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.

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
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

“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

  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.

  Excellent resource for explaining how to adopt the ICS as a temporary management structure whenever “business as usual” won’t get the job done.

  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.

  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

  Salvage techniques for many types of cultural collections, concise and clearly presented. Coming out as an E-book in 2013.

  Communications basics in a step-by-step guide, for communicating to critical contacts in times of crisis.