On Site/ Off Site/ In Transit.
Aspects of Emergency Preparedness and Risk Management for Library Collections

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Poll

Have you experienced an emergency at your workplace in the last 5 years?

Does your institution have an Emergency Plan for the Collection?
May 2017

rainwater vs. grey/black water
fast response time
professional assistance
material
The Paradox

enough examples

Herzogin Anna Amalia Library
Weimar (2004)

enough literature

AN OUNCE OF PREVENTION
Second Edition

Integrated Disaster Planning for Archives, Libraries, and Record Centres

JOHANNA WELLHEISER
JUDE SCOTT
With the assistance of John Barton
What are the (some of the) Issues?

Structural

Psychological

It’s not gonna happen here!
Looking Back

Florence Flood, 1966
1.3 million books

mid-80s: Handbooks

additional focus: business continuity / continuity of operations

„Mud Angels“ in Florence, November 1966
Credit: Rex/Shutterstock
Preventive Measures

Goal: reducing risk and impact to a minimum

Emergency Team

Emergency Plan
  - comprehensive
  - simple
  - flexible

Emergency Kit
Preventive Measures (continued)

Risk Assessment

Prioritization

1. Person icon
2. Document icon
3. Book icon
4. Building icon

Training: two levels (Emergency Team & General Staff)
Emergency Plan

contact list & supply register
accounting system (internal & for insurance)
recovery instructions
documentation
communication (internal – patrons – external/media)

EXERCISE AND UPDATE
Emergency Networks & Mutual Aid Agreements

Official or unofficial

Relationships with...

- nearby institutions
- first responders
- service providers

Benefits: practical help, savings, leverage
Blue Skies
Risk Register

You need

... knowledge of collection and building
... time to learn
... conversations with tech, maintenance, & housekeeping staff

Elements

areas of concern
risks/hazards

\[ R = P \times I \]

mitigation
new risk score
contingency
action items
### Risk Register (continued)

<table>
<thead>
<tr>
<th>No.</th>
<th>Area</th>
<th>Risk / Hazard</th>
<th>Probability 1-3</th>
<th>Impact 1-3</th>
<th>Risk Score</th>
<th>Mitigation</th>
<th>Contingency (if happens)</th>
<th>Risk Score After Mitigation</th>
<th>Action by Whom</th>
<th>Action When</th>
<th>Quick/Immediate steps towards mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Security/Access</td>
<td>theft</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>set/review guidelines for access</td>
<td>insurance (provider)</td>
<td>2</td>
<td>if happens</td>
<td>if happens</td>
<td>&gt; review insurance policy with Clancy and make notes for concrete steps to be taken if something happens</td>
</tr>
<tr>
<td>1.2</td>
<td>vandalism</td>
<td></td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>set/review guidelines for access</td>
<td>insurance (provider)</td>
<td>2</td>
<td>if happens</td>
<td>if happens</td>
<td>==</td>
</tr>
<tr>
<td>2.1</td>
<td>Preservation/Conservation</td>
<td>inadequate climate conditions</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>set/review guidelines for climate control (Temp/RH)</td>
<td>insist on compliance with parameters for preservation stacks (60°F/40%RH, max. daily fluctuation: +/- 2°F, +/- 3%)</td>
<td>2</td>
<td>if happens</td>
<td>&gt; request access to data logger information directly or through periodic reports</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td></td>
<td>inadequate cleanliness (dusting, food and beverages on site, etc.)</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>set/review guidelines on housekeeping (regular dusting, etc.)</td>
<td>insist on compliance with rules</td>
<td>2</td>
<td>if happens</td>
<td>if happens</td>
<td>&gt; train pages to look for signs of dusty/unclean books &gt; review/write Agreement containing rules set by FARL</td>
</tr>
</tbody>
</table>
Organizations engaging in Preparedness and Response

CHIEF - Cultural Heritage International Emergency Force (Italy) [https://www.chief-onlus.it/](https://www.chief-onlus.it/)

Kulturgutretter (Germany) [https://www.kulturgutretter.org/en/home-2/](https://www.kulturgutretter.org/en/home-2/)

ICCROM - International Centre for the Study of the Preservation and Restoration of Cultural Property (international, headquartered in Rome, Italy) [https://www.iccrom.org/](https://www.iccrom.org/)
Organizations engaging in Preparedness and Response (continued)

The Blue Shield (international, divisions in numerous countries) [https://theblueshield.org/](https://theblueshield.org/)

NHR - National Heritage Responders (USA), with AIC – American Institute for Conservation [https://www.culturalheritage.org/resources/emergencies/national-heritage-responders](https://www.culturalheritage.org/resources/emergencies/national-heritage-responders)

NEDCC – Northeast Document Conservation Center [https://www.nedcc.org/](https://www.nedcc.org/)
Resources

Emergency Response and Salvage Wheel - (AIC) (in several languages)

British Library - Conservation Guides
https://www.bl.uk/conservation/guides

NECCD website: a treasure trove of leaflets, readings, and links
https://www.nedcc.org/free-resources/overview

Emergency Management (Library of Congress)
https://www.loc.gov/preservation/emergprep/index.html
Resources (continued)

First Aid to Cultural Heritage in Times of Crisis
– Handbook & Toolkit (ICCROM)

Field Guide to Emergency Response (AIC)

NHR tip sheets
https://www.culturalheritage.org/resources/emergencies/national-heritage-responders/tip-sheets
Selected References


If there is an Emergency Plan, find it, read it... and update it.

The Plan

Imagine an emergency. Think of all the people who would need to be involved in the response and recovery. Then make sure you have their current contact information.

The Scenario

Find a couple of people in your institution who are interested and start an Emergency Team.

The Team

Do a walk-through and identify a risk with an easy fix. Get it done – this gives you something to show when you need to negotiate that new budget line for your next preparedness activity.

The Fix

Make a list of cultural institutions in your area. Reach out to one of them to talk about what mutual aid could look like.

The List

Befriend the Facility Guy and the IT Lady - learn about their protocols and plans for emergencies.

The Others

Find a company that does emergency response and salvage operations for the type of materials you hold - call them and invite them to visit your collection.

The Company

Most importantly: start the conversation.

The Conversation
Thank You!

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