

# BEFORE Disaster Strikes: Ten Things You Need to Know

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## Overarching Priorities

- Human life and safety
- Protection of library's assets

## Ten Things You Need to Know

- #1 Have a communication plan
- #2 Prepare a first response action list
- #3 Organize emergency contact information for all staff & volunteers
- #4 Prepare a disaster plan that covers people & collections
- #5 Train staff to respond to the most likely emergencies

- #6 Understand your insurance coverage
- #7 Survey your building for risks
- #8 Establish salvage priorities for collections, files & equipment
- #9 Disaster supplies and services/supplies list as part of plan
- #10 Establish collaborative relationships

**Archived Infopeople webcast from November 2006**

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