

**Preservation Planning Survey: Disaster Planning**

- 1. Does the institution have a written disaster plan?  yes  no  
If yes, when was it first prepared? \_\_\_\_\_  
a. Who is responsible for implementing and updating the plan? \_\_\_\_\_  
b. Has it been updated within the last year?  yes  no
- 2. Have any staff members been trained in disaster planning and/or disaster recovery? How many? What is their position? \_\_\_\_\_  
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- 3. Has the institution conducted a risk assessment?  yes  no  
If yes, what were the most serious risks identified? \_\_\_\_\_  
\_\_\_\_\_
- 4. What steps has the institution taken to reduce the risks identified in the risk assessment? If a formal risk assessment has not been done, have general steps been taken to protect collections against water and fire damage?  
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\_\_\_\_\_
- 5. Are basic supplies for emergency response on hand and reserved only for emergencies (see list provided in text)? Where are they stored? \_\_\_\_\_  
\_\_\_\_\_
- 6. Is updated contact information available for potential service providers (e.g., local freezer storage space for wet collections, vacuum freeze drying vendors, building dry out vendors)? \_\_\_\_\_  
\_\_\_\_\_
- 7. Are duplicate collection records stored off-site? \_\_\_\_\_  
\_\_\_\_\_
- 8. Has staff identified salvage priorities for the collections in the event of a disaster? Does the fire department know these priorities? \_\_\_\_\_  
\_\_\_\_\_
- 9. Have staff responsibilities for disaster response been assigned and does everyone know his or her role? Do staff members have a basic familiarity with methods for salvaging wet collections? Are periodic training sessions held?  
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10. Are collections insured against disaster damage? What risks are covered? What costs would the insurance cover (e.g., labor, vacuum freeze drying, conservation, freezer space)? \_\_\_\_\_

a. Are collection records current and detailed enough to satisfy the insurer? What procedures does the insurer require in the event of a disaster? \_\_\_\_\_

b. Is special insurance coverage needed for valuable portions of the collection? \_\_\_\_\_

11. Considering the answers to the questions above, what are the institution's highest priorities for disaster planning (e.g., what are the next steps it should take)? \_\_\_\_\_