



# Emergency Planning and Response for Libraries, Archives, and Museums

*Emma Dadson*

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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 organization'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. Expert advice is interwoven with cross-sectoral and international case studies drawn from high profile and smaller and medium-sized organizations offering a breadth of relevant experience and advice. Regardless of your time or cost constraints this text will outline exactly how to minimize risk, tackle real emergencies and ensure business continuity.

Each chapter guides you through the essentials including:

- an introduction to emergency planning in the information and heritage sectors
- getting started on your plan
- alarm raising and incident containment
- the recovery operation
- salvaging collections
- critical documents such as priority lists, floorplans and disaster kits
- business continuity and IT recovery
- ensuring the plan's efficacy
- risk management and disaster prevention.

This is the ultimate resource for all those who work with collections in libraries, archives, museums and historic houses internationally, whether large or small. It's also an invaluable tool for records managers in companies, local authorities and healthcare agencies. Lastly it offers a concise introduction to emergency planning and response for international library and information students.

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