

Before Disaster Strikes: Ten Things You Need to Know

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California Preservation Program

CalPreservation.org

Provides preservation related resources for libraries and other cultural institutions in California. The **Emergency Planning & Response** section includes a *Generic Disaster Plan*, *Disaster Exercise*, and links to resources. Library disaster or preservation related questions may be sent to: info@CalPreservation.org. Emergency assistance: 888-905-7737 (24/7 toll-free)

CoOL Conservation OnLine

palimpsest.stanford.edu

“A project of the Preservation Dept. of Stanford University Libraries, is a full text library of conservation information ... of interest to those involved with the conservation of library, archives, and museum materials.”

Disaster Preparedness and Response is one of the conservation topics that includes a wealth of information linking to organizations (e.g., LC, NEDCC, SOLINET), disaster plans, and a broad spectrum of other disaster/emergency resources.

Emergency Response and Salvage Wheel *and* Field Guide to Emergency Response

The **Wheel** is a user friendly slide chart providing quick access to essential information on protecting and salvaging collections. Text of the Wheel is available at the FEMA website:

www.fema.gov/plan/ehp/response.shtm

The **Field Guide** and its accompanying DVD provide clear, practical advice to help you with initial response and salvage steps. This authoritative, hands-on advice was developed by conservation professionals for staff at museums, libraries, and archives. For order information see:

<https://www.heritagepreservation.org/catalog>

Breighner, Mary. **Risk and Insurance Management Manual for Libraries**. ALA, 2005. Resource to guide best course in protection of assets for libraries and to gain an essential understanding of risk management in preventing losses. Includes sample policies and checklists.

Kahn, Miriam B. **Disaster Response and Planning for Libraries**. 2nd ed. ALA, 2003. Comprehensive resource guide for all types of libraries, updated to include terrorist and other case studies. Includes checklists, forms, contracts for vendors and supplies, and a list of resources.

Kahn, Miriam B. **Protecting Your Library's Digital Sources**. ALA, 2004.

An e-preservation resource for librarians, preservationists, archivists and records managers who create and maintain electronic records. Includes extensive checklists and forms.

Thenell, Jan. **The Library's Crisis Communications Planner: A PR Guide to Handling Every Emergency**. ALA, 2004.

Communications basics in this step-by-step guide, designed to prepare for communicating to critical contacts in times of crisis.

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