

Worksheet for Outlining A Disaster Plan

Data Storage provides this worksheet to help our customers with creating a disaster recovery plan. Data Storage, Inc. should be an integral part of your plan. Please help us identify your vital documents, emergency contact numbers, procedures, etc. This information allows us to render as much assistance as possible in the event of a disaster.



7370 E 38th St, Tulsa, OK 74145
918-664-6164

www.datastorageinc.com

Worksheet for Outlining A Disaster Plan

A. Institutional Information:

Name of Institution

Date of Completion

Date of Next Update of This Form/Plan

List All Locations Where This Plan Is on File (On and Off Premises)

Staff Members To Be Called in Case of Disaster:

B. Services Needed In An Emergency:

Service	Company and/or Name of Contact	Phone # / E-mail
In-house Security		
Fire Department		
Police or Sheriff		
Ambulance		
Civil Defense		
Professional Advice/Conservator		
Insurance Company		
Freezer		
Freeze-dry Service		
Document Recovery/Salvage		
Computer Records Recovery/Salvage		
Microfilm Recovery/Salvage		
Videotape Recovery/Salvage		
Computer Emergency		
Legal Advisor		
Electrician		
Plumber		
Carpenter		
Exterminator		
Fumigation Service		
Locksmith		
Utility Companies		
Electric		
Gas		
Telephone		
Water		
Architect or Builder		
Janitorial Service		
Glass Company		
Photographer		
Other:		

C. In-house Emergency Equipment: (List Locations and Attach Floor Plans With Locations Labeled.)

1. Keys

2. Main Utilities

- a) Main Electrical Cut-off Switch:
- b) Main Water Shut-off Valve:
- c) Main Gas Shut-off:

3. Sprinkler System

4. Heating/Cooling System

5. Fire Extinguishers

- a) Wood, Paper, Combustible (Type A):
- b) Gasoline and Flammable Liquid (Type B):
- c) Electrical (Type C):
- d) All Routine Types of Fire (Type ABC) :

6. Master Fire Alarm (Pull Box):

7. Smoke and Heat Detectors:

8. Cellular Telephone:

9. Portable Pump:

10. Extension Cords (50 Ft., Grounded):

11. Flashlight:

12. Camera With Film:

13. Battery-operated Radio:

14. Tool Kit (Crowbar, Hammer, Pliers, Screwdriver):

15. Brooms and Dustpans:

16. Mop, Bucket, Sponges:

17. Wet Vacuum:

18. Metal Buck Trucks:

19. Portable Folding Tables:

20. Portable Fans:

21. Protective Masks/Glasses:

22. Hard Hats:

23. Rubber Boots:

24. Rubber or Plastic Aprons:

25. Gloves (Leather, Rubber):

26. Drying Space:

D. In-house Emergency Supplies: (List Locations and Attach Floor Plans With Locations Labeled.)

27. First-aid Kit:

28. Heavy Plastic Sheet:

29. Paper Towel Supply:

30. Plastic Garbage Bags:

31. Polyethylene Bags (Various Sizes):

32. Waxed or Freezer Paper:

33. Absorbent Paper (Blank Newsprint, Blotter, etc.):

D. In-house Emergency Supplies: (Continued)

34. Dry Chemical:

35. Clipboards, Paper Pads, Pencils, Waterproof Pens, Large Adhesive Labels:

36. Emergency Funds

- a) Cash:
- b) Purchase Orders:
- c) Institutional Credit Cards

All Staff Are Familiar (By Tour, Not Map) With Location of A Copy of This Plan, Location and Use of Numbers 1–36 Above, Thermostats, Regular Exits, Fire Exits, Fire Extinguishers, Flashlights, Radios, and Civil Defense Shelters:

Yes No

E. Additional Sources of Emergency Equipment and Supplies:

Item	Supplier	Phone / E-mail
Wet Vacuum		
Sand Bags		
Portable Dehumidifiers		
Portable Electric Fans		
Portable Generator		
Portable Pump		
Refrigerator Trucks		
Nearest Off-site Phone		
Nearest CB Radio		
Nearest Cellular Phone		
Portable Lighting		
Extension Cords (50 Ft., Grounded)		
Metal Book Trucks		
Plastic (Milk) Crates		
Sturdy Boxes		
Heavy Plastic Sheeting		
Plastic Garbage Bags		
Polyethylene Bags (Various Sizes)		
Freezer or Wax Paper		
Dry Ice		
Drying Space		
Portable Tables		
Absorbent Paper (Blank Newsprint, Blotter, etc.)		
Paper Towels		
Plastic Buckets and Trash Cans		
Water Hoses and Spray Nozzles		
Brooms and Dustpans		

E. Additional Sources of Emergency Equipment and Supplies: (Continued)

Item	Supplier	Phone / E-mail
Mops, Buckets, Sponges		
Monofilament Nylon (Fishing) Line		
Hard Hats		
Rubber Boots		
Rubber and/or Plastic Aprons		
Gloves (Rubber/Leather)		
Protective Masks/Glasses		
Photographic Equipment/Supplies		
Portable Toilets		
Construction Materials (Wood, Screws, Nails)		
Ladders		
Extra Security Personnel		
Other		

F. Daily Upkeep Checklist: (The Following Items Should Be Checked During Opening and Closing Procedures and Included in Overnight Security Patrols.)

Keys Are Secure and Accounted for	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vaults and Safes Are Secured	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Doors That Are Supposed to Be Locked Are Locked	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Evidence of Tampering With Locks or Access Points	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Evidence of Tampering With Major Utilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Anyone Hiding in the Building	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Central Panels or Local Monitors for Trouble Indicators	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Doorbells, Buzzers, Intercom Are Working	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lights Are Working (Including Emergency Lighting)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Surveillance Equipment Is Operating	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Alarms Are Armed or Disarmed as Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Equipment Is Operating Properly		
HVAC	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Water Tanks	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pumps	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Special Equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Unusual or Off-hours Activity	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Construction / Renovation Areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Unusual Smells or Sounds	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Evidence of Water Leakage (Walls, Ceilings, Floors)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Known Problem Areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Refrigerators and Freezers Are Plugged In and Operating	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Small Appliances Are Unplugged	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sinks and Toilets Are In Working Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No

G. Weekly Upkeep Checklist:

Emergency Numbers Are Posted Near Every Telephone	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Extinguishers Are Updated and Operable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Smoke and/or Heat Detectors Are Operable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sprinkler System Is Operable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Water Detectors Are Operable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Halon System Is Operable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Alarms Are Operable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Internal Detection Devices Are in Working Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Internal Alarms Are in Working Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No
External Detection Devices Are in Working Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No
External Alarms Are In Working Order	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Back-up Systems Have Been Tested		
Emergency Lights	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Power	<input type="checkbox"/> Yes	<input type="checkbox"/> No
 Alarm Panels		<input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Reports Have Been Reviewed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All Keys Are Accounted For	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Flashlights Are Operable		
(One in Each Dept., Public Desk, and Civil Defense Shelter)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Transistor / Battery-operated Radio Is Operable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No

H. Other Emergency Issues:

1. Fire Drills:

Date of Last Fire Drill:
Frequency:
Required Yes No

Next Scheduled Date:

2. Fire Inspection:

Date of Last Inspection By Local Fire Department:
Frequency:
Required Yes No

Next Scheduled Date:

3. Civil Defense Drill:

Date of Last Civil Defense Drill:
Frequency:
Required Yes No

Next Scheduled Date:

4. Insurance Analysis/Update:

Date of Last Analysis/Update of Insurance Coverage:
Frequency:
Required Yes No

Next Scheduled Date:

5. Photographs:

Photographs of Interior and Exterior Are Stored Off-site Yes No
Frequency:
Required Yes No

Next Scheduled Date:

6. Off-site Records Collection:

A Records Collection Is Stored Off-site Yes No
Frequency of Update:

Location:

I. Salvage Priorities:

Compile A List of Items That Should Be Salvaged First Following A Disaster For Each Department, Area, and/or Office. Keep These Considerations In Mind When Setting Priorities.

- Is the item critical for ongoing operations of the institution?
- Can the item be replaced?
- Would the cost of replacement be more or less than the cost of restoring the object? (Replacement cost figures should include ordering, cataloging, shipping, etc., in addition to the purchase price.)
- Is the item available in another format, or in another collection?
- Does the item have a high or low collection priority?
- Does the Item require immediate attention because of its composition (coated paper, vellum, water-soluble inks)?

J. Procedures:

Compile and Attach A Detailed List of Procedures To Be Followed In Case of Disaster. These Procedures Should Accommodate Your Institution's Particular Needs and Collections. Consult The NEDCC Technical Leaflet "Emergency Management Bibliography" at www.nedcc.org/welcome/disaster.htm for Sources of Information.

Acknowledgements:

This NEDCC material is based on statewide disaster plans developed by the State Libraries of Wyoming and Iowa and "Guidelines for Protecting Your Organization's Memory From Disaster," by H. Holland, Provincial Archives New Brunswick, and is used with their kind permission.

The Following Emergency Instruction Sheet may be used when an emergency affects the collections. Copies of this sheet should be posted near all staff telephones and at public service desks.

Emergency Instruction Sheet

This sheet should contain in brief and easy-to-read steps all instructions any staff member, volunteer, or student needs to follow in case of an emergency affecting the collections. Copies of this one-page sheet should be posted near all staff telephones and at public service desks. All staff should receive instruction in its use. Examples of what it might contain are listed below.

Fire

1. Call Fire Department Phone _____
2. Assist in Evacuation of Building
3. Notify:
Disaster Response Leader Phone _____
Immediate Supervisor Phone _____
Library Director Phone _____

Water

1. Call:
Disaster Response Leader Phone _____
Plumber/Facilities Staff Phone _____
Immediate Supervisor Phone _____
2. Cover Stacks With Plastic Located _____ OR
Move Records Higher On Shelves OR
Move Records Off Shelves Using A Booktruck OR
Carry Records To Another Location

Continue to list brief instructions relevant to the building, collections, and location. Make them clear so that even excited staff will understand and know what to do.

Acknowledgements

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