

## Disaster Planning

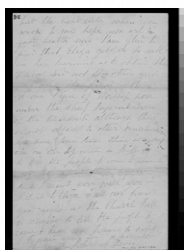
Kansas Area Methodist Archives  
November 12, 2005

### Why Create a Disaster Plan?

- Your church needs a disaster plan and you need to be involved to ensure long-term survival of materials
  - Unique & irreplaceable
  - Legal documents
  - Institution & community identity & memory
  - Individual identity & memory

### Why create a disaster plan?

Historical & Archival materials are especially fragile and easily damaged.



### Why create a disaster plan?

Quick action is required to minimize expensive and potentially toxic measures



### Why create a disaster plan?

Small institutions are especially vulnerable to disasters.



### Why create a disaster plan?

- To bring order to a potentially chaotic moment
- To ensure that you have the proper authority to work with emergency personnel
- To ensure that you have the proper tools and supplies on hand
- To provide a blueprint for action if you, or other trained staff are not available

## Elements of the Plan

- Emphasize safety of people
- For each type of emergency or disaster, indicate
  - Who to notify
  - What to tell them (location, nature of the disaster, your name and how to reach you)
  - Location of disaster kit
  - First steps to take
  - Persons or businesses to contact for assistance

## Example: water emergency plan

- Potential water problems
  - Water on the floor, coming inside the building caused by flooding,
    - Don't enter until danger of electrical shock is passed
    - Notify emergency agency (phone #)
  - Backed up sewer, plumbing failure
    - Don't enter until danger of electrical shock is passed
    - Notify plumber (phone #)
  - Leaking roof
    - Catch drips in containers and protect materials with plastic from the disaster kit

## Water emergency plan (cont'd)

- Dry out the area and cool it as soon as possible to avoid growth of mold, increase ventilation with fans and air conditioning keep lights on
- If materials are wet, keep them cool and begin identifying and caring for them immediately

## Water emergency plan (cont'd)

- Locate a light, clean, dry area in which to treat wet items
- Lay down newsprint
  - Lay single sheets on news print
  - Open books to 90 degree angle, fan pages
  - Interleave pages with paper towel if they will not stand up
  - Leave plenty of space for airflow
  - Use plenty of fans to keep air moving

## Show & Tell

- Disaster Response Wheel
- Disaster cube (commercial)
- Disaster trash can (do-it-yourself)