REPORTING AN EMERGENCY:

Dial 100 from a Campus Phone for emergencies/police/medical/ambulance/fire/explosion/bomb threats/laboratory spills

*If calling from a cell phone or other off-campus phone, dial 617-253-1212*

Personal safety should be your first concern in any emergency situation

REPORTING A PROBLEM:

1. Dial the MIT Operations Center, 617-253-4948 (3-4948 = FIXIT), from a safe location. The Center will create a work order for you. The Center will notify the appropriate Facilities staff to assist with clean-up and remediation of the building.

2. If library collections are affected, call the Wunsch Conservation Laboratory at 253-5282 (M-F, 9am-5pm).

3. If after hours, call the emergency contact listed on your departmental phone tree. S/he will have access to home phone numbers for Disaster Response Team members. Fill in the blanks below:
   Contact Name: _______________________
   Contact Number: _____________________

4. Proceed to [Disaster Response](https://www.mit.edu).

DISASTER RESPONSE:

Small leak:
  i.e., leaky pipe, water cooler, or other clean water slowly accumulating near or over collections. No more than one bay of books (150-200) is affected.
1. Follow the steps for Reporting a Problem.

2. Stop the source of the leak, if possible.

3. Open your facility’s React Pak (disaster response kit).
   Location 1 ______________________
   Location 2 ______________________

4. Cover the stacks with plastic sheeting to protect collections from further damage. Collect dripping water in trash cans or buckets. See Supplies below.

5. Cover computer equipment with plastic sheeting.

6. Move books and other library materials to a dry, secure area. Library materials can be fragile and heavy when wet and swollen with water. Use two hands and take only one or two items at a time. Books may appear dry but have water behind or under them, so check carefully.

7. Turn on the air conditioning, as warm temperatures may facilitate mold growth.

8. Use fans and dehumidifiers to reduce humidity, as humid air may accelerate mold growth.

If recovery is to be carried out in-house, Preservation and Conservation Services will oversee the initial sorting and recovery of library materials. With guidance from Preservation and Conservation Services, proceed with Recovery of Collections.

**Large leak or flood, or if the source of water is contaminated or unknown:**
i.e., burst pipe. More than one bay of books (150-200) is affected.

1. Follow the steps for Reporting a Problem.

2. Do not enter the area until facilities and/or emergency personnel have given permission to do so. Be wary of potential electrical hazards.

3. If you know the source of the water, inform Facilities and Preservation personnel. If the water is classified as black or gray water, extra safety precautions are required. Disaster Response Team members or CPS staff will advise on the choice of a vendor to handle the damaged books.

4. If advised by Curation and Preservation Services, proceed with Recovery of Collections.

Last updated June 5, 2013