

Sample Water Damage Procedures

These instructions cover cases in which a small amount of clean (not contaminated) water leaks into a collection area. **If the water is contaminated by sewage or other dangerous substances, do not try to salvage the materials; enlist professional assistance.**

1. If possible, determine the source of the water leak. If the floor is covered with water, **do not walk through it** until electrical circuits have been turned off and the area is declared safe.
2. If possible, cut off the water. Location and procedures for the main water shut-off valve are as follows: *[fill in information here]*.
3. Notify the person in charge of building facilities maintenance: *[fill in name and contact information here]*. Also call the people on the Emergency Call List as necessary.
4. Protect the collections from further damage as appropriate:
 - a. If only a few items are in danger and the water leak is minor, move wet or vulnerable items to a dry, secure location nearby.
 - b. If water is coming from above, protect collections by covering them with plastic sheeting from the in-house emergency supplies, which are located *[fill in location here]*.
 - c. If water is coming in on the floor, use book trucks to relocate materials to a safe area, starting with the materials closest to the floor. **Important:** make sure that maintenance personnel have turned off all electrical circuits in the affected area – **do not walk through water** until the area has been declared safe.
5. Remove any standing water with a wet/dry vacuum, located *[fill in location here]*.
6. Take steps to reduce the humidity and increase air circulation if needed.
7. See the disaster plan for instructions on drying wet collections.