

This is an excerpt from

*Disaster Response and Planning for Libraries, 2<sup>nd</sup> Edition*

by Miriam B. Kahn,

published by ALA Editions.

Copyright 2003 the American Library Association

The full work can be purchased from the ALA Online Store:

<http://www.alastore.ala.org/>.

# Checklists and Forms

## 1. Elements of a Disaster Response Plan

This checklist outlines the four sections of disaster response planning and recovery. Use it to make certain all the components are accounted for. Add to this list or modify it to reflect the needs of your institution *and* your specific disaster response plan. Use the elements as the table of contents for your plan. Just attach page numbers to each section or category.

Make a basic response plan with phone numbers the first page of disaster response manual for easy reference and contact. Post the daytime numbers for the disaster response team at phones for swift response.

For a quick and dirty plan, use the checklist for the three response phases in conjunction with the list of activities in the introduction (see page 4).

### ***Prevention***

- Survey building and collection for potential damage and hazards. Check fire, smoke, and door alarms, and exit signs.

- Mark collections that are water and heat sensitive. Make certain they are stored in areas that have the least potential for destruction.
- Monitor indoor air quality.
- Examine remote storage facilities.
- Plan for construction and renovation projects.
- Create list of consultants and conservators who can deal with the damaged format (get alternative names).

### ***Planning***

- Select disaster response team and alternative staff members.
- Assign responsibilities for each of the response phases.
- Set priorities for recovery of each of the collections (by format, type, department, floor, or building).
- Plan for large and small disasters.
- Plan for damage to computers.

- Review insurance coverage and update as needed. Determine what is not covered, and time, situation, and money limitations. Set update schedule for annual review.
- Establish communications policy.
- Contact disaster response companies and consultants for walk-through and discussion of their roles in potential disasters.
- Work with facilities and security to discuss their roles during potential disaster.
- Education—train disaster response team; explain responsibilities to rest of staff.
- Practice response phases—evaluate plan and revise.

### ***Response: Three Phases***

1. Immediate response to notification that there is a disaster.
  - Gather the team.
  - Alert outside professionals of the disaster.
  - Determine if the building should be closed and for how long.
2. Assess the scope of damage.
  - Call in outside assistance.
  - Organize recovery steps based upon prioritization (developed or assigned in planning phase).
  - Set up communications—internal and external.
3. Begin to deal with items that fall into primary prioritization/recovery categories.
  - Reassign/reallocate staff as needed.
  - Deal with emotional issues.

### ***Recovery***

- Restore primary services—skeleton staff.
- Restore primary functions—skeleton functions with available staff.
- Return to normal—most staff back to regular duties.
- Evaluate response procedures and revise disaster response plan.