

## 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?



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.):

| <b>Supply</b>   | <b>Quantity</b> |
|---|-----------------|
| 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?

## Water Damage Prevention Checklist

| <b>Action</b>  | <b>Needed?</b> | <b>Priority</b> | <b>Notes</b> |
|--|----------------|-----------------|--------------|
| 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  |                |                 |              |
|  |                |                 |              |