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Nota di contenuto	Title page; Contents; Foreword; Preface; Acknowledgements; CHAPTER 1 Introduction; Why is a plan important?; Definition and terminology; Will your existing plan work in practice?; Writing an effective plan - how to use this book; CHAPTER 2 Case studies; Flood recovery at the State Library, Queensland, Australia; Context; Before the flood - evacuation; Business continuity; Areas for improvement; Key lessons learnt; The fire at the Royal Horticultural Society Lindley Library, London; Key lessons learnt; The New Zealand earthquakes; Key lessons learnt Wider recovery from a river flood at the University of Sussex, UK Key lessons learnt; Fire and flood recovery at Norfolk County Record Office, UK; Key lessons learnt; Impact of power loss on an archive service in a UK local authority; Key lessons learnt; Wider impacts after flooding to a university campus, including the archive; Key lessons learnt; Strategies for preparedness at the Library of Congress; Key lessons learnt; The Tohoku Earthquake and subsequent tsunami of 11 March 2011 and its

impact on library and archive collections; Key lessons learnt; CHAPTER 3 Roles and responsibilities
Introduction
Emergency response activities; Emergency Management Team roles; Emergency Management Team additional roles; Ensuring your Emergency Management Team works effectively; CHAPTER 4 Incident control; Introduction; Categorized response?; Uniform approach; Immediate responses to water damage; Immediate responses to fire; CASE STUDY: Writing emergency snatch lists with fire service input; Immediate responses to flood or storm warning; Immediate responses to other types of incident; CHAPTER 5 Planning the recovery operation; Emergency Management Team meeting
Tactics - in-house or outsource? Triage assessment; Involving insurers; Health and safety; Ending the emergency phase; CHAPTER 6 Collections salvage; Planning salvage; Stabilization and salvage strategy; Moving damaged items; Assessing damaged items; Air-drying techniques; Large-scale drying; Fire and smoke damage; CHAPTER 7 Supplementary content; Personnel contact lists; Priority lists; Floor plans; Emergency equipment; External suppliers and utility companies; Additional appendices; Incident report forms; CHAPTER 8 Dealing with the building; Water damage; Fire damage; Preventative measures
CHAPTER 9 Business continuity How to write a business continuity plan; Effective communications; CHAPTER 10 Ensuring the plan's efficacy; Making your plan user-friendly; Plan distribution; Plan testing; Training; Working with other sections of your organization; Continuous improvement; CHAPTER 11 Conclusion; Bibliography and references; Index

Sommario/riassunto

Are you prepared? Whether you work with a special collection in a local archive or museum, in a large national library or managing records for a healthcare agency, an emergency plan is critical to your organisation's future. Dadson draws on a decade of experience and award-winning training in this essential practical toolkit, enabling you to respond quickly and effectively to flood, fire and other emergencies
