

THE UNIVERSITY OF EDINBURGH

**DISASTER RESPONSE AND
RECOVERY PLAN
FOR
RARE/UNIQUE
COLLECTIONS**



FULL VERSION

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Introduction

Role of the Disaster Response and Recovery Plan: Rare/Unique Collections

The Disaster Response and Recovery Plan: Rare/Unique Collections is an important part of the University of Edinburgh's (EU) collections care policy. Its production, and any subsequent implementation of the Plan in the event of a disaster, is vital to ensure the long-term preservation of the collections and to limit any conservation treatment required in the event of an incident.

Nevertheless, the Plan cannot legislate for every eventuality. Instead, it will establish the lines of communication required to support a quick and efficient response and detail basic procedures required to manage a disaster affecting rare/unique collection items. Lists of useful contacts, and suppliers of relevant materials and equipment both within and outwith EU are also provided. The plan is sufficiently broad to enable application within any of the EU sites holding rare/unique collection items, although information specific to the sites (floor layouts for example) are also included.

This Plan covers all IS and non-IS sites holding rare/unique material (see below for further information). It does not cover stock/general collections. This Plan should only be implemented in the event of an incident affecting stock/general collections if that incident poses risk to rare/unique collections, for example those rare/unique collections in close proximity to the general collections in EU Main Library.

Please note that business continuity is not within the scope of the Plan but rather the remit of EU Corporate Services.

Maintaining the Collections Disaster Response and Recovery Plan

The Plan must be kept current and all staff made familiar with its contents (excepting any sensitive security information) in order to be of most use in the event of a disaster. Full versions of the Plan have been produced and are held by staff members with key responsibilities in the event of an incident. The distribution of full copies also ensures that copies are held in different sites. Abridged versions are held in disaster boxes A, B, C and D and summary sheets of the plan have been distributed to all key response staff. A full record of distribution is found in Appendix A.

The annual review also includes an evaluation of training need for members of staff named in the Plan.

Annual revision of the Plan is also accompanied by a stock check of the disaster boxes and the disaster cleaning store. Responsibility for reviewing the Plan, recalling/replacing copies of the Plan and establishing training need are the responsibility of the Museum Support Team. For further details see Appendix A.

Bi-monthly training sessions are held for key members of CRC response staff to ensure familiarity with entry and security processes.

Security of the Collections Disaster Response and Recovery Plan

No sections of the plan containing content restricted due to security or Data Protection issues shall be on general circulation. The master electronic copies of these will also be held within a secure filing location, with access only by senior CRC staff.

When should the Collections Disaster Response and Recovery Plan be activated?

The Plan should be activated in the event of an incident that has damaged rare/unique collection items, or has the potential to do so. EU collections in floors below or adjacent to the site of an incident may be adversely affected and due consideration should be paid to this when deciding whether to initiate the Plan.

Once the Plan has been initiated, the Disaster Co-ordinator will assess the scale of the incident and will determine what, if any, further stages of the Plan should be implemented.

Even if no damage has been sustained and risk to collection items is minimal, if the incident has occurred in a collection storage or display area, the Plan should be activated. In this instance, the Plan's communication chain will ensure that the Disaster Co-ordinator is properly informed and preventive measures put in place for the future.

Rare/unique collections covered by the Plan

The following table details all collections covered by the Plan.

Collection	Location	Collection manager
University Archives	CRC and LRA	Arnott Wilson/Grant Buttars/Joe Marshall
Special Collections	CRC and LRA	Arnott Wilson/Joe Marshall/Grant Buttars
Lothian Health Services Archive	CRC and LRA	Ruth Honeybone
Museum Heritage Collection	CRC	Jacky MacBeath
St Cecilia's Hall	Niddry Street, Cowgate, EH1 1LJ	Darryl Martin
Reid Concert Hall	Bristo Square, EH8 9AG	Darryl Martin
Talbot Rice Gallery/ Fine Art	Old College, South Bridge	Hazel Norcross / Jacky MacBeath
School of Scottish Studies Archive	27-29 George Square	Cathlin Macaulay
Cockburn Geology Museum	Grant Institute, King's Buildings	Janet Bell/Geoffrey Bromiley
Chemistry Collection	Joseph Black Building, King's Buildings	Neil Robertson
Natural History Collection	Ashworth Laboratories, KB	Mark Blaxter/Graham Stone
New College Library (rare/unique collections only)	New College, The Mound	Sheila Dunn
Polish School of Medicine Historical Collection	Chancellor's Building, RIE, Little France	Maria Dlugolecka-Graham

Classics Collection	William Robertson Building	Stana Nenadic
Anatomy Collection	Old Medical School, Teviot Place	Gordon Findlater
ECA Archive and Fine Art collections	CRC	Rachel Hosker/Neil Lebeter
Any collections or items on loan in EUML Exhibition Room	Ground floor, EUML	Jacky MacBeath

Please note that the Moray House objects collection is not included in this Plan due to a change of personnel.

Playfair Library (busts) and Old College staircase paintings are not specifically covered because a salvage operation would require external contractors and heavy lifting equipment not feasible in an immediate response. Nevertheless these collections have access to the salvage squad via this Plan should subsequent evacuation be required.

Disaster response materials and equipment

See Appendix B for details of the contents and locations of disaster boxes and mini-kits and the access arrangements and contents of the EUML disaster cleaning store.

Action following activation of the Plan

Once the response and recovery operation is completed, record the nature of the incident, the methods employed to rectify the situation and any recommended amendments to the Plan in J:\UNIVCOLL\CRC\CRC DR&R\Incident log_2010 onwards.

Disaster Response and Recovery Procedure

On discovery of any of the following, implement the disaster recovery and response procedure:

- Fire (including smoke/fumes)
- Flood (ongoing or stagnant)
- Mould growth (on building and/or collections)
- Partial or total building collapse
- Pest infestation (in building and/or collections)

No matter how small the incident, if rare/unique collections are at risk of damage, the following procedure should be followed (see also the action flow chart for a simplified version).

1. **Address the source of the problem where possible. Do not place yourself at risk**

2. **Telephone Security and state that you are implementing the Collections Disaster Response and Recovery Plan**
 If emergency services are required, phone XXXX or XXXX if using a mobile phone or outwith the 650/651 exchange. If emergency services are not required, phone XXXX.

3. **Security telephones Disaster Co-ordinator (DC)**
 Security will also phone relevant EU staff if building/facilities/services affected. If a rare/unique collection is at risk Security will call one the following members of staff in the order they appear below until a response is received. A brief overview of the nature of the incident should be communicated at this stage in order for the Disaster Co-ordinator to determine whether more staff/specific individuals will need to be called.

Name	Collection	Work	Out-of-hours contact	
			Home phone	Mobile number
Wilson, Arnott	CRC			
Marshall, Joe	Special Collections			
MacBeath, Jacky	Museums Support Team/Fine Art			
Honeybone, Ruth	LHSA and CRC Conservation			
Boyd, Tricia	CRC			
Buttars, Grant	University Archives			
Martin, Darryl	EUCHMI (Reid and St Cecilia's)			
Norcross, Hazel	TRG			

N.B. Security will contact these members of staff in the above order. If a potential DC feels a staff member further down the list is better suited for a particular site it is their responsibility to re-assign the DC role.

4. Disaster Co-ordinator assesses incident and initiates communication chain and subsequent steps of the disaster response and recovery procedure as necessary

5. If necessary, Disaster Co-ordinator will:

- determine scale of incident and probable duration, liaise with emergency services as necessary
- contact appropriate collection/site manager
- establish an Operations Team (see 'Roles and responsibilities' for possible roles to be assigned plus details of Salvage Squad)
- assess risk to other areas of the building
- assess extent and nature of damage
- assess risk and determine health and safety implications for staff (e.g. electrical current passing through flood water). Record identification of hazards and who may be at risk. Determine whether risk is adequately controlled.
- set-up control point
- phone Harwell if necessary
- get disaster box(es)
- set priorities for salvage
- decide which suppliers, external/internal contacts, equipment, materials etc. are needed
- determine what preventive measures can be taken to protect unaffected parts of the collection
- request initiation of EU business continuity plan if necessary
- begin photographic/written documentation of incident
- notify insurers

6. Make area safe for salvage operation

For example, removal of standing water, installation of generators, emergency lighting etc. Restrict points of access to area.

The following should be undertaken in the following order if insufficient staff are available to carry out the tasks simultaneously.

7. Compose a team or teams of staff for the response/recovery operation

This should include a combination of conservation/handling and administrative expertise and knowledge of the affected collection wherever possible. Brief the teams on the incident, the response required and the need to consult with the press office before making any official response to the media. Allocate teams to best effect, for example one team working together, several small teams or a human chain for example. No-one should enter the site alone and established teams at this stage of the operation of two or more. Use templates in Appendix C as necessary.

8. Prevent further damage to unaffected material or damaged stock

See Appendix D.

9. Evacuate and package/treat affected material

See Appendix D.

10. Maintain security of building

Actions 1 to 10 are summarised in the subsequent action flow chart.

Activities after completion of response to incident

- Remove any polythene sheeting no longer required in situ to reduce any risk of mould growth
- Monitor environment
- Debrief all staff involved in response and recovery effort
- Rationalise emergency cataloguing forms as necessary
- Begin treatment of any frozen material as necessary
- Write report of incident
- Re-stock disaster boxes as necessary
- Revise plan and distribute as necessary

Action Flow Chart in the Event of an Incident Affecting Rare/unique Collections

Reporting an incident

(Determine scale to decide on whether to implement Disaster Response and Recovery Plan/initiate chain of communication)



Assessment (by Disaster Co-ordinator)

(Assessment of the incident/analysis of health and safety implications/continuation of chain of communication as necessary)



Emergency response

(Make site safe/brief and set-up response teams/get emergency boxes/begin documentation)



Service continuity

Initiate EU Business Continuity Plan

(Chain of communication to initiate EU staff response but to also keep users informed if necessary.

Re-establish service for users and maintain working environment for staff, e.g. IT provision/telephones/post/deliveries, if necessary)

Prevention of further damage

(Monitoring and stabilising the environment.

Movement of items to alternative sites if possible or provide protection if not)

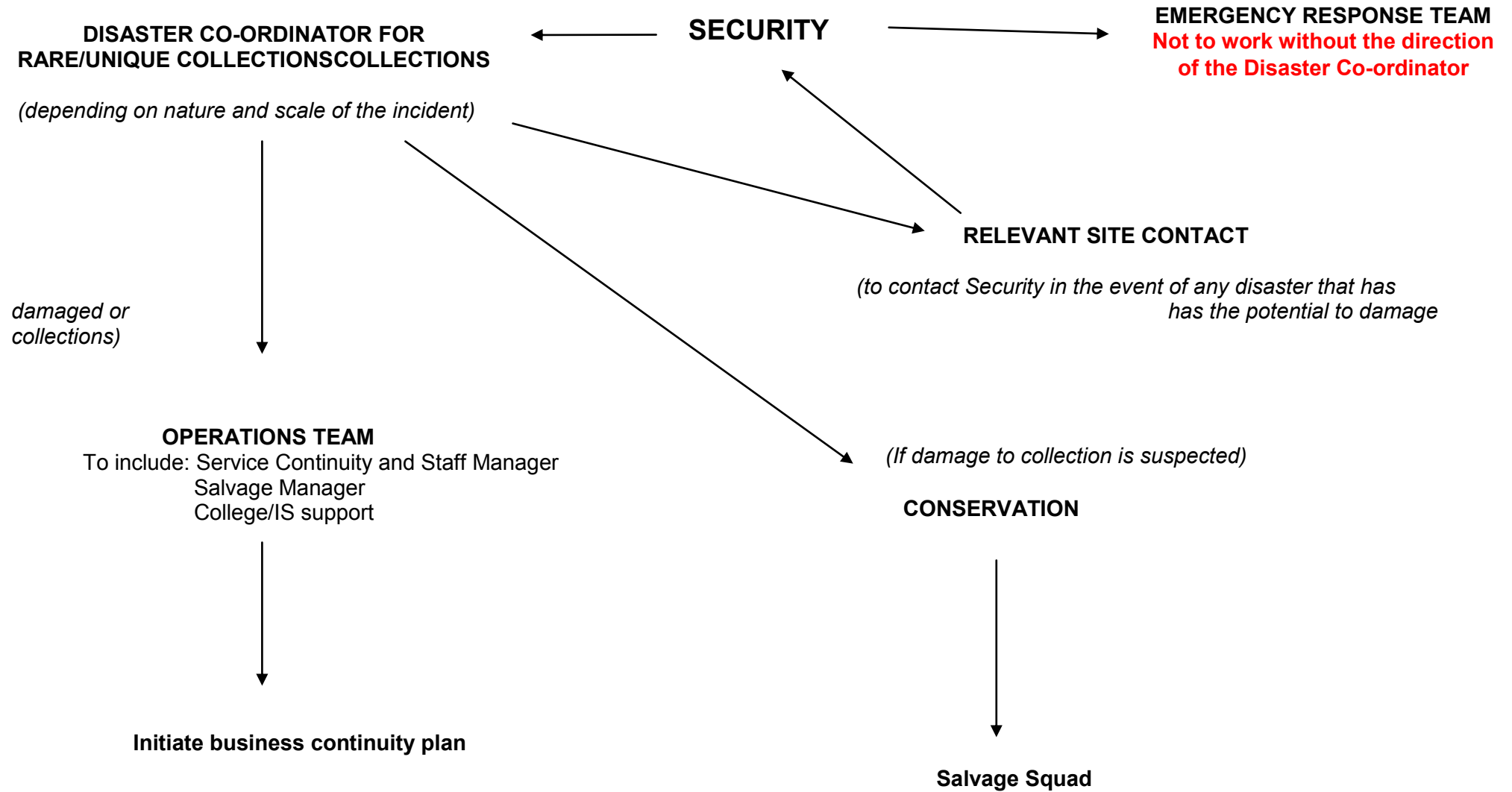
Recovery of damaged items

(Evacuation beginning with priority items

Monitoring and stabilising the environment.

Sort items/provide on-site conservation/house evacuated items)

Lines of Communication in the Event of an Incident Affecting Rare/unique Collections



Checklist for Disaster Co-ordinator

Have you:

- carried out a risk assessment? Provided a written record? Revised the record as necessary?
- initiated the communication chain tree as necessary?
- determined health and safety implications for staff involved in the disaster response and recovery?
- phoned Harwell if necessary?
- phoned the insurers if necessary?
- commissioned written and photographic documentation as necessary?
- contacted Corporate Services to initiate the business continuity plan and/or confirm arrangements for continuation of service off-site as necessary
- confirmed off-site storage for evacuated damaged/undamaged material (via the Estates and Buildings Department)?
- agreed purchase of materials/equipment as necessary?
- got regular updates from the Service Continuity and Staff Manager and the Salvage Manager?

Roles and Responsibilities for Key Members of the Disaster Response and Recovery Team

Disaster Co-ordinator

This is not a named individual. This role is to be assigned based on available staff and the nature of the incident.

Ongoing

- Report all instances in which the Disaster Response and Recovery Plan has been initiated
- Ensure staff awareness of procedures in place for disaster prevention, response and recovery

At time of incident

- Assess scale of problem, including risk assessment and health and safety implications
- Initiate communication chain as necessary
- Revise risk assessment as necessary during course of incident and response/recovery operation
- Co-ordinate response and recovery measures
- Enlist help of IS staff/support for business continuity as required
- Delegate tasks as necessary

Security and Access Co-ordinator

Grant Buttars, Deputy University Archivist, CRC

To manage all security and access aspects of the EU Rare/Unique Collections Disaster Response and Recovery Plan. This remit includes the security of the written Plan, provision of content to the Plan, and liaison to ensure the Plan remains current in relation to access and security arrangements. In addition, this role has responsibility for security/access procedures put in place to facilitate efficient execution of the Plan, and a specified role ensuring the security of and access to a site or sites in the event of an incident. This is the only role in the event of an incident that has a named individual affiliated to it.

Ongoing: the Plan

- Ensure all sensitive information held in the full version of the Plan is secure (hard and electronic copy). Approve content of all summary and abridged versions of the Plan for wider circulation (i.e. sensitive information partially or entirely omitted).
- Provide content on security and access arrangements for collections/sites covered by the Plan.
- Liaise with Museums Support Team during annual review to ensure security of Plan is maintained (i.e recall of hard copies and re-distribution) and that information remains current. All sections of the Plan, even those previously without sensitive content, are reviewed for potential security breaches.

Ongoing: work to support efficient execution of the Plan:

- Ensure smooth and efficient access to sites/collections is in place in the event of an incident, e.g. co-ordinate master key sets, establish suitable locations for master key sets etc.
- Ensure all key members in a disaster response have necessary keys, access codes etc. Ensure the security of the keys and codes through a logged annual audit.
- Ensure all key response staff are trained to enable access to sites/collections covered by the Plan. (This may be a tiered approach depending on local knowledge of collections. Individuals specialised in access to particular sites/collections must be clearly identified in the Plan and the Plan updated as necessary.)
- Review training required by key response staff in co-ordination with the annual Plan review.

At time of incident

- Take Security and Access Co-ordinator Role as necessary (e.g. ensure access is in place for salvage squad, liaise with Security Department to ensure security of collections/sites).
- Review security and access arrangements and facilitate improvements/update Plan as necessary.

Service Continuity and Staff Manager

This is not a named individual. This role is to be assigned based on available staff and the nature of the incident.

Ongoing

- Contribute to revisions of Plan as necessary

At time of incident

- Organise staff teams and allocate tasks.
- Brief salvage squad on overview of operation and on comments to press
- Assess staff health and safety, including provision for staff protection, and staff breaks/refreshments
- Manage shift system for staff if necessary
- Initiate business continuity plan
- Delegate tasks as necessary

Salvage Manager

This is not a named individual. This role is to be assigned based on available staff and the nature of the incident.

Ongoing

- Amend current draft of Disaster Response and Recovery Plan as necessary
- Commission annual revision of the Plan, ensuring all out-dated copies are taken out of circulation
- Maintain disaster box(es)
- Provide training on salvage procedures

At time of incident

- Assign specific tasks to staff teams within the salvage operation, taking into consideration damaged, undamaged and at risk items
- Set out areas for drying, sorting, packaging and basic treatment as appropriate
- Provide guidance on priority item salvage, and handling and packaging
- Inform IS Business Manager of equipment/materials needed
- Carry out/supervise basic remedial treatments, drying for example
- Supervise measures to monitor and control environment as necessary

The Salvage Squad

A core salvage squad has been formed and will assist with a salvage operation after a major incident affecting any rare/unique collection. If a large scale incident requires additional staffing from the affected site, members of the salvage squad will become leaders of small teams.

All staff have been provided with an induction, and refresher training is given annually. Review of the composition of the salvage squad forms part of the bi-monthly DC refresher training.

The salvage squad is composed of members of staff with a range of expertise and experience of different collection areas. Emphasis has been placed on staff with proven ability in handling fragile and sensitive material. This team includes:

[c. 20 members staff, plus their locations]

No other staff at present, but will be reviewed as required.

If a natural history, anatomical or scientific collection is affected, site staff will lead the salvage operation supplemented by the salvage squad as necessary.

Full training, guidance and support are given both in preparation and in the event of an actual incident.

Ongoing

- Maintain working knowledge of the Disaster Response and Recovery Plan, and salvage guidelines in particular
- Inform the Museums Support Team of any change in contact details

At time of incident

- Assist in salvage operation as directed by Disaster Co-ordinator, Service Continuity and Staff Manager and Salvage Manager either in home site or sister group sites
- Lead small teams as necessary

Other roles to be allocated as necessary

Administrator

- Copy and distribute all forms required (e.g. staff log, expenses)
- Ensure that all forms and documentation are being filled in by staff
- Provide brief written record of incident and response
- Assist Disaster Co-ordinator where necessary

Photographer(s)

- Provide photographic documentation of incident and response including building and collections as necessary

Procurement officer

- Buy equipment, materials, refreshments for staff etc. commissioned by Operations Team
- To source materials/equipment etc. that are available elsewhere in EU
- To liaise with the IS Business Manager to source funding and agree spending

Health and Safety Guidelines in the Event of an Incident

Do not endanger yourself. Put your own health and safety before that of the collection items affected by an incident. If in any doubt about your safety, do not proceed.

Risk assessment

It is the responsibility of the Disaster Co-ordinator to make a risk assessment drawing on information and expertise provided by the emergency services, the Estates and Buildings Department, the Health and Safety Department and any other agency as appropriate.

Immediate response

- Stay calm
- If the cause of an incident (i.e. fire or flood) is immediately obvious, address it only if this does not put yourself or others at risk.
- If you are in any doubt, call Security (XXXX) immediately, and emergency services will respond as necessary
- Bear in mind risks associated with an incident that may not be immediately obvious, for example electrical currents passing through pooled water, contaminated water, or structural weakness in the building

During a recovery effort

- Do not put yourself at risk
- Ensure that you have the relevant protective clothing, including overalls, boots, hats, masks and gloves as appropriate. These will be provided to you before entering the affected area. If you suspect your protective clothing may be inadequate, leave the area and seek the relevant personal protective equipment
- Keep your own and your colleagues' safety in mind. Keep your work area clear, do not obstruct the thoroughfare and be watchful of those exhibiting fatigue. Ensure that you and others take regular breaks for rest and refreshment
- Do not carry heavy loads. Ask for help or use a trolley as appropriate. Ensure that you lift items using a technique that will minimise risk: taking a balanced stance with feet shoulder-width apart, squat close to the load and keeping the back straight draw the load close to the chest and straighten the legs to lift. Do not twist when lifting and ensure that your vision is not obscured by the load. Ensure that the path you intend to take with the load is clear

Procurement Information

General procurement

For all orders/payments/expenses claims etc contact the IS Business Manager.

Method for paying current staff overtime

Overtime worked should be claimed using the normal HR procedures. For further information, contact Human Resources.

Method for sourcing and paying additional staff

Contact Human Resources if additional staff are to be employed in a salvage operation.

Contacts

EU contacts

Out of hours contacts have been provided where the individual concerned has agreed to a non-core hour response in the event of an incident.

IS Business Manager:

Building and Services Manager:

Estates and Buildings:

EBIS Service Desk

Fire Officer:

Health and Safety Officer:

Human Resources:

HR Office, EUML

Press Office/CPA:

Security:

Emergency services not required:

Emergency services required calling from within 650/651 switchboard:

Emergency services required calling outwith 650/651 switchboard or mobile:

Cleaning staff:

NB. Prefer contact via Security

Corporate Services:

For Business Continuity Plan

Finance Office, Insurance:

Current insurers are XXXX, policy number XXXX

University Collections Contacts: organised by collection

IS division key contacts

Jeff Haywood:

John Scally:

Collection Managers (and first reports where appropriate)

Name	Collection	Work	Out-of-hours contact	
			Home phone	Mobile number
Bell, Janet	Cockburn Geology Museum			
Blaxter, Mark	Natural History Collection			
Buttars, Grant	University Archives			
Dlugolecka-Graham, Maria	Polish School of Medicine			
Dunn, Sheila	New College			
Findlater, Gordon	Anatomy Collection			
Fisher, Pat	TRG			
Honeybone, Ruth	LHSA and CRC Conservation			
Macauley, Cathlin	School of Scottish Studies Archive			
MacBeath, Jacky	Museums/Fine Art			
Marshall, Joe	Special Collections			
Martin, Darryl	EUCHMI (Reid and St Cecilia's)			
Norcross, Hazel	Talbot Rice Gallery/ Fine Art Collections			
Robertson, Neil	Chemistry Collection			
Stone, Graham	Natural History Collection			
Wilson, Arnott	University Archives			

CRC staff (for Lothian Health Services Archive, University Archives and Special Collections)

Name	Work	Out-of-hours contact	
		Home phone	Mobile number
Collection Manager Arnott Wilson			
Anderson, Denise			
Barnaby, Paul			
Boyd, Tricia			
Brown, Malcolm			
Bryson, Lesley			
Eddie, Graeme			
Gould, Laura			
Grout, Andy			
Forrest, Jill			

Morrison, Rona			
Nuttall, Chris			
Pagan, Sally			
Pettigrew, Susan			
Rodger, Norman			
Robertson, Hazel			
Willis, Stephen			

EUCHMI staff (Reid Concert Hall)

Name	Work	Out-of-hours contact	
		Home phone	Mobile number
Collection Manager Martin, Darryl			
Parks, Raymond			
Myers, Arnold			
Piddock, Melanie			
Poulopoulos, Panagiotis			
Smith, Elly			

EUCHMI staff (St Cecilia's Hall)

Name	Work	Out-of-hours contact	
		Home phone	Mobile number
Collection Manager Martin, Darryl			
Myers, Arnold			
Piddock, Melanie			
Poulopoulos, Panagiotis			
Raymond, John			
Smith, Elly			

Talbot Rice Gallery / Fine Art staff

Name	Work	Out-of-hours contact	
		Home phone	Mobile number
Collection manager Fisher, Pat			
Clegg, James			
Coulman, Shawn			
Fothergill, Zoe			
Inglis, Matthew			
Norcross, Hazel			

School of Scottish Studies Archive staff

Name	Work	Out-of-hours contact	
		Home phone	Mobile number

Cockburn Geology Museum staff

Name	Work	Out-of-hours contact	
		Home phone	Mobile number
Collection Manager			

Bromiley, Geoffrey			
Bell, Janet			
Pearson, Helen (Health and Safety Adviser)			
Mennim, Ann (Technical Support Officer (Analytical Services))			
Waugh, Gordon (Manager, School of GeoSciences Scientific and Technical Services)			

Chemistry Collection staff

Name	Work	Out-of-hours contact	
		Home phone	Mobile number
Collection Manager Robertson, Neil			
Whittaker, Gavin			
McDonald, Phil			

Natural History Collection staff

Name	Work	Out-of-hours contact	
		Home phone	Mobile number
Collection Manager Blaxter, Mark			
Stone, Graham			
Brown, David (Building and Technical Manager) Ashworth Laboratories, King's Buildings			
Brown, Jim (Premises Manager, King's Buildings)			
Flockhart, Ray (Assistant Premises Manager, King's Buildings)			
Hart, Robert (Head, Technical Support, Division of Biological Sciences)			
McGrory, Brendan (Technical superintendent, Biology Teaching Organisation, Darwin Building, KB)			

Polish School of Medicine Historical Collection staff (Chancellor's Building)

(no PSMHC staff in Lister Building)

Name	Work	Out-of-hours contact	
		Home phone	Mobile number
Collection Manager Dlugolecka- Graham, Maria			
Dawkes, Roy (Buildings Manager)			
O'Donnell, Alison (Buildings Secretary)			
Murray, Lindsay (Health and Safety Officer)			

Classics Collection staff

Name	Work	Out-of-hours contact	
		Home phone	Mobile number
Collection Manager Nenadic, Stana			
Davies, Glenys			

NB. No other staff. Classics secretaries available on XXXX and XXXX

Anatomy Collection staff

Name	Work	Out-of-hours contact	
		Home phone	Mobile number
Collection Manager Findlater, Gordon			
Campbell, Iain			
Gillingwater, Tom			
Kristmundsdottir, Fanny			
Philp, Janet			

New College Library staff

Name	Work	Out-of-hours contact	
		Home phone	Mobile number
Collection Manager Dunn, Sheila			
Blackwood, Linda			
Gailani, Janice			
Kowalczyk, Mariola			
Love-Rodgers, Christine			
Moynihan, Erinna			
Murray, Patrick			
West, Finlay			

University Collection Contacts: organised alphabetically by first name

NB. 'CRC' below includes staff in University Archives, Special Collections, Museums Support Team and LHSA.

Name	Collection	Work	Out-of-hours contact	
			Home phone	Mobile number
Alison O'Donnell	PSMHC			
Andy Grout	CRC			
Ann Mennim	Grant Institute			
Arnold Myers	EUCHMI			
Arnott Wilson	CRC			
Brendan McGrory	Natural History			
Cathlin Macauley	School of Scottish Studies Archives			
Chris Nutall	CRC			
Lennie, Christine	Secretary, Celtic and Scottish Studies			
Darryl Martin	EUCHMI			
David Brown	Natural History			
Denise Anderson	CRC			
Elly Smith	EUCHMI			
Erinna Moynihan	New College			
Fanney Kristmundsdottir	Anatomy			
Finlay West	New College			
Gavin Whittaker	Chemistry			
Geoffrey Bromily	Grant Institute			
Glenys Davies	Classics			
Gordon Findlater	Anatomy			
Gordon Waugh	Grant Institute			
Graeme Eddie	CRC			
Graham Stone	Natural History			
Grant Buttars	CRC			
Hazel Norcross	TRG/Fine Art			
Hazel Robertson	CRC			
Helen Pearson	Grant Institute			
Iain Campbell	Anatomy			
Jacky Macbeath	CRC			
James Clegg	TRG			
Janet Philp	Anatomy			
Janet Bell	Grant Institute			
Jill Forrest	CRC			
Jim Brown	Natural History			
John Raymond	EUCHMI (St C)			
John Scally	Director of UC			
Joseph Marshall	CRC			
Laura Gould	CRC			
Lesley Bryson	CRC			
Linda Blackwood	New College			
Lindsay Murray	PSMHC			
Malcolm Brown	CRC			
Maria Dlugolecka-Graham	PSMHC			

Mariola Seeruthun-Kowalczyk	New College			
Mark Blaxter	Natural History			
Matthew Inglis	TRG			
Melanie Piddock	EUCHMI			
Neil Robertson	Chemistry			
Norman Rodger	CRC			
Panagiotis Pouloupoulos	EUCHMI			
Pat Fisher	TRG/Fine Art			
Patrick Murray	New College			
Paul Barnaby	CRC			
Phil McDonald	Chemistry			
Ray Flockhart	Natural History			
Raymond Parks	EUCHMI			
Robert Hart	Natural History			
Rona Morrison	CRC			
Rosie Baillie	CRC			
Roy Dawkes	PSMHC			
Ruth Honeybone	CRC			
Sally Pagan	CRC			
Shawn Coulman	TRG			
Sheila Dunn	New College			
Stephen Willis	CRC			
Susan Pettigrew	CRC			
Tom Gillingwater	Anatomy			
Tricia Boyd	CRC			
Zoe Fothergill	TRG			

External Contacts

EU associated contacts

Harwell Disaster Recovery Service: HOTLINE XXXX

Participants of Museum Incident Control Edinburgh

Administrator MICE:

Tel:
Email:

Palace of Holyrood:

Tel:
Email:

RCAHMS:

Tel:
Email:

National Library of Scotland:

Tel:
Email:

Writers Museum:

Tel:
Email:

National Records of Scotland:

Tel:
Email:

Private conservators

Conservation Register: www.conservationregister.com

NB. Ensure all procurement regulations are adhered to when commissioning any extensive work.

Works on paper:

Bound volumes:

Paintings:

Furniture:

Ceramics:

Metal:

Textiles:

Misc objects:

Other

Collection Information

Collections covered by EU Disaster Response and Recovery Plan

Collection	Location	Collection manager
Anatomy Collection		Gordon Findlater
Chemistry Collection		Neil Robertson
Classics Collection		Stana Nenadic
Cockburn Geology Museum		Janet Bell/Geoffrey Bromiley
Lothian Health Services Archive		Ruth Honeybone
Museum Heritage Collection		Jacky MacBeath
Natural History Collection		Mark Blaxter/Graham Stone
New College Library (rare/unique collections only)		Sheila Dunn
Polish School of Medicine Historical Collection		Maria Dlugolecka-Graham
Reid Concert Hall		Darryl Martin
St Cecilia's Hall		Darryl Martin
School of Scottish Studies Archive		Cathlin Macaulay
Special Collections		Arnott Wilson/Joe Marshall/Grant Buttars
Talbot Rice Gallery/ Fine Art		Hazel Norcross / Jacky MacBeath
University Archives		Arnott Wilson/Grant Buttars/Joe Marshall
Any collections or items on loan in EURL Exhibition Room		Jacky MacBeath

Please note that the Moray House objects collection is not included in this Plan due to a change of personnel.

Playfair Library (busts) and Old College staircase paintings are not specifically covered because a salvage operation would require external contractors and heavy lifting equipment not feasible in an immediate response. Nevertheless these collections have access to the salvage squad via this Plan should subsequent evacuation be required.

Collections locations

See maps in Appendix E.

Identification of alternative sites to store collection items in the event of an incident

Estates and Buildings have been approached regarding identification of alternative sites. It is not possible to pre-arrange alternative sites. If alternative storage/work space is required, contact the

Estates and Buildings Department to identify available space at that time. Any desired local pre-arrangements between named sites in the Plan are the responsibility of individual collection manager and are described below and updated as necessary.

Estates and Buildings will advise on suitable locations for emergency control point/parking for Harwell vans etc. depending on the scale of the incident.

Local arrangements made by individual collection managers

None at the time of the 2013 version.

Site information

A table detailing site specific information, salvage priorities, a risk assessment and floor layouts where available have been provided for each collection. Please note that aspects of this section are in hard copy only (2013).

Please note that the following site information table is for Lothian Health Services Archive only. There are similar tables for all collections covered in the Plan and this example is representative.

Lothian Health Services Archive (CRC)

Floor plan and risk assessment provided.

EUML (George Square)	
Location of main entrance	Main Library Building, George Square
Location of fire exit	East, west and central stairways leading to fire exits at front, rear and sides of Library building
Any other entrances/ exits	5 th floor secure line doors adjacent to staff and student lifts
Location of fire alarm panel	XXXX
Fire suppression system	XXXX
Location of security alarm panel	XXXX
Location of key box	XXXX
Staff member with keys and alarm codes	XXXX
Location of master keys/ record of alarm codes	XXXX
Location of shut off point for water	XXXX
Location of shut off point for gas	XXXX
Location of shut off point for electricity	XXXX
Hazardous material stored in or near site and location	XXXX
Additional information	XXXX
SALVAGE PRIORITY LIST	<p><u>EUML: store number n:</u> No priorities identified</p> <p><u>EUML: store number n:</u> 10 listed, references and locations provided</p> <p><u>EUML: store number n:</u> 2 listed, as above</p> <p><u>EUML: store number n:</u> 4 listed, as above</p> <p><u>EUML: store number n:</u> No priorities identified</p> <p><u>LA:</u> 5 listed, references and locations</p> <p>UK MEMORY OF THE WORLD REGISTER ENTRY: EDINBURGH AND LOTHIAN HIV/AIDS COLLECTIONS (references and locations)</p>

Appendix A: Record of Plan Locations and Revisions

The DR&R Plan is reviewed annually and updated as necessary. Contents of disaster boxes and the disaster cleaning store are also reviewed. In addition, the Plan is reviewed when staff members holding full versions of the Plan and/or key roles in a recovery operation leave their post. Responsibility for the annual review lies with the Museum Support Team. The review process is documented in: J\UNIVCOLL\CRC\CRC DR&R\Plan review log_2010 onwards.

Members of staff holding full plan (and location)

1. Security (holding the Plan for both Estates and Buildings and to notify Disaster Co-ordinator)
2. John Scally (CRC, Edinburgh University Main Library)
3. John Scally (Home)
4. Jacky MacBeath (CRC, Edinburgh University Main Library)
5. Jacky MacBeath (Home)
6. Arnott Wilson (CRC, Edinburgh University Main Library)
7. Arnott Wilson (Home)
8. Ruth Honeybone (CRC, Edinburgh University Main Library)
9. Ruth Honeybone (Home)
10. Grant Buttars (CRC, Edinburgh University Main Library)
11. Joe Marshall (CRC, Edinburgh University Main Library)
12. Quick response kit
- 13.

Locations of abridged Plan (full Plan minus information on collection salvage priorities and site security)

1. Disaster Box A (4th Floor, east staircase, EUML)
2. Disaster Box B (Old College beside Safe)
3. Disaster Box C (Grant Institute, KB, Room 212, Ground Floor)
4. Disaster Box D (LRA)
5. EUML Facilities Manager
6. Security
7. Jane Johnston (E&B)
8. In all mini disaster kits (see Appendix B)

Locations of Plan summaries (key contacts and locations of disaster response equipment only)

1. CRC front desk
2. LRA desk
3. Edinburgh University Main Library Entry Control
4. Blaxter, Mark (Ashworth Labs)
5. Bell, Janet (Grant Institute)
6. Buttars, Grant (CRC)
7. Dlugolecka-Graham, Maria (Chancellor's Building)
8. Findlater, Gordon (Old Medical Quad)
9. Honeybone, Ruth (CRC)
10. Macauley, Cathlin (School of Scottish Studies Archive)
11. John Scally (CRC)
12. Arnott Wilson (CRC)
13. Jacky MacBeath (CRC)
14. Joe Marshall (CRC)
15. Darryl Martin (St Cecilia's Hall)
16. Tricia Boyd (CRC)
17. TRG Reception

18. Graham Stone (Ashworth Labs)
19. Geoffrey Bromiley (Grant Institute)
20. George Boag (E&B)
21. Old College Reception
22. Principal's Office (Fiona Boyd)
23. Chancellor's Building Reception
24. Lister Building Reception
25. Reid Concert Hall Museum of Musical Instruments Workroom
26. Robemaster (Old College)

Appendix B: Disaster Response Materials and Equipment

Quick response kit

A supply of basic disaster response equipment (torch, batteries, notepad, pencil, copy of the disaster plan) has been provided for staff on the emergency call-out list for quick access and to assist in early assessment of an incident. This is located in the Mail Room of the Main Library (lower ground floor). Key members of staff have been issued with the padlock code. Security have to give access to the Mail Room.

Disaster boxes: locations

Fully equipped disaster boxes are found in the following locations. Please note that Disaster Box B, is half-size. The key to each box is located in a break glass front box secured to the wall near each box apart from Box A where the key is kept in the Mail Room. Spare keys for all disaster boxes are kept with the EUML Facilities Manager.

Please notify Jill Forrest (XXXX) if the break glass front to the key box needs replacing or contents need replenishing.

Item	Location
Disaster Box A	EUML, fourth floor, north-west corner
Disaster Box B	Old College, outside Safe
Disaster Box C	Grant Institute, KB, Room 212, Ground Floor
Disaster Box D	LRA, loading bay

Disaster boxes: contents

Item	Box A	Box B	Box C	Box D	Additional information
Absorbent cushion	Y	Y	Y	Y	
Acid-free tissue			Y	Y	
Acid-free A4 paper			Y	Y	
Batteries (for torch)			Y	Y	C and D: Replace 2015
Batteries (for headlamp)			Y	Y	C and D: No date for replacement provided by suppliers
Biros			Y	Y	
Blotting paper	Y	Y	Y	Y	
Blu-tac	Y	Y	Y	Y	
Broom	Y	Y	Y	Y	
Bubblewrap			Y	Y	
Bucket with lid	Y	Y			
Circuit breaker			Y	Y	
Clingfilm	Y	Y	Y	Y	
Clipboards	Y	Y	Y	Y	
Conservac (sold as Museum Vac®)			Y	Y	
Cotton tying tape	Y	Y	Y	Y	
Crowbar			Y	Y	
Crepe bandage	Y		Y	Y	
Digital environmental monitor			Y	Y	
Disposable aprons	Y	Y	Y	Y	
Disposable camera			Y	Y	C and D: Replace May 2009
Drawing pins		Y	Y	Y	
Dustbin bags	Y	Y	Y	Y	
Dustpan and brush	Y		Y	Y	
Elastic bands	Y	Y	Y	Y	
Erasers	Y		Y	Y	
Extension lead			Y	Y	

First Aid kit		Y	Y	Y	
Gloves, cotton (small and medium)	Y	Y	Y	Y	
Gloves, heavy duty, Draper PVC coated, medium and large			Y	Y	
Gloves, rubber (latex)	Y	Y	Y	Y	
Hammer			Y	Y	
Hard hats	Y	Y	Y	Y	
J cloths		Y	Y	Y	
Kitchen roll			Y	Y	
Knife, medium duty	Y	Y	Y	Y	
Knife, heavy duty	Y	Y	Y	Y	
Labels, adhesive	Y	Y	Y	Y	
Labels, tyvek	Y	Y	Y	Y	
Map pins	Y	Y	Y	Y	
Masks (dust only)			Y	Y	
Masks (moldex FFP2/S toxic protection disposable)			Y	Y	
Melinex sheets			Y	Y	
Mop and bucket		Y	Y	Y	
Notepads	Y	Y	Y	Y	C and D: A4 and A5 available
Newsprint (roll)			Y	Y	
Newsprint (cut sheets)	Y	Y	Y	Y	
Overshoes			Y	Y	
Padlocks			Y	Y	
Paper clips, plastic			Y	Y	
Paper wipes	Y	Y	Y	Y	
Pegs (wooden clothes)	Y	Y	Y	Y	
Pencil sharpeners	Y	Y	Y	Y	
Pencils	Y	Y	Y	Y	
Pens, highlighter	Y	Y	Y	Y	
Pens, fibretipped	Y	Y	Y	Y	
Polythene sheeting	Y		Y	Y	
Polythene sheeting, light weight			Y	Y	
Post-it notes	Y	Y	Y	Y	
Re-sealable plastic bags	Y	Y	Y	Y	
Safety goggles	Y	Y	Y	Y	
Safety shoes	Y		Y	Y	C and D: 3 different sizes available
Scissors	Y	Y	Y	Y	
Silicon release paper	Y	Y	Y	Y	
Sponges, ordinary	Y	Y	Y	Y	
Sponges, smoke	Y	Y	Y	Y	
Spray bottle	Y		Y	Y	
Squeegee	Y				
String, thin (4 balls)	Y	Y	Y	Y	
String, thick (1 ball)	Y		Y	Y	
Tape, 'Caution'			Y	Y	
Tape, masking	Y	Y	Y	Y	
Tape, parcel and dispenser	Y	Y	Y	Y	
Tape, waterproof fabric	Y	Y			
Tape measure	Y		Y	Y	
Tarpaulin			Y	Y	
Torch	Y	Y	Y	Y	
Torch, headlamp			Y	Y	
Tyvek overalls	Y	Y	Y	Y	
Wellington boots	Y	Y			
Wet wipes			Y	Y	

Mini disaster kits: locations

Small disaster kits have been provided for all sites holding rare/unique collections apart from those with access to a disaster box.

	Site	Location	Additional information
1	Anatomy Resource Centre	Old Medical School Quad	Room 702
2	Chemistry Collection	Chemistry Museum	Emergency cupboard beneath main stairs
3	Cockburn Geological Museum	Grant Institute	Room 206
4	Natural History Collections	Ashworth Labs	Room 71
5	Polish School of Medicine Collection	Chancellor's Building	Main foyer cupboard behind glass sculpture
6	Reid Concert Hall	Bristo Square	Workroom in Basement
7	St Cecilia's Hall	Cowgate	Corridor outside J Raymond's office
8	Talbot Rice Gallery	Old College	Cupboard beneath display case north end Georgian Gallery
9 & 10	CRC	5 th Floor Office	Under tall worktables

Mini disaster kits: contents

Aprons, disposable
 Bags, dustbin
 Batteries, AA for headlamp
 Batteries, D for hand torch
 Camera, disposable, 24exp
 Circuit breaker
 Dust masks
 Extension cable, 12m
 Gloves, heavy duty, Draper PVC Coated, large
 Gloves, heavy duty, Draper PVC Coated, medium
 Gloves, latex, large
 Gloves, latex, medium
 Gloves, medium protection
 Jay clothes
 Kitchen roll
 Labels, adhesive, roll
 Labels, Tyvek - 75m x 50mm
 Newsprint
 Notepad, A5 ring bound
 Pen, medium ballpoint, black
 Pen, medium ballpoint, blue
 Pen, waterproof marker, bullet point
 Pen, waterproof marker, chisel point
 Polythene, light weight roll 50m x 2m
 Polythene sheeting, heavy, 4m x 50m
 Scissors, general
 String, cotton twine, 2mm x 240m
 Tape, parcel - hand dispenser
 Tape, sellotape
 Tape, parcel
 Torch, hand, Draper Xenon Rubber
 Torch, head, Draper headlamp
 Wet wipes

EUML disaster cleaning store

A cleaner's store (lower ground floor) is a dedicated disaster cleaning store. It contains basic disaster response materials and equipment (e.g. paper towels, wet vac, mop, buckets, bollards, polythene sheeting). This has been designed for use with both rare/unique collections and stock/general collections.

The store is accessed with a pincode, XXXX.

The contents of the store are checked monthly by a member of cleaning staff, and twice a year by a member of CRC staff.

EU Emergency Response Team

An emergency call-out team is available 24/7 via Security (XXXX). The team has access to cleaning equipment including wet vacs to address water ingress.

Additional materials and equipment

Should additional materials/equipment be needed in the event of an incident, or the disaster boxes/mini-kits replenished, the following tables provides supplier and product information where available. Details for commonly available materials (e.g. via Office Depot or local supermarkets/shops) have not been included. Supplier contact details conclude Appendix B.

Additional materials

Item	Supplier	Product code	Price (not incl VAT)	Additional information
Absorbent cushion	PEL	035-2003/10	Pack of 10 @ 162.00	
Acid-free tissue	CXD	AFT02	Pack 500 @ 16.00	750x1000mm
Acid-free A4 paper	CXD	PAATXS0297	Pack 2500 @ 39.90	
Batteries (for torch)	Seton	BAT1	Pack 10 @ 17.45	
Biros	Office Depot			
Blotting paper	PEL	535-1000	Pack 100 @ 52.40	860x610mm. 300 sheets required
Blu-tac	Office Depot			
Broom	Tooled-up.com			
Bubblewrap	Office Depot			
Bucket	Office Depot			2 rolls required
Circuit breaker	Ross Electrical		7.99	
Clingfilm	Supermarket			2 rolls required
Clipboard, pad and notebook	Office Depot			
Conservac (sold as Museum Vac®)	PEL	561-1997	1 @ 139.95	Filter bags pack of 10 @ 17.95 (561-4251)
Cotton tying tape	PEL	586-0006	1 @ 4.95	At least 3 rolls required
Crowbar	Tooled-up.com or Homebase			
Crepe bandage	Seton	19039	Pack 12 @ 31.00	2 packs per container
Digital environmental monitor	Seton	ELE26	1 @ 28.35	
Disposable aprons	Seton	FD346	Pack 100 @ 6.95	

Disposable camera	Boots			
Drawing pins	Office Depot			
Dustbin bags	Supermarket/Cleaning Services			
Dustpan and brush	Tooled-up.com	73089	2.96	
Elastic bands	Office Depot			
Erasers	Office Depot			
Extension lead	Seton	LIT74	1 @ 11.95	
First Aid kit	Seton	BCFA1	1 @ 8.50	
Gloves, cotton (small and medium)	PEL	837-717M/ 837-717L	Pack 12@ 8.75	Two sizes required
Gloves, heavy duty, Draper PVC coated, medium and large	Tooled-up.com	49971 and 49989	2.89	These are protective, for picking up wet/oily/rough items
Gloves, rubber (latex)	Seton	05277	Pack 100 @ 9.75	
Hammer	Tooled-up.com or Homebase			
Hard hats	ESE	242J060A	10 @ 43.00	At least 6
J cloths	Supermarket			
Kitchen roll	Supermarket			
Knife, medium duty	Seton	SNA2	Pack 10 @ 52.45	3-5 required
Knife, heavy duty	Seton	SNA3	1 @ 14.60	
Labels, adhesive	Office Depot			
Labels, tyvek	PEL	613-7550	1000@37.95	
Map pins	Office Depot			
Masks (dust only)	Seton	04159	Pack 20 @ 38.70	Should have 50+
Mask (dust and mould spores)	Seton	04024	Pack 20 @ 42.55	
Melinex sheets	PEL	415-275	Pack 100 @ 33.00	A2 sheets
Mop	Office Depot			
Notepads	Office Depot			
Newsprint	PEL	668-3400	1 roll @ 12.50	800x200m roll
Padlocks	Seton	ALOK	1 @ £9.00	
Paper clips, plastic	Office Depot			
Paper wipes	Supermarket			
Pegs	Supermarket			
Pencil sharpeners	Office Depot			
Pencils	Office Depot			
Pens, highlighter	Office Depot			
Pens, fibretipped	Office Depot			
Pens, waterproof	Office Depot			
Polythene sheeting	PEL	425-0312	1 @ 39.50	
Polythene sheeting, light weight	Tooled-up.com		50m roll@ 11.71	
Post-it notes	Office Depot			
Resealable plastic bags	Seton	HW605	Pack 500 @ 148.15	305 x 405mm. Different sizes available.
Safety goggles	Kaiser and Kraft	72627379	Pack 20 @ 30.00	
Scissors	Office Depot			
Silicon release paper	PEL	426-0922	1 roll @ 29.00	32m roll. Sold as silicone coated paper,
Sponges, ordinary	Homebase/supermarket			
Sponges, smoke	CXD	CXD AACP3	Pack 12 @ 48.40	
Spray bottle	PEL	968-6000	1 @ 1.89	
String, thin (4 balls)	Office Depot			
String, thick (1 ball)	Office Depot			
Tape, 'Caution'	Seton	PBT40	1 roll @ 61.50	Re-usable tape. Non-stick

Tape, masking and dispenser	Office Depot			At least 4 rolls
Tape, parcel and dispenser	Office Depot			At least 4 rolls
Tape measure	Seton	WOR8	1 @ 2.95	5m tape, other sizes available
Tarpaulin	Seton	WOR567	1 @ 17.35	
Torch	Seton	UK42	1 @ 13.15	Also for kits for key staff
Tyvek overalls	Seton	06317	1 @ 10.65	Minimum purchase of 2. Should have c 10-20 in a range of sizes
Wellington boots/protective shoes	Hewatts/Tooled-up.com			6 pairs required Also for kits for key staff
Wet wipes	Supermarket			
Other related equipment				
Disaster box	Kaiser and Kraft	72433679	1 @ 469.00	Lockable, wood, wheels, 1200x800x800mm. <i>Identical to current disaster box A</i>
Glass fronted key box	Seton	EKB01	1 @ 43.85	
React Pak	PEL	108-0002	1 @ 196.70	Small basic kit

Additional equipment

If out-of-hours, contact Security (XXXX) to arrange delivery of items held at EU sites. In core hours, contact Building and Services on XXXX. Delivery can be arranged quickly and delivery time depends only on the distance between the sites.

Please note that many of the tools are found in toolkits belonging to individual contractors regularly employed by the University. Should a joiner or locksmith be called, a range of tools will also be provided.

Please note that rental equipment from HSS can be ordered by Estates and Buildings if a list of requirements is provided.

Item	Location 1	Location 2	Rental	Purchase (£) (price excluding VAT and accurate 2006)
Absorbent granules	N/A	N/A	N/A	Powell (109 969-41) 1 75kg sack @ £49.00
Absorbent sheeting	N/A	N/A	N/A	Powell (856 631-41) Roll 0.38x 46m, 1 @ £95.00
Absorbent sock	N/A	N/A	N/A	Powell (109 971-41) 1 1.2m sock @ £164.00
Boards (8 foot x 4 foot sheets, variety of thicknesses)	N/A	N/A	N/A	MGM Timber 1 sheet 18mm thick @ £20.92
Boots, steel capped	N/A	N/A	N/A	Hewatts Edinburgh
Boots, wellington	N/A	N/A	N/A	Hewatts Edinburgh
Broom	EUML disaster cleaning store	E&B (cleaning) via Security		
Bucket	EUML disaster cleaning store	E&B (cleaning) via Security		
Bucket with lid	E&B (cleaning) via Security	E&B (cleaning) via Security		
Cable ties	E&B (11 Infirmary Street)			
Cloths	EUML disaster cleaning store	E&B (cleaning) via Security		
Conservac®	EUML –	N/A	N/A	PEL (561-1997)

	conservation studio			1 @ 139.95 Filter bags pack of 10 @ 17.95 (561-4251)
Crowbar	N/A	N/A	HSS	
Crate (plastic)	EUML - mailroom	N/A	HSS	
De-humidifier	E&B (11 Infirmiry Street)	N/A	HSS	
Digital camera	EUML – digital imaging unit/conservation studio	E&B (11 Infirmiry Street)	N/A	
Digital environmental monitor	EUML – conservation studio	E&B, 11 Infirmiry Street		Seton (ELE26) 1 @ 28.35
Dustpan and brush	EUML disaster cleaning store	E&B (cleaning) via Security		
Emergency lighting	E&B (11 Infirmiry Street)	N/A	HSS Arthur Mckay	
Extension lead	EUML disaster cleaning store	E&B (11 Infirmiry Street)	HSS	Seton (LIT74) 1 @ 11.95
Fans	EUML mailroom (x2)	E&B (11 Infirmiry Street) (x5)	HSS	
First aid kit	H&S Department			Seton (BCFA1) 1 @ 8.50
Freezer	KB/Vet walk-in freezers (via E&B)			
Generator	N/A	N/A	HSS	
Gloves, cotton	E&B (11 Infirmiry Street)	N/A	N/A	PEL (837-717M/837-717L) Pack 12 @ 8.75
Gloves, rubber (latex)	E&B (11 Infirmiry Street)	N/A	N/A	Seton (05277) Pack 100 @ 9.75
Goggles, safety	E&B (11 Infirmiry Street)	N/A	N/A	Homebase
Hard hat	E&B (11 Infirmiry Street)	N/A	N/A	ESE (242J060A) 10 @ 43.00 Homebase
Humidifier	N/A	N/A	HSS	
Ladders	E&B (11 Infirmiry Street)	King's Buildings (via Estates and Buildings)		
Masks, dust only	E&B (11 Infirmiry Street)	N/A		Seton (04159) Pack 20 @ 38.70 Arco (for higher specification masks)
Mops	EUML disaster cleaning store	E&B (cleaning) via Security		
Overalls (paper)	Estates and Buildings, 11 Infirmiry Street			
Padlocks (and chains)	Estates and Buildings, 11 Infirmiry Street	Security		Seton (ALOK) 1 @ 9.00
Paper towels	EUML disaster cleaning store	E&B (cleaning) via Security		
Rubbish bags	EUML disaster cleaning store /EUML mailroom	E&B (cleaning) via Security		
Sack barrows	EUML mailroom	E&B (11 Infirmiry Street) or Old College or Postroom Appleton Tower		
Sponges, ordinary	Estates and Buildings, 11 Infirmiry Street	E&B (cleaning) via Security		
Squeegees	E&B (cleaning) via			

	Security			
Tables (folding)	EUSA – David Hume Tower (via E&B)			
Tape measure	Estates and Buildings, 11 Infirmary Street			Seton (WOR8) 1 @ 2.95 Homebase
Tools (hammer, Stanley knife etc)	EUML mailroom		HSS	Machine Mart
Torches	EUML mailroom	Estates and Buildings, 11 Infirmary Street		Seton (UK42) 1 @ 11.15
Trolleys	EUML mailroom	David Hume Tower (via E&B)		
Vacuum (dry)	EUML disaster cleaning store	E&B (cleaning) via Security	Clearway Industrial Services Gordon and Halliday	
Vacuum (wet)	EUML disaster cleaning store	E&B (cleaning) via Security	HSS Clearway Industrial Services Gordon and Halliday	
Vehicles	Estates and Buildings		Clearway Industrial Services Gordon and Halliday West Side Removals	
Water pump	N/A	N/A	HSS	
Water spray bottles	N/A	N/A		PEL (968-6000) 1 @ 1.89

Contacts: Suppliers

Supplier	Contact details (core hours only)	Delivery time	Ordering method
Arco Ltd. [safety equipment]	Havenmill Industrial Estate Mill Road Linlithgow Bridge Linlithgow EH49 7QY Tel: (01506) 844 661 Fax: (01506) 847 816 Email: linlithgow.branch@arco.co.uk URL: www.arco.co.uk	48 hours	Will accept verbal order with purchase order to follow as long as account is held
Bell Donaldson Steele [hardware]	17 Westfield Street Edinburgh EH11 2QQ Tel: (0131) 337 6303 Fax: (0131) 313 5328 Email: sales@belldonaldsonsteele.fsnet.co.uk URL: N/A	Same day, or next day if large quantity required	Will accept verbal order with purchase order to follow
Clearway Industrial Services [waste removal]	53 Restalrig Road Edinburgh EH6 8BE Tel: (0131) 553 6930 Fax: Email: URL: N/A		
CXD: Conservation By Design Ltd [conservation]	Timecare Works 5 Singer Way Woburn Road Industrial Estate' Kempston Bedford MK42 7AW	Same or next day. Dependent on whether item is stock	Will accept verbal order, goods placed on university account with payment to

equipment]	Tel: (01234) 846 300 Fax: (01234) 852 334 Email: info@conservation-by-design.co.uk URL: http://www.conservation-by-design.co.uk/		follow
ESE [storage solutions]	Lothian House 41 Kelvin Avenue Hillington Park Glasgow G52 4LT Tel: (0141) 810 5533 Fax: (0141) 810 5590 Email: info@ese-scotland.co.uk URL: www.eseworks.com		Will accept verbal order and will then set up account for payment within 30 days
Gordon and Halliday [flooring]	405 Gilmerton Road Edinburgh EH17 7QR Tel: (0131) 672 1700 Fax: (0131) 672 1701 Email: bruce@gordon-halliday.co.uk or info@gordon-halliday.co.uk URL: N/A	24 hour call-out	Will accept verbal order with purchase order number to follow
Ferrari Packaging Ltd [packaging]	Eastfield Industrial Estate Penicuik Edinburgh EH26 8HJ Tel: 0845 604 6711 Email: sales@ferraripackaging.com URL: www.ferraripackaging.co.uk	Next day	Will accept verbal order with purchase order to follow
Hewats Edinburgh [workwear]	11-12 Teviot Place Edinburgh EH1 2RA Tel: 0131 225 5705 Fax: 0131 226 6885 Email: sales@hewats.com URL: http://www.hewats.com/	2 days	Will accept verbal order accompanied by staff id with purchase order to follow
Homebase [diy]	102 St Leonards Street Edinburgh EH8 9RD Tel: 0845 640 7271		
HSS [tool/equipment hire]	471 Gorgie Road Edinburgh EH11 3AD Tel: (0131) 444 1426 Fax: (0131) 444 2995 Email: None available URL: www.hss.com	Same day	Will accept verbal order with purchase order to follow. Will bill to account
Machine Mart [tool/equipment hire]	163-171 Piersfield Terrace Portobello Edinburgh EH8 7BR Tel: (0131) 659 5919 Fax: (0131) 659 5915 Email: N/A URL: www.machinemart.co.uk	Collection only	Purchase order only, will accept fax copy
Arthur McKay [building support]	42 Dryden Road Bilston Industrial Estate Loanhead Midlothian EH20 9LZ Tel: (0131) 440 6000 Fax: (0131) 440 6001 Email: enquires@arthur-mackay.com URL: www.arthur-mackay.com	Not known	Not known
	Unit 5, Eastern Industrial Estate		

MGM Timber [timber merchant]	Fort Kinnaird Newcraighall Edinburgh EH15 3HS Tel: (0131) 669 1970 Fax: (0131) 669 7498 Email: peter.gourley@mgmtimber.com URL: www.mgmtimber.com	Next day delivery	Will accept verbal order for later invoice
Powell Mailorder Ltd. [office furniture & equipment]	Unit 1 Heol Aur Dafen Industrial Park Llanelli SA14 8QN Tel: (01554) 741222 Fax: (0800) 072 4232 Email: sales@powellmailorder.co.uk URL: www.powellmailorder.co.uk	5 working days	Will accept verbal order for later invoice
PEL: Preservation Equipment Limited [conservation equipment]	Vinces Road Diss Norfolk IP22 4HQ Tel: (01379) 647 400 Fax: (01379) 650 582 Email: info@preservationequipment.com URL: www.preservationequipment.co.uk	Same day as long as order is placed before 12 noon. If goods required for disaster response, will attempt same day even after 12 noon	Must have purchase order, or IS Accounts confirmed purchase order number on letter-headed paper. Alternatively, an individual can place an order for payment by credit card
Seton	Wildmere Industrial Estate Banbury Oxfordshire OX16 3JU Tel: (0800) 316 6933 Fax: (0800) 526 861 Email: contactus@seton.co.uk URL: www.seton.co.uk	Next day	Will accept verbal order for later invoice
Kerr's Removals	145 Slateford Road Edinburgh EH14 1NW Mr Bill Kerr Tel: (0131) 444 1465 Fax: (0131) 444 1469 Email: wkerrremovals@aol.com URL:		

Appendix C: Templates

Please photocopy and use the following basic templates to record:

- Daily allocation of key roles in the response and recovery process
- Movement and condition of collection items
- Staff time committed to the response and recovery process
- Expenses incurred in the response and recovery process

[Templates provided in full copy of Plan]

Appendix D: Salvage Guidelines

Please note that EU has an automatically renewed annual subscription as a priority user to Harwell Document Restoration Services (HDRS) and they should be informed if any damage to collections is anticipated (see Contacts).

Basic do's and don'ts

Do:

- ensure your own safety at all times
- follow directions given by the Operations Team
- handle items carefully and try not to exacerbate damage
- avoid handling items directly – wear gloves and try to carry items in boxes/crates/on boards or on Melinex® sheets where possible
- write using a pencil on documentation forms/tie-on tags
- ask if you are unsure how to proceed with a particular material type

Don't:

- write directly on collection items – use tie on tags or slips of paper
- throw anything away. If you are not sure if it is a collection item or if a component part of a collection item, label it with details of the location it was found

The salvage operation

Prevention of damage of unaffected parts of the collection and stabilisation of affected parts take priority over evacuation and remedial treatment of damaged items unless sufficient staff are available to undertake both tasks simultaneously.

Try to address the need of the majority of the collection affected rather than concentrating on single key items.

Prevention of damage

1. Address cause of problem if possible (i.e. put out fire, turn off water mains)
2. Protect any collection items at immediate risk of damage (i.e. cover with polythene ensuring some airflow to sides if possible)
3. Evacuate any items that can not be covered adequately (to a higher floor if flood). If boxing or crating, ensure container is labelled with basic identification details
4. Monitor environment and stabilise by turning off heating, opening windows and using humidifiers/dehumidifiers as necessary
5. Evacuate any items at risk of continued exposure to inadequate environmental conditions
6. Ensure all movement of collection items is documented using the Emergency Cataloguing Form.

Salvage of damaged items

For further, more specific, information on the requirements for individual material types, please see the table at the end of this appendix.

1. Prioritise according material type, extent of damage and importance. See map of site and list of stickered items for salvage priorities.
2. Separate material types and levels of damage
3. Refer to salvage guidelines for best practice handling and response for different material types (i.e. whether to air-dry, freeze, keep wet etc.)
4. Minimise direct handling – wear gloves, use support boards, crates, boxes, Melinex® sheets where possible
5. Ensure any containers used are labelled with the basic details of their contents
6. Set-up area for air-drying and begin air-drying of material as appropriate (see salvage guidelines)
7. Ensure that all movement and treatment of collection items is documented using the Emergency Cataloguing Form

Additional guidelines for fire damaged material

1. Stabilise environment, be aware of possibility of high humidity
2. Carefully package up material for cleaning and repair as necessary

Additional guidelines for material damaged by contaminated water

1. Salvage operation to be led by HDRS, contamination will be washed from collection items where possible

Additional guidelines for items covered in dust from structural damage to building fabric

These guidelines are to be followed only if the collection items are dry and covered with dust. If any dampness is noted refer to guidelines for addressing items damaged by water.

1. Mask off unaffected areas as dust will be dislodged further during cleaning operation
2. Using a Conservac, carefully remove dust from the surface of items before placing in a box or crate. Label the crates/boxes.
3. Each item will then be individually examined and additional dust or dirt removed by a Conservator at a later date.

Air-drying material

This should only be undertaken if sufficient space and staff are available to air-dry material without risk to the items or other parts of the collection affected by the incident. Air-drying should not be undertaken without the supervision of a conservator.

Air-drying is particularly recommended for slightly damp items, photographs, manuscript material and glass plate negatives.

This is not suitable for large volumes or for items that have been in contact with contaminated water.

1. Ensure a clean and clear area is designated only for air-drying material
2. Open windows if possible and if the humidity outside is lower than that inside
3. Cover tables with polythene sheeting followed by blotting paper
4. Spread loose sheet paper out, maintaining order where possible
5. Open volumes out to 45° to increase surface area exposed to air. Support textblock at base
6. Position fans blowing *cold* air or interleave pages with blotting paper to increase speed of drying
7. Monitor the items regularly to ensure there is no mould growth
8. Monitor environment in area used for air-drying and introduce de-humidifiers as necessary

Appendix E: Maps of Collection Locations

Site locations maps are also available on line via <http://www.ed.ac.uk/maps>

Floor layouts for collections are provided with the site information overview where available.