



# Disaster Preparedness and Recovery Plan

## Center for Popular Music

Room 140

Bragg Media & Entertainment Building

Middle Tennessee State University

Murfreesboro, Tennessee

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Updated by Rachel K. Morris

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# **CENTER FOR POPULAR MUSIC**

## **Disaster Preparedness and Recovery Plan**

### **INTRODUCTION**

The Center for Popular Music's mission is to promote research and scholarship on American vernacular music and to foster an understanding of the nation's diverse musical culture and its global reach. In order to fulfill this mission and insure that future generations will benefit, the Center must preserve the important, rare, and unique materials that constitute its collections. This Disaster Preparedness and Recovery Plan is part of maintaining that mission.

The CPM Disaster Plan outlines the basic responses anticipated during various disaster situations. The purpose of the plan is to reduce the risk of material loss to the collections held by the Center for Popular Music due to a disaster such as fire or flood. The plan specifies contact information for key personnel, vendors, and consultants. It also contains basic supplies that will be needed during the first critical phase of disaster recovery, when the priority is to remove damaged materials and stabilize the environmental conditions of the affected area.

The CPM's Disaster Plan does not specifically address issues of human safety or major database and equipment recovery. Priorities for addressing decision making in the event of an emergency situation are as follows:

- Priority 1      Human safety issues including evacuation of buildings
- Priority 2      Collections and essential records protection and recovery
- Priority 3      Electronic equipment protection and recovery
- Priority 4      Fittings and furniture protection and recovery

University policies and procedures relating to issues of human safety in an emergency or disaster, along with other emergency information, are available through the MTSU Emergency Plan and the ALERT4U web site: <http://www.mtsu.edu/alert4u>.

Security of the computer-generated documents contained within the Center's server and database records is the responsibility of the Director, Archivist, and Librarian. MTSU Information Technology Division has an ongoing back-up of all CPM records and files housed within the university servers. All information is backed-up every evening. CPM records and files are also backed up and stored in the cloud through Amazon Web Services.

The management and implementation of this plan is the responsibility of the entire Center for Popular Music staff. The Archivist is responsible for the review and updating of the plan on an annual (preferably each May 1 or May Day). In the event of an actual disaster situation, the

CPM staff will be called upon to respond. The Disaster Coordinator will need to make quick decisions and work assignments in accordance with this plan and the unique characteristics of the particular event. Responsibilities and actions will vary depending on the nature and extent of the disaster. A general outline and specific guidelines are included in the section titled “Emergency Instructions.” The following questions are intended to serve as a checklist of issues that may need to be addressed, depending on the nature and extent of the situation:

1. Who should be notified first?
2. Who assesses the situation? Has the source of the trouble been eliminated, eg. water turned off, fire controlled, windows boarded?
3. If this is not a minor incident, who is notified next?
4. Where is the command post?
5. How are necessary staff and disaster team members and volunteers notified? Where do they convene?
6. Who activates the plans for supplies, equipment, and services? Are consultants required?
7. Where are deliveries to be made?
8. How are things to be paid for?
9. Is the area safe to enter?
10. What will be done with damaged materials?
11. How will communication, both internal and external, be handled?
12. How is the activity being documented (including photographs), and who is responsible for writing it up?

## **EMERGENCY INSTRUCTIONS**

### **FIRE**

**Notify:** **Call 911 or Public Safety (898)-2424**

Summary of procedures:

#### **For a fire within the Center for Popular Music:**

1. Trigger fire alarm--located by the exit door next to MIDI Lab-Room 130 (outside CPM to right).
2. Call 2424 (MTSU Public Safety) or 911.
3. Clear Reading Room of researchers.
4. Alert staff to clear area.
5. Close but do not lock all doors.
6. Cover computer equipment if time permits.
7. Exit the building by the north (side) door (located by MIDI Lab-Room 130).
8. Staff should gather near the Business/Aerospace building.
9. Staff may not reenter the building until notified by fire department or public safety officer.

#### Fire Extinguishers

There are five fire extinguishers in the Center. One is located beside the front desk in the Reading Room. One is in the hallway outside of the Executive Aide's office. Three are located in the stacks area, one by each door. All are ABC type dry chemical extinguishers, meaning they can be used on fires containing trash, wood, paper, liquids, grease, and electrical equipment. CPM staff should follow the above emergency procedures and only attempt to put out a fire with an extinguisher after reading and understanding MTSU's Portable Fire Extinguishers Training Material. By OSHA standards, we are required to execute a mandatory evacuation in the event of a fire.

#### Fire Suppression System

The CPM is equipped with a dry-pipe sprinkler system in the stacks area. This means that water is allowed in the pipes only after a smoke or fire alarm has been triggered. The sprinkler heads are heat-sensitive and the ceiling temperature must reach 155 degrees F. before a sprinkler head is activated. This lowers the possibility of an accidental discharge.

## **FLOODING OR WATER DAMAGE**

**Notify:** **Facilities Services (898)-2414**  
**Public Safety (898)-2424**

Summary of procedures:

\* If water is coming from overhead (roof leaks, sprinklers or plumbing):

1. If only a small area is affected, move materials to a dry area (*exception*: only those 78 rpm records affected should be moved due to weight).
2. If a large area is affected, cover stacks with plastic sheeting. Cover affected computer equipment.

\* If water is pooling on floors:

1. Unplug electrical equipment if water has not reached area. ***DO NOT*** attempt to unplug equipment that is standing in water *or* while you are standing in water.
2. In affected area, move items on bottom shelves to higher surface (*exception*: only those 78 rpm records affected should be moved due to weight).
3. Vacuum up small pools of water with the Shop Vac. Use sponges, mops, and/or rags as needed.
4. Use the two large fans stored in the stacks to dry area. Leave fans running until the area is completely dry. Leave all lights on until area is completely dry.
5. If any materials have gotten wet, follow procedures for handling of paper goods or other media.
6. Call ITD to have computers thoroughly checked before turning them on!

### Fire Suppression System

The CPM is equipped with a dry-pipe sprinkler system in the stacks area. This means that water is allowed in the pipes only after a smoke or fire alarm has been triggered. There must be both heat and smoke present to activate the system. The sprinkler heads are heat-sensitive and the ceiling temperature must reach 155 degrees F. before a sprinkler head is activated. This lowers the possibility of an accidental discharge. The main turn-off valve for the stacks area is located in a mechanical room down the corridor behind the Center for Innovation in Media.

### **TORNADO WARNING**

Staff may learn of a tornado warning for the University area by listening to the weather radio, through a university alert, or other means. Senior staff should evaluate the degree of threat and, if necessary, evacuate the Center. ***DO NOT PULL A FIRE ALARM: no one should leave the safety of the building!*** Further information about tornado safety is found in Appendix F or here: <http://www.mtsu.edu/alert4u/tornado.php>

1. Clear researchers from Center. Direct them to the interior hallway near the computer animation lab or to the Center stacks.
2. Center staff should gather in the interior hallway near the audio lab.
3. Proceed to a designated Tornado safe area. In the Media and Entertainment Building they are:
  - CPM staff and patrons should proceed to the stacks (Collections Storage) area and gather around the table in front of the mezzanine stairs.
  - Interior Corridors in South Wing Away From Atrium. (This is the wing area leading to the loading dock and the wing by the recording studio (but no further on Recording wing than Studio A).
  - Downstairs restrooms, and rooms with interior walls (the Graphic Lab open area, Rooms 123, 149, 150, 155 (edit bays A-H) and 167 (follow runners' [Lisa McCann] directions).
  - If necessary, and last resort, the central machine room away from the glass, and very last resort, the central machine room hallway and the east and west corridors in main hallway, along the walls inside brick pillars under the overhang area.

### **BOMB THREAT**

1. Employees receiving a bomb threat by telephone should note the exact time of the call and the exact words said by the caller. Check caller ID and write down if available.
2. Call the MTSU Police Department at 2424 and give details of the circumstances surrounding the matter. Describe any details (voice, mannerisms, mood) of the person who issued the threat.
3. If the area is threatened, employees should remain calm and stay where they are until police arrive at the scene.
4. If directed to evacuate, employees should follow evacuation procedures and inform police outside of the building about any suspicious article seen and the exact location. ***DO NOT TOUCH ANY ITEM THAT IS NOT IDENTIFIABLE IN THE WORK AREA.***

Details of the MTSU emergency procedures in the case of a bomb threat are found in Appendix E or here: <http://www.mtsu.edu/alert4u/bombthreat.php>

## EVACUATION PROCEDURES

### PERSONS AUTHORIZED TO INITIATE AN EVACUATION

Any member of the Center staff is authorized to oversee evacuation of researchers from the Center in response to a fire alarm, power failure, or an order from public safety staff. In other cases (e.g., tornado warning) the Director or, in his absence, other professional staff in charge will determine if the Center should be evacuated.

Greg Reish	Director	(898)-2453
Rachel Morris	Archivist	(898)-5884
Martin Fisher	Media Manager	(898)-5509
Yvonne Elliott	Executive Aide	(898)-2449
Olivia Beaudry	Assistant Archivist	(898)-5512
Stephanie Bandel-Koroll	Library Assistant	(898)-5513
John Fabke	Spring Fed Records Manager	(494)-7635

### PROCEDURE

1. All researchers and student workers should be cleared from the building, followed by the permanent staff.
2. Doors: All interior doors must be closed but should be left unlocked. Exterior doors must be closed and should be locked unless staff is certain there is a fire in the building. In most cases all staff will exit from the main door of the Center. In the unlikely event of an active fire or other source of danger in the building, the back exterior door by the Director's office, or the back door leading out of the stacks, should be used instead.
3. In an emergency, all staff cleared from the building should proceed to the southeast corner of the Business/Aerospace Building.



**EMERGENCY TELEPHONE NUMBERS**

- All emergency calls:** (all area code 615)  
**Call 911**
- Fire Department:** **Call 911**  
or call (898)-2424  
or call 893-1622
- Police:** **Call (898)-2424**  
if busy, call 893-1311 (Murfreesboro Police Dept.)
- Medical Assistance/Ambulance:** **Call (898)-2424 first**  
if busy, call 896-2520
- Media or Public Inquiries:** **Call (898)-2919** (MTSU News and Public Affairs)

*Note: calling 911 or 9-911 from a campus phone will automatically connect you with MTSU security.*

- Public Safety: (898)-2424  
Environmental Health and Safety Services: (898)-5784  
(24 hour dispatch: 2424)
- Facilities Services: (898)-2414  
Reggie Floyd, Director - Energy Services (898)-2434  
Donnell Thompson, Energy Services (898)-2301
- After Hours Maintenance: (898)-2434
- Information Technology: (898)-2016  
Gary Beltz (904)-8300  
Brad Meyer

## **EMERGENCY MATERIALS**

This section identifies supplies and small equipment that might be needed for protecting collections and/or in recovery efforts. Sources for quick rental or purchase are also listed. The emphasis is on sources of acquisition rather than establishing stockpiles of the wide range of items that might be required.

Alcohol: Alcohol is used to remove mold from the covers of books, as it not only kills the spores, but also wets down any powdery substances, so that these may be wiped off without spores flying into the air to contaminate other materials. Denatured or isopropyl alcohols are the least toxic and most readily available. Clean rags may be dampened with it and wiped carefully over book covers. Please note that alcohol will dissolve some dyes, and may also affect library buckram.

Chemical Sponges: Chemical sponges or industrial cleaning sponges may be used for removal of soot, smoke, and odors from books or other materials in the collections. Absorene may be useful, in both sponge and putty cleaner.

Dry Ice: Dry ice may be used as a temporary measure to refrigerate small numbers of wet books, or to pack books being sent to be frozen or freeze dried. Dry ice must be handled carefully, and not with bare hands, as it can cause injury to unprotected skin.

Generators: Generators or emergency power may be provided through the University or through the purchase/rental of generators from an off-site vendor.

Milk Crates: Plastic milk crates are the best containers for transporting, freezing, and freeze-drying wet books. They may be bought or borrowed when needed.

Newsprint: Unprinted newsprint is useful in an air drying operation. It is an inexpensive and absorbent material for covering drying tables and for interleaving damp to moderately wet books. When newsprint or any other material used to absorb water has served its purpose, it must be removed from the drying area in order to help reduce the amount of moisture in the room. U-Haul and other moving/packing companies also sell it.

Plastic Sheeting: Plastic sheeting is used to protect bookshelves, condensed shelving, and other fixtures from water leaks. It is available in several thicknesses, but the range of 2 mils to 5 mils is most appropriate for this purpose. Clear polyethylene is recommended over black, because it allows one to see what is underneath.

## **EMERGENCY SUPPLIES ON-HAND**

### *In the Stacks (Room 146)*

#### *Located in gray plastic tub (under Mezzanine stairs):*

garbage bags  
plastic bags (small ziploc)  
gallon freezer bags  
sponges  
Absorene sponges (dirt erasers)  
clothes lines and pins  
disinfectant (Lysol liquid cleaner)  
liquid/hazardous materials absorbing compounds  
dust masks  
clipboard  
reusable bags  
paint brushes  
plastic bucket  
duct tape  
freezer paper  
wax paper  
gloves (latex, vinyl, rubber)  
aprons

#### *Located under Mezzanine stairs:*

water vacuum (shop vac)  
vacuum  
brooms  
dust pans  
humidifier  
plastic sheets  
small dust brush  
mops  
dehumidifier  
extension cords  
plastic bucket  
hard hats  
safety light sticks

#### *Located in Oversize Map Drawer in the stacks:*

blotting paper (located in bottom drawer)

#### *Located in Supplies Cabinet in the stacks (tan metal cabinets):*

alcohol  
cotton gloves

various archival materials (file folders, binders, deacidification spray, card stock, mylar, paper, Absorene, etc.)  
waterproof markers (4)  
waterproof pens (5)  
labels

Located by Back Wall (by sound preservation area):

fan  
ladder  
large rolling ladder

Located by Side Wall (by back exit):

rolling carts

Located on Mezzanine:

plastic tarps  
fan  
flashlight  
dehumidifier

Located by ramp:

boxes

Located on top of Condensed Shelving:

plastic tarps

Located on packing table:

first aid kit

Main Center Area:

Located in Break Room (Room 137/in cabinet):

paper towels [extras in CME Bldg.. maintenance supplies closet]  
wax paper  
plastic Ziploc bags  
trash bags  
plastic wrap

Located in Front Desk cabinets:

first aid kit  
flashlight

Located in Audio Lab:

fan

Located in Supplies Cabinet (Room 139, across from Executive Aide's office):

first aid kit  
paper pads  
pens and pencils  
markers  
tape  
batteries  
clipboards  
scissors  
cloth towels and rags  
cleaners  
cloth work gloves  
support belts

**Materials Inspected on 5/30/18 RKM**

**SOURCES FOR SUPPLIES, FACILITIES, CONSULTANTS**

*\*To be borrowed or obtained when needed*

**Supplies:**

<b><u>Item</u></b>	<b><u>Nearest Source</u></b>
electric generators (Sunbelt Rentals)	849-4000
(Aggreko in Smyrna)	459-0888
flood lamps and stands (Sunbelt Rentals)	849-4000
folding tables	CME main office/custodial
industrial fans (Sunbelt Rentals)	849-4000
plastic milk crates (School of Ag.)	(898)-2523
plastic bread trays (Lewis Bakeries)	893-6041
portable pumps (Sunbelt Rentals)	849-4000
(Farrer Construction)	893-6120
two-way radios (MTSU Environmental Safety)	(898)-5784
alcohol (Rite Aid) (Walgreens)	867-9907 // 890-5911
plastic sheets (Walmart) (Lowe's)	896-4650 // 896-2882
(Pack Secure)	(757)-483-4790
fork lifts (manual), flat carts, dollies	
(Phillips Bookstore)	(898)-2700
(Receiving & Moving Services)	(898)-2959
--Derek Vincion	(cell) 714-1030
(Procurement: Kym Stricklin)	(898)-2944

(Forklift Express)  
(Forklifts Unlimited)

(770)-662-8805  
(803)-684-0440

(Many of the smaller items listed on pages 21 & 22 are available at Walmart if extras are needed.)

**Facilities:**

<b><u>Service</u></b>	<b><u>Vendor</u></b>	<b><u>Telephone Number</u></b>
disaster recovery	Belfor	(615) 885-6577 or 1-888-452-1300 (24 hrs.)
fire and water damage	Chem-Dry	890-9804
refrigeration	United States Cold Storage, Inc.	355-0047/ 641-9800
dehumidification	Munters (Atlanta, GA)	(770) 943-3002

**Consultants:**

Tennessee State Library and Archives, Carol Roberts	741-2997
Rutherford County Archives, John Lodi	867-4609
Albert Gore Research Center, Donna Baker	(898)-5202

\*additional consultants are listed in Appendix B, page 25.

## **GENERAL RECOVERY OPERATIONS**

Recovery operations are likely to be based on a mix of commercial services, university services and in-house capabilities. The following section is intended to provide guidance for the quick decisions that must be made. Whether the disaster is large or small, the following steps are required for an effective recovery operation.

### **1. Assess the damage**

- How much damage has occurred?
- What kind of damage is it (fire, smoke, soot, clean water, dirty water, heat, humidity)?
- How much of the building is affected?
- What is the nature and extent of damage to the collections?
- Are the damaged items easily replaced, or are they irreplaceable?
- Can items be salvaged by the in-house recovery team, or will outside help be required?
- Photographs should be taken to document the damage.*

### **2. Stabilize the environment**

The environment must be stabilized to prevent the growth of mold. Mold can develop within 48-72 hours in an environment where the temperature is over 75 degrees and the relative humidity is over 60%. Aim to bring the temperature to 65 degrees and the RH to 50%. Air should be circulated.

\*see Mold Outbreak section, page 19

### **3. Activate the in-house disaster recovery team or commercial service**

A clear plan of action and priorities must be established by the team leader; recovery areas should not be accessible to the public.

### **4. Restore the area**

After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Walls, floors, ceilings, and all furniture and equipment must be scrubbed with soap and water (or other appropriate cleaners) and a fungicide. Carpeting, and especially the padding under it, should be carefully examined, as mold can develop quickly. Removal of smoke odor and fogging with fungicides or insecticides should be performed only by professionals.

## **Commercial Services**

Blast freezing and freeze drying services are recognized as the most effective recovery

technique for wet books and paper records. These services should be considered as the option of first choice for unique, irreplaceable or otherwise valuable materials. Recovery by this means is estimated to cost \$5.00 - \$10.00 per volume, which in most cases will be less than replacement. [For example: 10 boxes (200 volumes) of wet periodicals could be freeze dried for about \$1500.00. Replacement at \$50.00 per volume would come to \$10,000.00.]

Commercial firms can re-wash and dry wet microfilm. The cost is estimated to be between \$5.00 and \$10.00 per roll of microfilm, which in most cases will be less than purchasing replacement films, though time and personnel costs for packing and labeling before shipment need be considered.

\*see subsequent section below on packing microfilm

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The following sections describe basic guidelines and procedures for handling, packing, and air-drying wet books, paper, and other materials found in the collections.

## **GUIDELINES FOR HANDLING, PACKING, AND IN-HOUSE RECOVERY**

Be extremely careful when handling wet materials. All of them are very fragile, including their paper boxes. If boxes have disintegrated replace them with new containers. Fill cartons and crates only three-quarters full. Keep identification labels with objects. Do not mark wet paper, but picture frames and reels can be marked with a grease pencil. To avoid further damage, do not stack materials in piles or on the floor.

### **Paper**

Single sheets of paper:

Do not try to separate but interleave the folders every 2 inches with freezer paper.

Watercolors, maps, and manuscripts with soluble media:

Do not blot the surface. Quickly freeze.

Coated papers (sheet music):

Keep wet by packing in boxes lined with garbage bags, then freeze.

Framed prints and drawings:

If time and space permit, unframe and pack as for single sheets.

Maps, posters, plans, and oversize prints:

Sponge standing water out of map drawers. Remove the drawers from the cabinet and freeze them stacked up with 1"x 2" strips of wood between each drawer.



## **Books**

Do not open or close wet books or remove wet book covers. If the water is dirty, closed books may be washed before freezing, but time and facilities may limit this treatment. If time permits wash the books in tubs of cold running water and dab away (do not rub) mud with a sponge.

Lay a sheet of freezer paper around the cover and pack spine down in a milk crate or cardboard box.

Leather, parchment, and vellum bindings are an immediate priority because they distort and disintegrate in water.

Books with coated papers should be kept wet by packing inside boxes lined with garbage bags, then frozen.

The Walker Library has a *Wei T'o Book Dryer* that can be used to freeze and/or dry books. It can accommodate between 200 and 600 books depending on size per full cycle. A full cycle for complete freezing and drying is between two to four weeks.

## **Microfilm in rolls**

Do not remove the film from their boxes. Hold cardboard boxes and their labels together with rubber bands. Fill boxes with water, then stack five boxes of film into a block and wrap with plastic. Pack the blocks into a heavy cardboard box lined with garbage bags. Ship to a film processor for rewashing and drying.

## **Microfiche**

Pack, freeze, and make arrangements to air-dry. Mechanical reprocessing is not possible as with rolled microfilm. Air drying is labor intensive and probably not cost effective for fiche that can be commercially replaced.

## **Photographic materials**

**Historic photographs:** Wet collodion photographs (ambrotypes, tintypes, pannotypes; and wet collodion glass plate negatives): Salvage first and air-dry immediately. Both immersion and freezing will destroy the emulsion. Dry on blotters, emulsion side up. Recovery rate may not be very high.

**Daguerreotypes and other framed images:** Salvage and air-dry, on blotters, emulsion side up. Recovery rate may not be very high.

**Other photographs, prints and negatives:** Should be kept wet in containers of fresh cold

water until they are either air dried or frozen. If allowed to partially dry they will stick together. Pack inside plastic garbage pails or garbage bags inside of cardboard boxes. Keep to a minimum the amount of immersion time. Salvage color photographs first, then prints, then black and white negatives and transparencies. Air-drying is done on blotters, paper, or nylon screen, emulsion side down.

### **Motion pictures**

Open the film can, fill it with water and replace the lid. Pack into plastic pails or cardboard cartons lined with garbage bags. Ship to a film processor for rewashing and drying.

**Nitrate film:** Freeze immediately and make arrangements to freeze dry. Emulsions are water-soluble and could be lost.

### **Tapes (audio, video, computer)**

Water is especially damaging to magnetic materials. The longer they have been wet, the greater the damage will be. Do not attempt to play any damaged tapes or disks as they can damage the equipment on which they are being played. Tapes should be removed from cassettes and washed in clean or distilled water and then air-dried or dried with a lint-free cloth. Tape may be washed in a mild detergent if very dirty.

### **Sound recordings**

Vinyl disc sound recordings will probably not be damaged by clean water, but water with particles in it may scratch a disk. Discs should be washed with clean water and dried with cheesecloth or a lint-free cloth. If dirt has been deposited on the discs, they may be washed in a 10% solution of *Kodak Photo Flo* in distilled water. Record jackets or paper protective sleeves should be thoroughly dried like other paper or discarded to prevent mold.

### **Art Work/Paintings**

Drain off excess water and take to safe area for professional assessment and drying. Transport horizontally if you can. If not, carry the painting facing toward you, holding the side of the frame with the palms of your hands. Larger paintings should be carried by two people. The order of removal and treatment should be: first, the most highly valued; second, the least damaged; third, those slightly damaged; and, fourth, those severely damaged.

## **MOLD OUTBREAK**

The Center is more likely to be affected by an outbreak of active mold growth than by any other disaster considered in this manual. Fortunately, mold growth is not life threatening and does not require intervention from safety professionals, as would a threat from fire, storm damage, or flooding. However, mold poses a very serious threat to the materials housed at the Center.

Mold outbreaks occur under damp, warm conditions. Those conditions may result from a water problem (flooding or leaks) at any time in the year, or from a failure of cooling equipment during a warm, humid time of year. The rule of thumb is that mold becomes a serious concern at 70 degrees and 70 percent humidity. Higher temperatures and/or humidity increase the concern. Dormant mold, which is present in many of our materials and in the general atmosphere, will mature in approximately 48 hours and will produce airborne spores which will then infect virtually all exposed surfaces in the area.

### *Procedures for avoiding an outbreak:*

1. Our best defense is the routine monitoring of temperature and humidity. The Audio Manager should alert the Coordinator anytime temperature or humidity readings approach the 70/70 threshold.
2. Light and air are the enemies of mold. If temperature and humidity are increasing all fluorescent lights in the Center should be left on around the clock. In addition, the two large fans stored in the stacks area should be turned on (low setting) and left running as well as one on the mezzanine and one on the Reading Room floor.
3. Turn on the dehumidifier located in the stacks and, if possible, borrow or rent additional dehumidifiers.
4. If the threat of mold results from a leak or other water problem that is localized within the Center, use of lights and fans can be limited to the affected area. Follow appropriate procedures listed under *Flooding and Water Damage* above, and in the section on handling water damaged materials.
5. If the increase in temperature or humidity occurs at the same time or results from a prolonged power outage (which leaves us without fans, lights, or dehumidifiers), staff should make arrangements to rent emergency generators within 48 hours of the first rise in the reading.

### *Procedures if active mold is suspected:*

1. Continue to provide as much light and moving air as possible, except that fans should be turned off if mold is positively identified in a specific area (to avoid spreading spores).

2. If the Center has experienced a water problem, such as roof leaks, or if temperature and/or humidity has increased because of problems with the HVAC system for the building, staff should be alerted to the possibility of mold. Staff should visually inspect materials on the shelves in all areas of the Center and should be alert for the smell of mold. However, **materials should not be removed from the shelves and handled unless they are known to have a problem and are going to be treated.** (*Reason:* materials which are stored in boxes and books that are tightly shelved are only susceptible to airborne mold infection on the surfaces exposed to the air. If you open boxes or handle books, you increase the surfaces exposed. Also, some of the older materials may have dormant mold, which is becoming active. The spores of such materials will be contained within the affected box or book if it is not opened.) Mold growth will most likely first appear on the spines of books or phase boxes, on the tops or edges of boxes which house sheet music or manuscripts, and on the edges of cardboard record jackets. Because paper materials absorb moisture from the air, they are more likely to support mold than are impermeable surfaces, such as plastic book jacket covers or CD cases.

3. If wet conditions are limited to a part of the Center only, avoid transferring materials from the affected areas to dry areas, unless it is for the purpose of treating them.

*Procedures if active mold growth is positively identified:*

The Center is not likely to experience a full mold emergency unless damp, warm conditions persist over several days or longer. However, once mold gets going it can spread extremely fast and will affect all exposed surfaces, including floors and walls, which will need to be cleaned. If a mold outbreak is underway the Coordinator/Archivist will develop a response plan and will involve all staff. Outside experts will be consulted as needed.

## **COMPUTER, DATA, AND INFORMATION TECHNOLOGY RECOVERY**

### **Computer Software and Hardware Inventory**

The Information Technology Department at MTSU maintains detailed lists of software inventory. All software installed on the Center's computers, and backup copies of the software packages, is provided for through ITD. Thus, any adjustments or reinstallments of software packages need to go through this department. Software inventories maintained by ITD include:

- Name of software package
- Supplier and version
- Computers on which installed
- Registration number
- Help-line telephone number

ITD also maintains lists of hardware inventory. The Center's Executive Aide also keeps a separate hardware inventory. Equipment inventories include:

- Make and model
- Serial number
- Location of equipment
- Vendor
- Vendor help-line number
- Drives and configurations
- Passwords

### **Data Backup**

The Center's data systems are housed through the MTSU FSA intranet. The CPM's server system is entitled "musicman2" and exists in 7 subsequent servers:

- Dbtext (InMagic system)
- Cpm\_public
- CPM\_DC
- Broadsides
- Cpm\_staff
- Wwwroot (web interface)
- Webpubpro (connects InMagic to web)

The CPM's server system is backed up on the MTSU server which is housed in the Cope Administration Building on MTSU's campus. The Center's information on the MTSU server is then backed up on tape and taken by an MTSU Information Technology employee to a vault located by the MTSU Johnny "Red" Floyd Stadium (football stadium). The server backups run overnight every evening. CPM records and files are also backed up and stored on the cloud through Amazon Web Services.

## **Data Restoration**

To restore backed up data, the following people in the Information Technology Division should be consulted:

- Brad Meyer, Systems Administrator: (904)-8300
- Alecia Heidt, Web Designer: (898)-5413
- Bruce Petryshak, Vice President for IT and CIO: (898)-5570

## **Software and Hardware Reconfiguration**

The following people within MTSU can assist in reinstalling and reconfiguring software and hardware in the event of a disaster:

- Gary Beltz, Technical Support Specialist: (898)-2016
- Bruce Petryshak, Vice President for IT and CIO: (898)-5570

## **Relocation of Computer Operations**

Alternative sites for computer and telecommunications operations are known as “facility backups.” Center staff will be positioned in the Center if circumstances permit. If not, the staff will secure permission from the College of Media and Entertainment Dean to conduct secretarial and coordination duties from the Digital Imaging Lab (room 148), the Graphics Lab, or the Media and Entertainment bldg. main office (room 251). In the event that the Media and Entertainment building is off-limits, staff will conduct call and disaster recovery coordination from the Albert Gore Research Center. If the Gore Center is unavailable, the Rutherford County Archives (435 Rice Street) will serve as the coordination point.

1. Ken Paulson, Dean-College of Media and Entertainment Dean: (898)-5872
2. Louis Kyriakoudes, Director-Albert Gore Research Center: (898)-2632
3. John Lodl, County Archivist-Rutherford County Archives: (615) 867-4609
4. Bonnie Allen, Dean-James E. Walker Library: (898)-2772

## **Alternate Access to Telecommunications and Online Services**

In the event of an emergency that requires Center staff to relocate to an alternate site for a significant period of time, it may be necessary to redirect existing phone number accounts and CPM servers. In order to transfer/forward existing telephone and fax numbers to another area on campus, please contact:

**Telecommunication Services:** (898)-2991

In order to place CPM servers on computers outside of the CPM, please contact:

**Gary Beltz, ITD:** (898)-2016

## **Emergency Procedures for Manual Operations**

During an emergency, it may be necessary to switch to manual operations for a limited time, either until computer systems are back up or until services can be switched to an alternate location. Each staff member is responsible for determining what they can and cannot do manually in regards to Center operations, and what is feasible in regards to researchers and donors given the context of the emergency situation.

## **REVIEW AND MAINTENANCE**

**This emergency plan was last reviewed by the entire CPM staff on \_\_\_\_\_  
and is due for a thorough review on May 1, 2019.**

### Maintenance Checklist

#### Every six months:

- \_\_\_ Review emergency procedures.
- \_\_\_ Review recovery procedures.

#### Annually:

- \_\_\_ Update phone and contact lists. Update entire plan. Send/make copies (12 total) for Coordinator/Archivist (2), Director, Librarian/Coordinator, Assistant Archivist, Walker Library, Gore Center, Rutherford County Archives, Tennessee State Library and Archives. Make three copies for the following CPM areas: **1.)** On wall of coat/backpack deposit area beside the Reference Desk in the Reading Room; **2.)** On wall in hallway behind Executive Aide office; **3.)** On wall to right of East wall exit door in stacks.
- \_\_\_ Update abbreviated disaster plan, make copies, and distribute to all CPM staff and essential College personnel.
- \_\_\_ Contact on-campus consultants and partners for briefing and updating.  
(includes Environmental Health and Safety, Facilities Services, After Hours Maintenance, Albert Gore Research Center, and Walker Library)
- \_\_\_ Contact outside services providers for review of agreements and contracts (if needed).
- \_\_\_ Contact outside preservation and conservation consultants for updates (if needed).
- \_\_\_ Inventory emergency supplies.

## **FUTURE CONSIDERATIONS**

(a list of reminders for improvements on the plan, future purchases, actions needed, etc.)

- \_\_\_ Emergency lighting
- \_\_\_ Fire extinguisher under Mezzanine
- \_\_\_ All boxes off floors
- \_\_\_ More lighting in the stacks



**APPENDIX A**  
**AGENCIES AND RESOURCES**

**MURFREESBORO/SMYRNA**

(\*area code 615)

**Fire and Water Damage Resources**

Farrer Bros. Construction ( <a href="http://www.farrerbros.com">www.farrerbros.com</a> )	893-6120	
Servicemaster ( <a href="http://www.servicemasterclean.com/_providers/mindex.asp">www.servicemasterclean.com/_providers/mindex.asp</a> )	896-5565	
Servpro ( <a href="http://www.servpro.com/franchise.asp?id=5793">www.servpro.com/franchise.asp?id=5793</a> )	849-9794	
Chem-Dry of Tennessee ( <a href="http://www.thecleanest.com">www.thecleanest.com</a> )	251-1901	890-9804
All Techni-Clean	547-8731	

**Equipment Rental Agencies**

Sunbelt Rentals	849-4000	
Farrer Bros./Ace Hardware Rental	893-6118	
Aggreko (Smyrna) elec. generators	459-0888	

**Miscellaneous Supplies**

Middle Tennessee Dairy Service, Inc. (crates)	893-2526	
Heritage Farms Dairy, Inc.	895-2790	
Interstate Brands Corp. (bread trays)	893-4150	
Alcohol (Rite Aid) (Walgreens)	867-9907 // 890-5911	
Bemis Custom Products (packaging, Shelbyville)	(931) 680-4000	

**NASHVILLE AREA**

**Fire and Water Damage Resources**

Americlean, Inc. (Indiana) ( <a href="http://www.americleaninc.com/">www.americleaninc.com/</a> )	1(800) 654-9101	
Chem-Dry of Nashville	223-9945	
PuroClean ( <a href="http://www.puroclean.com/">http://www.puroclean.com/</a> )	(615)-932-2400	
Servpro ( <a href="http://www.servpro.com/">http://www.servpro.com/</a> )		
-South Nashville	331-0200	
-Rutherford	849-9794	
-Belle Meade/West Nashville	242-9391	
-Donelson	885-3906	
-Percy Priest/Hickory Hollow	731-4222	
-Madison	868-5324	
-Gallatin	822-0200	
Steamatic of Middle TN ( <a href="http://www.steamatictn.com">www.steamatictn.com</a> )	256-7447	

### **Cold Storage/Freezers**

Nashville Refrigerated Services (Lebanon) ( <a href="http://www.nrs-tn.com">www.nrs-tn.com</a> )	449-8059
United States Cold Storage, Inc. (Lavergne)	641-9800
United States Cold Storage, Inc. (Smyrna) ( <a href="http://www.uscold.com">www.uscold.com</a> )	355-0047
Cold Storage of Nashville	251-9587

### **Equipment Rental Agencies**

Thompson Machinery Commerce Corporation (LaVergne) ( <a href="http://www.thompsonmachinery.com">www.thompsonmachinery.com</a> )	256-2424
Diamond Equipment Inc. (LaVergne)	641-1100
Pallet Factory, Inc. (pallets & skids) ( <a href="http://www.thepalletfactory.com">www.thepalletfactory.com</a> )	847-7474
Itinolap (pallets & skids) ( <a href="http://www.itinolap.com">www.itinolap.com</a> )	895-2908

## **REGIONAL**

### **Cold Storage/Freezers**

Portable Refrigerated Storage, Inc. (Atlanta) ( <a href="http://www.portablerefrigerationstorage.com">www.portablerefrigerationstorage.com</a> )	(770) 960-1844
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### **Equipment Rental Agencies**

#### *Chattanooga*

Chattanooga Tractor & Equipment Inc. ( <a href="http://www.chattanoogatractor.com">www.chattanoogatractor.com</a> )	(423) 892-5725
Lanes Equipment Rental	(423) 266-7402
Mid-South Equipment Co. ( <a href="http://www.jcbofchattanooga.com">www.jcbofchattanooga.com</a> )	(423) 899-1219

## **NATIONAL**

### **Freeze Drying and Vacuum Freeze Drying**

American Freeze Dry (Runnemede, NJ) ( <a href="http://www.americanfreezedry.com">www.americanfreezedry.com</a> )	(856) 939-8160
Belfor USA ( <a href="http://www.belfor.com/en/us/belfor-usa-offices/tennessee/nashville">www.belfor.com/en/us/belfor-usa-offices/tennessee/nashville</a> )	(615)885-6577 Emg. (888) 452-1300
Document Reprocessors (Middlesex, NY) ( <a href="http://www.documentreprocessors.com">www.documentreprocessors.com</a> )	(585) 554-4500

Mid-West Freeze Dry (Skokie, IL)  
([www.midwestfreezedry.com](http://www.midwestfreezedry.com))

(847) 679-4756

**Cold Storage/Freezers & Refrigerated Trucks**

IARW: International Association of Refrigerated Warehouses  
([www.gcca.org](http://www.gcca.org))

(703) 373-4300

Fax (703) 373-4301

Frozen Food Express  
([www.ffeinc.com](http://www.ffeinc.com))

(800) 569-9200

Memphis (662) 890-7411

**Equipment Rental Agencies**

United Rentals  
([www.unitedrentals.com](http://www.unitedrentals.com))

(844) 873-4948

Murfreesboro 907-0050

**Fire and Water Damage Resources**

Munters (Amesbury, MA)  
(<https://www.munters.com/en/contact/united-states/amesbury/>)

(978) 241-1100

(800) 843-5360

**Miscellaneous Supplies**

Pack Secure (plastic sheets)  
([www.packsecure.com](http://www.packsecure.com))

(888) 511-7225

**APPENDIX B  
CONSERVATION CONSULTANTS**

**MURFREESBORO**

Photography

Kara Hooper, MTSU (Creative & Visual Services) (494)-8693

Computer Recovery

Gary Beltz (898)-2016

Brad Meyer (IT Division) (904)-8300

**NASHVILLE**

Tennessee State Library and Archives, Carol Roberts 741-2997

([www.sos.tn.gov/tsla](http://www.sos.tn.gov/tsla))

Christine Young, Paper and Photo Conservation 227-0538

1707 Eastland Avenue, Nashville, TN 37206

Cynthia Stow, Paintings and Art Conservation 269-3868

Cumberland Art Conservation / 3343 Acklen Ave. / Nashville, TN 37212

Dawn Heller, Co-owner, Paper Conservator 981-2236

Heller Conservation Services

([/www.artconservationstudio.com/HCS/HOME.html](http://www.artconservationstudio.com/HCS/HOME.html))

conservator@artconservationstudio.com

**REGIONAL**

Lyrasis - Disaster Resources (800) 999-8558

([www.lyrasis.org/LYRISIS\\_Digital/Pages/Preservation\\_Services/Disaster-Resources.aspx](http://www.lyrasis.org/LYRISIS_Digital/Pages/Preservation_Services/Disaster-Resources.aspx))

Chicora Foundation, Inc. (Columbia, SC) (803) 787-6910

([www.chicora.org](http://www.chicora.org))

**NATIONAL**

Conservation Center for Art and Historic Artifacts (215) 545-0613

(Philadelphia, PA) ([www.ccaha.org](http://www.ccaha.org))

American Institute for Conservation of Historic and Artistic Works (AIC)

([www.conservation-us.org/](http://www.conservation-us.org/)) (202) 452-9545

Heritage Preservation (Washington, DC) (202) 625-1495

([www.heritagepreservation.org](http://www.heritagepreservation.org))

FEMA (Federal Emergency Management Agency)

<a href="http://www.fema.gov">www.fema.gov</a>	Atlanta Regional Office:	(770) 220-5200
	Document Reprocessors (Middlesex. NY)	(585) 554-4500
<a href="http://www.documentreprocessors.com">www.documentreprocessors.com</a>		
	Getty Conservation Institute (GCI)	(310) 440-7325
<a href="http://www.getty.edu/conservation">www.getty.edu/conservation</a>		
	Library of Congress	(202) 707-5000
<a href="http://www.loc.gov/preservation/">www.loc.gov/preservation/</a>		
	Northeast Document Conservation Center (NEDCC)	(978) 470-1010
<a href="http://www.nedcc.org/">http://www.nedcc.org/</a>		

## **APPENDIX C**

### **DISASTER RELATED WEBSITES**

#### **GENERAL REFERENCE**

- FEMA--Federal Emergency Management Agency [www.fema.gov/](http://www.fema.gov/)
- U.S. Geological Survey - Hazards [www.usgs.gov/hazards](http://www.usgs.gov/hazards)
- National Fire Protection Association (NFPA) [www.nfpa.org](http://www.nfpa.org)
- Conservation OnLine - Disaster Preparedness and Response  
<http://cool.conservation-us.org/bytopic/disasters/>
- Lyrasis Library Services <http://www.lyrasis.org/>
- The Disaster Center <http://www.disastercenter.com/>
- National Archives [www.archives.gov](http://www.archives.gov)
- Regional Alliance for Preservation (RAP) [www.rap-arcc.org](http://www.rap-arcc.org)
- Northeast Document Conservation Center <http://www.nedcc.org/home.php>

#### **CONSERVATION AND PRESERVATION**

- Lyrasis Library Services - Preservation <http://www.lyrasis.org>
- OCLC - The RLG Preservation Program (Digital Imaging)  
[www.oclc.org/us/en/default.htm](http://www.oclc.org/us/en/default.htm)
- Preservation and Conservation <http://www.nedcc.org/resources/leaflets.list.php>
- American Institute for the Conservation of Artistic and Historic Works (AIC)  
<http://www.conservation-us.org/>
- Heritage Preservation  
[formerly (NIC) the National Institute for the Conservation of Cultural Property]  
[www.heritagepreservation.org](http://www.heritagepreservation.org)
- Minnesota Historical Society, Conservation and Preservation  
<http://www.mnhs.org/preserve/conservation/index.html>

#### **RECOVERY AND RESTORATION**

- Disaster Recovery Journal [www.drj.com](http://www.drj.com)
- (AIC) Tips for the Care of Water-Damaged Family Heirlooms and Other Valuables  
<http://www.conservation-us.org/resources/disaster-response-recovery/guides-and-information/water-damage-tips#.WVUaHelOmUk>
- (AIC) Salvaging Water-Damaged Textiles  
<http://www.conservation-us.org/resources/disaster-response-recovery/guides-and-information/salvaging-water-damaged-textiles#.WVUaAulOmUk>
- (AIC) Saving Photographs after the Flood  
<http://www.conservation-us.org/resources/disaster-response-recovery/guides-and-information/saving-photographs#.WVUaMulOmUk>

- Disaster Mitigation Planning Assistance (a searchable database)  
<http://resources.conservation-us.org/disaster/>
- Lyrasis: Disaster Assistance  
<https://www.lyrasis.org/LYRASIL%20Digital/Pages/Preservation%20Services/Disaster%20Resources/Disaster-Assistance.aspx>
- Library of Congress (LC): Preservation Directorate <http://www.loc.gov/preserv/>
- A Primer on Disaster Preparedness, Management and Response: Paper-Based Materials  
<https://www.archives.gov/files/preservation/emergency-prep/disaster-prep-primer.pdf>
- Invasion of the Giant Mold Spore  
<https://www.lyrasis.org/SearchCenter/Pages/Results.aspx?k=giant%20mold%20spore>
- Drying Techniques for Water-Damaged Books and Records  
<https://www.lyrasis.org/LYRASIL%20Digital/Pages/Preservation%20Services/Resources-and-Publications.aspx>
- Drying Wet Books and Records  
<https://www.lyrasis.org/LYRASIL%20Digital/Pages/Preservation%20Services/Resources-and-Publications.aspx>
- Emergency Do's and Don'ts for Water Damaged Materials  
<http://www.protext.net/store/pg/14-Emergency-Do-s-and-Don-ts-for-Water-Damaged-Materials.aspx>
- Emergency! If You're First  
<http://www.conservation-us.org/resources/disaster-response-recovery/guides-and-information/if-you're-first#.WVUbEelOmUk>
- Emergency Preparedness and Response  
<https://emergency.cdc.gov/>
- The Centers for Disease Control and Prevention  
<http://www.cdc.gov>
- The Disaster Center  
<http://www.disastercenter.com/>
- Extension Disaster Education Network  
<http://www.eden.lsu.edu/>
- Salvage at a Glance  
<http://cool.conservation-us.org/waac/wn/wn19/wn19-2/wn19-207.html>
- Disaster Preparedness and Response (COOL)  
<http://cool.conservation-us.org/bytopic/disasters/>

## WRITING AND UPDATING EMERGENCY DISASTER PLANS

- Disaster Preparedness and Recovery: Selected Bibliography  
<https://www.lyrasis.org/LYRASIS%20Digital/Pages/Preservation%20Services/Resources-and-Publications.aspx>
- Contents of a Disaster Plan  
<https://www.lyrasis.org/LYRASIS%20Digital/Pages/Preservation%20Services/Resources-and-Publications.aspx>
- Disaster Planning Process  
<https://www.lyrasis.org/LYRASIS%20Digital/Pages/Preservation%20Services/Resources-and-Publications.aspx>
- Disaster Prevention & Protection Checklist  
<https://www.lyrasis.org/LYRASIS%20Digital/Pages/Preservation%20Services/Resources-and-Publications.aspx>
- Decision-making Tree for Disaster Recovery  
<https://www.lyrasis.org/LYRASIS%20Digital/Pages/Preservation%20Services/Resources-and-Publications.aspx>
- Disaster Preparedness  
<http://www.ready.gov>
- A Primer on Disaster Preparedness, Management and Response: Paper-Based Materials  
<http://cool.conservation-us.org/bytopic/disasters/primer/>
- The Master of Disaster Management  
<http://www.mdma.ku.dk/>

## DISASTER SUPPLIES AND EQUIPMENT

- In-House Supply Stockpile Checklist  
<https://www.lyrasis.org/LYRASIS%20Digital/Pages/Preservation%20Services/Resources-and-Publications.aspx>
- Thomas Register  
<http://www.thomasnet.com/>
- Emergency Services Checklist  
<https://www.lyrasis.org/LYRASIS%20Digital/Pages/Preservation%20Services/Resources-and-Publications.aspx>
- Sources for the Recovery of Valuable Personal Belongings  
<http://www.cool.conservation-us.org/byorg/georgia/srvpb.html>
- Disaster Recovery Services and Supplies  
<https://www.lyrasis.org/LYRASIS%20Digital/Pages/Preservation%20Services/Resources-and-Publications.aspx>



## **COLD STORAGE**

- Global Cold Chain Alliance <http://www.gcca.org/>

## **WEATHER**

- Global Change [www.globalchange.gov](http://www.globalchange.gov)
- Impact of El Niño and La Niña <https://www.climate.gov/enso>
- National Weather Service [www.weather.gov](http://www.weather.gov)
- US Geologic Survey: Natural Hazards [http://www.usgs.gov/natural\\_hazards/](http://www.usgs.gov/natural_hazards/)
- Weather Channel [www.weather.com](http://www.weather.com)
- Intellicast <http://www.intellicast.com/Default.aspx>

## **APPENDIX D**

### **EMERGENCY INFORMATION/REPORTING EMERGENCIES**

From MTSU Website: [www.mtsu.edu/alert4u/MTSU\\_Emergency\\_Plan.pdf](http://www.mtsu.edu/alert4u/MTSU_Emergency_Plan.pdf)

#### **FIRE OR FIRE ALARM:**

- *ACTIVATE* the building alarm system upon detecting a fire or visible smoke and immediately evacuate the building.
- *REPORT ALL FIRES*, regardless of size (even if extinguished); smoke; or fire alarms on campus to the Fire Department by dialing 911. *Be prepared to state your location.*

**MEDICAL EMERGENCIES:** *REQUEST AN AMBULANCE* and medical assistance on campus by dialing 911. *Be prepared to state your location.*

**BOMB THREATS:** *REPORT BOMB THREATS* or the discovery of suspicious objects or devices on campus by dialing 911. *Be prepared to state your location.*

**ALL OTHER EMERGENCIES:** All other emergencies on campus may also be reported by dialing 911. *Be prepared to state your location.*

#### **TORNADO PROTECTION:**

- Alert the building occupants and move to the safest place in your building and/or complex. ***DO NOT PULL A FIRE ALARM*** - do not leave the safety of the building.
- Seek shelter in the middle of the building. Take cover under heavy furniture or in an interior hallway against a strong, inside wall on the lowest floor. Do not attempt to drive.
- Follow the instructions of emergency response personnel or remain in the hallway until the Campus Police, Safety Officer, Fire Department, Emergency Management, or other emergency response personnel give the all clear.

#### **PERSONS WITH DISABILITIES:**

- If you have a disability you should notify your instructor in each of your classes or your supervisor that you have a disability and will require assistance in case of an emergency.
- Instructors or supervisors must notify emergency response personnel, either police or fire department, of any persons with disabilities in their classes or area of responsibility.

#### **EMERGENCY CONTACT NUMBERS**

Middle Tennessee State University Police Department  
MTSU Box 141  
Murfreesboro, TN 37132

<i>Emergency Calls:</i>	911
<i>Non-Emergency Calls:</i>	898-2424
<i>Media or Public Inquiries:</i>	898-2919

For further information see the **ALERT4U** web site: <http://www.mtsu.edu/alert4u>

## **REPORTING EMERGENCIES**

From MTSU website: <http://www.mtsu.edu/alert4u/reporting.php>

### **Fire or Fire Alarm**

- DON'T SIT STILL ... DO THE DRILL! Your response could mean the difference between life and death ... maybe yours.
- You should immediately activate the building alarm system upon detecting a fire or visible smoke.
- All employees must immediately report all fires, regardless of size (even if extinguished); smoke; or fire alarms on campus to the Fire Department by dialing 2424 or 911. The MTSU Department of Public Safety (Police Department) dispatches all emergency calls on campus. Most MTSU buildings have local fire alarm systems that are not remotely monitored, therefore it is imperative that someone notify the MTSU Police Department of fires and fire alarms at 2424 or 911 as soon as it is safely possible.
- Off campus or at remote sites the Fire Department is dispatched by dialing 911 anywhere in Rutherford County.
- The MTSU Department of Public Safety (Police Department) will immediately notify the Safety Officer of any reported fire or fire alarm at any hour.

### **Medical Emergencies**

- All employees may request an ambulance and medical assistance on campus by dialing 2424 or 911. The MTSU Department of Public Safety (Police Department) dispatches all emergency calls on campus.
- Off campus or at remote sites the ambulance service is dispatched by dialing 911 anywhere in Rutherford County.

### **Bomb Threats**

- All employees may report bomb threats or the discovery of suspicious objects or devices on campus by dialing 2424 or 911. The MTSU Department of Public Safety (Police Department) dispatches all emergency calls on campus.
- Off campus or at remote sites bomb threats or the discovery of suspicious objects or devices may be reported by dialing 911 anywhere in Rutherford County.

**Other Emergencies (Stopped elevators, chemical spills, etc.)**

- All other emergencies on campus may also be reported by dialing 2424 or 911. The MTSU Department of Public Safety (Police Department) dispatches all emergency calls on campus.
- Off campus or at remote sites emergencies may be reported by dialing 911 anywhere in Rutherford County.

## **APPENDIX E BOMB THREAT**

From MTSU website: <http://www.mtsu.edu/alert4u/bombthreat.php>

### **Employee Responsibilities – Bomb Threat**

Employees receiving a threat over the telephone should note the exact time of the call and the exact words said by the caller.

The employee should listen carefully to the details of the threat and try to keep the caller talking in an effort to obtain the answers to the following questions:

1. When will the bomb explode?
2. Where is it located?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

The employee should write down whether the caller is male or female, what age he or she sounds like, any voice characteristics the caller may have (lisp, stuttering, accents, disguised, etc.), and any background noise heard.

If a display telephone is used, the employee should write down what appears on the digital display.

When the caller hangs up, the employee should call the MTSU Police Department at 2424 and tell the dispatcher that a bomb threat has just been received. The employee should provide all the information received from the caller and the employee's observations.

The employee should also give the dispatcher his or her name, office location, and telephone extension number. The employee should stay on the phone with the dispatcher until released from the call by the MTSU Police Department.

After the employee has contacted dispatch, the employee should inform the supervisor about the call and that the police have been called and are en route to the location threatened by the bomb. If in the area threatened, employees should remain calm and stay where they are until police arrive at the scene.

If requested to leave the area or building, employees should look around their work areas as they leave. They should look for any suspicious packages or bags. If they see something that does not belong, **THEY MUST NOT TOUCH**. They should follow the department evacuation procedure and inform police officers outside the building about any suspicious article seen and the exact location.

Employees should follow all instructions given by police or fire personnel. They should not re-enter the building or area until told that they may.

### **Administrative Responsibilities**

#### **Department Head, Manager, and Supervisor Responsibilities**

When informed that their department or building has received a bomb threat, department heads, managers, and supervisors should do the following:

1. Make sure that the MTSU Police Department has been notified. If they haven't been notified, contact MTSU Police dispatch at 2424 and provide the following information:
  - a. Who received the bomb threat. (Officers will want to talk with the person who received the original call).
  - b. The exact time the threat came in.
  - c. What department or area was threatened.
2. Have all personnel in their area look around to determine whether they see anything unusual or different such as a box or bag that does not belong in their work area. **THEY SHOULD NOT TOUCH ANY ITEM THAT IS NOT IDENTIFIABLE TO THEIR WORK AREA**. If they find anything, they should contact MTSU Police dispatch at 2424 immediately and provide the following information:
  - a. Name and phone extension
  - b. Location
  - c. Location of the suspicious item
  - d. Description of the item (shape, size, color, etc.)

They should **secure the area around the item** by asking all persons to leave the area or room. No one should be allowed to re-enter until emergency personnel arrive.

**Evacuate** only if directed by the MTSU President, Provost, Vice President of Student Affairs, Vice President of Finance and Administration, MTSU Police, MTSU Safety Officer, or Murfreesboro Fire Department. Departmental evacuation procedures should be followed.
3. If directed to evacuate, assist police or fire personnel to secure facilities to insure the safety of all staff and students.
4. Do not pull the fire alarm. Emergency personnel may activate the fire alarm system to assist in evacuation, but only after they evaluate the circumstances and location of the threat.

5. Provide calm leadership for colleagues. Speak slowly and distinctly when giving instructions. The main consideration is a safe and orderly evacuation of the area or building until it is found to be safe to re-enter.

### **Bomb Search Basics**

All authorities are in agreement that the most effective and fastest search of a building can be made by the normal occupants of that building. No community can supply the number of police officers or firemen it would take to make a fast thorough search of a facility of any size such as the academic and public assembly facilities on campus. Even if such manpower were available, they would still not be the best qualified to conduct the search.

Since the terrorist does not label the device with the word "bomb", what should you look for? What does a bomb look like? No one knows. It can be packaged in as many different ways as the maker's imagination will allow. Some devices may be the size of a cigarette package, while others may be as large as a 2-ton truck.

Since the object of the search can vary in size and shape, it is a fundamental rule that search must be made by persons who are familiar with the area in order to notice a strange or foreign object. However, the use of personnel who occupy the premises to conduct the search may present problems with the hysteria that can result from the threat unless there has been careful planning beforehand. In designating or assigning personnel to an area to be searched, there should be no reluctance to assign females, if they are the ones most familiar with the area. Women are as qualified to carry out this function as are men.

If the facility has a public address system, personnel can be alerted to commence the search by use of a code signal, e.g. "Mr. Franklin, Please come to the office".

In devising a search plan the building or premises to be searched should be divided into areas and each person assigned a room or area. Personnel so assigned should make a survey of the area and note what objects normally occupy the area. Grill covers over heating and air-conditioning ducts should be inspected so that a subsequent inspection would reveal any entry or tampering.

In some instances the detonation or ignition of any explosive or incendiary might depend on a change in environment, e.g. temperature variations or the presence of an electric current. Therefore, the personnel assigned to conduct the search should be cautioned not to cause, or at least minimize any change in the environment. Do not go into a dark room and turn on the lights or change the setting of the thermostats in the room.

Other search techniques that can be employed are:

1. A staff member or supervisor should be designated as floor or area warden for each floor of the building, or perhaps several area wardens for single story buildings. Wardens

- should be responsible for directing the search of their areas, receiving information from search personnel, and relaying it to the command post.
2. Alert the nearest medical facility to standby during the search. This provides immediate medical attention in the event of accidental or premature detonation.
  3. Alert the Murfreesboro Fire Department to standby in the event a detonation occurs.
  4. An effective search technique is as follows:
    - a. Maintenance and custodial personnel search such areas as hallways, rest rooms, stairwells, elevator shafts, utility closets, and areas outside the building.
    - b. Office personnel search their immediate areas.
    - c. As the search of each area is completed and no suspicious objects found, a report is given to the incident commander.

### **Bomb Threat Communication**

A rapid two-way communication system is of utmost importance. Normally communication between administrators, officers, search teams and the command post can be accomplished through the existing telephone system, or the building's internal communication system. In many instances, two-way (walkie-talkie) radios have been used.

**CAUTION:** The use of radios could be dangerous. The radio beam could cause premature detonation of an electric initiator (blasting cap).

### **Bomb Threat Objects**

#### Suspicious Object Located

**NOTE:** It is imperative that personnel involved in the search be instructed that their mission is only to search for and report suspicious objects. NOT to move, jar or touch the objects or anything attached thereto. The removal/disarming of a bomb must be left to professional Bomb Technicians.

1. The location and a description of the object as can best be provided, should be reported to the command post. This information is relayed immediately to the incident commander.
2. To minimize damage sandbags or mattresses, but not metal plates or objects, may be placed around the object. *DO NOT ATTEMPT TO COVER THE OBJECT.*
3. The danger area should be identified, and blocked off with a clear zone of at least 300 feet, including areas below and above the object.
4. Check to see that all doors and windows are open to minimize primary damage from blast and secondary damage from fragmentation.
5. Evacuate the building.
6. Do not permit re-entry into the building until the device has been removed/disarmed, and the building declared safe for re-entry.



## **Evacuation**

### **Problems of Evacuation**

The most common practice is to evacuate the building upon receipt of a bomb threat call. At first thought, this might appear to be the thing to do. After all, there is the possibility that an explosive or incendiary device might be in the building. However, consider the chances of personal injury that could result where a hasty evacuation is attempted and panic ensues.

Panic is one of the most contagious of all human emotions. Panic is defined as a "sudden, excessive, unreasoning, infectious terror caused by fear of the known or the unknown." Panic can also be defined in the context of a bomb threat call as the ultimate achievement of the caller. Once a state of panic has been reached, potential for personal injury and property damage is dramatically increased. Some authorities feel that hasty evacuation can endanger more lives through panic than an explosive detonating.

In evacuating any building, we are routing personnel through the most public areas of the facility, its corridors and stairwells. And these are the places that are most likely to contain an explosive or incendiary device. By evacuating immediately, we might be exposing personnel to a greater danger. The movement of any large mass of people under emergency conditions is a hazardous undertaking unless absolute control is maintained.

The decision to evacuate or not to evacuate is an administrative decision and there will be no time to have a committee meeting to make such a decision without first evaluating all the information available at that time.

Some of the factors that should be considered are:

1. The caller: What did he say? Was it a child's voice with other small children snickering in the background or did the caller sound serious in his threats?
2. Has this been a recurring thing?
3. Are employees or students excused from work or class when such threats are experienced?
4. Is it possible that this call was precipitated by news reports of other calls?
5. Will immediate evacuation of the premises expose personnel to greater danger?
6. What is the size of the building and how many people are involved?

Consider priority and routes of evacuation in the event a bomb is found in the building. This will depend on the type of building and location of personnel in relation to the area where the bomb is located. In multistory buildings, personnel on floors above the danger area should be evacuated first. This can be done simultaneously with the evacuation of lower levels.

If evacuation is effected an assembly area must be established for persons evacuated. This area should be at a distance far enough away from the event of an explosion. The minimum distance is 300 feet.

The MTSU Police Department will control entry into a building during a bomb search. This may be accomplished concurrently by building staff and the police.

If the building is evacuated it is recommended that all gas and fuel lines should be shut off at the main switch or valve. There is some diversity of opinion as to whether electric power should be shut off. To leave it on increases the possibility of electrical fires.

To shut it off leaves the building in darkness and may tend to hamper the search team. The decision to shut off utility services to a building during a search when no device has been found will be made by the university administration. If a device or suspicious object has been located this decision will be made by the bomb disposal personnel upon their arrival.

**BOMB THREAT CHECKLIST**

*Reproduce and place this form near your telephone*

**QUESTIONS TO ASK:**

- 1. When is bomb going to explode?
- 2. Where is it right now?
- 3. What does it look like?
- 4. What kind of bomb is it?
- 5. What will cause it to explode?
- 6. Did you place the bomb?
- 7. Why?
- 8. What is your address?
- 9. What is your name?

**CALLER'S VOICE:**

- |                                   |   |                                 |  |                                  |
|-----------------------------------|---|---------------------------------|--|----------------------------------|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal          | <input type="checkbox"/> Angry  | <input type="checkbox"/> Stutter         | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Lisp     | <input type="checkbox"/> Slow           | <input type="checkbox"/> Raspy  | <input type="checkbox"/> Rapid           | <input type="checkbox"/> Deep    |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Ragged         | <input type="checkbox"/> Loud   | <input type="checkbox"/> Clearing Throat |                                  |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking voice  |                                  |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Disguised      |                                 |  |                                  |

**THREAT LANGUAGE:**

- |   |                                     |   |                                  |
|---|-------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Distinct                     | <input type="checkbox"/> Accent     | <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Familiar                     | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Whispered              | <input type="checkbox"/> Foul    |
| <input type="checkbox"/> Message Read by Threat Maker | <input type="checkbox"/> Irrational |   | <input type="checkbox"/> Taped   |

If voice is familiar, who did it sound like? \_\_\_\_\_

Write the Exact Wording of the Threat:

**BACKGROUND SOUNDS:**

- |   |  |                                       |  |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> Street noises    | <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Crockery     | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Voices           | <input type="checkbox"/> Clear             | <input type="checkbox"/> PA System    | <input type="checkbox"/> Static        |
| <input type="checkbox"/> Local            | <input type="checkbox"/> Long distance     | <input type="checkbox"/> House noises | <input type="checkbox"/> Motor         |
| <input type="checkbox"/> Office machinery |  |                                       |  |
| <input type="checkbox"/> Other            | _____                                      |                                       |  |

**CALLER INFORMATION:**

Sex of Caller: \_\_\_\_\_  
 Race: \_\_\_\_\_  
 Age: \_\_\_\_\_

NUMBER AT WHICH CALL IS RECEIVED:

\_\_\_\_\_

Time: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

REMARKS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## APPENDIX F TORNADO PREPARTION

From MTSU website: <http://www.mtsu.edu/alert4u/tornado.php>

1. According to weather forecasts, conditions may be right tomorrow (or later today) for tornado activity in our area. Therefore, this bulletin is an early notification so that you can make preparations here and at home.
2. **Some common directives include:**
  - Stay away from windows and other loose or breakable objects that could become flying debris.
  - Stay near interior walls.
  - Keep one or more flashlights in your office and make sure they work.
  - In the event of a tornado, do NOT pull a fire alarm.
3. Click on "[Safest Places](#)" for a listing of all the buildings on campus and the suggested safest area in each building. In most cases, those areas will be the lowest possible floor of your building. If you have a question or your building is not listed, call Public Safety at 898-2424.
4. If you work in a small house or a structure that would not seem as secure as others, you and your staff may want to consider moving to another building tomorrow, if time and space are available. Once a storm is approaching, however, stay where you are.
5. **Supervisors/Faculty:** Review with your class or staff which is the best way to reach the designated safest area in your building. Emphasize the importance of remaining calm.
6. **Directors/Supervisors:** Take 5 minutes with your people today to:
  - Review the do's and don'ts of a tornado
  - Check your supply of flashlights/batteries, radios and other equipment that may be useful.
  - Remind everyone of the safest area in your building.
  - AND IMPORTANTLY ... discuss your policy with your staff about leaving campus during a severe storm or tornado to check on a situation at home or elsewhere.
  - (If you prepare today for possible severe weather tomorrow, this may lessen your need to leave campus if a severe storm or tornado strikes.)
  - LEAVING CAMPUS: Anyone who wishes to leave campus during a tornado warning, should first check with his or her supervisor. It must be understood that people who leave campus are taking either annual leave or unpaid leave—and are responsible for themselves.
7. **Check your school:** If you have children in school, call your school today and make sure you know its policy about releasing children and/or running buses during severe weather. Make sure you carry your school's phone number.

8. **Check at home:** If you have pets, babysitters/children or elderly family members at home, make sure accommodations are made for them and that you have discussed a plan of action in the event of a severe storm or tornado tomorrow. Make sure everyone at home has your cell phone number.
9. **Check your day-care center:** If you have children in a day-care facility, make sure you understand the center's policy in the event of severe weather. Make sure you exchange phone information.
10. **Faculty:** Please plan ahead for assignments/classroom work in case your class is interrupted tomorrow by a “building runner” with a tornado warning or, in extreme circumstances, the university should be closed. The closing of the university is issued from the President's Office.
11. ***PLEASE COVER ALL YOUR BASES TODAY SO THAT YOU, YOUR WORK ASSOCIATES AND YOUR FAMILY MEMBERS ARE WELL INFORMED AND SUFFICIENTLY PREPARED.***

## **APPENDIX G TERRORISM**

From MTSU website: <http://www.mtsu.edu/alert4u/terrorism.php>

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

Acts of terrorism range from threats of terrorism, assassinations, kidnappings, hijackings, bomb scares and bombings, cyber attacks (computer-based), to the use of chemical, biological and nuclear weapons. High-risk targets include military and civilian government facilities, international airports, large cities and high-profile landmarks. Terrorists might also target large public gatherings, water and food supplies, utilities, and corporate centers. Further, they are capable of spreading fear by sending explosives or chemical and biological agents through the mail.

In the immediate area of a terrorist event, you would need to rely on police, fire and other officials for instructions. However, you can prepare in much the same way you would prepare for other crisis events.

### **Preparing for Terrorism**

1. Wherever you are, be aware of your surroundings. The very nature of terrorism suggests there may be little or no warning.
2. Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. Unusual behavior, suspicious packages and strange devices should be promptly reported to the police or security personnel.
3. Do not be afraid to move or leave if you feel uncomfortable or if something does not seem right.
4. Learn where emergency exits are located in buildings you frequent. Notice where exits are when you enter unfamiliar buildings. Plan how to get out of a building, subway or congested public area or traffic. Note where staircases are located. Notice heavy or breakable objects that could move, fall or break in an explosion.
5. Assemble a disaster supply kit at home and learn first aid. Separate the supplies you would take if you had to evacuate quickly, and put them in a backpack or container, ready to go.
6. Be familiar with different types of fire extinguishers and how to locate them. Know the location and availability of hard hats in buildings in which you spend a lot of time.

## **Cyber Attacks**

Cyber attacks target computer or telecommunication networks of critical infrastructures such as power systems, traffic control systems, or financial systems. Cyber attacks target information technologies (IT) in three different ways.

First, is a direct attack against an information system "through the wires" alone (hacking). Second, the attack can be a physical assault against a critical IT element. Third, the attack can be from the inside as a result of compromising a trusted party with access to the system.

1. Be prepared to do without services you normally depend on that could be disrupted—electricity, telephone, natural gas, gasoline pumps, cash registers, ATM machines, and internet transactions.
2. Be prepared to respond to official instructions if a cyber attack triggers other hazards, for example, general evacuation, evacuation to shelter, or shelter-in-place, because of hazardous materials releases, nuclear power plant incident, dam or flood control system failures.

## **Building Explosions**

Explosions can collapse buildings and cause fires. People who live or work in a multi-level building can do the following:

1. Review emergency evacuation procedures. Know where emergency exits are located.
2. Keep fire extinguishers in working order. Know where they are located, and learn how to use them.
3. Learn first aid. Contact the local chapter of the American Red Cross for information and training.
4. Building owners should keep the following items in a designated place on each floor of the ding:
  - Portable, battery-operated radio and extra batteries
  - Several flashlights and extra batteries
  - First aid kit and manual
  - Several hard hats
  - Fluorescent tape to rope off dangerous areas

## **Suspicious Packages**

Be wary of suspicious packages and letters. They can contain explosives, chemical or biological agents. Be particularly cautious at your place of employment. Some typical characteristics postal inspectors have detected over the years, which ought to trigger suspicion, include parcels that:



- Are unexpected or from someone unfamiliar to you.
- Have no return address, or have one that can't be verified as legitimate.
- Are marked with restrictive endorsements, such as "Personal," "Confidential" or "Do not x-ray."
- Have protruding wires or aluminum foil, strange odors or stains.
- Show a city or state in the postmark that doesn't match the return address.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Are marked with any threatening language.
- Have inappropriate or unusual labeling.
- Have excessive postage or excessive packaging material such as masking tape and string.
- Have misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have incorrect titles or title without a name.
- Are not addressed to a specific person.
- Have handwritten or poorly typed addresses.

With suspicious envelopes and packages other than those that might contain explosives, take these additional steps against possible biological and chemical agents.

- Refrain from eating or drinking in a designated mail handling area.
- Place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of contents. Never sniff or smell suspect mail.
- If you do not have a container, then cover the envelope or package with anything available (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- If you are at work, report the incident to your building security official or an available supervisor, who should notify police and other authorities without delay.
- List all people who were in the room or area when this suspicious letter or package was recognized. Give a copy of this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.
- If you are at home, report the incident to local police.

In the immediate area of a terrorist event, leave quickly and orderly. Listen to police, fire, and other officials for instructions. Leave the building as quickly as possible. Do not stop to retrieve personal possessions or make phone calls. If things are falling around you, get under a sturdy table or desk until they stop falling. Then leave quickly, watching for weakened floors and stairs and falling debris as you exit.

### **Chemical & Biological Attack**

In case of a chemical or biological weapon attack near you, authorities will instruct you on the best course of action. This may be to evacuate the area immediately, to seek shelter at a designated location, or to take immediate shelter where you are and seal the premises. The best

way to protect yourself is to take emergency preparedness measures ahead of time and to get medical attention as soon as possible, if needed.

## **Chemical**

Chemical warfare agents are poisonous vapors, aerosols, liquids or solids that have toxic effects on people, animals or plants. They can be released by bombs, sprayed from aircraft, boats, or vehicles, or used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents are also difficult to produce.

There are six types of agents:

1. Lung-damaging (pulmonary) agents such as phosgene,
2. Cyanide,
3. Vesicants or blister agents such as mustard,
4. Nerve agents such as GA (tabun), GB (sarin), GD (soman), GF, and VX,
5. Incapacitating agents such as BZ, and
6. Riot-control agents (similar to MACE).

## **Biological**

Biological agents are organisms or toxins that can kill or incapacitate people, livestock and crops. The three basic groups of biological agents which would likely be used as weapons are bacteria, viruses, and toxins.

1. **Bacteria.** Bacteria are small free-living organisms that reproduce by simple division and are easy to grow. The diseases they produce often respond to treatment with antibiotics.
  2. **Viruses.** Viruses are organisms which require living cells in which to reproduce and are intimately dependent upon the body they infect. Viruses produce diseases which generally do not respond to antibiotics. However, antiviral drugs are sometimes effective.
  3. **Toxins.** Toxins are poisonous substances found in, and extracted from, living plants, animals, or microorganisms; some toxins can be produced or altered by chemical means. Some toxins can be treated with specific antitoxins and selected drugs. Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others such as anthrax spores are very long lived. They can be dispersed by spraying them in the air, or infecting animals which carry the disease to humans as well through food and water contamination.
- **Aerosols**—Biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.

- **Animals**—Some diseases are spread by insects and animals, such as fleas, mice, flies, and mosquitoes. Deliberately spreading diseases through livestock is also referred to as agroterrorism.
- **Food and water contamination**—Some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water. Anthrax spores formulated as a white powder were mailed to individuals in the government and media in the fall of 2001. Postal sorting machines and the opening of letters dispersed the spores as aerosols. Several deaths resulted. The effect was to disrupt mail service and to cause a widespread fear of handling delivered mail among the public. Person-to-person spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses. Be aware of your surroundings. The very nature of terrorism suggests that there may be little or no warning.

### *What to Do to Prepare for a Chemical or Biological Attack*

Assemble a disaster supply kit and be sure to include:

1. Battery-powered commercial radio with extra batteries.
2. Non-perishable food and drinking water.
3. Roll of duct tape and scissors.
4. Plastic for doors, windows and vents for the room in which you will shelter in place—this should be an internal room where you can block out air that may contain hazardous chemical or biological agents. To save critical time during an emergency, sheeting should be pre-measured and cut for each opening.
5. First aid kit.

### *What to Do During a Chemical or Biological Attack*

1. Listen to your radio for instructions from authorities such as whether to remain inside or to evacuate.
2. If you are instructed to remain in your home, the building where you are, or other shelter during a chemical or biological attack:
3. Turn off all ventilation, including furnaces, air conditioners, vents and fans.
4. Seek shelter in an internal room, preferably one without windows. Seal the room with duct tape and plastic sheeting. Ten square feet of floor space per person will provide sufficient air to prevent carbon dioxide build-up for up to five hours.
5. Remain in protected areas where toxic vapors are reduced or eliminated, and be sure to take your battery-operated radio with you.
6. If you are caught in an unprotected area, you should:
7. Attempt to get up-wind of the contaminated area.
8. Attempt to find shelter as quickly as possible.
9. Listen to your radio for official instructions.

### ***What to Do After a Chemical Attack***

Immediate symptoms of exposure to chemical agents may include blurred vision, eye irritation, difficulty breathing and nausea. A person affected by a chemical or biological agent requires immediate attention by professional medical personnel.

1. If medical help is not immediately available, decontaminate yourself and assist in decontaminating others. Decontamination is needed within minutes of exposure to minimize health consequences. (However, you should not leave the safety of a shelter to go outdoors to help others until authorities announce it is safe to do so.) The best protection against a chemical or biological attack would come from being prepared and getting quick medical attention.
2. Use extreme caution when helping others who have been exposed to chemical agents: Remove all clothing and other items in contact with the body. Contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose, and mouth. Put into a plastic bag if possible. Decontaminate hands using soap and water. Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate.
3. Remove all items in contact with the body.
4. Flush eyes with lots of water.
5. Gently wash face and hair with soap and water; then thoroughly rinse with water.
6. Decontaminate other body areas likely to have been contaminated. Blot (do not swab or scrape) with a cloth soaked in soapy water and rinse with clear water.
7. Change into uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
8. If possible, proceed to a medical facility for screening.

### ***What to Do After a Biological Attack***

In many biological attacks, people will not know they have been exposed to an agent. In such situations, the first evidence of an attack may be when you notice symptoms of the disease caused by an agent exposure, and you should seek immediate medical attention for treatment.

In some situations, like the anthrax letters sent in 2001, people may be alerted to a potential exposure. If this is the case, pay close attention to all official warnings and instructions on how to proceed. The delivery of medical services for a biological event may be handled differently to respond to increased demand. Again, it will be important for you to pay attention to official instructions via radio, television, and emergency alert systems. If your skin or clothing comes in contact with a visible, potentially infectious substance, you should remove and bag your clothes and personal items and wash yourself with warm soapy water immediately. Put on clean clothes and seek medical assistance.

For more information, visit the website for the [Center for Disease Control & Prevention](http://www.cdc.gov).