

Disaster Plan

My Institution

November 23, 2005

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Introduction

General Information

This disaster plan was completed by [Name of contact person, from FORM 1] on [date output was generated]. It is meant to assist in recovering collections from events ranging from a minor emergency to a major disaster. However, in an emergency it is important to keep in mind that human safety is always the highest priority. Recovery of collections should not begin until all staff and patrons are safe.

Information for this plan was gathered by the Disaster Planning Team. Responsibilities of the team members were:

Gathering collection information:

- Brian Alliet, My Title
- Leon Zak, His Title

Distribution of the Plan

Copies of this plan have been distributed as follows:

- John Doe

How to Use this Plan

This plan consists of three main sections (response, recovery, and rehabilitation) and a number of appendices. The body of the plan is designed for ease of use during the early stages of a disaster. Thus, summary information is provided in the body of the plan and more detailed information (e.g., detailed salvage priorities, or additional sources of information) can be found in the appendices. Once initial response is underway, consult the appendices for more information as a recovery strategy is mapped out.

Information on mitigating risks and preventing disasters (including a customized list of existing risks, as well as various forms and checklists) is also included in the appendices. This information should be consulted and updated regularly.

Chapter 1

Response

1.1 Evacuation Procedures

1.1.1 General Procedures

- Remain calm.
- Always respond to an evacuation order, do not assume the situation is a drill or a false alarm.
- **Remember that human safety is always the highest priority.**

1.2 Emergency Instructions

1.2.1 Water Damage (Minor)

These instructions cover cases in which a small amount of clean (not contaminated) water leaks into a collection area. If the water is contaminated by sewage or other dangerous substances, protective clothing must be worn, and it is best to enlist professional assistance.

1. If possible, determine the source of the water leak.
2. If possible, cut off the water. Location and procedures for the main water shut-off valves are as follows: FORM 15
3. Notify the person in charge of building facilities maintenance
4. Protect the collections from further damage as appropriate by:
 - (a) To the extent possible, move wet or vulnerable items to a dry, secure location nearby.
 - (b) If water is coming from above, protect collections by covering them with plastic sheeting. See Appendix C: In-House Supplies [need LINK] for the location of in-house supplies.

(c) If water is coming in on the floor, use books trucks (again, see Appendix C for in-house supplies) to relocate materials to a safe area, starting with the materials closest to the floor.

5. See the Recovery [need LINK] section of this plan for instructions on drying wet collections

1.2.2 Fire