CLASS 12 LESSON PLAN

Disaster Planning

Resources for the Teacher

General Disaster Planning Resources


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


A bibliography of disaster planning resources that includes articles, monographs, audiovisual materials, and web sites.


Provides information about types of disasters, as well as a step-by-step preparedness and response strategy. Companion CD includes sample disaster plans, disaster plan templates, and links to various resources.


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.


Disaster Planning for Information Technology


Insurance


Planning for Regional Disasters


Provides information about CoSA’s Framework for Preparedness, which includes an assessment to help state archives and records programs determine their current level of preparedness, a template for a Pocket Response Plan (PReP), and a Toolkit of resources.


Contains links to tools developed by the Task Force in response to major issues brought to light by Katrina and other storms. These include tips for working with emergency responders and recommended professional emergency management training for cultural resource managers.


Provides links to resources for preparedness, damage assessment, salvage, and federal funding for institutions affected by hurricanes.

Prevention/Preparedness


Resources for supplies and services are available in a database that can be searched geographically, by service, expert, or supplier. Results can be downloaded into an Excel file to include in a disaster plan. Users are also invited to add resources to the database. Sample plans and links to other resources are also included.


**Salvage Techniques and Procedures**


Salvage instructions for electronic and magnetic resources.


**For Further Study**


**Specific Disasters**


This Web page provides information on library damage, relief efforts, and grant opportunities relating to Hurricanes Katrina and Rita.

Finley, Mary M. “Oviatt Library Quake Damage.” http://library.csun.edu/mfinley/quake.html

Description of damage to the Oviatt Library at California State University, Northridge, during the Northridge earthquake.

Article describing the flood and what library personnel learned from the response.


Online exhibit that includes photographs and descriptions of the 1966 Florence, Italy, flood.


A description of the Los Angeles Central Library fire.


An assessment of damage caused by Hurricane Katrina to record-keeping facilities on the Mississippi Gulf Coast.

**Templates for Writing a Plan**


This site includes a disaster plan workbook and template, as well as references to additional disaster planning resources and a sample disaster plan exercise.


This free template allows users to input institutional information and automatically generate a detailed disaster plan.


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