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

Introduction

Prevention
Preparedness
Internal and external support
(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)

Mold can form in 48 hours depending on climate.

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


Books con’t


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
Book drying

What’s wrong with this picture?

Washing photographs

University of Hawaii flood. Photo by LIS students.