



Council of State Archivists

EMERGENCY PREPAREDNESS INITIATIVE

Securing Our Nation's Essential Records

www.statearchivists.org/prepare

Toolkit for Emergency Preparedness

The **Toolkit for Emergency Preparedness** is intended to provide ready access to selected resources for preparedness and emergency response. The items listed in this Toolkit will also be a valuable resource for state and local governments, historical societies, libraries, and others seeking to locate information for emergency planning as well as responding to disasters.

CoSA expects to expand this directory over time, but encourages everyone to learn more about the following tools and integrate them into their preparedness efforts.

Resources from national organizations

The **Council of State Archivists** encourages state archives and other public and private archival repositories to adapt its **Assessment of Emergency Preparedness** and the **Pocket Response Plan (PReP)**[™] for their own use. <http://www.statearchivists.org/prepare/>



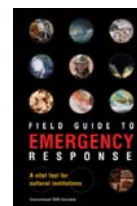
dPlan[™] is an online tool that can help any archival repository or cultural institution develop a customized plan for disaster prevention and response. Developed by the **Northeast Document Conservation Center (NEDCC)** and the **Massachusetts Board of Library Commissioners**. <http://www.dplan.org/>



MayDay – held May 1 every year – is a grass-roots effort, originated by the **Society of American Archivists** and now spreading to all cultural institutions, encouraging archivists and other cultural heritage professionals to "take personal and professional responsibility for doing something simple – something that can be accomplished in a day but that can have a significant impact on an individual's or a repository's ability to respond. <http://www.archivists.org/mayday/>



The **Field Guide to Emergency Response** explains "initial steps to take, essential response functions, and conditions you are likely to encounter" when responding to a natural disaster or other emergency. The manual is accompanied by a DVD that makes an excellent instructional tool for individuals or group presentation. Developed by Heritage Preservation in support of the Heritage Emergency National Task Force. <https://www.heritagepreservation.org/catalog/product.asp?IntProdID=33>



The **Emergency Response and Salvage Wheel** from the **Heritage Emergency National Task Force** has two sides: The Action Steps on side one outline "critical stages of disaster response, such as stabilizing the environment and assessing damage. The Salvage Steps on side two provide "practical tips for nine types of collections: books and documents, photographs, electronic records, paintings, and more. <https://www.heritagepreservation.org/catalog/Wheel1.htm>



In October 2006, the **Heritage Emergency National Task Force** launched a **"Lessons Applied" initiative** to develop and implement projects to address the major issues that Hurricane Katrina brought to light. New tools for libraries, archives, museums, and historic sites resulted. These resources include an expanded version of MayDay, Tips for Working with Emergency Responders, Guide to Navigating FEMA and SBA Disaster Aid for Cultural Institutions, and Recommended Professional Emergency Management Training.
<http://www.heritagepreservation.org/lessons>



The **National Association of State Chief Information Officers (NASCIO)** has developed an **IT Disaster Recovery and Business Continuity Tool-kit: Planning for the Next Disaster** (June 2007) and a video, **"At Risk! Securing Government in a Digital World"** (January 2008) that is viewable online.
<http://www.nascio.org/>



The **Emergency Management Assistance Compact (EMAC)** is "a congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster impacted state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement." State archives could access professional help across state lines through EMAC. EMAC is administered by the **National Emergency Management Association (NEMA)**.
<http://www.emacweb.org/>



The **Disaster Mitigation Planning Assistance Website**, a joint project of the Michigan State University Libraries, the Center for Great Lakes Culture, and the California Preservation Program, includes a nationwide **searchable database** for supplies, services, and experts.
<http://matrix.msu.edu/~disaster/>

WESTPAS (Western States and Territories Preservation Assistance Service) a regional library and archives preservation service new in 2007, delivers workshops on disaster preparedness, response, and collection salvage to 600 staff of libraries and archives in 14 participating states and territories. Workshop participants create written disaster response and collection salvage plans and are trained to teach staff at their home institutions to take appropriate action in the event of an emergency. These workshops will create networks of library and archives staff, providing a community of mutual aid assistance for disaster response and preservation of collections in the region. WESTPAS also maintains a 24/7 disaster assistance number to provide advice and help in the event of a collection disaster. <http://www.westpas.org/>



Resources from state archives

State archivists and records managers have long recognized the need for emergency planning. They have championed the identification and protection of records essential for ongoing government operations as well as those that document our nation's rich cultural heritage.
http://www.statearchivists.org/arc/states/res_disa.htm

Visit CoSA's **Toolkit for the Emergency Preparedness** online:
<http://www.statearchivists.org/prepare/framework/toolkit.htm>