

Disaster Planning and
Preparedness
MLA Pre-Conference Workshop
Oct. 10, 2006

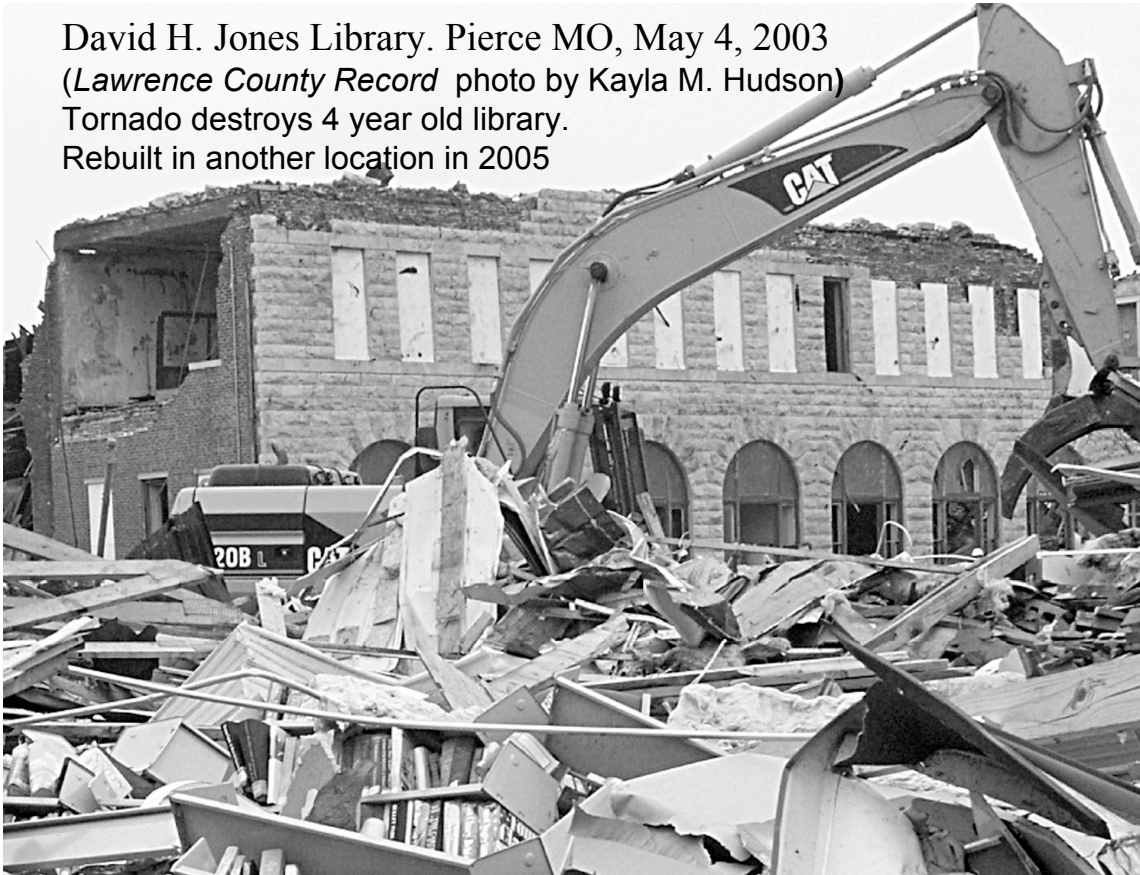
Introduction

Prevention

Preparedness

Internal and external support

David H. Jones Library. Pierce MO, May 4, 2003
(*Lawrence County Record* photo by Kayla M. Hudson)
Tornado destroys 4 year old library.
Rebuilt in another location in 2005

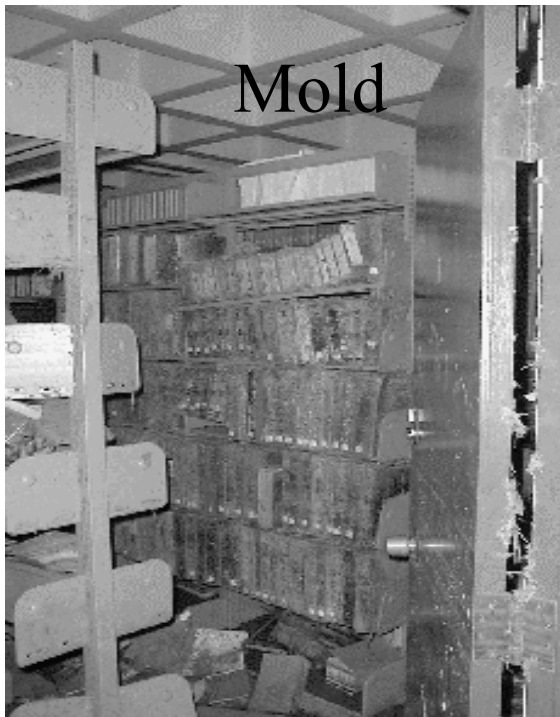


Pittsburgh Library System – Allegheny Branch
(photo from Pittsburgh Post-Gazette)
Struck by lightning. Library will not be rebuilt.



Hawaii University Flood, Oct. '04

(Photo by Susan Murata)



University of Hawaii
flood. Photo by LIS
students

Mold can form in 48
hours depending on
climate.

Prevention

- Contain/control pests
- Mitigate theft/vandalism
- Practice proper storage/handling techniques
- Stabilize the environment
- Train new staff as soon as possible

Preparedness

- Risk analysis
- Evaluate your collection(s)
- Identify key resources
- Draft a disaster plan
- Practice emergency drills

Risk Analysis

- Geographic susceptibility
- Building security
- Age/value of collection(s)
- Environmental conditions

Evaluating Collection(s)

- Age
- Condition
- Artifactual/intrinsic value
- Recovery hierarchy

Identifying Key Resources

- Administrative buy-in
- Staff expertise
- Local and National resources
- Funding sources

Writing the Disaster Plan

- Overview vs. Handbook
- Building, collections, staff, visitor issues
- Recovery Team/Roles
- Staff involvement
- Use templates available online and in print

Components of a Disaster Plan

- Introduction to Plan
- Response
 - Emergency Contact Sheet
 - Safety Procedures
- Collection Priorities
- Prevention Strategy and Checklist
- Disaster Site Preparation

Components of a Disaster Plan, con't

- Stabilizing the environment
- Material recovery procedures
- Post recovery activities
- Forms
- Emergency services, Equipment suppliers, Collections specialists list
- Media spokesperson(s)

Disaster Plan Online Resources

- NEDCC <www.nedcc.org>
<palimpsest.stanford.edu/bytopic/disasters/>
- dplan <www.dplan.org>
- Amigos Library Services, Inc. "A disaster plan for libraries and archives"
<www.amigos.org/preservation/disasterplan.pdf>

See: <library.csun.edu/mfinley/fdcread.html> for many others

Disaster Planning Books

Library Disaster Planning and Recovery Handbook. New York, NY: Neal-Schuman, 2000.

Fortson, Judith. Disaster Planning and Recovery: A How to Do It Manual for Librarians and Archivists. New York, NY: Neal-Schuman Publishers, 1992.

Books con't

Fox, Lisa L. Disaster Preparedness Workbook for U.S. Navy Libraries and Archives; prepared on behalf of the Northeast Document Conservation Center for the U.S. Naval War College Library. Newport, R.I.: The Library, 1998

Additional Resources

- NOAA StormReady website
<<http://www.weather.gov/stormready/>>
- <<http://www.libraryhq.com/disaster.html>>
Library Disaster Planning and Recovery – a joint project between Michigan State Univ. and the Center for Great Lakes Culture

Response and Recovery Issues

- Small vs. large disasters
- Practice drills
- Post recovery analysis



Line drying.

Photo taken by L.I.S. Students



What's wrong with this picture?



University of Hawaii flood. Photo by LIS students.