



Preservation Committee Annual Project 2016–2017

Disaster Planning

Goal: Provide a step-by-step process to writing a disaster plan for institutions of all sizes and resources. CARLI members identified disaster planning as an area they needed help with in a Preservation Committee survey two years ago.

Product: A website that covers all the elements of writing a disaster plan. The website provides a one stop shop for disaster planning information. Each member of the committee focused on one area for the monthly preservation tips, and the final product is a website:

<https://www.carli.illinois.edu/products-services/collections-management/disaster-planning>

Types of Midwest Disasters

Know what the biggest threat to your institution is and be prepared! For example, in many areas water and flooding damage may be the biggest threat, while earthquakes are less likely. In other regions of Illinois, earthquakes are a bigger threat. Everyone should understand the dangers of thunderstorms and tornadoes, and be prepared for a fire, as unlikely as a fire may seem.

Getting Started and Creating Your Disaster Plan

Know your people, know your collections, and know your building. Specifically, provide staff lists, emergency contacts, maps of your buildings, inventories of collections, vendor contact information, and insurance information. Plan for backup storage areas. The articles on creating your plan provide the meat of your plan.

In-house Management

Make sure the staff knows the procedures and plans! Everyone in the building needs to know what to do in an emergency, not only the person who writes the plan and files it away.

Tools / Emergency Kit

A list of the tools you need to recover. Make sure you know where items are stored and that you have what you need before the disaster.

Midwest and Regional Vendors

There is a list of vendors in Illinois and the Midwest. In your plan, identify the vendors that you will contact first for recovery and restoration.