



PRESERVATION EDUCATION CURRICULUM



NORTHEAST
DOCUMENT
CONSERVATION
CENTER

CLASS 12 LESSON PLAN

Disaster Planning

Risk Assessment Checklist

Hazard	Risk? (Y/N)	Notes/Action(s) to be Taken
EXTERNAL		
Hurricane		
Thunderstorm/lightning		
Severe winter storm		
Flooding		
Dam failure		
Wildfire/forest fire		
Water main break		
Power outage		
Sewer backup		
Gas leak		
Oil leak		
Proximity to hazardous materials (transport, manufacturing, storage)		
Proximity to nuclear power plant		
Riot/civil disturbance		
Terrorist attack		
Other		
Other		
Other		

Hazard	Risk? (Y/N)	Notes/Action(s) to be Taken
INTERNAL: WATER		
Roof		
Drainage		
Skylights		
Foundation		
Wet basement		
Water sources above collections (water pipes, HVAC equipment, kitchen, bathrooms)		
Shelving not 4-6 inches off the floor		
Collections stored on the floor		
Collections stored in the basement		
Collections stored in the attic		
Collections not enclosed in protective boxes		
Previous mold infestation		
Climate control extremes (might result in mold growth from high humidity)		
No water detectors		
Other		

Hazard	Risk? (Y/N)	Notes/Action(s) to be Taken
INTERNAL: FIRE		
Fire detection system (none, inadequate, not monitored 24 hours?)		
Fire suppression system (none, inadequate, not monitored 24 hours?)		
Fire extinguishers (adequate #, inspected?)		
Fire exits obstructed		
Fire drills not held routinely		
Book drop opening into the building		
Electrical system problems		
Smoking allowed in building		
Collection includes cellulose nitrate-base films		
Other		
Other		
Other		

Hazard	Risk? (Y/N)	Notes
INTERNAL: SECURITY		
Automated security system (none, inadequate, not monitored 24 hours?)		
Staffing to supervise researchers working with special collections (none, inadequate?)		
Procedures for researcher registration (none, inadequate?)		
Building design makes it difficult to supervise researchers		
Restricted storage for special collections (none, inadequate?)		
Vandalism		
Theft (Have collections been stolen?)		
Other		
INTERNAL: PROCEDURES		
Routine data backup (none, inadequate?)		
Staff not trained in emergency procedures		
Collections not insured		
Irregular building maintenance and inspection		
Closing and opening walk-through (none, inadequate, irregular?)		
Other		