# Canadian Northern Railway Train Station, Athabasca

5101 – 50 Avenue, Athabasca AB

## EMERGENCY RESPONSE PLAN

### June 2019

Adapted from the Archives Society of Alberta's Flood Advisory Programme
January 2000

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**In CASE of FIRE, SECURITY RISK, and/or CRIMINAL ACTIVITY: 911
MUSTER POINT: Old Home Hardware building, northeast of the train station**

# Table of Contents

[Canadian Northern Railway Train Station, Athabasca 1](#_Toc11749332)

[EMERGENCY RESPONSE PLAN 1](#_Toc11749333)

[June 2019 1](#_Toc11749334)

[Table of Contents 2](#_Toc11749335)

[Emergency Response Plan - Distribution and Contact List ERP Red Binders - labeled and numbered at top left, inside cover 4](#_Toc11749336)

[II. Authority 5](#_Toc11749337)

[III. User Awareness Policy 6](#_Toc11749338)

[IV. Scope of the Plan 6](#_Toc11749339)

[V. Disaster Prevention 7](#_Toc11749340)

[A. Water Damage Prevention 7](#_Toc11749341)

[B. Fire Prevention 7](#_Toc11749342)

[C. Security 8](#_Toc11749343)

[D. Biopredation and Biological Deterioration 8](#_Toc11749344)

[E. Health and Safety 9](#_Toc11749345)

[F. Preventing Disruption of Canadian Northern Railway train station Operational Tasks 9](#_Toc11749346)

[VI. Emergency Response Procedures 9](#_Toc11749347)

[A. Before Disaster Strikes 9](#_Toc11749348)

[B. When Disaster Strikes 10](#_Toc11749349)

[C. Immediate Responses 10](#_Toc11749350)

[VII. Protecting CNoR train station Holdings in Emergency Situations 15](#_Toc11749351)

[1. Emergency Handling of Large Objects and Furniture 15](#_Toc11749352)

[2. Emergency Procedures for Office Areas 15](#_Toc11749353)

[VIII. Salvage Operations 16](#_Toc11749354)

[A. Salvage Operations Procedures 16](#_Toc11749355)

[B. Health and Safety Precautions 17](#_Toc11749356)

[C. Specific Salvage Operations 18](#_Toc11749357)

[IX. Guidelines for Packing and Recovery 19](#_Toc11749358)

[A. Paper 19](#_Toc11749359)

[B. Books 20](#_Toc11749360)

[C. Computer Media 20](#_Toc11749361)

[Appendices 21](#_Toc11749362)

[Appendix A. Contact List for the Disaster Action Team 21](#_Toc11749363)

[Appendix B. Emergency Services Emergency Numbers 22](#_Toc11749364)

[Appendix D. Inventory of Vital and Valuable Assets and Priorities for Protection 25](#_Toc11749365)

[Collections 25](#_Toc11749366)

[Administration Records 25](#_Toc11749367)

[Appendix E. Floor plans of the CNoR Train Station 26](#_Toc11749368)

### Emergency Response Plan - Distribution and Contact ListERP Red Binders - labeled and numbered at top left, inside cover

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I. Introduction and Statement of Purpose

The Emergency Response Plan of Athabasca Heritage Society at the Canadian Northern Railway train station, in conjunction with Athabasca Watershed Council and Tawatinaw Lodge #17, has been prepared to help train station users prevent emergencies and cope with disaster protocol.

The Emergency Response Plan of the Canadian Northern Railway train station recognizes the following priorities in its disaster response:

1. Human Life

2. Property

Preparation of this plan is the responsibility of the Chair, Athabasca Heritage Society. The Emergency Response Plan will be reviewed each January by the Chair and the Town of Athabasca to ensure it is up to date.

## II. Authority

In the event of a declared emergency, which affects part or all of Athabasca, the Town's Emergency Response Plan will take precedence over the CNoR train station's Emergency Response Plan.

In the event of an emergency, the Chair serves as Emergency Coordinator. In the Chair’s absence the position of Director of Emergency Management (DEM) will be assumed by the Town of Athabasca.

Execution of the Emergency Response Plan involves the following:

**1. Disaster Prevention Team (DPT): Director of Emergency Management and the Other Members of the Disaster Action Team (DAT)**

This team will meet annually, keep the plan updated with current contact numbers, organize staff training, conduct checks of known hazards, tour facility and complete risk assessment to determine new hazards, and ensure the Disaster Response Kit is restocked if items were used. Regular meetings should be held in January.

**2. Disaster Action Team (DAT): Canadian Northern Railway train station Staff and Volunteers**

The DAT includes the following core positions:

* Emergency Coordinator - Chair
* Administrator – Town of Athabasca Chief Administrative Officer
* Building and Supplies Coordinator – Chair

These persons are contacted in case of all alarms and emergencies at the Canadian Northern Railway train station. See this Plan’s front matter for the contact list including phone numbers.

## III. User Awareness Policy

Disaster prevention practice will be followed by users, staff and volunteers who will observe and report any potentially hazardous situations such as drips or leaks from any source, frayed or damaged electrical cords, the presence of insects or signs of rodents, accumulated dust, litter, etc. These should be reported to the Coordinator of the Disaster Prevention Team.

A written report of the incident and follow-up is to be entered into the appendices of the Emergency Response Plan.

Staff and volunteers should be familiar with the location and use of:

• Exit routes

• Fire extinguishers

• Areas that would be hazardous to life if entered during a fire

• Disaster Response Kit

• Location of vital records

• Location of the Emergency Response Plan

## IV. Scope of the Plan

In order of priority, the following potential disasters are identified for the CNoR train station:

* 1. **Water Damage** - Includes internal hazards, such as roof leaks, conduit leakage from frozen or broken pipes, equipment breakdown, firefighting, etc.; and external hazards, such as flooding from severe weather, sewer backup, etc.
	2. **Fire** - Defective electrical equipment, arson, faulty wiring, construction or proximity to nearby fires.
	3. **Criminal Activity** - Includes theft, vandalism, threat to life and property, bomb threat, etc.
	4. **Biopredation and Biological Deterioration** - Includes rodents, insects, mould, etc.
	5. **Explosion** - Includes internal or external explosion.
	6. **Hazardous Chemical Spill or Leakage** - External chemical spill, particularly from the highway, or external gas leak.
	7. **Human Safety** - Includes threats to human safety due to factors other than those outlined above, e.g. accidents, health factors, etc.
	8. **Long-Term Power Failure**
	9. **Tornadoes**

This Emergency Response Plan covers collections and storage areas in the CNoR train station, 5101 – 50 Avenue, Athabasca.

## V. Disaster Prevention

### A. Water Damage Prevention

* 1. Inspect roof regularly for leaks. Ensure that the eaves trough is cleaned as needed.
	2. Be aware of and check for signs of moisture damage, including condensation, rotting wood or drywall, fungal or mould growth, water stains, standing or dripping water, peeling paint and efflorescence on stone, brick or concrete.
	3. Avoid basement storage for collections where possible. If such storage must be used, ensure materials are well above the floor.
	4. Avoid storage below or near water pipes or ceiling sprinklers.
	5. Have service pipes checked regularly. Have pressure alarms installed.
	6. Monitor all areas where condensation occurs.
	7. Locate all drains and check them regularly.
	8. Ensure washroom and kitchen facilities are a safe distance from collections storage.
	9. Never let water run unattended.
	10. Do not store anything on top of units or directly on floor. Shelving in susceptible areas should be covered with plastic sheeting.
	11. Store valuable materials on higher shelves and upper floors.

### B. Fire Prevention

* 1. Undertake a survey to identify potential fire threats and discuss the findings with the Town of AFD to determine ways to reduce the danger of fire. Security measures should also be taken to reduce threat of arson.
	2. Provide AFD with plan of the CNoR train station indicating location of vital records.
	3. Install fire equipment as recommended by Athabasca Fire Safety which the budget can accommodate. This should include smoke and heat detectors and portable fire extinguishers.
	4. Have the building inspected and fire equipment maintained and tested regularly.
	5. Store flammable, combustible materials in cool, dark places, and in well-marked containers. Keep chemical and solvent containers closed.
	6. Use flammable or toxic material in well-ventilated areas away from heat sources and valuable items.
	7. Ensure secure off-site storage.
	8. Ensure adequate air circulation throughout the building.
	9. Ensure that electrical appliances are operated at a safe distance from flammable materials and that they are unplugged when not in use.
	10. Have electrical outlets, fixtures, and equipment checked regularly.
	11. Restrict the use of heat-generating equipment in storage areas.
	12. Do not allow open flames.
	13. Shelving should not be located directly under ceiling lights.
	14. If repainting the CNoR train station, only use non-flammable paints and ventilate the area well.
	15. Determine and be aware of the fire rating of all building materials. The building itself is extremely flammable due to the age and construction including the original cedar shakes on the roof and around dormer winders.
	16. Have all storage areas enclosed with doors and keep the doors closed.
	17. Use only non-flammable, non-toxic insulating materials.
	18. Conduct regular fire drill evacuations and sessions on the use of emergency equipment following each annual review of the plan.

### C. Security

* 1. Escort visitors.
	2. Ensure holdings and loaned materials are secure in exhibition areas, storage areas, and workrooms. Do not leave materials in the hallways.
	3. Ensure terminated staff or volunteer members turn in keys.
	4. Check security of doors, and windows routinely.
	5. Ensure that alarm and monitoring systems are maintained regularly.
	6. Ensure that the building exterior is well lit at night.
	7. Ensure that staff, volunteers, and the public are aware of the security system. Provide the RCMP and the Bylaw Officer with a tour of the facility. Ensure that Emergency Services can gain entry to the facility if needed.
	8. Ensure that art, exhibits, and other valuables are not visible through outside windows. Close the blinds when the CNoR train station is not open to the public.
	9. Ensure that a copy of the CNoR train station Emergency Response Plan is logged offsite from the station in the event that volunteers cannot enter the facility.

### D. Biopredation and Biological Deterioration

* 1. Ensure building is well maintained and inspected regularly for signs of infestation and block all access points that insects or vermin may use to enter the building.
	2. Look for signs of frass on furniture and shelving, fly specks and worm holes on heritage material, and carcasses and pest droppings on shelving and along baseboards.
	3. Clean up spills immediately.
	4. Maintain a high level of building cleanliness.
	5. Maintain an environment of 45-50% RH and between 15°C - 25°C.
	6. Ensure adequate air circulation in collection storage areas.
	7. Remove and treat mould and pest-affected materials promptly. Double bag and freeze affected items. Clean off mould with Absorene.
	8. Isolate new acquisitions and place them in the collection only when proven clear of infestation. Double bag and freeze affected items.
	9. Encourage staff or volunteers to observe and report potential and actual problems of infestation and ensure follow-up.

### E. Health and Safety

* 1. Ensure walkways are well lit.
	2. Ensure snow and ice is removed from sidewalks.
	3. Be sure staff members follow safe procedures for lifting and carrying heavy objects.
	4. Be sure all staff and volunteers are aware of safety procedures including evacuation routes and use of fire equipment.
	5. Ensure all shelving and display units are firmly anchored.
	6. Encourage staff and volunteers to observe and report potential and actual health and safety problems and submit follow-up reports.

### F. Preventing Disruption of Canadian Northern Railway train station Operational Tasks

* 1. Vital records of the CNoR train station operational tasks should be kept on, and offsite, on two different servers. Hardcopies should also be stored on and offsite.
	2. Ensure AFD has all the pertinent information they require (i.e. Lists of solvents stored in the CNoR train station and location of the basement).

## VI. Emergency Response Procedures

### A. Before Disaster Strikes

If time permits, as in the case of imminent flooding or a nearby fire, take action as follows:

* 1. Ensure safe evacuation of all visitors, staff and volunteers.
	2. Phone 911.
	3. Alert the Disaster Action Team.
	4. Close off master electrical switches.
	5. Turn of local water controls as needed.
	6. Move vital and valuable materials to safe area within CNoR train station or to a place of safety offsite.
	7. In case of flood, move valuable or sensitive records or items to the second floor.
	8. Keep materials above ground level and away from the doors.
	9. Move emergency supplies to where they will be needed.

See front matter and Appendices for contact lists.

### B. When Disaster Strikes

* 1. Remain calm.
	2. Evaluate the situation. Ensure any response on your behalf will not threaten your personal safety. CAUTION: Do not proceed into wet areas if there are electrical appliances or electrical outlets near the leak. Do not handle materials that are contaminated with water, mould, sewer residues, chemicals, etc. without the appropriate safety equipment and clothing.
	3. In the event of a threat to life, evacuate the facility immediately.
	4. **Call 911.**
	5. Two available staff members should be designated to sweep the facility to evacuate all visitors and other staff members. As they check each room, the windows and doors should be closed behind them (doors only if time is an issue).
	6. All personnel proceed to pre-arranged meeting place: the old Home Hardware building northeast of the train station.
	7. Take a head count to ensure no one was left behind.
	8. Evaluate medical injuries and needs as necessary and take action, (i.e. First Aid, CPR, ambulance).
	9. The Emergency Response Coordinator will assess the situation and provide direction to staff and to Emergency Services, as well as contact the Disaster Action Team as needed.
	10. The Emergency Coordinator remains close to the scene of the disaster to help direct security, and Emergency Services.

### C. Immediate Responses

#### 1. Water Damage

* 1. Determine the location and cause of flooding or leaking.
	2. Notify the Emergency Coordinator immediately. Advise the exact location and severity of the leak. Indicate whether any part of the records or holdings are in imminent danger. The Emergency Coordinator will notify the appropriate people.
	3. If flooding is widespread, turn off main electrical switch. Attempt to contain the flow of water if possible. CAUTION: Do not proceed into wet areas if there are electrical appliances or electrical outlets near the leak.
	4. In cases of internal flooding, turn off local water supplies as needed. Open all taps and flush toilets several times to drain system to prevent freezing.
	5. Attempt to protect collections, if possible, using plastic sheeting from Disaster Response Kit in area. Take only essential steps to avoid or reduce immediate water damage: cover large objects with PET sheeting; carefully move small or light objects out of the emergency area.

#### 2. Fire

* 1. Remain calm. Shut off any equipment you may be working with.
	2. **Call 911**.
	3. Do not attempt to extinguish the fire unless it is very small and self-contained. CAUTION: Do not use water on either flammable liquids or electrical fires; use fire extinguishers.
	4. Disconnect electrical equipment that is on fire if it is safe to do so, or throw the circuit breaker in the electrical box in the General Waiting Room.
	5. Never allow the fire to come between you and the exit. The CNoR train station is extremely flammable due to its age and construction. Evacuate the entire facility. The Muster Point is the old Home Hardware building on the northeast side of the train station. Close doors behind you to confine the fire. If personnel or general public refuse to leave the area, do not risk your own life. Report such information to the RCMP or Fire Department immediately. Since heat and smoke rise, it may be necessary to crawl from a smoke-filled room. Breathing through a wet towel over your nose and mouth can minimize smoke inhalation.
	6. Seek assistance to escort children, elderly or disabled persons to the nearest exit.
	7. Before opening a door, touch it near the top. Do not open the door if smoke is visible or if door is hot to touch.
	8. Do not attempt to save possessions at the risk of personal injury. I. Proceed to the marshaling area at the old Home Hardware building on the northeast side of the train station. Stay at this point until the Fire Chief gives further instructions. Do not re-enter the facility until instructed to do so.
	9. Attend to injured persons. See 7, Human Safety below.
	10. The person finding the emergency situation will contact the Emergency Coordinator.

#### 3. Criminal Activity

* 1. **Call 911**.
	2. Find staff or volunteer who can act as a support and witness where necessary.
	3. Keep the thief or vandal in sight. If you can do so without risk of personal injury, try to detain him/her without force until the RCMP arrive.
	4. If a threat to life is involved, evacuate persons if possible.
	5. In case of a bomb threat, alert staff, volunteers, and the public to evacuate the building if safe to do so. If the threat is received over the telephone, listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information. Note as much of the following information as possible and relay it to the RCMP:

Exact time of call and duration of call.

Exact words of threat, in particular the location of the bomb, the expected time of explosion, what type of bomb it is, and why the bomb was placed.

Voice characteristics including if it is a male or female, if they have an accent, if they sound drunk of intoxicated, if the voice sounds familiar.

Background noise at the caller's end (i.e. traffic, music, voices, etc.)

Name of caller if they give it.

Write it all down and pass a note to a colleague to phone the RCMP using their personal phone.

f. If you receive a written threat or a suspicious package, or if you find a suspicious package anywhere on the premises, keep anyone from touching it or going near it. Call 911. Be guided by the RCMP. Promptly write down everything you can remember about receiving or finding the letter or package.

#### 4. Biopredation and Biological Deterioration

* 1. Identify the problem.
	2. Collect specimen or sample in a plastic bag for laboratory identification. Do not crush the specimen as identification will then be difficult. Wear gloves and a facemask to touch dead pests or droppings.
	3. Isolate affected material or area (i.e. bag the affected material and seal it with tape).
	4. Contact Emergency Coordinator.

#### 5. Explosion

Remain calm.

**Call 911.**

Be prepared for possible further explosions. Find immediate shelter for all building occupants away from the source of explosion. Avoid large rooms and hallways and stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment. Crawl under a table or desk if necessary. Stay as close to the floor as possible.

Be guided by the RCMP. If evacuation is ordered proceed to the muster point at the old Home Hardware building.

Attend to injured persons. See 7, Human Safety, below.

Open doors carefully. Watch for falling objects. Do not use matches or lighters. Avoid using telephones.

* 1. Turn off water and power as necessary.

#### 6. Hazardous Chemical Spill or Leakage

If a chemical spill occurs:

If chemicals contact skin or eyes, immediately flush the affected area with clear water for at least 15 minutes.

**Call 911**. Contact the Emergency Coordinator, or Alberta Poison Control Centre (1-800-3321414) for information on cleanup.

If there is any possible danger, close the facility.

Attend to injured persons, See 7, Human Safety, below.

* 1. In case of regional evacuation, secure the facility and be guided by the Town of Athabasca`s Emergency Response Plan.

#### 7. Human Safety

Staff members and volunteers will intervene in any accident or illness within the level of their ability and training.

a. Accidents causing injury:

i. Ensure rescuer safety.

ii. **Call 911** if necessary.

iii. If trained, apply First Aid Emergency Action Principles. Avoid unnecessary conversation with, or about, the ill or injured persons, or members or her/his party. Limit your communication to quiet reassurances.

iv. Report the incident to Emergency Coordinator. Record details including name of victim, witnesses, response by staff members and emergency workers, symptoms, treatment, date and time. If a staff member has been injured, fill in a Worker's Compensation Board Report.

b. Critical illness:

i. Survey the scene.

ii. **Call 911**.

iii. If trained, apply First Aid Emergency Action Principles.

iv. Report the incident to Emergency Coordinator.

c. Power failure:

i. Use available emergency lighting and flashlights to locate all persons in the building.

ii. Notify the Building Supervisor and electrical company if power failure is limited to Canadian Northern Railway train station property.

iii. Evacuate all visitors and non-essential staff if failure is prolonged. Secure the building.

A short-term power failure (a few hours) should not be very damaging. In the event of long-term power failure, the following steps may be necessary.

d. General:

i. Stand by for directions from the RCMP and the Emergency Coordinator.

ii. The public and non-essential personnel will be evacuated from the building.

Flooding:

i. In the winter a long-term power failure could cause the pipes to freeze and then burst; however, there will be sufficient time to respond to this problem if it occurs. The waterlines could be drained if necessary.

ii. Follow the instructions of the Emergency Coordinator.

Environmental:

i. Monitor the environment with the data logger. Borrow an ELSEC monitor from the Archives Society of Alberta's loan program to monitor UV and lux.

ii. Close doors and vents. Allow only one door to be used for entering or leaving the facility.

iii. Limit the number of people in the building to reduce the need for fresh air.

iv. Insulate the windows with PET sheeting.

vi. Use fans, dehumidifiers, and humidifier as needed. Ensure they are not directed towards collection materials. Regularly empty dehumidifiers.

vii. If auxiliary heating equipment is inadequate, remove all sensitive materials to a safe room.

#### 8. Tornadoes

Move rare and valuable holdings to a place of safety.

* 1. Turn power off.
	2. Close doors.
	3. All personnel must proceed to a safe basement shelter and none should leave it if the wind suddenly dies down. Such a lull may be the eye of the hurricane and the winds may reappear in half an hour with as much force as ever.

#### 9. After-Hours Emergency

Contact Emergency Coordinator. Proceed as required for specific emergency as described in this Plan.

#### 10. Computer Failure

Keep current and remove offsite an external hard drive with backups of necessary, sensitive, and/or personal records or files.

## VII. Protecting CNoR train station Holdings in Emergency Situations

The purpose of this section is to inform staff and volunteers of the basic procedures to be followed when protecting the CNoR train station historical items during an emergency in the absence of personnel who are specially trained to handle them. When the CNoR train station holdings are in imminent danger of loss, damage, or destruction and must be moved, when possible, the collection should be moved by trained personnel. If no one is available, the collection could be moved by CNoR train station volunteers under the direction of the Emergency Coordinator.

Before moving any object:

Select the nearest safe location to deposit the object. Make sure the path is clear and doors are propped open.

Determine how the object can be most safely handled.

Do not drag or push an object or move it abruptly.

Do not try to list more than you can handle. Get help.

If the object is already broken and cannot be left where it is without risk of further damage, collect and save all of the pieces.

If the exposure to water or another danger has already occurred and no further damage is present, do not move the object until a conservator, a curator, or a registrar advises to do so.

### Emergency Handling of Large Objects and Furniture

Furniture is particularly vulnerable to damage by water or excessive humidity. If the exposure to water or other danger has already occurred and no further danger is present, the furniture should not be moved until a conservator, a curator, or a registrar advises to do so.

Do not drag or push furniture even if it has wheels.

Do not lift furniture by legs, back or head.

### 2. Emergency Procedures for Office Areas

Ceiling Leaks:

Move desks and other equipment to a safe area, if possible.

Unplug all electrical equipment to prevent shorts and subsequent fire damage.

Cover desks, equipment, and filing cabinets with plastic sheeting when they cannot be moved.

## VIII. Salvage Operations

The following sections give basic emergency procedures for stabilizing objects involved in a disaster or an emergency. These procedures will stabilize objects, minimize further damage to the objects and prepare them for conservation treatment. The first 48 hours following an emergency are crucial to the welfare of objects.

### A. Salvage Operations Procedures

1. Enter the building or affected area only when informed by the AFD that it is safe to do so. Wear sturdy, non-slip footwear and other protective gear as necessary (gloves, dust masks, etc.).
2. Identify staff or volunteers required to assist with salvage.
3. Survey and photograph the damage. If the extent of the damage is great, marking the affected areas on a floor plan may be useful for developing salvage strategies.
4. Establish salvage priorities, determining what will be saved and in what order it will be rescued. Severely damaged materials that are replaceable (newspapers, published material, etc.) should be low priority, as the cost of salvage may be greater than the replacement cost. Wet material gets first priority because it could become mouldy within 48-72 hours. Material that is sooty maybe cleaned in the future.
5. The Emergency Coordinator will contact the insurance adjustor.
6. The Emergency Coordinator locates emergency facilities and supplies and assigns someone to provide refreshments.
7. Stabilizing the Environment - Water Damage:
8. Begin water removal process.
9. Monitor temperature and RH using data logger.
10. Contain or divert spread of water using absorbent socks in Disaster Response Kit.
11. Remove standing water as much as possible from floors and carpets using a wet/dry vacuum, mops, and buckets. The carpet underlay may have to be removed if it is very wet.
12. Use dehumidifiers to remove the rest of the moisture. Do not increase the heat in the room to speed drying; it will encourage mould growth and reduce the 48-72-hour incubation time for mould.
13. Remove wet materials to help lower the humidity.
14. Reduce the temperature to less than 18°C by turning down the heat. Lower relative humidity by turning on dehumidifiers.
15. Circulate air with fans.

8. Fire Damage:

1. Shutdown ventilation system to prevent spread of smoke.
2. Open doors and windows.
3. Use exhaust fans to remove smoke.
4. If smoke or ash enters the facility from a nearby fire, seal off all air intakes.

After the fire has been put out, locate a dry area nearby for packing collection material.

The work force should be split into two teams: those preparing packing materials (i.e. cutting freezer paper, assembling boxes) and those packing. For freezing materials such as books, pack the materials off of the shelves directly into milk crates until they are three-quarters full. Pack large flat material on Coroplast. Brief meetings should be held at the beginning and the end of each day to review progress and increase morale.

A staff member should record in a notebook what is being packed and code the packed containers. A note should be made of the condition of the contents: soaked, partly wet, or damp. Attach labels that describe the shelf location, collection, series, and box numbers or the contents. If material is removed from boxes and repacked, transcribe all identifying information onto labels to attach to the milk crates or bread trays. Record vacated shelf locations in a separate log. Do not write on wet objects.

Remove the wettest materials and items in the aisles first, then damp materials. Begin as close to the entrance as possible. Unload shelves from the top down to avoid tipping the shelving.

Inspect the remaining materials to determine if they needed to be removed. Do not separate dry books and documents when the relative humidity is high. In a small disaster it may not be necessary. In the case of a major disaster they may not be damaged, but they may have to be relocated while the building is cleaned. Evacuate undamaged electronics and AV material because they are sensitive to high relative humidity.

Depending on the extent of the disaster materials will be removed by freezer truck rental truck, and trolley, to an offsite storage space, temporary drying room or freezer storage.

When cleaning the walls, floor, ceiling, and furniture must all be disinfected and dried. They should all be dry before replacing the collection.

To return objects to the collection the items should first be dried and cleaned and rehoused in new archival standard containers. It is recommended to keep mould affected material segregated from the rest of the collection for at least six months.

### B. Health and Safety Precautions

1. Be sure it is safe to enter the facility before doing so. Do not enter areas with standing water until it is certain that the electrical circuits in the affected area are turned off.

2. Do not use power or heat until it is safe.

3. Do not permit recovery teams to smoke in or around the facility.

4. Do not allow unauthorized people into the CNoR train station. Keep a list of all staff members in the facility.

5. Use protective equipment as necessary: respirators, masks, hardhats, coveralls, rubber boots, and gloves.

6. Rotate work crews.

7. Ensure vaccinations are up to date.

8. Do not work alone.

9. Replace any supplies used from the First Aid Kit and Disaster Response Kit.

Note: During major emergencies people working long hours under stress in difficult and dangerous environments are at an increased risk for injury and disease. They need frequent breaks, a place to rest, food, drinks, and rest room facilities. Persons involved in the emergency response will require debriefing and possibly counseling following traumatic situations.

### C. Specific Salvage Operations

1. Water or Fire Damage

a. Enter affected areas only when declared safe to do so by the Emergency Coordinator.

b. Keep temperatures in the affected area as low as possible. Keep air moving and relative humidity as stable as possible.

c. Move affected collections to safe areas to prevent further damage.

d. Gather and bring in all supplies and equipment required to deal with affected collections.

e. Survey and photograph damage. Mark affected area on floor plan to aid in planning of recovery. Maintain accurate records of all actions taken.

f. Under the direction of the Recovery Specialist, take immediate action to stabilize affected collections materials.

g. Ensure fire extinguishers are replaced immediately.

2. Criminal Activity

a. Vandalism: assess damage.

b. Theft: report theft of materials to all associations, journals, etc. that offer listing services.

3. Biopredation and Biological Deterioration

a. Carry out an inspection to determine the extent of the problem.

b. If there is an infestation, identify the source and eliminate it.

c. For minor infestations, use non-chemical methods of control when possible.

d. For major infestations, consult an exterminator. Chemical treatments may be hazardous to holdings and human health.

e. Clean affected area thoroughly before replacing treated material.

4. Mould and Mildew

a. Isolate all affected material.

b. Have the type of mould identified.

c. Follow health and safety measures when handling infected materials.

d. Have affected materials treated.

e. Thoroughly clean the affected area including the climate control system.

5. Rodents

a. Eliminate the entry points into the building.

b. Eliminate accumulations of waste and debris. Use gloves to handle carcasses or feces.

c. Use non-chemical means of control whenever possible.

d. When necessary, call a professional exterminator.

## IX. Guidelines for Packing and Recovery

Emergency procedures should be undertaken only after consultation with a conservator. All objects should be judged on an individual basis as to the appropriate stabilization technique.

Be extremely careful when handling wet materials--all of them are fragile, including their housing. If the boxes have disintegrated, replace them with new containers. Do not unpack structurally sound containers. Fill cartons and crates three-quarters full. Keep identification labels with objects. Do not mark wet paper, though picture frames and film reel containers can be marked on with a grease pencil. Materials that have defaced labels or no label at all should be assigned a code and their locations marked on a plan of the damaged area. This indicates a loss of intellectual control and the item must be reunited with its information.

Make a note of materials that are taken away for separate treatment, such as film, diazofiche, rolled microfilm, magnetic media, and glass plate photographic materials, which should not be frozen. If items are taken to a freezing facility, be sure that they are stacked carefully and that the containers are slightly separated from each other to promote air circulation and faster freezing. It is important that the temperature be lowered as quickly as possible to minimize the formation of large ice crystals

### A. Paper

Do not try to separate single sheets of paper. Interleave every two inches with freezer paper and pack. Rolled items should be left rolled and packed loosely, separated by freezer paper, unless there are facilities for a conservator to unroll them.

Do not blot the surface of watercolours, maps, and manuscripts as they may have water-soluble media and blotting them will cause smudging. Quickly freeze or dry.

Keep coated papers wet by packing them in boxes lined with PET sheeting and then freeze them. Do not allow coated papers to dry or the pages will adhere together permanently.

If there is time, framed prints and drawings should be unframed and packed as single sheets.

If maps, plans, oversized prints, and manuscripts are sitting in a drawer with pooled water, soak up the water with a sponge. Remove the drawers from the map cabinet, and ship and freeze the drawers. The drawers can be stacked, separated with 1" x 2" strips of wood in between each drawer to promote airflow. Pack loose flat maps on Coroplast wrapped in PET sheeting. Bundle rolled maps very loosely to be frozen in small numbers, unless there are facilities available for a conservator to unroll them.

Small quantities of wet documents may be spread out on blotting paper or newsprint paper on tables to air dry. For best results, once stacked between blotting paper, weigh them down.

To separate wet sheets, place a sheet of polyester film on top of the stack of paper, rub gently with a brayer, and peel back the top sheet and place it on top of a new, dry sheet of film. Repeat the process until all sheets have been separated from the wet stack of paper. The paper should be dried between sheets of plastic film and blotting paper. They can be weighted down so that they dry flat. Fans should be used for air circulation, but they should not blow directly on the wet records.

Maps and blueprints lined with drafting linen can be suspended to dry using cotton string and plastic clothespins. This method will not work if the map or blueprint is too large as it will be too when wet to hang without causing damage where the clothespins are in place.

### B. Books

Do not open or close wet books or remove book covers. If the water was dirty, wash the books before freezing. Do not wash open books and those with water-soluble media. Hold closed books firmly shut and lightly rinse and dab with a sponge to remove the majority of the dirt. Do not scrub. Time and facilities may limit this treatment.

Wrap freezer paper around the book cover and pack spine down in a milk crate or cardboard carton.

Leather, parchment, and vellum bindings are an immediate priority because they distort and disintegrate in water. Books with coated paper should be kept wet by packing them inside boxes lined with PET sheeting, and then frozen.

To air-dry books, find a cool, dry area with good circulation. Be sure that the books don't contain coated paper (they should be frozen immediately). For damp books, stand them on their tails and fan out the pages. Do the same for the wet books, but also interleave every few pages with newsprint paper. Change the interleaving periodically.

Care must be taken not to interleave too often as it will put stress on the spine and cause the sewing to break. Interleaving should not exceed one-third of the book's thickness. If the spine, when viewed from the bottom, has a concave shape, it may be due to the interleaving or to moisture which causes swelling.

### C. Computer Media

Because of the risk of humidity damage, remove all AV material and digital media from the disaster site. Separate the dry materials from the wet, checking labels and relabeling if necessary. Do not touch magnetic media with bare hands. Contact an AV technician to determine recovery methods.

## Appendices

### Appendix A. Contact List for the Disaster Action Team

Chair, Athabasca Heritage Society
Margaret Anderson
4808 54 Street
Athabasca AB T9S 1L2
Cell: 780-213-1738, Home: 780-675-3681, AU: 780-675-6306
margaretanderson442@gmail.com

Director of Emergency Management, Athabasca County
Ron Jackson
3602 48 Avenue
Athabasca AB T9S 1M8
780-212-6789
rjackson@athabascacounty.com

Chief Administrative Officer, Director of Emergency Management, Town of Athabasca
Robert Jorgenson
4705 49 Avenue
Athabasca AB T9S 1B7
780-675-2063, cell: 780-519-7248
cao@athabasca.ca

Fire Chief, Town of Athabasca Fire Department (AFD)
Travis Shalapay
4707 50 Street
Athabasca AB T9S 1T5
780 675 2063, cell: 780-519-7233
firechief@athabasca.ca

### Appendix B. Emergency Services Emergency Numbers

|  |  |
| --- | --- |
| RCMP | 911 |
| Ambulance | 911 |
| Fire Department | 911 |
| Athabasca Healthcare Centre | (780) 675-6000 |
| Alberta Poison Control Centre | 1-800-332-1414 |
| AltaGas | 1-866-222-2068 |
| TransAlta Electrical | 1-800-667-2345 |
| Water (Town of Athabasca) | (780) 675-2063 |
| Sewer (Town of Athabasca) | (780) 675-2063 |
| R & C Mini Storage | (780) 689-9876 |
| IT Services Rescue Geeks | (780) 628-2485 |
| Flying Dutchmen Movers | (780) 206-5667 |
| Canadian Northern Railway train station Society of Alberta | (780) 424-2697 |
| Canadian Conservation Institute | 1-866-998-3721 |
| Library and Canadian Northern Railway train station Canada Preservation Centre | 1-866-299-1699 |

Appendix C. Responsibilities of the Disaster Action Team

Priority: Notify the AHS Chair in the event of an emergency. The Emergency Coordinator (AHS Chair) will perform or delegate the following actions:

* Assess the situation and determine course of action. Efforts will be made to eliminate the source of the issue. Consider the safety of the staff members and visitors before making decisions.
* Declare that the Emergency Response Plan is in effect and summon other members of the Disaster Action Team.
* Quickly gather information, assess danger to records, and develop the initial strategy.
* Phone Emergency Services.
* Appoint two staff members to act as sweepers if evacuation is necessary. The muster point is the old Home Hardware building on the northeast side of the train station.
* Provide information to Emergency Services and remain available for them to speak with.
* Appoint a recorder to take notes and photographs.
* Receive and evaluate reports.
* Create a chart that states where staff are, their shifts and what they will be working on during disaster remediation.
* Create a list of missing records and injured staff members. Coordinate information with the Administrator and RCMP.
* Continually re-evaluate priorities for disaster remediation. Organize long-term clean up and salvage operations.
* Keep the second in command up to date on operations.
* Appoint a staff member/volunteer to pick up food and water for people working on disaster remediation/recovery.
* Declare when the emergency is over, and when long-term recovery is in effect.
* Coordinate with the CAO, Town of Athabasca, concerning insurance claims.
* Provide funds for costs and supplies related to the emergency. Work with Town officials.
* Act as an information officer and coordinate release of information to the press and public.
* Regularly advises Emergency Coordinator on progress.

Mechanical aspects of CNoR train station building, including electrical and environmental:

* Disconnect utilities: sprinklers, water, and gas.
* Establish emergency power.
* Help organize a space to recover records.
* Pick up supplies as requested by the recorder and contract conservators.
* Arrange for security of perimeter to prevent trespassing, theft, and looting.
* Designate shelter and eating areas if people are required to stay on-site.
* Arrange outside support for identification and removal of hazardous materials.
* Continually re-evaluate state of emergency and priorities.
* Assemble supplies at the advice of the Emergency Coordinator and contract conservators.

Assign a recorder and photographer

* Proceed with Emergency Coordinator to document damage and assess the situation.
* Record extent of damage, recommended procedures, the location of records, where records are relocated, services and supplies, agencies contacted, and the location of treatment.
* Keep notes on the time and place the events occur.
* Photograph salvage operations.

### Appendix D. Inventory of Vital and Valuable Assets and Priorities for Protection

### Collections

1. Framed photographs, art and maps in the exhibit space.

2. Artifacts in the station master’s office.

### Administration Records

Items in filing in the AHS closet in the second-floor conference room.

Financial records in the AHS closet in the second-floor conference room.

Boxes containing vital records are marked with reflective tape.

### Appendix E. Floor plans of the CNoR Train Station



