

Before Disaster Strikes: Ten Things You Need to Know

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Overarching priorities

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



















CalPreservation.org
Helping preserve libraries and archives

Welcome to the **California Preservation Program** website.

The California Preservation Program (CPP) provides information, education, and expert assistance on preservation of collections to libraries, archives, historical societies, cultural institutions and records repositories in California.

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Emergency? For urgent requests for disaster assistance and response in California, call 888-905-7737.

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Emergency vs. Disaster

Emergency

An unanticipated or threatening event that requires immediate action

Disaster

An emergency that gets out of control
Large-scale calamity that requires immediate action.
May result in significant loss, damage or destruction.

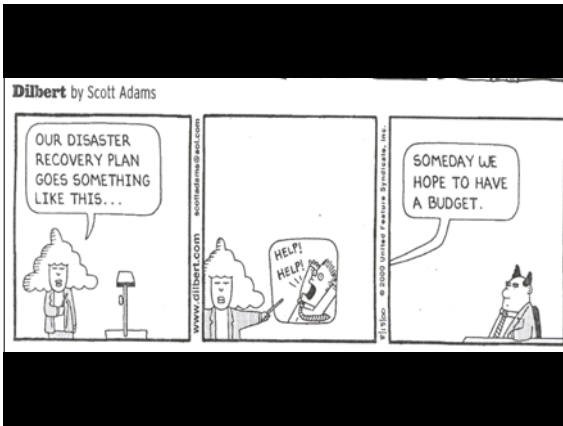
An emergency can become a disaster if immediate action is not taken to protect staff, patrons and collections

#1 Have a Communication Plan

- Up-to-date work and home numbers, cell phones and pagers
- Phone trees, email/instant messaging, "reverse 911"
- Emergency recordings on phone line, out of state emergency number
- ***Have a crisis communication plan***

#2 Prepare a first response action list

- Include –
 - Who to call
 - What to say
 - What first actions to take
- Simple "fact sheets" with step-by-step instructions
 - Gas, water, fire sprinklers, security, HVAC



#3 Organize emergency contact information for all staff & volunteers

- In event of injury, who should be called? Where do they want medical treatment?
- Keep contact numbers, emergency call lists readily available in case of evacuation
- **Remember, life safety comes first!**

#4 Prepare a disaster plan that covers people & collections

- Have a plan that is coordinated with your city/county/campus plan
- Keep it up-to-date, with multiple copies distributed
- Include procedures to handle the most likely emergencies
- Cover both people *and* collections

calpreservation.org/disasters/index.html

#5 Train staff to respond to the most likely emergencies

- Make sure all staff know their roles in an emergency
- Extend your training beyond evacuation drills
- Encourage staff to have emergency plans for their families
- Conduct a disaster exercise or drill at least annually
- Use every event as a “test” of your preparedness planning





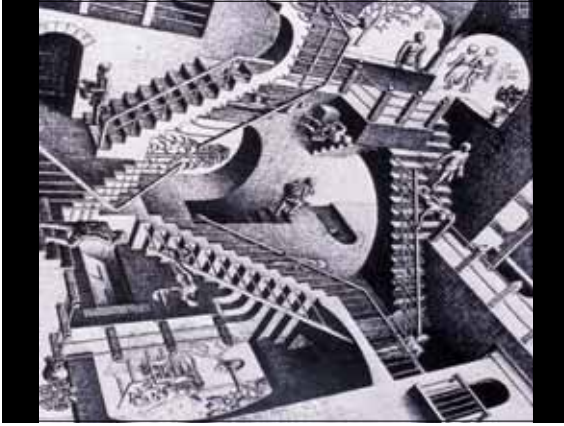


#6 Understand your insurance coverage

- What does it cover – buildings, contents, collections, special collections?
- What type of insurance – commercial, self-insured, both?
- What emergency actions can you take without jeopardizing your coverage?

#7 Survey your building for risks

- Conduct an internal and external survey of your building
Potential water/electrical problems, HVAC issues, asbestos concerns, below grade storage
www.ieldrn.org/survey.htm
- What can you do to protect or lessen damage to collections?
 - Keep materials/boxes off the floor
 - Avoid basement storage when possible
 - Stay alert to construction in or around your building









#8 Establish salvage priorities for collections, files & equipment

- What are the most important collections?
Types of materials in those collections?
 - Original artwork, photographs, leather bound books, scrapbooks
- What are their specific needs in a disaster?
 - Effects of water, heat, fire
 - Types of salvage treatment needed
- Are there critical files and equipment?
 - Electronic files not backed up and stored off site

#9 Disaster supplies & services/supplies list as part of plan

- Have immediate response supplies for water emergencies
 - Plastic sheeting, tape, buckets, etc.

www.ucsd.edu/preservation/drtcan.html
- Store a larger number and types of supplies for people and collections
 - First aid, flashlights, blankets, water, more plastic, boxes, etc.
- Maintain a list of local supplies/services for large scale needs

Disaster Mitigation Planning Assistance:
matrix.msu.edu/~disaster





#10 Establish collaborative relationships

- Establish relationships within your city/county/campus
- Look to the larger community – neighboring libraries & emergency responders
- Help to bring groups together with the common goal of protecting the assets of your library
- Form strategic partnerships in advance – *it's too late when disaster strikes*

California Regional Disaster/Preservation Networks

- > Bay Area Mutual Aid Network (BAMAN)
- > Inland Empire Libraries Disaster Response Network (IELDRN)
- > Los Angeles Preservation Network (LAPNet)
- > San Diego/Imperial County Libraries Disaster Response Network (SILDRN)

Supplies: Heartland Regional Library Network, North State Cooperative Library System, and Sacramento Area Disaster Response Network

Forming: Monterey Bay region

calpreservation.org/about/networks.html

Protecting Library Collections

2007 Preparedness, Response & Recovery Workshops

Part 1: Planning & Response

Part 2: Recovery & Training

SF Bay Area and two additional sites TBA

Would you like to host a workshop in your region?

Contact: info@CalPreservation.org

Questions?



info@CalPreservation.org
