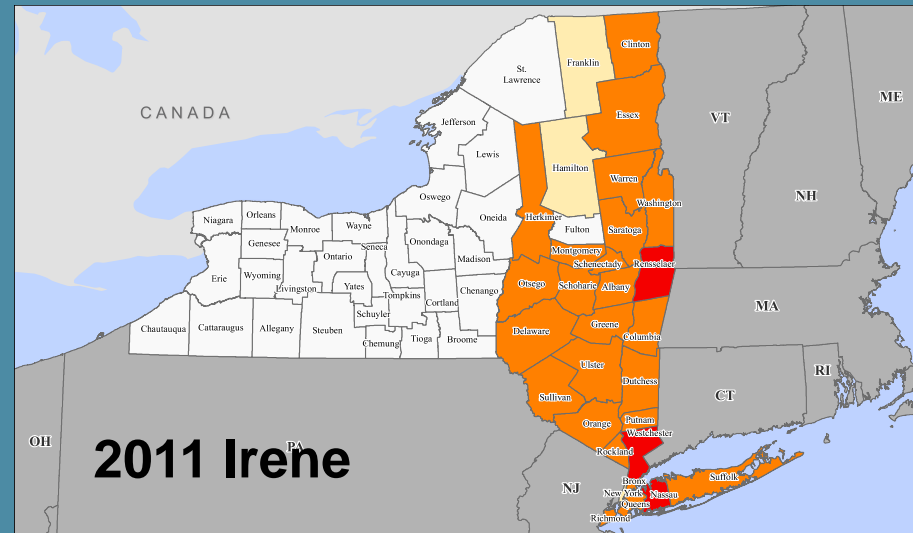
Maria Holden & Geof Huth
New York State Archives
MARAC | Erie, Pennsylvania
27 April 2013

Our Response System

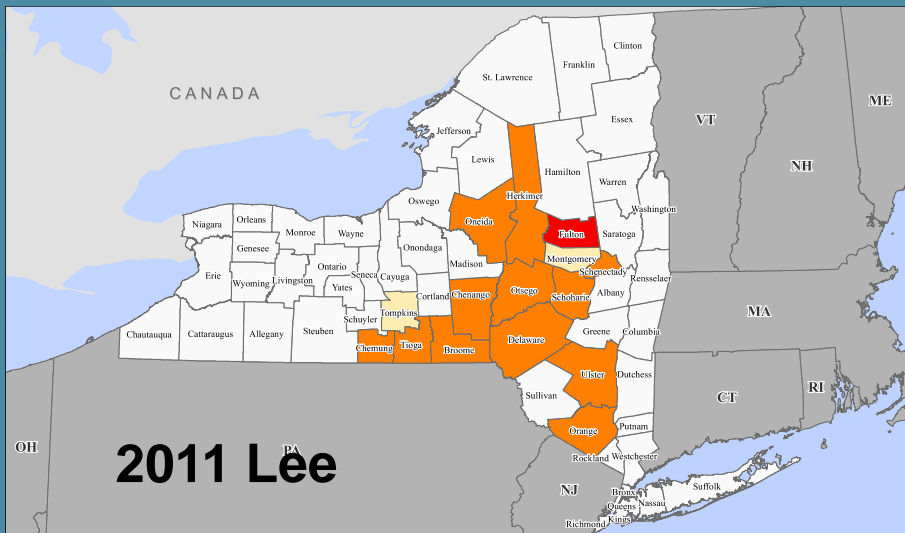
- Developed over time
- Built after years of experience
- Begins by educating customers
- Functions as a team process
 - State Archives
 - State Library
 - Office of Emergency Mgmt



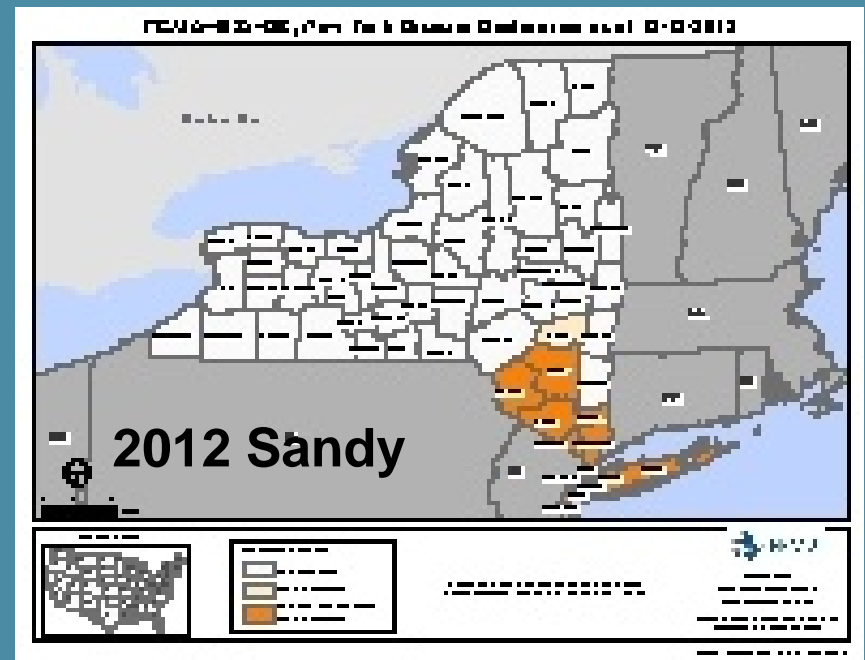
Counties are eligible for Hazard Mitigation



Eligible for Mitigation Grant Program



Counties are eligible for Hazard Mitigation



Map of the United States with a legend for the affected area. The legend shows a color scale from light yellow to dark red, corresponding to the impact levels shown in the main map. A scale bar and a north arrow are also present.



WTC

Before the Storms

- Emails to all our customers
 - State agencies
 - Local governments
 - Historical records repositories
- Protecting records ahead of time
- Online sources for information
- How to contact us if necessary
- Goal is to save essential records

During the Storms

- Representatives at NYS EOC
- Monitor news reports regionally
- Monitor ARCH_SOS email
- Coordinate with FEMA and others
- Support our regional staff
- Compile damage information
- Respond as necessary



Sed AtWork Home Page
http://atwork.nysed.gov/

Search METRO

LOGIN JOIN CONTACT

About METRO Programs Services Courses & Calendar Community Career Resources

Articles News

Surveying the Effects of Sandy on Libraries, Archives, and Museums

UPDATE: With power restored to our area, METRO reopened on November 5, 2012.

Public transportation is creeping back into action, the roads are jammed with cars, and METRO's main office is -- like many in the region -- still without power. We're working remotely to assess the impact of Sandy on libraries, archives, and museums in the metropolitan NY region. If you're able, please take a moment to let us know how your institution has fared -- including those fortunate stories where your library, archive, or museum escaped relatively unscathed. We may share information about volunteering to help your institution recover, but all other responses will remain confidential and will only be visible to METRO staff.

If you are an individual interested in volunteering to help institutions in-need, [please let us know here.](#)

Latest News

[METRO Announces 2012 Digitization Grant Awards](#)

[The Year in Review for the Library, Archives & Museum Communities](#)

[The Digital Public Library of America: Moving from Concept to Reality](#)

[More News](#)

METRO Memberships

- Networking opportunities and workshops
- Job Bank and career resources
- News from libraries and archives in the region
- Discounts with affiliated vendors

METRO Post-Sandy Impact Assessment and Volunteer Coordination



POCKET RESPONSE PLAN™

PreP™

NYS Archives
Pocket Response Plan™

Response and
collections

PRIORITIES

Collections:
Drives and file

ective tape

Collections:

tile boxes in

on lower
shelves

ems in home

bit button

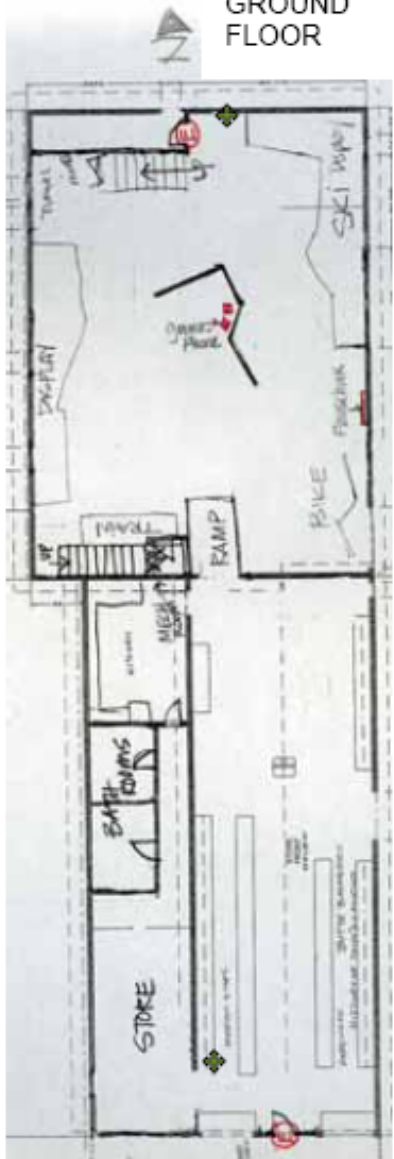
TEMS are
unless

danger,
ble
ccess

TEMS are
All other

ved if
nd

GROUND
FLOOR



SECOND
FLOOR



1



Unstairs F wall



Upstairs
SW

1

Locates fire
extinguisher

RESPONSE CHECKLIST

- __Recognize and ID the type of emergency (fire, smoke, water, etc.)
- __Stop source if possible
- __Notify appropriate authorities (911)
- __Ensure that all staff and visitors are safe
- __Activate Disaster Plan, Phone tree
- __Establish command post
- __Gain clearance to enter building
- __Eliminate hazards, stabilize the environment

__Assess and document in writing and photos/video, the damage to collection/building and info systems

SITUATION REPORT page A
__Develop specific plan of action (Melissa, Glo, Board President)

- __Notify select volunteer salvage help
- __Contact insurance company
- __Gain access to emergency funds
- __Procure supplies
- __Establish security to keep collections and people safe, no entry of public

- __Notify additional volunteers on list, set shifts
- __Coordinate communication with the media
- __Train salvage crews very explicitly on salvage plan

- __Begin salvage on priorities not wasting supplies on non prioritized

WATER RESPONSE

- Stop the source in panel, remove stan
- Cover collections w sheeting
- Remove materials path. Move books shelves
- DON'T DON'T DO or close wet books, single sheets, press books/maps/image covers
- Identify materials n immediate salvage (coated paper, leaf bindings, unstable etc.)
- Stabilize the enviro (cool, dry, circulating optimal)
- Remove unaffected to a dry location to damage – Town Ha
- Obtain refrigerated freezer storage for lar

COMMUNICATION

Establish and maintain of communication

- Establish communica appropriate local & re emergency managem
- Communicate with sta Phone Tree
- Report status to adm and public
- Obtain appropriate pe to begin salvage (pub



Damage to Buildings

RECORD

88

COUNTY

MORTGAGE
RECORD

89

SCHUMBERG
COUNTY

MORTGAGE
BOOK

90

SCHUMBERG
COUNTY
CLERK'S
OFFICE

MORTGAGE
BOOK

91

SCHUMBERG
COUNTY
CLERK'S
OFFICE

Damage to Records



Damage to Property

Coordinate Response

- Statewide response from Albany
- Coordinated case management
- Record data in Disaster Database
- Run reports for analysis
- Frequent updates to SARAPREP
- Daily meetings at the outset
- Ensure all calls answered
- Call or visit those possibly affected

Basic Data Form

Microsoft Access - [Basic Data]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

MS Sans Serif 8 B I U

ID	Date Reported	Time Reported	
AutoNumber			
Institution Name			
Institution Type	Local Government Type	County	
Contact Person	Contact Phone	Contact Email	
Staff Recording Initial Contact			
Description of Damage			
Estimated Recovery Costs	Quantity of Records Damaged?	Disaster Grant Applicant?	Follow-up action required?
0		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Damage Reported?	Complete?	Person Marking Completed	
	<input type="checkbox"/>		

Record: 199 of 199

Form View

NUM

start

N... M... Z... M... N... H... B... 3:29 PM

Action Data Form

Microsoft Access - [Basic Data]

File Edit View Insert Format Records Tools Window Help Adobe PDF

Type a question for help

MS Sans Serif 8 B I U

Estimated Recovery Costs: 0 Quantity of Records Damaged? Disaster Grant Applicant? Follow-up action required?

Damage Reported? Complete? Person Marking Completed

Action

Action_ID: [Text Box]
ID: [AutoNumber]
Date: [Text Box]
Action: [Text Box]
Action Type: [Dropdown]
Staff Recording: [Dropdown]
Staff Responding: [Dropdown]

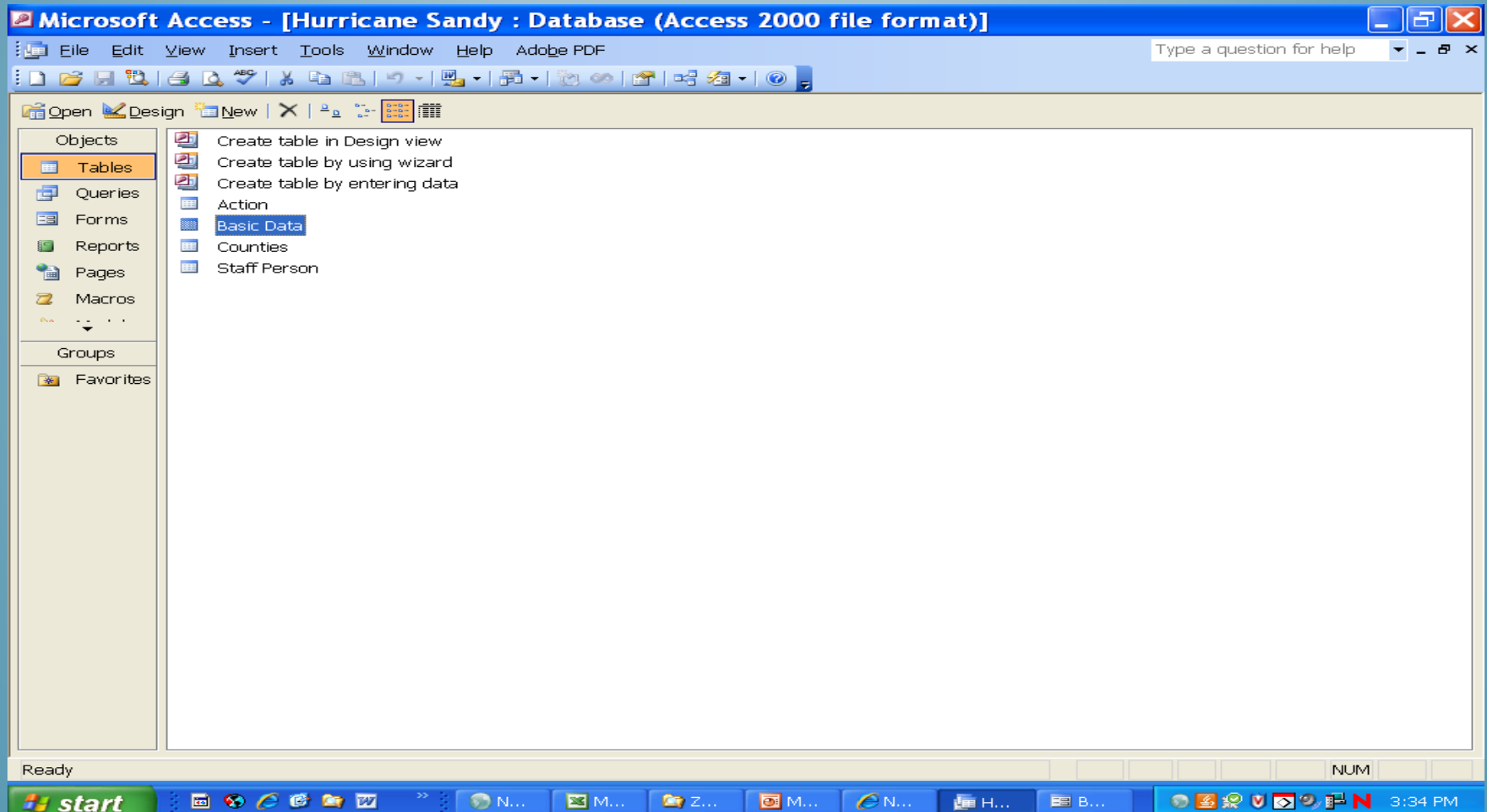
Record: 1 of 1

Record: 199 of 199

Form View NUM

start N... M... Z... M... N... H... B... 3:33 PM

Database Tables



Basic Data Attributes

The screenshot displays the Microsoft Access interface for a table named 'Basic Data : Table'. The table is in design view, showing a list of fields with their respective data types. The 'ID' field is highlighted as the primary key. Below the table design, the 'Field Properties' task pane is visible, showing the 'General' tab for the selected 'ID' field. The 'Field Size' is set to 'Long Integer', and 'Indexed' is checked with 'Yes (No Duplicates)'. A status bar at the bottom indicates 'Design view. F6 = Switch panes. F1 = Help.' and the current field is 'NUM'.

Field Name	Data Type	Description
ID	AutoNumber	
Date Reported	Date/Time	
Time Reported	Date/Time	
Institution Name	Text	
Institution Type	Text	
Local Government Type	Text	
County	Text	
Contact Person	Text	
Contact Phone	Text	
Contact Email	Text	
Staff Recording Initial Contact	Text	
Description of Damage	Memo	
Estimated Recovery Costs	Number	
Quantity of Records Damage	Text	
Disaster Grant Applicant?	Yes/No	
Follow-up action required?	Yes/No	
Complete?	Yes/No	
Person Marking Completed	Text	
Action	Number	
Damage Reported	Yes/No	

Field Properties

General | Lookup

Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Smart Tags	

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Design view. F6 = Switch panes. F1 = Help. NUM



Response Sometimes Delayed by Conditions



Quick Response Required

Onsite Response

- Staff visit disaster sites
 - Regional staff
 - Albany staff
- As second responders
- Equipped for response
- Provide help with decisionmaking
- Help oversee packout

NO
SKATEBOARDING



Height of Floodwaters



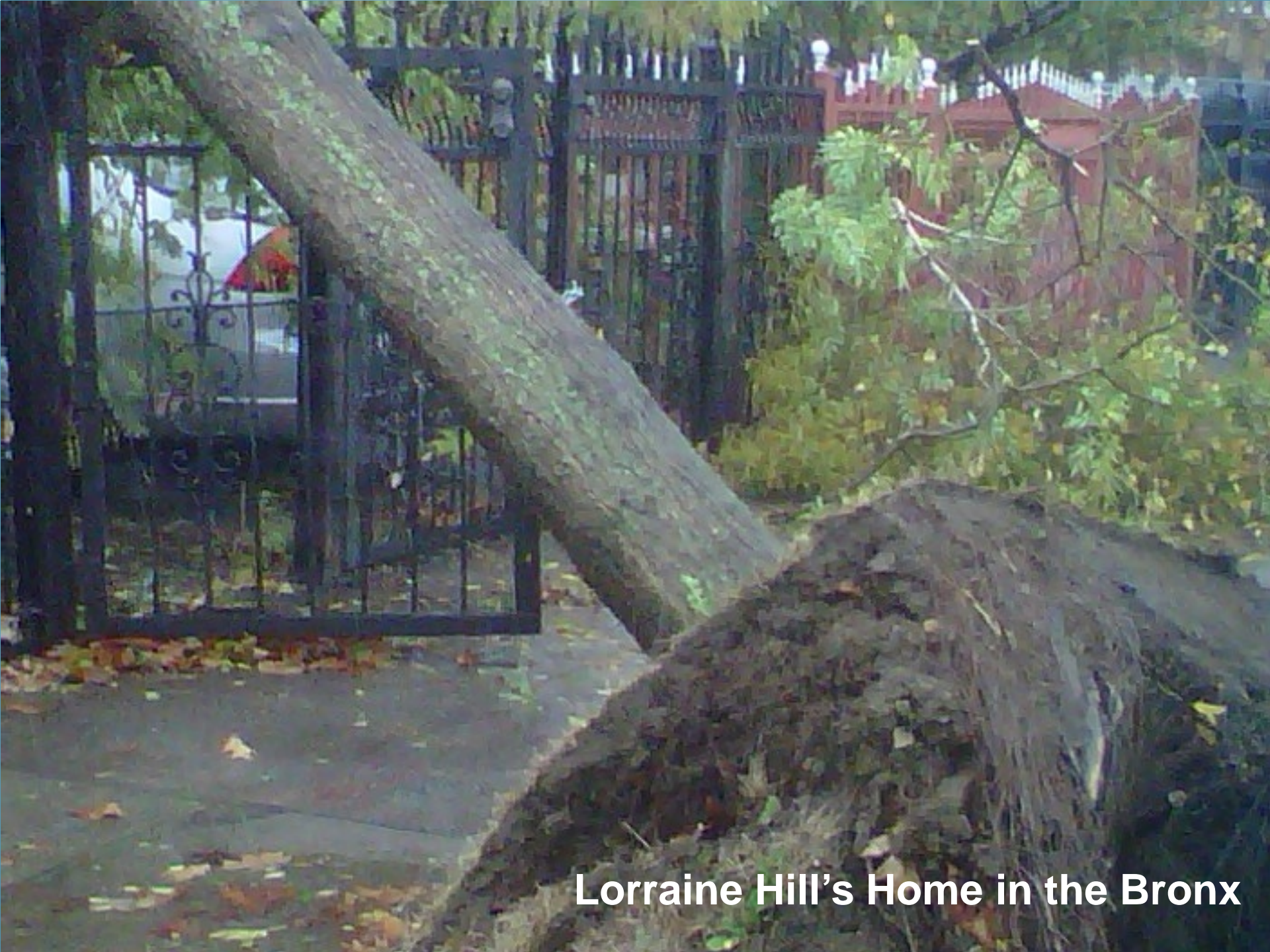
Packout



2
5
6

Schoharie
VILLAGE
OFFICE
EST. 1711

Disruption of Personal and Professional Lives



Lorraine Hill's Home in the Bronx

After the Storms

- Authorize emergency destructions
 - When possible
- Help people work with vendors
- Direction in working with FEMA
 - And other funding sources
- More detailed technical advice
- Archives' disaster recovery grants
 - Only for local governments



Triage

- Home**
- Disaster Assistance**
- Before
- After
- Contact Us**

Disaster Assistance:

After

If you have experienced a records disasters, contact the State Archives for help through our disaster email account at ARCH_SOS@mail.nysed.gov. We will respond as soon as possible.

Also, refer to these Archives' publications:

- [Funding for Non-Profit / Non-Government Organizations with Damaged Collections](#)
- [Salvaging and Caring For Your Family Treasures](#)
- [Services and Funding Available for Flood-damaged Records](#)
- [Electronic Records Disaster Preparedness and Recovery](#)
- [Salvaging Moldy and Contaminated Records](#)
- [Working with Disaster Recovery Vendors](#)
- [Preparing for the Worst: Managing Records Disasters](#)

Services and Resources for All Organizations

- **Consultant and Vendor lists**
 The State Archives maintains these listings, which include vendors on state contract:
 - [Disaster Recovery Vendors](#)
 - [Data Recovery Vendors](#)
 - [Fire Suppression Vendors](#)

Online Resources

- Technical advice
- Advisories on related topics
 - Responding to a disaster
 - Remediation of paper records
 - Remediation of digital records
 - Working with vendors
- Vendor lists
- Direction to other resources



Most Records Can Be Saved



Response Requires Help from Many Professionals

Our Impact

- Minimize costs & save records thru
 - Training and planning
 - Early response
 - Focused response
 - Continuing support
- Teaching customers took years
 - Workshops and publications
 - Each disaster a cautionary tale

One
Example:

Hurricane
Sandy
and
Government
Records

- 66% savings in remediation costs
 - Identify obsolete records
 - Authorize early destruction
 - Still saving essential records
- Records auth'd for destruction
 - 15,083 cubic feet
 - Remediation @ \$466 per cf
 - Cost savings: \$7,028,678



Schoharie County
Basement Storage

Inaccessible for weeks

Storage for many
archival records



Unsalvageable Records

Reassess Our Response

- Post-disaster debriefings
- Plan for annual improvements
- This year
 - Revise website
 - Refine technical advice
 - Refine Disaster Database
 - Add new online content
 - Survey affected entities

Continuing Work

- Constant education
- Teach that wet records are not lost
- Improve disaster avoidance
- Maintain necessary supplies for us
- Reach out to partners
- Tell our stories

Disasters Continue Afterwards

- Still dealing with 2011 response
 - Freeze-drying
 - Emergency destruction
 - Vendor relations
- Big disasters now more common
- Best plan for disaster response
 - Avoid them
 - Begin planning now



**Lindenhurst, NY
Calm after the Storm**



Emergency Management
File Drawer