



# PRESERVATION EDUCATION CURRICULUM



NORTHEAST  
DOCUMENT  
CONSERVATION  
CENTER

CLASS 12 LESSON PLAN

## Disaster Planning

### Suggested Readings for Students

Buchanan, Sally. "Preservation Management: Emergency Preparedness." In *Preservation: Issues and Planning*, edited by Paul Banks and Roberta Pilette. Chicago: American Library Association, 2000.

Good overview of the planning process, who should be involved, and the steps necessary to have a written plan via a committee process.

Patkus, Beth Lindblom. "Disaster Planning." In *Preservation of Library and Archival Materials*. Andover, Mass.: Northeast Document Conservation Center, 2008.

[http://www.nedcc.org/resources/leaflets/3Emergency\\_Management/03DisasterPlanning.php](http://www.nedcc.org/resources/leaflets/3Emergency_Management/03DisasterPlanning.php)

Excellent overview of all the necessary steps for risk management and disaster planning, including national and regional resources. Includes the steps in writing a plan and the necessary components of a plan.

"Emergency Salvage Procedures for Wet Items." Minnesota Historical Society.

<http://www.mnhs.org/preserve/conservation/emergency.html>

"Worksheet for Outlining a Disaster Plan." In *Preservation of Library and Archival Material*. Andover, Mass.: Northeast Document Conservation Center, 2008.

A very basic worksheet that can be used as a starting point for disaster planning.

[http://www.nedcc.org/resources/leaflets/3Emergency\\_Management/04DisasterPlanWorksheet.php](http://www.nedcc.org/resources/leaflets/3Emergency_Management/04DisasterPlanWorksheet.php)