



Jump-start Your Emergency Plan: Collections Emergency Preparedness Benchmarks

Library Name _____
Completed by _____ Date _____
Preservation Liaison _____

The benchmarks document is a multi-purpose tool that will help assess the baseline emergency preparedness of your library or repository in 2015. Once a baseline is established, this document can help to identify areas for improvement and suggest goals for the following fiscal year and beyond. In future years, you can benchmark continued improvements against this baseline, tracking progress toward achieving best practices.

The benchmark goals that follow are prioritized and grouped into four general categories: Planning, Communication, Space & Facilities, and Staff Preparedness. Planning is the most important category. Within each general category, the individual goals are prioritized and rated Basic, Good, and Best Practices. The Basic goals are the most important. Check-boxes allow each goal to be marked as met, partly met, or unmet. There is also space to write comments, note questions, assign responsible staff, or identify follow-up tasks.

Please take advantage of the existing resources that can help your Library achieve its goals. Color coding indicates where guidance is available for each:

[Library Collections Emergency Team \(LCET\) or Preservation Liaison](#)
[LCET Emergency Response Template](#)
[Emergency Support Network](#)

PLANNING Goals		Progress			Comments
		met	partly met	not met	
Basic	We have a current Collections Emergency Plan				
	Someone is responsible for drafting/updating the plan				
	Someone is accountable for approving or finalizing the plan				
	Someone is responsible for coordinating annual updates				
	We have reviewed the collection priority criteria (use, rarity, etc.) (Template Appendix C)				
	We hold debrief meetings after an emergency (Template p. 18)				
Good	The library director is familiar with the insurance procedures, documentation and definitions of coverage (Risk Management)				
	We have a business continuity plan for closing the library or reducing services (Local Emergency Management Team - LEMT)				
	We have a security plan to control access to secure areas during an emergency (Operations, Library/Building Security)				
	We have a recovery plan describing processes to return the collections, building and staff to normal operations after an emergency (LEMT, Environmental Health & Safety - EHS)				
	We have established collection priorities by both value and vulnerability (Template Appendix C)				
Best	Copies of these documents are stored both offsite and in the cloud:				
	• Emergency plan				
	• Contact list and communication plan				
	Our security plan is updated during construction that affects access				
	The library director reviews and updates priorities on a periodic basis				

COMMUNICATION Goals		Progress			Comments	
Basic	The library director's personal contact information is with Harvard Operations' Facilities Incident Notification System (FINS) or FAS Library Facilities	met	partly met	not met		
	We have an emergency contact list					
	The emergency contact list is distributed to:					
	• Library staff					
	• Library emergency team members					
	• Library administrators					

	Good	The emergency contact list is distributed to:				
		• School/department administrators				
		• LEMT				
• Local Facilities Managers						
We record past emergency events						
Best	The communication plan and contact list are posted in a central location					
	The contact list is updated quarterly and as staff changes					
	Someone is responsible for updating the contact list					
Notes	-----					

SPACE & FACILITY Goals		Progress			Comments
Basic	Emergency alarm systems are installed (smoke detectors, fire alarms) (Facilities)....	met	partly met	not met	
	Alarm systems are tested regularly (Cambridge or Boston Fire Department)				
	Floor plans of library building(s) and systems have been compiled (Operations)				
	An assessment has been performed to identify risks (Facilities)				
	Building areas with known risks are patrolled regularly (skylights, etc.)				
Good	To address risks, we have a mitigation plan including responsibilities, budget, and timetable				
	We have identified spaces in our library for salvage activities				
	Library tours have been given or scheduled for:				
	• Cambridge or Boston Fire Department (CFD, BFD)				
	• Harvard University Police Department (HUPD)				
	Our floor plans are annotated with the locations of:				
	• Collection storage areas				
	• Emergency supplies				
	• Emergency equipment				
	We have a plan for documenting collections moved during emergencies (Template Appendix E)				
Leak detection alarms are installed in mechanical spaces (Facilities)					
We have a power outage plan that includes access to backup power:					
• to prevent extremes of temperature and humidity (Facilities)					
• for access to collections on motorized compact shelving (Facilities)					
Notes					

SPACE & FACILITY Goals, continued		Progress			Comments
Best		met	partly met	not met	
	We have completed the maintenance and upgrades necessary to mitigate emergencies				
	Floor plans are annotated with the locations of high priority items for salvage				
	Leak detection alarms are installed in collection storage spaces (Facilities)				
	Library tours have been given or scheduled for:				
	• LCET				
	• Preservation Liaison				
	• Emergency Recovery Vendors (LCET)				
	After construction, renovation, and/or reconfiguration, we:				
	• Conduct a new risk assessment (Facilities)				
	• Confirm available spaces for salvage activities				
	• Update floor plans (Operations)				
After an emergency, we conduct a new risk assessment (Facilities)					
Notes					

STAFF PREPAREDNESS Goals		Progress			Comments
		met	partly met	not met	
Basic	We have emergency supplies and equipment (Template Appendix B)				
	We educate staff about building areas with potential risks to the collections (skylights, etc.)				
	We have defined emergency first response procedures (Template p. 8-9)				
Good	Someone is designated to keep inventory and check supplies quarterly				
	We replenish supplies after each emergency				
	We have a library emergency team (Template Appendix A)				
	Emergency team roles have been assigned to local and shared services staff (Template Appendix A)				
	Staff is trained in emergency salvage procedures (LCET, Preservation Liaison)				
	Our new staff orientation includes:				
	<ul style="list-style-type: none"> • Emergency procedures • Communication plan • Emergency response & salvage training (LCET) • Locations of supplies 				
Best	Supplies are prepared for our specific needs (plastic is cut to size, etc.) (LCET, Preservation Liaison)				
	The locations of emergency supplies and how to access them are publicized.....				
	Supply locations are marked on floor plans				
	Emergency procedures are rehearsed with staff (LCET)				
	We have in-library training drills for our collections emergency team (LCET)				
We have identified specific salvage procedures for our materials (LCET)					