

electricity resources. While a power outage alone rarely poses a direct threat to collections, it may cause damaging conditions (e.g., rise in temperature and/or humidity when the HVAC system shuts down), and it may pose a threat to staff and/or patrons.

Additional details on your institution's risk, and additional actions that should be taken: & \ tabular p.2in p5.8in &Staffinauthorityshouldnotifyoffsiteadministrationinaccordancewithemergencyphonetree. Secure facility. Follow predetermined checklist for systems conditions. \ tabular

#### **Water Main Break**

Water main breaks can occur at any time, for various reasons. Since many underground water mains are very old and deteriorated, they often break unexpectedly. It is also possible for a water main to be broken accidentally by digging or construction in the area. The primary threat to institutions and collections is flooding, which can be significant, particularly if some time passes before workers can cap the water main.

Additional details on your institution's risk, and additional actions that should be taken: & \ tabular p.2in p5.8in &IfinternalStaffinauthorityshouldnotifyoffsiteadministrationinaccordancewithemergencyphonetree. Follow written guidelines for isolating electrical devices and isolate collection as required \ tabular

#### **Sewer System Backup**

Sewer system backups often occur because of heavy rains that increase the water pressure in the sewer system, causing sewage to flow into buildings through the basement drains. If there is a widespread power outage in the area, the sewer system may fail due to lack of power to parts of the system. Sewer backups can also result from inappropriate materials being disposed of down the drains, or from shrub or tree roots cracking or breaking the sewer lines. Sewage backup presents a number of risks: damage to the building, damage or destruction of materials stored in the basement, possible electrical malfunctions in the building, and the possibility of disease.

Preventive actions to reduce the risk of sewer backup –

- **Do not** pour grease down a drain, as it will solidify after it cools off, either in the property owner's sewer line, or in the main sewer line.

- Consider purchasing one or more natural gas detectors that will warn you of a gas leak within your building, particularly if you have staff members with a diminished sense of smell. These detectors vary in price, features, and ease of installation. How many you need depends on how many sources of gas there are in your building and how far apart they are.
- Maintain up-to-date contact information for the local gas company.

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. \tabular tabular **Riot/Civil Disturbance**

Riots and civil disturbances can threaten staff, buildings, and collections. The causes of riots and civil disturbances are various, ranging from originally peaceful protests that get out of control, to angry responses to particular events, to panic after a natural disaster. Institutions located in urban areas are always more vulnerable, due to the high population concentration. No matter what the cause, knowing how to respond will reduce the risk of injury to your staff and damage to your building and collections.

Preventive actions to mitigate the effects of a riot/civil disturbance

- Be aware of any planned protests or other civil disobedience that may occur on your property or on nearby properties.
- Ensure that all staff members are familiar with evacuation plans, both for the building and for the community.
- Put together a disaster kit, in case staff cannot leave the building for a period of time (drinking water, canned/no-cook food, non-electric can opener, first aid kit, battery-powered radio with weather band and alert, flashlights and extra batteries).

Additional details on your institution's risk, and additional actions that should be taken: & \ tabular p.2in p5.8in &Staffinauthorityshouldnotifyoffsiteadministrat ioninaccordancewithemergencyphonetree. \tabular tabular