

Disaster Plan



Highview Unity Apartments

**701 Garvin Avenue
Charleston, WV 25302
(304) 346-2162**

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Preface

Highview Unity Apartments is located at 701 Garvin Avenue in the city of Charleston, West Virginia. The area is primarily residential although there are businesses located in the area. The Project is a three story, steel and concrete, structure with a detached wooden storage shed.

The Project is equipped with a local alarm system consisting of pull-type fire alarm boxes located throughout the building (see building evacuation map). The Project has a wet sprinkler system and thirteen portable fire extinguishers throughout the building. The sprinkler system and fire extinguishers are inspected and maintained by an independent contractor with semi annual inspections.

The Charleston Fire Department is located on Virginia Street approximately two blocks away with a response time of four to five minutes.

Introduction

Contained within is a Disaster Plan, which has been developed for Highview Unity Apartments at 701 Garvin Avenue in Charleston West Virginia. This plan contains information and procedures to be followed in the event of a disaster or fire emergency.

The possibility of destructive fire, which may result from any number of conditions, is always with us. Without an effective, comprehensive fire plan, even the simplest fire emergency might develop into a costly tragedy. The most highly organized and fully implemented fire plan is destined for failure, however, unless all staff members and tenants understand it and take an interest in it.

After this plan is fully implemented, it will be continually examined in order to keep it current. Also, practice drills will be conducted as a check on effectiveness.

Purpose of the Plan

The general objectives of the Disaster Plan can be summarized as follows:

1. To provide for the effective action to prevent injuries and loss of life among tenants and staff personnel in the event of a disaster or fire.
2. To provide for the maximum utilization of project personnel and project facilities to help protect life and property in the event of a fire or disaster.
3. To prevent a fire emergency from turning into a disaster.
4. To reduce the possibility of fire through effective fire prevention procedures.

Specifically, the plan provides operational guidelines to be utilized in the event of fire in order to minimize the effects of a fire and to facilitate the return of operations to pre-fire/disaster conditions.

Safety And Health Policy

Immediate Emergency Response Procedures

- A. Asses your own safety and act accordingly**
- B. Enlist help from co-worker or another person in the area, if needed.**
- C. Act to protect lives, then physical property.**
- D. Make the following phone calls, in the order shown, based on the type of Emergency.**

Make the following phone calls in the order shown, based on the type of emergency:

| 1st Call Type of Emergency | Who to Call |
|--|--|
| Fire | Fire Department - 911 |
| Injuries | EMT - 911 |
| Water Emergency | Wellsburg Water Department 737-2143 |
| Electric Emergencies | Allegheny Power (800) 255-3443 |

| 2nd Call Type of Emergency | Who to Call |
|--|---------------------|
| Injuries | Manager 737-3707 |
| Building or Equipment Damage | Manager 737-3707 |
| Collection/Computer Damage | Manager 737-3707 |

| 3rd Call All Emergencies | Who to Call |
|--|------------------------------|
| During Working Hours | Manager 737-3707 |
| After Working Hours | Manager 737-3707/670-6314 |
| Collection/Computer Damage | Manager 737-3707/670-6314 |

Location Where This Plan Is On File

| <u>Location</u> | <u>Responsible for Updates</u> |
|---|--------------------------------|
| In House: <u>Office in file cabinet</u> | <u>Bob Cheek/Manager</u> |
| Off-Site: <u>Main Office Morgantown</u> | <u>Phil Leinbach</u> |

EMERGENCY PERSONNEL

Company personnel: Mary Basham-Manager/ Keith Christmas-Maintenance Helper

Floor Captains:

1st Floor: Judy Ehrhardt, Betty Crouch

2nd Floor: Helen Neal, Velma Hudkins, Melba Sheets

3rd Floor: William McCracken, Bernice Staats

Regional Coordinator: Homer Kincaid

Location of Emergency Systems

A. Utilities

1. Main water shut-off valve: 1st Floor Maintenance Room
2. Sprinkler shut-off valve: 1st Floor Maintenance Room
3. Main electrical switch: 1st Floor Maintenance Room
4. Fire Alarm On/off: 1st Floor Maintenance Room

B. Fire Extinguisher Locations (All extinguishers are type ABC)

First Floor

White Box at Emergency door, Road Side, (apt. 106)
Kitchen (on wall)
Multi-Purpose – Fire Suppression System for Range
White Box at Emergency door Shed Side Apt. 103
Elevator Room
Compactor Room
First Floor Storage Room
White Box outside of public Restroom

Second Floor

Road End (at stairwell Exit Door, Apt. 207)
Shed End (at stairwell Exit Door, Apt. 203)
Elevator (Apt. 205)

Third Floor

Road End (at stairwell Exit Door, Apt. 303)
Shed End (at stairwell Exit Door, Apt. 307)
Elevator (Apt. 305)

C. Pull Station Locations

First Floor

Entry hall
Emergency door, Road Side
Emergency door, Shed Side

Second Floor

Stairwell door, Road Side
Stairwell door, Shed Side

Third Floor

Stairwell door, Road Side
Stairwell door, Shed Side

D. Keys are located in the key box in the office.

E. First aid kit is in first floor Storage Room.

Emergency Services

| <u>Safety Service Providers</u> | <u>Phone #</u> |
|--|-----------------------|
| Fire Department: Charleston Fire Department | 911 |
| Police: Charleston Police Department | 911 |
| Sherriff: Kanawha county Sherriff's Department | 911 |
| Ambulance: Kanawha County Ambulance Service | 911 |

| <u>Maintenance and Utilities</u> | <u>Phone #</u> |
|---|-----------------------|
| Electrician: Steve Mitchell Electric | 737-2839 |
| Locksmith: Advance Lock and Safe | 232-4937 |
| Plumber: Mullen Plumbing, Heating and Cooling | 744-3221 |
| Heating: Mullen Plumbing, Heating and Cooling | 744-3221 |
| Gas Company: Mountaineer Gas | 723-5901 |
| Electric Company: Allegheny Power | (800)255-3443 |
| Water Utility: WV American Water | (800)685-8660 |
| Sanitation: Waste Management of WV, Inc., | 343-6987 |

Insurance

Company: Brickstreet Insurance

Agent/Contact:

Policy Number: WC10024310-03

Phone Number: 304-926-3400
(Attach copy of policy)

Disaster Response

Responsibilities for Disaster Response and Recovery

Identify and list at least one person and an alternate for each responsibility. Sometimes a group or committee will bear responsibilities.

| Assessment and Documentation | Name and Contact Information |
|---|-------------------------------------|
| Assesses and estimates the type and extent of damage | Manager |
| Contacts Insurance Company or risk management and fills out required forms | Linda Lipscomb-Main Office |
| Ensures proper documentation of damage (pictures, videos, etc.) | Manager |
| Reviews collections priorities list and confirms or adjusts it based upon damage assessment | Manager |
| Estimates number of personnel needed to complete work & how long recovery will take | Manager |
| Evaluates & recommends if salvage can be done in house with staff or if a consultant and/or disaster recovery service is needed | Manager |
| Identifies locations for storing materials out of building if a commercial disaster recovery service is not used | Manager |
| Formulates logistics for packing out and moving materials from the building if a commercial disaster recovery service is not used | Manager |
| Records all major decisions and a chronology of events | Linda Lipscomb-Main Office |
| Communications | |
| Handles all public relations & the media | Homer Kincaid-Main Office |
| Provides communication with workers | Manager |
| Interacts with the organization to which the Project reports | Tracey Bevins-Main Office |
| Security | |
| Secures and protects the building's contents | Manager |
| Financial Issues | |
| Tracks the monetary impact of all decisions | Bill Winston |
| Arranges for funds necessary to buy supplies, equipment, food, etc. | Manager |
| Salvage Operations | |
| Deploys work teams | Manager |
| Supervises work teams in proper salvage and personal safety | Manager |
| Keeps inventory of items being removed or discarded | Manager |

| | |
|--|---------------|
| Supplies and Equipment | |
| Responsible for ordering, delivery and dispersal of sufficient quantities of the appropriate materials for salvage work | Manager |
| Responsible for ordering, delivery and dispersal of sufficient quantities of food, water and other comfort items for the workers | Manager |
| Building Issues | |
| All issues leading up to the eventual restoration of the building to normal | Manager |
| Identification of locations for response and salvage activities | Manager |
| Personnel Issues | |
| Provides communication with staff | Manager |
| Responsible for Union issues | Homer Kincaid |
| Handles health, safety and comfort (physical and emotional) concerns | Manager |
| Coordinates and monitors the use of volunteers | Manager |

Employee Evacuation Procedure

In advance, each staff person should:

1. Understand the evacuation plan.
2. Recognize the sound of the alarm.
3. Know at least two ways out of the building from your work space.

When you hear the alarm or are told to evacuate the building:

1. Remain calm.
2. Immediately shut down any hazardous operations.
3. Leave quickly.
4. As you exit, quickly, check restrooms, laundry room, multi-purpose room and other common areas
5. Assist disabled tenants to designated areas.
6. Take your keys, purse, briefcase, etc. Do not attempt to take large or heavy objects.
7. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke and water.
8. Once out of the building proceed to the parking lot at the north end of the building.
9. Employees are to check with the floor captains to account for all tenants

Tenant Evacuation Procedure

In advance, each tenant should:

1. Understand the evacuation plan.
2. Recognize the sound of the alarm.
3. Know at least two ways out of the building from your apartment.

When you hear the alarm or are told to evacuate the building:

1. Remain calm.
2. Leave quickly. Follow routes on evacuation plan for the appropriate floor in Appendix.
3. Floor Captains and the Assistant Floor Captains assist disabled tenants to designated areas.
4. Disabled tenants that can not travel down the stairs are to go to the windows at the end of the hall and wait for assistance.
5. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke and water.
8. Once out of the building proceed to the parking lot at the north end of the building.
9. Check in with the floor captains.
10. Floor Captains report to management to account for all tenants.

Fire

If a fire occurs in your area:

1. Remain calm.
2. Call the Fire Department.
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
4. Never allow the fire to come between you and an exit.
5. Disconnect electrical equipment that if it is safe to do so (pull the plug or throw the circuit breaker).
6. Evacuate your area if you are unable to put the fire out. Close doors and windows behind you to contain the fire.
7. Notify management of the location and of the extent of the fire. Follow the instructions of the Evacuation Plan on page 11.
8. Do not break windows. Oxygen feeds fire.
9. Do not open hot doors. Before opening any door, touch near the top. If the door is hot or if smoke is visible do not open door.
10. If smoke is present stay as low as possible.
11. Do not use elevators.
12. Do not attempt to save possessions at the risk of personal injury.
13. Do not return to the building until cleared by management.

All fires, no matter how small, must be reported to management.

Power Outage

If a power outage occurs:

1. Remain calm.
2. Provide assistance to tenants and visitors in your immediate area.
3. If you are in an unlighted area, proceed cautiously to an area that has emergency lighting.
4. If you are in an elevator, stay calm. Use the emergency button to notify management or the emergency phone to notify the elevator company.
5. If instructed to evacuate follow the instructions of the Evacuation Plan on page 11.
6. Secure the building from vandalism, intrusion, and fire.

Medical Emergencies: Tenants and Visitors

When an employee or tenant observes an individual that appears to be ill or injured:

1. Notify management immediately.
2. Render the minimum first aid necessary and notify the appropriate authorities (fire Department, paramedics, etc.).
3. Under no circumstances attempt to move anyone who has fallen.
4. Avoid unnecessary conversation with or about the ill or injured person or members of his/her party. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurance.
5. Do not discuss the possible causes of an accident or any conditions that may have Contributed to the cause.
6. Under no circumstances should an employee discuss any insurance information with members of the public.
7. After the person has been taken care of and the incident is over, remain available to help management with the pertinent information for a medical report.

Staff Emergency Procedures

Medical Emergencies: Staff

If a staff member is seriously ill or injured.

1. Notify management immediately.
2. Render the minimum first aid necessary and notify the appropriate authorities (fire Department, paramedics, etc.).
3. Under no circumstances attempt to move anyone who has fallen.
4. Avoid unnecessary conversation with or about the ill or injured person or members of his/her party. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurance.
5. After the person has been taken care of and the incident is over, remain available to help management with the pertinent information for a medical report or , if applicable, a Worker's Compensation report.

Explosion

1. Remain calm.
2. Be prepared for possible further explosions.
3. Crawl under a table or desk.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
5. Be guided by management, if evacuation is ordered, follow the instructions of the Evacuation Plan on page 11.
6. Do not move injured persons unless they are in obvious danger (fire, building collapse, etc.).
7. Open doors carefully. Watch for falling objects.
8. Do not use elevators.

9. Do not use matches or lighters.
10. Avoid using telephones.
11. Do not spread rumors.

Toxic Events, Chemical Spills and Fires

If a chemical spill occurs within the building follow the procedures on the Material Safety Data Sheet. If not available follow the following procedures:

1. If toxic chemicals come in contact with your skin or eyes immediately flush the affected area with clear water. Use chemical shower and eye washer if available.
2. Notify management of the extent and location of the spill.
3. If there is any possible danger, evacuate the area.

If a chemical fire occurs within the building follow the procedures on the Material Safety Data Sheet. If not available follow the following procedures:

1. Remain calm.
2. Call the Fire Department.
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
4. Never allow the fire to come between you and an exit.
5. Evacuate your area if you are unable to put the fire out. Close doors and windows behind you to contain the fire.
6. Notify management of the location and of the extent of the fire. follow the instructions of the Evacuation Plan on page 11.
7. Do not break windows. Oxygen feeds fire.
8. Do not open hot doors. Before opening any door, touch near the top. If the door is hot or if smoke is visible do not open door.
9. If smoke is present stay as low as possible.
10. Do not return to the building until cleared by management

All chemical fires and spills, no matter how small, must be reported to management.

In the event of a toxic spill outside of building, most likely caused by a train derailment or tanker truck accident:

1. Notify management immediately.
2. Call police and fire departments, giving location of spill.
3. Evacuate building only if instructed to. Follow the instructions of the Evacuation Plan on page 11.

***If required to evacuate the building, evacuation shall take place according to the fire procedure.**

Flooding and Water Damage

If a water leak or flooding occur:

1. Remain calm.
2. Notify management. Give the exact location and severity of the leak. Indicate whether part of the building is in eminent danger.
3. Do not walk in standing water which may have contact with wiring and may be electrified. If there are electrical appliance or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
4. If you know the source of the water and are confident of your ability to stop it (unclog drain, turn off the water, etc.) do so cautiously.

Phone Threat, Mail Threat, and Suspicious Objects

If you receive a telephone threat:

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so you can Gather more information.
3. If possible, signal a colleague to inform management for you or call yourself as soon as the caller hangs up.
4. Call the police.

5. Promptly complete a telephone threat report, writing down as many details as you can remember. This information will be needed by police interviewers.
6. Do not discuss threat with other employees.
7. If evacuation is ordered follow the instructions of the Evacuation Plan on page 11.

If you receive a written threat or a suspicious package or if you find a suspicious object anywhere on the premises:

1. Remain calm.
2. Keep anyone from handling it or going near it
3. .Notify management immediately.
- 4.Call the police
5. . Promptly write down everything you can remember about receiving the letter or package, or finding the object. This information will be needed by police interviewers
6. Do not discuss threat with other employees.
7. If evacuation is ordered follow the instructions of the Evacuation Plan on page 11.

Earthquakes

In the event of an earthquake:

1. Remain calm.
2. Stay in the building. Take cover within a doorway a narrow corridor, or under a heavy table, desk or bench.
3. Stay away from windows mirrors, overhead fixtures, bookcases, filing cabinets, and electrical equipment.
4. Do not leave the building, as exit stairwells may have collapsed or be jammed with people.

After the earthquake has stopped:

1. Remain alert for aftershocks.
2. Listen to local radio stations for instructions.
3. Assist those who have been trapped or injured by falling debris, glass, etc. do not injured persons unless they are in obvious, immediate danger (fire, building collapse, etc).
4. Evacuate the building if safe to do so following the instructions of the Evacuation Plan on page 11. Do not re-enter until the building has been declared structurally sound.
5. Check for broken water pipes or shorting electrical circuits. Do not use open matches, Candles or lighters to find your way, since there may be flammable gas in the air. Shut Off utilities at the main valves or meter boxes. Turn off appliances.
6. Do not use the telephone, except in a real emergency. The lines should be kept free for Emergency rescue operations.
7. Ensure sewage lines are intact before running water or flushing toilet.

Tornadoes

In the event of a tornado:

1. Remain calm.
2. Stay in the building. Take cover within a doorway a narrow corridor, or under a heavy table, desk or bench.
3. Stay away from windows mirrors, overhead fixtures, bookcases, filing cabinets, and electrical equipment.
4. Do not leave the building, as exit stairwells may have collapsed or be jammed with people.

After the tornado has stopped:

1. Remain alert for falling debris.
2. Listen to local radio stations for instructions.

3. Assist those who have been trapped or injured by flying or falling debris, glass, etc.
Do not injured persons unless they are in obvious, immediate danger (fire, building collapse, etc).
4. Evacuate the building if safe to do so following the instructions of the Evacuation Plan on page 11. Do not re-enter until the building has been declared structurally sound.
5. Check for broken water pipes or shorting electrical circuits. Do not use open matches, Candles or lighters to find your way, since there may be flammable gas in the air. Shut Off utilities at the main valves or meter boxes. Turn off appliances.
6. Do not use the telephone, except in a real emergency. The lines should be kept free for Emergency rescue operations.
7. Ensure sewage lines are intact before running water or flushing toilet.

Salvage Of Water Damaged Property

Salvage Priorities

Listed below are those portions of the property to which salvage priorities have been assigned.

1. Salvage Priorities-Records/Files

| Priority | Location | Description | Special Notes |
|----------|----------|-------------|---------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

2. Salvage Priorities-Equipments

| Priority | Location | Description | Special Notes |
|----------|----------|-------------|---------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

3. Salvage Priorities-Software

| Priority | Location | Description | Special Notes |
|----------|----------|-------------|---------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

4. Salvage Priorities-Books

| Priority | Location | Description | Special Notes |
|----------|----------|-------------|---------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

5. Salvage Priorities-Other

| Priority | Location | Description | Special Notes |
|----------|----------|-------------|---------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

Salvage of Water Damaged Property

Compact Discs and CD-ROMs

Priority

Immediately air dry disk. Dry paper enclosures within 48 hours.

Handling Precautions

Do not scratch surfaces.

Preparations For Drying

Remove discs from cases. Rinse discs with distilled water. Do not rub the disc because dirt could scratch. If necessary, blot, do not rub, with a soft lint-free cloth.

Drying Methods

Case and paper enclosures may be freeze dried. Do not freeze dry the discs. Air dry vertically in a rack.

Files and Paper

Priority

Freeze or dry within 48 hours. Coated paper must not be allowed to air dry in a clump or it will permanently block together. If slightly damp and the pages are separable, air dry interleaved pages before items have an opportunity to dry. If saturated, coated paper must be frozen as soon as possible for subsequent vacuum freeze-drying.

Handling Procedures

Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers. Oversized books need to be fully supported, it may only be possible to move one at time.

Preparations for Drying

Closed books that are muddy should be rinsed before freezing. If air drying is not possible, books should be frozen within 48 hours. Separate with freezing paper, pack spine down in milk crates, plastic boxes, or cardboard boxes lined with plastic sheeting.

Coated paper requires that each and every page be interleaved with a non-stick material such as silicone release paper, Holytax, or wax paper. If the leaves cannot be separated without further damage, the book cannot be air dried successfully and must be prepared for vacuum freeze drying.

Drying Methods

Air drying is suitable for a small quantities for books (less than 100 volumes) that are not thoroughly soaked. Requires space in an area away from the disaster to spread the books out. Books are stood upright and gently fanned open to dry. Keep air moving at all times using fans. Direct fans into the air and away from drying volumes. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

Oversize volumes must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of unlinked newsprint or blotting paper that is changed as it becomes saturated.

Freeze drying (not vacuum thermal drying) is suitable for large quantities of books and books that are very wet. Pack as described above and ship to drying facility.

Vacuum Freeze Drying is suitable for large quantities of books. Wet coated paper can only be dried by this method. Pack as described above and ship to drying facility. Pack carefully, as volumes packed with distortions will retain that distortion permanently after vacuum freeze drying.

Wood

Priority

Begin drying within 48 hours to prevent mold growth. Polychrome objects require immediate attention; notify a conservator.

Handling Precautions

Move items only after a place has been prepared for them. Lift from the bottom of an object; tables from the apron; chair by the seat rails, not by the arms, stretchers, slats, headpiece, or crest rails; trunks from the bottom, etc.

Packing Methods

Partially wetted objects can be packed with dry blotting materials such as unlinked newsprint or acid free blotters to remove as much moisture as possible. Thoroughly wetted, unpainted objects should be wrapped with blotting material, then wrapped in polyethylene sheeting to retain as much moisture as possible, since fast drying will cause irreversible damage.

Preparations for Drying

Rinse or sponge with clear water to remove mud or dirt before drying. Be careful not to wipe or scour as grit will damage remaining finish. Use a soft bristle brush to clean carvings and crevices. If mud has been dried, dampen with a sponge and remove with a wooden spatula; rinse. Remove wet contents and paper liners from drawers and shelves.

Drying Procedure

Absorb excess moisture with sponges, clean with towels, or unlinked newsprint. Blot, not wipe, to avoid scratching the surface.

Air dry, using fans to keep air moving without blowing directly on pieces. Tent the objects with polyethylene sheeting to slow drying. Raise items off the floor on trestle or 2x4 lumber to allow air to circulate on all sides. Open doors and drawers slightly to allow air to circulate inside the items.

Use portable dehumidifiers to slowly remove moisture from the area and objects. Drying quickly will cause warping and cracking. Bring relative humidity down to 50-55 percent.

Paper: Framed or Matted, Preparation for Drying

Priority

Wet paper must be frozen or air dried within 48 hours. Framed or matted items must be disassembled prior to air drying or freezing.

Handling Procedures

Caution must be exercised so as not to tear or puncture the wet paper in the process of removing the frame glazing, and mounting materials.

Preparation for Drying

Place frame face down on a smooth, flat surface covered with blotter paper or plastic bubble pack. Carefully remove dust seal and hardware (place those metal pieces in a container so that they do not come in contact with the wet paper and inadvertently cause damage). Check if the paper object is adhered to rabbet of frame by gently pushing up on the glazing to see that the assemblage will release without resistance. Place a piece of board (mat board, masonite, or Plexiglas) over the back of the frame with all contents still in place. Using two hands, invert frame assemblage as that the glass and image are facing up. Lift off the frame then lift off the glass.

When the paper is in direct contact with the glass, carefully remove them together and lay face down on a flat surface. Consult a conservator if the paper is sticking to the glazing.

If the glass is broken, the pieces may be held together with tape applied lightly over the breaks. The frame may then be laid face down and the paper removed from the back. If

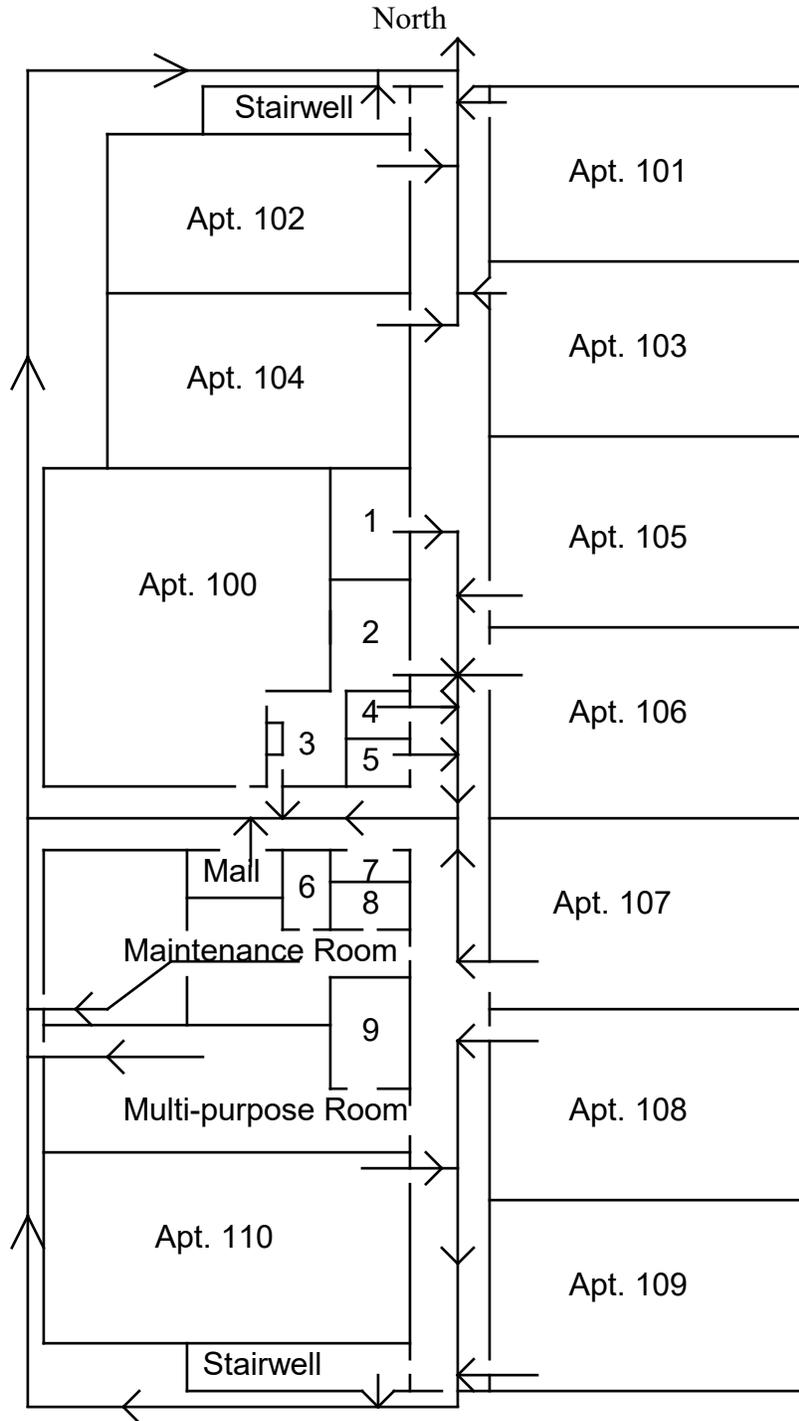
pieces of glass have dropped behind the remaining glass, hold the frame in a vertical position to remove the mat and/or paper.

To remove the item from its mat, place the image facing up. Lift window mat board carefully and detach paper object from back mat by carefully cutting hinges. If the object is attached firmly and directly to mat or backing board, do not attempt to remove.

If difficulty is encountered at any point consult a conservator for assistance.

Appendix

Appendix B Evacuation Route-1st Floor

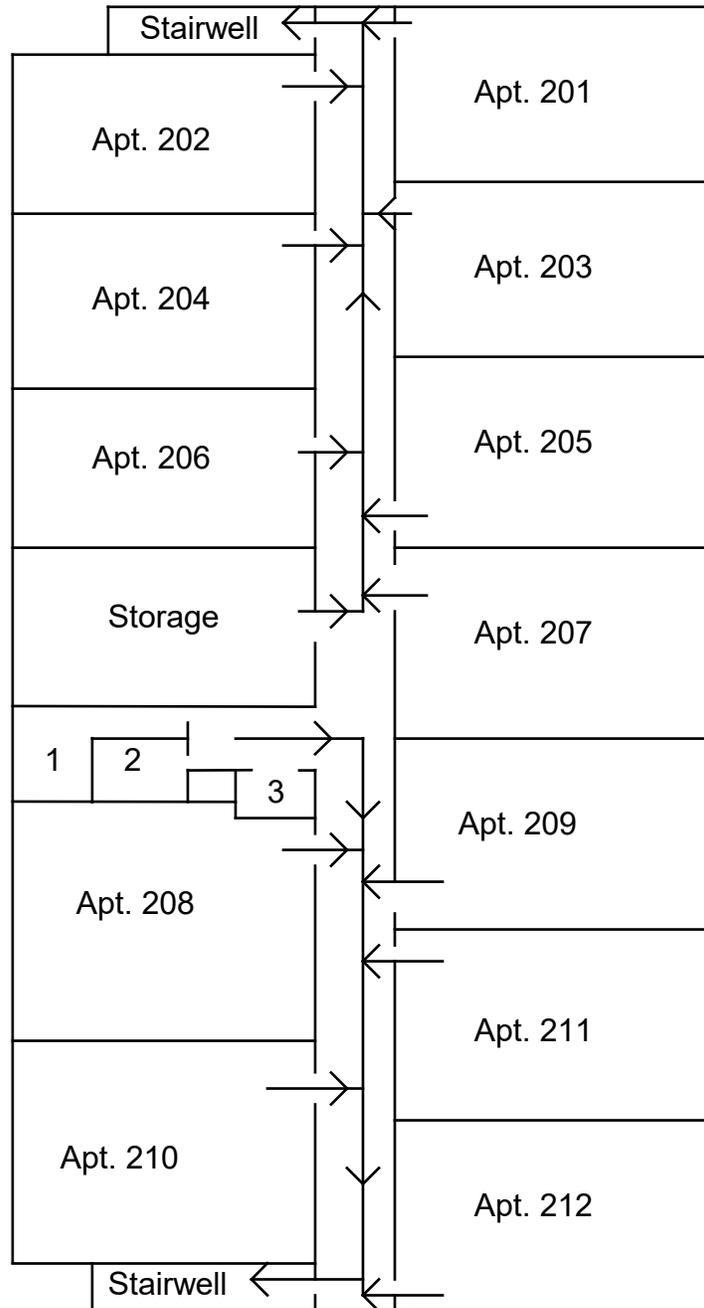


- 1. Laundry Room
- 2. Office
- 3. Office
- 4. Men's Bathroom
- 5. Women's Bathroom

- 6. Trash Compactor Room
- 7. Elevator
- 8. Elevator Mechanical Room
- 8. Kitchen

Appendix C Evacuation Route-2nd Floor

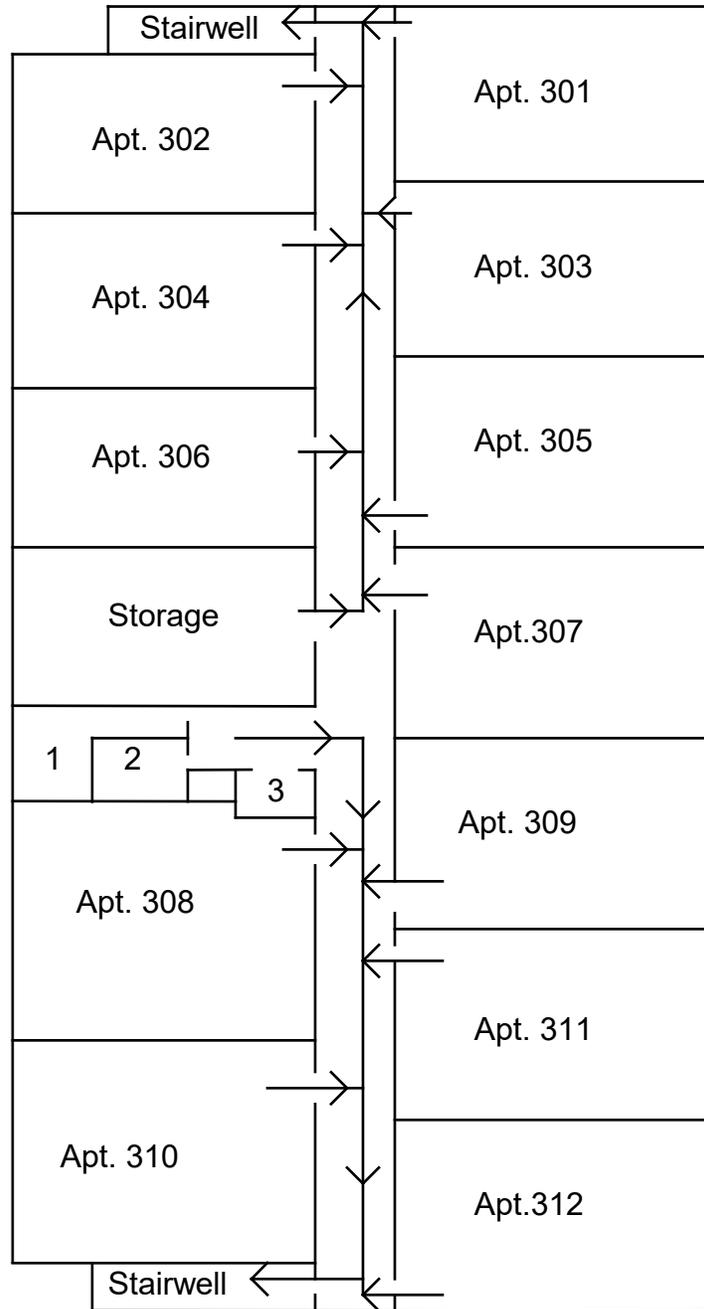
North



- 1. Electrical Room
- 2. Trash Room
- 3. Elevator

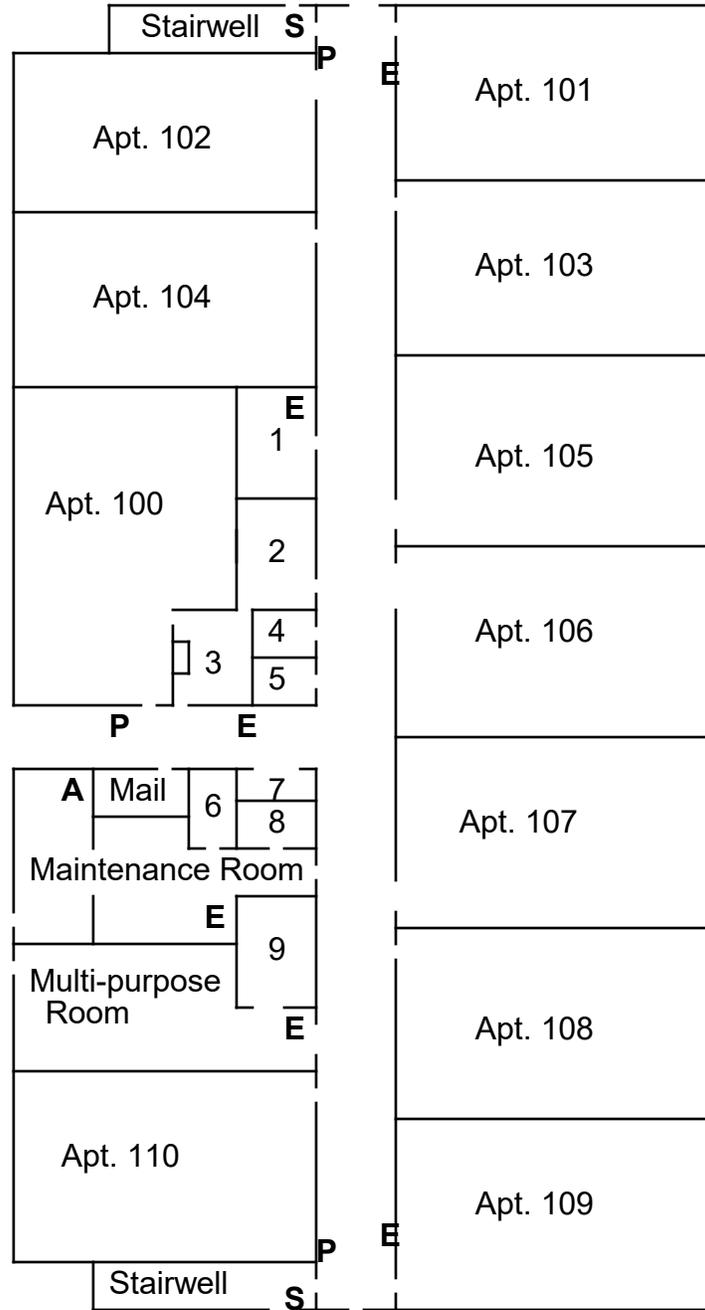
Appendix D Evacuation Route-3rd Floor

North



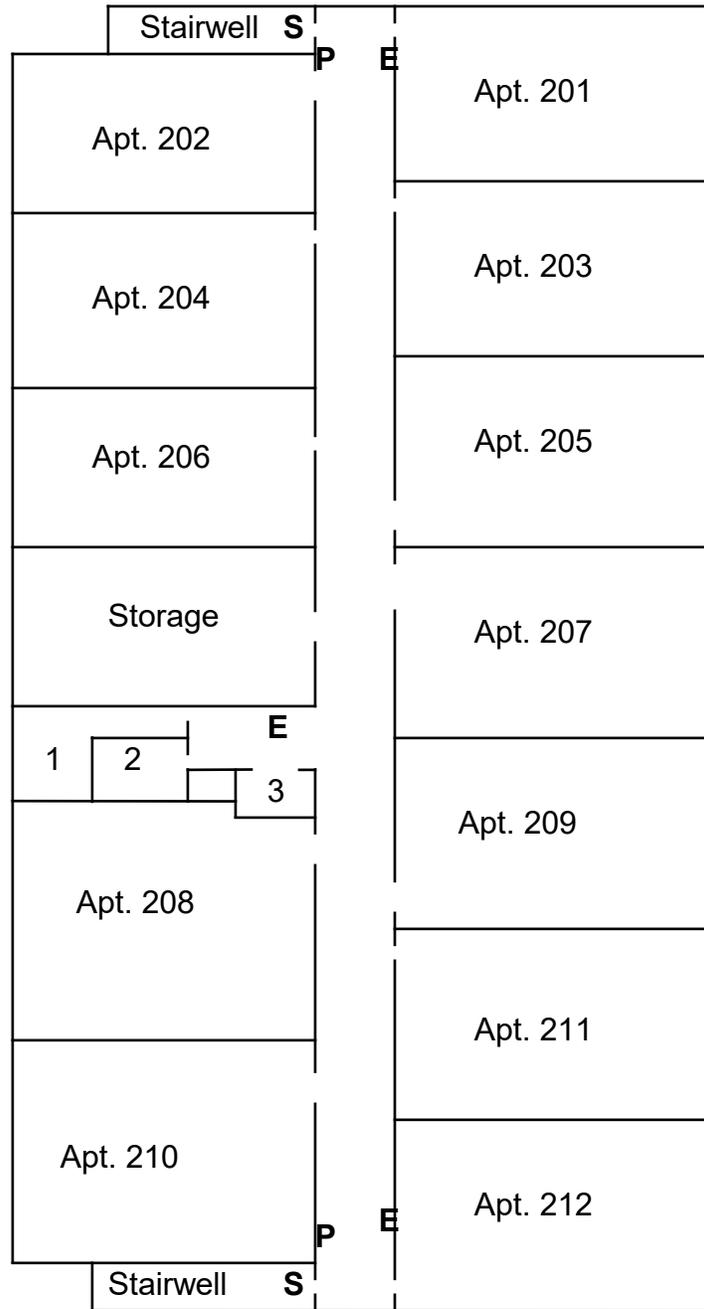
- 1. Electrical Room
- 2. Trash Room
- 3. Elevator

Appendix E
Pull Stations/Fire Extinguishers/Hose Stands
1st Floor



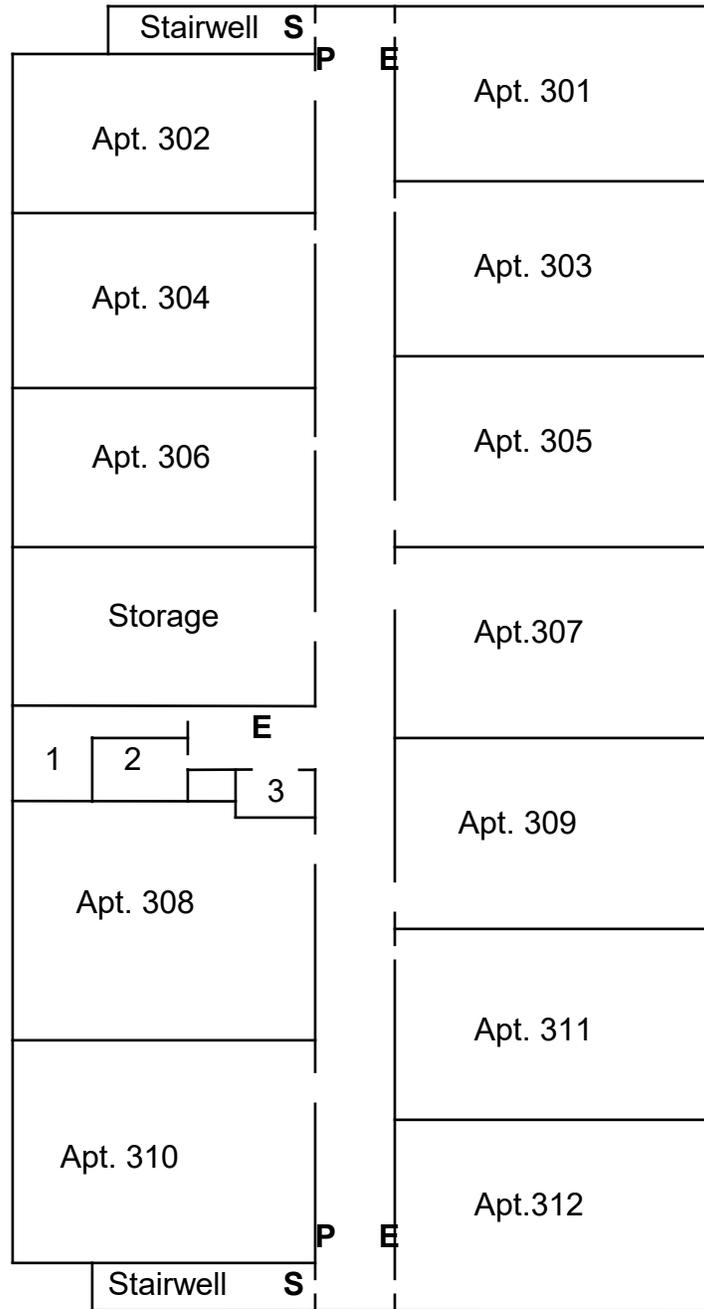
A-Alarm Panel
E-Fire Extinguisher
P-Pull Station
S-Hose Stand

Appendix F
Pull Stations/Fire Extinguishers/Hose Stands
2nd Floor



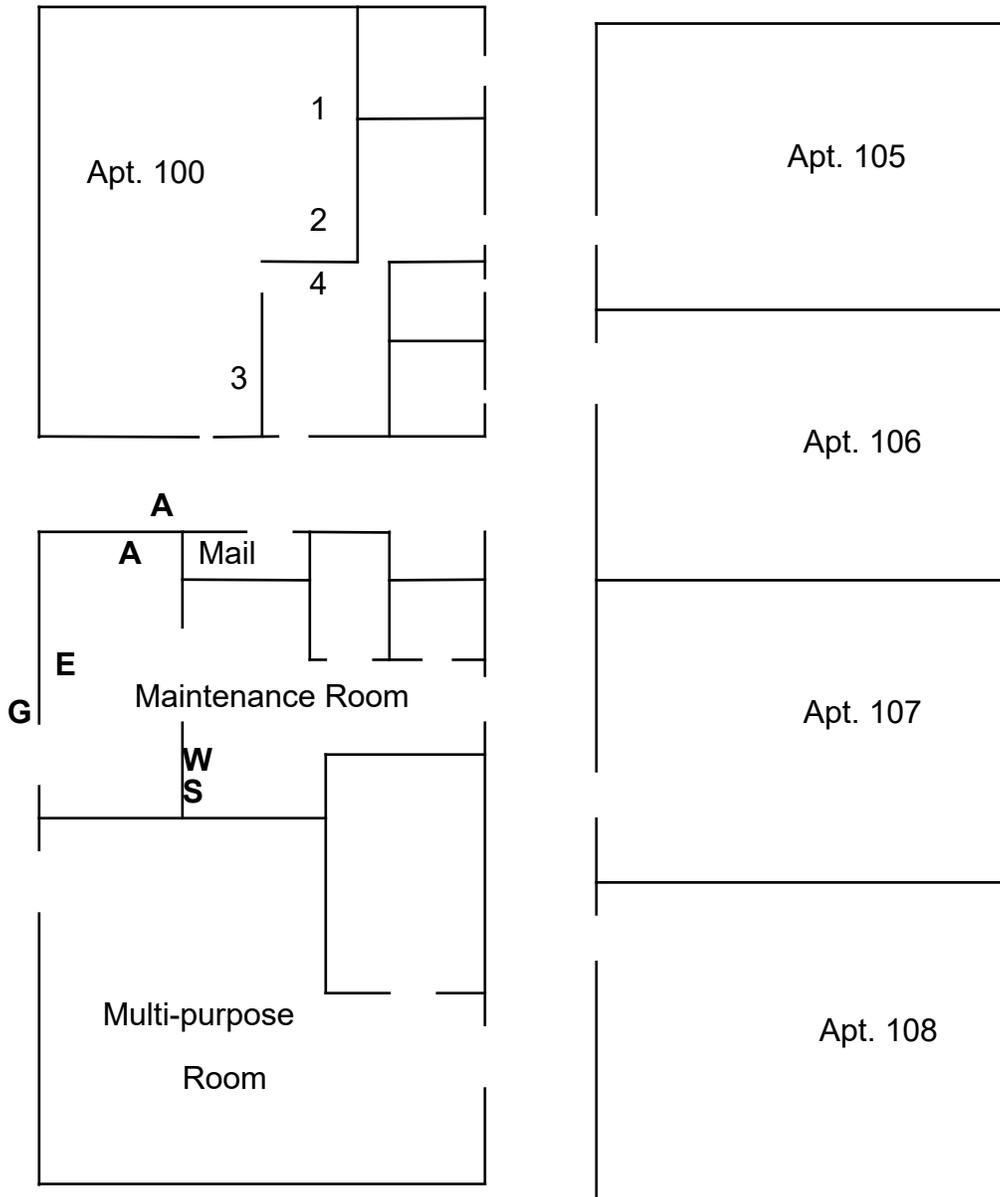
E-Fire Extinguisher
P-Pull Station
S-Hose Stand

Appendix G
Pull Stations/Fire Extinguishers/Hose Stands
3rd Floor



E-Fire Extinguisher
P-Pull Station
S-Hose Stand

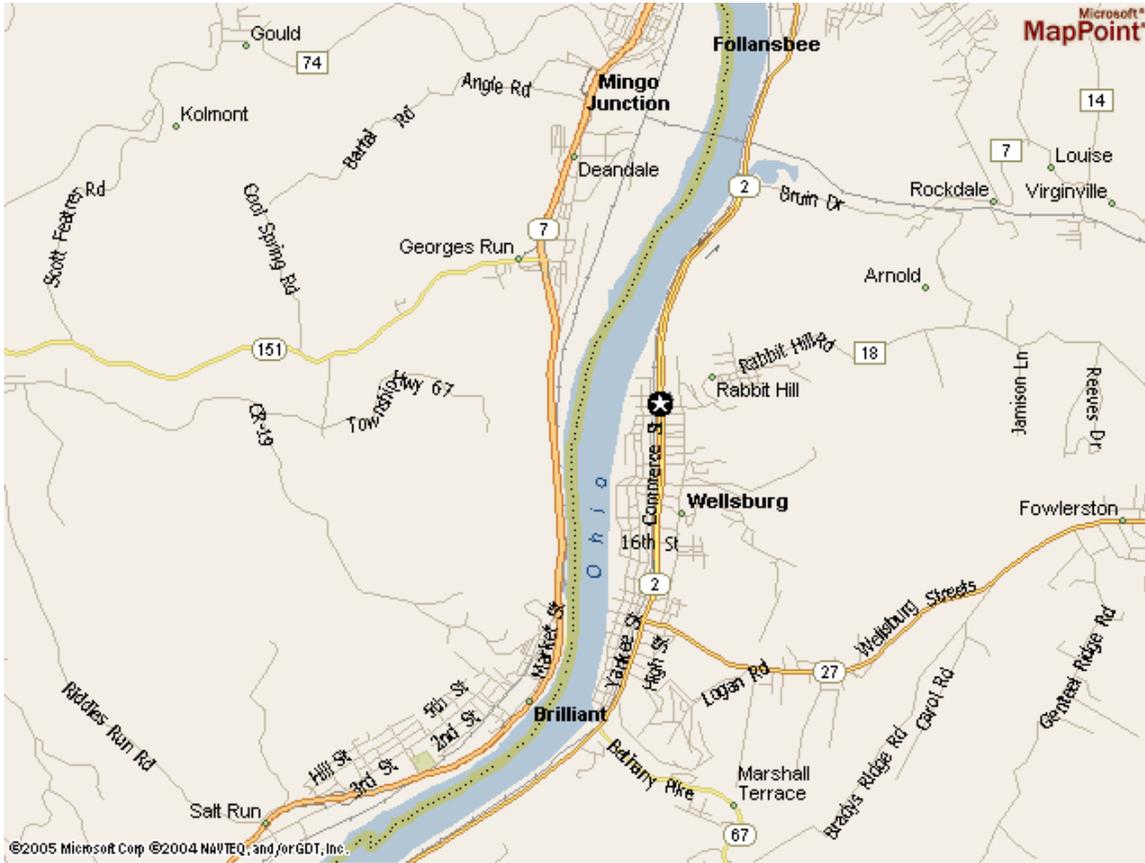
Appendix H Utility Shut-off Location



- A-Alarm Shut-off
- E-Electric Main
- G Gas Main Shut-off
- S-Sprinkler Shut-off
- W-Water Main Shut-off

Appendix J

Charleston Regional Map



Appendix K

Charleston City Map

