

## DISASTER PREPAREDNESS: A CHECKLIST

Toby Murray  
Preservation Officer  
McFarlin Library  
University of Tulsa  
and  
Chair, Disaster Preparedness Committee  
Oklahoma Conservation Congress

This checklist suggests steps that can be taken to prepare for natural and man-made disasters that threaten the collections of museums, libraries, and historical societies. O-DRAT, the Oklahoma Disaster Recovery Assistance Team (sponsored by the Oklahoma Conservation Congress and the Oklahoma Department of Libraries), provides emergency assistance to all repositories in the state (1-800-522-8116).

### I. Daily Procedures:

- Locks on doors and windows secure and all keys accounted for
- No pipes, faucets, toilets, or air-conditioning units leaking
- Electrical equipment unplugged and no frayed wiring in evidence
- No signs of structural damage
- No burning materials in ashtrays and wastebaskets

### II. Periodic Procedures:

Date checked

- |  |       |
|--|-------|
| Emergency numbers are accurate and posted near every telephone   | _____ |
| Most recent inspection by fire department  | _____ |
| Fire extinguishers operable  | _____ |
| Smoke alarms operable  | _____ |
| Sprinkler system operable  | _____ |
| Water detectors operable   | _____ |
| Halon system operable  | _____ |
| Public address system operable   | _____ |
| Operable flashlights placed in every department and Civil Defense Shelter  | _____ |
| Transistor radio operable  | _____ |
| Staff familiarized (by tour, not map) with locations of fire extinguishers, flashlights, radio, Civil Defense shelter, and how to reach members of the in-house disaster recovery team | _____ |
| Most recent fire drill   | _____ |
| Most recent civil defense drill  | _____ |
| Most recent tornado drill  | _____ |

### III. Locations of in-house emergency equipment:

(Attach map of floor plan with locations labeled)

- |  |       |
|--|-------|
| CB radio   | _____ |
| Cut-off switches and valves:   |       |
| Electric   | _____ |
| Gas  | _____ |
| Water  | _____ |
| Sprinkler system (if separate)   | _____ |
| Disaster boxes <sup>1</sup>  | _____ |
| Fans   | _____ |
| Fire alarms  | _____ |
| Fire extinguishers   | _____ |
| First aid kits   | _____ |
| Flashlights  | _____ |
| Freezer or wax paper   | _____ |
| Fungicides   | _____ |
| Heavy-duty extension cords   | _____ |
| Mops   | _____ |
| Nylon monofilament <sup>2</sup>  | _____ |
| Paper towel supply   | _____ |
| Plastic milk crates  | _____ |
| Plastic sheeting   | _____ |
| Plastic trash bags   | _____ |
| Portable generator   | _____ |
| Rubber gloves  | _____ |
| Safety helmets (hard hats)   | _____ |
| Smoke alarms   | _____ |
| Sponges, pails, brooms   | _____ |
| Sump pump or portable pump   | _____ |
| Transistor radio   | _____ |
| Unprinted newsprint  | _____ |
| Water detectors  | _____ |
| Water hoses  | _____ |
| Waterproof clothing  | _____ |
| Wet-dry vacuum   | _____ |
| Date members of in-house disaster recovery team toured all locations noted above | _____ |

**IV. Off-site services to be called (if needed) in the event of a disaster:**

<u>Service</u>	<u>Name of contact</u>	<u>Telephone number</u>
Fire Department	_____	_____
Police Department	_____	_____
Ambulance	_____	_____
Civil Defense	_____	_____
Insurance Company	_____	_____
Legal Advisor	_____	_____
Utility Companies	_____	_____
_____	_____	_____
Electrician	_____	_____
Plumber	_____	_____
Carpenter	_____	_____
Exterminator	_____	_____
Chemist	_____	_____
Mycologist	_____	_____
Locksmith	_____	_____
Janitorial Service	_____	_____
Individuals and/or organizations to assist in clean-up	_____	_____
O-DRAT	Howard Lowell	1-800-522-8116

Portable generator \_\_\_\_\_  
 \_\_\_\_\_  
 Portable sump pump \_\_\_\_\_  
 \_\_\_\_\_  
 Refrigerator trucks \_\_\_\_\_  
 \_\_\_\_\_  
 Unprinted newsprint \_\_\_\_\_  
 \_\_\_\_\_  
 Wet-dry vacuums \_\_\_\_\_  
 \_\_\_\_\_

**VI. List all locations where disaster plan and follow-up reports are on file:**

Date filed

In-house: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Off-site: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

O-DRAT: \_\_\_\_\_

<sup>1</sup>Disaster boxes contain plastic sheeting, scissors, mops, sponges, paper towels, and other equipment that can be easily stored throughout the facility and quickly retrieved when a disaster, such as a leaky roof, occurs.

<sup>2</sup>Nylon monofilament, or fishing line, can be used like a clothesline to hang and dry small books; catalog cards and photos can be attached to the line with clothespins for drying.

**V. Sources of off-site equipment and supplies:**

<u>Item</u>	<u>Contact/Company</u>	<u>Telephone number</u>
Deep freeze facilities	_____	_____
Dehumidifiers	_____	_____
Drying space	_____	_____
Extra security personnel	_____	_____
Fans	_____	_____
Fork lift	_____	_____
Library trucks	_____	_____
Pallets	_____	_____
Plastic milk crates	_____	_____
Plastic sheeting	_____	_____

**VII. Bibliography:**

Anderson, Hazel and John E. McIntyre. Planning Manual for Disaster Control in Scottish Libraries & Records Offices. Edinburgh: National Library of Scotland, 1985. Available for £4 from The National Library of Scotland, George IV Bridge, Edinburgh EH1 1EW, Scotland.

Barton, John P. and Johanna G. Wellheiser. An Ounce of Prevention: A Handbook on Disaster Contingency Planning for Archives, Libraries and Record Centres. Ontario: Toronto Area Archivists Group Education Foundation, 1985. Available for \$17.95 (plus \$1.75 postage and handling) from Toronto Area Archivists Group, Post Office Box 97, Station F, Toronto, Ontario M4Y 2L4, Canada.

Murray, Toby. Basic Guidelines for Disaster Planning in Oklahoma. Tulsa: Oklahoma Conservation Congress, 1986. Available free from Gary Harrington, Oklahoma Department of Libraries, 200 North East 18th, Oklahoma City, OK 73105.

Murray, Toby. Bibliography on Disasters, Disaster Preparedness and Disaster Recovery. Tulsa: Oklahoma Conservation Congress, 1987. Available free from Gary Harrington, Oklahoma Department of Libraries, 200 North East 18th, Oklahoma City, OK 73105.