

FRENCH COMMITTEE
OF THE BLUE SHIELD

COSADOCA



GUIDE TO SETTING UP DISASTER MANAGEMENT CENTRES TO SALVAGE DAMAGED CULTURAL PROPERTY

2013



GUIDE TO SETTING UP DISASTER MANAGEMENT CENTRES TO SALVAGE DAMAGED CULTURAL PROPERTY

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The guidelines have been designed and developed by the French Committee of the Blue Shield and COSADOCA and could not have been produced without the active participation of their many volunteers.

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YOUR CONTRIBUTIONS

If you have any suggestions, proposals or comments that could help us improve these guidelines, we should be happy to hear from you. They may also be adapted and extended to other types of cultural property. You may contact the French Committee of the Blue Shield at the following address in order to help us to translate these guidelines into more languages:

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FOREWORD / PROJECT CONTEXT

In the aftermath of the earthquake that devastated Haiti in January 2010, and from experience acquired in the field following the collapse of the Communal Archives building in Cologne (Germany) and the work done for many years by COSADOCA in producing emergency plans and staging document evacuation exercises, the French Committee of the Blue Shield and COSADOCA decided to join forces in drawing up a practical guide to help those setting up Centres to deal with written materials damaged in major disasters.

The indications given are for Centres to be set up from scratch but the tasks and functions involved could be handled within existing structures.

The document and its various parts are collectively referred to as guidelines since their role is to list all those factors deemed essential when setting up facilities to deal with written and other cultural materials affected by disasters. Since Centres of this type need to operate over a period of several months and be manned by a series of successive teams, it is necessary to adopt strictly regimented procedures to facilitate the task of incoming replacement teams, ensure regularity and consistency in the work done and provide ways of tracking developments and bringing salvage operations to a satisfactory conclusion.

Those faced with **critical situations** (shortage of human or material resources) and who **need to act fast and effectively** will probably find it most useful to consult the first few pages of these guidelines. **Pages B to F contain all the essential things** you need to know before embarking on exercises of this nature. For further details, you will then be able to find your way via the index to the complete data sheets given in the body of the text.

FIRST STEPS IN THE EVENT OF A DISASTER

Nota: the term “document” is used here after as a generic one, including both books and records

RECORD THE DISASTER

- take photos and produce a description of the situation
- retrieve any inventories and checklists, where possible

ASSESS THE DAMAGE

- **make the most accurate possible estimation** of the shelf length or number of documentary units affected, making a distinction, where possible, between documents in need of repair and those that are irretrievably damaged
- **list the types of damage** needing different treatment and different equipment: fire, high water, flooding (clean or dirty water), collapse of a building, earthquake, tsunami (saltwater), etc.

TAKE FIRST PROTECTIVE MEASURES

- **secure the damaged area(s) as soon as possible** to prevent theft, looting, deliberate or accidental disposal of documents
- **affix the Blue Shield sign to the building**, or what remains of it, to inform all those who may be sent in to clean up, those in charge of security and anybody else likely to enter the site that there are valuable records or cultural property that must be protected by virtue of the Hague Convention

FIND A LOCAL BASE FOR FIRST LEVEL OPERATIONS

- **anywhere that is enclosed and affords at least minimal protection should be found/selected/requisitioned** (industrial or commercial property, private house, tent, etc.)

- **mark out four main working areas**, either by ear-marking different rooms or creating separate areas with polyane sheeting, tarpaulins or any other available material, these areas being for: incoming/outgoing documents, inventoring and identifying damage suffered, repairing damage, emergency packing

DIFFERENT ACTION SHOULD THEN BE TAKEN DEPENDING ON THE NATURE AND THE EXTENT OF THE DAMAGE

- **documents covered in dust** (earthquake, subsidence, collapse of building): these must be carefully cleaned, especially if there is concrete involved (concrete dust being highly abrasive)
- **documents that are clean but wet** (runoff water, broken pipes, tornadoes, typhoons, etc.): these must be dried as soon as possible or frozen if there are large quantities and there is suitable equipment at hand
- **documents that are both dirty and wet** (landslips, mudflows, floods, etc.): these must be dried before being cleaned
- **documents that are burnt:** they should be cleaned to remove dry or greasy traces of soot

Some documents will have been damaged in more than one way: fire and water for example. In such cases, drying must precede cleaning to stop the formation of micro-organisms

EQUIPMENT NEEDED FOR FIRST LEVEL OPERATIONS

- floor cloths
- buckets
- brooms and squeegees
- sheets of paper or notepads
- pencils
- indelible felt pens
- transport crates (plastic crates, boxes, small crates)

- working surfaces (tables, trestle tables, desks, pallets, bricks, breeze blocks, etc.) sufficiently high to accommodate those working standing up
- hand brushes, paint brushes
- storage crates for items already processed (plastic crates, boxes, small crates); these should, for preference be crates or boxes with lids, but not hermetically sealed, to protect the documents processed from dust, light or even contagion in the event of infestation

INDIVIDUAL PROTECTION EQUIPMENT

- masks
- plastic gloves
- boots
- closed shoes
- overalls, aprons

PROCEDURE

- **transfer the documents** from the damaged area to the place where they are to be treated (which may be in the same building depending on the extent of the damage) keeping to the original basic storage principles wherever possible (this will make it easier to check them against the lists and inventories and keep track of documents that have been removed/destroyed)
- **proceed with their identification**, either by comparing them against the inventories and/or check lists in the event of partial damage or directly in the event of disasters that have caused upheaval to the original order of the documents (mudflows, collapse of building)
- **if micro-organisms are spotted, stop the identification process** to prevent the organisms from spreading to all the documents in the batch (in such cases, the documents or sets of documents will only have

a single entry number) and isolate the documents concerned until the mould can be treated

- **identify the type of damage** so that the right sort of action can be taken and dispatch the documents for treatment without breaking up the set. If, for example, only part of a set of documents is wet, the whole set should go to be dried at the same time, in order to eliminate any residual dampness that may not always be visible, and keep all related documents grouped together. In all cases, for a given set of documents, the treatment selected for those documents that have suffered the worst damage should be applied to the whole set
- **apply the appropriate treatment:** dry documents that are damp or wet, remove soot from those that have been burned, disinfect those contaminated by micro-organisms
- **special case of infested documents:** these should only be identified once all mould issues have been resolved and before they are cleaned and packed
- **clean all documents before packing them** temporarily or definitively depending on circumstances
- **store packaged documents temporarily** for the time it takes to restore the damaged building to suitable condition
- **track document movements at all stages:** keep a written record of all document numbers in sequence from 1 upwards, with each number corresponding to a single crate, box, volume or file, etc. on the basis of a system to be agreed at the outset
- **documents should be marked with their entry number** which will be used to track their movements until they can be returned to their original quarters: it must be possible to locate documents that have been identified at all times.

! In the following pages a fuller description is given of each of the above steps applied on a larger scale.

GENERAL CENTRE OPERATING PRINCIPLES

Centres are set up to manage major disasters affecting several buildings or premises containing cultural property, which is why there is so much emphasis on tracking the movements of documents and other written works in relation to source to avoid mix-ups and confusion.

The Centres are designed to enable successive teams of volunteers to assist the local population and will be under the authority of a person heading the teams and responsible for property on the site. For a system of this type, which involves a combination of people from the institutions affected by the disaster and foreign teams, it is vital to have a two-pronged tracking system:

- **for foreign volunteers**, individual *identity forms* that should be produced and sent to the Centre manager before the people concerned arrive at the Centre;
- **for people from the disaster-damaged institutions**, individual *staff attendance* sheets that should be completed and returned to their home base for personnel management purposes.

In addition, for each of the working areas, *an area log* should be kept by the area manager and used to record all information that could be of use to subsequent incoming team leaders: difficulties encountered, number of units processed, etc. These logs are to be managed by the operations control Centre (PC), which will be in charge of handing them out each day and collecting them each evening. Depending on the nature and extent of the disaster, the resources deployed and the modus operandi selected, it will

be up to the Centre manager to decide on the items to appear in the log.

It is recommended that people working at the Centre should regularly rotate jobs to fuel their enthusiasm and keep them on their toes. However, it would be advisable only to rotate teams every 2 or 3 days (in the case of 2-week assignments) so that they at least have time to familiarise themselves with the basic procedures; restorers will be responsible for the document handling areas.

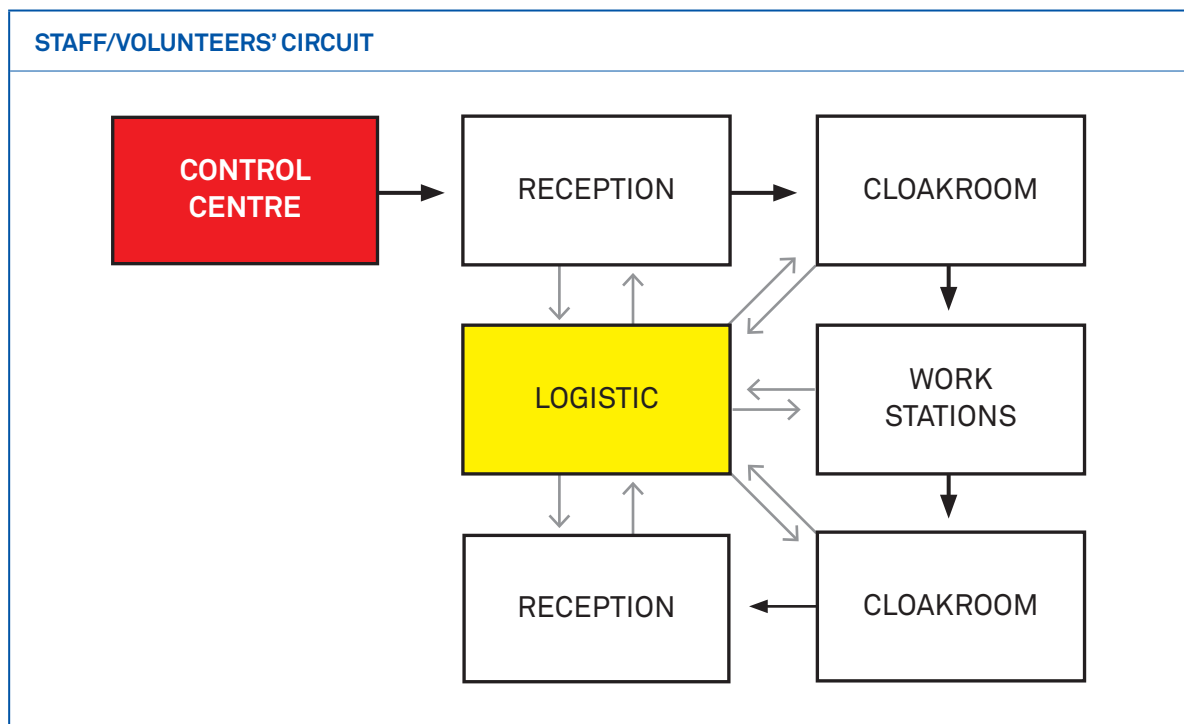
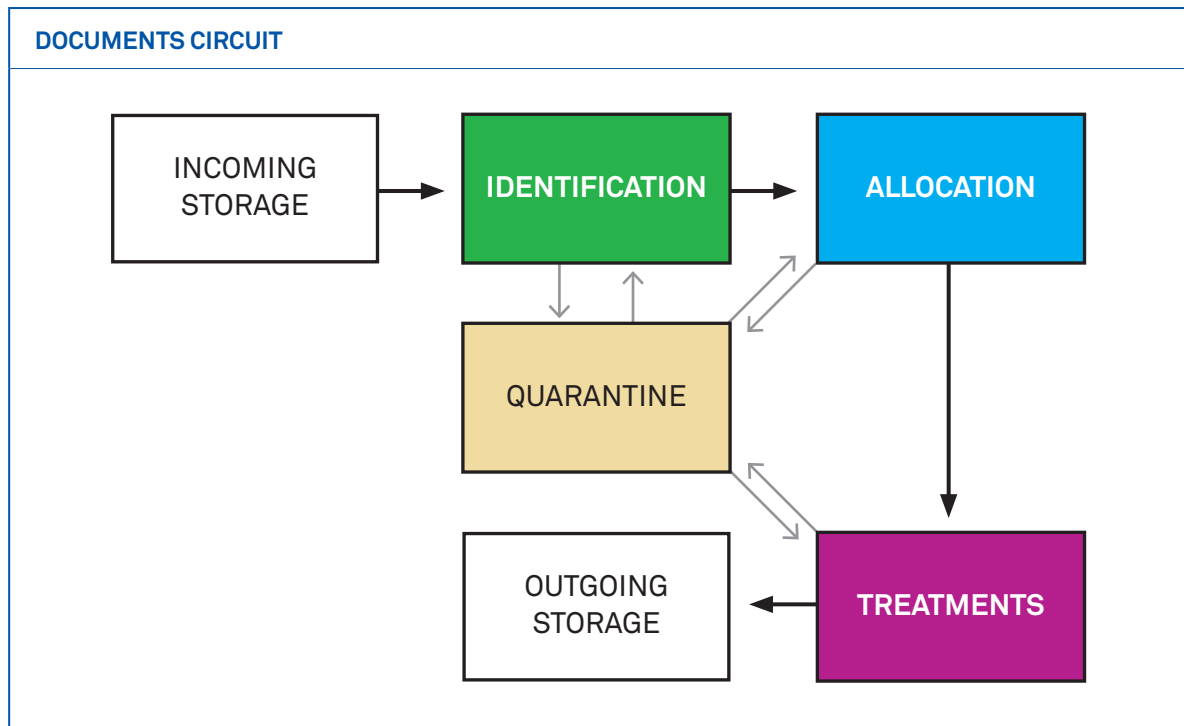
To make it easier to understand the successive stages in the treatment process, areas should be colour-coded to make them easier to locate, rapidly identify work in progress and help those working on the site to find their bearings.

On a parallel to this, the following other colour codes have been adopted:

- **red** = staff of the operations control Centre and area managers
- **orange** = people with specific qualifications: restorers, nurses, firemen, doctors, first aiders, etc.
- **yellow** = logistics

The idea behind this system is to enable Centre staff to waste no time in locating people with the requisite skills. It is for this reason that, in addition to the information provided in these guidelines, a number of posters should be displayed to remind workers of the colour-coding principles and the main stages of area operations.

FUNCTIONAL DIAGRAM OF CENTRE



CONSULTING THE GUIDELINES

Tips on understanding the organisation of these guidelines

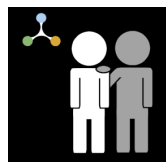
The guidelines are presented in the form of fact sheets:

- **function fact sheets:** for the basic functions essential to Centre operations
- **area fact sheets:** for the areas through which documents will transit
- **procedure fact sheets:** for each function or area, these explain the work to be done, the precautions to be taken and the equipment needed
- **sample forms:** these are intended to facilitate Centre management
- **appendices:** documents produced for volunteers who will have to complete them before undertaking any assignments and/or confirm that they have read and understood them before departure.

Some areas and their operating rationale will need to be adapted to local circumstances. Specific handling areas: freezing, anoxia, freeze-drying and bagging prior to these operations are not covered by specific area fact sheets, only by procedures. We have worked on the assumption that these areas will only be accessible to experts in such processes.

OPERATIONS CONTROL CENTRE

Function fact sheet	1	OPERATIONS CONTROL CENTRE
Procedure sheet	2	Product codes
Procedure sheet	3	Management of document disposal
Sample form	4	Individual staff form (Centre)



EQUIPMENT – MANAGER
Heavy duty gloves
Pens
Red tee-shirt
Safety shoes
Walkie-talkie

EQUIPMENT AND MATERIAL IN THE AREA
Camp bed (temporary infirmary)
Mobile phone
Pens
Portable computer, printer

INFORMATION DISPLAY
Safety instructions

TO DO – USEFUL RECOMMENDATIONS

Ensure the Centre is operating properly:

- Schedule the arrival of foreign volunteers and staff from the disaster-struck locations
- Inventory control of materials and equipments
- Communications with the disaster-struck locations
- Keep area logs: notebooks to be handed out to area managers for recording incidents, salient facts and changes made in the working areas for the information of subsequent teams

Ensure the safety of those working at the Centre:

- Take charge at the Centre of anyone who is taken unwell and contact emergency services
- Transmit the person's medical records to the emergency services
- Notify the person's next of kin and monitor developments
- Organise medical evacuation procedures where necessary
- Evacuate the Centre in the event of incident
- Keep the Centre safety log up to date

Train area managers and supervise their work:

- Prepare and distribute relevant fact sheets from the Guidelines
- Collect the area logs at the end of each working day
- Redistribute them the following morning showing the day's date + names of area managers

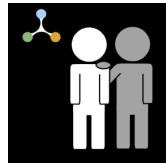
Prepare for visits from executives of the disaster-stricken institutions:

- Collect Quarantine sheets, schedule visits and receive guests
- Prepare documents disposal lists: obtain manager's signature and that of the Centre manager authorising the destruction of documents placed in quarantine
- With each operation, complete the work sheets, search and document location systems transferred to the Centre
- Compile and update Centre management logs
- Write and update the Center's management dashboards
- While treatments are undegoing, prepares slips, finding aids and instruments for locating documents transferred to Centre

PROCEDURE FACT SHEETS
Product codes [2] Management of document disposal [3]

SAMPLE FORM
Individual staff form (Centre) [4]

compiled by	CJ, CC	date	09.01.2013	amended by		date	
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2

PRODUCT CODES

KEY

- All materials /products entering the Centre must be given a reference code.
- This code should comply with the following principles:
- (_ _ _) = Type of product. Product serial number. (item number)
- Segments should be separated from each other by full stops.
e.g.: 01.0001.1 = work station

Type of product

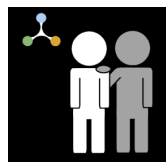
01	Furniture
02	Working materials
03	Consumables

Product serial number

- For each referenced item, a number has to be given. This should be an integer, from 1 to infinity.

Item number

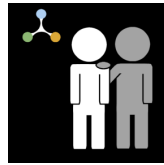
- Optional. Only relevant in the case of furniture (01) and materials (02).



3

MANAGEMENT OF DOCUMENT DISPOSAL

SPECIFIC EQUIPMENT	TO DO – USEFUL RECOMMENDATIONS				
Bins liners Waste disposal bins with lids	<ul style="list-style-type: none"> · Prepare the disposal lists for documents damaged beyond repair 				
	<h3>METHOD</h3> <ul style="list-style-type: none"> · Collect the Quarantine sheets · Produce two copies of a disposal list with a list of the items damaged beyond repair (per institution) · Arrange meeting with manager of source institution and send him/her a copy of the disposal list · Accompany the manager on his/her visit to the Centre and when examining the documents · Check that the disposal list corresponds to the content of the crates · Have the visiting manager and the Centre manager sign both copies of the disposal list · Have the documents destroyed, direct them towards processing at the Centre with the agreement of a restorer or return them to their home institution for outsourced processing · One copy of the list to be given to the manager or his/her representative and one to be stored at the control Centre 				
	<h3>PRECAUTIONS</h3> <ul style="list-style-type: none"> · Check the identity of the visiting manager and his or her status, if not the actual manager 				
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4

INDIVIDUAL STAFF FORM (CENTRE)

page 1/2

Name of person: *FAMILY NAME, First name(s)*

Badge number:

PERSONAL DETAILS	
Date of birth:	Marital/family status:
Nationality:	
PERSONAL CONTACT DETAILS	
Address:	
Post code:	City:
State/Country:	
Mobile phone no.:	Email address:
IDENTITY DOCUMENTS	
Photocopy of passport or identity card (to be kept in file)	<div style="border: 1px solid black; width: 150px; height: 150px; margin: 0 auto; text-align: center; vertical-align: middle;"> Identity photo </div>
Photocopy of vaccination card	
Medical declaration	
I.D. type and number:	
INSURANCE	
CIVIL LIABILITY	
Insurance policy name and number:	
Emergency phone number (country code + number):	
REPATRIATION	
Insurance policy name and number:	
Emergency phone number (country code + number):	

EMERGENCY CONTACTSContact 1: *FAMILY NAME, First name – relationship to individual*

Telephone:

Email:

Contact 2: *FAMILY NAME, First name – relationship to individual*

Telephone:

Email:

PROFESSION

Specialities:

Home institution (for volunteers):

LANGUAGES SPOKEN

English

Spanish

French

other languages:

other languages:

other languages:

Remarks

I certify that I have read and understood the Internal regulations of the Centre and undertake to comply with them throughout my assignment. I also undertake not to divulge any information obtained from the documents and materials and not to take any photographs without the permission of the Centre Manager.

Signature of individual:

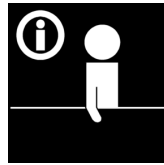
Date :

Signature of Centre Manager:

Date :

RECEPTION, CLOAKROOM

Function fact sheet	5	RECEPTION, CLOAKROOM
Procedure sheet	6	Management of individual ingress /egress
Sample form	7	Staff attendance list
Procedure sheet	8	Training newcomers
Procedure sheet	9	Checking volunteer equipment



5

RECEPTION, CLOAKROOM

INFORMATION DISPLAY
"I" for information
Individual protection
Noticeboard for posting daily information + names of area managers
Notice stating that firearms are forbidden on the site
Site map

TO DO – USEFUL RECOMMENDATIONS

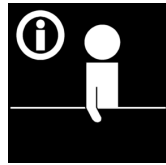
- Receive the volunteers each day
- Have them sign on and off/distribute badges

AREA MANAGER

- Daily updates of information displays + names of area managers
- Check all incoming personnel: check the identity of those entering the Centre and distribute badges
- Have them sign a non-disclosure agreement
- Enter the names of those present in the daily attendance lists
- Make sure that everybody has their individual protection equipment with them
- Check that they have deposited their personal belongings
- Ensure that they have read and understood the safety instructions
- Return the lists to the control Centre at the end of the day
- Check all exits: collect badges, tick off each name on the daily list as people leave
- Daily attendance lists should be sent to the control Centre at the end of each day

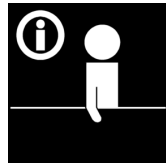
PROCEDURE FACT SHEETS
Management of individual ingress/ egress [6]
Training newcomers [8]
Checking volunteer equipment [9]

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MANAGEMENT OF INDIVIDUAL INGRESS/EGRESS

<p>SPECIFIC EQUIPMENT</p>	<p>TO DO – USEFUL RECOMMENDATIONS</p>					
<p>Blank staff attendance sheets [7] In/out log: daily record inserted in a file showing the day and date at the top followed by 3 columns for arrival time, NAME & first name and departure time</p>	<ul style="list-style-type: none"> · Receive volunteers and institution staff on a daily basis · Have them sign in/out: hand out badges · Have institution employees sign the attendance sheets 					
	<p>METHOD</p> <ul style="list-style-type: none"> · When volunteers arrive, they should be given badges and asked to sign in; when they leave, they should be asked to return their badges and to sign out · When institution staff arrive, they should be given their badges, asked to sign in and given their attendance sheets; when they leave, they should be asked to return their badges, sign out and return their signed attendance sheets 					
	<p>PRECAUTIONS</p> <ul style="list-style-type: none"> · In the event of the Centre having to be evacuated, the person in charge of reception must take the file with the names of all those present on the site with him/her so as to be able to check that everybody has left the Centre 					
<p>SAMPLE FORM</p>						
<p>Blank staff attendance sheets [7]</p>						
<p>compiled by</p>	<p>CJ, CC</p>	<p>date</p>	<p>09.01.2013</p>	<p>amended by</p>	<p>date</p>	



STAFF ATTENDANCE SHEETS

TO DO – USEFUL RECOMMENDATIONS

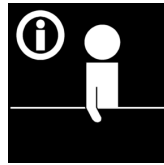
- Make sure staff sign in and out at the Centre. There should be one form per person that should be completed each day on arrival and departure
- Forms should be sent to the control Centre at the end of each week

Staff member: *FAMILY NAME, first names*

Badge number: 2013-1

Week: 20

DATE	ARRIVAL TIME	SIGNATURE	DEPARTURE TIME	SIGNATURE
01.09.2013	08:00		17:00	



TRAINING NEWCOMERS

SPECIFIC EQUIPMENT
Plan of Centre
Safety instructions
Wipeable whiteboard and dry-wipeable felt pens or blackboard and chalk

TO DO – USEFUL RECOMMENDATIONS

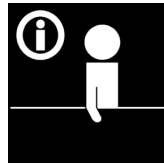
- Provide initial training for those arriving for the first time at the Centre

METHOD

- Explain how the Centre works
- Remind newcomers of the safety rules
- Show them round the whole site and introduce them to the area managers
- Allocate jobs: area managers are responsible for specific job training

PRECAUTIONS

- Explain the safety instructions carefully in a language that the newcomers can understand
- Do not hesitate to involve several people in the training process to ensure translation of the instructions



CHECKING VOLUNTEER EQUIPMENT

SPECIFIC EQUIPMENT	TO DO – USEFUL RECOMMENDATIONS
Aprons	<ul style="list-style-type: none"> · Check the equipment of all the volunteers entering the Centre work areas
For area managers and people with specific skills (orange), tee-shirt, tabard or clearly visible function bib	
PFP2 masks	<h3>METHOD</h3> <ul style="list-style-type: none"> · If volunteers are not suitably equipped, explain to them the importance of having the proper equipment and help them with their welcome directory
Plastic gloves (not talced)	
	<h3>PRECAUTIONS</h3> <ul style="list-style-type: none"> · Remind them of any health risks (cf. explanations in welcome directory)

| LOGISTICS

Function fact sheet	10	LOGISTICS
Procedure sheet	11	Logistics management
Procedure sheet	12	Inventory control
Sample form	13	Inventory control form
Procedure sheet	14	Areas' upkeep
Sample form	15	Areas' upkeep log



EQUIPMENT – MANAGER
Heavy duty gloves
Mobile phone
Pens
Portable computer
Safety shoes
Yellow tee-shirt with logistics pictogram
Walkie-talkie

TO DO – USEFUL RECOMMENDATIONS

- Check that all first aid equipment and evacuation plans are available
- Organise the storage of consumables in the storage areas
- Manage the distribution of consumables to the different parts of the Centre
- Organise the flow of clean/dirty crates
- Organise the cleaning of dirty crates and manage the storage of clean crates
- Organise and manage Centre cleaning and upkeep

LOGISTICS MANAGER

- Check the equipment of the logistics personnel
- Explain the procedures and train logistics teams for the different tasks to be performed
- Organise the teams in relation to progress in work on the documents
- Set up materials' inventory control
- Organise tasks and assign them in relation to the needs of the different areas
- Supervise cleaning operations

PROCEDURE FACT SHEETS
Logistics management [11]
Inventory control [12]
Areas' upkeep [14]

compiled by	CJ, CC	date	09.01.2013	amended by		date	
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SPECIFIC EQUIPMENT
Heavy duty gloves
Safety shoes
Throwaway gloves
Trolleys, pallet trucks
Tool carrier
Walkie-talkie

TO DO – USEFUL RECOMMENDATIONS

- Split the volunteers into three teams each day and make sure that they have their protective equipment with them
- Check off the different transport units (trolleys, pallet trucks, trolleys, crates) each morning and evening
- Check inventory levels every morning and evening with the control Centre
- Position equipment as it arrives in liaison with the control Centre
- Check that all equipment is available and in working order: vacuum cleaners, cleaning trolleys
- Organise supplies to the different areas in relation to progress in work on the documents and the number of people on the site
- Make sure all areas are kept clean and tidy and collect the corresponding records to return them to the control Centre
- Check with the area managers that the equipment and waste storage zones are clearly marked out for each area

METHOD

- Once the volunteers have been allocated their roles, take charge of those earmarked for logistics
- Explain how the Centre operates by taking them round and showing the equipment used in the individual areas
- Explain the logical circuits followed at the Centre and how teams are divided over three sectors each including several areas. One team may be made up of 1 to 3 people depending on requirements
- Cleaning of the toilets and other common areas, such as passageways, reception and cloakrooms, will be the responsibility of the three teams on a rota basis
- Show how to use the equipment
- Show how to fill in the *Inventory control* [12] and *Area's upkeep log* [15]
- Ensure volunteers fully understand the safety instructions

PRECAUTIONS

- All those responsible for logistics functions should wear yellow tee-shirts so they can be easily identified by the area managers plus safety shoes for supplying equipment to the different areas
- The areas reserved for quarantining, waste, and dirty crate storage will be organised as part of a separate circuit to avoid any risk of contamination and keep out anything potentially harmful
- Waste from the Quarantine area will be taken directly to the waste area, where it will be put in a closed bin by the Quarantine area manager and placed outside the area door
- Team members should not enter the Quarantine area other than in the presence of a restorer and only for cleaning purposes (throwaway masks and gloves are mandatory in this area and must be binned after use)
- For toilet cleaning, throwaway gloves must be used and binned after use

PROCEDURE FACT SHEETS
Inventory control [12] Areas' upkeep [14]

compiled by	CJ, CC	date	09.01.2013	amended by		date	
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12

INVENTORY CONTROL

SPECIFIC EQUIPMENT	TO DO – USEFUL RECOMMENDATIONS						
Equipment code issued by the control Centre for each item or type of equipment	<ul style="list-style-type: none"> · Manage the tasks of storing, labelling and inventory control · Warn the control centre if supplies look like running out · Keep the storage areas clean and tidy and ensure that nothing harmful enters them · Make sure there are adequate quantities of the right equipment in the work areas · Distribute the <i>Inventory control form [13]</i> (1 per sector) and ensure they are correctly used · Take stock of equipment at least once a week with the control Centre (deliveries expected, orders in progress, orders to be placed) · Immediately report any problems to the control Centre 						
Heavy duty gloves							
Safety shoes mandatory for trolley operators							
Sector record							
Trolleys							
Tool carrier							
	METHOD						
	<ul style="list-style-type: none"> · Explain the restocking function: team members must check that there are sufficient quantities of the requisite equipment in the areas depending on the rate of progress in work on the documents · Show the sector records, how to complete them and return them to the control Centre · Area managers may ask for equipment: check that their requests correspond to the type of job being done in their area and, if in doubt, ask the advice of the logistics manager · The equipment storage areas must be kept under lock and key: the key must be taken from the control Centre and returned after use together with the <i>Inventory control form [13]</i> duly completed 						
	PRECAUTIONS						
	<ul style="list-style-type: none"> · All those responsible for logistics functions should wear yellow tee-shirts so they can be easily identified by the area managers · Ensure that storage area doors are kept locked (key to be collected from control Centre) · After taking delivery of supplies, check the closing of all doors leading outside · Any substantial decrease in stocks of a particular item of equipment should be reported to the logistics manager · Check equipment codes carefully, especially for items of similar size 						
SAMPLE FORM							
Inventory control form [13]							
compiled by	CJ, CC, MI. S	date	09.01.2013	amended by		date	



13

INVENTORY CONTROL FORM

INVENTORY CONTROL: SECTOR

EQUIPMENT CODE	DESCRIPTION	NUMBER COUNTED	DATE	NAME	SIGNATURE



14

AREAS' UPKEEP

SPECIFIC EQUIPMENT
Cleaning trolley
Small bin liners
Soap
Throwaway gloves
Toilet paper, paper hand towels

TO DO – USEFUL RECOMMENDATIONS

- Vacuum clean all work areas at each break, at the end of the day or at the request of an area manager
- Sweep the reception area after staff take up their positions in the morning and after lunch
- Sweep corridors at least a day (in the evening)
- Clean the toilet areas with a frequency to be decided when the Centre starts operation, at the very least after staff start work, after each break and at the end of the day
- Keep the toilet area supplied with consumables
- Remove waste

METHOD

- Show how to use the equipment: vacuum cleaners, cleaning trolleys, use of the signs warning of “Wet floors”
- Ensure that the teams are properly allocated in the Centre
- Show them the *Areas' upkeep log [15]* and how to complete it

PRECAUTIONS

- All those responsible for logistics functions should wear yellow tee-shirts so they can be easily identified by area managers
- In the event of leaks, problems with toilet flushes or the electricity supply, inform the logistics manager immediately or the Centre manager

SAMPLE FORM
Areas' upkeep log [15]

compiled by	CJ, CC, M.I.S	date	09.01.2013	amended by		date	
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15

AREAS' UPKEEP LOG

UPKEEP - AREA				
AREA	DATE	TIME	NAME	SIGNATURE

| QUARANTINE

Area fact sheet	16	QUARANTINE
Procedure sheet	17	Quarantine management



16

QUARANTINE

EQUIPMENT – MANAGER
Area log
Blank transfert dockets
Orange tee-shirt
Walkie-talkie

EQUIPMENT AND MATERIAL IN THE AREA
Badge holder
Felt tips
Metal shelves
Mob cap
Ordinary or fitover goggles
Overalls
Overshoes
Pens
PFP2 masks
Plain white label
Plastic gloves (not talced)
Sanitising hand wash or soap

INFORMATION DISPLAY
Reserved area (raised hand barring entry)
Wearing of special clothes mandatory

TO DO – USEFUL RECOMMENDATIONS

- Restricted access area, under the control of a restorer
- Avoid draughts (spreading spores)
- Regularly change gloves and masks and wash hands
- Never throw used materials and equipment into waste disposal bins in other, non-contaminated areas

AREA MANAGER

- Check the transfer dockets of incoming crates and send them on to the control Centre
- Check ingress/egress of team members to/from area
- Supervise regular changes of individual protection equipments
- Together with someone from the control Centre, receive senior managers from the institutions, who will have to decide on whether documents are worth preserving or should be destroyed
- Send material to the purple area in accordance with the restorer's decision and confirmation of the institution representatives

PROCEDURE FACT SHEETS
Quarantine management [17]

compiled by	AL, DM, CJ, CC, MS, NB, NC, RZ	date	09.01.2013	amended by		date	
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17

QUARANTINE MANAGEMENT

SPECIFIC EQUIPMENT
Clean quarantine crates
Plastic gloves (not talced)
PFP2 masks

TO DO – USEFUL RECOMMENDATIONS

- Place the documents in the area according to source
- Monitor their progress
- Decide on another form of treatment or to dispatch to the disposal area

METHOD

- Allocate the documents to quarantine crates according to home institution
- Complete the transfer dockets, check that the crates bear their code markings and send the forms to the control Centre
- Take biological samples to check the spread of infestation
- Measure the temperature, humidity, etc. in the room to stop the spread of infestation
- Adjust the atmosphere in the room to stop the spread of infestation
- Ensure that the air treatment and dehumidification system is working properly
- Once tests show that the infestation has been stopped, suggest further action and manage transfers to the appropriate areas
- Collect the transfer dockets from the control Centre (crate code), enter the exit date and the destination area to feed the materials back into the processing circuit
- In the case of documents damaged beyond repair, transfer them to the pre-disposal zone in the waste area and return the transfer dockets to the control Centre so that a disposal order can be issued (cf. *Management of document disposal* [3]).

WARNING: no documents may be destroyed without a disposal order

PRECAUTIONS

- Always don mask and gloves before entering the room
- Enter the date and time of the last visit in the log in the room
- Report any equipment malfunctions to the control Centre immediately
- Access to the area strictly limited to restorers and the logistics manager
- Throw all used equipment away in a nearby covered waste disposal bin

PROCEDURE FACT SHEETS
Management of document disposal [3]

compiled by	CJ, CC, AL, MS, NB, NC, RZ	date	09.01.2013	amended by		date	
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INCOMING STORAGE

Area fact sheet	18	INCOMING STORAGE
Procedure sheet	19	Organisation of space
Procedure sheet	20	Incoming transfers
Procedure sheet	21	Filling in crate transfer docket
Sample form	22	“A” crate transfer docket
Sample form	23	“B” crate transfer docket

WHITE

**EQUIPMENT – MANAGER**

Apron
 Area log
 Blank transfert dockets
 Heavy duty gloves
 Mobile phone
 Pens
 Red tee-shirt
 Safety shoes
 Walkie-talkie

**EQUIPMENT AND
MATERIAL IN THE AREA**

Heavy duty gloves
 Safety shoes

INFORMATION DISPLAY

Ground markings of routes
 to be followed and crate storage
 areas in relation to source

TO DO – USEFUL RECOMMENDATIONS

- Receive the crates filled with documents for processing from the disaster-struck locations and put a circulation sheet in each of them
- Prepare empty crates for dispatch to the places to be evacuated
- Prepare individual processing records

AREA MANAGER

- Manage the dispatch and return of crates on the disaster-struck locations
- Check the arriving crates using the transfer docket completed on the site
- Check to ensure that all doors are closed after unloading
- Compile the crate transfer dockets
- Distribute the crates in relation to source and work stations
- Make sure the crates are moved to the Green area in the right order

PROCEDURE FACT SHEETS

Organisation of space [19]
 Incoming transfers [20]
 Filling in crate transfer dockets [21]



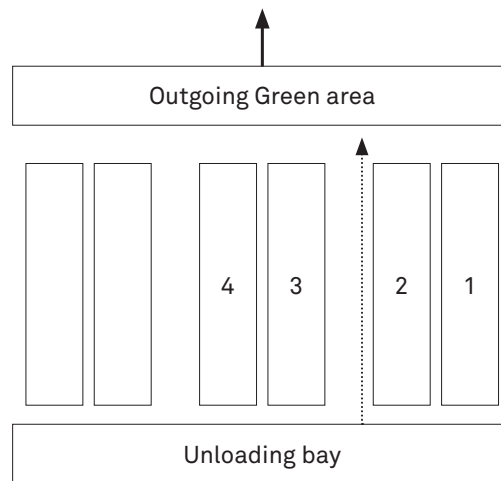
SPECIFIC EQUIPMENT	
Arrival docket	
Heavy duty gloves	
Safety shoes	
Transfer docket	

TO DO – USEFUL RECOMMENDATIONS

- Organise the incoming storage room so that crates can be dispatched as regularly and swiftly as possible to the Green area

METHOD

- Suggested layout for the area:



- Affix an arrow symbol above the alleys to be emptied as a matter of priority (in relation to arrivals)

PRECAUTIONS

- Leave enough space for people to be able to move about
- Do not place dry documents near wet documents or healthy documents near those suspected of contamination
- Report signs of major contamination to a restorer at once
- Make sure that crates are not kept on hold too long. Volunteers need to know which ones should be next to go to the Green area



20

INCOMING TRANSFERS

SPECIFIC EQUIPMENT	
	Acceptance docket
	Transfer docket

TO DO – USEFUL RECOMMENDATIONS

- Take receipt of crates evacuated from the sites and transferred from storage for forwarding to the processing Centre
- Ensure all crates are present and correct before signing for receipt

METHOD

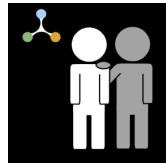
- Take reception of the transfer docket and check to ensure that the number of units present tallies with the number entered on the form
- If such is the case, start unloading the crates in the prescribed area
- If not, contact the control Centre at once
- Check the labels / tick off each unit on the transfer docket
- Send the completed transfer docket with any notes and comments to the area manager for onward transfer to the control Centre manager

PRECAUTIONS

- Check all crate labels

PROCEDURE FACT SHEETS	
	Filling in crate transfer dockets [21]

compiled by	CJ, CC, DM	date	09.01.2013	amended by		date	
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21

FILLING IN CRATE TRANSFER DOCKETS

SPECIFIC EQUIPMENT	
	Blank transfer docketts
	Pens

TO DO – USEFUL RECOMMENDATIONS

- Fill in the form and keep it with the corresponding crate
- The form should remain with the documents at all stages of their processing

METHOD

- For incoming crate deliveries, after checking that the transfer docket is correct (cf. *Incoming transfers* [20]), draw up a separate processing form per crate
- Enter the institution code/delivery no. and corresponding crate number
- Place the form inside the crate so that it clearly visible and cannot be lost

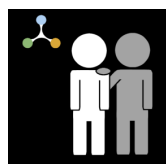
PRECAUTIONS

- Check the institution code no./crate no.
- Do not complete forms for materials from two different institutions at the same time to avoid the risk of mistakes
- Never mix Archive forms (“A” crate transfer docketts [22]) with Library forms (“B” crate transfer docketts [23])

PROCEDURE FACT SHEETS	
	Incoming transfers [20]

SAMPLE FORM	
	“A” crate transfer docketts [22]
	“B” crate transfer docketts [23]

compiled by	CJ, CC, DM	date	09.01.2013	amended by		date	
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22

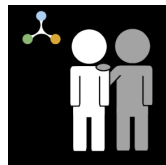
“A” CRATE TRANSFER DOCKETS

“A” CRATE TRANSFER DOCKETS			
Record code (No. of institution/delivery/ crate)		Date in dd/mm/yyyy	
	DATE OUT	TO AREA/PROCESSING	NOTES, OBSERVATIONS
White area (in)			
Green area			
Blue area			
Purple area :			
Purple area: dusting			
Purple area: packing			
IF INSECT CONTAMINATION SPOTTED IN GREEN OR BLUE AREAS			
	DATE OUT	TO AREA/PROCESSING	NOTES, OBSERVATIONS
Sand area: quarantine			
Purple area: dusting			
Purple area: packing			
Return to Blue area			
IF INSECT CONTAMINATION SPOTTED IN PURPLE AREA			
	DATE OUT	TO AREA/PROCESSING	NOTES, OBSERVATIONS
Sand area: quarantine			
Purple area :			
Purple area: dusting			
Purple area: packing			
Return to Blue area			

			TEMPORARY LOCATION
White area/exit			
			FINAL LOCATION
White area/exit			

NOTES, OBSERVATIONS

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23

“B” CRATE TRANSFER DOCKETS

“B” CRATE TRANSFER DOCKETS

Record code (No. of institution/delivery/ crate)	Date in dd/mm/yyyy	
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	DATE OUT	TO AREA/PROCESSING	NOTES, OBSERVATIONS
White area (entry)			
Green area			
Blue area			
Purple area:			
Purple area: dusting			

IF INSECT CONTAMINATION SPOTTED IN GREEN OR BLUE AREAS

	DATE OUT	TO AREA/PROCESSING	NOTES, OBSERVATIONS
Sand area: quarantine			
Purple area: dusting			
Purple area: packing			
Return to Blue area			

IF INSECT CONTAMINATION SPOTTED IN PURPLE AREA

	DATE OUT	TO AREA/PROCESSING	NOTES, OBSERVATIONS
Sand area: quarantine			
Purple area:			
Purple area: dusting			
Return to Blue area			

			TEMPORARY LOCATION
White area/exit			
			FINAL LOCATION
White area/exit			

NOTES, OBSERVATIONS

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IDENTIFICATION OF DOCUMENTS



24

IDENTIFICATION OF DOCUMENTS

EQUIPMENT – MANAGER
Area log
Red Tee-shirt
Sets of identification forms (classified according to institutions and sub-classified according to crate number)

EQUIPMENT AND MATERIAL IN THE AREA
Erasers
Graphite pencils
Pencil sharpeners
Reams of copy paper

TO DO – USEFUL RECOMMENDATIONS

- Roughly identify the documents arriving in the crates, respecting where they are coming from
- Make an initial sanitary assessment of the documents
- Send identification forms regularly to the control Centre to prevent information from going astray

AREA MANAGER

- Check to ensure that crates from the same place are kept together (not mixing those from different places) and compliance with processing procedures
- Ensure that a restorer is present in the area or in the Quarantine area
- Check that the crate transfer docket and crate number correspond
- Collect the identification forms and check their numbers before sending to the control Centre
- Collect the quarantine forms separately and send them to the Quarantine area manager
- Make sure the work stations are in order (on the basis of the area materials lists)

PROCEDURE FACT SHEETS
<p>Archives – “A” crates : Removal of rubble/1st assessment of “A” crates [25] Identification of “A” crates [26] Quarantining “A” crates [27]</p>
<p>Library – “B” crates : Removal of rubble/1st assessment of “B” crates [28] Identification, volume marking, dispatch of “B” crates in processing circuits [29] Quarantining “B” crate [30]</p>

IDENTIFICATION OF DOCUMENTS

“A” CRATES– ARCHIVE

Procedure sheet	25	Removal of rubble / 1 st assessment of “A” crates
Procedure sheet	26	Identification of “A” crates
Procedure sheet	27	Quarantining “A” crates



25

REMOVAL OF RUBBLE / 1ST ASSESSMENT OF "A" CRATES

SPECIFIC EQUIPMENT
Cardboard files
Pencil
Quarantining crates
Small document brush (goats' hair)
Small brush for work stations

TO DO – USEFUL RECOMMENDATIONS

- Remove as much of the rubble in and on the documents to make them easier to handle and prevent further damage

METHOD

- Take an "A" crate and fill a transfert docket
- If the documents are badly damaged, call a restorer (orange tee-shirt)
- For dry documents, remove as much as of the dust, stones and sand as possible from between the documents or in the rolls or registers

quarantining

- If you encounter the following:

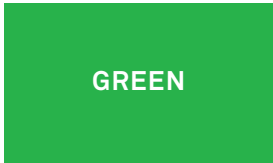
<i>Complete with your own photos</i>	<i>Complete with your own photos</i>	<i>Complete with your own photos</i>
<i>Complete with your own photos</i>	<i>Complete with your own photos</i>	<i>Complete with your own photos</i>

- > Call a restorer (orange tee-shirt)
- Put the documents in a "quarantine" crate and copy the crate number on it

PRECAUTIONS

- Only work on one crate at a time
- Call a restorer (orange tee-shirts) if in doubt
- Do not try to unfold maps, posters and, more generally, any folded large format documents
- Do not brush surfaces other than paper and parchment (e.g. photographic paper, tracing paper, digital or audio-visual materials)
- Do not rub the documents but gently dust their surface to avoid scratching and other damage not necessarily apparent to the naked eye

PROCEDURE FACT SHEETS
Quarantining "A" crates [27]



26

IDENTIFICATION OF "A" CRATES

SPECIFIC EQUIPMENT
Blank transfert docketts
Erasers
Graphite pencils
Pencils
Pencil sharpeners
Sheets of paper

TO DO – USEFUL RECOMMENDATIONS

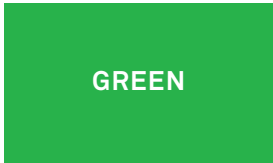
- Provide a brief description of the contents of each crate

METHOD

- Take an "A" crate
- Copy the number of each crate on a separate sheet of paper and number the sheets in order: e.g.: A1 / 1, A1 / 2, etc. These sheets will become the ID sheet of the crates.
- Check the general condition of the documents in the crate:
 - **dry:** place a form marked "DRY" in the crate
 - > List the types of documents, their subject and covering dates
 - **wet:** place a form marked "WET" in the crate, even if there are only some wet documents
 - > If documents can be handled, list them as mentioned here over, otherwise transfer the crate directly to the blue area
 - **damp:** if the crate contains some damp documents, place a form marked "DAMP" inside it
 - > If mould is spotted, only enter on the identification sheet those details that can be ascertained without doing anything that might disperse the mould, enter the date and time when the document or all the documents are sent to the Quarantine area, mark "Quarantine" on the transfer crate. Transfer it directly to the blue area
- In the two last cases, report on the ID sheet the choosen areas where they belong to, the date and time at which the crate was completed
- Pass the ID sheet to the area manager

PRECAUTIONS

- Only work on one crate at a time
- Do not try to separate pages that are stuck together
- Keep documentary units together: leave them in their original folders



27

QUARANTINING "A" CRATES

SPECIFIC EQUIPMENT
"Quarantine" crates

TO DO – USEFUL RECOMMENDATIONS

- Isolate infected documents that could spread contamination on the advice of a restorer

METHOD

- If you encounter the following:

<i>Complete with your own photos</i>	<i>Complete with your own photos</i>	<i>Complete with your own photos</i>
<i>Complete with your own photos</i>	<i>Complete with your own photos</i>	<i>Complete with your own photos</i>

- > Call in a restorer (orange tee-shirts)
- If the problem only concerns one document, place the document concerned on its own in a cardboard pouch
- **In all cases, the whole crate must be quarantined:** enter on the transfer dockets the date and time at which the crate is sent to the Quarantine area
- Place the crate in a quarantine crate and send the other crate for washing
- Send the crate to the Quarantine area
- Pass the form to the green area manager for transfer to the control Centre
- Wash your hands and/or change your gloves

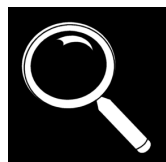
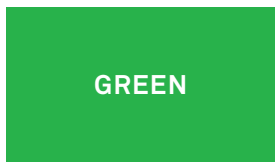
PRECAUTIONS

- Only work on one crate at a time
- Do not try to separate pages that are stuck together
- Keep the documentary units together: leave them in their original folders
- If contamination is spotted, clean the work station before starting work on another crate and, if necessary, call in logistics (yellow tee-shirts)

IDENTIFICATION OF DOCUMENTS

“B” CRATES – LIBRARY

Procedure sheet	28	Removal of rubble / 1 st assessment of “B” crates
Procedure sheet	29	Identification, volume marking, dispatch of “B” crate in processing circuits
Procedure sheet	30	Quarantining “B” crate



28

REMOVAL OF RUBBLE / 1ST ASSESSMENT OF "B" CRATES

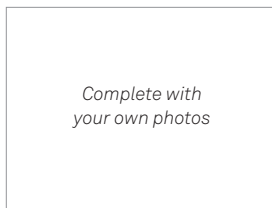
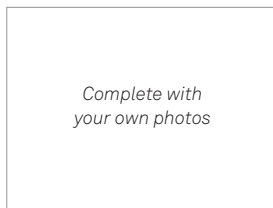
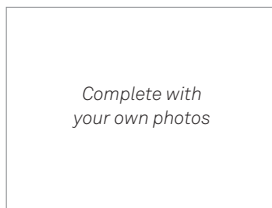
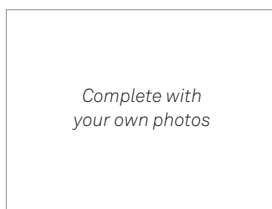
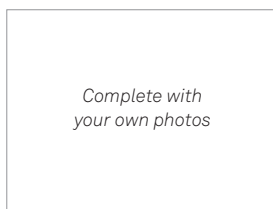
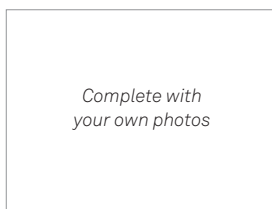
SPECIFIC EQUIPMENT
Pencils
Polyester strips
Quarantining crates
Small document brush (goats' hair)
Small brush for work stations

TO DO – USEFUL RECOMMENDATIONS

- Remove as much of the rubble in and on the documents to make them easier to handle and prevent further damage

METHOD

- Take a "B" crate
- Take a volume
- If it is badly damaged, call a restorer
- Remove as much as of the dust, stones and sand as possible from dry volumes
- Place the volumes in the "dry", "damp" and "wet" crates according to condition
- Identify crates with home institutions' codes
- Once you have filled a crate, send it to the Green area for Identification – volume marking and inventory
- If you spot the following damage:



> Place the volume in a "quarantine" crate and see the *Quarantining "B" crates* [30]

PRECAUTIONS

- Only work on one crate at a time
- Call a restorer (orange tee-shirts) if in doubt
- Do not try to unfold maps, posters and, more generally, any folded large format documents
- Do not brush surfaces other than paper and parchment (e.g. photographic paper, tracing paper, digital or audio-visual materials)
- Do not dust a damp or wet volume but place it in the appropriate crate

PROCEDURE FACT SHEETS
Quarantining "B" crate [30]

compiled by	AL, DM, MS, NC	date	09.01.2013	amended by		date	
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29

IDENTIFICATION, VOLUME MARKING, DISPATCH OF "B" CRATES IN PROCESSING CIRCUITS

SPECIFIC EQUIPMENT
Cardboard files
Computer
Clean crates
Polyester strips
Roll of pre-printed bar codes

TO DO – USEFUL RECOMMENDATIONS

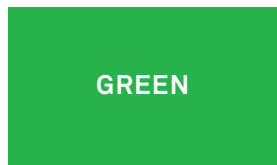
- Place a bar code on the volume
- Record the bar code, title, author, year of issue in the database

METHOD

- Take a "B" crate
- Take a volume
- Place a bar code on the cover if the volume is in good condition and not rare
- Place a bar code on a polyester strip for insertion in rare or valuable books or volumes with damaged covers
- Record the bar code, any identification numbers (code, inventory number), the title, author and year of issue in the database or, failing that, on a sheet of paper
- Place the volume thus logged in a clean crate
- Put full crates in the transfer area to go for dusting

PRECAUTIONS

- Do not stick bar codes on old, leather-bound, rare or valuable volumes
- If a polyester strip is used to allocate a bar code to a volume, insert it so it will not fall out, whilst taking care not to damage the inside of the volume



30

QUARANTINING "B" CRATE

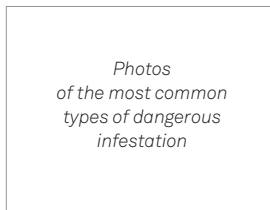
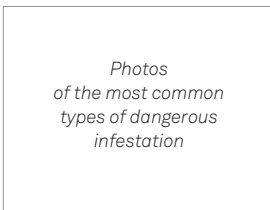
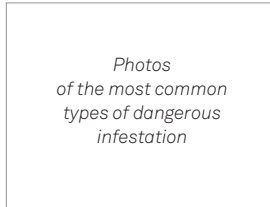
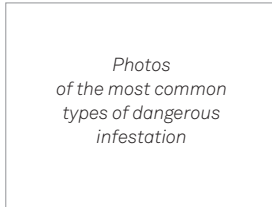
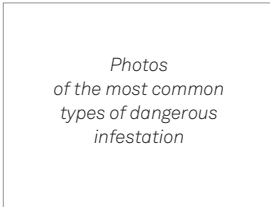
SPECIFIC EQUIPMENT
"Quarantine" crate

TO DO – USEFUL RECOMMENDATIONS

- Isolate infected volumes that could spread contamination on the advice of a restorer

METHOD

- If you encounter the following:

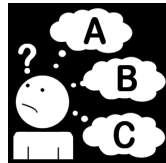
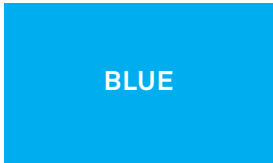


- > Call in a restorer (orange tee-shirts)
- Take the volume, briefly identify it: stick a bar code on a polyester strip and slip it inside the volume before placing the volume in a "quarantine" crate, after conditioning in a cardboard folder if it is particularly deconsolidated
- Check the other volumes in the crate to see if there has been any propagation
- Send the crate to the Quarantine area
- Pass the form to the Green area manager
- Wash your hands and/or change your gloves

PRECAUTIONS

- Do not put volumes from different sites into the same quarantine crate
- Do not try to separate pages that are stuck together
- Do not try to separate volumes that are stuck together
- Clean the work station before starting work on another crate and, if necessary, call in logistics (yellow tee-shirts)

ALLOCATION TO PROCESSING CIRCUITS



31

ALLOCATION TO PROCESSING CIRCUITS

EQUIPMENT – MANAGER
Aprons
Area log
Blank transfert dockets
Heavy duty gloves
Mobile phone
Pens
Red tee-shirt
Safety shoes
Sticky tape for floors
Walkie-talkie

EQUIPMENT AND MATERIAL IN THE AREA
Crates for freeze-drying
Indelible felt pens
List of freezing lines
Trolleys

TO DO – USEFUL RECOMMENDATIONS

- Identify the condition of the documents to assist those responsible for their identification
- Direct towards the most suitable processing circuits

AREA MANAGER

- Manage the area by ensuring crates are distributed towards the most suitable processing area
- Crate examination and processing procedures: circulation and flow control

METHOD

- Distribute the documents ready for dispatch to the different processing circuits across the area: check that all crates are accompanied by paper stating whether the contents are wet/damp/dry
- Physically separate crates containing wet/damp/dry documents
- Mark out the different areas clearly
- Closely monitor wet/damp documents to stamp out any likelihood of contamination
- Dispatch the crates in logical order (first in) and ensure that they are grouped together according to source in the different processing areas

PROCEDURE FACT SHEETS
Open air drying [32] Forced air drying [34] Dusting [36] Packing [43]
Other specific treatments : Bagging prior to freeze-drying, freezing or anoxia [39] Freeze-drying [40] Freezing [41] Anoxia disinfestation [42]

TREATMENTS

Area fact sheet	32	Open air drying
Procedure sheet	33	Open air drying management
Area fact sheet	34	Forced air drying
Procedure sheet	35	Forced air drying management
Function fact	36	Dusting
Procedure sheet	37	Dusting “A” crates
Procedure sheet	38	Dusting “B” crates



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OPEN AIR DRYING

EQUIPMENT – MANAGER
Area log
Blank transfer docketts
Pens
Red tee-shirt
Walkie-talkie

EQUIPMENT AND MATERIAL IN THE AREA
Absorbent paper
Aprons
Blotting paper
Clean crates
Dusters
Fans
Felt pens
Floor cloths
Graphite pencils
Hanging system (washing line)
Pigeonhole shelving
Plastic badge holder
Plastic gloves (not talced)
Polyester film or polypropylene sheets (handling operations)
Racks
Shoebox size containers for fragments
Squeegees
Racks
Tables
White A5 cards

INFORMATION DISPLAY
Area equipment
Crate movement area
On the door, document suspended on washing line
Slate for noting date and time of document insertion and expected removal
What not to do

PROCEDURE FACT SHEETS
Open air drying management [33]

TO DO – USEFUL RECOMMENDATIONS

- Position the documents and volumes so they can dry in the open air

AREA MANAGER

- Check the type of drying necessary on receipt of the crates
- Allocate a drying area per crate and per team member
- Ensure the traceability of the documents in each crate (the crate's number should accompany the documents at all times)
- Check that the way the documents are positioned for drying is correct for the type of document (magazines over a washing line, open books on tables)
- Responsible for equipment supplies
- Responsible for area cleaning and upkeep in association with logistics
- Ensure correct drying times



33

OPEN AIR DRYING MANAGEMENT

SPECIFIC EQUIPMENT
Absorbent paper
Aprons
Attachment system (washing line, squeegees)
Blotting paper
Clean crates
Dusters
Fans
Floor cloths
Gloves
Graphite pencils
Plastic pegs
Polyester film or polypropylene sheets (handling operations)

TO DO – USEFUL RECOMMENDATIONS

- Position damp documents so they can dry in the open air in accordance with instructions (magazines on washing lines, books open on tables)
- Place in clean crates for transfer to dusting area

METHOD

- Collect the crates from the triage (Blue area)
- Take the documents carefully out of the crates
- Spread them out for drying in relation to source
- Set the drying time
- Collect the documents when dry and put them in a clean crate for transfer to the dusting area

PRECAUTIONS

- Do not pick up loose sheets by their corners but take them firmly in your hands
- Do not touch or place anything on the illustrated side of photos, watercolours, paintings, etc.
- Only place documents that have already been folded on the washing line (maps, magazines, etc.) and then only if they are strong enough to be hung in this way
- **Place a sheet of absorbent paper between the line and the folded documents**
- Do not try to separate sheets and photos that may be stuck together
- Do not try to open books
- Do not rub the wettest documents but dab the surface with blotting paper



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FORCED AIR DRYING

EQUIPMENT – MANAGER
Area log
Blank transfert docketts
Pens
Plastic gloves (not talced)
Portable computer
Red tee-shirt
Walkie-talkie

EQUIPMENT AND MATERIAL IN THE AREA
Absorbent paper
Aprons
Blotting paper
Clean crates
Copy paper
Dusters
Fans
Felt pens
Floor cloths
Graphite pencils
Hanging system (washing line)
Pigeonhole shelving
Plastic badge holder
Plastic gloves (not talced)
Polyester film or polypropylene sheets (handling operations)
Racks
Roll of polyane + drying tunnel
Shoebox size containers for fragments
Squeegees
Racks
Tables
White A5 cards

INFORMATION DISPLAY
Bin movement area
Slate for noting date and time of document insertion and expected removal
What not to do

PROCEDURE FACT SHEETS
Forced air drying management [35]

TO DO – USEFUL RECOMMENDATIONS

- Position the documents and create air flows to dry odd-shaped or with unusual format materials or items

AREA MANAGER

- Check the type of drying necessary on receipt of the crates
- Check that the fan drying system is working properly
- Allocate a drying area per crate and per team member
- Ensure the traceability of the documents in each crate (the crate should accompany the documents at all times)
- Check that the way the documents are positioned for drying is correct for the type of document (magazines over a washing line, open books on tables)
- Responsible for equipment supplies
- Responsible for area cleaning and upkeep in association with logistics
- Ensure correct drying times



35

FORCED AIR DRYING MANAGEMENT

SPECIFIC EQUIPMENT
Absorbent paper
Aprons
Attachment system (washing line, squeegees)
Blotting paper
Clean crates
Copypaper
Dusters
Fans
Floor cloths
Gloves
Graphite pencils
Plastic pegs
Polyester film or polypropylene sheets (handling operations)
Shoe boxes for scraps

TO DO – USEFUL RECOMMENDATIONS

- Position damp documents so they can be forced air-dried in accordance with instructions (magazines on washing lines, books open on tables)

METHOD

- Collect the crates from the triage (Blue area)
- Take the documents carefully out of the crates
 - Spread them out for drying in relation to source
 - Set the dryingtime
 - Collect the documents when dry and put them in a clean crate for transfer to the dusting area
- Operations should be performed under the supervision of someone suitably qualified to gauge drying time and say when the documents should be removed from the drier

PRECAUTIONS

- Start with the most fragile documents
- Do not pick up loose sheets by their corners but take them firmly in your hands
- Do not touch or place anything on the illustrated side of photos, watercolours, paintings, etc.
- Only place documents that have already been folded on the washing line (maps, magazines, etc.) and then only if they are strong enough to be hung in this way
- **Place a sheet of absorbent paper between the line and the folded documents**
- Do not try to separate sheets and photos that may be stuck together
- Do not try to open books
- Do not rub the wettest documents but dab the surface with blotting paper
- Secure loose sheets so they cannot fly away



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DUSTING

EQUIPMENT – MANAGER
Area log
Aprons
Blank transfer docket for “A” or “B” crates
Bowls
Erasers
Pens
Plastic gloves (not talced)
Red tee-shirt
Scissors, Stanley knives
Soap
Sponges
Walkie-talkie

EQUIPMENT AND MATERIAL IN THE AREA
Aprons
Chairs
Clean bins
Dusters
Elevated tables
Ethanol
Gloves
Graphite pencils
Hand brush (table)
Sets of vacuum cleaner brushes (2)
Soft brushes
Vacuum cleaner for documents
Vacuum cleaner bags and filters
Wishab® eraser

INFORMATION DISPLAY
Printout of equipment list

TO DO – USEFUL RECOMMENDATIONS

- Remove a maximum of dust from documents and volumes without damaging them in preparation for packing
- If in doubt about how to dust a document, do not hesitate to call a restorer (orange tee-shirt)

AREA MANAGER

- Check crates in and out: flow management
- Distribute crates among team members
- Responsible for equipment supplies and counting the number of tools
- Responsible for area upkeep with the responsible of logistics
- Advice with regard to how to dust fragile documents
- Responsible for clean/dirty crate flows (documents should not be returned to incoming crates)
- Responsible for regular brush cleaning

PROCEDURE FACT SHEETS
Dusting “A” crates [37]
Dusting “B” crates [38]

PURPLE



37

DUSTING
"A" CRATES

SPECIFIC EQUIPMENT
Apron
Clean crates
Dusters
Gloves
Graphite pencil
Hand brush (table)
Soft brushes, paint brushes
Vacuum cleaner
Wishab® eraser

TO DO – USEFUL RECOMMENDATIONS

- Dust documents and place them in crates

METHOD

- Collect the crates from the identification, drying or freeze-drying areas
- Dust flat, fragile or badly damaged documents with a soft brush
- The vacuum cleaner with its set of brush heads should be used for large documents or those having suffered little or no damage
- The eraser is useful for parts that are very dirty
- Place the documents back in clean crates
- Store the dirty crates together
- Crates should then go to the packing area

! SEE ALSO [Cosadoca instruction leaflet](#) on "cleaning paper documents" (PDF)

PRECAUTIONS

- Do not try to remove dirt with your fingers since this could scratch the printed image
- Do not try to remove the creases from fragile documents
- Do not unroll rolled documents
- Do not use the vacuum cleaner on flat documents (loose sheets, photos)
- Do not dust damp or wet documents: dispatch the crate to the blue area after inserting a note saying "DAMP" or "WET" and reporting transfer to the blue area to the area manager
- Wash hand brushes in contact with the material in cold soapy water (neutral-type detergent as washing-up liquid), rinse abundantly and to absorb excess water (do not let dry by air). Soak for half an hour the brush bristles in a mixture with 2/3 of water, 1/3 of 95° alcohol (such as ethanol, fragrance-free). Especially not rinse and let dry in the open air. These operations should of course not be done near documents.

compiled by	AL, DM, MS, NB, NC, RZ	date	09.01.2013	amended by		date	
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38

DUSTING "B" CRATES

SPECIFIC EQUIPMENT
Apron
Clean crates
Dusters
Gloves
Graphite pencil
Hand brush (table)
Pencil sharpeners
Soft brushes
Vacuum cleaner
Wishab® eraser

TO DO – USEFUL RECOMMENDATIONS

- Dusting documents and placing them in crates

METHOD

- Collect the crates from the identification or treatments areas
- Dust flat, fragile or badly damaged documents with a soft brush
- The vacuum cleaner with its set of brush heads should be used for large documents or those having suffered little or no damage
- The eraser is useful for parts that are very dirty
- Place the documents back in clean crates
- Store the dirty crates together
- Crates should then go to the outgoing storage area

! SEE ALSO [Cosadoca instruction leaflet](#) on "cleaning paper documents" (PDF)

PRECAUTIONS

- Do not try to remove dirt with your fingers since this could scratch the printed image
- Do not try to remove the creases from fragile documents
- Do not unroll rolled documents
- Do not use the vacuum cleaner on flat documents (loose sheets, photos)
- Do not dust damp or wet documents: dispatch the crate to the blue area after inserting a note saying "DAMP" or "WET" and reporting transfer to the blue area to the area manager
- Wash hand brushes in contact with the material in cold soapy water (neutral-type detergent as washing-up liquid), rinse abundantly and to absorb excess water (do not let dry by air). Soak for half an hour the brush bristles in a mixture with 2/3 of water, 1/3 of 95° alcohol (such as ethanol, fragrance-free). Especially not rinse and let dry in the open air. These operations should of course not be done near documents.

OTHER SPECIFIC TREATMENTS

Procedure sheet	39	Bagging prior to freeze-drying, freezing or anoxia
Procedure sheet	40	Freeze-drying
Procedure sheet	41	Freezing
Procedure sheet	42	Anoxia disinfestation



39

BAGGING PRIOR TO FREEZE-DRYING, FREEZING OR ANOXIA

EQUIPMENT - MANAGER
Area log
Blank transfer docketts
Red tee-shirt

EQUIPMENT AND MATERIAL IN THE AREA
Absorbent paper
Felt pens
Goggles
Indelible black pens
Label holders
Large transparent plastic bags
Mob cap
Overalls
PFP3 masks + cartridges
Plastic gloves
Plastic sheets
Sanitising hand wash
Scotch tape
Spatula
Squeegees
Stanley knives /scissors
Sticky labels
Transparent Ziploc bags
White A5 cards

INFORMATION DISPLAY
Reserved area
Specific clothing mandatory

TO DO – USEFUL RECOMMENDATIONS

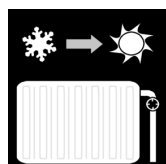
- Avoid draughts (dispersion of spores)
- Regularly change your gloves and masks and wash your hands
- Do not throw used equipment in the waste bins in other, non-contaminated areas

AREA MANAGER

- Sorting and placing in bags (infected/not infected)
- Check the bags are correctly marked and numbered
- Check the documents are properly packed in the bags
- Distribute bags between the two types of processing (freezing / freeze-drying / anoxia)

METHOD

- Remove documents from crates
- Place documents in bags without mixing their types, formats or source sites
- Label the bags and give a brief description of the documents
- Place them in the crate corresponding to the type of processing anoxia / freezing / freeze-drying



40

FREEZE-DRYING

EQUIPMENT - MANAGER
Area log
Blank transfert dockets
Red tee-shirt
Time sheets (date/time) start/end of processing

EQUIPMENT AND MATERIAL IN THE AREA
Aprons
Felt pens
Goggles
Label holder
Mob caps
Overalls or aprons
Overshoes
Pens
Perforated bins
PFP3 masks + cartridges
Plain white cards
Plastic gloves
Stanley knives /scissors

INFORMATION DISPLAY
Clock showing processing duration
Freeze-drying capsule (freeze-drying)
Reserved area
Specific clothing mandatory

TO DO – USEFUL RECOMMENDATIONS

- Avoid freeze-drying in the case of leather, suede and parchment bindings
- Do not freeze-dry sealed documents, photographs, cassettes, films and CD-Rom
- Put the smaller formats at the top of the crates
- Leave space between documents

AREA MANAGER

- Monitor freeze-drying cycle
- Monitor temperature and timer stability
- Check and count crates after processing
- Send to Purple area for dusting

METHOD

- Open/remove bags
- Put in perforated crates for freeze-drying
- Place large format documents on pallets
- Place in the freeze drier
- Record date and time of start/end of freeze-drying process
- Remove documents from freeze driers and bags
- Put back in clean crates for dusting and packing

! SEE ALSO Cosadoca instruction leaflet on "Freeze-drying" (PDF)



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FREEZING

EQUIPMENT - MANAGER
Area log
Blank transfert dockets
Time sheets (date/time) start/end of processing
Red tee-shirt

EQUIPMENT AND MATERIAL IN THE AREA
A5 plain white cards
Felt pens
Heavy duty gloves to protect against cold
Label holder
Padded jacket
Pens
Safety shoes
Sanitising hand wash

INFORMATION DISPLAY
Clock showing processing duration
Specific clothing (against cold) mandatory
Reserved area

TO DO – USEFUL RECOMMENDATIONS

- Restricted access area, under the supervision of a restorer
- Temperature maintained between -30° and -40°C in the 1st stage for 24h to 72h then increased to -18°C
- Do not freeze audio-visual or digital material or photographs or sealed documents
- Avoid freezing leather or parchment bindings
- Rolled maps should be frozen rolled and flat ones flat.
- Avoid draughts (dispersion of spores)
- Regularly change your gloves and masks and wash your hands
- Do not throw used equipment in the waste bins in other, non-contaminated areas

AREA MANAGER

- Monitor freezing cycle
- Monitor temperature stability in the machines
- Make sure processing time is correct
- Check and count crates after processing
- Transfer of crates to freeze-drying

METHOD

- Place in freezers
 - Record date and time of start/end of freezing process
 - Remove documents from freezers
- ! SEE ALSO Cosadoca instruction leaflet on "Freezing" (PDF)**



42

ANOXIA DISINFESTATION

EQUIPMENT - MANAGER
Area log
Blank transfert dockets
Time sheets (date/time) start/end of processing
Red tee-shirt

EQUIPMENT AND MATERIAL IN THE AREA
A5 plain white cards
Felt pens
Label holder
Pens
Plastic gloves

INFORMATION DISPLAY
Reserved area
Specific clothing mandatory

TO DO – USEFUL RECOMMENDATIONS

- Restricted access area, under the supervision of a restorer
- Avoid opening doors (to prevent insects from getting in)
- Regularly change your gloves and masks and wash your hands
- Do not throw used equipment in the waste bins in other, non-contaminated areas

AREA MANAGER

- Mastering, setting up and monitoring the anoxia cycle
- Checking and counting crates after processing
- Transfer for dusting and packing

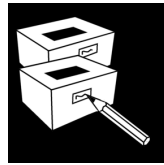
METHOD¹

- Temperature and humidity will need to be adapted to the cycle of the particular insect, which will be confined to a hermetically-sealed unit with only 0.1 to 0.3 % of oxygen for several days
- The hermetically-sealed unit (steam and gas-proof autoclave or thermo-weldable plastic bubble) will depend on technical possibilities and the number of objects to be disinfested
- The units should include a desiccant such as silica gel to prevent the documents themselves from being damaged
- Depending on the equipment available, an expert will carry out static oxygen scavenging using wetted nitrogen or an oxygen absorber or dynamic scavenging in which the gas is continuously piped into the hermetically-sealed unit or wetted nitrogen injected in cycles and the remaining oxygen extracted by means of a generator or bottles
- Analysis of the particular insect will help establish the necessary processing time, often as much as 20 to 30 days
- The documents prepared in the bagging area must be placed inside the anoxia bubble(s)
- The date on which the process begins is noted on the record sheet and reported to the control Centre to be followed up by subsequent area managers
- Once processing has been completed, the documents are removed from the bags and returned to crates for transfer to dusting

1. Anoxia or oxygen scavenging is used for disinfestation purposes. The procedures take time and must be carried out by experts using equipment costing at least €20,000. In this fact sheet, we have therefore only shown the main stages of the process and given an indication of the equipment needed.

| PACKING

Area fact sheet	43	PACKING
Procedure sheet	44	Packing "A" crate documents



43

PACKING

EQUIPMENT – MANAGER
Area log
Scissors, Stanley knife
Pens
Red tee-shirt

EQUIPMENT AND MATERIAL IN THE AREA
A4 polyester folders open on one side only
Aprons
Archive boxes type small containers
Bone folders
Elevated tables
Erasers
Felt tip markers
Labels
Long rulers (50 cm)
Metal or glass cutting boards
Pencils
Plastic gloves (not talced)
Retractable tape measure
Rolls of permanent paper
Sharpeners
Stanley knives, scissors
Straps
Trolleys for box transfers

INFORMATION DISPLAY
File and box with arrow going from file to box
Keep area clear
Printout of equipment list

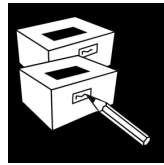
TO DO – USEFUL RECOMMENDATIONS

- Pack documents from “A” crates
- Pack specific documents (oversized formats, precious, etc.) from “B” crates, transfer the others directly in the outgoing storage area

AREA MANAGER

- Check crates entering and leaving the area
- Responsible for area cleaning/upkeep with the responsible of the logistics
- Manage area equipment and restock with the assistance of the logistics function
- Supervise and advise team members in the area, in particular on the choices of packaging materials to use based on materials and in consultation with a restorer
- Collect the circulation sheets and add in the “Notes and Comments” section the number of reconditioned units by crate (example: if the contents of a crate are split between three crates and two large format folders, this should be stated) and crate numbers
- Sign logs/records
- Send the circulation sheets to the control Centre at the end of each working day

PROCEDURE FACT SHEETS
Packing “A” crates documents [44]



44

PACKING "A" CRATE DOCUMENTS

EQUIPMENT AND MATERIAL IN THE AREA	
A4 polyester folders open on one side only	
Aprons, gloves,	
Archive boxes type small containers	
Elevated tables	
Felt marker pens	
Labels	
Long rulers (50cm)	
Metal or glass cutting boards	
Paper creaser	
Pencils	
Pens	
Plastic gloves	
Retractable tape measure	
Rolls of permanent paper	
Scissors, Stanley knife	
Stanley knives, scissors	
Straps, Velcro	
Trolleys for transferring boxes	
INFORMATION DISPLAY	
File and box with arrow going from file to box	
Leave this space clear	
Printout of equipment list	

TO DO – USEFUL RECOMMENDATIONS

- Have two people handle larger format objects
- Wherever possible use paper files to keep different types of document separate from each other in the same package (photos, paper, parchment)
- Ditto for fragile, damaged documents
- Packing must always be bigger than the documents and physically protect them on all sides
- Do not overfill the packages but maximise the use of space by choosing the right format

METHOD

- Pack the dry and dusted documents in the most appropriate packaging
- If a document will not fit into existing packaging, measure it so that a paper or polyester folder can be made to measure
- If a document is very hard to pack (weight, size, disaster damage), seek the advice of a restorer
- Produce an inventory list for each package
- Collect the circulation sheets and add in the "Notes and Comments" section the number of reconditioned units by crate (example: if the contents of a crate are split between three crates and two large format folders, this should be stated) and crate numbers
- Write the number of the original crate on all sides of the package

OUTGOING STORAGE



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OUTGOING STORAGE

EQUIPMENT – MANAGER
Area log
Blank transfert dockets
Heavy duty gloves
Mobile phone
Portable computer
Red tee-shirt
Safety shoes
Transfer dockets
Walkie-talkie

EQUIPMENT AND MATERIAL IN THE AREA
Aprons
Heavy duty gloves
Pens
Safety shoes

TO DO – USEFUL RECOMMENDATIONS

- Ensure documents from different sources do not get mixed up
- Manage space by means of floor markings where applicable

AREA MANAGER

- Manage the storage of documents ready to leave the Centre
- Keep at the control center the transfert dockets and corresponding circulation sheets

For items returning to their original institution:

- Check documentary units on departure
- Have the the head of the institution or his representative sign the transfert dockets
- Keep a copy of it

For items that will temporarily be stored in Centre's containers:

- Check documentary units on departure
- Report in the Notes of circulation sheets the exact location of the units (number of container / local, compartment, shelf, etc.)
- Manage despatch of crates to the storage containers
- Ensure all doors are closed outside crates' despatch periods
- Keep temporary storage records up-to-date
- Send every evening the completed transfer dockets with any notes and comments to the area manager for onward transfer to the control centre manager

APPENDICES

Specimen of practical factsheets

These are lists distributed to those volunteering to go on assignment. They may be standard or adapted to particular circumstances, in particular local geography and climate, and do not preclude the need, when assignments are being organised, to ensure that the requisite preliminary information and training are dispensed to ensure successful operations.

Ideally for the National Blue Shield Committees, but also for any other organisations wishing to carry out national or international assignments, a specific reference document should be produced from these sheets. They can also be useful to build your welcome directory.

HEALTH PRECAUTIONS

List of things to take on assignments to hot countries in the rainy season
These recommendations apply to 2-week assignments in the Carribeans for instance.

BEFORE DEPARTURE

- **visit your doctor** for a full check-up and to complete with him/her the Red Cross declaration (to take on assignment)
- **consult a specialist in tropical diseases, a dentist, etc.;** remember that there will be little or no medical facilities on the spot
- **draw up a list** of the things you are taking with you
- **give the particulars of one or two people** you can trust (to be advised in the event of an emergency).

PAPERS TO HAVE WITH YOU AT ALL TIMES

- **Biometric passport** (in the event of emergency repatriation to the USA) valid for more than 6 months after your scheduled return date (allow 10 \$ U.S. if in transit through the Dominican Republic, Airport formalities in the Dominican Republic)
- **Up-to-date international vaccination card:** (indicative list only: check specific requirements for particular country) :
 - mandatory vaccinations: DTP
 - recommended vaccinations: hepatitis A, B and C; typhus
- **Completed Red Cross declaration** (to be kept in a closed container to be handed over by the Centre manager to a doctor in the event of the volunteer being unable to provide information about his/her medical history and current medication)
- **Fulfil the necessary formalities** in relation to the local national health insurance system
- **Make photocopies of all these papers** (main passport pages only) to give to the head of assignment together with the particulars of one or more contacts in the event of emergency cf. above
- **Keep any prescriptions** in hand luggage

TRAVEL

- **One piece of registered baggage** (preferably a rucksack with straps; avoid suitcases with wheels and too heavy bags).
- **One piece of hand luggage** (check the website for the cabin luggage size and weight limits of the particular airline)

* = hand luggage

α = hand luggage in transparent plastic bags

Medication

(the brand names given here are purely an indication) - at all events, consult an expert in tropical diseases (half of these medicines should travel in your checked bag, the rest in your hand luggage with your prescription) :

mandatory:

- * antimalarials
- * water purification tablets (aquatabs)

recommended:

- * Aspirin or equivalent
- * Paracetamol
- * Nifuroxazide or Loperamide hydrochloride (Imodium) > Imoseptyl
- * Domperidone (Motilium)
- * Sedatif PC for relieving mild anxiety and sleeplessness
- * Smectite (Smecta) or chewable antacid (Maalox Plus)
- * Lip balm with sunscreen
- * Crotamiton (Eurax) or equivalent (to relieve itching)
- * Ear plugs
- * Travel sickness pills
- * Arnica

These products are given simply as an indication and each volunteer should complete his or her list with the help of a doctor.

Clothing

Important: take light coloured clothing for preference (mosquitoes)

- 2 pairs of loose cotton trousers + 1 for the journey
- 1 pair of trouser clips (to seal trouser leg bottoms)
- 7 short-sleeved tee-shirts or long-sleeved cotton tunics
- 2 pairs of shoes, 1 of which should be waterproof walking shoes
- 7 pairs of cotton socks
- Cotton underwear (in sufficient quantities plus a spare set in hand luggage)
- 1 waterproof garment
- 1 cotton hat or cap (waterproof)
- * nightwear
- 2 hand towels (1*) + facecloth in honeycomb or micro-fibre material

Toiletry bag

Important: DO NOT WEAR PERFUME (attracts mosquitoes)

Transfer small quantities to phials to travel in hand luggage (100 ml maximum allowed per container). All liquids and pastes should be placed in transparent plastic bags (freezer type).

- * Toothbrush + ☒ * toothpaste (if wished, 1 large tube in registered luggage + 1 small tube in hand luggage)
- * Small adhesive plasters (Elastoplast or equivalent)
- * Sun cream (if wished, 1 large tube in registered luggage + 1 small tube in hand luggage).
- * Mosquito repellent for countries in equatorial regions (for use on skin + clothes)
- * Eye drops or physiological serum for eyes (in single-use containers)

- ☒ Soap + shampoo
- ☒ Unperfumed deodorant (or as neutral as possible)
- * Paper handkerchiefs
- Hair brush + nail brush
- Hanging mirror
- Cotton buds
- Nail clippers (ONLY in checked bags)
- Plastic sandals (for shower)

Women:

- Sanitary towels or tampons
- Hair bands

Men:

- razor + shaving foam

Equipment

- Tube of detergent
- Anti-bacterial hand gel or antiseptic wipes
- * Headlamp or dynamo pocket torch
- Swiss Army officer's knife (ONLY in checked bags)

Miscellaneous

- Washing line (for common use)
- Sleeping bag + pillow (depending on accommodation provided) + sleeping-bag liner
- Multi-adapter (110V, American plugs)
- Mosquito coils
- Cigarette lighter
- Phone charger
- Survival blanket (for common use)
- 2 water bottles (flat)
- Repellent-coated mosquito net
- Plastic bags
- Freezer bags (for liquids carried in hand luggage)
- * Sunglasses (on chain or cord)
- Spectacle wearers - take spare pair

MEDICAL DECLARATION FORM

1/4

N.B.: Volunteers should carry this form with them at all times in a sealed envelope so that it can be handed over to the healthcare professionals in the event of them not being in a fit state to reply to questions. For greater safety, a copy of this form should also be attached to the passport photocopies placed in a sealed envelope and given to the person heading the assignment before departure for keeping in a locked cabinet throughout the assignment. It can then be supplied to the healthcare professionals, if the need should arise.

To allow for potential health problems, you should complete this medical form. This is vital to the success of your assignment and to your own wellbeing. This form is private and confidential and you should keep a copy with you at all times. It is your passport to good health.

The following health conditions may become more problematic in tropical countries or during the flight, especially since local healthcare and hygiene con-

ditions are often unreliable: myocardial infarction (heart attack) within the last 6 months, severe hypertension, heart failure, renal failure, chronic respiratory failure, unstable asthma, ENT disorders (chronic sinusitis, chronic ear infections, tooth decay), diabetes, epilepsy, gastrointestinal disorders (ulcers, gastritis, colitis), medical conditions requiring treatment with immunosuppressants (transplants, cancer, systemic disease, AIDS, arthritis), obesity, psychological disorders even if treated, alcohol dependency (more than 3 glasses per day).

It is important to understand that your usual medication will probably not be generally available on the spot and that there may be no proper storage facilities. Heat, sweating, dehydration, jetlag, and digestive disturbances may also alter the effects of your medication. You should, therefore, take double the amount you would normally need, and keep half of it on you, including during the flight (in case your luggage goes astray). Spectacle wearers should remember to take a spare pair with them.

PREGNANCY

these types of assignment may be dangerous for pregnant women.

MALARIA

Group 1, have your doctor prescribe a course of chloroquine sulfate (Nivaquine or Malarone). After nightfall also use the following: mosquito nets, mosquito coils, mosquito repellents, and wear long-sleeved clothes in light colours.

**THE FOLLOWING VACCINATIONS ARE RECOMMENDED.
ARE YOU UP TO DATE WITH THE FOLLOWING VACCINATIONS?**

	Yes/no	Date of last vaccination
Diphtheria		
Tetanus		
Polio		
Typhoid fever		
Hepatitis A		

DO YOU HAVE OR HAVE YOU HAD ANY ONE OF THE FOLLOWING?

	Yes	No	Start date	End date/ongoing
Serious accident				
Serious allergy				
Asthma				
Cancer				
Alcohol dependency				
Diabetes				
Epilepsy, blackouts				
Transplant				
Viral hepatitis				
Hypertension				
Heart failure				
Kidney disease: renal failure, kidney stones				
Morbid obesity (BMI > 35)				
Malaria				
Joint problems				
Head injury				
Psychological disorder				
Ulcer, gastritis, colitis				

HAVE YOU BEEN HOSPITALISED IN THE PAST 10 YEARS? GIVE DETAILS

HAVE YOU HAD SURGERY IN THE LAST 10 YEARS? GIVE DETAILS

HAVE YOU EVER ENCOUNTERED HEALTH PROBLEMS DURING A MISSION OR TRAVELING ABROAD?
GIVE DETAILS

DO YOU HAVE ANY ALLERGIES? (E.G. TO A DRUG, FOOD, ANIMAL, CLIMATE). IF SO, DESCRIBE WHAT FORM THE REACTION TAKES (SKIN RASH, ANAPHYLACTIC SHOCK, BREATHING DIFFICULTIES, ETC.)

ARE YOU CURRENTLY UNDER MEDICAL TREATMENT? GIVE DETAILS

IN THE PAST HAVE YOU EVER HAD A DISORDER THAT PRECLUDED AIR TRAVEL? GIVE DETAILS

SMOKING (STRESS ON ASSIGNMENT AGGRAVATES THE NEED TO SMOKE)

- Do you smoke?
- For how many years have you smoked?
- What is your daily consumption?
- Do you think you could manage without smoking?

ALCOHOL (STRESS ON ASSIGNMENT AGGRAVATES THE NEED TO DRINK)

- Do you drink alcoholic beverages?
- For how many years have you drunk such beverages?
- What is your daily consumption?
- Do you think you could manage without drinking?

HEALTH (ON ASSIGNMENT, YOUR PHYSICAL AND MENTAL POWERS WILL BE PLACED UNDER HEAVY PRESSURE)

- Do you consider yourself to be in good health?

ADD ANY PERSONAL COMMENTS HERE

NAME AND DATE