

# **A DISASTER PLAN**

## **For Libraries and Archives**

### **2007**

This document is designed to assist libraries and archives in preparing for emergency situations which may threaten the safety of persons, collections and facilities. Whether your institution has a minimal amount of time to devote to emergency planning or is undertaking a comprehensive planning project, this disaster plan can help you to gather vital information which will be invaluable in the event of an emergency. Use this document as it is, or use selected parts. It may be reproduced without permission, provided that the Amigos Preservation Service is credited.

# DISASTER PLAN

Institution: \_\_\_\_\_

Date of current revision: \_\_\_\_\_

## IN-HOUSE EMERGENCY TEAM

	<u>Name</u>	<u>Office Ph.</u>	<u>Home Ph.</u>	<u>Cell Phone</u>
Administrator	_____			

Disaster Team Leader	_____			
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Building Maintenance	_____			
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Disaster Team:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Department Head: \_\_\_\_\_

Department Head: \_\_\_\_\_

Department Head: \_\_\_\_\_

Department Head: \_\_\_\_\_

Department Head: \_\_\_\_\_

## FACILITIES: LOCATIONS OF EMERGENCY SYSTEMS

Building: \_\_\_\_\_

*List locations and attach floor plan (use letters to indicate locations on floor plan).*

### A. Main Utilities

1. Main water shut-off valve: \_\_\_\_\_
2. Sprinkler shut-off valve: \_\_\_\_\_
3. Main electrical cut-off switch: \_\_\_\_\_
4. Main gas shut-off: \_\_\_\_\_
5. Heating/cooling system controls: \_\_\_\_\_

### B. Fire Suppression Systems (by room or area)

1. Sprinklers: \_\_\_\_\_
2. Halon: \_\_\_\_\_
3. Other: \_\_\_\_\_

### C. Water Detectors \_\_\_\_\_

### D. Keys

Key boxes: \_\_\_\_\_

Individuals with master and/or special keys (attach list with names, titles, and keys in possession)

### E. Fire Extinguishers (Label by number according to type)

1. Type A - Wood, paper, combustibles
2. Type B - Gasoline, flammable liquid
3. Type C - Electrical
4. Type ABC - Combination

### F. Fire Alarm Pull Boxes (use floor plan)

### G. Smoke and Heat Detectors (use floor plan)

### H. Radios

1. Transistor radios (for news): \_\_\_\_\_
2. Two-way radio (for communication): \_\_\_\_\_

### I. First Aid Kits \_\_\_\_\_

### J. Public Address System \_\_\_\_\_

### K. Nearest Civil Defense Shelter \_\_\_\_\_

## EMERGENCY SERVICES

Company/Service and Name of Contact

Phone #

Security \_\_\_\_\_

Fire Dept. \_\_\_\_\_

Police/Sheriff \_\_\_\_\_

Ambulance \_\_\_\_\_

Civil Defense \_\_\_\_\_

Other \_\_\_\_\_

### **Maintenance/Utilities:**

Janitorial Service \_\_\_\_\_

Plumber \_\_\_\_\_

Electrician \_\_\_\_\_

Locksmith \_\_\_\_\_

Carpenter \_\_\_\_\_

Gas Company \_\_\_\_\_

Electric Company \_\_\_\_\_

Water Utility \_\_\_\_\_

### **Recovery Assistance:**

Preservation Resource Amigos Imaging and Preservation Service (800) 843-8482

Preservation Resource \_\_\_\_\_

### **Conservators/Specialists:**

Paper & Book \_\_\_\_\_

Photographs \_\_\_\_\_

Computer Records \_\_\_\_\_

EMERGENCY SERVICES (continued)

Local Freezer (1): \_\_\_\_\_

Local Freezer (2): \_\_\_\_\_

Disaster Recovery Service: \_\_\_\_\_

Account pre-established? \_\_\_\_\_ Account Number: \_\_\_\_\_

Services available:  Water Recovery  Freezer  Vacuum Freeze Dryer  
 Fire Recovery  Mold Fumigation  Envir. Control

Disaster Recovery Service: \_\_\_\_\_

Account pre-established? \_\_\_\_\_ Account Number: \_\_\_\_\_

Services available:  Water Recovery  Freezer  Vacuum Freeze Dryer  
 Fire Recovery  Mold Fumigation  Envir. Control

Exterminator: \_\_\_\_\_

Other Services: \_\_\_\_\_

**Insurance (Attach copy of insurance policy)**

Insurance Company: \_\_\_\_\_

Agent/Contact: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Self-Insured?  If yes, list contact:

**Other**

Legal Advisor: \_\_\_\_\_

Architect: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## COLLECTION SALVAGE SUPPLIES

On-Site Location or Off-Site Source

(Source's Phone #)

- \_\_\_ Freezer or wax paper \_\_\_\_\_
- \_\_\_ Gloves, rubber \_\_\_\_\_
- \_\_\_ Interfacing (Pellon) \_\_\_\_\_
- \_\_\_ Masks \_\_\_\_\_
- \_\_\_ Milk crates, plastic \_\_\_\_\_
- \_\_\_ Mylar polyester sheets \_\_\_\_\_
- \_\_\_ Newsprint, blank \_\_\_\_\_
- \_\_\_ Notepads & clipboards \_\_\_\_\_
- \_\_\_ Nylon monofilament (fishing) line \_\_\_\_\_
- \_\_\_ Paper towels (no dyes) \_\_\_\_\_
- \_\_\_ Sponges \_\_\_\_\_
- \_\_\_ Trash bags, plastic \_\_\_\_\_

## EQUIPMENT & SUPPLIES

On-Site Location or Off-Site Source

(Source's Phone #)

- \_\_\_ Aprons, smocks \_\_\_\_\_
- \_\_\_ Book trucks, metal \_\_\_\_\_
- \_\_\_ Boots, rubber \_\_\_\_\_
- \_\_\_ Brooms \_\_\_\_\_
- \_\_\_ Buckets & trash cans, plastic \_\_\_\_\_
- \_\_\_ Camera (to document damage) \_\_\_\_\_
- \_\_\_ Dehumidifiers \_\_\_\_\_
- \_\_\_ Extension cords, grounded \_\_\_\_\_
- \_\_\_ Fans \_\_\_\_\_
- \_\_\_ Flashlights \_\_\_\_\_

EQUIPMENT & SUPPLIES (continued)

On-Site Location or Off-Site Source

(Source's Phone #)

\_\_\_ Forklift \_\_\_\_\_

\_\_\_ Generator, portable \_\_\_\_\_

\_\_\_ Hard hats \_\_\_\_\_

\_\_\_ Lighting, portable \_\_\_\_\_

\_\_\_ Mops, pails \_\_\_\_\_

\_\_\_ Pallets \_\_\_\_\_

\_\_\_ Paper towels \_\_\_\_\_

\_\_\_ Plastic sheeting, heavy \_\_\_\_\_  
(stored w/ scissors, tape)

\_\_\_ Refrigerator trucks \_\_\_\_\_

\_\_\_ Safety glasses \_\_\_\_\_

\_\_\_ Sponges, industrial \_\_\_\_\_

\_\_\_ Sponges, natural rubber \_\_\_\_\_

\_\_\_ Sump pump, portable \_\_\_\_\_

\_\_\_ Tables, portable \_\_\_\_\_

\_\_\_ Trash bags, plastic \_\_\_\_\_

\_\_\_ Vacuum, wet \_\_\_\_\_

\_\_\_ Water hoses \_\_\_\_\_

\_\_\_ Water-proof clothing \_\_\_\_\_

Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ATTACHMENTS

- \_\_\_ 1. List of **SALVAGE PRIORITIES** for each department, area and/or office.
- \_\_\_ 2. **EMERGENCY PROCEDURES** and **EVACUATION PLAN**.
- \_\_\_ 3. Copy of **INSURANCE POLICY**.
- \_\_\_ 4. Copy of **DISASTER RECOVERY VENDOR CONTRACT**.
- \_\_\_ 5. Other **EMERGENCY PLANNING and RECOVERY DOCUMENTS**:

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## LOCATIONS WHERE THIS PLAN IS ON FILE

### In-House:

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### Off-Site:

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