

2. Writing your plan

As discussed in Part one, the disaster management of library collections involves planning, assessing and reducing risks and establishing strategies to respond and recover.

The four key stages of disaster management: Prevention, Preparation, Response and Recovery are represented in the **Guide, Figure 1** which is replicated below for ease of reference.

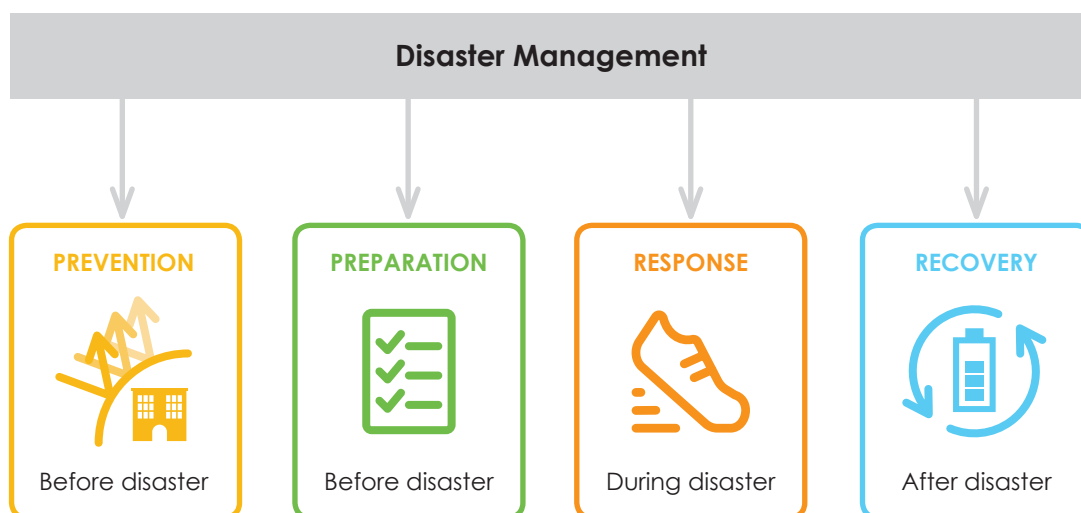


Figure 1: Disaster management - key stages

2.1 How to go about it

To assist in writing your plan we have developed a number of checklists and tables.

Checklist 1 below underpins the whole plan. Go through it slowly and systematically, breaking it into smaller stages or steps.

Checklist 1: The Foundation

Preparation		Yes ✓ or No ✗
1	Read the ALIA Disaster Planning for Libraries Part One - Guide for an overview and context	
2	Source and review any existing plans in your organisation	
3	Discuss the scope of the plan with colleagues and decide whether it will cover both physical and digital collections	
4 >	Look at Table 6: Generic contents list for an integrated disaster plan	
Gather information to inform the plan		Yes ✓ or No ✗
5	Collect any available information on incidents or disasters that may have impacted on your physical and digital collections in the past. This information is important for incorporating known risks and responses into your plan	
6	Check section 6.1 in the Guide for examples of risks and ways of mitigating them	
7 >	See the Guide Table 3 Example of basic collection risk framework	
8	Collate or prepare detailed site and floor plans for on and off site storage areas and identify key fire fighting resources, locations of utility cut-off points, including mains water tap, gas & electrical cut-off switches, control points for air conditioning etc.	

Checklist continued next page

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9 >	See the Guide Table 5 Useful features of site plans, infrastructure and access	
10	Identify your key emergency contacts in the library, parent organisation and outside contacts and identify who has access and necessary keys and codes	
11 >	See Table 7 Library Emergency Contacts	
12	Review the Guide section 3 Linking with and understanding the wider context to develop your checklist of relevant documents and organisations that need to be referenced in your plan	
13	Use the Guide section 5 Collection Priorities . Discuss collection management arrangements and priorities with key staff	
14 >	See Guide Table 2 Salvage priorities examples	
15 >	See also Table 10 Salvage Priority list Example	
16	Identify backups, surrogates and 'master copies' and their locations for physical and digital collections	
17 >	See Table 11 Mapping backups, surrogates and master copies	
18	Consider and confirm immediate actions to be undertaken	
19 >	See Chart A Emergency Immediate Actions	
20	Clarify and develop a Command Structure if needed	
21 >	See Chart B Example of a Command Structure chart for a large library	
Bringing it all together		Yes ✓ or No ✗
22	Create a Contents list for your plan by modifying the Checklist 1: Generic contents list for an integrated disaster plan	
23	Identify Disaster Team Leaders, members of the Disaster Teams (and a Coordinator such as a Crisis Team Leader, if needed)	
24 >	See Guide section 6.2.6 and Table 9 Examples of Disaster Team roles	
25	Start building up your library's list of emergency equipment	
26 >	Check Table 12 List of Emergency equipment and supplies	
27	Complete the sections of the Disaster Plan Template in stages, adding what you have already gathered, and using the examples from the <i>Template</i> , adapting them to your library's needs and cutting and pasting them into your plan	
28	Review your plan against features in the Guide, Table 4, Useful features of a Disaster Plan	
29	Create your own 'what if' scenarios to test how the plan would work in practice and refine the plan. Refer to the disaster training Scenarios on the ALIA website	
30	Start training your staff especially Disaster Team Leaders and Disaster Teams	
Endorsement		Yes ✓ or No ✗
31	Discuss the draft plan with key colleagues and senior managers	
32	Get the plan endorsed by senior managers and referenced in your organisation's risk management and business continuity plans	
Revise and update		Yes ✓ or No ✗
33	Revise and update your plan at least once a year or when loans, refurbishment or significant repairs are underway, and after a disaster incident.	