

New York State Archives

Strengthening Archives

Disaster Planning Assessment Objectives

- You have an up-to-date written disaster plan that includes appropriate contact information, lines of authority and response procedures.
- Key personnel carry pocket response plans.
- Copies of your plan have been distributed to maintenance staff, and management personnel, local fire and police departments and the county emergency management office.
- Your staff is trained in basic emergency response procedures such as the use of fire extinguishers
- Your staff is aware of basic salvage procedures for damaged collections.
- You have a relationship with local police, fire and emergency services.

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you have an up-to-date written disaster plan for your repository?				<ul style="list-style-type: none">• Convene a committee of repository staff, maintenance staff, and members of your governing body to assess potential risks.• Collect contact information for staff and emergency services (fire, police, ambulance)• Collect contact information for organizations providing assistance with disaster responses.• Identify the location of disaster response supplies
Do key personnel carry pocket response plans?				<ul style="list-style-type: none">• Using available templates, create and distribute pocket response plans to key personnel identified in your disaster plan

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Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Is your staff aware of emergency response procedures?				<ul style="list-style-type: none">• Conduct in-house workshops on emergency response plans for your facility• Invite local fire and police personnel to visit your repository and train staff in the use of fire extinguishers and basic safety equipment in your facility
Is your staff trained in basic salvage procedures for damaged records?				<ul style="list-style-type: none">• Invite a conservator to conduct a workshop for staff on the handling and basic repair of damaged materials• Attend disaster preparedness workshops given by local or national professional organizations