Table of Contents

I. Disaster/Emergency Plan

A. Disaster Prevention
   1) Safe Storage of Records
   2) Fire Prevention
   3) Monitoring for Water Leaks
   4) Flood Plain Designation
   5) Evacuations Plans and Emergency Lights

B. Establishment of a Emergency Response Team
   1) Mission

C. Plan of Action for Emergency Situations
   1) Fire
   2) Water Damaged Materials
   3) Insects or Rodents
   4) Bomb Threats
   5) Serious Injury/Illness
   6) Severe Storm Warnings
   7) Roof Water Leaks
   8) Sprinkler Head Damage
   9) Prolonged Power Outage
  10) Hazardous Materials Threats
  11) Earthquakes

D. Steps to Follow:
   1) Temporary Off-Site Facilities
   2) Supplies
   3) Facility Integrity and Security
   4) Treatment of Security Classified Materials
   5) Treatment of Records Without Freezing
   6) Treatment of Records to Be Frozen
   7) Treatment after Drying of Records
   8) Treatment of Photographic Materials and Microfilm
   9) Documentation of Disaster and Salvage Operations

E. Alarm System for Records Center Sprinkler and Water Pipes

F. Evacuation Routes

G. Emergency Lights
H. Emergency Response Team
I. Notification of Service Companies/Vendors/Personnel in the Event of a Disaster
J. Emergency Personnel Service Numbers
K. List of Permanent Employees Home Phone Numbers and Addresses
L. Shelter Plan
M. Priority Records to Be Salvaged
N. Emergency Equipment and Supplies on Hand
O. Resource Personnel, Services and Institutions
I. Disaster Emergency Plan Overview:

Preservation of records requires that proper environmental conditions be maintained and planning be done in order to avoid disasters if humanly possible. Planning also can minimize damage to archival materials if a disaster does occur. The importance of TRIM having an emergency plan which identifies the steps to be taken to reduce the amount of damage resulting from a disaster cannot be overemphasized.

The purpose of this disaster plan is to enable all TRIM employees, with assistance from others, to meet an emergency with maximum efficiency and minimum loss to records. The plan will be activated after any disaster that results in a major interruption of normal Total Records & Information Management operations. A disaster could consist of a tornado, fire, flood, water damage, explosion, loss of utilities, or any other situation requiring emergency procedures.

A. Disaster Prevention

Planning includes considering ways to avoid, where possible, the occurrence of emergency situations, by the following methods:

1) **Safe storage of records**

To ensure safe storage of records, certain procedures must be followed. Records are not to be stored less than 6 inches from ceilings or suspended lights or six inches from sprinkler heads. Records should not be stored in contact with electrical or fire alarm systems or where they will obstruct any exit, access panel, air conditioning duct, or fire extinguisher. Eating and drinking in the stack areas or audit rooms is strictly prohibited. Any roof leaks or signs of the presence of rodents or insects should be reported immediately to the General Manager.

The Home Team pest control company will check the building on a monthly basis, including the inspection of sticky traps, doors, foundation walls, etc.

2) **Fire prevention**

Fire prevention procedures must constantly be in effect. Good housekeeping, constant monitoring, and prompt elimination of fire hazards are essential. The rule against smoking in stack areas and audit rooms must be followed at all times. All flammable solvents must be kept out of records storage areas. Trash must not be allowed to accumulate. Electrical outlets must not be overloaded. Extension cords should not be used on a permanent basis. When extension cords are used for a temporary job, they should be industrial-weight cords.
All TRIM employees are expected to become familiar with the location and operations of fire alarms, emergency exits, and evacuation routes.

The OSHA (TRIM Safety) committee performs a monthly inspection of the entire building. Daily housekeeping is provided by TRIM associates.

TRIM Employees will be trained and familiar with the use of fire extinguishers.

3) Monitoring for water leaks

There is water flow monitoring system that senses water pressure—indicating any water flow to the automatic sprinkler system. Building plans showing locations of water and sprinkler pipes and water cutoffs for the building, as well as information on the Alarm System, are given in Section E.

4) Flood plain designation.

Flood plains are classified as Zone A, floods every 100 years; zone B, floods every 500 years; and zone C, floods not expected. TRIM is located in zone C and flooding from rivers and creeks is not expected to occur.

5) Evacuations Plans and Emergency Lights

All TRIM employees are required to notify their supervisor immediately of any potentially dangerous situations. They are also expected to become familiar with the location and operation of emergency exits, evacuation routes, and fire alarms. TRIM Management shall brief staff members on emergency procedures at least semi-annually.

Evacuation plans for the entire building are located in Section F. A chart identifying the location of all Emergency lights is in Section G.

The TRIM Safety team monitors the lights on a quarterly basis.

B. Establishment of an Emergency Response Team

Conducting a successful and efficient salvage operation after a disaster requires activation of a team that should be established before any emergency occurs. The purpose of the Emergency Response Team is to:

- Ensure that all reasonable measures have been taken to prevent a disaster from occurring.
- Ensure that employees in the respective units are advised of emergency procedures, locations of fire alarms and extinguishers, evacuation procedures, and locations of emergency exits.
• Assess and assist during any emergency whether during business or non-business hours.
• Direct the flow of people during an emergency to the nearest emergency exits in the quickest and most orderly fashion.
• Direct and supervise recovery operations to salvage the maximum volume of materials in a manner that will minimize future restoration costs and effort.
• Coordinate personnel.
• Identify vital records and establish recovery priorities.
• Arrange for equipment, supplies, and space.
• Designate a person in charge of public affairs and/or contact central office for advice.

1) **Mission**

The TRIM Emergency Response Team's collective mission is to evaluate quickly the disaster situation, make assignments, gather needed equipment and materials, set up work areas, and remove damaged records from the affected storage areas. If a disaster occurs in the building during non-work hours, the General Manager is designated to receive the first call, assess the problem, and initiate the phoning of others if necessary. In the event of a disaster, the Emergency Response Team should be ready to meet day or night, within hours of the reported disaster.

The TRIM Emergency Response Team is responsible for following the guidelines of the disaster plan to lessen the severity of a disaster. Each team member has been given copies of the disaster plan for home and work. The team should be prepared to brief other personnel involved in the recovery. It is essential that all workers have a clear idea of what is to be done and how to do it in a manner that prevents further damage to the records or accidents to the employees.

The TRIM Emergency Response Team (Section H) is composed of the Total Records & Information and Total Product Destruction personnel. Any disaster-related action will involve cooperation between all members of the TRIM Emergency Response Team. Immediately upon discovery of the emergency, the members of the Emergency response Team identified in Section H are to be notified. TRIM personnel (Section K) will be notified as appropriate, as soon as the Emergency Response Team and/or emergency personnel (Section J) determine the severity of the event. Other TRIM Records Center and Total Product Destruction personnel are to be contacted should the event warrant additional staffing.

Additional duties of specific members of the Emergency Response Team are:

**General Manager:**
The General Manager has overall responsibility for the execution of the emergency plan.
He is responsible for major procedural decisions and for coordinating activities relating to them. The General Manager must also ensure that Emergency Response Team members and all other employees are aware of emergency procedures.

**Office Manager:**
In the event of a building evacuation, the Office Manager will account for all personnel and visitors in the TRIM Records Center area. She is responsible for the direction of activities relating to records in the custody of the TRIM Records Center. She coordinates with the General Manager the necessary plan of action for the protection and salvage of records in their respective units. This may include the recruitment of intermittent employees necessary to carry out salvage operations. She assumes overall emergency plan responsibility in the absence of the General Manager.

**General Manager:**
The General Manager will serve as the “Vital Records Officer” for the facility. He is responsible for the direction of activities relating to records and media holdings.

**Office Manager:**
The Office Manager is designated as the “Preservation Officer”. This person will confer with outside consultants whose expertise may be utilized during an emergency situation. In the event of a building evacuation, the Office Manager will account for all personnel and visitors in the Records Center area. She is responsible for the direction of activities relating to records in the Record Center and Media in the Vault She coordinates with General Manager the necessary plan of action for the protection and salvage of records in their respective units. The Office Manager should review the disaster plan annually and make any changes that may be needed to keep it current.

Within the TRIM Management Team are designated Team Leaders. The team leaders will supervise the activities of full-time and/or intermittent employees in the salvaging of records. The remaining archives technicians are responsible for removing and salvaging essential administrative files and archival records which are in the audit room.

Within the TRIM Records Center, the Office Manager and General Manager are designated as team leaders.

**C. Plan of Action for Emergency Situations**

The first step is to evaluate the disaster and notify TRIM Ownership and Management Personnel (John Bauknight IV & Nick Wildrick.)

1) **Fire**

- **First Alarm**
  Any employee who discovers a fire will promptly alert Sonitrol @ 1-800-866-7774. Sonitrol will then alert the local fire department and sound the alarm.
• **Second Alarm**
  The employee who sounds the alarm should also alert all persons within hearing distance by loud shouts of, "FIRE IN (give location)". **DO NOT PANIC.** The Office Manager, or the person in charge of the office to which the fire is reported, will report to the Emergency Response Team the location and severity of the fire, and the name of the person who sounded the alarm initially reporting the fire.

All permanent, intermittent, and temporary employees, volunteers, and visitors are to evacuate the building immediately by the nearest fire exit and assemble on the parking lot in front of the building. Evacuation diagrams detailing exits and egress routes are posted throughout the building and the lighted exit signs have been placed in the record center (see Section F for all emergency evacuation routes).

Handicapped visitors or employees will receive special assistance in evacuating the building. The Office Manager will notify the General Manager if there are handicapped visitors who need assistance. All research rooms, lunch rooms, rest rooms, and the conference room, will be checked by designated fire wardens.

• **Communications**
  The Office Manager is responsible for calling Sonitrol’s Central Control Station to ensure that the fire department has been called and give any specific information about the fire or emergency. If the emergency occurs in the Record Center Storage Area or audit rooms, the General Manager will be notified so that they may contact the Local Fire Department.

• **Roster call**
  The General Manager and the Office Manager will take all sign-in sheets/logs with them to the front parking lot (Center Court Area) and call the names listed on all sheets to verify that the visitors, volunteers, contractors, and all employees not on leave status have evacuated. If there is any question about anybody remaining in the building, the employee will check with the Emergency Response Team. No TRIM staff member is to attempt to reenter the building.

2) **Water Damaged Materials**

Due to the necessity of immediate action, primary emphasis of this plan is on the salvage of **water damaged materials**. Short of destruction by explosion or fire, damage to records resulting from water is probably the most severe. Virtually any wet document can be restored if prompt and proper action is taken. Exceptions are documents which contain very water soluble ink; these documents should be microfilmed. Although the specific methods for salvaging small amounts of material may differ from the methods for salvaging large amounts, the same general procedures are used for any type of water damage.
3) **Insects or Rodents**

To reduce the possibility of insect or rodent infestation, the strict rule prohibiting the presence of food or beverages in the Record Center Area must be enforced. Newly received records and supplies should be examined for the presence of insects and rodents. If records are infested with insects or rodents, the General Manager will call Home Team Pest Defense (telephone number in Section O) and request their assistance in addressing the problem.

- Under no circumstances will pests, insects or rodents will be knowingly brought into the TRIM facility. If pests, insects or rodents are suspected or detected, TRIM will rent a temporary storage unit (i.e. tractor trailer) and “bomb” the potentially infested records to eliminate pests. A post-bombing inspection will be performed before allowing the records into the facility. Under extreme circumstances, re-boxing may be required.

4) **Bomb Threats**

The person receiving a bomb threat should make every attempt to write down the exact words of the caller. Note the exact time the telephone call was received and when it ended. Note any speech characteristics of the caller.

Try to obtain the following information from the caller in this order:

--- When is the bomb set to explode?

--- Where is the bomb placed?

--- What type of bomb is it?

--- What does the bomb look like?

--- Why was the bomb set?

After the call has ended, the person who received the call should immediately (but discretely) report the incident to the General Manager. The General Manager should then immediately notify the Local Law Enforcement Agency (Sheriffs Office). Building evacuation will be directed by the Emergency Response Team.

5) **Serious Injury/Illness**

If an employee or non-employee has a serious accident and/or becomes seriously ill at the facility, immediately call the EMERGENCY/AMBULENCE (911). Give the dispatcher the building address and the exact location of the stricken individual. Have someone available near the front entrance to direct paramedics to the scene. The General Manager should also be immediately notified.
The Emergency Response Team will arrange for the periodic training of employees in cardiopulmonary resuscitation (CPR) and basic first aid procedures.

6) **Severe Storm Warnings**

If a warning of impending storm (such as torrential rain, gale force winds, damaging sleet, snow blizzard conditions, or tornado warning) is broadcast or ominous conditions are observed, a Manager should be immediately notified. If necessary, the General Manager, or the Office Manager will call for the quick and orderly evacuation of all employees to the designated area within the building. The General Manager may allow early dismissal of employees. See **Section L for Shelter Plan**.

The building is not situated within a flood plain area; however, during periods of extremely heavy rain, conditions will be monitored to observe for the signs of flooding, blocked sewers, or other water-related problems.

7) **Roof Water Leaks**

Upon discovery of a roof water leak in the stack area, employees will contact the General Manager or a member of the Emergency Response Team. At this time, Roebuck Builders personnel will be notified of the situation. Immediate action is to be taken to determine exactly where the leak is occurring and what measures are to be taken to prevent water damage to records. The TRIM Ownership Group should also be notified. Tarps are to be immediately placed on the top of the records storage units near the leak. The tarps are located at each level of the cat walk near the stairwell. Pails and buckets may be needed to collect water. Constant monitoring of the situation is needed to see if additional leaks occur and to empty pails. If records are being damaged by leaking water, remove them to a safer dry area. Care is to be taken to identify each records storage box and/or bound volume removed during the emergency action. The correct shelf location should be written on the respective label of each box removed.

Roof leaks may occur at times other than during a heavy rain or ice/snowstorm. The General Manager will check for leaks during and after periods of heavy winds. Rainwater or snow that has collected on the flat roof may seep through one of the roof seams. Water may also seep through one opening, but flow within one for the many grooves on the roof and eventually fall several feet away from the actual point of entry.

8) **Sprinkler Head Damage**

The General Manager or another member of the Emergency Response Team must be alerted immediately in the event that a sprinkler head is activated due to an accident or malfunction. Immediate steps must be taken to close off the system water supply in order
to prevent water damage to records and/or property. The water supply to the sprinkler system may also be shut off by closing the appropriate outside post indicator valves in the valve houses. Also, the tarps staged at the end of the racks near the stairwell must be opened and the boxes covered in the area in which the sprinkler head is leaking. Upon complete investigation, the Emergency Response Team may contact Blackmon-Mooring-Steamatic Catastrophe, Inc. (BMC) if records have been damaged.

- See Section E for location of sprinkler pipes.

9) Prolonged Power Outage

A power outage is usually a short-term inconvenience, not a major emergency. However, in the event of an extended power outage lasting more than 1 day, textual records and microfilm may be vulnerable to damage. Paper is sensitive to changes in air temperature and to the amount of water vapor in the air. Rapid changes in temperature and relative humidity over a short period of time will accelerate the irreversible deterioration process. High temperatures and/or low relative humidity may cause textual records to become brittle and crack. High relative humidity may cause textual records to warp and promote the growth of mold and mildew. Microfilm may also be affected by rapid changes in temperature and relative humidity. Images on microfilm may become illegible under extreme environmental changes.

In the event of a prolonged power outage, every effort must be made to maintain proper temperature and relative humidity levels. Responsibility for facility power supply and proper vault climate controls is maintained by the on-site natural gas powered Caterpillar Generator. The generator will be serviced semi-annually and tested weekly by TRIM personnel. Mr. Sparky (telephone number in Section O) should be contacted in any case of prolonged outage. Good air circulation is important. Depending on current weather conditions, the air exchange fans may need to be activated to reduce humidity within facility.

Hazardous Materials and Aviation Threats

The building is located within one mile of the local Spartanburg airport. TRIM is not in the direct flight pattern of the airport, therefore, the chance of a direct crash or explosion is remote. However, the TRIM employees must be aware of this possibility. The occurrence of a plane crash could result in explosions and fires or release of toxic fumes. If such an event occurs and appears to threaten the safety of personnel and records, immediately call the Arkwright Volunteer Fire Department.

The possibility exists of a hazardous chemical-related accident or disaster along or near local freeways. In such an occurrence, immediately call the Arkwright Volunteer Fire Department.

The Emergency Response Team must wait until public safety officials allow us to reenter the area around the building. None of the Emergency Response Team should undertake
fighting chemical fires; the fire fighting should be left to the Arkwright Volunteer Fire Department which has a station located just a few miles from TRIM.

### 10) Earthquakes

The shock or tremor will provide the only warning in the event of an earthquake. During an earthquake, the following safety procedures should be followed:

- Take immediate shelter under tables, desks, or other objects that will offer protection from flying glass and debris. Step under a doorway or into a narrow hall or corridor.
- Do not leave cover until ordered to do so.
- Evacuate the building if notified to do so by an intercom announcement, the Emergency Response Team, or the Fire Department.
- Try to keep calm. Do not run outdoors. Watch for falling debris or electrical wires upon leaving the building.
- If working in one of the record center service aisles, employees should drop to the floor (supine position) and crawl to the main aisle.
- Proceed to a safe area away from the danger of being struck by falling glass, bricks, electrical wires, boxes, etc.
- Notify the Emergency Response Team of any fires.
- The Emergency Response Team will check the names of All TRIM employees and visitors.

After an earthquake, the following emergency procedures must be followed:

- Administer first aid and rescue victims as necessary. Report the seriously injured to the Emergency Response Team.
- The Utility Services will turn off utilities and inspect utility lines for damage.
- Reserve the telephones for emergency use only.
- Look for any damage or exposed hazards.

### D. Steps to Follow:

The first step taken after a disaster has occurred is to insure that the building is safe to enter. The Arkwright Volunteer Fire Department will notify the Emergency Response Team when the damaged building is safe to enter. The fire department's emergency management team, if they are not already on the scene, must also be consulted about environmental problems before any attempts are made to salvage records. The Emergency Response Team will notify personnel when the damaged building is safe to enter. It will be the General Manager’s responsibility to ensure that all electrical and gas hazards have been eliminated. If the air exchange system still works, it should remain on.
It is imperative to bring the temperature and humidity down, as mold will appear within 48 hours in unventilated areas made damp and humid by water.

If any of the records have been damaged by fire, extreme caution must be used in handling them. The records will be brittle and probably wet. Pieces of paper towels or blank newsprint (from our preservation supplies) will be placed under each charred page before moving the item. The towel or newsprint serves two purposes, to absorb moisture and to provide support. The corners of the towel or newsprint are then used to move the document.

Upon entering the stack area, all entrances and aisles of the stack area will be cleared. All doors should be opened to allow as much ventilation as possible. At this point an assessment of the damage can begin. The Emergency Response Team should jointly decide the extent of the damage and the most appropriate initial course of action. The wettest records within each priority category (Section M) should be salvaged first.

If the volume of damaged archival records is small, the documents will be divided into three groups:

- Those that will be packed and frozen;
- Those that are only slightly damaged and can be fan dried or air dried right away.
- Those that were not damaged and need no treatment, except for possible relocation.

1) Temporary Off-Site Facilities

In the event one or more temporary offsite facilities may be needed during the emergency effort, the Emergency Response Team will contact Total Product Destruction for available space on the Total Complex. In the event of long-term records storage, other TRIM facilities or temporary rental space may be required. See Section M for list of priority records to be salvaged.

2) Supplies

While some supplies can be maintained at the facility to handle relatively small recovery efforts, keeping sufficient quantities of supplies to meet all contingencies is impractical, if not impossible. Emergency planning, however, should provide guidance on how and what supplies should be readily accessible. A list of in-house emergency equipment and supplies and list of firms supplying emergency/disaster goods and services appears in Section N.

At present, TRIM has two contracting officers (John Bauknight IV, Nick Wildrick) with procurement authority. In addition, BMS Catastrophe can be called upon for expedited procurement of emergency supplies.
3) **Facility Integrity and Security**

In the event of a major disaster at the facility, priority must be placed on facility security. Should there be any evidence of damage to the building structure (i.e., perimeter walls or roof) which would allow unauthorized access; immediate security precautions must be taken. The affected area should be cordoned off and security personnel obtained to maintain 24-hour protection provided by the **American Security** until building repairs can be made. This effort should be coordinated with the TRIM General Manager and the local Ownership Group. Similar security concerns shall also be of major importance for any offsite staging areas which may be needed as part of a disaster recovery effort.

4) **Treatment of Security Classified Materials**

The most likely problem that would affect vault/classified records would be water damage from malfunctioning sprinklers and roof or pipe leaks or water damage resulting from fire fighting efforts.

To prevent unauthorized disclosure of information or removal of records following a disaster, the following steps should be taken: The local Ownership Group and the General Manager should be called to report to the vault. Wet records that can be salvaged by air drying should be moved to a secure location.

**Excessively wet records** should be frozen immediately for stabilization. Such relocation shall be handled as follows:

- Transportation shall be arranged through the use of vehicle with a closed trailer which can be operated by cleared TRIM personnel.
- All classified material will be escorted by two TRIM employees with the proper level of security clearance. This requirement must be adhered to at all times. This includes the movement of the records from the vault area to the TRIM dock, loading of the records onto the designated vehicle, and the transportation of the records to the designated off-site location. As a point of reference, the same restrictions will apply to this process as already established for the disposal of classified records.
- Any or all vehicles used to transport classified records to a relocation site shall be locked and sealed by cleared TRIM personnel.
- Placement of the records into the offsite classified storage area shall be handled in the same manner as the procedures established for the accessioning of classified records.

5) **Treatment of Records Without Freezing**

After the Emergency Response Team decides which material can be dried without freezing, drying rooms must be set up away from the affected area. If the air conditioning equipment and humidity controls used in the Vault Staging Area are still working, then
drying of records should take place in this portion of the building. Relative humidity of 35-50% is optimum. Electric fans will be used to circulate air on the documents. Work surfaces should be covered with plastic sheeting. Very little cleaning should be attempted on wet records that will not be frozen. After the documents are dry, muddy records can be brushed to remove the dirt. Attempting to remove mud while paper is wet forces the dirt deeper into the paper's fibers.

Bound volumes must be interleaved with blank newspaper or paper towels, changing the blotting material as frequently as possible and as often as necessary until dry. When partially dry, the volumes may be fanned if the pages are strong enough to support the book standing on end. Wet volumes containing coated pages must not be allowed to air dry; they will stick together permanently.

6) Treatment of Records to be Frozen

For stabilizing and restoring a large volume of water damaged materials, freezing documents at low temperatures (below 20 degrees F) is the most effective method. Cold storage provides accessible and inexpensive space in which a large volume of material can be stabilized in the condition it was found, preventing further deterioration while awaiting treatment. It also provides time to assess the damaged material and to restore the building or stack area affected.

The procedure by which the damaged records will be dried determines the way they should be packed for freezing. If only a small volume of material is frozen, it is economically more feasible to send the records to a local refrigeration unit and air dry them later by staff personnel. Bound volumes should be wrapped in freezer or wax paper to prevent their sticking to each other. Groups of textual records are wrapped in the same type of paper in packages not to exceed two inches in thickness. All bundles and volumes should be labeled, and the information recorded in a notebook.

If a large volume of holdings is damaged, the least expensive and most successful method for drying is a vacuum or freeze drying. This technique allows the water to pass from the frozen to the vapor phase without going through the liquid stage. It is also effective in reducing stains on documents and odor caused by smoke. Vacuum drying must always be used with water damaged materials infested with mold at the time of freezing, as the records can be sterilized at the end of the drying process at little additional cost.

Materials designated to be vacuumed or freeze dried will be placed in interlocking plastic milk crates. The milk crates are lightweight and provide for air circulation and drainage. Materials will be placed unwrapped in the cartons until they are loosely packed, approximately three-fourths full. Bound volumes must be wrapped with freezer or wax paper and placed in cartons on their lower edges so they will not fall over or be further distorted. They cannot be packed too tightly, to allow for air circulation. Oversized material will be placed on uncolored cardboard and wrapped in packages not to exceed 2 inches in thickness. Burned and charred materials require special care in handling, as the
paper or bindings are very brittle. Support single sheets on uncolored cardboard and secure them with another sheet of cardboard or heavy paper.

In cases of massive destruction, either conveyor belts or a human chain should be used to move the damaged material. If possible, the material will be packed onsite in an adjacent dry area. Two teams containing the same number of members should be organized, one to collect the damaged documents and the other to pack the records. Since wet material is much heavier than dry records, personnel should be cautioned to use proper lifting methods to prevent back injuries. The milk cartons should be numbered, and if available, copies of location registers or other location methods must be documented to record where the materials are being transferred. Accurate labeling or inventorying of records as they are moved will save a great deal of time later when the records are returned.

Large volumes of wet material will be moved directly from the building to the freezing facility, preferably in refrigerated trucks. For small collections of documents, dry ice may be used to freeze material for transport in un-refrigerated trucks to the freezing facility. Gloves must be worn when handling dry ice.

After material has been sent to the freezing facility, record storage areas must be repaired and sterilized. Documents will not be moved into the stacks until the shelves are thoroughly clean and dry, and proper temperatures and humidity has been restored. As large collections have been safely kept in a frozen state for as long as 6 years, there is ample time to reestablish those conditions. During the period that the records are stored at a freezing or drying facility, a designated member of the Emergency Response Team (General Manager) is responsible for ensuring the proper security and protection of the records.

7) Treatment After Drying of Records

After the critical drying operation is over, all returned dry material will be placed in the record storage area and separated according to the different degrees of repair or restoration needed. Some documents may have escaped damage while others may require cleaning, flattening, or minor repairs. The preservation officer (Office Manager) of the Emergency Response Team will consult with BMS Catastrophe before either attempting to repair or contract for the repair of badly damaged documents.

Before being returned to their original locations, the records must be monitored daily for several weeks to insure that mold or fungus has not developed. Random monitoring will continue at regular intervals for at least a year after re-shelving.

8) Treatment of Photographic Materials and Microfilm

Photographs, negatives, and microfilm stored in the Regional Archives are salvaged and restored in a different manner than are textual records and bound volumes. For
emergency stabilization, wet black and white photographs, negatives, and microfilm should be sealed in polyethylene bags and placed in plastic (not metal) garbage cans under cold, clean running water. This should be done while the materials are still wet; they should never be allowed to dry before attempting to salvage. They may be left in running water for up to three days, although, treatment at a professional photo-finishing laboratory equipped to handle water damaged photographs should begin as soon as possible. Vendors are listed in Section O.

9) Documentation of Disaster and Salvage Operations

In the event that a disaster does occur, a post-disaster assessment report will be written to determine the effectiveness of the recovery techniques utilized. Extensive photographs and written records of the conditions of the building and the procedures followed must be kept. It is also important to document all resources used to cope with a disaster, including personnel, materials, time, and expenses. This documentation can be important in helping to obtain emergency budgetary funds.

E. Alarm System Information

- This section provides instructions to employees on the proper protocol for notifying the proper authorities when dealing emergency situations. Procedures for the initiation of an alarm and informing appropriate supervisory officials of the nature of the emergency precipitating the alarm are included. Furthermore, a fire alarm system overview has been provided by Sonitrol, which is located in the back of DRP Manual.

1) Fire Alarm Activation: To activate the TRIM fire alarm an employee must call Sonitrol @ 1-800-866-7774. Upon receipt of the call, Sonitrol will sound the alarm, which will engage the local fire department and other necessary authorities.

2) Alarm Initiation Procedures: In the event a fire or smoke is detected in the facility the first TRIM employee that witnesses this activity will quickly access the severity of the situation. If possible, the witnessing employee will try and alert a member of management by cellular phone or two-way radio. If the employee/manager determines the emergency cannot be controlled or quarantined, they will proceed to activate the closest Fire Alarm Box by pulling the handle. Once the alarm has sounded all TRIM employees will quickly evacuate the facility and gather outside at the Shred First/TRIM center court area.

F. Evacuation Routes

- This appendix contains schematics for the TRIM facility illustrating approved routes for evacuation of the building and the location of emergency exits. A
designated assembly point (Total Product Destruction/TRIM Campus Circle) for all building occupants sufficiently far away from the building is also specified.

➢  Please see attached facility schematic located at back of manual.

G. Emergency Lights

➢ This section lists the location of emergency lights within the facility. Employees should be familiar with their location so that timely evacuation of the building can occur should regular lighting fail during an emergency.

➢  Please see attached facility schematic located at back of manual.

H. Emergency Response Team Members

➢ Members of the TRIM Emergency Response Team (ERT) have access to the facility with keys and/or Biometrics:

1. John Bauknight IV (Master Key and Both Biometrics)
   • Title: Local Ownership Group
   • Address: 1520 Barberry Lane, Spartanburg SC 29302
   • Home Phone: (864) 583-1243
   • Cell Phone: (864) 809-9900
   • Work Phone: (864) 699-8412

2. Nick Wildrick (Master Key and Foyer Biometrics)
   • Title: Local Ownership Group
   • Address: 1010 Arden Way, Spartanburg SC 29302
   • Home Phone: (864) 542-9548
   • Cell Phone: (864) 809-8536
   • Work Phone: (864) 699-8414

3. Craig Rhodes (Master Key and Both Biometrics)
   • Title: General Manager
   • Address: 103 Beaufort Street, Greenville, SC 29615
   • Home Phone: (864) 268-4984
   • Cell Phone: (864) 494-6007
   • Work Phone: (864) 582-8746

4. Joshua Hayes (Master Key and Both Biometrics)
   • Title: Operations Manager
   • Address: 147 Loche Adele Drive, Spartanburg SC 29307
   • Home Phone: (864) 680-4113
   • Cell Phone: (864) 680-4113
   • Work Phone: (864) 582-8746
Security Clearance/Access Areas of Members of the TRIM Emergency Response Team (ERT):

1. **John Bauknight IV**: Master Key (All Doors/Areas) and Security System Set-Up.
2. **Nick Wildrick**: Master Key (All Doors/Areas) and Security System Set-Up.
3. **Craig Rhodes**: Master Key (All Doors/Areas) and Security System Set-Up.
4. **Joshua Hayes**: Master Key (All Doors/Areas) and Security System Set-Up.

I. **Notification of Service Companies/Vendors/Personnel in the Event of a Disaster**

   - This section lists whom to notify after the Emergency Response Team or other emergency personnel determine the severity of the event.

   - **Earthquakes**: Sonitrol, Scott Insurance, Roebuck Builders, Duke Power, Piedmont Natural Gas, Spartanburg Water System, Bell South, Nuvox
   - **Hurricanes**: Sonitrol, Scott Insurance, Roebuck Builders, Duke Power, Piedmont Natural Gas, Spartanburg Water System, Bell South, Nuvox
   - **Winter Storms**: Scott Insurance, Roebuck Builders, Duke Power, Piedmont Natural Gas, Spartanburg Water System, Bell South
   - **Floods**: Scott Insurance, Roebuck Builders, Duke Power, Piedmont Natural Gas, Spartanburg Water System, Bell South, Holox (Dry Ice), BMS Catastrophe
   - **Tornadoes**: Sonitrol, Scott Insurance, Roebuck Builders, Duke Power, Piedmont Natural Gas, Spartanburg Water System, Bell South, BMS Catastrophe, Nuvox
   - **Forest Fires**: Forest Fire Reporting, Arkwright Volunteer Fire Department
   - **Facility Fire**: Sonitrol, Arkwright Volunteer Fire Department, Fire Marshal, Scott Insurance, Roebuck Builders, Duke Power, Piedmont Natural Gas, Spartanburg Water System, Bell South, BMS Catastrophe
   - **Power Disruption**: Duke Power, Blanchard Machinery
   - **Chemical Spills**: National Response Center & Terrorist Hotline, New Pig
   - **Work Place Accident**: Spartanburg County EMS, Spartanburg Regional Medical Center
   - **Disease Outbreak**: Spartanburg Regional Medical Center
✓ **Vehicle Accident:** Scott Insurance, Spartanburg Regional Medical Center
✓ **Frozen/Burst Pipes:** Sonitrol, Roebuck Builders, Holox, BMS Catastrophe
✓ **Civil Disturbance:** Sheriff’s Office
✓ **Terrorism/Sabotage:** National Response Center & Terrorist Hotline
✓ **Aviation Accident:** Spartanburg Aviation Services
✓ **Arson:** Sonitrol, Arkwright Volunteer Fire Department, Fire Marshal, Sheriff’s Office
✓ **Vandalism:** Sonitrol, Sheriff’s Office, Scott Insurance, Roebuck Builders
✓ **Theft/Burglary:** Sonitrol, Sheriff’s Office, Scott Insurance,
✓ **Pest Infestation:** Home Team Pest Defense, Scott Insurance,

J. Emergency Personnel Service Numbers

Among the telephone numbers of organizations suitable for listing here are:

- **Federal Protective Service:** FBI (864) 948-1497
- **Fire Department:** Arkwright Volunteer Fire Department (864) 585-8840
- **Ambulance:** 911
- **Police Department:** Sheriff’s Office (864) 596-2075
- **Building Contractor:** Roebuck Builders (864) 576-6330
- **Hospital:** Spartanburg Regional Medical Center (864) 560-6000
- **State and local government units dealing with environmental emergencies or hazardous waste management:** National Response Center & Terrorist Hotline: (800) 424-8802

K. List of Permanent Employees Home Phone Numbers and Addresses

1) **Craig Rhodes**
   - Title: General Manager
   - Address: 103 Beaufort Street, Greenville, SC 29615
   - Home Phone: (864) 201-4781
   - Cell Phone: (864) 494-6007
   - Work Phone: (864) 582-8746

2) **Joshua Hayes**
   - Title: Operations Manager
   - Address: 147 Loche Adele Drive, Spartanburg SC 29307
   - Home Phone: (864) 680-4113
   - Cell Phone: (864) 680-4113
   - Work Phone: (864) 582-8746
L. Shelter Plan

- This section provides instructions for sheltering occupants of the building within safe areas of the facility should severe weather, expected and evacuation is not an option.

  - **Torrential Rain**: Office Area Break room
  - **Tornado**: Vault
  - **Hurricane**: Vault
  - **Gale Force Winds**: Vault
  - **Damaging Sleet**: Office Area Break room
  - **Blizzard Conditions**: Office Area Break room

M. Priority Records to be Salvaged

This lists the order of precedence in which damaged records are to be recovered. The wettest records in each priority category receive attention first:

1. Vault Active Rotation Media
2. Vault Archival Media
3. Record Storage

N. Emergency Equipment and Supplies on Hand

**Suppliers:**

**Fire and Water Damage Recovery**

BMC Catastrophe: 303 Author Street, Fort Worth TX 76107, (800) 433-2940

**Portable Electrical Sump Pumps**

Arkwright Volunteer Fire Department: 1070 Southport Road, Spartanburg SC 29306, (864) 585-8840

**Industrial Extension Cords, Mops, Buckets, Brooms**

Industrial Cleaning Systems: 233 N. Main Street, Greenville SC 29601, (864) 233-2225

**Wet/Dry Vacuums**

Industrial Cleaning Systems: 233 N. Main Street, Greenville SC 29601, (864) 233-2225
**Refrigerator/Freezer Trucks**
Ryder Truck Rental and Leasing: I85 & New Cut Road, Spartanburg SC, (864) 576-1180

**Deep Freeze Facilities**

**Plastic Milk Cartons**
Research:

**Newsprint**
Uline: (800) 958-5463

Morrisette Paper: (800) 822-8882

**Dry Ice**
Holox (Dry Ice): 226 Pelham Davis Circle, Greenville SC, (864) 288-6010

**Supplies on Hand**

<table>
<thead>
<tr>
<th># On Hand</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Sponge mop with squeegee</td>
</tr>
<tr>
<td>2</td>
<td>Heavy duty extension cords</td>
</tr>
<tr>
<td>1</td>
<td>Wet/dry vacuum</td>
</tr>
<tr>
<td>7</td>
<td>Sponges</td>
</tr>
<tr>
<td>12</td>
<td>Plastic milk crates</td>
</tr>
<tr>
<td>245</td>
<td>Polyethylene bags</td>
</tr>
<tr>
<td>2</td>
<td>Rolls of plastic sheeting</td>
</tr>
<tr>
<td>6</td>
<td>Work gloves</td>
</tr>
<tr>
<td>20</td>
<td>Protective face masks</td>
</tr>
<tr>
<td>1</td>
<td>First aid kit</td>
</tr>
<tr>
<td>6 rolls</td>
<td>6 mil plastic (polyethylene) Sheeting</td>
</tr>
<tr>
<td>6+</td>
<td>Scissors and/or &quot;Zippy&quot; Cutters</td>
</tr>
<tr>
<td>2 rolls</td>
<td>Heavy-duty (duct) Tape</td>
</tr>
<tr>
<td></td>
<td>Paper pads, pencils, waterproof pens.</td>
</tr>
<tr>
<td>1 doz. ea.</td>
<td>Variety of Colored Self-Adhesive Dots. Large (&quot;3x5&quot;) Self-Adhesive Labels</td>
</tr>
<tr>
<td>2</td>
<td>Buckets</td>
</tr>
<tr>
<td>2</td>
<td>Mops</td>
</tr>
<tr>
<td>2 ea.</td>
<td>Brooms and dustpans</td>
</tr>
<tr>
<td>3</td>
<td>Large, plastic garbage cans</td>
</tr>
<tr>
<td>Quantity</td>
<td>Item Description</td>
</tr>
<tr>
<td>----------</td>
<td>------------------</td>
</tr>
<tr>
<td>8</td>
<td>Water hose with connectors</td>
</tr>
<tr>
<td>1</td>
<td>Adjustable spray nozzle</td>
</tr>
<tr>
<td>1 doz.</td>
<td>Sponges</td>
</tr>
<tr>
<td>1 doz.</td>
<td>Soft cloths and/or brushes</td>
</tr>
<tr>
<td>3 boxes</td>
<td>Plastic garbage bags</td>
</tr>
<tr>
<td>20</td>
<td>Boxes or plastic crates</td>
</tr>
<tr>
<td>4</td>
<td>Plastic wash tubs (c.18x24&quot;)</td>
</tr>
<tr>
<td>6 rolls</td>
<td>Waxed or freezer paper</td>
</tr>
<tr>
<td>1 doz. rolls</td>
<td>Paper Towels</td>
</tr>
<tr>
<td>500 sheets</td>
<td>&gt;3mil Polyester film (c.18x24&quot;)</td>
</tr>
<tr>
<td>2 rolls</td>
<td>Aluminum foil</td>
</tr>
<tr>
<td>1 roll</td>
<td>Nylon monofilament (1/32&quot; dia)</td>
</tr>
<tr>
<td>6 ea.size</td>
<td>2” Plexiglas plates (rounded edges for safety)</td>
</tr>
<tr>
<td>4x5&quot;, 5x7&quot;, 8x10&quot;</td>
<td></td>
</tr>
<tr>
<td>2 doz.</td>
<td>Clean weights (bags of lead shot, wrapped bricks)</td>
</tr>
<tr>
<td>6</td>
<td>Screen Racks (c.24x36&quot;)</td>
</tr>
<tr>
<td>2 doz.</td>
<td>Cotton Gloves, Dust Masks</td>
</tr>
<tr>
<td>1 doz.</td>
<td>Dry chemical sponges</td>
</tr>
<tr>
<td>100</td>
<td>Disposable gloves (medium and large sizes)</td>
</tr>
<tr>
<td>100</td>
<td>Plastic Aprons</td>
</tr>
<tr>
<td>1 doz.</td>
<td>Flashlight with batteries</td>
</tr>
<tr>
<td>1 doz.</td>
<td>Extension cords</td>
</tr>
<tr>
<td>6</td>
<td>Dollies and book truck</td>
</tr>
<tr>
<td>2</td>
<td>Tool kits (crowbar, hammer, pliers, wrench ...)</td>
</tr>
<tr>
<td>2</td>
<td>First Aid Kits</td>
</tr>
<tr>
<td>1</td>
<td>Battery Operated Radio</td>
</tr>
<tr>
<td>1</td>
<td>Camera with film</td>
</tr>
<tr>
<td>6 sheets</td>
<td>Light weight (corrugated polypropylene)</td>
</tr>
<tr>
<td>rigid sheets (c.36x48&quot;)</td>
<td></td>
</tr>
<tr>
<td>Hard Hats</td>
<td></td>
</tr>
<tr>
<td>Fans</td>
<td></td>
</tr>
<tr>
<td>Pallets</td>
<td></td>
</tr>
<tr>
<td>Forklift</td>
<td></td>
</tr>
</tbody>
</table>
O. Resource Personnel, Services and Institutions

- **American Security**: 1400 Boiling Springs Road 29303, (864) 599-0014
- **Arkwright Volunteer Fire Department**: 1070 Southport Road, Spartanburg SC 29306, (864) 585-8840
- **Scott Insurance, (Wendy Ward)**: 6135 Park South Drive STE 100, Charlotte, NC 28210 (704) 644-8992
- **Bell South**: (800) 629-6000
- **BMS Catastrophe (Mark Rocco)**: 303 Arthur Street, Fort Worth TX, (800) 433-2940
- **DHS Worldwide (Diane Hyman)**: 563 Blanding Blvd., Jacksonville FL 32073, (904) 213-0408
- **Duke Power**: (864) 594-5615
- **Fire Marshal**: 366 N. Church Street 29303, (864) 596-2500
- **Forest Fire Reporting**: (800) 777-3473
- **Holox (Dry Ice)**: 226 Pelham Davis Circle, Greenville SC, (864) 288-6010
- **Home Team Pest Defense (Hal Buntele)**: 6037 Ponders Court, Greenville SC 29615, (864) 542-0303
- **Mr. Sparky (Wise Electric)**: 1242 Shelby Highway, Cherryville, NC 28021, (704) 435-3060
- **National Response Center & Terrorist Hotline**: (800) 424-8802
- **New Pig**: One Pork Avenue, Tipton PA 16684-0304, (800) 468-4647
- **Windstream (Mickee Wenzell)**: 301 North Main Street, Greenville SC, 29601, (864) 331-7171
- **REB Storage Systems (William Harton)**: 11 East Orange Street, Tarpon Springs FL, (727) 942-9691
- **Roebuck Builders (David Harrelson)**: 3600 S. Church Street, Roebuck SC, (864) 576-6330
- **Sheriff’s Office**: 366 N. Church Street, Spartanburg SC 29303, (864) 596-2075
- **Sonitrol**: 111 Smith Hines Road, Greenville SC 29607, (864) 304-0742
- **Spartanburg Aviation Services**: 500 Ammons Road, Spartanburg SC 29306 (864) 576-1665
- **Spartanburg County EMS**: 911
- **Spartanburg Regional Medical Center**: 101 E. Wood Street, Spartanburg SC 29303, (864) 560-6000
- **Greene Gator Technology, Inc.: 314 S. Pine Street**, Spartanburg, SC 29302, (864) 641-4500