

NYBG Herbarium Disaster Preparedness and Recovery Plan

Introduction

Preparedness

- Emergency Instructions
 - Fire
 - Flooding/Water Damage
 - Medical
 - Power Failure
 - HVAC Failure
 - Pest infestation
 - Other
- Safety Precautions
- Emergency Contacts

Response

- Evacuation Procedures
- Floor Wardens and Evacuation Teams

Recovery

- Introduction
- Disaster Action Team
- Disaster Recovery Teams
- Priorities for Salvage
- Procedures for Salvage
- Procedures for resuming Herbarium business

Appendix I – Emergency Equipment, Supplies and Services
Appendix II – Emergency contact list (Separate Excel document)
Appendix III – Recovery Chart (Separate Excel document)

Introduction

This Disaster Plan has been written for the specific needs of the New York Botanical Garden Herbarium. It is meant to complement NYBG's standard safety precautions and emergency procedures implemented by our Security and Operations departments.

The most important idea to underscore is **people's safety comes above all else. Please follow all rules implemented by NYBG Security.**

The purpose of this plan is to help our staff follow all preventative measures, but to be prepared for a rapid response if a disaster does occur, so that damage is mitigated and normal activity can be resumed as quickly as possible.

This plan will outline: who to call for response, who should take charge in various stages of the disaster, what course of action should be taken, and what supplies are needed and where they can be obtained.

It has been organized into three sections: Preparedness, Response and Recovery.

Preparedness

Knowing the correct course of action during a disaster can help save lives and mitigate damage. Being familiar with various possible dangers can help to both prevent them and also know what to do if they happen.

Response

Responding to a disaster involves above all else, making sure people are safe. If the situation is life-threatening you must know the correct evacuation procedures. After that you must know who to contact for that specific situation in order to properly address it and prevent further damage.

Recovery

After a disaster happens and it is safe to re-enter the area, there are procedures for assessing damage, prioritizing collections to be salvaged, documenting the damage and resuming normal business.

Please print out this plan and keep on hand in your office, and also at home.

This plan will be reviewed and updated in January of every year, and also when there are staff changes that affect the plan.

PREPAREDNESS

Roles

Safety Precautions

Immediate Response

Fire or Bomb Threat

Flooding or Water Damage

Medical Emergency

Power Failure

HVAC Malfunction

Pest Infestation

Other Emergencies

Emergency Contacts

Roles

An emergency creates its own set of circumstances. It is therefore essential that we plan what we'll do before an emergency arises. The success of the plan will depend upon the people selected to implement it.

Fire Wardens – The Herbarium and its staff are housed in many parts of the IPSC/Library/Watson building complex. In each wing of the complex a staff member has been designated as Fire Warden. In an evacuation, these staff are responsible for sweeping their area and making sure all other staff and visitors have evacuated the building.

General staff and visitors – All staff are required to know safety precautions and general evacuation procedures.

Operations – Operations staff will address physical plant emergencies. This includes custodial, plumbing, heating, electrical, engineering, etc.

Security – In emergency situations Security staff will coordinate evacuations with Fire Wardens, liaise with Operations staff, and if necessary, first responders. Security staff will alert all other staff when it is safe to return to the building.

Safety Precautions

General

- Participate in all fire drills.
- Know who your floor fire warden is.
- Know where the nearest fire extinguisher is.
- Know all means of egress from your floor, not only the closest ones.
- Never allow any boxes, or furniture, to be placed in the path of your egress.
- Be aware of possible causes of a fire, including electrical equipment, i.e. space heaters, microwaves, microscope lamps.
- Never overload any electrical outlet, or power strip.
- Never use an electrical heating device, unless authorized by the engineering department.
- Never use an electrical device where the power cord appears frayed, or broken.
- Never leave any item unattended in the microwave oven while it is in use.

Herbarium

- Be aware of areas in the building that are high risk if a fire starts (i.e. flammable material such as paper/specimens out in the open, as well as pickled collection on the 1st floor.)
- Be aware of areas in the building that are at high risk for water damage. (i.e. 1st floor herbarium floods when there are heavy rain storms; some herbarium cabinets are located underneath water pipes.)
- Herbarium Emergency Supplies are located in the vestibule of each floor of the herbarium, as well as in the Sorting Room, the Mounting Room, the Herbarium office and 6th floor East, near the cryptogamic curator offices. They contain plastic sheeting, flashlights, batteries, sponges, buckets, gloves and face masks.
- Before opening a new aisle of the compactors, check to be certain that no person or item is in the open aisle.
- If you leave an aisle, even for five minutes, please close cabinet doors and remove carts and step-stools.
- Do not roll more than one aisle at a time. Rolling more than one at one time puts excessive pressure on the chain and can damage the gear mechanism.
- Do not leave an aisle partially open. The safety system will not engage, leaving the aisle you are working in unlocked.
- No food or drink, is allowed in the Herbarium. You may leave personal water bottles in the vestibule before entering.

Immediate Response

Knowing the correct course of action during a disaster can help save lives and mitigate damage. This outlines what the immediate response should be for each specific threat.

Evacuation	<p>Leave area and close the door (do not lock). Exit building through nearest exit. DO NOT use elevators. Proceed to evacuation assembly area (i.e. Twin Lakes). See page 10 for specific evacuation procedures for your area of the building.</p>
Medical Emergency	<p>Call 911 Call Security at xXXXX / after 4pm xXXXX Describe the problem, give exact location and your name. Police Officers on Garden's grounds are qualified to provide first aid, or will call for assistance.</p>
Fire	<p>Call Security at xXXXX / after 4pm xXXXX If fire is small and does not pose immediate threat, utilize available fire extinguisher to suppress. If fire is beyond control of hand extinguisher, pull fire alarm and evacuate.</p>
Flooding or Water Damage	<p>Call Herbarium Office xXXXX, or xXXXX Call Operations xXXXX Protect affected items with plastic drop cloth (located in red bin of emergency supplies on each floor) and move as many items as possible out of the flooded area. Unplug any electrical items.</p>
Pest Infestation	Call xXXXX
Power Outage	<p>Call Herbarium xXXXX Call Operations xXXXX Call Security at xXXXX / after 4pm xXXXX Unplug computers and other electrical devices to avoid damage when power returns. If outage is short term, keep freezers closed. If outage is long term, empty freezers and find replacement freezers.</p>
HVAC Malfunction	<p>Call Herbarium Office xXXXX Call Operations xXXXX</p>
Severe Weather	<p>Move away from windows, glass, and unsecured objects. Go to a secure area or shelter. Do NOT use elevators. Assist disabled persons seeking shelter. Remain in safe area until "all clear" given by reliable source. Make sure collections and electronic equipment are protected.</p>

Earthquake	<p>Drop, Cover and Hold On: Drop to the floor. Take cover under a solid piece of furniture or next to an interior wall. Cover your head and neck with your arms. Hold on to a sturdy piece of furniture and be prepared to move with it. Stay where you are until the shaking stops. Move carefully after the quake, watching for items that may have fallen or broken Do NOT use candles or open flame as a source of light. If you smell gas, leave immediately and call Security. Open closet and cabinet doors carefully, as items may have shifted inside. Clean up spills of hazardous or flammable liquids immediately. Be prepared for aftershocks, which often follow an earthquake.</p>
Bomb Threat/Suspicious Package	<p>Call Security at xXXXX / after 4pm xXXXX Treat every threat or suspicion as real. Do not remove suspicious objects. Contact Security immediately. Do not use cell phone or portable radio in immediate vicinity of suspicious objects. If telephone transmitted threat: Ask: Where is bomb? What does it look like? When will it detonate? Why are you doing this? Who are you? If object is involved, keep others away until relieved by Security.</p>
Active Shooter	<p>Escape to a Safe Location (evacuate the building as quickly as possible) Hide in a secured room (if you can't leave, hide in a locked room) Attack the Attacker (take whatever steps are necessary to disable the attacker)</p>

EMERGENCY NUMBERS

Police, Fire, Ambulance: 911
 Hazardous Materials: 311
 Poison Control: 212-POISONS (212 764-7667)
 NYPD Substation: 718 220-5137
 Office of Emergency Management (OEM) www.NYC.gov/oem

Security Office: xXXXX	Operations Office: xXXXX
In case of no response or after hours, contact: Mosholu Gate: xXXXX Watson Lobby: xXXXX	
SECURITY AND OPERATIONS	
Vice President for Security and Operations xXXXX Director of Security xXXXX	Associate Director of Security xXXXX Security Manager/Supervisor xXXXX
DEPARTMENT OF MAINTENANCE (Electrical and Plumbing)	
Associate Vice President for Operations xXXXX Cell: Director for Maintenance and Events xXXXX	Facilities Director for Operations/Compliance xXXXX Administrative Manager for Operations xXXXX
CUSTODIAL SERVICES	
Director of Custodial Services xXXXX	Custodial Services Manager (nights) xXXXX

DEPARTMENT OF ENGINEERING (HVAC)	
Associate Vice President for Engineering xXXXX Cell:	Assistant Manager for Engineering xXXXX
INFORMATION SERVICES (IT)	
Vice President for Information technology xXXXX	Director of Client Services xXXXX
NYBG ADMINISTRATION	
Chief Executive Office and The William C. Steere, Sr. President xXXXX Chief Operating Officer xXXXX Chief Advancement Officer xXXXX General Counsel xXXXX Vice President for Operations xXXXX	Vice President for Horticulture and Living Collections xXXXX Vice President for Education xXXXX Director of the Mertz Library xXXXX Associate Director of Public Relations xXXXX

EXHIBITIONS	
Vice President for Exhibitions xXXXX	Manager of Interpretive Content xXXXX

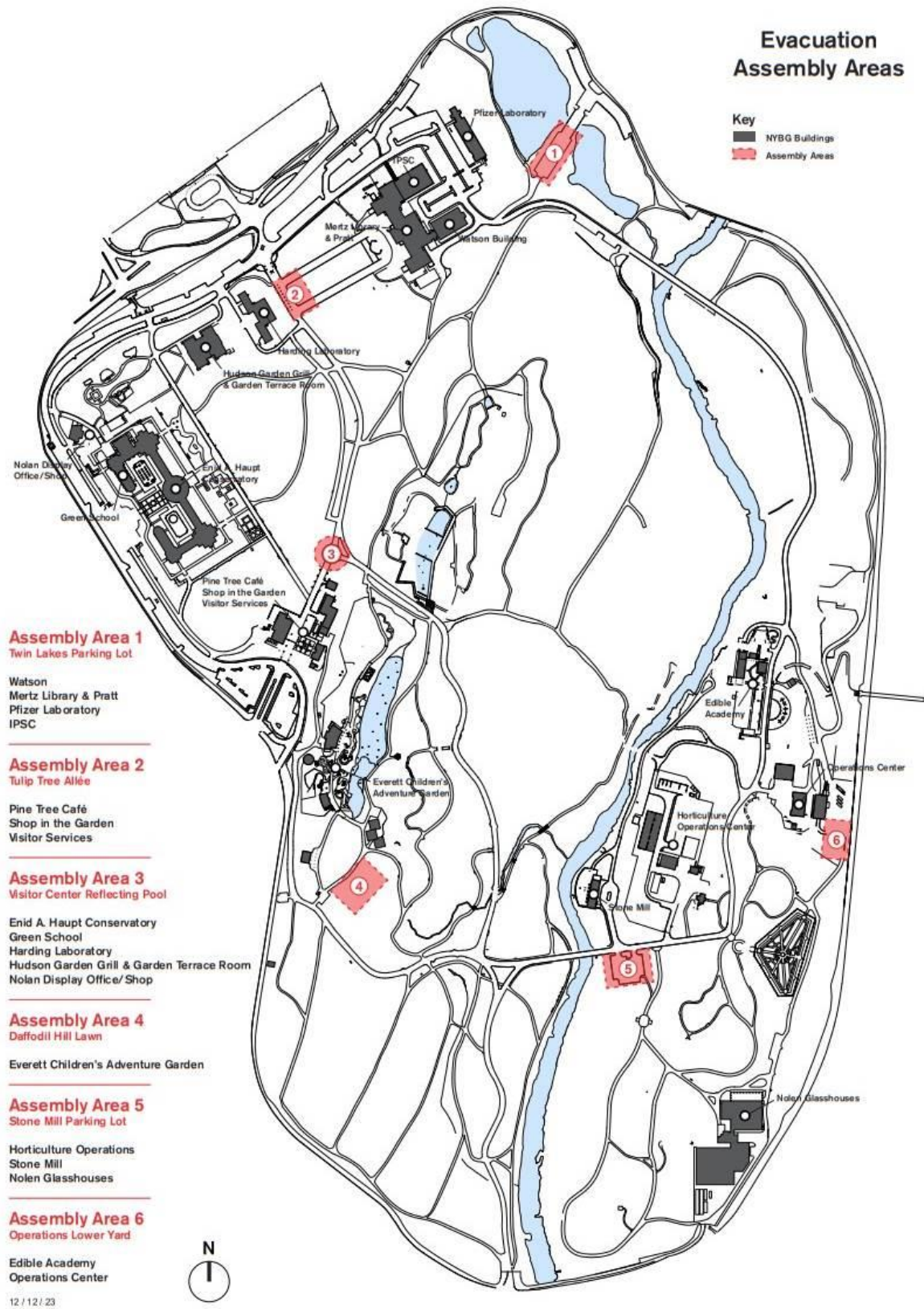
HERBARIUM	
Director of the Herbarium xXXXX	Assistant Director of the Herbarium for Cryptogamic Collections xXXXX
Secretary of the Herbarium xXXXX	Assistant Director of Botanical Information Management xXXXX
Assistant Director of the Herbarium xXXXX	
Assistant Curator of the Herbarium xXXXX	

RESPONSE Evacuation Procedures
Floor Wardens and Evacuation Teams

EVACUATION PROCEDURES

General Emergency Procedures

1. When a fire alarm sounds, evacuate the location by proceeding to the closest stairwell or exit, unless otherwise directed.
2. Close door behind you but DO NOT LOCK
3. DO NOT USE ELEVATORS
4. Every occupied floor at the New York Botanical Garden should be under the direction of a Fire Warden, who will oversee the evacuation of occupants in an emergency or drill.
5. Fire wardens must be familiar with the location of staff members with disabilities needing assistance on their floors.
6. Fire wardens will escort Herbarium visitors from the building using the nearest emergency exit. Please keep in mind that volunteers, staff, visitors, and students may be working anywhere in the Herbarium at any given time.
7. Proceed to your designated assembly point location and check in with your fire warden.
8. Stay at the location until an “ALL CLEAR” is given by security or a senior administrator to return to your work area or classroom.



FLOOR WARDENS AND EVACUATION TEAMS FOR THE HERBARIUM

Floor wardens are responsible for evacuating an assigned area. The Security Office and the Director of the Herbarium should be notified immediately if any staff member is not accounted for. The entire floor must be searched visually: **do not simply call out at the doorways.**

Library Building:

1st floor, east wing:

Fire Warden: XX, alternate XX

Nearest exits: 1) Door adjacent to library archives.; 2) Door outside XX office (within Sorting room); 3) Watson Lobby.

Assembly point: Twin Lakes Parking Area

4th floor, east wing:

Fire Warden(s): XX, alternate XX

Nearest exits: 1) Stairwell C (near copy machine) and then out exit adjacent to library archives. 2) Watson stairwell and exit Watson Lobby.

Assembly point: Twin Lakes Parking Area

4th floor west wing:

Fire Warden: XX, alternate XX

Nearest exits: 1) Stairwell in Plant Science Building, exit through Ross Gallery or into Watson parking lot. 2) Exit behind imaging lab (access through BKL room.)

Assembly point: Twin Lakes Parking Area

6th floor east wing:

Fire Warden: XX, alternate XX

Nearest exits: 1) Stairwell C (near crypt shipping area) and then out exit adjacent to library archives. 2) Watson stairwell and exit Watson Lobby.

Assembly point: Twin Lakes Parking Area

International Plant Science Center:

1st floor:

Fire Warden:

Nearest exits: 1) Exit through main door of the collections, through Ross Gallery or into Inner Watson parking lot. 2) Stairwell at the back of the pickled collections room, exit into Outer Watson parking lot.

Assembly point: Twin Lakes Parking Area

2nd floor:

Fire Warden: XX

Nearest exits: 1) Stairwell adjacent to elevator, exit through Ross Gallery or into Inner Watson parking lot. 2) Stairwell at the back of the main collections room, exit into Outer Watson parking lot.

Assembly point: Twin Lakes Parking Area

3rd floor:

Fire Warden: XX

Nearest exits: 1) Stairwell adjacent to elevator, exit through Ross Gallery or into Inner Watson parking lot. 2) Stairwell at the back of the main collections room, exit into Outer Watson parking lot.

Assembly point: Twin Lakes Parking Area

5th floor:

Fire Warden: XX

Nearest exits: 1) Stairwell adjacent to elevator, exit through Ross Gallery or into Inner Watson parking lot. 2) Stairwell at the back of the main collections room, exit into Outer Watson parking lot.

Assembly point: Twin Lakes Parking Area

If you are in the Library/Watson complex after 6pm:

Please sign in to the security desk in the Watson Lobby. If Security does not know you are in the building they cannot effectively make sure everyone gets out of the building safely.

Fire Warden(s) will be the Security staff. Follow their instructions on exiting, meeting points and re-entering the building.

Assembly Point: Twin Lakes Parking Area

Please keep in mind that volunteers, staff, visitors, and students may be working anywhere in the Herbarium at any given time.

Staff should always go to the assembly point associated with their office space, not where they happen to be when the alarm goes off.

Recovery

Introduction

Disaster Action Team

Disaster Recovery Teams

Recovery Techniques

Procedures for Resuming Herbarium business

Introduction

This stage of our plan refers to procedures put in action after an emergency has been secured and it is safe for staff to re-enter building. DO NOT enter the building until you get permission from Security to do so.

Disaster Action Team – The Disaster Action Team forms a chain of command of Herbarium staff responsible for all recovery procedures of Herbarium property. Once you are allowed back into the building, please await instructions from the Disaster Action Team.

Disaster Recovery Teams – These groups of herbarium staff will be dispatched by the Disaster Action Team as needed to help with recovery.

If someone would like to volunteer help in the event of a major disaster, please direct them to one of the members of the Disaster Action Team. They will assign Recovery Teams if needed.

Recovery Techniques – There are different methods of recovery for different types of specimens, as well as different types of damage. Please see below for detailed descriptions. Also see Appendix III (Recovery Chart) for quick reference.

Procedures for Resuming Herbarium business – Resuming normal herbarium functions will be done systematically, as criteria are met for safety and functionality in the Herbarium.

Disaster Action Team

Chain of command of Herbarium staff in the event of a major disaster – Staff positions responsible for various aspects of recovery.

General Coordinator	XX	Acts as recovery director. Coordinates recovery techniques and procedures, consults with and supervises all members of the disaster action team. Decides on overall recovery/rehabilitation strategies for collections and building itself. (Includes: Assessing damage to the collections. Deciding what will be discarded and what will be salvaged. Assigning salvage priorities among collection.) Serves as liaison with NYBG Administration, Security, Public Relations, Fire Dept., Police Dept., and Insurance Co.
Co-coordinator/ Alternate	XX	
Recovery Coordinator (Phan.)	XX	Keeps thoroughly informed about disaster recovery techniques and procedures; assists General Coordinator in supervising and instructing members of the Disaster Recovery Teams; orders/coordinates supplies, equipment, and services; serves as liaison with rest of Disaster Action Team
Co-coordinator/Alternate	XX	
Recovery Coordinator (Crypt.)	XX	Keeps thoroughly informed about disaster recovery techniques and procedures; assists General Coordinator in supervising and instructing members of the Disaster Recovery Teams; orders/coordinates supplies, equipment, and services; serves as liaison with rest of Disaster Action Team
Co-coordinator/Alternate	XX	
Recovery Team Dispatcher	XX	Dispatches staff and volunteers to disaster areas needing manpower; works with recovery coordinator and control center to coordinate response.
Alternate	XX	
Control Center & Documentation	XX	<p>a) Contacts emergency facilities and supply sources. Disseminates information to the general coordinator.</p> <p>b) Work with General Coordinator to record disaster causes, condition, and recovery (what went well, what did not). Maintains a list of the priorities for recovery, keeps a written record of all decisions, maintains a written and photographic record of all damaged materials for insurance and other purposes, tracks collections as they are moved during salvage and treatment (can use Recovery Chart to track)</p>
Alternate	XX	
Computer/Imaging Salvage	XX	Responsible for computer and imaging equipment care and safety. Assesses damage to technology systems, such as hardware, software, telecommunications. decides on recovery/rehabilitation strategies. sets priorities for recovery, coordinates with administrator and IT for external services/supplies/equipment related to technology.
Co-coordinators/Alternates	XX	

Disaster Recovery Teams – These teams can be dispatched by General Coordinator and Recovery Coordinator as needed to help with recovery. See Appendix III Recovery Chart for which team leader is responsible for region of the building.

1. XX (Phan. team leader)
XX
XX
2. XX (Phan. team leader)
XX
XX
3. XX (Crypt. team leader)
XX
XX
4. XX (Phan. team leader)
XX
XX
5. XX (Digital Assets team leader)
XX
XX

Recovery Techniques

After damaged area has been deemed safe for staff to enter, the Disaster Action Team will focus on:

1. Initial Cleanup – Disaster Action Team will liaise with Security for safety issues, with Operations for supplies and labor, and will dispatch Recovery team(s) as needed. Also, see Appendix I for list of clean up supplies.

2. Salvage Effort. Prioritize and sort materials to be treated. Assess what areas have been damaged. Which materials must be moved and treated. What treatment protocol is needed for materials. What areas are available to move and treat damaged materials. See Appendix III for Recovery Chart.

3. Documentation of damage. Take photos of damage. Record what is permanently lost. Record and photograph progress of clean up. Liaise this info with Garden Administration, insurance company and NYBG archives.

4. Resuming Herbarium Business. What stage of recovery are building systems, office space, herbarium space, collections. Which herbarium functions can resume immediately? Which functions require more recovery efforts?

1. Initial Cleanup – Disaster Action Team will liaise with Security for safety issues, with Operations for supplies and labor, and will dispatch Recovery team(s) as needed.

- Are building systems working? Electricity? HVAC? Phone? Internet?
- Mop up remaining water, cover cabinets where water is still dripping,
- Remove obstacles from floors.
- Secure unharmed material.

Security – Call for any additional help needed to secure building (e.g. providing access to building for Recovery Teams)

Operations/Custodial – Work with XX (cell: XX) and XX (xXXXX) for assistance in getting cleaning supplies and additional labor to help.

Appendix I – List of Emergency Equipment, Supplies and Services

2. Salvage

Recovery efforts start with removing material from damaged area and sorting into categories depending on salvage priority. Wet material gets highest priority because there is the most risk of further damage by mold. Priority collections are Type specimens, loans belonging to other institutions, and specimens not yet accessioned into the herbarium. See Appendix III Recovery Chart for quick reference.

Priority Specimens for Salvage:

Types. Located on:

- PSC 5th floor. Ferns, Hepatics, Bryophytes types filed separately.
Fungi filed with general collection.
- PSC 3rd floor. Phan. Types filed separate from general collection.
- PSC 3rd floor. Vestibule cabinet has Types waiting to be filed.
- PSC 1st floor. Algae. Filed with general collection.
- Library 6th floor East. Curator offices and hallway cabinets.
- Library 4th floor East. Curator offices and hallway cabinets.
- Library 1st floor East. XX cabinets, in office and sorting room.
- Pfizer Lab herbarium cabinets.
- Harding Lab herbarium cabinets.

Loans from other institutions. Located on:

- 6th floor East. Curator offices and hallway cabinets.
- 4th floor East. Curator offices and hallway cabinets.
- 1st floor East. Shipping Office and hallway cabinets.
- Pfizer Lab herbarium cabinets.
- Harding Lab herbarium cabinets.

Unaccessioned material. Located on:

- 6th floor East. Curator offices and hallway cabinets.
- 4th floor East. Curator offices and hallway cabinets.
- 1st floor East. Cold Room, Sorting Room, Shipping Office.
- Pfizer Lab herbarium cabinets.
- Harding Lab herbarium cabinets.

Treatment of Wet material (Highest salvage priority):

Must be dried within 48 hours to prevent mold growth. If this is not possible, material must be frozen until it there is time to dry it.

If damage is large scale, material must be systematically removed from damaged area, packaged, labeled and frozen until it can be dried. Bundle specimens, label, place in boxes lined in plastic for freezing. If amount of material is too much to freeze on-site, large scale freezer trucks or other facilities can be rented. If amount of material is too much to dry on-site, freeze drying facilities can be used. Consult Appendix I to contact these facilities.

Areas for treatment:

Possible on-site drying areas:

Shell space 4th floor west wing, 4th floor lunch table, Science conference room, Sorting Room, Mounting Room, NYBG classrooms. Consult XX (cell:XX) in Operations for additional space in other, unaffected areas of NYBG property.

Portable fans and space heaters can help with air flow and humidity.

On-site freezers:

Chest freezers (-60°C): 1st floor Library, Pfizer Lab

Upright freezers (-20°C): Library Building, 1st floor east wing (shipping office), 4th floor east wing (hallway) and west wing (mounting room and BKL room) and 6th floor, east wing.

State of material:

Moderately wet specimens can be air-dried in cubbies in Sorting Room and Mounting Room, with use of space heaters and portable fans.

Very wet specimens should be placed in plant presses and dried possibly with use of space heaters and portable fans.

Muddy/soiled specimens: Do not remove mud until after specimens have been dried.

Type of Material:

Mounted specimens: Blot excess water, place each specimen to be dried in separate cubby (in sorting room or mounting room) for air drying (if moderately wet); or in plant press (if very wet).

Unmounted specimens: Replace newspaper, place specimen and labels in cubby (in sorting room or mounting room) for air drying (if moderately wet); or in plant press (if very wet). NOTE: Make sure to preserve collection information written on original newspaper.

Specimens in boxes: Remove specimen and labels from box for drying. When dry, replace box, transfer labels to new box.

Specimens in plastic bags: If wet inside, remove specimen and labels from bag for drying. When dry, replace bag, transfer labels to new bag.

Treatment of Moldy Specimens:

Specimens should be treated with 70% ethanol. This may be applied by spraying affected area, or if mould is more extreme, dunking specimen in a tray of ethanol. Blot excess ethanol and then place in plant press.

Treatment for Insect infestation (High salvage priority):

Call XX (xXXXX) or XX (xXXXX)

Isolate infested area and freeze contents.

For each cabinet infested, remove all specimens, freeze for 72 hours at -20°C (Upright freezers throughout Library Building, see Appendix I). Or, 24 hours at -60°C (chest freezer on 1st floor, see Appendix I).

Clean emptied cabinets. Pest Company J P McHale (800)479-2284 should be called to spray cabinets with deterrent.

If insect not found in cabinet place pheromone traps in area to determine where insect originated.

Treatment for Physical damage:

Damaged specimens, bring to mounting room for assessment and repair (Call XX xXXXX) or to Cryptogamic office (Call XX xXXXX). Note: Mud should only be removed from specimens AFTER they are dried.

Damaged books, bring to Library Conservation. (Call xXXXX)

Damaged computer equipment, call Information Technology. (xXXXX; IT helpline xXXXX; IT on weekends XXXX)

Damaged microscopes, call XX (xXXXX) to make appointment with Precision Micro (516-756-7260)

Contaminated material (e.g. sewage or fire retardants):

Protective clothing and gloves must be worn at all times when handling contaminated materials. Materials should be washed in clean water unless they are water-soluble or paper based. In that case, contaminated items should be contained in plastic bags, secured with rubber bands and clearly labeled as contaminated (with the type of contamination specified). If wet, contaminated material should be frozen for treatment at a later date by a conservator. If dry, once the item is contained in plastic bags it can be treated as a physically damaged item.

Smoke Damage:

Material should be aerated to remove smell of smoke. Specimens may need to be remounted.

Procedures for resuming Herbarium business:

In what stage of Recovery have the following been addressed:

- Safety concerns secured. Leaks, Mold, Smoke, Structural Damage, etc.
- Building space functional (office space, collections space). Electricity, HVAC, phones, internet, elevator working. Are there some areas unaffected? Where can temporary work space be set up?
- Staff available. Are all staff working on recovery?
- Collections dried/repared, refiled, available for study. Which collections are unaffected and are available for use?
- Equipment repaired/working/available. Can equipment be borrowed, purchased, rented?

Need any/all of the above to resume these Herbarium functions:

- Shipping incoming/outgoing
- Curatorial work
- Mounting/Filing
- Cataloguing/Imaging
- Visitors
- Staff research
- Administrative work

Appendix I - Emergency Equipment, Supplies and Services

Aprons	Mounting Rom Contact: XX Lab Safety Supply P. O. Box 1368 Janesville, WI 53547-1368 Phone: 1-800-356-0783 Fax: 1-608-754-1806
Brooms	NYBG Custodial Services Contact: XX Cell: XX
Buckets	Red bins of Emergency Supplies, in Herbarium NYBG Custodial Services Contact: XX Cell: XX
Cardboard for specimen bundles (New)	Crown Paper Products
Cardboard for specimen bundles (Used)	Stored in Mounting Room, Sorting Room and Shipping Office Contact: XX (xXXXX)
Cardboard boxes for specimens (New)	Crown Paper Products
Cardboard boxes for specimens (Used)	Shipping Office Contact: XX (xXXXX)
Dehumidifiers	Munters Moisture Control Services 160 Raritan Center Parkway Suite 11 Edison, NJ 08837 Phone: 1-800-959-7901; 1-212-780-6013 Fax: 1-732-512-1466
Disaster Assistance	Northeast Document Conservation Center (NEDCC) 100 Brickstone Square Andover, MA 01810-1494 1-978-470-1010
Drying Space	Shell space 4 th floor west wing, Herbarium lunch table, Sorting room, Mounting Room, NYBG classrooms. Consult XX (cell: xx) in Operations for additional space in other, unaffected areas of NYBG property.
Extension Cords (Heavy Duty)	NYBG Operations Department Contact: Consult XX (cell: xx)
Electric Fans (Portable)	NYBG Operations Department Contact: Consult XX (cell: xx) Munters Moisture Control Services (see info under “Dehumidifiers”)
Freeze Drying Facilities	American Freeze Dry, Inc. 39 Lindsey Avenue Runnemede, NJ 07078 Contact: John Zioance Phone: 1-856-546-0777; Fax: 1-856-939-1220

Freezers (-20°C)	Located on several floors of Library Building: 6 th floor East (Area near Cryptogamic Offices); 6 th floor PSC (Hallway outside visitor offices) 4 th floor East (Hallway outside XX office), 4 th floor West (Mounting Room), 1 st floor East (Shipping Office and Hallway outside Sorting Room) Contact: XX (xXXXX)
Freezers (-60°C)	Library Building: 1 st Floor East (Hallway outside Sorting Room) Contact: XX (xXXXX) Pfizer Lab Contact: XX Phone: XX
Generator (Portable)	NYBG Operations Department Contact: XX
Gloves	Red bins of Emergency Supplies, in Herbarium or NYBG Custodial Services Contact: XX
Insurance	Marsh, Inc. 1166 Avenue of the Americas New York, NY 10036 Contact: Alpa Patel, Assistant Vice President Phone: (212) 345-6648
Legal	Milbank, Tweed, Hadley & McCloy 1 Chase Manhattan Plaza New York, NY 10005 Contact: Jay Swanson, Esquire OR John Sare, Esquire Phone: (212) 530-5396
Lighting (Portable)	Red bins of Emergency Supplies, in Herbarium NYBG Operations Department Contact: XX
Markers (Permanent Ink)	Red bins of Emergency Supplies, in Herbarium Herbarium Office Contact: XX Phone: XX
Mops	NYBG Custodial Services Contact: XX Cell: XX
Newsprint Sheets (Blank)	Valentine Packaging 5746 Flushing Avenue Maspeth, NY 11378 Phone: 718-418-6000; Fax: 718-418-0618
Paper Towels/Tables/Chairs/Mops/ Sponges/Squeegees/Emergency Clean Up	NYBG Custodial Services Contact: XX Cell: XX
Plant presses	Contact: XX Phone: XX

Plastic Sheeting (Industrial)	Red bins of Emergency Supplies, in Herbarium or NYBG Custodial Services Contact: XX Cell: XX
Plastic Trash Bags	NYBG Custodial Services Contact: XX Cell: XX
Refrigerator Trucks	P&O Cold Logistics 1 Enterprise Avenue Secaucus, NJ 07094 Phone: 1-201-867-3900; Fax: 1-201-867-8373
Rubber Gloves	Red bins of Emergency Supplies, in Herbarium or NYBG Custodial Services Contact: XX Cell: XX
Security Personnel (Extra)	Vice President for Security & Operations Contact: XX Cell: XX
String	Shipping Office Contact: XX Phone: XX
Sump Pump (Portable electric)	NYBG Operations Contact: XX
Tables (Portable folding)	NYBG Custodial Services Contact: XX Cell: XX Special Events: XX
Utility Companies – (Electricity, Natural Gas)	511 Theodore Fremd Avenue Rye, NY 10580 Contact: Mr. Mike Sarro Phone: (914) 925-6054
Utility Companies – (Fuel Oil #2)	Hunts Point Fuel Corp. 431 East 165 th Street Bronx, NY 10456-6606 Phone: (718) 893-3100
Utility Companies – (Fuel Oil #4)	Hunts Point Fuel Corp. 431 East 165 th Street Bronx, NY 10456-6606 Phone: (718) 893-3100
Utility Companies – (Propane)	Bronx Welding Supply 3448 Rombouts Avenue Bronx, NY 10475 Phone: (718) 325-7690
Waxed Paper	Mounting Room Contact: XX OR Local Grocery Store
Wet Vacuum	Sorting Room Contact: XX Phone: XX