

Disaster Response and Recovery Plan

UPDATED 2025-2026



Introduction

A disaster can strike anytime, anywhere. It can be as minor as a temporary loss of electrical power or as major as a devastating fire. Whatever the case, preparing for a disaster before it happens can ameliorate some of the debilitating effects a disaster can have. This Disaster Response and Recovery Plan for Records is designed to provide a plan of action in the event that the KINNEY COUNTY APPRAISAL DISTRICT is struck by a disaster.

The appraisal district role is unique. It is responsible for the preservation and maintenance of valuable records. The appraisal district is the custodian of important records that provide an accurate account of the performance of the agency and its services to the citizens of Kinney County, Texas. As such, it obligates agency staff to take the necessary measures to ensure that these records are protected. This plan will help staff fulfill that responsibility.

This Disaster Recovery Plan was prepared by management and approved by the Kinney County Board of Directors. Copies of the document are stored in the vault at the Office of the Kinney County Appraisal District.

All decisions regarding the application of the disaster plan are made by the Chief Appraiser, (TODD L. TATE). In case of illness, death, accident, etc....of the Chief Appraiser, Steve DeGeorge, Allison Sanchez, Lori Jonas and Gene C.Slate are all qualified to carry out the necessary actions needed to implement the plan.

The plan will be reviewed by agency staff annually and will be updated as necessary. Any comments or suggestions regarding the plan should be directed to Todd Tate.

Copies of this plan are maintained by the Chief Appraiser. Updates are coordinated through the Chief Appraiser and approved by the Board of Directors. Copies of this document are stored at the following locations:

KINNEY COUNTY APPRAISAL DISTRICT VAULT
412 S. ANN ST
BRACKETTVILLE TX

HARRIS TRUE AUTOMATION BACK UP
760 N. WATTERS RD STE 100
ALLEN TX 75013 972-265-7300

By approving this document the KINNEY CAD Board of Directors at a regularly scheduled meeting did convey to the KINNEY CAD Chief Appraiser the following emergency powers:

- I. Power to purchase or lease needed equipment and supplies to restore district operations.

- II. Power to hire recovery personnel to salvage records and equipment.

- III. Request any outside governmental assistance deemed necessary or beneficial to the district.

- IV. Power to supplement employee pay for services rendered beyond normal scope of time and duties.

These powers are only to be used when some type of manmade or natural disaster has befallen the district

PURPOSE

The primary purpose of the DRP is to keep the district operational and provide district personnel and customers with information as efficiently as possible until normal operations resume should a disaster occur at the district's facilities. To accomplish this goal, the DRP encompasses the following objectives:

1. Provide specific direction for actions, personnel assignments, and backup arrangements to ensure expeditious and effective response to a disaster.
2. Establish a basis for operational planning and personnel training to ensure the effectiveness of the response to any disaster befalling the district's facilities.
3. Provide guidance for pre-disaster damage-limiting actions when early warning is available: i.e., in the case of a flood, civil disturbance, bomb threat or tornado.

SCOPE

Generally, a disaster is a lengthy disruption that seriously impacts the district's ability to meet service commitments. A disaster may be caused by ecological events (storms, tornados, flood, ect.), accidents (i.e., fire), or deliberate disruptions (i.e., bombs, sabotage). For the specific purposes of this plan, a disaster is defined as being a disruption of normal operations of greater than three days that involves re-establishing the district's facilities at another site.

When a disaster situation is deemed to exist, all phases of the DRP would be implemented.

Additionally, this plan is intended to provide guidelines for action in the event of a disruption of services of three days or less, in which re-establishment of services occurs on-site. This situation, while serious, is not deemed a disaster; rather, it is defined as a contingency.

When a contingency situation is deemed to exist, Phase I of the DRP would be implemented, and any further action would be based on specific circumstances.

It will be the responsibility of the district Chief Appraiser or a designee to determine the extent of the damage and to establish whether a disaster situation or a contingency situation exists. In the event that the Chief Appraiser is unable to perform any of the responsibilities outlined in this DRP, such responsibilities shall be performed by the Deputy Chief Appraiser. In making these decisions, the estimated duration of an interruption of service will be the critical factor.

ASSUMPTIONS

This DRP is based on the following assumptions:

1. that a disaster of severe magnitude could occur, striking the district offices;
2. that there may be a shortage of available, experienced personnel to participate in recovery operations;
3. that the district may experience a total loss of files, information and equipment at the district's offices;
4. that the off-site storage facility is intact and accessible and backup copies of the district's critical data and files are safe(see Note 1 below); and
5. that when a disaster situation is deemed to exist, the recovery of

operations will take place outside of the district's facilities at a designated recovery facility site (see Note 1 below).

Security Precautions

The most common threats to the agency are the possibility of criminal mischief, fire or extreme weather. To minimize this risk, it is important that the staff is aware of visitors and that precautions are taken at all times. Controlled entry and exit of the public through designated doorways should be maintained.

Only agency staff and authorized persons should be allowed in the areas where access to currency is possible. Staff should question any unfamiliar or suspicious visitors as to their identification and authorization. If any doubt remains, call the sheriff's office immediately.

During a disaster recovery operation, it will be necessary to monitor and keep a record of, for safety and security purposes, all entry into and exit from the building. A secure perimeter around the building should be marked off and maintained using police tape and/or barricades to restrict unauthorized entry into work areas.

Water Damage Prevention

The most common disasters in records storage areas generally are caused by water incidents. Water damage can result from leaking roofs, seepage, rainstorms, faulty drains and sewers, breaks in water pipes, and construction operations. Implementing preventative measures within daily operations can reduce the risk of serious damage to the collections.

- Store records inside document boxes, map cases or file cabinets.
 - Never leave documents out overnight, uncovered.
 - Know the water hazards of the region, such as flooding history and the region's experience with electrical storms, snow, and other types of storms.
 - Perform building surveys routinely.
 - Inspect areas where water damage potential exists especially during or immediately following rainstorms or inclement weather.
 - Check for low shelves and documents stored on the floor or close to it; these are vulnerable to any water incidents.
 - NEVER store records directly on the floor! Use pallets, blocks or other items to raise them at least 5 inches.
 - Know the location of the Emergency Supply Cabinet and other emergency supplies.
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Fire Prevention

The most destructive event that could affect an institution is a fire. Most fires can be prevented if the proper precautions are taken. Fire precautions that include making staff aware of fire hazards and appropriate fire prevention. Train staff to be thoroughly familiar with the locations and use of:

- - fire extinguishers
 - 911 -call sheriff's office
- Keep fire doors to stairwells and corridors closed at all times as this can effectively contain a fire.
- Take care of maintenance problems, particularly electrical deficiencies immediately.
- Be aware that curtains and furniture placed near heat radiators or things placed on heat radiators pose a potential fire hazard.
- Keep all aisles, passageways and exit doors unobstructed for safe, rapid exit.
- Keep areas free of excess combustibles and trash, such as boxes, recyclables, and newspapers. Good housekeeping is particularly important.
- Store combustibles, such as cleaning fluids, inks, copier and microfilm developer and toners in safety metal cabinets.
- Enforce the "No Smoking" policy.
- Do not overload electrical outlets.
- Encourage staff to be responsible for daily routine closing time inspections. They need to be aware of potential fire hazards and watch for the following:
 - - 1) electrical devices should be turned off, e.g. copiers, computer equipment, typewriters, coffee makers and such.
 - 2) fire or smoke barrier doors to stairwells are closed.
 - 3) trash and other combustibles are in appropriate containers.

Fire Extinguisher Locations

There is one (1) pressurized water fire extinguishers. The extinguisher is located beside the door to the vault.

How to Operate a Fire Extinguisher

- **Pressurized Water: (2 1/2 gallon) for use on Class "A" fires**
1. Remove metal pin located in handle of extinguisher, breaking fine plastic seal. (A broken plastic seal may mean the extinguisher has been used and may need to be recharged).

PREPARATION

General Emergency Procedures

Anti-terrorism Information

Agencies should refer to local law enforcement and follow their directives and/ or if possible listen/watch communications from news reports.

Under no circumstances should any bomb threat or terrorist threat be ignored.

Fire and Fire Alarms

If any personnel notice smoke or flames, immediately call 911 and evacuate the area.

Whenever the fire alarm is sounded, the building will be **completely evacuated**. The personnel in appraisal district office should exit by closest door. No one is to re-enter the building unless authorized by the building Fire Marshall, or other authority.

Power Failure

Upon onset of a power failure, secure your area. During a prolonged power failure, the building should be completely evacuated.

Radiological Incident

During a radiological incident, it is best not to evacuate the building until receiving instructions from emergency personnel. Information can be received by tuning a radio to the Emergency Alert System.

During the incident, keep all outside doors and windows closed: turn off the ventilation systems and move to the interior of the building.

Tornado or Other Severe Storms

In the event of a tornado, do not leave the building. Close all outside doors and windows. A city/Ft Clark Spring alarm will signal severe storm warning and the all clear.

Water Leaks and Flooding

Water damage creates an unstable environment for archival collections. Mold can develop within 48 hours if the relative humidity is over 65%, especially at higher temperatures. Mold is more damaging than the water itself, so time is of the utmost importance when dealing with wet archival materials.

Consider personal safety: In a water emergency, watch out for electrical hazards. Also watch for slippery footing. Do not enter the affected area until it is checked for electrical and structural hazards and is declared safe to enter.

Personnel should as soon as possible remove documents and anything necessary for the continuation of business to a secure and stable area.

Weekend or After Hours

Call any staff member in case of emergency: Gene Slate-210-326-4539/ Todd Tate -830-563-7068, Allison Sanchez – 830-719-9058.

Institute Damage Control Measures if Collections are at Risk

WATER FROM ABOVE

- Identify the source of the leak and contain the water flow if possible. Use plastic lined wastebaskets to catch water.
- .If the water leak cannot be contained quickly and archival collections are threatened, cover the affected area with plastic sheeting.
- Apply plastic sheeting so water is channeled to a container; do not puncture plastic in an attempt to do this.
- If entire stack is covered, allow plastic to drape on floor.
- Allow air to circulate within the covered area to inhibit mold growth.
- Leaking or burst pipes and seepage of water from the outside are insidious emergencies because they can remain undetected until considerable damage has been done. In the event of heavy or prolonged rainstorms, the staff should be alert for water leaks and seepage.

WATER FROM BELOW

If water damage is extensive, e.g. in the case of flooding;

- Move records to higher shelves OR move records off shelves to another location.
- Do not remove materials from special archival protective wrappers or containers. Move the container and salvage the materials at a later stage.

IMPORTANT:

If flooding occurs, do not enter the flooded area until declared safe by proper authorities!

Stabilize the Environment

The temperature and humidity should be kept as low as possible to reduce the risk of mold growth. Mold will flourish at temperatures of 70° F and 70% relative humidity (RH). Mold can begin to grow on wet materials within 48 hours. Ideal conditions for a recovery operation are 65° F and 40% RH.

Restore environmental control by replacing glass in windows or temporarily blocking broken windows with canvas. Pump out standing water to reduce risk of injury to workers and further damage to records. **Be extremely careful because water may conceal submerged sharp objects, shorted motors, broken live wires, and records or other materials.** [

1. Reduce humidity.

- Utilize portable dehumidifiers (most effective in small, enclosed areas).
- Use pumps or shop vacuums to remove standing water.
- **DO NOT** raise temperature in an attempt to lower humidity; this will only promote mold growth.

Fans and dehumidifiers should be kept running until the relative humidity has stabilized and remains at 40% for several days (follow all equipment safety warnings). Use thermometers, hygrometers, hygrothermographs, and/or sling psychrometers, to monitor the environment in the affected areas.
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2. Reduce the air temperature.

- In winter, turn down the heat in the building to 65° F.
- In the case of water damage, **DO NOT** turn up the temperature to "dry" materials out; this will only promote mold growth.
- In summer, turn air conditioners down to create an inside temperature of 65° F. Keep air conditioners operating 24 hours a day.

3. Increase air circulation.

- Keep air circulating and direct fans in such a way that humid air is expelled from the building.
- Open windows and doors to increase air circulation if outside humidity is lower than that inside.
- Keep fans operating 24 hours a day. If power is out, use portable generators.

SAFETY NOTES: All electrical lines must be grounded to avoid electrocution. Also, if mold is present do not circulate air

Organize Recovery Operations

Recovery is the process of restoring collections and routines to normal working conditions. Recovery involves salvaging and repairing damaged materials, removing debris, repairing damaged infrastructure, and resuming normal services. The recovery and rehabilitation processes can be made more efficient and less costly if care and organization are taken at the removal stage.

1. Establish security and restrict access to the affected area.

Only authorized personnel should be permitted to enter the building to help prevent theft and damage to the collections and prevent interference with the recovery operation.

3. Organize staff members.

Brief all workers on the importance of proceeding according to directions.

Emphasize priorities, goals and timing of the whole operation.

Review basic recovery techniques (staff members should not be allowed to begin recovery operations until basic instruction is given). Instruct workers on ways of recognizing manuscripts, materials with water-soluble components, leather and vellum bindings, materials printed on coated paper stock, and photographic materials.

The systematic removal of damaged records can begin after the following steps are completed:

1. The area is declared safe to enter by emergency personnel
2. Damage is assessed
3. Salvage priorities are established
4. Removal strategy is developed

Methods for Drying Water Damaged Materials

Presently there are five ways to dry wet books and papers. The method chosen depends on several factors: the amount affected, condition, value, scarcity or rarity of the material, the importance and frequency of use, time constraints, budget, and personnel. A combination of methods may be used. It is best to consult with a conservator experienced in disaster recovery before making decisions to choose the method best suited for the damaged records. Such advice is essential before drying rare and unique materials. Not all materials are affected in the same way by water. Sometimes the damage is permanent and therefore no procedures can return the damaged item to its original state.

Air Drying

Air drying is the oldest and most commonly used method for drying wet materials. Air drying should be performed only in a stable environment to inhibit the growth of mold. The ideal environment for air drying wet documents is 60-65° F and 35-40% relative humidity, with good air circulation.

Suitable for small quantities of damp or slightly wet books or documents and best for all types of photographs.

Not suitable for drying bound, coated papers.

Advantages: requires no special equipment; can be done in-house.

Disadvantages: requires large amounts of space; very labor-intensive so can be costly; can result in badly distorted bindings and papers; books may have to be rebound.

Cryogenic Freeze Drying and Commercial Freeze Drying

Thermaline© is the copyrighted name for a cryogenic drying method currently being tested and revised to meet special needs. The cryogenic method of freeze drying employs blast freezers at very low temperatures and is an advanced variation of the freeze drying method described below. Because materials receive a great deal of individual handling to ensure the most effective drying with the least amount of damage, this process is the most expensive of the drying methods.

Commercial freeze drying is an established method of drying damp and moderately wet materials is to place them, as soon as possible, in a self-defrosting blast freezer until dry. The freezer should be capable of rapidly achieving temperatures below -100 F to reduce distortion and facilitate drying. Rapid freezing is recommended to minimize damage from ice crystals (the faster the materials are frozen, the smaller the ice crystals will be). Bound volumes should be packed firmly but not tightly. Documents can either be stacked or spread out.

Suitable for books and documents which are damp or moderately wet.

Suitable for coated papers, and water-soluble media.

Advantages: Can be used for fairly large quantities of materials, freezer space permitting; does not require costly special equipment;

Disadvantages: may take from several weeks to several months for materials to dry.

Vacuum Freeze Drying

Vacuum freeze drying is the safest and most successful method, although it is also the most expensive. Materials must be frozen when they are placed in a sublimation chamber. This type of chamber operates under high vacuum and turns the ice crystals in the frozen materials directly into water vapor; the vapor is then collected on a cold panel that has been chilled to at least -200° F, so it cannot go back on the materials. If they are not frozen when they are put in the chamber, the materials will freeze on the

outside and the water molecules on the inside will be forced through the frozen barrier as the vacuum is pulled. This action can cause the book or document to "explode." Freeze drying facilities should have the ability to ensure freezing first.

When materials are removed from the vacuum freeze chamber, they will be very dry and should acclimate to the environment for at least one month before they are opened to avoid cracking the spine and/or binding. Materials so treated will not look like new, but will show signs of swelling and distortion.

Suitable for coated papers if frozen or placed in chambers within six hours; rare and unique materials, large quantities of materials.

Not suitable for parchments and vellums, photographs.

Advantages: no additional swelling or distortion occurs beyond that from before materials were placed in the chamber; mud, dirt, soot are lifted to the surface and may be cleaned easily.

Disadvantages: requires sophisticated equipment; expensive but may be offset by not needing to rebind. Photographs will be damaged by this treatment and rubber cement may dissolve and stain the pages to which it has been applied.

Vacuum Thermal Drying

Vacuum thermal drying involves placing wet or frozen materials into a chamber that pulls the moisture from fibers by means of a vacuum. Heat is introduced and the materials are dried above 32° F.

Suitable for large numbers of wet documents with extensive water damage.

Not suitable for coated papers or photographs.

Advantages: more cost effective than air drying.

Disadvantages: often produces extreme distortion in books; causes blocking (adhesion) of coated papers; extensive rebinding can be expected; materials will show feathering of inks and other water-soluble dyes; this method is not recommended for records of long-term value.

Dehumidification

This is the newest method for archives but well established as an acceptable method for drying buildings. Large commercial dehumidifiers are brought directly into the facility and materials are dried where they are.

Suitable for large quantities of damp and moderately wet materials, including coated papers if they have not begun to block. Must be initiated within a very few hours. Quantity is only limited by amount of equipment and experienced operators.

Advantages: materials and furnishings can be left in place, including books on shelves; results are generally good.

Disadvantages: is a relatively new method that has not been thoroughly tested in an archival facility.

Removal and Packing of Wet Materials

Wet materials are very susceptible to mold growth, which can begin to grow in 48 hours. As soon as possible, water damaged materials need to be handled as follows:

- Bring, prepare and **assemble packing materials** (boxes, crates, cut waxed or freezer paper, labels, marking pens, pencils).
- **Prepare processing or packing site.** This area should be environmentally controlled and have adequate workspace. Cover work surfaces and carpets with plastic sheeting.
- **Sorting**
If time is available, sort materials into groups:
 1. to be packed and frozen
 2. to be air dried right away
 3. to be left alone
 4. to be disposed (do not discard without following agency procedures)
- **Packing and removal**
Remove materials by using carts, human chain, conveyer belt or other means from the nearest accessible point to the nearby "dry area."

Follow this order when packing:

1. Clear aisles and passageways first.
2. Start close to exits and work back.
3. Remove wettest materials next:
If water from above, start with top shelf.
If water from below, start from bottom shelf.
4. Remove boxes in a horizontal sequence.
5. As shelves are cleared, code each box according to its original location. Notepads and pencils should be used for tracking.
6. Place stack boxes on pallets or skids. If the boxes are to be shipped off-site, secure them with strapping or shrink-wrap.
7. Transfer boxes to drying space or vendor.

- **Priorities**

- Remove and pack **wettest materials first** as follows:

1. Valuable records and materials
2. Items that have already developed mold should be labeled as such and separated from the other materials.
3. Materials printed on coated paper (if allowed to dry, pages will block or form a solid mass)
4. Assign low priority to items that cannot be salvaged (e.g., coated papers that have begun to dry)

- Remove **very damp or partially wet materials next**

- These materials are usually above the first four or five shelves and are packed closely.

- Move **dry collections next**

- Place these materials in a controlled environment away from the affected area, while the shelves, walls, floors, and ceilings are cleaned with disinfectant and necessary maintenance work is done to return the site to its normal condition.

- **Labeling**

- Include the following information on the boxes when removing items to on-site recovery area (sample):

1. Record series number or other identifying number
2. Record series title
3. Record series carton or box number
4. Location removed from
5. Indicate type of materials, collection or format

- Include the following information on the boxes when removing items to an off-site recovery area:

1. Agency name
2. Location removed from
3. Record series number or other identifying number
4. Record series title
5. Record series carton or box number
6. Indicate type of materials, collection or format
7. Shipment box number

Salvage Methods for Water Damaged Materials

Salvage begins after the condition of the damaged materials has been stabilized and involves all procedures that contribute to making records usable again. The following recovery procedures, which are performed in-house, should be supervised by members of the Disaster Response Team who have been trained in basic recovery techniques. During the recovery and salvage of damaged materials:

- Handle wet materials carefully including their paper boxes.
- Do not remove containers unless disintegrated.
- Keep identification labels as found.
- Do not mark wet materials.
- To prevent further damage, do not stack boxes or materials in piles.
- When packing, fill cartons and crates three quarters full.

Consult Salvage-at-a-Glance table at

<http://palimpsest.stanford.edu/waac/wn/wn10/wn10-2/wn10-202.html>

Or use a wheel for disaster salvage such as that published by The National Endowment for the Humanities available at the following URL:

<http://www.heritagepreservation.org/PROGRAMS/Wheel1.htm>

Handle the Following Materials with Caution:

- Coated papers (shiny papers used in periodicals and art books) require immediate attention.
- Water-soluble inks and media that are actively bleeding- these items need to be frozen immediately and then vacuum freeze-dried.
- Volumes bound in leather- if damp, the item can be dried between blotters. If wet, the item should be frozen and then vacuum freeze dried.
- Leather, vellum and parchment bindings are an immediate priority since they distort and disintegrate in water. Separate from other books.

Processing and Drying Areas

For all materials, it is essential that a clean, dry and controlled environment is used. The temperature should be constantly below 70° F and have a relative humidity below 50%, with 65° F and 40% RH being the optimum. The use of a dehumidifier can help keep the RH levels down. Constant air circulation will quicken the drying process and hinder the growth of mold. This can be achieved by running fans throughout the areas, making sure that the fans are not blowing directly onto the affected materials.

Paper (manuscripts, single sheets)

Do not try to separate single sheets. Do not attempt to sponge off mold.

- **For Air Drying**

Single sheets or piles between 1/8" and 'X" can be laid out on tables, floors and other flat surfaces that are covered with unprinted newsprint, blotters or paper towels in an environmentally controlled room. Replace the absorbent material when they become wet. Turn piles over on a regular basis to ensure thorough drying. After the documents are completely dry, items should be re-housed in new folders and boxes. If documents are damaged or dirty, they can be photocopied or filmed.

- **For Freezing**

Groups of sheet materials should be packed as found; do not separate single sheets. The bundles should not exceed 2 inches in thickness. Turn the container on its side and stack the bundles, interleaved with waxed paper, on top of each other in the box until it is full. When filled, turn the box bottom side down so the packages are standing erect and not lying on each other. This will prevent the sheets from compressing together and forcing debris into the paper fibers. In a large scale incident or if there is a time restriction, the containers and contents could be frozen as found.

Coated Papers

If left to dry, coated paper will form a solid block, which can rarely be separated. If the coated papers are damp and not blocking they can be air-dried. If the coated papers are very wet or beginning to block, the safest thing to do is to freeze the documents until time permits proper recovery. At this time, it is believed that vacuum freeze drying is the best method for coated papers.

- **For Air Drying**

Separate individual documents using polyester sheets and lifting the plastic away with the paper. The paper can then be air dried on the polyester sheet. Also, coated papers can be dried by interleaving each page using waxed paper or polyester web covered blotters. Damp, non-blocking books can be fanned open and stood on edge with wax paper interleaving between each page.

- **For Freezing**

Keep wet in cold water by packing in boxes, tubs or garbage cans lined with plastic garbage bags until ready for freezing. Freeze as quickly as possible. If more than one hour is needed to get collections to the freezer facility, use refrigerated trucks. Coated papers should only be vacuum freeze-dried. Coated papers should only be vacuum freeze-dried, or Thermaline© (cryogenic freeze drying) drying method.

Maps, Plans & Oversize Manuscripts

Sponge water out of map drawers. Remove drawers from cabinet. Pack loose, flat maps in bread trays, flat boxes or on plywood covered with plastic wrap or polyethylene sheets.

Single leaves or piles between 1/8" and 'X" can be laid out on tables, floors and other flat surfaces that are covered with unprinted newsprint or paper towels in an environmentally controlled room. After drying is completed, items should be re-housed in new folders and boxes. If documents are damaged or dirty, they can be photocopied or filmed.

- **For Freezing**

Do not separate single sheets. Pack in folders or bundles at 2" intervals and place in clean map drawers, bread trays or flat boxes or on plastic covered plywood and freeze. After freezing, the materials can either be air-dried or vacuum freeze dried.

Parchment and Vellum

A conservator must be consulted before beginning any recovery procedures. Parchment and vellum should not be vacuum freeze dried; however, cryogenic drying is acceptable.

If the materials must be moved:

1. Do not move items until a location has been prepared to receive them. Parchment and vellum should be separated from other documents.
2. Single items can be laid out on tables, floors and other flat surfaces that are covered with newsprint or paper towels, with the corners weighted.
3. Multiple items should be interleaved with thin blotters (blotting paper) or paper towels, with the corners weighted.
4. Check items frequently to replace blotters or towels, and to reposition the weights.
5. Once the item is almost completely dry, place documents between blotters under a rigid plywood board or Plexiglas® and then apply evenly distributed light weight to prevent distortion.
6. Freeze only as a last resort.

Bound Volumes

Do not open or close wet volumes, remove wet covers, or attempt to reshape damaged spines or covers.

Volumes with Leather and Vellum Bindings

Salvage immediately and consult a conservator for treatment. If there are too many books to process and treat quickly, they should be frozen to buy time.

• For Air Drying

Volumes that are thoroughly wet

1. Do not open. Do not remove covers. Do not fan leaves.
2. Place volume in closed position on its head on sheets of absorbent paper.
3. Place small pieces of binders board at fore edge to permit water to drain off efficiently.
4. Place paper towels between the covers and the text block; keep slightly open.
5. Change paper on the table as it becomes wet.
6. Place volume in front of moving current of air until dry enough for next step.

Volumes that are partially wet

1. Omit the drainage procedure described above.
2. Carefully open volume partially and interleave with paper towels or unprinted newsprint.
3. Place paper towels between the covers and the text block; keep slightly open.
4. Begin at back of volume and interleave every 20 pages. Be careful not to stuff the volume as this will cause the spine to warp.
5. If good drying conditions exist, volume may be left flat until paper towels absorb some water (about 1 hour).

Volumes with wet edges

1. Omit the drainage procedure described above.
2. Place paper towels between the covers and the text block; keep slightly open.
3. Interleave from the back of the volume about every 20 pages.
4. Shut volume and place on several sheets of absorbent paper without weights.
5. As drying proceeds, remove the wet interleaving sheets. Place new interleaving sheets at new location during each step of drying. Turn volume over each time it is interleaved.
6. When leaves are almost dry, place light weight on volume to hold distortion of edges to a minimum.

Volumes that are damp

1. Stand book on edge, lightly fanned, and allow to dry in current of air.
2. If board covers are more damp than the text, place paper towels between boards and the book.
3. Pamphlets or paperbacks which cannot stand alone can be hung on a clothesline with the cord running through the center of the book. Thick pamphlets can be hung on two parallel lines.
4. When almost dry, go to the next step.

Volumes that are almost dry

1. Lay volume flat on table, push the spine and boards gently into position, then place between blotters and under plywood board or Plexiglas® applying light weight.
2. Leave in this position until volume is thoroughly dry (replacing blotters when needed).
3. Do not stack drying volumes or books on top of each other.
4. Do not return volumes to stacks until thoroughly dry, otherwise mold may develop along the inner margins.

• For Freezing Bound Volumes:

1. Lay sheets of freezer paper, wax paper or silicone paper around the cover (to prevent the volumes from sticking together and to prevent the dyes in the covers from bleeding into the covers of the adjacent volumes) and pack spine down in a milk crate or cardboard carton. Pack in the crate vertically, one layer deep and ¾ full. Do not try to change the shape of the volumes when packing them.
2. Place volumes with spine down, not on fore-edge. If placed on their fore-edge, the additional weight of the water will pull the paper out of the bindings.
3. Place volumes in strong cardboard record center boxes or plastic crates. Interlocking plastic crates make excellent containers for wet materials: they are strong, the right size, easy to stack, and air can get to the materials.
4. Do not pack volumes too tightly; allow for air circulation. However, do not pack volumes too loosely or they will fall over and be further distorted. Pack three-quarters full.

Magnetic Media: Tapes (audio, video, computer, reel to reel) and floppy disks

The best procedure for salvaging magnetic media is to use backup copies to recreate the information. Do **not** attempt to play any damaged tapes or disks, as they can damage the equipment on which they are being played. If tapes and disks must be salvaged, immediately contact a magnetic media recovery company and inquire what steps, if any, should be taken to stabilize the items prior to treatment.

KINNEY COUNTY APPRAISAL DISTRICT- Uses a backup system provided by the software company, True Automation, Allen, Texas. This back up system not only maintains the district appraisal records and collections, but the Quick Books accounting system in place for the district's financial records. The back up system is automatic through the Software Company. The Kinney County Appraisal Office also has a vault (fireproof) where the district funds are kept.

The main server and computer systems are provided by HarrisGovern True Automation, located in Allen Texas. They maintain the software used to maintain and backup data.

TESTING

Recovery of Fire Damaged Materials

Books and Bound Volumes

Damage caused by extremely high temperatures is irreversible. Charred volumes, even though damaged internally by intense heat, can often be edge trimmed and rebound. This is the only solution for many books. When books are still in print, replacement is a better alternative.

Rare and valuable books from special collections exposed to high heat should be professionally restored by a book conservator, even if there is no evidence of charring.

Paper Manuscripts

Manuscripts that have been subjected to intense heat should be examined by a conservator. Keep documents with their original containers to aid identification. Badly charred documents can be deciphered by special photography or chemical processes. **Never** try to open charred bundles. Carefully wrap and deliver the bundle to a conservator. Pick up single sheets with a piece of cardboard and cover the document with a second piece of cardboard. Make a rigid package if materials will be sent out for restoration.

Photographs and Magnetic Media

Damage to film, photographs, magnetic tapes, and disks caused by exposure to intense heat is generally irreversible unless their containers provide sufficient insulation. Best way to determine if damage has been done is to give them a careful examination. Contact a conservator and a magnetic media professional for recovery options.

Recovery of Rodent or Insect Damaged Materials

Rodents or insects in any part of the records or materials must be eliminated as quickly as possible, to prevent the spread of damage. To protect your health, use proper gloves, HEPA filter masks and clothing that can be immediately laundered. Isolate the infested materials from the rest of the records. Identify the type and extent of the infestation.

KINNEY COUNTY APPRAISAL DISTRICT contracts with Gold Star Exterminators of Del Rio Texas for monthly inspections and appropriate spraying for insects and pests.

Recovery of Mold or Mildew Damaged Materials

Mold or mildew occurs on books and paper when temperatures and humidity are uncontrolled. Mold spores, which are always present in the air and on books, multiply rapidly when temperature and relative humidity are high and the air is stagnant. Some molds may grow when the temperature is as low as 40° F, if the relative humidity is above 65%. When a severe mold attack has occurred and the area has not been thoroughly fumigated, propagation can start again at temperatures and relative humidity levels below those generally considered threshold limits. In order to prevent mold formation, temperature and relative humidity levels should be maintained at or under 68° F (plus or minus 2°) and 45% relative humidity (plus or minus 5%).

In case of infestation, protect your respiratory health. Wear appropriate gloves and respirators and clothing that can be taken off when leaving the area (smock, lab coat, etc.). Separate the affected materials and move them to an isolated area away from other records to prevent spreading, and then contact a conservator. Place the items into a controlled environment that has proper temperature and humidity ranges, and constantly circulating air though not if the air is being re-circulated into the working space.

Cleaning and Sterilizing the Affected Area

An ideal environment for mold growth is possible as a result of water left behind from leaks, flood waters or fire hoses, particularly if the temperature is high. Sterilization of mold infested materials is a high priority. Infected materials are to be segregated from the records until they are treated.

Sterilization

If a flood or fire occurred, water soaked ash and mud will be deposited. If days have passed since the disaster, mold growth may be evident on walls, shelving and furniture. Besides cleaning, the area must be sterilized so that mold will not infect the records once they are returned to the area.

Procedures for sterilizing affected areas include:

1. Remove all incidental materials, such as curtains, furnishings, etc. from the affected area.
 2. Thoroughly wash floors, ceilings, walls, shelves and any furniture with a germicidal cleaner. Appropriate cleaners include unscented bleach, as well as 10% Isopropyl Alcohol. When washing, include the undersides, corners and backs of shelves. Disposable wipers should be used to avoid the spread of contamination. Be sure to provide adequate air circulation during the cleaning process.
 3. Rinse the sterilized surfaces several times with clean water to remove any remaining cleaning agent.
 4. Allow surfaces to dry thoroughly, and ventilate the area, using fans and dehumidifiers to remove excess humidity and cleaning agent vapors.
 5. Do not return records to the space until all cleaning agent odors are gone and the humidity is below 50%.
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IN CASE OF DISASTER

Depending on the type of disaster – procedures are similar. After securing the property, the district’s insurance carrier should be notified and their representative’s directions followed. If a temporary location is necessary – it will be necessary to contact various sources to see if space is available – either the county and city (such as the civic center) or maybe the school would have a room available. There is limited space within the city and arrangements would have to be made to quickly begin rebuilding or repairing any damage to the district. An alternative would be, at the Board of Director’s discretion, renting a portable building to temporarily house the district during the recovery period.

Returning Operations to Normal

Returning operations to normal may prove to be the most difficult, time consuming, and expensive activity. Be prepared to spend the time necessary to formulate an adequate work plan, prepare the facility and make all records available for normal business and reference use

In the days following a disaster, a few tasks that should be done include: examining the affected area to verify that all records have been recovered, ensuring that all wet items have been removed, cleaning up garbage and determining if there is structural damage or other safety hazards.

Since it will take several days to several weeks for wet collections to adequately dry, the time should be used to gather the inventories of collections that had been moved during the disaster. A plan should then be formulated to return the items to their correct locations and have new labels and protective covers made, if necessary. Also during this time, staff should make use of existing inventories and lists to identify damaged items that are not labeled or otherwise identified.

MITIGATION PLAN

FIRE -There is no smoking allowed in the Appraisal District office. Wiring is checked regularly and replaced when necessary to avoid any possibility of overloaded circuits.

WATER DAMAGE: - If there is advanced knowledge of possible storms, precautions are taken. The roof of appraisal district has been replaced twice to avoid leakage. Items that are susceptible to moisture and/or flooding are elevated above floor level.

The day to day operations are backed up nightly.

The district has also signed and placed in effect a contract with Harris Govern (TrueAutomation) for offsite backup service. This service provides for the backup of the PACS database and related files.

There is a locked vault which contains collections until deposited.

Since Kinney County Appraisal District is a small district, with four full time employees, each employee will be as prepared as possible for any situation. The employees have full knowledge of the Disaster Plan and location of pertinent information – (back up, phone numbers, etc...).

The county has an alarm system to notify the population of impending storms or if there is a fire. The employees have knowledge of the meaning of the various alarms.

All the employees are responsible for their own and their fellow employee's safety – to ensure that they are removed from any danger. We are a small community; the EMS and fire department is located directly behind the appraisal district. The 911/and or direct line to the departments are programed into the land lines and cell phones.

These procedures are discussed and kept up to date with the employees. Any new problems or procedures are made known and considered with the employees.

To keep up with the times, now the employees of the Kinney County Appraisal District have plans of what to do in case of a pandemic. County, City, State and National recommendations or mandates will be applied to the day to day operations.

WHAT TO DO

The four Kinney County Appraisal District employees are all well informed on the procedures necessary to prevent, contain or recover should the district suffer a disaster.

Traveling: At times, it will be necessary for three employees to travel together. If something should happen to incapacitate two or three employees, the fourth employee must be ready to step into the position of management and able to continue the day to day operations of the appraisal district.

Building damage or destroyed: In the case of a disaster which damages or destroys the appraisal district building, it will be necessary to secure temporary facilities to set up the office and to continue the work of the appraisal district. There are a few empty store fronts on Spring Street or the county has an empty office building down the street from the appraisal office. Depending on the type of disaster, another building close to the district office would be the ideal way to handle this problem.

Board of Directors: When necessary, the board of directors should be involved immediately along with the employees in reestablishing day to day operations. In case of total destruction of the building, the insurance company should be the first line of assistance.

The vault in the district office contains many of the necessary documents, (money and board records) needed to begin rebuilding and the vault should be strong enough to sustain most damage. Rebuilding the data bases will be accomplished with the help of the software provider, TrueAutomation/Harris Govern.

In case of illness, injury or death of one or all the staff of the district, the board, well trained in the procedures necessary to appoint and secure temporary replacement(s) to maintain continuity and continuation of service.

All staff members are cross trained and able to fulfill any duties necessary to keep the operation of the district constant and with the least amount of inconvenience to the taxpayers.

EMERGENCY CALL LIST

In case of any emergency the following list of personnel and Board Members should be called immediately:

Todd L. Tate	Chief Appraiser	830-563-7068
Steve DeGeorge	Appraiser	830-279-1688
Allison Sanchez	Appraiser/Collector	830-719-9052
Gene Slate	Collector	210-326-4539

BOARD OF DIRECTORS

Tim Ward	Chairman	830-563-9965
Herb Senne	Vice Chairman	830-563-5040
Marla Madrid	Secretary	830-563-7208
Guillermo Guzman		830-234-7598
Jesse Terrazas		830-563-7254

EMERGENCY	911	
SHERIFF OFFICE	830-563-2788	
KINNEY COUNTY EMERGENCY MEDICAL SERVICES		830-563-9090

DATA STORAGE/BACK UP		
HARRIS GOVERN/TRUE AUTOMATION		760 N WATTERS RD SUITE 100
		ALLEN TX 972-265-7300

KINNEY COUNTY APPRAISAL DISTRICT DISASTER RESPONSE & RECOVERY PLAN OVERVIEW

In the event of a disaster (during business hours):

1. Stay in contact with sheriffs office for weather or other emergency updates.
2. Notify spouse/relatives of plans.
3. Secure computers, backup data on server (if possible), turn off & unplug computers.
4. Turn off & unplug printers, copy machine, and all other electrical equipment.
5. Lock the filing cabinets.
6. Secure work space.
7. Check kitchen area, turn off & unplug all appliances.
8. Turn off heating/cooling unit, if possible.
9. Chief appraiser will take any deposits or cash on hand to the bank immediately or secure until trip to bank possible.
10. Move into the hallway or other interior room, away from door and windows. Wait for the all clear.
11. After all clear check for damage. Report any damage to auditor for insurance purposes & alert the board of directors.
12. Secure the area. If damage is extensive salvage records, documents, & equipment and move to a temporary site.
13. Recovery from off-site back-ups of district server and back up of CAMA system from Harris Govern.

In the event of a disaster (after business hours):

14. After home is secure, staff will report to appraisal district office as soon as possible.
15. Check building and contents for damage; report any damage to authorities.
16. ■Report any damage to insurance company & alert the board of directors.
17. Secure a temporary site for salvaged items.
18. Check computers & filing cabinets for salvage of documents & records.
19. Establish priority of salvaging records.
20. Begin physical packing and removal of records to temporary site.
21. Recovery from off-site back-ups of district server and back up of CAMA system from Harris Govern

INITIAL RESPONSE STEPS

The KINNEY COUNTY Chief Appraiser shall contact the board of directors and staff to reestablish communications and provide overall direction for recovery actions, including the following response steps:

1. Assess the Damage

1. Assess extent of damage to office and property.
2. Fill out an Incident Report Form and take pictures.
3. Contact the Texas Municipal League – Insurance Carrier

2. Prepare for Recovery

1. Establish the needs and resources needed to resume business activities.
2. Perform an inventory and gather list of personnel and equipment necessary for the CAD recovery efforts.
3. Contact outside vendors, contractors and professional service providers requesting assistance or services as needed.

Determine/ Stabilize the Building and Environment

DAY ONE – OR AS SOON AS SAFELY POSSIBLE

Determine the extent of damage to building and equipment

KINNEY COUNTY HAS LIMITED SPACE TO UTILIZE AS TEMPORARY OFFICE FACILITIES. ELECTRICITY, PHONE SERVICE AND WI-FI ARE LIMITED. A DETERMINATION WILL BE MADE BY THE CHIEF APPRAISER AND BOARD OF DIRECTORS AS TO WHAT KIND OF TEMPORARY OFFICE WILL BE OPERATIONAL. A TEMPORARY PORTABLE BUILDING MAY BE THE BEST SOLUTION.

Contact / notify all necessary providers,
Harris Govern, 972-265-7300
AT&T phone and internet provider, 800-321-2000
Reliant Electric 866-660-4900
City of Brackettville Water. 830-563-2412

DAY TWO - During a disaster, a command center will be needed to serve as a base of operations. It is essential to have one central location through which all recovery activities are coordinated. Locations that might be used as a command center are: DEPENDING ON THE TYPE AND DEGREE OF DAMAGE, THE COURT HOUSE MIGHT HAVE A ROOM AVAILABLE. THE ONLY OTHER LOCATION WOULD BE THE SCHOOL. IF AVAILABLE, THE DISTRICT MIGHT BE ABLE TO USE A CLASS ROOM. CONTACTING A CHURCH OR CHARITABLE ORGANIZATION IS ANOTHER OPTION. A PORTABLE BUILDING MAY BE THE BEST ANSWER.

DAY THREE – AS SOON AS PRACTICAL, WHEN SPACE AND ELECTRICITY/WI FI, ARE AVAILBLE, THE EMPLOYEES WILL BEGIN THE PROCESS OF RECOVERING THE APPRAISAL AND COLLECTION DATA WITH THE HELP OF HARRIS GOVERN. THE BACK UPS WILL BE AVAILABLE ON THE BACK UP SERVER AND IN THE CLOUD.

THIS APPLIES TO APPRAISAL AND COLLECTIONS. THE FOUR EMPLOYEES WILL RECAPTURE THE DATA AND WORK FROM THE DETERMINED TEMPORARY LOCATION. ATTACHED IS HARRIS GOVERN SUPPORT AND MAINTENANCE POLICY AND ON PAGE EIGHT IS DISASTER RECOVERY AND OFFISTE BACKUP INFORMATION.

THE TIME PERIOD FOR THE RECOVERY WILL BE DETERMINED BY THE SEVERITY OF THE DAMAGE TO THE APPRAISAL DISTRICT BUILDING. A TOTAL DESTRUCTION MAY TAKE AS LONG AS 6 MONTHS TO A YEAR TO REPLACE THE BUILDING. PARTIAL DAMAGE, (WATER DAMAGE, WIND DAMAGE, ETC...) MAY BE REPAIRED AND APPRAISAL DISTRICT MOVED BACK INTO THEIR OFFICE.

OFFICE EQUIPMENT TO BE REPLACED IF DAMAGED BEYOND REPAIR ARE 5 WORKSTATIONS AND A SERVER. THE EQUIPMENT NEEDED TO BE REPLACED AS SOON AS POSSIBLE IS DESCRIBED IN THE ATTACHED INFORMATION FROM HARRIS GOVERN.

ALSO OTHER EQUIPMENT SUCH AS PRINTERES, CALCULATORS AND OFFICE SUPPLIES WOULD BE REPLACED FROM LOCAL SUPPLIERS.

IMMEDIATELY AFTER ANY INTERRUPTION IN APPRAISAL DISTRICT BUSINESS, A NOTICE IS TO BE PLACED IN THE KINNEY COUNTY POST NEWSPAPER. THE NEWSPAPER IS PUBLISHED WEEKLY, IT WOULD BE NECESSARY TO UPDATE PROGRESS IN THE NEWSPAPER AND ON APPRAISAL DISTRICT WEBSITE.

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