# Initial damage assessment — Disaster plan

## Assess the situation, then call P&DS: 416-393-7127 or 3-7128 or TRL 3-7122

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| Do this immediately after calling for help. | |
| Close the area or building. | Call your manager and Facilities. |
| Make sure the electricity is turned off. | Take pictures of the site. |
| Once electricity is off, turn off the water. | Drape the collections in plastic that does not go all the way to the floor. |
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|  | About the damaged items |
| **Location:** Where did the damage occur? Be as specific as possible (room 105, not “Brian’s office”). |  |
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| **Quantity:** How many items affected?  Estimate 50 books/shelf, or 250 books per bay. | Shelves: Bays:  Approx. number of items: |
| **Type:** What kind of material is damaged? (Estimate number for each type.). | Books: Archival material:  Artwork: Photographs:  Microfilm: Newspapers:  Other: |
| **Uniqueness**: Can the items be replaced, or are they unique (one-of-a-kind)? | Unique (one-of-a-kind):  Available at other branches:  Can be replaced: |
| Extent of water damage | |
| **Severity:** Are the items soaked, wet or damp? Try to estimate how many items fall into each category. | Number soaked:  Number wet:  Number damp: |
| **Time:** How long have they been wet | Hours: Minutes: |
| **Origin:** Is the water clean or dirty?  Is it sewage? | Clean water Dirty water Sewage |
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