The ALIA Quick Guide to Disaster Response

In any disaster situation
- Take a couple of minutes to think rationally about what is happening. Your brain needs time to catch up.
- Put staff and visitors’ safety first, before the building and contents.
- If necessary evacuate the premises.
- Get in touch with the people on your contact list.
- Only return when the emergency services say it is safe to do so.
- Record the event on camera.
- Set up a control centre.

In a flood
- Turn off the power.
- Stay out of the water—even if it looks clear, it could be contaminated.
- Find somewhere local with freezer capacity.
- Freeze dry rare and valuable items.
- Identify a safe, dry area with plenty of flat surfaces on which you can lay items out to dry.

Contact list
- Emergency services
  T: ____________________
- Library manager
  T: ____________________
- Higher authority
  T: ____________________
- Key staff (and volunteers) with a role in handling the disaster
  T: ____________________
  T: ____________________
- Contractors (plumber, electrician) and equipment hire
  T: ____________________
  T: ____________________
  T: ____________________
- Service providers for water, gas
  T: ____________________
  T: ____________________
  T: ____________________
- IT support
  T: ____________________
- Insurance company
  T: ____________________
- Security
  T: ____________________

Contact list
- Emergency services
  T: ____________________
- Library manager
  T: ____________________
- Higher authority
  T: ____________________
- Key staff (and volunteers) with a role in handling the disaster
  T: ____________________
  T: ____________________
- Contractors (plumber, electrician) and equipment hire
  T: ____________________
  T: ____________________
  T: ____________________
- Service providers for water, gas
  T: ____________________
  T: ____________________
  T: ____________________
- IT support
  T: ____________________
- Insurance company
  T: ____________________
- Security
  T: ____________________

Key questions
- Are the premises safe?
- Does anyone require medical attention?
- Can you salvage any of the contents?

Basic emergency kit
- Camera
- Mobile phone
- Torch
- Spare batteries
- Self-adhesive labels
- Parcel labels
- Pens
- Paper
- Scissors
- Craft knife
- Tape
- Extension lead
- Buckets and mops
- Brooms
- Dustpans and brushes
- Bin liners
- Disposable gloves
- Kitchen paper
- Cloths and towels
- Kitchen paper
- Bottled water
- Energy bars
- First aid kit

Disaster team roles and responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Leader</th>
<th>Operations</th>
<th>Communications</th>
<th>Logistics</th>
<th>Staff + volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Team</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Look on our website for the ALIA Guides to Disaster Planning, Response and Recovery www.alia.org.au/disasterrecovery

CALL ALIA
We can communicate with library colleagues and deal with media enquiries on your behalf
02 6215 8222

Key questions
- Are the premises safe?
- Does anyone require medical attention?
- Can you salvage any of the contents?

Basic emergency kit
- Camera
- Mobile phone
- Torch
- Spare batteries
- Self-adhesive labels
- Parcel labels
- Pens
- Paper
- Scissors
- Craft knife
- Tape
- Extension lead
- Buckets and mops
- Brooms
- Dustpans and brushes
- Bin liners
- Disposable gloves
- Kitchen paper
- Cloths and towels
- Kitchen paper
- Bottled water
- Energy bars
- First aid kit

Disaster team roles and responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Leader</th>
<th>Operations</th>
<th>Communications</th>
<th>Logistics</th>
<th>Staff + volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Team</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>