

Preservation Planning Survey: Disaster Planning

- 1. Does the institution have a written disaster plan? yes no
If yes, when was it first prepared? _____
a. Who is responsible for implementing and updating the plan? _____
b. Has it been updated within the last year? yes no
- 2. Have any staff members been trained in disaster planning and/or disaster recovery? How many? What is their position? _____

- 3. Has the institution conducted a risk assessment? yes no
If yes, what were the most serious risks identified? _____

- 4. What steps has the institution taken to reduce the risks identified in the risk assessment? If a formal risk assessment has not been done, have general steps been taken to protect collections against water and fire damage?

- 5. Are basic supplies for emergency response on hand and reserved only for emergencies (see list provided in text)? Where are they stored? _____

- 6. Is updated contact information available for potential service providers (e.g., local freezer storage space for wet collections, vacuum freeze drying vendors, building dry out vendors)? _____

- 7. Are duplicate collection records stored off-site? _____

- 8. Has staff identified salvage priorities for the collections in the event of a disaster? Does the fire department know these priorities? _____

- 9. Have staff responsibilities for disaster response been assigned and does everyone know his or her role? Do staff members have a basic familiarity with methods for salvaging wet collections? Are periodic training sessions held?

10. Are collections insured against disaster damage? What risks are covered? What costs would the insurance cover (e.g., labor, vacuum freeze drying, conservation, freezer space)? _____

a. Are collection records current and detailed enough to satisfy the insurer? What procedures does the insurer require in the event of a disaster? _____

b. Is special insurance coverage needed for valuable portions of the collection? _____

11. Considering the answers to the questions above, what are the institution's highest priorities for disaster planning (e.g., what are the next steps it should take)? _____