




Building a Disaster Plan / COOP

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Definitions 

Emergency planning

Continuity of operations (COOP) planning

Business continuity planning

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Why plan?



Benefits of a disaster plan

- Less chaotic response
- Ready for minor or major disasters
- Improve salvage efforts
- Improve recovery, shorten time needed to bounce back
- Immediate impact:
 - Identify preservation priorities
 - Update contact information
- Reduced insurance costs
- Comply with law or policies

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Emergency management



-
- Mitigation
 - **Preparedness**
 - Response
 - Recovery

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Disaster planning

1. Establish a planning team
2. Collect contact information
3. Establish communication procedures and ICS
4. Document response, recovery, and rehabilitation procedures
5. Document salvage priorities
6. Evaluate insurance policy
7. Test and practice plan
8. Revise plan

- Pocket Response Plan (PReP)
- Council of State Archivists (CoSA)
- CoSA framework for emergency preparedness
 - <https://www.statearchivists.org/programs/emergency-preparedness/>




Photo

PReP components: Mississippi

- Institutional contacts
- Disaster team
- Facilities contacts
- Utilities
- Cultural partners
- First responders
- Emergency services
- Other contacts

Disaster plan elements LYRASIS®

1. Plan maintenance
 - Schedule annual updates
 - Designate responsibility
2. Emergency contacts
 - Emergency management agencies
 - All staff
 - Vendors
 - Phone tree



Created by Alain LOUBET
from Noan Project

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Disaster plan elements LYRASIS®

Emergency contacts: disaster response emergency hotlines

- **National Heritage Responders**, American Institute for Conservation 202.661.8068
- **LYRASIS** 504.300.9478
- **Conservation Center for Art and Historic Artifacts** 215.545.0613 outside business hours 215.688.0719
- **Northeast Document Conservation Center** 855.245.8303
- **Williamstown Art Conservation Center** 413.458.5741 after hours, weekends, holidays 413.458.9545 ext 212
- <https://www.lyrasis.org/LYRASIS%20Digital/Pages/Preservation%20Services/Disaster%20Resources/Disaster-Assistance.aspx>

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3. Emergency procedures

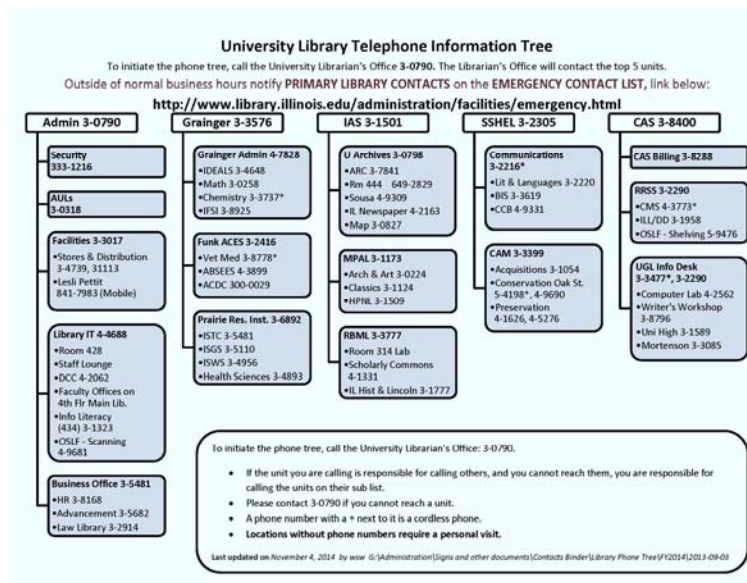
- Active shooter / violent intruder
- Bomb threat
- Building evacuation
- Earthquake
- Elevator emergency
- Fire
- Hurricane
- Medical emergency
- Tornado
- Water emergency
-others as appropriate to your area / institution

3. Emergency procedures: samples

- University of Nebraska – Lincoln
 - <http://libraries.unl.edu/evaclove>
- Kelvin Smith Library, Case Western Reserve University
 - <http://library.case.edu/ksl/aboutus/organization/preservation/disaster/emergency/>
- Hesburgh Libraries, University of Notre Dame
 - <https://library.nd.edu/about/safety/>
- University of Georgia Libraries
 - <http://www.libs.uga.edu/adminservices/security/emergmain.html>

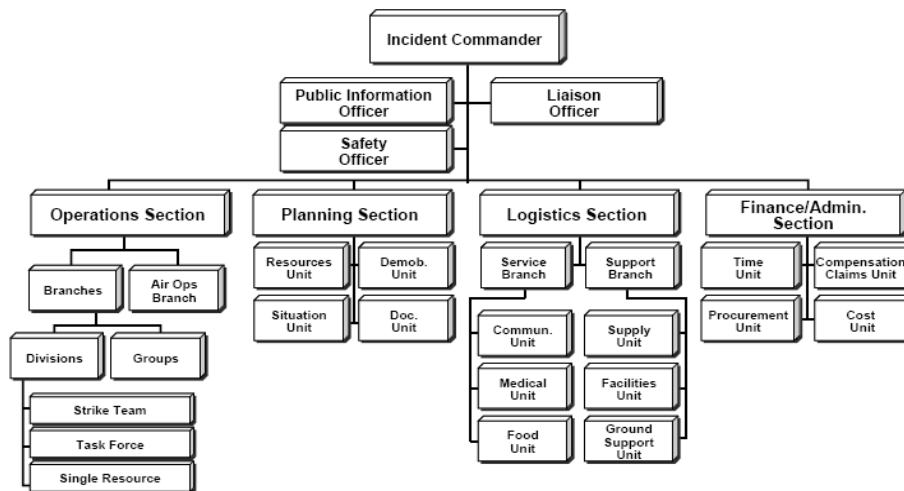
4. Communication procedures

- Phone tree
- Who calls whom?
- How is the tree activated?
- Internal and external contacts
 - Staff
 - Emergency managers
 - Insurance / risk management
 - Environmental health and safety
 -and more



5. Organizational chart / incident command system

- ICS is system used by FEMA
- Flexible, adaptable organizational structure
- Define roles and responsibilities
- Identify primary and alternates for each role
- Sample roles:
 - Incident commander
 - Administrative coordinator
 - Facilities coordinator
 - Public relations coordinator
 - Salvage coordinator



Incident Command System Resources
<http://training.fema.gov/emiweb/is/icsresource/index.htm>

6. Salvage priorities

- Create maps, lists, and/or mark shelving
- Prioritization worksheet
 - <http://web.library.yale.edu/departments/preservation/services/emergency-planning-response>
 - Importance to readers / collection
 - Replaceability
 - Monetary / scholarly value
 - Inventory control
 - Collection tools (finding aid, card catalog)
 - Vital records
 - Artifactual / intrinsic value
 - Format difficult to salvage
 - Borrowed

7. Salvage procedures

- Use established best practices, adapt for your institution
 - Your equipment
 - Your capabilities
- Know the limits of your salvage capabilities
 - Call a vendor when needed
 - NARA Vendor list
 - <http://www.archives.gov/preservation/disaster-response/vendors.html>

Salvage resources



- Conserve O Gram, Salvage at a Glance, Part I: Paper Based Collections
 - <http://www.nps.gov/museum/publications/conservoogram/21-04.pdf>
- Conserve O Gram, Salvage at a Glance, Part II: Non-Paper Based Archival Collections
 - <http://www.nps.gov/museum/publications/conservoogram/21-05.pdf>
- Salvage Procedures for Wet Items, Minnesota Historical Society
 - <http://www.mnhs.org/preserve/conservation/emergency.php>
- Association of Moving Image Archivists, Disaster Recovery for Films in Flooded Areas
 - http://amia.typepad.com/home_movie_recovery/
- Heritage Preservation, Field Guide to Emergency Response
 - <http://www.heritagepreservation.org/PUBS/FGforms.htm>

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Collections salvage: photographs



- Freeze or dry within 48 hours for most processes
 - Do not freeze glass
- Interleave
 - Between groups if major disaster
 - Between each photo if possible
- Handle with nitrile gloves



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Collections salvage: photographic negatives



- Freeze or dry within 48 hours
 - Deteriorated films require more immediate response
- Handle with nitrile gloves



<http://nfsa.gov.au/blog/2011/01/10/recovering-audiovisual-floods/>

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Collections salvage: motion picture film



- Rewash and dry within 48 hours
- If freezing, pack wet
- Do not allow to dry



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8. Appendices

- Floor maps
- Preparation checklists
- Property loss forum
- Disaster supply inventory
- Disaster recovery vendor procedures
- Volunteer salvage team
- Instructions for posting to the website / blog
- Equipment inventory
- Insurance information
- ...more as appropriate to your area / institution

All staff checklist

- Meet with direct reports or direct supervisor to confirm communication plans, emergency contact information, and evacuation plans
- Ensure all department assets have been secured in accordance with procedures in Appendix B
- Secure all critical papers, pictures, books, and other loose items in a cabinet, desk, or closet
- Back up computer hard drives. Ensure all files are saved to personal shares.
- Unplug all computer equipment, and all other electrical equipment.
- Move as much as possible away from windows to an interior area or against an interior wall.

All staff checklist (cont'd)

- Raise equipment and collections materials off the floor.
- Cover with plastic and secure with tape any collections materials, office equipment, fine art, and computers that cannot be stowed or moved away from windows.
- Close and lock (or secure with tape) all filing cabinets
- Close and lock all windows
- Close and lock all doors
- Stow telephone in desk, closet, or cabinet
- Take personal items home with you
- Assist others as needed to ensure all work areas are prepared for the storm

- Role specific checklists
- Example: head of organization
 - Notify all staff of institution's plan for the event
 - Remind all staff of communication procedures
 - Release staff from work, in event of evacuation
- Example: Web master
 - Update library's website with emergency notice
 - Update library blog

Appendix: Disaster response supplies



- Build your own disaster response kit
- Materials and equipment specific to salvaging your collections
- Store supplies in multiple locations
- Mobile storage units



[Photo](#) from University of Hawaii at Manoa Library

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Appendix: Disaster response supplies



Personal protective / safety equipment

- Gloves
- Freezer gloves
- Aprons
- Boots
- Respirators
- Flashlights / lanterns
- Headlamps
- Batteries
- Caution tape
- First aid kit



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Clean up

- Mops
- Brooms
- Squeegee
- Shop Vac
- Plastic sheeting
- Tape
- Binder clips
- Garbage bags
- Extension cord




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Tools

- Multi-tool
- Screw driver
- Pry bar
- Scissors
- Grease pencils
- Box cutter
- Box cutter extra blades
- Microspatula




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Appendix: Disaster response supplies 

Salvage

- Fans
- photo weights
- brass weights
- Garbage Bags (42 Gal) (24 ct)
- Plexi Boards
- Ziploc Bags
- Photo Flo
- Sponges
- Plastic bins
- Tyvek, Roll
- Freezer paper, roll
- Wax paper
- Bricks
- Reemay, roll
- Coroplast, sheets
- Camera

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Appendix: Insurance 

- **Self-insurance**
- Insurance policies
- Exclusions
- FEMA
 - Non-profits are eligible for federal aid
 - Cover costs up-front, reimbursement later

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- Documentation
 - Pre-disaster: inventories, collections information
 - Post-disaster: damage, salvage costs, and more
- Appraisals
- Take precautions to reduce premiums
- Actual cash value
 - Cost of replacing at time of loss – depreciation
- Replacement cost
 - Cost of replacing all owned / leased property with new at time of loss

Continuity of Operations (COOP) Plan

COOP



- Identifies the critical business functions
- Prioritizes order of processes to recover
- Establishes minimum resources necessary for essential functions
- Develops alternate sources of the critical resources
- All hazards approach


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COOP




- Ready.gov, Continuity of Operations Planning
 - <https://www.ready.gov/planning>
- Continuity of Operations Plan Template for Federal Departments and Agencies, FEMA
 - <https://www.fema.gov/media-library-data/1386609058805-b084a7230663249ab1d6da4b6472e691/COOP-Planning-Template.pdf>

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COOP 

- Critical function
- Activities
- Primary responsibility
 - Contact info
- Alternate responsibility
 - Contact info
- Resources required

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COOP 

- Critical function: employee payroll
- Activities
 - Approve time cards
 - Authorize payroll
- Primary responsibility: senior administrative assistant
 - Contact info
- Alternate responsibility: administrative assistant
 - Contact info
- Resources required
 - Internet access
 - VPN
 - Payroll system access

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COOP



- Critical function: access to email
- Activities
 - All employee login to email, remotely or on campus
- Primary responsibility: head of IT
 - Contact info
- Alternate responsibility: systems librarian
 - Contact info
- Resources required
 - Electricity
 - Email server
 - Internet

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COOP: electronic resources



- Plans for server failure
- What is the most current backup available?
- Are the backups stored offsite?
 - 3 copies
 - 2 locations
 - At least 1 geographically separate location
- Has restoration from backup been tested?
- Is my current system configuration documented?

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Plan implementation



- Distribute
- Practice
- Pocket versions
- Educate and train staff
- Revise and update plan as needed
- Schedule updates
- Maintain stock of supplies

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Practice and training



- Tabletop exercise
 - Verbal walk through of a fake emergency scenario
 - Practice your disaster plan
 - Poke holes in the plan
 - Revise post-exercise
- FEMA tabletop exercises
 - <https://www.fema.gov/emergency-planning-exercises>

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Practice and training



- Hands-on salvage and drying
 - Experience in handling wet materials
 - Practice using equipment and tools
 - Test documentation of salvage processes



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Post-Sandy Recovery at Eyebeam, Hyperallergic.com

Effects of disasters on staff



During response and salvage efforts...

- Communicate
- Schedule regular briefings
- Provide flexibility in scheduling and a variety of tasks
- Ask for donation of food, drinks for staff and volunteers
- Enforce break times



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from Noun Project

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- Identify mental health service providers in your area
- Facilitate access to mental health services
 - Bring a counselor into the institution
 - Provide documentation for how employees can seek out mental health assistance
- Incorporate mental health information into your disaster plan

“Plans are worthless,
but planning is
everything”

Dwight D. Eisenhower

Disaster planning resources



- LYRASIS Disaster Resources
 - <https://www.lyrasis.org/LYRASIS%20Digital/Pages/Preservation%20Services/Disaster-Resources.aspx>
- Select Resources for Disaster Prevention, Preparedness, and Response for Archives, Museums, and Libraries, Smithsonian Institution
 - <http://siarchives.si.edu/services/disaster-prevention-preparedness-and-response>
- “Salvage at a Glance” conserve o grams
 - <http://www.nps.gov/museum/publications/conservoogram/21-04.pdf>

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Disaster planning resources



- Developing a Disaster Preparedness / Emergency Response Plan, American Alliance of Museums
 - <http://www.aam-us.org/docs/default-source/continuum/developing-a-disaster-plan-final.pdf?sfvrsn=4>
- Disaster plan templates, Society of American Archivists
 - <http://www2.archivists.org/initiatives/mayday-saving-our-archives/annotated-resources#templates>
- Disaster planning resources, American Library Association
 - <http://www.ala.org/advocacy/govinfo/disasterpreparedness>
- “Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions”
 - https://www.getty.edu/conservation/publications_resources/pdf_publications/pdf/emergency_plan.pdf

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Disaster planning resources



- Howard-Tilton Memorial Library, Tulane University, New Orleans, LA
 - http://www.library.tulane.edu/sites/library.tulane.edu/files/documents/2014HTMLplan_public.pdf
- University of Michigan University Library Emergency Response
 - <http://www.lib.umich.edu/preservation-and-conservation/university-library-emergency-response>
- Library Disaster Plan template, California Preservation Program
 - http://calpreservation.org/wp-content/uploads/2013/05/CPTF_disaster_plan_2003.pdf
- Sample disaster plans, Conservation online
 - <http://cool.conservation-us.org/bytopic/disasters/plans/>

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Thank You!

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Course Evaluation

<http://www.lyrasis.org/classes-and-events/Pages/Training-Options.aspx>

