Disaster Preparedness during Construction
MIT Libraries

Your “to do” list:

- Review the disaster response guidelines on the staff web [http://libguides.mit.edu/cps/disaster](http://libguides.mit.edu/cps/disaster)
- Update your staff phone tree
- Review locations of fire alarm pulls & emergency exits
- “If you see something, say something” – contact Mike Smith with questions

Risks to keep in mind:

- Fire
  - “Hot work” such as welding or electrical work, also contractors’ cigarette smoking – *walk-throughs of work areas, especially 30-180 minutes after contractors leave, are helpful in finding smoldering fires*
  - Fire system may be disabled – *be sure it is on overnight and weekends*
- Water
  - Roof work – *look for drooping ceiling tiles and stains*
  - Plumbing work
  - Water from fire suppression or the testing of reconnected sprinkler systems
- Summer typically brings warmer weather and AC condensate leaks – *these can occur anywhere, including offices and stacks*

- **Abrasion, Dust, and Chemical Damage**
  - Particulate pollutants should be controlled or contained – *vendor should contain dust; especially take care of computers, A/V and other electronic equipment, and media collections*
  - Collection cleaning may be needed – *CPS can train staff or vendor*
  - Moving and handling materials – *take care when relocating collections*

- **Environment & Pests**
  - Harder to control temperature and humidity because of open doors, walls, etc.
  - Easier for pests to get in – *CPS can provide traps in areas that seem problematic*
  - Food trash from contractors

- **Security**
  - Alarm systems, including alarmed fire doors, may be disabled
  - Contractors and other unfamiliar faces can make it difficult to tell who is legitimate
  - Access may be easier for thieves, vandals, and MIT “hackers”

- **Structural collapse**
  - Also scaffolding collapse