

Ramapo Catskill Library System
Emergency Planning – What You Need to Know
October 5, 2010

Selected Resources

Alire, Camila, ed. *Library Disaster Planning and Recovery Handbook*. New York: Neal-Schuman Publishers, Inc., 2000. *A detailed volume on all aspects of library disaster recovery, including administration, media relations, human resource management, emergency planning and recovery. Sample forms and “key recommendations” should prove helpful.*

Council of State Archivists. *Framework for Emergency Preparedness*.

www.statearchivists.org/prepare/framework/prep.htm .

The Assessment of Emergency Preparedness and Pocket Response Plan (PReP) are useful tools for preparing for, preventing and response to emergencies.

Dorge, Valerie, and Sharon L. Jones, compilers. *Building an Emergency Plan*. Los Angeles, CA: The Getty Conservation Institute, 1999. *Available free, full-text, online at*

www.getty.edu/conservation/publications/pdf_publications/emergency_plan.pdf

This resource is essential for understanding the roles and responsibilities of staff and administration and the planning behind preparation of an effective emergency plan.

National Task Force on Emergency Response. *Emergency Response and Salvage Wheel*. Washington, D.C.: The Task Force, 1997.

A compact reference tool to assist in immediate response procedures in the event of a disaster. Also available in Spanish. Ordering and other information at
www.heritagepreservation.org/catalog/Wheel1.htm.

Northeast Document Conservation Center, and the Massachusetts Board of Library Commissioners. *dPlan™: The Online Disaster-Planning Tool*. Online.

www.dplan.org/

This is a free online program to help institutions write comprehensive disaster plans. dPlan provides an easy-to-use template that allows museums, libraries, archives, and other cultural institutions of all sizes to develop a customized plan.

Motylewski, Karen. *Protecting Collections During Renovation*. Andover, MA: NEDCC, 2007.

www.nedcc.org/resources/leaflets/3Emergency_Management/09ProtectingCollections.php .

If you are planning a renovation project in your facility this is a “must read” to help you consider the possible risks and what needs to be done to prevent damage.

Walsh, Betty. *“Salvage Operations for Water Damaged Archival Collections: A Second Glance.”* Ottawa, ON: Canadian Council of Archives, 2003.

www.cdncouncilarchives.ca/salvage_en.pdf (May 23, 2007).

Excellent recovery guidelines for minor, moderate and major disasters. “Salvage at a Glance” is a chart worth copying, and posting, to assist with proper response decisions.

Asset Valuation

Ashley-Smith, Jonathan. *Risk Assessment for Object Conservation*. Boston: Butterworth-Heinemann, 1999. See *The Delta Plan* – Netherlands.

Breighner, Mary and William Payton; Jeanne M. Drews, ed. *The Risk and Insurance Management Manual for Libraries*. Chicago: Library Administration and Management Association (LAMA), a division of ALA, 2005.

Purpura, Philip P. *Modern Security and Loss Prevention Management*. Boston: Butterworths, 1989. See in particular the section “Quantitative Risk Analysis”.

Reformatting for Preservation and Access: Prioritizing Materials for Duplication. National Park Service *Conserve O Gram* 19/10 (July 1995).

Waller, Robert R. “Risk Management Applied to Preventive Conservation”. In *Storage of Natural History Collections: A Preventive Conservation Approach*, Vol. 1, eds. Carolyn L. Rose, Catharine A. Hawks, and Hugh H. Genoways, 21-27. Iowa: Society for the Preservation of Natural History Collections, 1995. *Waller outlines a thoughtful, organized approach to identifying, assessing, and mitigating risk to cultural collections by identifying the risk, how severe it would be in terms of affecting collections, and eight possible levels of control.*

NEDCC Leaflets (<http://www.nedcc.org/resources/leaflets.list.php>)

- Protection from Loss: Water and Fire Damage, Biological Agents, Theft, and Vandalism
- An Introduction to Fire Detection, Alarm, and Automatic Fire Sprinklers
- Disaster Planning
- Worksheet for Outlining a Disaster Plan
- Emergency Management Bibliography
- Emergency Salvage of Wet Books and Records
- Emergency Salvage of Wet Photographs
- Emergency Salvage of Moldy Books and Paper
- Protecting Collections During Renovation
- Integrated Pest Management
- Collections Security: Planning and Prevention for Libraries and Archives

Also – Searchable suppliers and services listings for disaster management and recover at <http://www.nedcc.org/resources/suppliers.php>

National Park Service Conserv O Grams

(http://www.nps.gov/museum/publications/conservoogram/cons_toc.html)

- 21/1 Health and Safety Hazards Arising From Floods 2002
- 21/2 An Emergency Cart for Salvaging Water-Damaged Objects 2002
- 21/3 Salvage of Water-Damaged Collections: Salvage at a Glance 2002
- 21/4 Salvage at a Glance, Part I: Paper Based Collections 2002
- 21/5 Salvage at a Glance, Part II: Non-Paper Based Archival Collections 2002
- 21/6 Salvage at a Glance, Part III: Object Collections 2002

Karen E.K. Brown
University at Albany, SUNY
Last updated September 9, 2010

21/7 Salvage at a Glance, Part IV: Natural History Collections 2003
21/8 Salvage at a Glance, Part V: Textiles 2003
21/9 Be Prepared: Develop a Museum Emergency Operations Plan 2005
21/10 Museum Staff Emergency Procedures: A Sample Emergency Telephone List 2005
21/11 Museum Staff Emergency Procedures: A Sample Emergency "Flip Chart" 2005
21/12 A Custom Restraint to Mitigate Against Damage to Museum Objects Due to Seismic Activity 2009

Protecting Digital/Electronic Assets

5 Steps to Cyber-Security Risk Assessment. Government Technology (June 24, 2010).

<http://www.govtech.com/gt/765603>

Bishoff, Liz. Digital Preservation Readiness Webliography. Andover, MA: NEDCC, 2008.

<http://nedcc.org/resources/leaflets/6Reformatting/08DigitalPreservationReadiness.php>

Kahn, Miriam B. ***Protecting Your Library's Digital Sources: The Essential Guide to Planning and Preservation***. Chicago: American Library Association, 2004.

Other Online MegaResources

Bibliography for Disaster Response & Emergency Planning. MBK Consulting.

<http://www.mbkcons.com/wkshp/disaster/disasterbib.htm>

Conservation Online. <http://cool.conservation-us.org> . See the section *Disaster preparedness and response* at <http://cool.conservation-us.org/bytopic/disasters/> . Sorry – lots of broken links but still a good site to search.

Disaster Response: A Selected Annotated Bibliography. ALA Library Fact Sheet 10.

<http://www.ala.org/Template.cfm?Section=libraryfactsheet&Template=/ContentManagement/ContentDisplay.cfm&ContentID=25420>

Disaster Planning Portal. Special Libraries Association.

<http://www.sla.org/content/resources/inforesour/sept11help/disip/index.cfm>

Disaster Preparedness (matrix). <http://matrix.msu.edu/~disaster/> *Allows you to search geographically by state or national resource, by type of supplies or service needed and also provides for consultants in your area.*

New York State Archives. Disaster Planning.

http://www.archives.nysed.gov/a/records/mr_disaster.shtml

Select Risk Management and Insurance Bibliography. Library of Congress.

<http://www.loc.gov/preserv/emergprep/insurancebiblio.html>