



Safe Haven

Resources for Library Management

Amigos Library Services. (2007). *A disaster plan for libraries and archives* [Electronic resource]. Dallas, TX: Amigos Library Services. Retrieved September 23, 2008, from http://www.amigos.org/files/disasterplan_template.pdf

This planning template assists libraries and archives to prepare for emergency situations by gathering vital information necessary in the event of an emergency. It includes sections for the in-house emergency team, locations of emergency systems in facilities, local emergency services, and collection salvage and general supplies.

Baldwin, David. (2009). *Disaster Mental Health* [Electronic resource]. Eugene, OR: David Baldwin's Trauma Information Pages. Retrieved April 7, 2009, from <http://www.trauma-pages.com/disaster.php>

David Baldwin's *Disaster Mental Health* web page contains information on helping families and children cope with the emotional and mental affects of disasters. The web page also contains a section of mental health treatment guides that may be useful for emergency workers and individuals in disaster situations.

Barlow, Mark. (2004). *Hurricane preparedness plan* [Electronic resource]. Orange Beach, AL: Orange Beach Public Library. Retrieved April 6, 2009, from <http://www.ccpls.com/press/HURRICANE%20PLAN%20FOR%20ORANGE%20BEACH%20PUBLIC%20LIBRARY.pdf>

This document is the hurricane preparedness plan for the Orange Beach Public Library, a Gulf Coast public library. The plan details the actions that the library is to take before the storm and after the storm and provides an example of a library's hurricane preparedness plan.

Beaufort County Library. (2008). *Hurricane preparation and recovery plan: Evacuation, security and reporting procedures for HURRICANES, section III: P of the Continuity of Operations Plan for Emergencies* [Electronic resource]. Beaufort, SC: Beaufort County Library. Retrieved March 9, 2009, from <http://www.beaufortcountylibrary.org/rooms/documents/html/emergencyh.htm>

This web site lists procedures that comprise the hurricane disaster protocol for the coastal South Carolina public libraries. This is a good example of a library hurricane preparedness and recovery plan.

Boss, Richard W. (2002, June). *Disaster planning for computers and networks*. Chicago: ALA. PLA Tech Notes. Retrieved February 13, 2009, from <http://www.ala.org/ala/mgrps/divs/pla/plapublications/platechnotes/disasterplanning.cfm>

This web site highlights the importance of disaster planning for computers and networks since they are essential for patron service and staff productivity. Steps in the disaster planning process include a risk assessment, risk reduction, identification of needed resources, a disaster plan, and recovery procedures.

California Preservation Program. (2005). *Generic disaster plan workbook*. Sacramento, CA: California Preservation Program, California State Library. Retrieved March 24, 2009, from <http://calpreservation.org/disasters/generic/index.html>

This online workbook provides a framework for institutions to write individualized disaster plans.

Centers for Disease Control. (2009). *Centers for Disease Control home page* [Electronic resource]. Atlanta, GA: Centers for Disease Control. Retrieved April 6, 2009, from <http://www.cdc.gov/>

The CDC's web site is a comprehensive source for credible health information, including emergency preparation and response information related to bioterrorism, chemical, radiation and disease outbreaks, and severe weather.

Clifton, Gerard. (2005). Risk and preservation management of digital collections. *International Preservation News*, 36, 21-23. Retrieved November 16, 2008, from <http://www.ifla.org/VI/4/news/ipnn36.pdf>

This article details risks to digital media in a variety of formats, discusses collection level, organizational, and external factors to consider, and offers methods to reduce risk, particularly suggesting a risk management approach.

Collaborating Agencies Responding to Disasters (CARD). (n.d.). *Partnering for strength: MOUs getting your relationships in print*. Retrieved February 13, 2009, from http://www.kingcounty.gov/healthservices/health/preparedness/VPAT/~media/healthServices/publichealth/documents/VPAT/mou_workshop.ashx

This is a widely admired, King County, WA approach to solidifying disaster response partnerships using memoranda of understanding (MOU). It explains what a MOU and its key elements are.

Cullman County Public Library System. (n.d.). *Disaster preparedness/recovery manual*. Cullman County, AL: Cullman County Public Library System. Retrieved April 6, 2009, from http://www.ccpls.com/press/CCPLS%20Disaster%20Manual_edit.pdf

This manual informs the responses and recovery actions of the Cullman County Public Library System. The manual serves as an example of a library's emergency plan, its approach to organizing for an emergency, and its policies and procedures for emergency response and recovery.

Emergency Management Institute. (n.d.) *Emergency Management Course Materials for States* [Electronic resource]. Emmitsburg, MD: Emergency Management Institute, Federal Emergency Management Agency. Retrieved May 18, 2009, from <http://training.fema.gov/EMIWeb/priv/courses.htm>

This web site offers state emergency management agencies and offices a variety of online courses in emergency management. The courses that are offered are designed to prepare states agencies for man-made and natural disasters.

Emergency Management Institute. (2009). *FEMA independent study program: National incident management system courses* [Electronic resource]. Emmitsburg, MD: Emergency Management Institute, Federal Emergency Management Agency. Retrieved May 18, 2009, from <http://training.fema.gov/IS/NIMS.asp>

This web site provides access to Incident Command System (ICS) online courses that are offered by FEMA. The Incident Command System (ICS) is a management concept that gives emergency response personnel a model on which to build an integrated organizational structure that matches the response needs of a particular disaster.

Federal Emergency Management Agency. (2008). *Continuity of Operation (COOP) programs: Education/Training* [Electronic resource]. Washington, D.C.: U.S. Department of Homeland Security. Retrieved April 9, 2009, from <http://www.fema.gov/government/coop/index.shtm>

This web site provides organizations with resources that can be used to evaluate and develop Continuity of Operations Plans.

Henry, Walter. (2009). *Conservation online* [Electronic resource]. Stanford, CA: Stanford University Libraries. Retrieved March 26, 2009, from <http://palimpsest.stanford.edu/>

CoOL is a project of the Preservation Department of Stanford University Libraries and Academic Information Resources. The web site is a full text library of conservation information for related to library, archives, and museum materials.

Halstead, Deborah, Jasper, Richard, & Little, Felicia. (2005). *Disaster planning: A how-to-do-it manual with planning templates on CD-ROM*. New York: Neal-Schumann.

This manual guides librarians and information professionals through the disaster planning process, including creating a disaster preparation strategy, understanding natural disasters and how they affect libraries, World Wide Web resources. Additionally, the manual includes a disaster plan template, directory of agencies and consultants specializing in disaster planning and recovery, and disaster prevention and protection checklist.

Heritage Preservation. (n.d.). *Emergency response and salvage wheel* [Electronic resource]. Washington, D.C.: Heritage Preservation. Retrieved May 18, 2009, from <https://www.heritagepreservation.org/catalog/Wheel1.htm>

The emergency response and salvage wheel is a tool that helps cultural institutions understand the stages of disaster response and preserve books, documents, photographs, electronic records, paintings, etc.

Heritage Preservation. (n.d.). *Field guide to emergency response* [Electronic resource]. Washington, D.C.: Heritage Preservation. Retrieved May 18, 2009 from <http://www.heritagepreservation.org/catalog/product.asp?IntProdID=33>

The Heritage Preservation field guide provides instruction for cultural institutions on preparing the institution for disasters. The manual covers topics on an institutions initial response to the disaster, working with emergency responders, taking care of staff members needs, and preserving the collection.

Heritage Preservation. (n.d.). *Guide to Navigating Federal Emergency Management Agency and Small Business Administration Disaster Aid for Cultural Institutions* [Electronic resource]. Washington, D.C.: Heritage Preservation. Retrieved May 18, 2009, from <http://www.heritagepreservation.org/federal/Index.html>

This web site is a guide for applying for Federal Emergency Management Agency and Small Business Administration Aid for public institutions. The web site provides information on who is eligible for aid, where to apply for aid, and what aid is available.

Heritage Emergency National Task Force. (n.d.). *Task force home page* [Electronic resource]. Washington, D.C.: Heritage Emergency National Task Force. Retrieved March 24, 2009, from <http://www.heritagepreservation.org/programs/taskfer.htm>

The home page provides cultural institutions with resources for preparing and recovering from disasters, including an interactive video on dealing with water damage; tips on safety, utilizing simple equipment, and prioritizing the salvage of materials; information on disaster funding and preparedness training; and an online bookstore for the purchase of handbooks, manuals, and other materials on how to prepare heritage institutions for disaster and how to conduct recovery after disasters.

Henson, Stephen. (2000). Writing the disaster response plan: Going beyond shouting “help! help!” In *Proceedings of the 9th Annual Federal Depository Library Conference, October 22-25, 2000* (pp. 150-158). Retrieved March 26, 2009, from http://www.access.gpo.gov/su_docs/fdip/pubs/proceedings/00pro28.html

This paper introduces disaster response planning for libraries to respond to various disasters, such as hurricanes and other severe weather, bomb threats and other terrorist incidents, and temperature and humidity fluctuations. There are links to resources at the end of the paper: documents, charts, and web sites.

ICMA. (2007). Local government managers and public libraries: Partners for a better community [Electronic resource]. *ICMA Management Perspective*. Washington, DC: ICMA. Retrieved May 8, 2009, from [http://icma.org/documents/Final_Mgmt_Prsptv_Libraries_\(gates\).pdf](http://icma.org/documents/Final_Mgmt_Prsptv_Libraries_(gates).pdf)

This article discusses the roles public libraries play in their local communities, as well as the high customer satisfaction and credibility ratings of public libraries. These roles include acting as a neutral, welcoming haven for all types of people; building communities through local partnerships; enhancing education, workforce and businesses through literacy programs; change agents; and communication hubs.

Kahn, Miriam. (2003). *Disaster response and planning for libraries* (2nd ed.). Chicago: American Library Association.

This book is a resource for disaster planning, response, and recovery for public libraries. The revised second edition has up-to-date information on disaster prevention materials and preparation for technology recovery.

Library of Congress. (2008). *Learning from Katrina: Conservators' first-person accounts of response and recovery; suggestions for best practice* [Electronic resource]. Washington, DC: Library of Congress Preservation. Retrieved April 3, 2009 from <http://www.loc.gov/preserv/emergprep/katrinarespond.html>

This web page contains interviews with ten of the museum professionals and conservation volunteers sent to the Gulf Coast region in the wake of Hurricane Katrina.

Library of Virginia. (2008). *Workbook for Disaster Planning* [Electronic resource]. Disaster planning for records managers, archivists, and librarians. Richmond, VA: Library of Virginia. Retrieved August 6, 2008, from <http://www.lva.lib.va.us/whatwedo/records/manuals/dp-files.htm>

This workbook provides basic information and instructions as well as a template that institutions can use to write their own disaster plans. The workbook focuses on the needs of records managers in public agencies, but is also designed to assist archivists, librarians, and others in documentary collections. It outlines strategies for managing a range of disasters, from routine leaks to major natural disasters.

Lyrasis. (n.d.). *Disaster assistance* [Electronic resource]. Atlanta, GA: Lyrasis. Retrieved May 11, 2009, from <http://www.lyrasis.org/Preservation/Disaster%20Resources/Disaster%20Assistance.aspx>

This web site provides libraries, information organizations, and cultural institutions with information about preserving materials that have been damaged by water, fire, and mold. The site provides institutions with contact information for their Preservation Field Services, access to Lyrasis disaster wiki, information on requesting Lyrasis assistance for damage recovery.

Lyrasis. (n.d.). *Disaster Prevention and Planning* [Electronic resource]. Atlanta, GA: Lyrasis. Retrieved April 7, 2009, from <http://www.lyrasis.org/Preservation/Disaster-Resources/Disaster-Prevention-and-Planning.aspx>

This web site outlines steps that libraries can take to develop their own disaster plan. The outline contains instructions on how to develop a customized plan and provides links to outside resources where needed.

National Archives and Records Administration. (n.d.). *Emergency preparedness* [Electronic resource]. College Park, MD: The U.S. National Archives and Records Administration. Retrieved May 11, 2009, from <http://www.archives.gov/preservation/emergency-prep/>

NARA recommends a pro-active approach to disaster preparation. This web site provides tools that provide introductory information to private individuals and public institutions prepare for disasters.

National Archives and Records Administration. (1999). *Vital records and records disaster mitigation and recovery: An instructional guide* [Electronic guide]. College Park, MD: The U.S. National Archives and Records Administration. Retrieved May 18, 2009, from <http://www.archives.gov/records-mgmt/vital-records/>

This is an instructional guide on how to plan, prepare, and execute disaster mitigation and recovery. The guide outlines ways to develop a contingency plan, assess risk, recover after a disaster, and plan for disasters. Though the guide has been developed for Federal agencies, it may be adapted to the needs of libraries and archives.

Northeast Document Conservation Center. (n.d.). *COSTEP: Coordinated statewide emergency preparedness: An emergency response framework for the cultural community* [Electronic resource]. Andover, MA: Northeast Document Conservation Center. Retrieved May 11, 2009, from <http://statewideplan.pbwiki.com/>

The COSTEP wiki is a planning tool to aid between cultural resource institutions in coordinating with emergency management departments and first responders. The wiki includes resources on subjects such as developing disaster preparedness plans; implementing disaster preparedness strategies; and building alliances with local, state, and federal agencies.

Northeast Document Conservation Center. (2006). *dPlan: The online disaster-planning tool* [Electronic resource]. Andover, MA: Northeast Document Conservation Center. Retrieved May 11, 2009, from <http://www.dplan.org/>

dPlan is a free Online Disaster-Planning Tool. This online disaster-planning template was prepared by the Northeast Document Conservation Center (NEDCC) and the Massachusetts Board of Library Commissioners (MBLC). dPlan can help create a plan for disaster prevention and response. The user enters data into the online template to create a customized disaster plan for the institution.

Southeast Florida Library Information Network. (2007). *Disaster planning and recovery resources* [Electronic resource]. Retrieved May 13, 2009, from <http://www.seflin.org/index.cfm?fuseaction=pages.Disaster>

The SEFLIN is comprised of a list of SEFLIN of institutions that are members of SEFLIN (i.e. universities and public library systems) with links to their emergency response plans and/or continuity of operations policy (COOP). Additionally, the site contains a list of library organizations, state and federal agencies, and various national resources all with links to hurricane and/or disaster emergency plans.

State Library and Archives of Florida. (2008). *Disaster recovery for public records custodians, archives and libraries* [Electronic resource]. Tallahassee, FL: Florida Department of State. Retrieved May 13, 2009, from <http://dliis.dos.state.fl.us/disasterrecovery/>

The State Library and Archives of Florida provides practical tips for the disposition of unrecoverable public records, handling mold and mildew, techniques for records and document recovery, disaster recovery vendors, etc.

Stier, Dan. (n.d). *Mutual aid* [Electronic resource]. Atlanta, GA: Department of Health and Human Services, Centers for Disease Control and Prevention. Retrieved May 13, 2009, from <http://www2a.cdc.gov/phlp/mutualaid/index.asp>

This web site explains what mutual aid agreements are and why they are valuable. It also provides a menu of suggested provisions for public health mutual aid agreements and an inventory of mutual aid agreements and related resources.

University City Public Library. (2006). *Emergency procedures and disaster recovery* [Electronic resource]. University City, MO: University City Public Library. Retrieved April 3, 2009, from <http://www.ucpl.lib.mo.us/policy/Disaster%20preparedness%20plan.doc>

This document is an example of a public library's emergency procedures and disaster plan. The plan outlines the actions to be taken by library staff during emergency situations.

Young Adult Library Services Association. (n.d.). *Dealing with tragedy and terror* [Electronic resource]. Chicago: American Library Association. Retrieved May 18, 2009, from <http://www.ala.org/ala/mgrps/divs/yalsa/profdev/dealingtragedy.cfm>

This resource list is comprised of references and resources on the topic of coping with disasters (e.g., hurricanes, war, and terrorism). The references and resources target children, teens, and young adults.

Young Adult Library Services Association. (n.d.). *Serving teen evacuees in libraries* [Electronic resource]. Chicago: American Library Association. Retrieved May 18, 2009, from <http://www.ala.org/ala/mgrps/divs/yalsa/profdev/evacuees.cfm>

This portion of the YALSA web site provides a list of activities that libraries, shelters, and schools can put together to help hurricane affected youth cope with the post-disaster environment.

Resources for Residents

Baldwin, David. (2009). *Disaster Mental Health* [Electronic resource]. Eugene, OR: David Baldwin's Trauma Information Pages. Retrieved April 7, 2009, from <http://www.trauma-pages.com/disaster.php>

David Baldwin's *Disaster Mental Health* web page contains information on helping families and children cope with the emotional and mental affects of disasters. The web page also contains a section of mental health treatment guides that may be useful for emergency workers and individuals in disaster situations.

Centers for Disease Control. (2009). *Centers for Disease Control home page* [Electronic resource]. Atlanta, GA: Centers for Disease Control. Retrieved April 6, 2009, from <http://www.cdc.gov/>

The CDC's web site is a comprehensive source for credible health information, including emergency preparation and response information related to bioterrorism, chemical, radiation and disease outbreaks, and severe weather.

OneStorm. (2008). *Hurricane plan* [Electronic resource]. St. Petersburg, FL: OneStorm. Retrieved May 18, 2009, from <http://www.onestorm.org/default.aspx?ReturnUrl=/OnePlan/>

This web site is designed to help individuals and families build personalized hurricane plans. The site also contains a library of online resources on topics that are related to hurricane preparedness and recovery.

Young Adult Library Services Association. (n.d.). *Dealing with tragedy and terror* [Electronic resource]. Chicago: American Library Association. Retrieved May 18, 2009, from <http://www.ala.org/ala/mgrps/divs/yalsa/profdev/dealingtragedy.cfm>

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