

PROTECTING YOUR COLLECTIONS: Writing a Disaster Response Plan

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WEB RESOURCES

Council of State Archivists (CoSA) <http://www.statearchivists.org/prepare>

CoSA's Emergency Preparedness Initiative, including the *original* Pocket Response Plan (PReP). See also the CoSA Resource Center for state specific information and more: rc.statearchivists.org

Disaster Mitigation Planning Assistance <http://www.matrix.msu.edu/~disaster>

The database allows you to search by state, multiple states, nationally and by type of service, supply or expert. Results can be downloaded into Excel for easy updating of your institution's disaster plan.

Heritage Emergency National Task Force. *Emergency Response and Salvage Wheel.*
Washington: Heritage Preservation, 2011

The Wheel is a user friendly wheel chart providing quick access to essential information on protecting and salvaging collections. Also available as a **free app** for Apple, Android and Blackberry. For app and wheel order information see: <http://www.heritagepreservation.org/wheel>

Heritage Preservation <http://www.heritagepreservation.org>

A rich source for emergency planning/mitigation, preparedness, response, recovery, and risk evaluation information. A "first stop" for beginning your search, especially the Resources sections:

Planning & Preparing: <http://www.heritagepreservation.org/PROGRAMS/TFPlanPrepare.html>

Response & Recovery: <http://www.heritagepreservation.org/PROGRAMS/TFRespRecover.html>

Cooperative Disaster Networks: <http://www.heritagepreservation.org/programs/TFDisasterNetworks.html>

Library of Congress <http://www.loc.gov/preserv/emergprep>

Emergency Preparedness resources including *Risk Management and Insurance; Response and Recovery; Family Treasures – Preserving Treasures After the Disaster; and Level of Collections Emergency Scenarios.*

Minnesota Historical Society <http://www.mnhs.org>

Extensive disaster preparedness resources including "Salvage Procedures for Wet Items" see: <http://www.mnhs.org/preserve/conservation/emergency.html>

National Network of Libraries of Medicine (NN/LM) Emergency Preparedness n.nlm.gov/ep/

"News & Resources Supporting the National Network of Libraries of Medicine's Emergency Preparedness & Response Initiative." Excellent resources, with much information of use to all types of institutions, including NN/LM use of the Pocket Response Plan (PReP).

National Park Service <http://www.nps.gov>

Excellent resource, especially for artifacts. "Museum Handbook" for Part I, Chapter 10 on Emergency Planning; "Conserve O Gram" #21 on Disaster Response & Recovery; and "Wet Collection Recovery"

See links on: <http://www.nps.gov/history/museum/publications>

Regional Alliance for Preservation (RAP) www.rap-arcc.org

Provides information and resources on preservation and conservation for cultural institutions and the public throughout the United States. Includes upcoming events and programs, resources and publications, and links to the thirteen RAP members around the U.S. Many of these members distribute disaster preparedness/response information as well as provide emergency phone assistance, including:

- **Conservation Center for Art and Historic Artifacts (CCAHA)** <http://www.ccaha.org>
Technical bulletins that address disaster recovery topics are available as pdf downloads: *Disaster Recovery: Salvaging Books; Salvaging Art on Paper; Salvaging Photograph Collections*.
<http://www.ccaha.org/publications/technical-bulletins>
- **Northeast Document Conservation Center (NEDCC)** <http://www.nedcc.org>
General preservation website with a Disaster Assistance section and links to its *Emergency Management Preservation Leaflets*, including "Emergency Salvage of Wet Books and Records", "Emergency Salvage of Wet Photographs", and "Protecting Collections During Renovation." Free online program for writing comprehensive disaster plans: dPlan <http://www.dplan.org>
- **Western States & Territories Preservation Assistance Service (WESTPAS)** westpas.org
Participating states and territories: Alaska, American Samoa, California, Colorado, Guam, Hawai'i, Idaho, Montana, Nevada, Northern Marianas Islands, Oregon, Utah, Washington, and Wyoming. Conducts workshops in this region and provides 24/7 telephone disaster assistance. For information contact: info@westpas.org

PUBLICATIONS

Breighner, Mary. *Risk and Insurance Management Manual for Libraries*. Chicago: Library Administration and Management Association, 2005
Resource to guide best course in selection for protection of assets for libraries and to gain an essential understanding of risk management in preventing losses. Includes sample policies and checklists.

Carmicheal, David W. *Implementing the Incident Command System at the Institutional Level: A Handbook for Libraries, Archives, Museums, and Other Cultural Institutions*. Heritage Preservation and RescuingRecords.com, 2010
Excellent resource for explaining how to adopt the ICS as a temporary management structure whenever "business as usual" won't get the job done.

Dorge, Valerie and Sharon L. Jones (comps.) *Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions*. Los Angeles: The Getty Conservation Institute, 1999 http://www.getty.edu/conservation/publications_resources/pdf_publications/emergency.html
Excellent planning and implementation information for all cultural institutions. Takes a unique approach by including "Questions to Consider" and "Suggested Exercises" focusing on testing your plan. Gives many examples for tabletops and other exercises.

Heritage Preservation. *Field Guide to Emergency Response*. Washington: Heritage Preservation, 2006
Water resistant spiral bound booklet can help anyone respond with the best professional step-by-step advice on what to do immediately after a disaster. Explains initial steps to take, essential response functions, and conditions you are likely to encounter. Instructional DVD illustrates typical problems after a disaster, demonstrating basic salvage techniques. <http://www.heritagepreservation.org/catalog>

Hutchins, Jane K. and Roberts, Barbara O., ed. *First Aid for Art*. Lenox, MA: Hard Press, 2006
Salvage techniques for many types of cultural collections, concise and clearly presented. Coming out as an E-book in 2013.

Thenell, Jan. *The Library's Crisis Communications Planner: A PR Guide to Handling Every Emergency*. Chicago: American Library Association, 2004
Communications basics in a step-by-step guide, for communicating to critical contacts in times of crisis.