## **Emergency Preparedness**

1. Does the institution have a written disaster plan?

If yes, when was it first prepared?

Who is responsible for implementing and updating the plan?

Has it been updated within the last year?

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?

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. Have any disasters or events occurred in the past that caused damage to collections and/or the building(s)?

6. What threats are most likely to cause damage in the future, to collections or buildings? Consider natural disasters (storms, earthquakes) and manmade disasters (theft, arson, equipment failure).

7. 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)?

8. Are basic supplies for emergency response on hand and reserved only for emergencies? Indicate which of the listed materials the institution has prepared, and how many (two packages of 5, one 50 ft. roll, etc.):

Supply	Quantity
Aprons, plastic	
Disposable camera with film	
Extension cords	
Fans (portable)	
Flashlights	
Garbage bags, plastic	
Gloves (nitrile)	
Masks, protective	
Paper pads (for clipboards)	
Paper towels	
Plastic sheeting, heavy (polyethylene)	
Scissors	
Tape (clear, 2 inches wide, with dispenser)	
Toolkit (crowbars, hammers, pliers, flat-head and Phillips-head screwdrivers)	
Utility knife	
Utility knife blades	
Wet/Dry vacuum	

List any other supplies that have been prepared:

9. Are duplicate collection records stored off-site?

If yes, who has access to off-site storage?

10. Has staff identified salvage priorities for the collections in the event of a disaster?

Does the fire department know these priorities?

11. 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?

12. 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)?

Are collection records current and detailed enough to satisfy the insurer?

What procedures does the insurer require in the event of a disaster?

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

13. Considering the answers to the questions above, what are the institution's highest priorities for emergency preparedness?

Action	Needed?	Priority	Notes
Identify sources of known leaks			
Relocate collections away from known leaks			
Relocate collections away from water sources			
Relocate collections from attic/basement			
Move all collections at least 4 inches above floor level			
Obtain/purchase additional shelving			
Enclose collections in protective boxes			
Obtain/purchase plastic pallets			
Obtain professional evaluation of leaks/damp areas			
Correct leaks/damp areas			
Install water alarms			
Other			

## Water Damage Prevention Checklist