

CONTENTS OF A DIASTER PLAN

Body of the Plan

- **Emergency information sheet:** one page summary of immediate steps to be taken and individuals to be contacted

Introduction to the plan: its purpose author (s) institution, schedule of updates.

- **Communication plan** (or “telephone tree”) : names of key personnel who must be contacted, including office, home, and cell phone numbers, strategy for contacting them ,and alternative communication strategies if phone service is not available.
- **Institution –wide collection priorities** :list, with locations and name/numbers of Collection specialist(s). More detailed priorities (e.g., by location, subject area, and/or department) should be included in the plan appendix
- **Prevention and protection strategies:** schedules, procedures, and persons Responsible for routine testing and inspections (e.g., of fire alarms and suppression systems, roof, etc.), and procedures for follow-up to reported problems.
- **Checklist of pre-disaster actions:** outline of procedures to follow when advance Warning of an event is available (e.g., hurricane, flooding), including assignment of responsibilities for those actions.
- **Instruction for response and recovery:** summary of steps to be taken to salvage materials. Summarize the procedures for the most likely incidents in the body of the plan, and include both more detail and a broader range of incidents in the appendix..

Appendices

- **Response team members:** list of recovery/salvage team members(including all phone numbers), their responsibilities, scope of authority, and reporting lines.
- **Collection priorities** within locations, subject areas, and/or departments: lists, names and numbers of subject specialists for each area, and location, best indicated on a floor plan.
- **Checklists for prevention/protection inspections:** extra copies of forms to be used. Completed inspection forms should be retained to allow follow-up on reported problem
- **Response and recovery instructions:** detailed, step-by-step instruction on all Phases of salvage operations, including discussion of recovery from the range of Possible incidents (e.g., roof/plumbing leaks, flooding, fire, etc.), and covering the

Various media in the collection, such as books and journals, manuscripts/records, Coated vs. uncoated stock, sound recordings, photographic media, computer/ electronic media, etc

- **Instructions for long-term rehabilitation:** procedures for such activities as sorting and re-housing, marking and labeling, rebinding and repair, re-housing Manuscript/ archival materials, smoke/soot removal, cleaning, etc
- **Record-Keeping forms:** multiple copies of all forms that may be needed in a salvage operation, including inventory forms, packing lists, requisitions and purchase orders, etc.
- **Detailed building plans:** separate sets covering each of the following: storage areas, aisles, entrances and exits, windows: fire extinguishers, fire alarms, sprinklers, smoke/fire detectors, enunciators; shut-offs and master switches for power, water, gas, HVAC (heating, ventilation, and air-conditioning) system, elevator controls, etc.; priority collections (by department).
- **Resource lists:** locations and inventory of in-house supplies, sources of commercial supplies/equipment that may be purchased, names of consultant and other specialists, sources of auxiliary/ volunteer personnel, etc. For lists of resources outside the institution, provide day and night/weekend contact and phone numbers, along with some details about the resource, such as the type and quantities of materials available, cost and payments terms, and/or special arrangements or contracts that exist.
- **Accounting information:** description of institutional funds available in a recovery effort and procedures/authorization for access to them.
- **Insurance information:** explanations of coverage, claim procedures, record-keeping requirements, restrictions on staff/volunteers entering a disaster area, information on state/federal disaster relief procedures.
- **Location of Keys:** information about the location of, and means of access to, keys or combinations for special collections, elevators, offices, etc. For security reasons, it may not be prudent to provide exact information about each of these. In such cases, the plan should specify a procedure for contacting the individuals who have the proprietary information.
- **Shelf list:** location and cell numbers of materials in the collection, and perhaps full text of key works.