



StEPs-UT Management
Systems for Managing People, Places & Things
February 25, 2019

HANDOUT

Disaster Preparedness Plan Tool Templates

- Template for Pocket Response Plan (PReP) | 2 pages
- Utah Division of Risk Management Self-Inspection Survey | 9 pages
- Template for D-Plan | 129 pages
(Online Disaster-Planning Tool for Cultural and Civic Institutions)
learn more at <https://www.dplan.org/>

<div><div><div>[Government Agencies]</div><div>Pocket Response Plan[™]</div><div>(PReP[™])</div></div><div><div>INSTITUTIONAL CONTACTS</div><div>Agency Head [name] [office phone] / [home phone] / [cell]</div><div>Deputy Director [name] [office phone] / [home phone] / [cell]</div><div>DISASTER TEAM</div><div>Team Leader [name] [office phone] / [home phone] / [cell]</div><div>Member 1 [name] [office phone] / [home phone] / [cell]</div><div>Member 2 [name] [office phone] / [home phone] / [cell]</div><div>Member 3 [name] [office phone] / [home phone] / [cell]</div><div>Member 4 [name] [office phone] / [home phone] / [cell]</div><div>Parent agency contact [name] [office phone] / [home phone] / [cell]</div></div></div>	<div><div>STATE GOVT OFFICIALS</div><div>Chief Information Officer/IT Dept [name] [phone]</div><div>Risk Manager [name] [phone]</div><div>Department of Public Health [phone]</div><div>Purchasing Agent [phone]</div><div>STATE ARCHIVES & RECORDS MANAGEMENT CONTACTS</div><div>State Archivist [name] [office phone] / [home phone] / [cell]</div><div>State Records Manager [name] [office phone] / [home phone] / [cell]</div><div>Department/Section Manager1 [name] [office phone] / [home phone] / [cell]</div><div>Department/Section Manager2 [name] [office phone] / [home phone] / [cell]</div><div>Preservation Manager [name] [office phone] / [home phone] / [cell]</div><div>Conservator [name] [office phone] / [home phone] / [cell]</div><div>Local Governments Mgr [name] [office phone] / [home phone] / [cell]</div></div>	<div><div>FIRST RESPONDERS</div><div>Police Department [phone]</div><div>Fire Department [phone]</div><div>Emergency medical/ambulance service [phone]</div><div>Security [phone]</div><div>State EMA [phone]</div><div>Local EMA [phone]</div><div>State Command Center [phone]</div><div>State Police [phone]</div><div>Highway Patrol [phone]</div><div>Sheriff [phone]</div><div>Centers for Disease Control [phone]</div><div>Red Cross [phone]</div><div>MUTUAL AID PARTNERS</div><div>[institution] [name] [phone]</div><div>[institution] [name] [phone]</div><div>[institution] [name] [phone]</div></div>	<div><div>FACILITIES MANAGEMENT</div><div>Building Mgr [name] [office phone] / [home phone] / [cell]</div><div>Building Staff [name] [office phone] / [home phone] / [cell]</div><div>UTILITIES</div><div>Electricity [name] [phone]</div><div>Gas [name] [phone]</div><div>Telephone [name] [phone]</div><div>Water – Fire sprinklers [name] [phone]</div><div>Water – Potable [name] [phone]</div><div>Internet provider [name] [phone]</div><div>Elevators [name] [phone]</div><div>Security system [name] [phone]</div><div>Fire alarm/suppression system [name] [phone]</div></div>	<div><div>EMERGENCY SERVICE PROVIDERS</div><div>Conservator [name] [phone]</div><div>Data Recovery Service [name] [phone]</div><div>Dehumidification Services (building) [name] [phone]</div><div>Commercial Recovery Services (freeze drying) [name] [phone]</div><div>Exterminator / Fumigation Service [name] [phone]</div><div>Freezer Storage Space [name] [phone]</div><div>Industrial Hygienist/Mold Testing Lab [name] [phone]</div><div>Refrigerated Trucking Service [name] [phone]</div><div>REGIONAL PRESERVATION SERVICES</div><div>[name] [phone]</div><div>[name] [phone]</div><div>[name] [phone]</div></div>	<div><div>OTHER CONTACTS</div><div>State historical records advisory board [name of designated contact] [phone]</div><div>Local government records commission [name] [phone]</div><div>Local government association(s) [phone]</div><div>National Archives regional office [phone]</div><div>FEMA regional office [phone]</div><div>Council of State Archivists (CoSA) CoSA administrative staff 319-338-0248 / 319-321-0949 (c) IPER Project Staff 678-364-3806</div><div>Heritage Preservation 202-233-0800</div><div>American Association for State & Local History 615-320-3203</div><div>ARMA International 800-422-2762</div><div>National Association of Government Archives & Records Administrators 518-463-8644</div><div>Society of American Archivists 312-922-0140</div></div>
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SIDE B (Actions). Use this side to provide step-by-step instructions for state archives personnel who will respond to a disaster affecting your own institution, a state or local government agency, or another archival repository or cultural institution in your state. Ideally, steps should already be defined in the state archives disaster plan. This PReP™ document is NOT intended to be a substitute for a comprehensive emergency plan. Instead, it should distill the most important tasks to be taken in the first minutes and hours after an event occurs, especially those that occur when staff members are away from their offices.

<div><div>[Government Agencies] Pocket Response Plan™ (PReP™)</div><div><div>Response checklist for an emergency in a facility housing archives or records</div><div>Follow these steps as you respond to an emergency in the state archives or records center.</div><div>Coordinate your agency's response<ul style="list-style-type: none">○ Recognize and define the emergency○ Notify public authorities and first responders○ Ensure that all staff and visitors are safe and accounted for○ Contact risk manager and insurance agent○ Activate the Disaster Plan○ Activate the Disaster Team○ Activate agency command center○ Establish communication with staff, public</div><div>Phone tree [customize to fit your repository]</div></div></div> <td><div><div>Assessment, salvage, recovery<ul style="list-style-type: none">○ Ensure that all hazards are cleared before entry○ Assess and document damage to holdings, building, information systems<ul style="list-style-type: none">○ What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?○ What areas have been affected?○ What is the nature of the e?○ How much of the collection has been affected?○ What types of materials have been damaged?○ Are critical information systems functional / safe?○ Maintain security○ Stabilize the environment at your facility○ Identify and gather emergency supplies○ Locations of supplies:</div><div><ul style="list-style-type: none">○ Contact state archives and records management program○ Contact other aid partners○ Contact outside emergency service providers○ Begin salvage○ Contact news media○ Report status to constituents</div></div></td> <td><div><div>Response checklist for statewide response</div><div>Follow these steps as you respond to an emergency with a regional or statewide impact involving records.</div><div>Identify and contact agencies or repositories that might be affected<ul style="list-style-type: none">○ Use directories to locate state agency field offices, local governments, and archival repositories○ Establish mechanism for state and local government agencies to report threats to records.○ Account for all affected records repositories in region or state○ Determine if state ARM is holding a copy of affected organizations' emergency response plans</div></div></td> <td><div><div>Establish and maintain channels of communication<ul style="list-style-type: none">○ Make contact with state and local EMA (emergency management agency)○ Post staff at EMA Command Center○ Contact state archivist to request that CoSA to schedule a “meet me” call on toll-free line○ Establish communication with appropriate local government networks○ Post emergency information and instructions on _____Web site○ Contact National Archives regional office○ Establish communication with FEMA, other NARA officials○ Contact risk manager and insurance agent○ Contact the news media</div></div></td> <td><div><div>Provide or coordinate emergency services<ul style="list-style-type: none">○ Obtain appropriate permissions to enter disaster site from public safety authorities, public health department○ Deliver services to repositories in need:<ul style="list-style-type: none">○ Connect institutions in need with services (send vendor/supplier list from state ARM emergency plan)○ Recruit volunteers○ Provide supplies○ Facilitate trips○ Conduct assessments○ Assist with public relations○ Provide recovery assistance○ Contact outside emergency service providers○ Confirm funding sources for emergency services</div></div></td> <td><div><div>Protect vital records or those containing sensitive or personal data<ul style="list-style-type: none">○ Assess status of secure storage facilities○ Check condition of vital records○ Obtain appropriate storage space for threatened vital records○ Determine if microfilm or other duplicates of vital records are stored elsewhere○ Assist affected agency or repository to establish salvage priorities</div><div><div>Educate and train responders<ul style="list-style-type: none">○ Coordinate deployment of staff and volunteers to affected areas○ Train response and salvage crews</div></div></div></td>	<div><div>Assessment, salvage, recovery<ul style="list-style-type: none">○ Ensure that all hazards are cleared before entry○ Assess and document damage to holdings, building, information systems<ul style="list-style-type: none">○ What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?○ What areas have been affected?○ What is the nature of the e?○ How much of the collection has been affected?○ What types of materials have been damaged?○ Are critical information systems functional / safe?○ Maintain security○ Stabilize the environment at your facility○ Identify and gather emergency supplies○ Locations of supplies:</div><div><ul style="list-style-type: none">○ Contact state archives and records management program○ Contact other aid partners○ Contact outside emergency service providers○ Begin 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RISK VISITORS ORGANIZATION

Facility Name: D&RG RAILROAD DEPOT

Building #: 1654.1

300 RIO GRANDE

Salt Lake City, 84101

Occupancy Environment

1	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are break areas or lunch rooms where cooking takes place equipped with a fire extinguisher?
				The Fire Code classifies any room where cooking takes place as an "extra, high" fire hazard area.
2	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are all exterior waste dumpsters or containers with an individual capacity of 1.5 cubic yards (40.5 cubic feet) or greater, located at least 20 feet from combustible buildings or wall openings?
				Because waste containers can occasionally catch fire, staging the containers a safe distance from a structure is required. Never locate a dumpster in close proximity to a natural gas main or gas pipes that can accidentally be
3	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Is your building free of the "permanent use" of extension cords in lieu of fixed wiring?
				Any use of extension cords for a time period of less than 90 days is considered temporary use. Electrical wiring to be used for more than 90 days should comply with permanent installation requirements as set forth
4	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Is your facility free of "daisy chained" electrical surge protectors or power strips?
				Surge protectors and power strips should never be plugged into each other in a series, or end-to-end connection. This could create a fire hazard. Each power strip or surge protector should be plugged into a wall outlet. "Daisy
5	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are "Warning" signs placed around wet floor areas?
				When the floor surface is wet for whatever reason, place "Warning" signs around the area to alert employees and patrons of the possible slip and fall hazard.
6	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are "minor injury" first aid medical supplies provided to your employees?
				Supplies need to be monitored and regularly replenished. It is advisable not to store or dispense any doctor-prescribed medication without professional control.

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7	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Do you maintain a minimum aisle width of 28 inches for non-emergency egress in working area pathways?
				Furniture and office equipment should be positioned to allow safe entry and exit from all personal work areas. 29CFR 1910.36(g)(2)
8	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Do you perform regular building evacuation/fire drills?
				29CFR 1910.165(b)(5)
9	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Do you prohibit the routing of extension cords through holes in walls, ceilings, or along building surfaces?
				Both OSHA and the National Electrical Code prohibit this situation. In addition, temporary electrical cords should never be routed through doorways or windows. Doing so could result in an electrical short. IFC
10	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Do you prohibit the use of light-duty, non-grounded, home-rated extension cords in your facility?
				Only the heavier duty extension cords with a ground fitting should be utilized. Ground lugs should be checked on a regular basis for damage and to see if they have broken off. Damaged electrical cords should immediately
11	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are electrical panel switches and/or circuit breakers labeled to indicate the equipment that they control?
				It is important to know which circuit breaker switch controls what circuit or piece of equipment for the safety of maintenance personnel or to quickly de-energize a specific circuit in an emergency situation. 29CFR 1910.303(f)
12	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are emergency exits well marked with an illuminated exit sign?
				Check exit sign bulbs on a regular basis to ensure that burned out bulbs are immediately replaced. 29CFR 1910.37(b)(2)

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13	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are employees trained in the use of fire extinguishers?
				Employees should not always be expected to fight a fire, but must be trained in fire extinguisher operation to allow escape should flames block a means of emergency egress from a building. A short instructional video
14	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are exterior emergency exit doors regularly opened to ensure that there are no outside blockages that could impede free door swing or operation?
				Snow, ice, and other obstacles can sometimes keep an exit door from opening
15	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are fire alarm system trouble codes immediately addressed?
				Alarm panels should be checked at the beginning of each work day to ensure than no system trouble codes are indicated. If a problem occurs, immediately notify the alarm servicing company. A properly working fire
16	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are fire doors free of unauthorized "hold open" devices such as wooden wedges or objects propping them open?
				Fire doors that are wedged open are virtually ineffective. Fire doors can be identified by a small tag on the inside edge or top of the door, indicating its fire door rating. Magnetic latch and friction hold-open devices are allowed
17	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are electrical loads placed on individual outlets or power strips, etc., kept below the rated load of these individual components?
				Load usage and rated wattage capacity information is printed on labels attached to all electrical equipment.
18	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are items stored or situated in such a manner as to prevent them from collapsing or falling over?
				Check all storage areas for this hazard. "High stacking" creates an earthquake hazard. The use of rigid shelving for storage is recommended, and shelves should be secured to prevent possible toppling.

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19	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are entrance way floor mats used during periods of inclement weather?
				These mats are needed for wiping shoes and/or boots as people enter a building. Periodic cleaning of the mats is required during periods of inclement weather and heavy use.
20	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are major building evacuation, emergency egress pathways maintained free and clear of storage at all times?
				Emergency exits must be "continuously maintained." Placing furniture, empty boxes, pallets, and old surplus computers in hallways should never be allowed.
21	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are portable electric heaters equipped with automatic shut off devices?
				Tip switches and timers that will automatically turn off the heaters minimize the danger of a fire hazard. Non "red-glowing" type heaters, such as flat panel and oil-filled units are recommended. Procedures should be in place
22	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are your fire extinguishers mounted properly and readily accessible for use?
				Material should not be placed in front of a fire extinguisher that might block its view and access. Extinguishers should be wall mounted in a location that is visible and easy to get to. It is generally recommended that extinguishers
23	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Do you prohibit "personal cooking areas" with mini-fridges, microwave ovens, hotplates, toasters, coffee makers, etc.?
				These extracurricular cooking locations have a potential for a fire and can attract vermin.
24	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Have fire extinguishers been inspected and "date tagged" within the last twelve months?
				By regulation, extinguishers need to be inspected annually by a licensed individual certified by the State Fire Marshal's Office and then tagged with the date of the most recent inspection. A special hydrostatic fire

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25	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Have you posted maps of emergency exit routes?
26	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	If you have a heart defibrillator, is it checked on a regular basis to ensure that the battery is not dead and that it operates?
				An inoperable defibrillator greatly increases liability and the potential for subsequent litigation.
27	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Is combustible storage clear of any heat source, such as lamps, heaters or hot pipes?
				Fires can start when combustible materials are placed close to or against a heat source. Make frequent inspections for this hazard potential and take immediate corrective measures when necessary.
28	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Is emergency lighting provided and maintained in areas where a power outage could result in injury?
				Emergency lighting is also required when an exit system serves an occupant load of 100 or more. Corridors, hallways, large assembly rooms, theaters, auditoriums, basement areas, and rooms without exterior windows should
29	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Is panic hardware provided on emergency exit doors?
				Generally speaking, panic hardware is required on doors that serve as an emergency exit to 50 or more occupants. Door "push hardware" should be regularly checked for proper operation and immediately repaired as
30	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Is storage kept on pallets or shelves in order to minimize water damage?
				Stored material should be kept off of floors to prevent damage from a possible water leak. Keep water resistant covers available to spread over stored material in order to minimize overhead water damage.

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31	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	When storing combustible material, do you maintain a 24 inch clearance between the top of the stored items and the ceiling?
				The requirement is 18 inches from the sprinkler deflector in fire sprinkler equipped areas. Sprinkler head spray patterns should never be blocked.
32	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Is the use of candles and other open flame devices (incense etc.) prohibited in your facility?
				Open flames can cause structure fires when left unattended. Candles and open flame devices are generally prohibited in any insured workplace.

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Physical Security

1	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are costly items stored in a secure area?
				Equipment that has the potential of being stolen should be stored in a locked/secured manner. Loss control methods include cables, biometric devices, alarms, locked storage areas, security guards, and cameras.
2	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are all paintings, sculptures, or art forms of significant value stored in a secure, temperature and humidity controlled fire-safe environment?
				It is important to keep art work stored in an environment that reduces deterioration and strain on priceless artifacts. Unused art should be sent to proper storage facilities.
3	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are emergency telephone numbers posted at each telephone?
				It is important that staff have ready access to important phone numbers when an emergency happens. These numbers should include all emergency responders, management staff, and utility companies.
4	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are keys or access cards issued on a selective basis for this facility?
				This means any temporary keys or access cards which are administered to short-term employees or contractors.
5	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are proper accounting and secure storage procedures in place for your office to deal with the management of money taken by hand or collected as part of the daily work routine?
				Acceptable policies on the collection of money will protect your agency from cases of fraud or theft including robberies.
6	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Are there procedures to accept suspicious mail and packages into this facility?
				Allowing any mail or package into the office delivered by an unknown person or through the mail system with suspicious markings means that there is a chance for chemicals, biological agents, or a bomb to be

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7	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Do employees and guests wear identification such as ID cards?
				It is easier to know who is an employee in larger organizations if a picture ID is required. This should be enforced from senior management on down. Guest sign-in facilitates knowing who is actually in your facility, especially
8	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Do you have policies and procedures for checking out portable computer equipment?
				Maintain a checkout log and require signatures for personal accountability.
9	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Do you have procedure to retrieve keys or access cards, if your building is accessed on a selective basis?
				If temporary access is granted using keys or cards, there should be a method to get these items back upon the termination of the employee or contractor who does not need them anymore.
10	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Has your facility undergone a security audit in the last five years by either internal staff or the Division of Risk Management Security Consultant?
				Facilities can change on a yearly basis. After five years it has been a common practice to see that employee turnover, agency responsibilities, and management has changed significantly enough that an audit of just the
11	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Is there adequate lighting throughout all building areas, including the parking lots?
				Lighting is essential to reducing many high risk areas, such as assaults, vandalism, and trip and fall injuries.
12	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Is the building secured by locks or a card access system?
				All critical locations should have locks or card access systems to restrict access to only those who are authorized during business hours.

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dPlan™: The Online Disaster-Planning Tool

DATA COLLECTION FORMS

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About Your Institution

Please enter the following institutional information. You will be asked to choose a password for your account. Please keep a record of your password. Once you have submitted your information and your account has been approved (note that information is processed only Monday-Friday, and approval may take up to 24 hours), you will receive a confirming e-mail message. At that point, you can begin using the disaster-planning template.

While you are waiting for account approval, we strongly recommend that you consult the **HELP** section of this site for a detailed overview of how the template works. Be aware that the information required for these forms is extensive. It is likely that you will need to collect information and come back to the template to enter data several times before you can generate a disaster plan.

Name of institution:

Address line 1:

Address line 2

City: State: Zip:

Type of institution (select one):

Public Library	Town Clerk's Office
College/University Library	School Library
Special Library	Archives/Manuscript Repository
Historical Society	Records Center
Museum	Other

Enter a login and password for your account, and provide a name for your plan. Remember to keep a record of your login and password, and to keep them secure. Access to the password should be limited, but not to just one person, as this increases the chance that the password will be lost or forgotten.

Login and Plan Name

Name for this plan:

Login:

The login **MUST** be a valid email address.

Password:

Password Confirmation:

INSTITUTIONAL INFORMATION

Once your disaster plan has been generated, your institution will be contacted automatically every six months with a reminder to update the information in your plan. Please provide your name, title, phone number, and email address (all emails from NEDCC regarding your dPLAN account will be sent to this address), as well as the same information for an alternate contact person.

Contact person

First name:

Last name:

Title:

Phone:

If you have more than one phone number, enter them here separated by commas, in the order you would like them used.

Email:

Alternate contact person

It is strongly recommended that you include an alternate contact. If you are not including an alternate please indicate so by putting N/A (not applicable) in each field.

First name:

Last name:

Title:

Phone:

If you have more than one phone number, enter them here separated by commas, in the order you would like them used.

Email:

Staff/Key Personnel List

Enter the following information for each staff member and for any other people who will be part of the disaster planning process (e.g., members of the Board of Trustees, members of the town building department).

Name/primary phone/email:

First Name:

Last Name:

Title:

Work phone/ext.:

Work email:

Home address information:

Address line 1:

Address line 2:

City:State:Zip:

Phone/Email information:

Home phone:

Cell Phone:

Pager Number:

Home Email:

(repeat as needed)

Disaster Planning Team

The disaster planning team will gather information and put together the disaster plan. A cooperative planning process provides a sense of “ownership” of the plan among the staff and increases the chances that the plan will be effective. The disaster planning team is separate from the disaster response team (which will carry out the plan when and if a disaster occurs), although some staff may be members of both teams, particularly in a smaller institution.

Please assign the following disaster responsibilities to the members of your staff (or other key personnel) as appropriate. Staff members may be assigned more than one responsibility as needed, in smaller institution responsibilities may be distributed among all staff members, while in a larger institution they may be carried out by a subset of staff members who serve as the disaster planning team.

Staff member	Responsibilities
	Gathering collections information
	Preparing a staff list
	Assessing risks
	Devising opening and closing procedures
	Devising a preventative maintenance checklist
	Determining salvage priorities
	Collecting insurance and accounting information
	Collecting facilities information and preparing floor plans
	Collecting information about local emergency services
	Gathering internal supplies
	Collecting information about external supplies
	Devising emergency response and evacuation procedures
	Preparing an emergency call list
	Identifying a potential command center and/or alternative storage or drying space
	Identifying potential volunteers and/or workers
	Coordinating staff training
	Coordinating distribution, review, and updating of the plan

Collections

Please check off which of the following types of materials are held by the institution, so that appropriate salvage strategies can be provided in your disaster plan. Remember to include all media containing information that is important to your institution (e.g., administrative files on computer disks).

Check all materials that are held by your institution

- ☐ Archival materials
- ☐ Art on paper
- ☐ Audio recordings, compact discs
- ☐ Audio recordings, record albums
- ☐ Audio recordings, tapes and cassettes
- ☐ Books, rare
- ☐ Books, general collection
- ☐ DVDs
- ☐ Computer disks, magnetic
- ☐ Computer tapes, magnetic
- ☐ Computer CDs/CD-ROMs
- ☐ Film, motion picture
- ☐ Manuscripts
- ☐ Maps and plans
- ☐ Microfiche
- ☐ Microfilm
- ☐ Natural history materials (taxidermy, botanical specimens, geological specimens, etc.)
- ☐ Negatives, polyester
- ☐ Negatives, acetate
- ☐ Negatives, nitrate
- ☐ Negatives, glass plate
- ☐ Newspapers
- ☐ Objects (furniture, sculpture, etc.)
- ☐ Organic material (leather, basketry, bone, etc.)
- ☐ Paintings
- ☐ Parchment/vellum manuscripts
- ☐ Photographic prints, black and white
- ☐ Photographic prints, color

INSTITUTIONAL INFORMATION

- ☐ Photographs, cased (daguerreotypes, tintypes, etc.)
- ☐ Posters
- ☐ Scrapbooks
- ☐ Serials
- ☐ Textiles
- ☐ Transparencies, color (slides, etc.)
- ☐ Videocassettes
- ☐ Other: _____

Assessing Risks: Natural/Industrial/Environmental Hazards

Please consider and rate the risks in the lists below. Consider which events are most likely to occur and which would have the most serious consequences. Rate each risk on the following scale:

1 = serious risk 2 = moderate risk 3 = minimal risk 4 = not a risk

Natural Hazards

Is your institution at significant risk for:

- 1 2 3 4 Hurricane
- 1 2 3 4 Thunderstorms/Lightning
- 1 2 3 4 Tornado
- 1 2 3 4 Severe Winter Storm
- 1 2 3 4 Flooding (located near a lake, stream, or river)
- 1 2 3 4 Coastal Flooding (located in a coastal area)
- 1 2 3 4 Dam Failure (located near a dam)
- 1 2 3 4 Earthquake
- 1 2 3 4 Wildfire/Forest fire
- 1 2 3 4 Other _____

Provide additional details on your institution's risk, and/or list additional actions that should be taken. Use additional paper if necessary.

Industrial/Environmental

Does your institution face significant risks from any of the following:

- 1 2 3 4 Water main break
- 1 2 3 4 Power outage
- 1 2 3 4 Sewer system backup
- 1 2 3 4 Gas leak
- 1 2 3 4 Oil leak
- 1 2 3 4 Proximity to hazardous materials
- 1 2 3 4 Proximity to a nuclear power plant
- 1 2 3 4 Riots/civil disturbance
- 1 2 3 4 Terrorist attack
- 1 2 3 4 Other _____

Provide additional details on your institution's risk, and/or list additional actions that should be taken. Use additional paper if necessary.

Assessing Risks: Building Systems and Procedures

Consider and rate the risks in the lists below. Which events are most likely to occur, and which would have the most serious consequences? A link to background information is provided for each category of risk, to assist you in making these decisions. If a risk is not applicable to your institution, move on to the next.

For risks that are applicable to your institution, provide additional information as appropriate (e.g., whether any problems have already occurred, and/or actions needed to lessen the risk). Remember that it may not be possible to remove the risk entirely (e.g., it will take time to replace a leaky roof), but it may be possible to take action that would mitigate damage (e.g., to relocate collections to a dry area or cover shelving with plastic sheeting).

1 = serious risk 2 = moderate risk 3 = minimal risk 4 = not a risk

Water Hazards

Paper-based collections are highly susceptible to damage from water. Mold growth is an additional danger if moist conditions are present. The best insurance against water damage is regular inspection of roof coverings and flashings, with repair and/or replacement as needed. Clean gutters and drains frequently and avoid storing collections underneath water or steam pipes, bathrooms, mechanical air-conditioning equipment, or other sources of water. Keep materials 4-6" off the floor on shelves or pallets to avoid flood damage. Also avoid storing collections in basements or other areas vulnerable to flooding. If storage in such areas is necessary, install water-sensing alarms so that quick detection of flooding is assured. These must be monitored 24 hours a day to be effective; such alarms can usually be connected into the existing fire detection system. Staff should familiarize themselves with the location and operation of water mains and shut-off valves so they can shut-off the water supply during an emergency.

Rate the level of risk posed by the following areas or conditions:

- | | | | | |
|---|---|---|---|--|
| 1 | 2 | 3 | 4 | Roof |
| 1 | 2 | 3 | 4 | Skylights |
| 1 | 2 | 3 | 4 | Gutters and spouts |
| 1 | 2 | 3 | 4 | Internal roof drains |
| 1 | 2 | 3 | 4 | Foundation |
| 1 | 2 | 3 | 4 | Water in the basement |
| 1 | 2 | 3 | 4 | Sump pump problems |
| 1 | 2 | 3 | 4 | Other drains |
| 1 | 2 | 3 | 4 | Bathrooms/kitchens nearby or above collections |
| 1 | 2 | 3 | 4 | Water pipes running through collection areas |
| 1 | 2 | 3 | 4 | Water-bearing HVAC equipment (chillers, etc.) nearby or above collections |
| 1 | 2 | 3 | 4 | Collections in close proximity to water-bearing pipes or equipment not protected by plastic sheeting, trays to catch water, etc. |

PREVENTION

- 1 2 3 4 No water detection system
- 1 2 3 4 Inadequate water detection
- 1 2 3 4 Water detection system not monitored 24 hours a day
- 1 2 3 4 Mold infestation caused by water infiltration has occurred
- 1 2 3 4 Collections stored on the floor
- 1 2 3 4 Collections stored in the basement or attic
- 1 2 3 4 Other _____

Provide additional details on your institution's risk, and/or list additional actions that should be taken. Use additional paper if necessary.

PREVENTION

Fire Hazards

See NEDCC's leaflet "An Introduction to Fire Detection, Alarm, and Automatic Fire Sprinklers" for background information.

Rate the level of risk posed by the following conditions:

- | | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | No fire detection system |
| 1 | 2 | 3 | 4 | Inadequate fire detection system |
| 1 | 2 | 3 | 4 | Fire detection system not monitored 24 hours a day (by a security company, campus police, etc.) |
| 1 | 2 | 3 | 4 | Fire detection system not routinely inspected and maintained |
| 1 | 2 | 3 | 4 | No fire suppression system |
| 1 | 2 | 3 | 4 | Inadequate fire suppression system |
| 1 | 2 | 3 | 4 | Fire suppression system not monitored 24 hours a day (by a security company, campus police, etc.) |
| 1 | 2 | 3 | 4 | Fire suppression system not routinely inspected and maintained |
| 1 | 2 | 3 | 4 | Sprinkler system does not have water flow alarms |
| 1 | 2 | 3 | 4 | No emergency evacuation plan exists for areas protected by a gaseous fire suppression system |
| 1 | 2 | 3 | 4 | Insufficient number of fire extinguishers |
| 1 | 2 | 3 | 4 | Fire extinguishers not inspected yearly |
| 1 | 2 | 3 | 4 | Fire exits obstructed |
| 1 | 2 | 3 | 4 | Fire drills not held routinely |
| 1 | 2 | 3 | 4 | Book drop opening into the building not protected by a smoke/heat detector and sprinkler head |
| 1 | 2 | 3 | 4 | Electrical system is outdated |
| 1 | 2 | 3 | 4 | Electrical system is overloaded |
| 1 | 2 | 3 | 4 | Collection includes cellulose-nitrate base films (these are a fire hazard) |
| 1 | 2 | 3 | 4 | Smoking is allowed in the building |
| 1 | 2 | 3 | 4 | Other _____ |

Provide additional details on your institution's risk, and/or list additional actions that should be taken. Use additional paper if necessary.

PREVENTION

Climate Control

See NEDCC's leaflets "Temperature, Relative Humidity, Light, and Air Quality: Basic Guidelines for Preservation, Emergency Salvage of Moldy Books and Paper," and "Monitoring Temperature and Relative Humidity" for background information.

Rate the level of risk posed by the following conditions:

- | | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | No climate control |
| 1 | 2 | 3 | 4 | Partial air conditioning |
| 1 | 2 | 3 | 4 | Inadequate air circulation |
| 1 | 2 | 3 | 4 | Building closed in winter |
| 1 | 2 | 3 | 4 | Climate control system(s) not routinely inspected and maintained |
| 1 | 2 | 3 | 4 | Climate control system(s) fail occasionally |
| 1 | 2 | 3 | 4 | Climate control system(s) fail frequently |
| 1 | 2 | 3 | 4 | Occasional extremes of temperature in collection storage areas (greater than 75° F) |
| 1 | 2 | 3 | 4 | Frequent extremes of temperature in collection storage areas (greater than 75° F) |
| 1 | 2 | 3 | 4 | Occasional extremes of relative humidity in collection storage areas (greater than 50%) |
| 1 | 2 | 3 | 4 | Frequent extremes of relative humidity in collection storage areas (greater than 50%) |
| 1 | 2 | 3 | 4 | Mold infestation caused by poor climate control has occurred |
| 1 | 2 | 3 | 4 | Collections stored in the basement |
| 1 | 2 | 3 | 4 | Collections stored in the attic |
| 1 | 2 | 3 | 4 | Other _____ |

Provide additional details on your institution's risk, and/or list additional actions that should be taken. Use additional paper if necessary.

PREVENTION

Security

See NEDCC's leaflet "Collections Security: Planning and Prevention for Libraries and Archives" for background information.

Rate the level of risk posed by the following conditions:

- | | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | No automated security system |
| 1 | 2 | 3 | 4 | Inadequate automated security system |
| 1 | 2 | 3 | 4 | Staffing is insufficient to properly supervise researchers working with special collections |
| 1 | 2 | 3 | 4 | No written policies/procedures for building and collection security |
| 1 | 2 | 3 | 4 | Inadequate written policies/procedures for building and collection security |
| 1 | 2 | 3 | 4 | Inadequate procedures for researcher identification and registration |
| 1 | 2 | 3 | 4 | Design of the building makes it difficult to supervise researchers working with collections |
| 1 | 2 | 3 | 4 | Collections have been vandalized |
| 1 | 2 | 3 | 4 | Collection materials have been stolen |
| 1 | 2 | 3 | 4 | The institution has problem patrons |
| 1 | 2 | 3 | 4 | Other _____ |

Provide additional details on your institution's risk, and/or list additional actions that should be taken. Use additional paper if necessary.

PREVENTION

Housekeeping/Pests

See NEDCC's leaflet "Integrated Pest Management" for more information.

Rate the level of risk posed by the following conditions:

- 1 2 3 4 Pest infestation has affected collections
- 1 2 3 4 No written policies/procedures for housekeeping
- 1 2 3 4 Inadequate written policies/procedures for housekeeping
- 1 2 3 4 No regular housekeeping (dusting, vacuuming, etc.)
- 1 2 3 4 Visible dust and dirt in collections storage areas
- 1 2 3 4 Garbage not removed from the building daily
- 1 2 3 4 Food waste from special events not cleaned up promptly
- 1 2 3 4 Food and drink allowed in the building
- 1 2 3 4 A "no food or drink" policy exists but is not enforced
- 1 2 3 4 Collections not cleaned once per year (note: this must be done by trained staff)
- 1 2 3 4 Other _____

Provide additional details on your institution's risk, and/or list additional actions that should be taken. Use additional paper if necessary.

PREVENTION

Storage

Collections that are stored properly will be much better protected against potential disasters. The dangers of water damage have been mentioned above. When storage areas are inspected, look to see that all collections are off the floor and that the bottom shelf of all shelving units is at least four inches off the floor (in case of flooding). Also be aware that placing books and other paper-based collections into enclosures provides a barrier between the items and the disaster. Archival boxes, envelopes, folders, book jackets, and other enclosures can all provide some protection against water and/or fire damage. Boxes provide the most substantial protection. In addition, if books and boxes are shelved snugly on the shelves, they will suffer less damage in the event of water leaks from pipes or other equipment above. It is also important to consider whether or not shelving units (particularly tall units) are strong enough to withstand an earthquake, an explosion, or a similar event. Free-standing shelving units should be avoided. Shelving should always be anchored to the floor, ceiling, walls, or to other units, and it must be bolted to studs rather than to drywall. Shelving without solid end or back panels should always be braced. In areas that are earthquake-prone, additional protection is recommended. See Chapter Three of *Disaster Planning and Recovery: A How-To-Do-It Manual for Librarians and Archivists*, by Judith Fortson (Neal-Schuman Publishers, 1992) for a summary of protective strategies. Shelf-lips or restraints at the front of shelves can be used to keep materials in place. Enclosures also provide some protection in the event of an earthquake or explosion (or even strong vibration) that knocks collections off the shelves.

Rate the level of risk posed by the following conditions:

- | | | | | |
|---|---|---|---|--|
| 1 | 2 | 3 | 4 | Shelving is not anchored to the walls, floor, ceiling, or other shelving (where appropriate) |
| 1 | 2 | 3 | 4 | Shelving not braced |
| 1 | 2 | 3 | 4 | Shelving not braced to earthquake standards |
| 1 | 2 | 3 | 4 | Books not shelved snugly |
| 1 | 2 | 3 | 4 | Archival collections not enclosed in boxes |
| 1 | 2 | 3 | 4 | Collections stored on the floor |
| 1 | 2 | 3 | 4 | Valuable collections stored near windows |
| 1 | 2 | 3 | 4 | Shelving not 4 – 6 inches off the floor |
| 1 | 2 | 3 | 4 | Other _____ |

Provide additional details on your institution's risk, and/or list additional actions that should be taken. Use additional paper if necessary.

PREVENTION

Personnel

Staff members play a crucial role in protecting the collections (and the staff and patrons) from disasters. The vigilance of staff members is the first line of defense, and the quick action of trained staff members can often prevent an emergency from becoming a more serious disaster. Conversely, if staff members are not properly trained, if staffing is insufficient, and/or if staff turnover is frequent, the collections may suffer. The contributions of security and maintenance staff are also important. For example, security staff may be the only ones present at night or on weekends to notice a leaky pipe or a mold problem that might damage collections. The safety of collections also depends on regular building maintenance such as cleaning gutters and inspecting the roof. If these activities are put off or not addressed, the result may be damage to the collections. All staff members must be properly trained to recognize potential hazards and take action to mitigate them, as well as to take appropriate action in the event of a disaster.

Rate the level of risk posed by the following conditions:

- | | | | | |
|---|---|---|---|--|
| 1 | 2 | 3 | 4 | Staff members are not trained in emergency procedures |
| 1 | 2 | 3 | 4 | Staff are not sufficiently trained in security procedures |
| 1 | 2 | 3 | 4 | Frequent staff turnover |
| 1 | 2 | 3 | 4 | Security staff is not trained to recognize hazards and respond properly to collections emergencies |
| 1 | 2 | 3 | 4 | Security staff is slow to respond to alarms or requests for aid |
| 1 | 2 | 3 | 4 | Maintenance staff is slow to respond to requests for maintenance/repair |
| 1 | 2 | 3 | 4 | Other _____ |

Provide additional details on your institution's risk, and/or list additional actions that should be taken. Use additional paper if necessary.

Assessing and Mitigating Risks: Construction and Renovation

While construction and/or renovation of a building can provide an opportunity to correct preservation problems (e.g., inadequate climate control, lack of fire protection), the construction/renovation process itself creates hazards for the collections. Potential hazards include fire, smoke, water, dirt, chemical pollutants, and mishandling of collections. In a worst-case scenario, the building itself could be lost. Careful planning before construction begins is essential to a safe and successful project.

Is construction and/or renovation planned for your building? Y N

If you answered YES, you will be directed to the following forms.

Pre-Construction General Information

It is very important to establish good communication with the architect and contractor, and to consider all precautions that need to be taken to ensure the safety of the collections before construction begins. During construction, it is desirable to relocate collections away from areas being worked on, or to seal collections off completely from the work area. See NEDCC's leaflet, "Protecting Collections During Renovation" for more background information.

Please provide the following general information:

When will construction begin?

Architect

Organization:

Contact person:

Title:

Work number:

Cell phone:

Pager:

Email:

General Contractor

Organization:

Contact person:

Title:

Work number:

Cell phone:

Pager:

Email:

PREVENTION

Clerk of the Works/Project Manager

Name:

Title:

Phone:

Cell Phone:

Pager Number:

Email:

Project Liaison (this might be a staff member or a consultant who will work with the administration, the contractor, and the collections staff to ensure that the collections are protected as specified in the contract):

Name:

Organization:

Title:

Phone:

Cell Phone:

Pager Number:

Email:

Pre-Construction Checklist

Listed below are important activities to be carried out before construction begins. Indicate below those that apply to your particular project, remembering that most of them are general precautions that will apply in all cases. A pre-construction checklist will be generated as part of your final plan.

- ☐ Staff members are aware of risks and precautions common to construction projects
- ☐ Project liaison assigned from the institution's staff, or hired from outside the institution
- ☐ Disaster plan includes a means of identifying losses (e.g., cataloging backups) in case of disaster
- ☐ Salvage priorities have been assigned for collections, administrative records, and equipment
- ☐ Emergency response supplies on hand
- ☐ Extra fire extinguishers on hand
- ☐ Emergency evacuation procedures designed and practiced
- ☐ Fire protection equipment and fire safety practices reviewed and improved as necessary
- ☐ Water alarms installed in areas where water-related construction will impact collections storage areas
- ☐ Collections relocated away from construction areas as necessary and possible

A written contract is in place that specifies the responsibilities of the institution and of the contractor for protecting collections. The contract specifies:

- ☐ Who is responsible for installing and maintaining all protections for the collections
- ☐ That the contractor will notify the institution of work schedules and changes in advance
- ☐ Procedures for compartmentalizing spaces by constructing barriers (using fire-retardant waterproof sheeting) as necessary
- ☐ Procedures for wrapping collections on the shelves as necessary
- ☐ That the contractor will secure the roof against water infiltration during work that opens areas of the roof
- ☐ That the contractor will provide adequate ventilation for activities that will generate significant chemical fumes (e.g., paint removal)
- ☐ That the contractor will control particulate and gaseous pollutants during construction
- ☐ That the contractor will ensure that all equipment used during the work day has been turned off at the end of each day
- ☐ Who is responsible for interim and post-construction cleanup programs
- ☐ Procedures for interim and post-construction cleanup programs
- ☐ That workmen will not be allowed in limited-access collection storage without staff knowledge
- ☐ That workmen will be prohibited from high-security areas without direct staff supervision

Construction/Renovation Closing Checklist

It is most desirable to relocate collections away from areas being worked on, or to seal collections off completely from the work area. But both of these are sometimes impractical, and compromises must be made. If collections must remain on site, it is essential to carry out thorough closing and opening procedures each day.

Closing Checklist

Check all that are applicable on the following list, and add other items specific to your institution.

- ☐ Dirt and debris produced during the work day has been cleaned up
- ☐ All electrical equipment used during the work day has been turned off
- ☐ All construction equipment secured and locked
- ☐ All wraps and seals over or around collections are in place
- ☐ Fire detection system is connected and operating
- ☐ Fire suppression system is connected and operating
- ☐ No trouble indicators on fire panels or monitors
- ☐ Any exposed areas (e.g., open skylights or open areas of the roof) have been securely covered and provided with drainage
- ☐ If there are water alarms, they are connected and functioning
- ☐ Keys secure and accounted for
- ☐ Vault door(s) closed and locked
- ☐ Doors to secure areas closed and locked
- ☐ Windows locked
- ☐ Fire doors closed
- ☐ Shades, drapes, or blinds closed
- ☐ No one is hiding in the building (check bathrooms)
- ☐ Security system is armed
- ☐ No unusual smells or sounds
- ☐ No evidence of water leakage (walls, ceilings, floors, storage areas)
- ☐ Refrigerators and freezers plugged in and operating
- ☐ All small appliances unplugged
- ☐ Sinks and toilets in working order
- ☐ Computer system shut down

Equipment is operating properly:

- ☐ HVAC
- ☐ Pumps

PREVENTION

- ☐ Other: _____
- ☐ Known problem areas checked. Specify: _____
- ☐ Other: _____

PREVENTION

Closing Responsibilities

Choose the primary and secondary person responsible for each day:

Name	Backup
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Construction/Renovation Opening Checklist

It is most desirable to relocate collections away from areas being worked on, or to seal collections off completely from the work area. But both of these are sometimes impractical, and compromises must be made. If collections must remain on site, it is essential to carry out thorough closing and opening procedures each day.

Check all that are applicable on the following list, and add other items specific to your institution.

- ☐ No signs of unusual or off-hours activity
- ☐ No evidence of water leakage in work areas (or other areas)
- ☐ No unusual smells or sounds
- ☐ No apparent major change in temperature overnight
- ☐ No apparent major change in relative humidity overnight
- ☐ No small appliances left plugged in overnight
- ☐ Windows locked and fire doors closed
- ☐ All wraps and seals over or around collections are in place
- ☐ Adequate ventilation is available if solvents or other chemicals are to be used
- ☐ Appropriate number and type of fire extinguishers are available in work areas
- ☐ Fire detection system is connected and operating
- ☐ Fire suppression system is connected and operating
- ☐ High-security areas (e.g., special collections) are locked unless in use by patrons/staff, or unless access is needed during construction work
- ☐ Security system is disarmed as required
- ☐ Lights are working (including emergency lighting)
- ☐ Doorbells, buzzers, intercom are working
- ☐ Sinks and toilets in working order

Equipment is operating properly:

- ☐ HVAC
- ☐ Pumps
- ☐ Other: _____
- ☐ Known problem areas checked. Specify: _____
- ☐ Other: _____

PREVENTION

Opening Responsibilities

Choose the primary and secondary person responsible for each day:

Name	Backup
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Preventive Maintenance Checklist

The building is the outermost shell protecting the collections. It is the first defense against the impact of weather, pollutants, and water. Periodic inspection and maintenance of the roof, walls, gutters, drains, and foundations is an investment in controlling interior conditions as well as in preserving the building itself. Every building that houses historical collections should have a written schedule for maintenance of the exterior and interior of the building. It is also very helpful to keep an ongoing log of building problems, since this will allow staff to refer back to previous problems without having to rely on staff memories.

Check all that are applicable in the following lists, indicate who is responsible, and add other items as appropriate.

Daily

- ☐ Clean restrooms
- ☐ Stack maintenance (straighten shelf contents)
- ☐ Empty garbage and remove all trash from the building
- ☐ Shovel snow (when needed)
- ☐ Vacuum carpets, floors, etc.
- ☐ Other: _____

Weekly

- ☐ Check posting of emergency numbers/instructions
- ☐ All elements of security system are operable
- ☐ Emergency lights operable
- ☐ Emergency power operable
- ☐ Alarm panels operable
- ☐ All keys are accounted for
- ☐ Flashlights are present in all appropriate locations and charged
- ☐ Battery-powered radio (preferably with weather band and tone alert) is operable
- ☐ Check pest monitoring traps for pests
- ☐ Change hygrothermograph chart
- ☐ Download data from datalogger
- ☐ Other: _____

Seasonally

- ☐ Check caulking, windows, and door seals for winter
- ☐ Clean gutters
- ☐ Check and clean storm drains

PREVENTION

- ☐ Winterize grounds (fall); drain pipes, mulch plants, etc.
- ☐ Seasonal check of heating/cooling systems (spring/fall)
- ☐ Spring planting and grounds maintenance
- ☐ Other:

Twice per Year (Minimum)

- ☐ Hold fire drill
- ☐ Inspect roof and drainage systems
- ☐ Inspect windows and skylights
- ☐ Inspect building foundation for cracks, leaks, etc.
- ☐ Inspect fire detection system
- ☐ Inspect fire suppression system
- ☐ Inspect security system
- ☐ General inspection of building and grounds to identify problems
- ☐ Other: _____

Annually

- ☐ Check/update insurance on building and equipment
- ☐ Check/update insurance on collections
- ☐ Revise/prepare building maintenance budget
- ☐ Pump septic system
- ☐ Arrange for inspection of building by local fire marshal
- ☐ Flush out fire suppression system
- ☐ Arrange for inspection of fire extinguishers
- ☐ Arrange for inspection of elevators
- ☐ Inspect electrical system
- ☐ Inspect plumbing system
- ☐ Update service contracts
- ☐ Ensure that plans of the building and mechanical drawings are updated and accessible
- ☐ Inventory collections
- ☐ Other: _____

Closing Procedures Checklist

Regular closing procedures are essential to preventing disasters. The purpose of the closing checklist is to ensure that no hazards are present and that all protection equipment is working properly. Note that some institutions choose to have two people do the closing together, or they request that police officers stop by at closing time, particularly if the institution is located in an isolated area. Be aware that closing (and opening) procedures are even more important when your building is undergoing construction or renovation, as there are additional fire, water, and other hazards present during this type of work.

Closing Procedures Checklist

Check all that are applicable on the following list, and add other items specific to your institution.

- ☐ Keys secure and accounted for
- ☐ Vault door(s) closed and locked
- ☐ Doors to secure areas closed and locked
- ☐ Windows locked
- ☐ Fire doors closed
- ☐ Shades, drapes, or blinds closed
- ☐ No one hiding/sleeping in building (check bathrooms)
- ☐ No trouble indicators on fire panels or monitors
- ☐ Security system is armed as required
- ☐ No unusual smells or sounds
- ☐ No evidence of water leakage (walls, ceilings, floors, storage areas)
- ☐ Refrigerators and freezers plugged in and operating
- ☐ All small appliances unplugged
- ☐ Sinks and toilets in working order

Equipment is operating properly:

- ☐ HVAC
- ☐ Pumps
- ☐ Other equipment: _____
- ☐ Known problem areas checked. Specify: _____
- ☐ Other: _____

PREVENTION

Closing Staff Schedule

Choose the primary and secondary person responsible for each day:

Name	Backup
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Opening Procedures Checklist

Regular opening procedures are just as important as closing procedures in preventing disasters. The purpose of the opening checklist is to ensure that no hazards are present and that no problems have occurred while the building was closed.

Check all that are applicable on the following list, indicate who is responsible, and add other items as appropriate.

Opening Checklist

- ☐ No signs of unusual or off-hours activity
- ☐ No evidence of water leakage (walls, ceilings, floors, storage areas)
- ☐ No unusual smells or sounds
- ☐ No apparent major change in temperature overnight
- ☐ No apparent major change in relative humidity overnight
- ☐ No small appliances left plugged in overnight
- ☐ Lights are working (including emergency lighting)
- ☐ Doorbells, buzzers, intercom are working
- ☐ Windows locked and fire doors closed
- ☐ Security system is disarmed as required
- ☐ Sinks and toilets in working order

Equipment is operating properly:

- ☐ HVAC
- ☐ Pumps
- ☐ Other: _____
- ☐ Check known problem areas. Specify: _____
- ☐ Other: _____

PREVENTION

Opening Staff Schedule

Choose the primary and secondary person responsible for each day:

Name	Backup
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Facilities Information

Provide information about your facility's systems. Indicate the type of systems and their locations as appropriate. **IMPORTANT:** Prepare floor plans of your building that clearly indicate the location of important equipment. Prepare one set of floor plans for each of the following:

- Fire protection and suppression systems (fire extinguishers, sprinkler heads, fire call boxes, smoke/heat detectors)
- Water-bearing pipes and equipment
- Mechanical systems – electrical control panels, outlets, and cut-off; heating and cooling system equipment and controls; oil and/or gas shut-offs, if applicable
- Security system – controls and location of motion detectors, etc.

A section will be provided in your disaster plan for you to insert the building floor plan(s).

Facilities Information

Provide information about the person, department, or company responsible for overall facilities maintenance.

Name:

Contact person:

Address1:

Address2:

City: State: Zip:

Phone:

After hours phone:

Pager:

Email:

Emergency Shut-offs

Provide information about the types of emergency shut-offs that are applicable to your building. Remember to also mark the location of these shut-offs on your building plans:

Main water shut-off valve:

Procedures:

Sprinkler shut-off valve:

Procedures:

Main electrical cut-off switch:

Procedures:

Main gas shut-off:

Procedures:

Oil cut-off:

PREVENTION

Procedures:

Heating system controls:

Procedures:

Cooling system controls:

Procedures:

Security system controls:

Procedures:

Fire alarm annunciator panel:

Procedures:

Other: _____

(repeat as needed)

Fire Detection and Suppression

Fire Alarm Pull Boxes

Indicate the location of all fire alarm pull boxes in the building. Assessing each pull box a number and/or identifying name (e.g., Main Floor #1). Remember to mark the locations of all fire alarm pull boxes on your plans:

Fire alarm pull box:

Location:

(repeat as needed)

Fire Extinguishers

Fire extinguishers are rated accordingly to the types of fire they put out. Class A extinguishers are used for ordinary combustibles such as wood or paper. Class B extinguishers are used for fires involving flammable liquids (e.g., oil grease). Class C extinguishers are used for electrical fires.

Dry chemical extinguishers (also known as ABC extinguishers) are usually rated for multipurpose use. Water extinguishers (standard or mist) should be used on Class A fires. CO₂ extinguishers are most effective on Class B and Class C fires.

For more information on fire extinguisher type, use, placement, and maintenance, see the Occupational Health and Safety Administration (OSHA) Evacuation Plans and Procedures eTool <http://www.osha.gov/SLTC/etools/evacuation/portable.html>

Provide information on type and location of all extinguishers below; remember to also mark their location on your building plans.

Type of fire extinguisher (ABC, water, CO₂, mist):

Location:

(repeat as needed)

PREVENTION

Smoke and Heat Detectors

List the types, number, and location of detectors in your building. Detectors can be listed individually or in groups, but be sure to mark the location of each individual detector on your building plans. See NEDCC's leaflet "An Introduction to Fire Detection, Alarm, and Automatic Fire Sprinklers" for information on different types of detectors.

Type of detector:

Location:

(repeat as needed)

Monitoring and Service

Date of last inspection/maintenance:

Date system was last tested:

Description of monitoring procedures (e.g., monitored 24 hours/day or only during business hours, audible or hard-wired alarms, communication via phone line or dedicated line, wireless transmitter backup):

Smoke and Heat Detection system monitoring agency:

Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

After hours phone:

Pager:

Email:

Smoke and Heat Detection system service company:

Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

PREVENTION

After hours phone:

Pager:

Email:

Sprinkler

If your institution has a sprinkler system, indicate the location and type of sprinklers (wet pipe, dry pipe, pre-action, and/or water misting) in your building by room or area. If different types are installed in different areas, describe each installation separately. See NEDCC's leaflet "An Introduction to Fire Detection, Alarm, and Automatic Fire Sprinklers" for information on different types of sprinklers systems. Remember to mark the location of all sprinklers heads on your building types.

Location:

Description of sprinkler system:

Date of last inspection:

Date system was last flushed:

(repeat as needed)

Monitoring and Service

Description of monitoring procedures (e.g., presence of water-flow alarms, monitored 24 hours/day or only during business hours, audible or hard-wired alarms, communication via phone line or dedicated line, wireless transmitter backup):

Sprinkler system monitoring agency:

Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

After hours phone:

Pager:

Email:

Sprinkler system service company:

Name:

Contact person:

Address1:

PREVENTION

Address2:

City:

State:

Zip:

Phone:

After hours phone:

Pager:

Email:

Gaseous Fire Suppression

If your institution has a gaseous fire suppression system, please provide information on the location and type of system (dry chemical, halon, inergen, FM200, FE13, CO2, or other). If different types are installed in different areas, describe each installation separately. It is crucial that any space covered by such a system be completely sealed so that the agent will be effective if it is deployed. It is also essential to have an emergency evacuation plan in place for staff and patrons, and to practice this plan routinely. Remember to mark the locations to all gaseous fire suppression installations on your building plans.

Location:

Description/type of suppression system:

Age of system:

Date of last inspection:

Description of emergency evacuation plans:

Monitoring and Service

Description of monitoring procedures (e.g., monitored 24 hours/day or only during business hours, audible or hard-wired alarms, communication via phone line or dedicated line, wireless transmitter backup):

Gaseous Fire Suppression system monitoring agency:

Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

After-hours phone:

Pager:

Email:

PREVENTION

Gaseous Fire Suppression system service company:

Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

After hours phone:

Pager:

Email:

PREVENTION

Water Detectors

If water detectors are installed in areas where water-bearing equipment runs in close proximity to collections, provide the following information. Remember to mark the locations of all water detectors on your building plans:

Type of water detector:

Location:

(repeat as needed)

Monitoring and Service

Description of monitoring procedures (e.g., monitored 24 hours/day or only during business hours, audible or hard-wired alarms, communication via phone line or dedicated line, wireless transmitter backup):

Water detector monitoring agency:

Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

After hours phone:

Pager:

Email:

PREVENTION

Security System(s):

Indicate the location and type of security measures (window/door locks, alarmed doors, security guards, automated security system) in your building by room or area. If different types are installed in different areas (such as special collections), describe each installation separately. Remember to mark the locations of all alarmed doors, detectors, and control panels on your building plans:

Location:

Type of security (for automated systems, include types of detectors):

(repeat as needed)

Monitoring and Service

Date of last inspection of automated security system:

Location of access codes for automated security system (e.g., where is there a list of the codes):

Description of monitoring procedures for automated security system (e.g., monitored 24 hours/day or only during business hours, audible or hard-wired alarms, communication via phone line or dedicated line, wireless transmitter backup):

Security system(s) monitoring agency (e.g., fire department, campus security, commercial alarm company):

Organization/Department:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

After hours phone:

Pager:

Email:

Security system(s) service company:

Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

PREVENTION

After-hours phone:

Pager:

Email:

PREVENTION

Building Access

Provide a list of all staff members (and any others) with building keys or security system access codes, and indicate who has access to which area(s).

Staff member:

Type of access (e.g., key, access codes):

Areas to which person has access:

Location of access codes for automated security system (e.g., where is there a list of the codes):

Indicate how the fire department would gain access to the building, if necessary:

PREVENTION

Climate-Control Systems

HEATING:

Indicate the type of heating system (e.g., warm air, hot water, steam, radiant heat, heat pump), type of fuel (e.g., gas, oil, propane, electricity), and distribution system (e.g., ductwork, electric heaters, hot water heaters or radiators, steam radiators, radiant heat pipes) in your building by room or area. If different types are installed in different areas, describe each area separately. Also note whether or not the system provides humidification. Remember to mark the locations of heating system controls on your building plans:

Location (e.g., rooms or areas):

Description of heating system:

Procedures for operating the system (e.g., changing the settings):

Monitoring and Service

Date of last inspection and maintenance of the heating system:

Heating system service company:

Organization/Department:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

After-hours phone:

Pager:

Email:

COOLING

Indicate the type of cooling system (e.g., window air conditioners, wall-mounted air conditioners, central air conditioning, heat pump) in your building by room or area. If different types are installed in different areas, describe each area separately. Also note whether or not the system provides dehumidification (via room dehumidifiers or within a central AC system). Remember to mark the locations of cooling system controls on your building plans:

Location (e.g., rooms or areas):

PREVENTION

Description of cooling system:

Procedures for operating the system (e.g., changing the settings):

Monitoring and Service

Date of last inspection and maintenance of the cooling system:

Cooling system service company:

Organization/Department:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

After hours phone:

Pager:

Email:

Disaster Response Team

The disaster response team will coordinate first response to an emergency, as well as salvage and long-term rehabilitation of the collections and the building. The membership of the disaster response team may (or may not) be the same as the membership of the disaster planning team.

The members of the disaster team should be able to think clearly under pressure, consider all options quickly but carefully, make decisions, and act. In particular, the head of the team will need to provide strong leadership in stressful circumstances. The composition of the disaster team may reflect the organizational hierarchy, but in some cases it may be better if it does not.

It is important to include on the disaster team any personnel that are not on staff but will need to play an important role in disaster recovery (such as personnel from town departments and/or members of the board of trustees). These people should also have been entered into the staff/key personnel list. If they were not, please go back to the staff/key personnel list and do so now.

List the members of the disaster response team below, and indicate which members of the team will fill the specific roles that are likely to be needed during an emergency. Note that in a small institution, each person may fill more than one role. In all cases, designate backups in case a team member is not available during an emergency.

Disaster Team Responsibilities

Disaster Team Leader

Activates the disaster plan; coordinates all recovery activities; consults with and supervises all members of the disaster team; establishes and coordinates an internal communications network; and reports to the director or governing body, as appropriate.

Primary:

Backup #1:

Backup #2:

Administrator/Supplies Coordinator

Tracks personnel working on recovery; maintains in-house disaster response supplies; orders/coordinates supplies, equipment, and services with other team members; authorizes expenditures; deals with insurance company.

Primary:

Backup:

Collections Recovery Specialist

Keeps up to date on collections recovery procedures; decides on overall recovery/rehabilitation strategies; coordinates with administrator regarding collections-related

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services/supplies/equipment, such as freezing and vacuum freeze drying services; trains staff and workers in recovery and handling methods.

Primary:

Backup:

Subject Specialist/Department Head

Assesses damage to the collections under his/her jurisdiction; decides what will be discarded and what will be salvaged; assigns salvage priorities among collections.

Department:

Primary:

Backup:

(repeat as needed)

Work Crew Coordinator

Coordinates the day-to-day recovery work of library staff and volunteers to maintain an effective workflow; arranges for food, drink, and rest for staff, volunteers, and other workers.

Primary:

Backup:

Technology Coordinator

Assesses damage to technology systems, such as hardware, software, telecommunications; decides on recovery/rehabilitation strategies; sets priorities for recovery; coordinates with administrator for external services/supplies/equipment related to technology.

Primary:

Backup:

Building Recovery Coordinator

Assesses damage to the building and systems; decides on recovery/rehabilitation strategies for the building; coordinates with administrator for external services/supplies/equipment related to building recovery.

Primary:

Backup:

Security Coordinator

Maintains security of collections, building, and property during response and recovery; oversees response to medical emergencies.

Primary:

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Backup:

Public Relations Coordinator

Coordinates all publicity and public relations, including communication with the media and the public.

Primary:

Backup:

Documentation Coordinator

Maintains a list of the priorities for recovery; keeps a written record of all decisions; maintains a written and photographic record of all damaged materials for insurance and other purposes; tracks collections as they are moved during salvage and treatment.

Primary:

Backup:

Information Technology

It is likely that much crucial data is stored electronically in your institution. This may include collection descriptions, financial information, scanned collections, or “born-digital” collections. It is important to include all of this data, plus the equipment used to access it, in your disaster plan. A strategy for protecting electronic data and equipment from loss must have several components:

- The use of backups to replace or reconstruct data that is lost in a disaster. Issues to consider include storage of backups (onsite and/or offsite), frequency of backups, the number of backups to be created for each type of data, and maintenance of backups (e.g., periodically checking backups for deterioration).
- Provisions to replace or repair equipment (hardware and software) that is damaged in a disaster. If equipment is lost, it is crucial to have updated lists of equipment and information about insurance coverage.
- Setting salvage priorities for data and equipment, so that the most important materials can be rescued if there is time when a disaster occurs. Priority for salvage of data should go to data that is not backed up at all, and to data that does not have offsite backups.
- Contingency planning for moving computer operations to another location in the event of a major disaster, so that the institution can continue to operate while collections and the building are salvaged. The institution will need to consider the extent of time it is willing to be “down” (e.g., not providing services, or providing reduced services).

Emergency Contact Information

In case of information systems failure or damage, provide the following information about internal and outside sources of assistance. Where requested, provide information about basic procedures for getting IT services back up and running if they are temporarily disabled. If a listed resource is not applicable, leave it blank. Please note that additional procedures for a serious emergency requiring relocation of computers and services should be provided in the Relocation of Computer Operations, Telecommunications, and Online Services form.

Remember that it is very important to keep any account numbers and passwords current, and to indicate who on staff knows them.

Information Technology Department

(for problems/issues with hardware and software)

Department name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

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After hours phone:

Pager:

Remote Storage Site for Backups

(e.g., if data is backed up and stored at a commercial facility)

In-house staff member who is familiar with account details and passwords:

Organization name:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

After-hours phone:

Pager:

Account number:

Procedures for retrieving backups in an emergency:

Internet service provider

In-house staff member who is familiar with account details and passwords:

Organization name:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

After hours phone:

Pager:

Account number:

Procedures for restoring service in an emergency:

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Web site host

In-house staff member who is familiar with account details and passwords:

Organization name:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

After-hours phone:

Pager:

Account number:

Procedures for restoring service in an emergency:

Online subscription service(s)

In-house staff member who is familiar with account details and passwords:

Organization name:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

After-hours phone:

Pager:

Account number:

Procedures for restoring service in an emergency:

Regional online catalog/network

In-house staff member who is familiar with account details and passwords:

Regional network name:

Contact Person:

Address1:

Address2:

RESPONSE AND RECOVERY

City: State: Zip:

Phone:

After-hours phone:

Pager

:

Account number:

Procedures for getting the network up and running in an emergency (e.g., where are data backups located, how are they retrieved, how long does it take?):

Computer Software Inventory

In most cases, salvage of collections will be a higher priority than salvage of damaged software and/or computer equipment. Backups and/or insurance coverage will generally provide for replacement of damaged software and hardware. However, an up-to-date inventory of these types of items will be required for insurance purposes.

Note: If you already have a listing of your computer software, do not enter any data in this section. Your final plan will include a page that prompts you to insert your own list.

Software Inventory

Provide a list of software used within your institution, and indicate the location of backup copies.

Name of software package:

Supplier and version:

Computer(s) on which software is installed:

Registration number:

Help-line telephone number:

Location of backup copy:

Insurance Coverage:

(repeat as needed)

Computer Hardware Inventory

In most cases, salvage of collections will be a higher priority than salvage of damaged software and/or computer equipment. Backups and/or insurance coverage will generally provide for replacement of damaged software and hardware. However, an up-to-date inventory of these types of items will be required for insurance purposes.

Note: If you already have a listing of your equipment, do not enter any data in this section. Your final plan will include a page that prompts you to insert your own list.

Hardware Inventory

Enter data for computer hardware within your institution, and consider how it would be replaced if damaged:

Make and model:

Serial number:

Location of equipment:

Vendor:

Vendor help-line number:

Drives and configuration:

Insurance Coverage:

(repeat as needed)

Data Backup

Identify all electronic data unique to your institution that are maintained solely in-house (e.g., collection records, in-house databases, financial information, digital collections). For each, indicate the location of the data, the person responsible for backup, the location of on-site and off-site backup(s) for the data, and the frequency of backup. **If any of this data is not currently backed up, devise backup procedures immediately.**

Type of data:

Location of data:

Person responsible for backup:

On-site location of backup:

Off-site location of backup:

Frequency of backup:

(repeat as needed)

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Data Restoration

The following people on staff know how to restore backed up data:

The following people outside the institution can assist in restoring backed up data:

Name/Organization:

Title/Contact:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager:

Email:

(repeat as needed)

Software and Hardware Reconfiguration

The following people within the institution can assist in reinstall and reconfigure software and hardware in the event of a disaster.

The following people outside the institution can assist in reinstalling and reconfiguring software and hardware in the event of a disaster.

Name/Organization:

Title/Contact:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager:

Email:

Relocation of Computer Operations

Alternative sites for computer and telecommunications operations are known as "facility backups" in the parlance of contingency planning for commercial businesses. There are several different types of facilities that might be maintained:

- A reciprocal arrangement, where arrangements are made beforehand with a nearby organization that would be willing and able to provide space and equipment to set up computer systems for the institution that has suffered the disaster.
- A "cold site," which is a commercially owned building or space with power and air-conditioning, where computers and other equipment would be set up if a disaster occurred. This usually can be set up in a matter of days.
- A "hot site," which is a commercially operated computer facility that is staffed at all times and would have the institution back up and running within hours of a disaster. This option is very expensive and usually not practical for libraries or archives.

If the institution decides to have temporary facilities available for the resumption of computer operations, this must be planned well in advance. The arrangements will not be useful if the necessary equipment and software is not available, not compatible with backup data, or simply doesn't work.

Provide information about potential cold sites and/or hot sites for relocating computer operations in case of a severe disaster:

Location:

Contact person:

Phone:

Cell phone:

Pager:

Procedures:

(repeat as needed)

Alternate Access to Telecommunications and Online Services

In the event of an emergency that requires your institution to relocate to an alternate site for a significant period of time, it may be necessary for staff and/or patrons to access email, Internet, and online services (such as the library's website, online catalog, or online subscription databases) from that site. Redirecting existing accounts may do this, or it may be necessary to provide alternative ways to access online resources. In this section, provide appropriate information and instructions for handling such a situation.

Be sure to indicate who within the library has authority to change/move Internet accounts or the library's website. Contact information and account numbers for any outside service providers (e.g., Internet service provider, web hosting service) have been provided in the IT: Emergency Contact Information form.

Procedures for emergency remote access are as follows:

Telephone/Voice Mail [include procedures for switching fax and phone numbers to the remote site]:

Email:

Intranet:

Library Website:

Regional Library Network:

Local Online Catalog:

Online Subscription Services:

Other:

Emergency Procedures for Manual Operations

During an emergency, it may be necessary to switch to manual operations for a limited time, either until computer systems are back up or until services can be switched to an alternate location.

Provide instructions for conducting crucial services or activities (such as circulation or financial recordkeeping) manually.

Service/Activity:

Instructions:

(repeat as needed)

Salvage Priorities: Institutional Records

This form collects information about salvage priorities for records that are crucial to the institution's day-to-day activities. Bibliographic records of the collections are perhaps the most obvious in this category. However, administrative records that will be crucial in getting the institution back up and running must also be included.

Administrative Records

List administrative records in order of priority for salvage (#1 = records to be salvaged first, etc.). Include financial records, personnel records, acquisition and cataloging tools, etc. Consult the Data Backup Procedures form to identify any vital administrative records in electronic form that do not have off-site backups; these should be included here.

Priority ranking:

Name of record group:

Location of records:

(repeat as needed)

Bibliographic Records

List bibliographic records of the collections in order of priority for salvage (#1 = records to be salvaged first, etc.). Include shelf lists, card catalogues, electronic databases, etc. Consult the Data Backup Procedures form to identify any bibliographic records in electronic form that do not have off-site backups; these should be included here. If you hold collections that have not been cataloged or organized, create basic listings of such materials as soon as possible, and include those listings here.

Priority ranking:

Name of record group:

Location of records:

(repeat as needed)

Salvage Priorities: Collections

Setting priorities for salvaging collections is one of the most difficult but also one of the most important aspects of disaster planning. If an emergency occurs, there may be very little time to save collections. You will not want to waste valuable time deciding (or arguing about) what to save! A listing of priority collections will allow your institution to concentrate on the most important materials that are accessible for salvage.

As a first step, department heads or collection specialists should set priorities by department or by sections of the collection, with input from others within the department or area. Since it is most likely that an emergency will affect only a portion of the collections, these priorities are important in themselves. However, they will also serve as a basis for setting overall collection salvage priorities for the institution, which should be done by a committee made up of representatives from each department and/or area of the collections. The link below provides more detailed information on setting collection salvage priorities.

If the institution has an up-to-date collection development policy or retention/disposition schedules (in the case of archivists and records managers), these policies should be of some assistance in determining which collections are most important. As a general rule, do not try to set salvage priorities on an item-by-item basis. While there may be the occasional object of value that deserves to be considered on its own, it is much more practical to designate groups of items for salvage.

Following are some issues to consider when assigning salvage priorities:

- **Use** – Consider which materials within your collections are the most used by your patrons; these are often those that support the primary mission of the institution. Use must of course be weighed against other factors such as the availability of replacements, discussed below.
- **Uniqueness** – Materials in special collections (e.g., rare books, local history material, archival material, artwork) are often unique and irreplaceable, and thus will likely merit a high salvage priority.
- **Legal responsibility for retaining the records** – Archivists, town clerks, and records managers may be governed by retention and disposition schedules that establish how long records must be retained. Records designated as permanent will need to be a high priority.
- **Availability of replacements** – Even in a general circulating collection, many books may already be out of print. Consider whether newer editions are available, and whether or not a newer edition would be acceptable. It may be possible to buy copies of some materials in another format. For example, many periodicals and newspapers can be purchased on microfilm. If the institution holds positive copies of original microfilm, there may be a master negative stored off-site from which a new copy could be made. Also consider what materials could be accessed at other libraries or through interlibrary loan if they were not replaced. For unique materials, consider whether backup copies are available (such as microfilm of archival documents and manuscripts) and whether such copies would provide an acceptable alternative to the originals, allowing you to give the originals a lower priority for salvage.

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- **Cost of replacement vs. cost of salvage** – This is an important consideration, as the cost of replacement can be higher than the cost of salvage. Remember that replacement is not just a matter of paying the purchase price; you must also include the costs of ordering, shipping, cataloging, shelf preparation, etc. You obviously cannot know the costs of salvage ahead of time, but if you have a good idea of replacement availability and costs for various portions of your collection you will be better equipped to determine which is the best option when the time comes.
- **Monetary value** – Since most institutions do not anticipate selling collections, monetary value alone should not guarantee a high salvage priority. It may, however, be combined with other factors such as scholarly or artifactual value (see below).
- **Scholarly value** – When assigning salvage priorities, it is important to identify those materials that are truly of value for scholarly research. For example, local history collections that have been gradually accumulated over the years often include a “rare book collection” that contains many items that are old but not especially rare. It may be necessary to have a scholar or rare book dealer examine the collection to identify rare items. For general circulating or research collections, consider whether certain subjects or areas of the collection are particularly strong or comprehensive, and thus may deserve a higher priority.
- **Artifactual or associational value** – Some materials in special or local history collections may be valuable to the institution because they are associated with a particular person or event, or because they have value as objects and could not be replaced with copies. These may or may not be materials that have any particular scholarly or monetary value.
- **Formats that are particularly vulnerable to damage** – certain formats (e.g., original microfilm, photographs, videos, CDs, CD-ROMs, LPs) may merit a high salvage priority because they are particularly vulnerable to damage. Salvage of these materials will be more feasible if they are rescued quickly. Conversely, if action cannot be taken quickly to save these types of materials, they may have to be written off (see below).
- **Fragility of material** – As with special formats, any type of material that is very fragile may merit a high salvage priority, since quick action will make salvage more feasible.
- **Length of time in adverse conditions** – Some collections may need to be written off if they have spent significant time in adverse conditions. Exposure to fire can damage some formats (such as negatives and microfilm) so that salvage is impossible. Materials that have been wet for a long time may also be too badly damaged. If books with coated paper have been wet and begun to dry, their pages may block together, making them unsalvageable.
- **Materials on loan** – If collections are on loan from another institution, it may be necessary to place them high on the priority list. Be aware of your institution’s contractual responsibilities in caring for such materials.

A listing of the types of materials you indicated are present in your collections follows. Remember to consider all of these materials as you are setting your salvage priorities. Provide both a list of priorities for each department and an overall list of priorities for the institution.

Salvage Priorities by Department

Department	Priority ranking	Collection	Location (include floor and specific location)
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Overall Collection Salvage Priorities

This list should include the most important collections for the institution as a whole.

Priority ranking	Collection	Location (include floor and specific location)
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Overall Institutional Salvage Priorities

Having set priorities for salvage of institutional records and collections, you now need to use these lists to set overall salvage priorities for the institution. Essentially, the following list should specify the most important materials (e.g., collections, office files, electronic data that is not backed up) to salvage in case of a disaster.

Although working by committee can be challenging, it is important to consider various points of view when making decisions about overall priorities. The salvage priorities committee should include representatives of each department and/or area, as well as any other interested parties.

There is no limit to the number of items you can list, but we recommend that you limit the list to a manageable number. This list should be shared with Fire Department personnel, so that they are familiar with the location of these materials.

Priority ranking	Material or equipment	Location (include floor and specific location)
-----------------------------	------------------------------	---

Floor Plans and Color-Coding

Prepare plans of your building that indicate the location of the highest priority collections. Some institutes decide to color code items/shelf ranges/boxes so that collections, institutional records, or other materials that are a priority for rescue can be easily identified in an emergency. The plans should include color-coding, if you choose to use it.

A spot will be provided for these building plans in your disaster plan. For security reasons you may wish to include these plans in only a few copies of the disaster plan, but ensure that at least one copy is stored off-site in a secure location. These plans should also be shared with the fire department, so that personnel are familiar with the location of the highest priority materials.

Insurance

This section covers insurance for your building(s), machinery, and equipment, NOT for your collections (these will be addressed later). Items to be considered here (in addition to the building itself) might include photocopiers, microfilm readers, computers, scanners, etc.

Insurance is a complex subject and can be very confusing. This brief summary introduces some basic concepts, but it is very important that you consult with your insurance agent to determine precisely what coverage is right for your institution.

There are a number of issues to consider when planning for insurance coverage. You will need coverage not just for your collections, but also for your building, machinery, and equipment. If your institution does a lot of business electronically, the data and systems may need to be insured as well. You should also consider business interruption and extra expense insurance, which covers loss of income and any extra expenses that may be incurred while providing services during the period of repair and restoration after a disaster.

An institution can be self-insured, purchase commercial insurance, or have a combination of the two. Some larger institutions or those that are part of a larger entity (e.g. university, government agency) choose self-insurance or a combination of commercial and self-insurance. Commercial insurance is more common for smaller institutions that do not have the resources to allow for self-insurance.

Self-insurance means that the institution (or parent institution) sets aside a certain sum of money in a reserve fund, which will be used for salvage or replacement of collections or other property, or to provide business interruption funds, in case of a disaster. Self-insurance is not necessarily easier or cheaper than commercial insurance, as the funds must be carefully managed. Also be aware that some institutions do not set aside any specific funds for insurance. They simply expect to pay for any losses out of general operating funds; this is the equivalent of carrying no insurance at all, and is NOT recommended.

Commercial insurance refers to the practice of paying premiums to an independent insurance company that will reimburse the institution if damage or loss occurs. If you have commercial insurance, talk with your insurance agent (and perhaps with the claims representative of your insurance carrier as well) to identify any potential trouble spots in your situation. Go through several different hypothetical disaster scenarios with your agent to help you decide how much and what type of coverage you need. For example, you might need to know whether losses that occur in off-site storage are covered, whether losses of items being transported are covered, and/or whether your policy provides for restoration or replacement of certain valuable objects.

Regardless of the method of insurance coverage, your institution must:

- 1) establish the value of the item(s) to be insured,
- 2) decide on the appropriate type of coverage, and
- 3) establish the procedures and documentation that will be required in the event of damage or loss.

Establishing Value

Whatever type of coverage is chosen, it is essential to establish the value of collections and to regularly update those valuations to ensure that sufficient coverage is being provided. Be sure to keep documentation of these valuations in a secure place so that it is not lost in a disaster.

Determining the value of buildings and equipment is usually fairly straightforward, but determining the value of collections (particularly special collections and archival materials) can be more challenging. Value can be established using the original purchase price, the standard trade price (found in standard resources such as Books in Print, or by consulting specialized catalogs or dealers), or through an independent appraisal (sometimes the only option for rare materials, archival materials, or those whose market value is difficult to determine).

Types of Insurance Coverage

Perils Insured Against

There are two general types of commercial insurance: all-risk and named peril. All-risk is generally preferable, as it provides protection for any event except those that are specifically excluded. Excluded risks (e.g., flooding, earthquake) can usually be added as an endorsement to the policy, which will raise the premium but may be worthwhile for some institutions. For library special collections and/or archival collections, a separate Valuable Papers and Records policy may be needed. This type of policy covers specific collections of particular value and allows for complete reimbursement, usually on an actual cash value basis.

Type of Reimbursement

There are several specific types of insurance coverage that can be used by libraries, archives, and other cultural institutions, which are described in detail below. Reimbursement is calculated using different assumptions for each type, so it is important to determine what type of policy or policies is most appropriate for your institution.

Replacement Cost: The real cost of replacing or restoring an item in the current market with one of like kind and quality. With this type of coverage, an item must normally be replaced unless an agreement for salvage or restoration is made with the insurance carrier, or unless there is a salvage or restoration endorsement to the policy.

Actual Cash Value: The amount of reimbursement based on the current market value of an item minus depreciation. This can reduce premiums, but in the event of a disaster, actual cash value may result in less reimbursement than a replacement provision.

Average Replacement Cost: Establishment of an average cost for all holdings or for all items in a particular category of holdings (e.g., reference books, serials). This value is determined when the policy is written, and an accurate listing of the number of items in each category must be provided. This method can result in lower premiums but must be used carefully. Items of special value that would be expensive to replace should not be included.

Agreed Amount Valuation: The institution and the insurance carrier agree to a specific amount of coverage for each item at the time the policy is written. Value would be determined through a qualified appraiser.

Resources for Professional Appraisers

Appraisers Association of America at www.appraisersassoc.org/directory/index.htm

or

American Society of Appraisers at www.appraisers.org/findappraiser/.

Procedures and Documentation

It is also essential to be aware of required procedures in the event of a disaster (e.g., your insurance carrier may not want you to begin salvage until the claims representative has viewed the damage). It is also important to document both the pre-disaster and post-disaster condition of the insured property. Photographs, videotape, condition reports, appraisals and other methods of documentation may be needed.

Before moving to the next screens, locate your Summary of Insurance and your Claims Manual (provided by your insurance agent), if you have them. They will contain much of the information that is requested in the following forms.

Property Insurance: Buildings, Machinery, and Equipment

What type of insurance coverage does the institution have for its building, machinery, and equipment? Please choose only one option.

- Self-insurance
- Commercial insurance
- Combination insurance (e.g., self-insurance and commercial insurance)

Self-Insurance (Buildings, Machinery, and Equipment)

Office/department in charge of self-insurance for the building, machinery, and equipment:

Office/Department:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Work phone/Extension:

Home phone:

Cell phone:

Pager:

Extent of Coverage

Amount of money available for repair and replacement of the building, machinery, and equipment in case of a disaster:

Person responsible for periodic evaluation of the funds set aside for self-insurance:

Frequency of evaluation and increase of funds set aside for self-insurance:

Procedures and Documentation

Procedures that must be followed in case of damage or loss:

Documentation required to prove loss:

Business Interruption Insurance

Specify the amount of insurance provided for replacing income that is lost while damaged or destroyed property is repaired or replaced:

Specify the amount of insurance provided to cover extra expenses that may be incurred as the institution tries to carry on its normal business while damaged or destroyed property is repaired or replaced:

Commercial Insurance (Buildings, Machinery, and Equipment)

Please note: much of the information requested here should be found in your Summary of Insurance and your Claims Manual, if your insurance agent has provided them.

The institution's risk/insurance officer (e.g., risk manager, director of insurance, or chief risk officer – if applicable)

Name:

Title:

Work phone/Extension:

Cell phone:

Weekend/after-hours phone:

Type and Extent of Coverage

For each insurance policy held by the institution, provide the following information.

Policy number:

Policy inception date:

Policy expiration date:

Property covered:

Amount of coverage:

Amount of deductible, if there is one:

Frequency of review and updating of the insurance policy (or policies):

How insurable values on the insurance policy are determined:

RESPONSE AND RECOVERY

Insurance carrier

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

Insurance agent or broker

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

Frequency of review and updating of this policy:

Person responsible for reviewing and updating this policy:

How insurable values on the policy are determined:

If a field appraisal has been performed:

Property appraised:

Date of last appraisal:

Person conducting appraisal:

(repeat as needed)

RESPONSE AND RECOVERY

Procedures required by the insurance company in case of damage or loss:

Documentation required to prove loss:

Describe the insurance company's procedures for inspecting the building and/or machinery and/or equipment covered under this policy, and the steps taken if a serious exposure is discovered:

Business Interruption Insurance

Policy Information

Policy number:

Policy inception date:

Policy expiration date:

Amount of Business Interruption insurance provided:

Amount of deductible, if there is one:

Insurance carrier

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

RESPONSE AND RECOVERY

Insurance agent or broker

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

Frequency of review and updating of this policy:

Person responsible for reviewing and updating this policy:

Procedures required by the insurance company in case of business interruption:

Extra Expenses Insurance

Policy Information

Policy number:

Policy inception date:

Policy expiration date:

Amount of Extra Expenses insurance provided:

Amount of deductible, if there is one:

Insurance carrier

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

RESPONSE AND RECOVERY

Insurance agent or broker

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

Frequency of review and updating of this policy:

Person responsible for reviewing and updating this policy:

Procedures required by the insurance company in case of business interruption:

Combination Insurance (Buildings, Machinery, and Equipment)

SELF-INSURANCE

Office/department in charge of self-insurance for the building, machinery, and equipment:

Office/Department:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Work phone/Extension:

Home phone:

Cell phone:

Pager:

Extent of Coverage

Amount of money available for repair and replacement of the building, machinery, and equipment in case of a disaster:

Person responsible for periodic evaluation of the funds set aside for self-insurance:

Frequency of evaluation and increase of funds set aside for self-insurance:

Procedures and Documentation

Procedures that must be followed in case of damage or loss:

Documentation required to prove loss:

Business Interruption and Extra Expenses Insurance

Specify the amount of insurance provided for replacing income that is lost while damaged or destroyed property is repaired or replaced:

Specify the amount of insurance provided to cover extra expenses that may be incurred as the institution tries to carry on its normal business while damaged or destroyed property is repaired or replaced:

COMMERCIAL INSURANCE

Please note: much of the information requested here should be found in your Summary of Insurance and your Claims Manual, if your insurance agent has provided them.

The institution's risk/insurance officer (e.g., risk manager, director of insurance, or chief risk officer – if applicable)

Name:

Title:

Work phone/Extension:

Cell phone:

Weekend/after hours phone:

Type and Extent of Coverage

For each insurance policy held by the institution, provide the following information.

Policy Information

Policy number:

Policy inception date: Policy expiration date:

Property covered:

Amount of coverage:

Amount of deductible, if there is one:

Insurance carrier

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

RESPONSE AND RECOVERY

Insurance agent or broker

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

Frequency of review and updating of this policy:

Person responsible for reviewing and updating this policy:

How insurable values on the policy are determined:

If a field appraisal has been performed:

Property appraised:

Date of last appraisal:

Person conducting appraisal:

Procedures required by the insurance company in case of damage or loss:

Documentation required to prove loss:

Describe the insurance company's procedures for inspecting the building and/or machinery and/or equipment covered under this policy, and the steps taken if a serious exposure is discovered:

RESPONSE AND RECOVERY

Business Interruption Insurance

Policy Information

Policy number:

Policy inception date:

Policy expiration date:

Amount of Business Interruption insurance provided:

Amount of deductible, if there is one:

Insurance carrier

Company/Organization:

Contact Person:

Address1:

Address2:

City: State: Zip:

Phone:

Cell phone:

After hours phone:

Pager:

Insurance agent or broker

Company/Organization:

Contact Person:

Address1:

Address2:

City: State: Zip:

Phone:

Cell phone:

After hours phone:

Pager:

Frequency of review and updating of this policy:

Person responsible for reviewing and updating this policy:

Procedures required by the insurance company in case of business interruption:

RESPONSE AND RECOVERY

Extra Expenses Insurance

Policy Information

Policy number:

Policy inception date:

Policy expiration date:

Amount of Extra Expenses insurance provided:

Amount of deductible, if there is one:

Insurance carrier

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

Insurance agent or broker

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

Frequency of review and updating of this policy:

Person responsible for reviewing and updating this policy:

Procedures required by the insurance company in case of business interruption:

Property Insurance for General Collections, Rare Books, Manuscripts, Valuable Papers and Records, and Special Collections

This section covers insurance for your collections, NOT for your building(s), machinery, and equipment. Materials to be considered here might include general collections, rare books, archival materials, etc.

What type of insurance coverage does the institution have for its general collections, rare books, manuscripts, valuable papers and records, and special collections? Please choose only one option.

- Self-insurance
- Commercial insurance
- Combination

Self-Insurance (Rare Books, Manuscripts, Papers/Records, & Special Collections)

Office/department in charge of self-insurance for the rare books, manuscripts, papers/records, & special collections:

Office/Department:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Work phone:

Home phone:

Cell phone:

Pager:

Extent of Coverage

Funds available for salvage, repair, and/or replacement of collections in case of a disaster:

The following collections have been appraised for insurance purposes:

Collection(s):

Date of last appraisal:

Person conducting appraisal:

(repeat as needed)

RESPONSE AND RECOVERY

Person responsible for periodic evaluation of the funds set aside for self-insurance:

Frequency of evaluation and increase of funds set aside for self-insurance:

Procedures and Documentation

Procedures that must be followed in case of damage or loss (e.g., does the institution require that contracts for disaster recovery, such as freezing or vacuum freeze drying, go out to bid?):

Documentation required to prove loss:

Commercial Insurance (Rare Books, Manuscripts, Papers/Records, & Special Collections)

Please note: much of the information requested here should be found in your Summary of Insurance and your Claims Manual(s), if your insurance agent has provided them.

The institution's risk/insurance officer (e.g., risk manager, director of insurance, or chief risk officer – if applicable)

Name:

Title:

Work Phone:

Cell Phone:

Weekend/after hours phone:

Type and Extent of Coverage - General Collections

For each Valuable Papers and Records policy held by the institution on its general collections, provide the following information.

Policy Information

Policy number:

Policy inception date:

Policy expiration date:

Category of material:

Amount of coverage:

Amount of deductible, if there is one:

Insurance carrier

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

RESPONSE AND RECOVERY

Insurance agent or broker

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

Frequency of review and updating of this policy:

Person responsible for reviewing and updating this policy:

If one or more appraisals of this material have been conducted for insurance purposes:

Materials appraised:

Date of last appraisal:

Person conducting appraisal:

Procedures required by the insurance company in case of damage or loss:

Documentation required to prove loss:

Describe the insurance company's procedures for inspecting general collections covered under this policy, and the steps taken if a serious exposure is discovered:

RESPONSE AND RECOVERY

Type and Extent of Coverage – Special Collections

For each Valuable Papers and Records policy held by the institution on its special collections, provide the following information.

Policy Information

Policy number:

Policy inception date:

Policy expiration date:

Category of material:

Amount of coverage:

Amount of deductible, if there is one:

Insurance carrier

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

Insurance agent or broker

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

Frequency of review and updating of this policy:

Person responsible for reviewing and updating this policy:

RESPONSE AND RECOVERY

If one or more appraisals of the materials have been conducted for insurance purposes:

Materials appraised:

Date of last appraisal:

Person conducting appraisal:

Procedures required by the insurance company in case of damage or loss:

Documentation required to prove loss:

Describe the insurance company's procedures for inspecting special collections covered under this policy, and the steps taken if a serious exposure is discovered:

Combination Insurance (General Collections, Rare Books, Manuscripts, Valuable Papers and Records, and Special Collections)

SELF-INSURANCE

Office/department in charge of rare books, manuscripts, papers/records, & special collections:

Office Department:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After-hours phone:

Pager:

Extent of Coverage

Funds available for salvage, repair, and/or replacement of collections in case of a disaster:

The following collections have been appraised for insurance purposes:

Collections:

Date of last appraisal:

Person conducting appraisal:

Person responsible for periodic evaluation of the funds set aside for self-insurance:

Frequency of evaluation and increase of funds set aside for self-insurance:

Procedures and Documentation

Procedures that must be followed in case of damage or loss (e.g., does the institution require that contracts for disaster recovery, such as freezing or vacuum freeze drying, go out to bid?):

Documentation required to prove loss:

COMMERCIAL INSURANCE

Please note: much of the information requested here should be found in your Summary of Insurance and your Claims Manual(s), if your insurance agent has provided them.

The institution's risk/insurance officer (e.g., risk manager, director of insurance, or chief risk officer – if applicable)

Name:

Title:

Work Phone:

Cell Phone:

Weekend/after hours phone:

Type and Extent of Coverage - General Collections

For each Valuable Papers and Records policy held by the institution on its general collections, provide the following information.

Policy Information

Policy number:

Policy inception date: Policy expiration date:

Category of material:

Amount of coverage:

Amount of deductible, if there is one:

RESPONSE AND RECOVERY

Insurance carrier

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

Insurance agent or broker

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After-hours phone:

Pager:

Frequency of review and updating of this policy:

Person responsible for reviewing and updating this policy:

If one or more appraisals of this material have been conducted for insurance purposes:

Collections:

Date of last appraisal:

Person conducting appraisal:

Procedures required by the insurance company in case of damage or loss:

Documentation required to prove loss:

Describe the insurance company's procedures for inspecting general collections covered under this policy, and the steps taken if a serious exposure is discovered:

RESPONSE AND RECOVERY

Type and Extent of Coverage - Special Collections

For each Valuable Papers and Records policy held by the institution on its special collections, provide the following information.

Policy Information

Policy number:

Policy inception date:

Policy expiration date:

Category of material:

Amount of coverage:

Amount of deductible, if there is one:

Insurance carrier

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After hours phone:

Pager:

Insurance agent or broker

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After-hours phone:

Pager:

Frequency of review and updating of this policy:

Person responsible for reviewing and updating this policy:

dPlan: The Online Disaster-Planning Tool

RESPONSE AND RECOVERY

If one or more appraisals of this material have been conducted for insurance purposes:

Materials appraised:

Date of last appraisal:

Person conducting appraisal:

Procedures required by the insurance company in case of damage or loss:

Documentation required to prove loss:

Describe the insurance company's procedures for inspecting special collections covered under this policy, and the steps taken if a serious exposure is discovered:

Evacuations/Emergency Procedures

Clearing the Building

It is strongly recommended that the institution prepare several floor plans that indicate various escape routes from the building, and post these prominently throughout the building. Indicate below who is responsible for making sure that everyone leaves each floor or area. Be sure to make provisions for evacuating disabled personnel or patrons.

Area/Floor	Person responsible for clearing area	Backup #1	Backup #2
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Describe procedures for evacuating the building, including disabled personnel or patrons:

Staff/Visitor Log

It is strongly recommended that the institution keep a daily staff/visitor log, so that a current list is always available of who is in the building. In the event of an emergency evacuation, the list(s) should be brought out of the building and checked to ensure that everyone is safely out. In a small institution, only one daily log may be needed, while in a larger building a daily log might be kept in each department or area.

Area/Floor	Person responsible for list	Backup #1	Backup #2
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Assembly Area(s)

It is important to designate a specific area or areas outside the building (far enough away to be safe and out of the way of emergency services) for staff to gather after an evacuation, so that a head count can be taken:

Area/Floor/Dept.	Staff member in charge of head count	Backup #1	Backup #2	Location
-------------------------	---	------------------	------------------	-----------------

Emergency Call List

List disaster team and staff members in the order that they should be called in an emergency (many institutions list the staff members who live closest first):

Staff member	Estimated response time	Position on call list (provide a number)
---------------------	--------------------------------	---

Command Center/Temporary Space

Command Center

During a disaster, a command center will be needed to serve as a base of operations for the Disaster Response Team. It is essential to have one central location through which all recovery activities are coordinated. All communications and decisions should be made through the command center.

List several locations that might be used as a command center in case of a disaster. The center should be near enough to the affected area to allow for easy communications, but far away enough to be safe and out of the way of the active salvage efforts. It should have easy access to phones and sufficient space to allow for completion of documentation and other paperwork.

Command center location:

Alternate location #1:

Alternate location #2 (off-site):

Relocation/Temporary Storage of Collections

Designate one or more areas (within the building, in another building within the institution, or off-site) to which collections in imminent danger of becoming damaged could be relocated, or where undamaged collections could be temporarily stored while the building and damaged collections are salvaged. These areas should be secure and climate-controlled.

Within the building/institution:

Location:

Space available:

Contact person:

Phone:

Cell phone:

After-hours phone:

Pager:

(repeat as needed)

RESPONSE AND RECOVERY

Off-site:

Location:

Space available:

Contact person:

Phone:

Cell phone:

After-hours phone:

Pager:

(repeat as needed)

Drying Space

Designate one or more areas (within the building, in another building within the institution, or off-site) that could be used to air-dry wet collections. Again, these spaces need to be secure and climate-controlled.

Within the building/institution:

Location:

Space available:

Contact person:

Phone:

Cell phone:

After-hours phone:

Pager:

(repeat as needed)

Off-site:

Location:

Space available:

Contact person:

Phone:

Cell phone:

After-hours phone:

Pager:

(repeat as needed)

Quantity

Location(s)

Pre-Disaster Communication with Emergency Services

Fire Department

Provide information about your institution's relationship with fire department responders.

Date of last inspection by the fire marshal:

Contact person within fire department:

Phone:

Cell phone:

In-house liaison to fire department:

Backup liaison:

Date of last in-house review of collection priorities:

Date of last on-site review of collection priorities, collections salvage procedures, and building re-entry procedures with fire department personnel:

Police Department

Provide information about your institution's relationship with police department responders.

Contact person within police department:

Title:

Phone:

Cell phone:

In-house liaison to police department:

Backup liaison:

Date of last on-site review of the building and contents with police department personnel:

Quantity

Location(s)

Emergency Management Agencies

Regional Emergency Management Agency

Provide information about your institution's relationship with your regional emergency management agency responders.

Regional emergency management agency:

Contact person:

Title:

Phone:

Cell phone:

Local Emergency Management Agency

Provide information about your institution's relationship with your regional emergency management agency responders.

Local emergency management agency:

Contact person:

Title:

Phone:

In-house liaison to local emergency management agencies:

Backup liaison:

Date of last on-site review of the building and contents with emergency management personnel:

Describe applicable local procedures for managing disasters (e.g., area-wide evacuation procedures, local emergency shelters, etc.):

SUPPLIES AND SERVICES

Quantity

Location(s)

Emergency Numbers/Services

Emergency Services

Name

Phone (incl. area code)

Police/Sheriff

Are 911 services available?

Fire Department

Are 911 services available?

Ambulance

Are 911 services available?

In-house Security

After-hours phone:

Cell phone:

Security monitoring company

After-hours phone:

Cell phone:

Local emergency management

After-hours phone:

Cell phone:

Regional emergency management

After-hours phone:

Cell phone:

Poison Information Center

1-800-222-1222

Other

After-hours phone:

Cell phone:

Maintenance / Utilities

Name

Phone (incl. area code)

Facilities maintenance department

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

SUPPLIES AND SERVICES

Quantity

Location(s)

Facilities management company

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

Janitorial service

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

Electrician

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

SUPPLIES AND SERVICES

Quantity

Location(s)

Plumber

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

Locksmith

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

Carpenter

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

SUPPLIES AND SERVICES

Quantity

Location(s)

Exterminator

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

Computer emergency

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

Legal Advisor

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

SUPPLIES AND SERVICES

Quantity

Location(s)

Architect/Builder

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

Gas company

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

Oil company

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

SUPPLIES AND SERVICES

Quantity

Location(s)

Electric company

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

Water utility company

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

Telephone company

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

SUPPLIES AND SERVICES

Quantity

Location(s)

Elevator company

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

Sprinkler service company

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

Heating system service

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

SUPPLIES AND SERVICES

Quantity

Location(s)

Cooling system service

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

Security system service

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

Other:

Organization/Name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell Phone:

Pager Number:

Email:

Quantity

Location(s)

Recovery Services

For all services, please consider providing one local source and one outside the immediate area in case the disaster extends beyond the institution.

Freezing Services (Wet collections must be frozen within 48 hours to stabilize them and prevent mold from growing. They will be sent elsewhere later for drying and cleaning.)

Local freezer (1)

Company name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After-hours phone:

Describe any applicable regulations that must be complied with (e.g., for storing wet library materials in a food freezer):

Local freezer (2)

Company name:

Contact person:

Address1:

Address2:

City:

State:

Zip:

Phone:

Cell phone:

After-hours phone:

Describe any applicable regulations that must be complied with (e.g., for storing wet library materials in a food freezer):

SUPPLIES AND SERVICES

Quantity

Location(s)

Quantity**Location(s)****Building Recovery/Collection Salvage Services**

There are a relatively small number of reputable companies experienced in salvaging buildings and collections (e.g., drying and cleaning buildings, wet books, documents, computer data, microfilm, and audio/video) for cultural institutions. Thus you are not asked to enter this information; names and contact information for these companies will appear automatically in your disaster plan.

Professional Preservation Advice - Regional Centers

See the Regional Alliance for Preservation for a regional conservation/preservation centers throughout the United States. Enter information about the appropriate center(s) below.

Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

After hours phone:

Web site:

Specialty:

Professional Preservation Advice - Conservators

To locate a private conservator in your area, consult the American Institute for Conservation (AIC) conservator database. This link points you to guidelines for choosing a conservator; the link to the database is at the end of the document.

Quantity**Location(s)****State Specific Information on Disaster Recovery Assistance**

This section includes information on disaster assistance programs available in your state (for example, arrangements for technical assistance to be provided to individual institutions through a state library or other organization). This information will be printed on your disaster plan.

- Trained staff of the Massachusetts regional library systems and the Massachusetts Board of Library Commissioners (MBLC) are available to provide technical assistance to Massachusetts institutions in the event of a disaster (e.g., information, advice, and assessment, either by phone or on-site). Additional information about this service will be output in your disaster plan.
- As a service to public libraries, the Massachusetts Board of Library Commissioners (MBLC) has contracted with a professional book/document recovery service, Munters Moisture Control, to provide freezing and drying facilities for large quantities of damaged materials. This service is available only to Massachusetts public libraries, and only upon authorization by designated MBLC staff. Additional information about this service will be output in your disaster plan.
- The Massachusetts Board of Library Commissioners (MBLC) has also contracted with Northeast Document Conservation Center (NEDCC) to provide technical assistance to Massachusetts public libraries only in the event that regional staff and/or MBLC staff are not able to assist. Institutions other than public libraries may also consult NEDCC, but such consultation would not be covered under the MBLC program. Additional information about this service will be output in your disaster plan.

Quantity**Location(s)****Emergency Supplies: In-House**

Every institution should keep at least a basic supply and equipment kit on hand to be used in an emergency. The kit should be stored in one or more sealed watertight containers and clearly labeled “Disaster Kit – Do Not Use for Other Purposes” so that materials are not removed mistakenly by staff or others. Indicate the quantity of supplies your institution has on hand and where the supplies are located (also specify how the supplies can be retrieved if they are kept in locked storage).

Person responsible for inventorying supplies/equipment:

Frequency of Inventory (four times per year is recommended):

Basic Disaster Supply Kit

Recommended quantities for handling emergencies involving up to 500 books are provided below as a guideline. These quantities would be multiplied to deal with an emergency involving larger numbers of books.

* Note that these are minimum recommendations, and additional supplies may be required depending on the circumstances.

Quantity**Location(s)**

Aprons, plastic [1 box (100)]

Book trucks, hand carts, or dollies [2]

Brooms, and dustpans [2]

Buckets (plastic) [2]

Camera with film (disposable) [1]

Clipboard [2]

Dehumidifier (portable) [2]

SUPPLIES AND SERVICES

Quantity	Location(s)
Ear plugs [20 pairs]	
Extension cords (50 ft., grounded) [2]	
Fans (portable) [2]	
First aid kit [1]	
Flashlights (waterproof) [4 or one per department]	
Freezer bags (polyethylene various sizes) [40]	
Garbage bags, plastic (30 or 40 gallon) [1 box(40)]	
Gloves (nitrile) [1 box (100)]	
Markers (waterproof) [1 pkg.]	
Masks, protective [1 box (20)]	
Milk crates/Rescubes [50]	
Mops [2]	
Paper - absorbent white blotter paper [200 sheets (11 inches x 13 inches - each)]	
Paper - uninked newsprint [2 large rolls (15 inches x 1100 feet - each)]	
Paper pads (for clipboards) [1 pkg of 12]	
Paper towels [1 case (30 rolls)]	

SUPPLIES AND SERVICES

Quantity	Location(s)
Pencils (sharpened) [1 box of 12]	
Pencils sharpener (handheld) [1]	
Plastic sheeting, heavy (polyethylene)[5 rolls]	
Scissors [2]	
Sponges cellulose [2]	
Tape (clear, 2 inches wide, with dispenser) [1 roll]	
Tape (duct) [2 rolls]	
Tape (yellow caution) [1 roll]	
Toolkit (crowbars, hammers, pliers, flat-head and philips-head screwdrivers) [1]	
Utility knife [1]	
Utility knife blades Package of [5]	
Waxed or freezer paper [7 boxes (75 feet each)]	
Wet/Dry vacuum [2]	

SUPPLIES AND SERVICES

Additional Supplies

The following supplies may also be useful, particularly in a larger-scale disaster. If you choose to keep some or all of them on hand, indicate quantities and locations below.

	Quantity	Location(s)
Boots, rubber (or galoshes)		
Boxes, cardboard		
Bubble wrap		
Clothesline (nylon or 30 lb. monofilament)		
Clothespins		
Glasses (protective)		
Hard hats		
Labels, self adhesive (even when wet)		
Radio, battery-operated (with weather band)		
Sponges, dry chemical (for removing soot)		
Sump pump (portable)		
Tables, portable folding		
Tags with twist ties		
Trash cans		
Walkie-Talkies		

Emergency Supplies: External

Enter the following information for all suppliers, both local and outside the area, from which your institution might purchase emergency supplies. Include potential suppliers, not just those from which you have purchased in the past. Remember to include some from the outside the immediate area, in case of an area-wide disaster.

For each supplier, provide a rough estimate of material available; a contact person and phone number; information on payment options; and information on contacting the supplier after hours.

Company/Organization:

Contact Person:

Address1:

Address2:

City:

State:

Zip:

Phone:

After-hours phone:

Type of item/material available:

Payment Information (e.g., company account):

(Repeat as needed)

Use the drop-down list to specify sources for additional supplies/equipment that are not kept on site, but might be needed in an emergency. When possible, provide both a local source and a source outside the immediate area, in the case of a local area disaster. Note that some items duplicate those on the Internal Supplies List, since extras may be needed in a large emergency.

Important: the drop-down lists are taken from the External Supplies List, be sure that you have entered information about all potential suppliers in the External Supplier List before filling out this page.

SUPPLIES AND SERVICES

	Local supplier Contact/Payment info	Alternate supplier Contact/Payment info
Aprons, plastic		
Book trucks, metal		
Boots, rubber		
Boxes, cardboard		
Brooms/dustpans		
Buckets, plastic		
Camera/film		
CB radio/ham radio, nearest		
Clothesline (nylon or 30 lb. monofilament)		
Clothespins		
Construction materials (wood, screws, nails)		
Dehumidifiers, portable		
Dry ice		
Extension cords (50 ft, grounded)		
Fans, portable		
Freezer bags, polyethylene (various sizes)		

SUPPLIES AND SERVICES

	Local supplier Contact/Payment info	Alternate supplier Contact/Payment info
Freezer or waxed paper		
Garbage bags, plastic (30 or 42 gallon)		
Generator, portable		
Glasses, protective		
Gloves (leather work gloves)		
Gloves (nitrile)		
Hard hats		
Ladders		
Lighting, portable		
Milk crates, plastic – or Rescubes		
Mops		
Paper – absorbent white blotter paper (used for drying loose paper materials)		
Paper – uninked newsprint (used for interleaving wet materials)		
Paper towels		
Phone, nearest off site		

SUPPLIES AND SERVICES

	Local supplier Contact/Payment info	Alternate supplier Contact/Payment info
Plastic sheeting (heavy)		
Protective clothing, disposable		
Pump, portable		
Respirators		
Sand bags		
Security personnel (additional)		
Sponges (cellulose)		
Sponges, dry chemical (for removing soot)		
Tables, portable		
Thermo hydrometer		
Toilets, portable		
Trash cans		
Truck, refrigerated		
Walkie-talkies		
Water hoses (with spray nozzles)		

SUPPLIES AND SERVICES

**Local supplier
Contact/Payment info**

**Alternate supplier
Contact/Payment info**

Wet/dry vacuum

Other

Staff Supplies

Provide a listing of any supplies that staff members have on hand at home that they could contribute in the event of a disaster:

Type/Item

Quantity

Staff member

Emergency Funds

In-House Funds

List the person(s) who are authorized to disburse funds.

Name/Title

If there is an institutional credit card, list the person(s) who are authorized to use it.

Name/Title

If applicable, list the person(s) who can provide authorization for large purchase orders.

Name/Title

If applicable, provide information about institutional charge accounts:

Organization:

Contact person:

Phone:

SUPPLIES AND SERVICES

After-hours phone:

Access procedures:

Persons authorized to incur charges:

(repeat as needed)

Additional Funds

If additional funds must be acquired through another department or agency (e.g., through the town finance committee or other town department), provide contact information below:

Name:

Contact/Title:

Address1:

Address2:

City:

State:

Zip:

Phone:

After-hours phone:

Access procedures:

Volunteers/Temporary Personnel

In the case of a large disaster, additional help may be needed (e.g., to dry materials, to pack out wet collections). The Disaster Team Leader should determine whether or not volunteers or temporary workers are needed. Possible sources of volunteers include local community organizations and staff members of other area libraries.

Managing Volunteers and Temporary Workers

While it is difficult to plan ahead for specific circumstances, you should take a few minutes to consider a number of issues relating to volunteers and/or temporary workers:

- Where will you get volunteer workers?
- What will you do if volunteers simply arrive on the scene? If you do not need them, or you are not yet prepared to organize and train them, it is best to take names and phone numbers and tell them they will be contacted when they are needed. The public relations coordinator should do this.
- In cases where there is a lot of recovery work to be done, it may be necessary to hire temporary workers rather than to rely on volunteers. If this were necessary, would the institution be required to put out bids? If so, could this be done ahead of time?
- How will insurance coverage be provided for volunteers or temporary workers? Specific provision must be made for such workers within the institutions insurance policy if they are to be properly covered and the institution is to avoid liability.

Once volunteers or temporary workers are on the scene, they must be properly managed:

- Volunteers and/or temporary workers must be registered, and all workers (including staff) must be provided with some type of identification. Volunteers and other workers must be required to sign in and out every day.
- You will need to determine their qualifications (e.g., what experience do they have with library collections, are they capable of strenuous physical activity such as lifting and carrying boxes), find out when and for how long they are available, and draw up a work schedule for each person.
- Volunteers and/or hired workers must also be properly trained and supervised. It is recommended that the Collections Recovery Specialist provide training and the Work Crew Coordinator provide day-to-day supervision.
- Volunteers and/or workers must be supplied with any protective gear that is needed, such as gloves and protective clothing, and they must be trained to use them properly.
- Just like staff members, volunteers and temporary workers will need periodic breaks and refreshments. Breaks are normally needed about every two hours, and must be mandated so that workers do not become too tired.
- In a large disaster, you may also need to arrange for a second group of volunteers or workers to take over from the initial group.

Experienced Volunteers

List staff members from other cultural institutions (e.g., staff with experience working with library and archival materials) who would be able to assist in an emergency.

Name:

Contact/Title:

Institution:

Address1:

Address2:

City:

State:

Zip:

Work phone/Ext:

Home phone:

Cell phone:

Pager:

☐ Trained in CPR/First Aid? (check if yes)

(repeat as needed)

General Volunteers

Name:

Contact/Title:

Institution:

Address1:

Address2:

City:

State:

Zip:

Work phone/Ext:

Home phone:

Cell phone:

Pager:

☐ Trained in CPR/First Aid? (check if yes)

(repeat as needed)

Temporary Workers

List potential sources for hiring temporary workers.

Name:

Contact/Title:

Institution:

Address1:

Address2:

City:

State:

Zip:

Work phone/Ext:

After hours phone:

Pager:

(repeat as needed)

Services for Staff/Volunteers/Workers

It is very important to remember that in any disaster you must also provide for the emotional needs of staff members, volunteers, and temporary workers. In a widespread disaster, some of them may also be dealing with the disaster at home. Even a relatively small event that is confined to the building (or even to a single department) can be emotionally upsetting. You should consider who might provide counseling or other assistance to staff, volunteers, or other workers if needed.

The following information on the American Red Cross (which provides counseling and other services) will be provided in your disaster plan:

The American Red Cross National Headquarters
2025 E Street, NW
Washington, DC 20006
Phone: (202) 303-4498

The Red Cross web site (<http://www.redcross.org>) provides a search tool to locate your local chapter. Provide contact information for your local chapter below:

Local Organizations

Provide information about additional local organizations that would be able to provide counseling and other assistance to staff, volunteers, or other workers.

Organization:

Contact person:

SUPPLIES AND SERVICES

Address1:

Address2:

City:

State:

Zip:

Work phone/Ext:

After hours phone:

(repeat as needed)

Sample Scope and Goals Statement of the Disaster Plan

In the previous forms, you have entered information about your institution and collections, and you have identified the risks you feel are most significant for your institution. Based on this information, prepare a relatively brief statement of the scope and goals of your disaster plan. This will appear at the beginning of your plan to provide context for those using the plan.

Issues that should be addressed in your statement include:

- Remind the user that this plan covers collections, not emergencies involving people, and briefly direct the user to other available resources (such as a staff manual, or posted instructions) for dealing with “people” emergencies.
- Describe the specific situations the plan covers (e.g., flood, fire, roof leak, burst pipe, hurricane, earthquake). These should correspond to those risks that you ranked highest as you were completing the dPlan template (e.g., those that are most likely to occur and most likely to have serious consequences).
- Provide a summary of your overall goals for salvaging collections, as indicated by the salvage priorities you have entered into dPlan. For example, a public library might hold some materials that it would not try to salvage at all, but other materials (such as local history collections) might be very important to save.
- Give the user a brief “roadmap” of what parts of the plan will be needed to handle a small-scale emergency, and what will be needed if the emergency is more serious.

Sample Statement

A sample scope and goals statement is provided below. You may adapt this to your institution or prepare your own statement.

A sample statement follows:

This disaster plan addresses prevention of and response to emergencies that may affect the collections; it does not cover emergencies involving people (e.g., illness, injury, problem patrons). See the Staff Manual (all staff members should have a copy, or see the Assistant Director) for this information.

As already noted, human safety is always the most important concern. No actions should be taken to protect or salvage the collections that might endanger human safety, and damaged collections should be addressed only after injuries have been attended to and the building is secure for people to enter.

This plan focuses on the most likely risks the library faces: 1) minor flooding from roof or pipe leaks, due to the age of the roof and the previous problem with pipe leakage on the first floor, 2) flooding or other damage from severe winter weather, and 3) fire, due to the lack of a fire

SCOPE AND GOALS

suppression system in the building. Preventive actions are covered in the appendices of this plan, while response and recovery procedures are addressed in the body of the plan.

Staff should be able to manage small water emergencies (one stack range or less in the general collection) using the basic emergency instructions in Section 1 and the salvage information in Section 2. If a small-scale emergency involves the special collections, outside consultation with preservation professional is advisable (see Appendix D for contact information).

For larger-scale damage, additional assistance and a more detailed plan for recovery will be needed. Depending on the type of emergency, see the appropriate Emergency Instructions in Section 1, the Initial Response Steps in Section 1, and the Salvage Procedures in Section 2 for assistance. See the Appendices for supplies, services, record-keeping forms, emergency funds, insurance information, etc. Especially in a large-scale emergency, it is crucial to be aware of the library's salvage priorities, which focus on the special collections materials on the second floor and hard-to-replace materials in the general collection (see Salvage Priorities in Section 1, and Appendix F for details). In any emergency, be sure to determine whether salvage, reformatting, replacement, or discard is the proper course of action.

Enter your statement of scope and goals:

Disaster Planning Team

The disaster planning team can be trained in a variety of ways. Team members should certainly be encouraged to educate themselves through the use of books and articles on disaster planning, and to monitor online resources such as list-servs and web sites relating to disaster planning. More formal types of training should also be offered, such as disaster planning workshops (these are offered periodically by organizations such as NEDCC or the Massachusetts Board of Library Commissioners) or in-house training sessions (e.g., seminar, group discussion, case study exercise). Whatever type of training is chosen, the leader of the disaster planning team should be responsible for ensuring that all members of the team are periodically given the opportunity for additional training to keep up to date on new developments in disaster planning.

Team member in charge of coordinating training for the disaster planning team (usually the team leader):

Describe current and planned training for the Disaster Planning Team:

Disaster Response Team

It is crucial for all members of the Disaster Response Team to receive training (preferably hands-on) in first response procedures, salvage methods for damaged collections, and procedures for recognizing and dealing with any hazards that might be present at the disaster site. The fundamental goals of training should be to familiarize the team with all elements of the disaster plan and to give them experience working together as a team.

There are various possible training methods, but remember that practical and hands-on training will be the most effective. Options include:

- Formal disaster response/recovery workshops (offered by library and conservation organizations)
- First aid and/or CPR training
- In-house training (e.g., hands-on sessions focused on specific topics, “tabletop” disaster exercises, or mock disasters)
- Individual use of books and articles on disaster response, salvage, recovery, and rehabilitation
- Individual use of online resources (such as list-servs and web sites) to keep up-to-date on new developments in disaster response, salvage, and recovery methods for collections

STAFF TRAINING

Subjects that should be addressed include:

- Team-building
- Handling wet and damaged collections
- Recovery procedures and the use of equipment
- Workplace health and safety (relating to emergency response)
- Proper use of protective clothing and equipment
- Hazards of exposure to mold
- Crisis counseling

Team member in charge of coordinating training for the disaster response team (usually the team leader):

Describe current and planned training for the Disaster Response Team:

General Staff Training

The importance of training all staff in emergency procedures and implementation of the disaster plan cannot be overstated. Staff members are often the first line of defense against disasters, observing problems as they occur. They must be able to recognize that there is a problem, know how to respond, and know whom to call.

The checklist below contains common training activities. Indicate how frequently they are done in your institution and who is responsible for doing them.

Person responsible for seeing that all training has been done:

Review basic preventive measures during all-staff meeting (e.g., protection from water/fire, security procedures)

Suggested frequency: Semi-annually

Frequency:

Person responsible:

Review specific evacuation routes and general emergency procedures during all-staff meeting

Suggested frequency: Semi-annually

Frequency:

Person responsible:

STAFF TRAINING

Review procedures for operation of the security system with appropriate staff

Suggested frequency: Semi-annually

Frequency:

Person responsible:

Review procedures for operation of the climate control system with appropriate staff

Suggested frequency: Semi-annually

Frequency:

Person responsible:

Review procedures for operation of the fire detection system with appropriate staff

Suggested frequency: Semi-annually

Frequency:

Person responsible:

Review proper procedures for operation of the fire suppression system with appropriate staff

Suggested frequency: Semi-annually

Frequency:

Person responsible:

Review how to operate a fire extinguisher with all staff

Suggested frequency: Semi-annually

Frequency:

Person responsible:

Hold staff meeting to review proper implementation of the disaster plan (e.g., how to recognize a potential threat, what to do, how to report a problem, how and when to activate the plan)

Suggested frequency: Semi-annually

Frequency:

Person responsible:

Conduct “tabletop” disaster exercise

Frequency:

Person responsible:

Conduct small-scale disaster simulation

Frequency:

Person responsible:

STAFF TRAINING

Conduct large-scale disaster simulation

Frequency:

Person responsible:

Other:

General Staff Training:

Frequency:

Person responsible:

CPR/First Aid Training

List staff members who are trained in first aid and/or cardiopulmonary resuscitation (CPR):

First aid

Staff member	Date of training	Description of training
--------------	------------------	-------------------------

CPR

Staff member	Date of training	Description of training
--------------	------------------	-------------------------

Distribution

List all staff members (and any others, such as the fire department) who will be given a copy of this plan, and indicate where the plans will be stored. Copies should be placed in all departments and at all points of contact (e.g., reference desk, circulation desk), and copies should also be stored off site. Members of the Disaster Response Team should keep one copy of the plan in their car and one copy at work.

Person/Department

Location of copy

Review and Updating

The plan should be reviewed and updated yearly (at a minimum). List the people responsible for reviewing and updating each section of the plan:

Staff list/Disaster Team lists:

Preventive maintenance:

Opening/Closing procedures

Facilities information/floor plans:

Information technology:

Insurance:

Institutional salvage priorities:

Evacuation instructions:

Emergency numbers:

In-house supplies:

External supplies/services:

Volunteer list:

Areas for relocation/temporary storage:

Communication with emergency services:

Availability of emergency funds:

Staff training:

Other:

Section of Plan	Person Responsible
-----------------	--------------------