



Australian  
Library and  
Information  
Association

# **ALIA** Disaster Planning for **libraries**

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**Blue  
Shield  
Australia**

ALIA is a member of Blue Shield Australia



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TO BE USED IN CONJUNCTION WITH THE  
*ALIA GUIDE TO DISASTER PLANNING, RESPONSE AND  
RECOVERY FOR LIBRARIES*



# 1. WRITING YOUR PLAN

## How to go about it:

1. Read the *ALIA Guide to Disaster Planning, Response and Recovery for Libraries*
2. Find out what other disaster plans exist covering your premises eg council, school, university, building owner
3. Complete the sections of this document
4. Follow the action points
5. Create your own 'what if?' scenarios
6. Contact partners – other cultural organisations, emergency services, etc
7. Update your plan at least once a year

### IN AN EMERGENCY

1. Remain calm
2. Alert the emergency services and follow their advice
3. If appropriate, evacuate the building
4. Move well away from the point of danger
5. Stay away until the premises have been confirmed as safe
6. Activate the library's disaster response and recovery plan





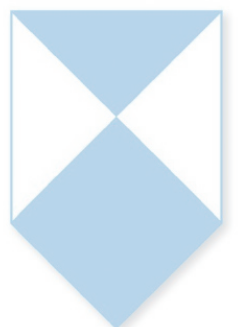
### 3. EMERGENCY SUPPLIES CHECKLIST

<b>Basic tool kit</b>	Screwdrivers	
	Hammer	
	Spanners	
	Pliers	
	Nails and screws	
	Craft knife	
	Extension leads	
<b>Stationery</b>	Parcel and self-adhesive labels	
	Paper	
	Pens and pencils	
	Scissors	
	Tape	
<b>Cleaning equipment</b>	Buckets and mops	
	Bin liners	
	Dust masks	
	Disposable protection suits	
	Disposable gloves	
	Cloths and towels	
	Kitchen paper	
	Safety goggles	
	Brooms	
	Dustpans and brushes	
<b>Storage and protection</b>	Plastic crates	
	Polythene sheets	
	Archive boxes	
	Portable tables	
<b>Survival kit</b>	Bottled water	
	Energy bars	
	First aid kit	
	Whistles	
	Radio	
	Disposable cameras	
	Torch, spare batteries	
	Candles, matches	
	Mobile phone	
<b>Community resources</b>	Sanitary towels	
	Baby formula milk, feeding bottle, teats	
	Nappies	
	Toothbrushes and toothpaste	
<b>Information</b>	Disaster plan	
	Site and floor plans	
	Emergency contact list	
<b>Other</b>	Sandbags	
	Trolley	

## 4. SITE AND FLOOR PLANS

Insert site plans and floor plans showing the location of:

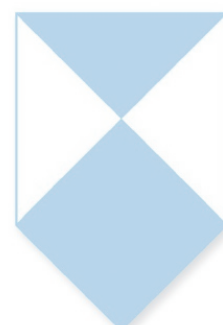
- Entrances, exits, main evacuation points
- Mains water tap, gas and electrical cut-off switches, control points for air-conditioning, sprinkler system
- Power points, fire extinguishers, emergency supplies
- Valuable items





## 6. DISASTER TEAM

Responsibilities	Name	Contact details	
<b><u>Leader</u></b> Overall planning Assessment of the changing situation Key contact for emergency services Assigning tasks to teams	<b>Primary</b>	<b>Primary</b> Work phone	<b>Deputy</b> Work phone
	<b>Deputy</b>	Home phone Mobile	Home phone Mobile
<b><u>Planning</u></b> Stand back from current situation Identify what can be done to prevent this happening again Begin to plan for future needs	<b>Primary</b>	<b>Primary</b> Work phone	<b>Deputy</b> Work phone
	<b>Deputy</b>	Home phone Mobile	Home phone Mobile
<b><u>Operations</u></b> Setting up emergency HQ/telecoms Organising finances Securing site/OH&S Documenting disaster Dealing with contractors	<b>Primary</b>	<b>Primary</b> Work phone	<b>Deputy</b> Work phone
	<b>Deputy</b>	Home phone Mobile	Home phone Mobile
<b><u>Communications</u></b> Keeping team members informed Liaising with third parties Handling media enquiries Site tours for officials	<b>Primary</b>	<b>Primary</b> Work phone	<b>Deputy</b> Work phone
	<b>Deputy</b>	Home phone Mobile	Home phone Mobile
<b><u>Logistics</u></b> Human resources – staff and volunteers Equipment and supplies Transport, accommodation Food and beverages	<b>Primary</b>	<b>Primary</b> Work phone	<b>Deputy</b> Work phone
	<b>Deputy</b>	Home phone Mobile	Home phone Mobile



## 7. EMERGENCY CONTACT LISTS

Name	Organisation	Contact details
Emergency services		
	State emergency services	
	Fire	
	Police	
	Ambulance	
	Red Cross	
Officials/cultural partners		
	Council/shire offices	
	College/school principal	
	ALIA	
	Museum	
	Art gallery	
Contractors		
	Building	
	Electrical	
	Plumbing	
	Water	
	Gas	
	Security	
	Pest control	
Other		
	Insurer	
	Equipment hire	



## 8. EMERGENCY CONTACT NOTICE

Display copies around your library:

### IN THE EVENT OF AN EMERGENCY

1. If the danger is within the library, evacuate the building
2. Alert the emergency services – dial 000
3. Call the library disaster team leader

**Name**

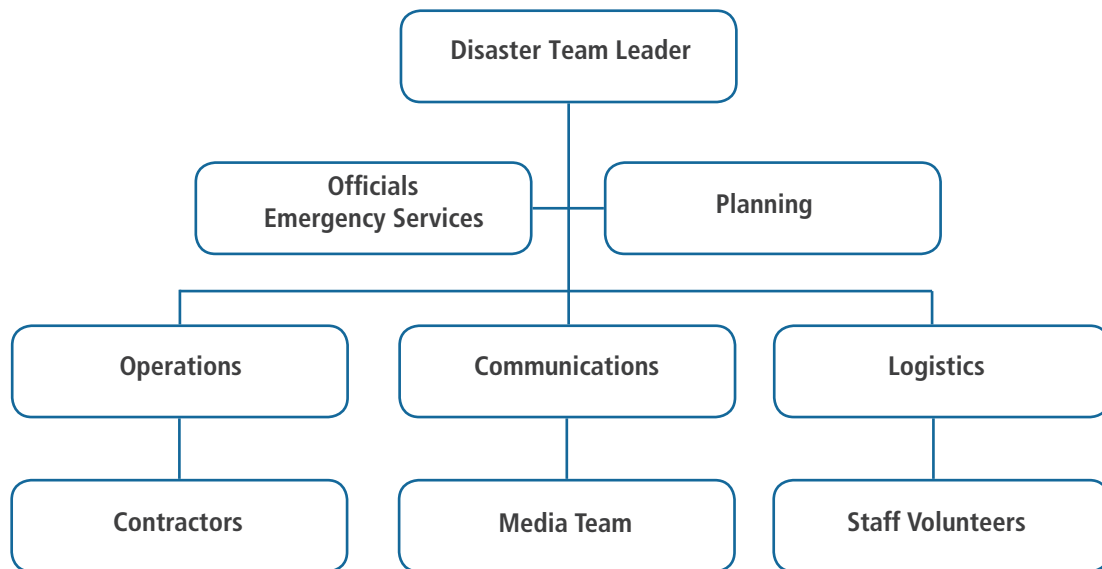
**Phone**

**Deputy**

**Phone**



## 9. COMMUNICATION FLOW



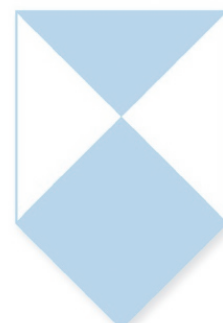
## 10. LOCAL NETWORK

List of potential partner organisations (ref: 2.7 in the ALIA Guide to Disaster Planning)

Name	Organisation	Contact details
	Art gallery	
	Museum	
	Archives	
	School library	
	University	
	Town hall	
	Historical society	

Structure for discussion, leading to heads of agreement:

- Appointment of representatives from each organisation
- Frequency of meetings
- Peer review of disaster plans
- Reciprocal arrangements – storage, document safe-keeping
- Joint activities – staff training courses
- Responsibility for external relationships – council, emergency services



## 11. WHAT IF?

Develop simple plans to cover the greatest potential risks, for example:

<b>Nature of disaster</b>	Pandemic
<b>Monitoring development</b>	We would monitor and respond to government guidelines eg providing face masks for staff and volunteers
<b>Criteria for action</b>	We would act if advised to do so by the government, council or health authority
<b>Likely course of action</b>	We would close the library until further notice
<b>Communication channels</b>	We would inform relevant organisations, staff and volunteers using the emergency contact list  We would post notices on the library windows and doors and on the website  We would record a message for the answer machine  We would divert the telephone landline to a mobile number for urgent calls
<b>Information provided</b>	We would advise library users through these communication channels that no fines will be owed for books that fall due during the library's closure and all events are cancelled until further notice  We would advise staff about any employment issues during the closure
<b>Other considerations</b>	We would need a skeleton staff to handle books returned through the returns chute, take in the post, monitor the situation and manage the communications
<b>Resumption of service</b>	We would use the same communication channels to advise staff and users that the library was reopening

## 12. SITUATION ASSESSMENT CHECKLIST

<b>General status</b>	Has the disaster run its course?	Yes	No
	Have the premises been secured by the emergency services?	Yes	No
	Has the disaster plan been activated?	Yes	No
<b>Safety of individuals</b>	Has everyone been evacuated from high risk areas?	Yes	No
	Does anyone require medical attention?	Yes	No
	Does anyone require treatment for shock?	Yes	No
<b>Safety of the premises</b>	Has the building suffered structural damage?	Yes	No
	Is there a risk from a power source?	Yes	No
	Can you see clearly?	Yes	No
	Is there a fire risk?	Yes	No
	Is there flooding?	Yes	No
	Is there any danger of fittings eg racks collapsing?	Yes	No
<b>State of the collection</b>	Have parts of the collection escaped damage?	Yes	No
	Can you easily repair/restore these items?	Yes	No
	Will you need to dispose of items?	Yes	No
	Can you protect other material in situ?	Yes	No
<b>Priority actions</b>	Do you require outside help?	Yes	No
	Have you got access to the site?	Yes	No
	Do you have power/has it been restored?	Yes	No
	Do you need to hire equipment or source materials?	Yes	No
	Do you have a control centre with telephone and IT connections?	Yes	No
	Can you create a safe area for the undamaged parts of the collection?	Yes	No

## 13. KEEPING RECORDS

In the initial phases, the situation will be changing all the time. Use a simple form to keep track of what happens as the disaster unfolds and to provide a record after the event.

<b>Date and time</b>		
<b>Latest advice from emergency services</b>		
<b>Status</b>	People	
	Property	
	Collection	
	Environment	
	<b>Priorities</b>	<b>Work in progress</b>
<b>Operations</b>		
<b>Logistics</b>		
<b>Communications</b>		

