

May 14, 2026

Manage Your Readiness: NEDCC's Disaster Planning Services

Transportation Librarians Roundtable



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Serving clients nationwide

NEDCC

Conservation

- Book
- Paper
- Photographs

Preservation

- Training Programs
- Consultations and Assessments
- Online Resources
- 24/7 Collections Emergency Hotline

Reformatting

- Audio Preservation
- Digital Imaging

Phases Of Emergency Management



Risk Assessment

What:

- Identify hazards
- Determine “loss exposure”
- Monitor and reassess risks

Why:

- Maximize resources
- Cost-benefit analysis
- Mitigation strategies

Who:

- You!
- Emergency responders
- Staff
- Insurance Company
- Recovery Vendors



Probability & Impact Matrix

	High Probability	Low Probability
High Effect	Hurricane Nor'easter	Earthquake Pandemic Flu Arson
Low Effect	Leaking Pipe Deep Freeze	Distant Wild Fire Shelf Collapse

Building Maintenance & Upkeep

- The Building Envelope
- Fire Protection
- Water Protection
- Mold Prevention
- Pest Prevention
- Security



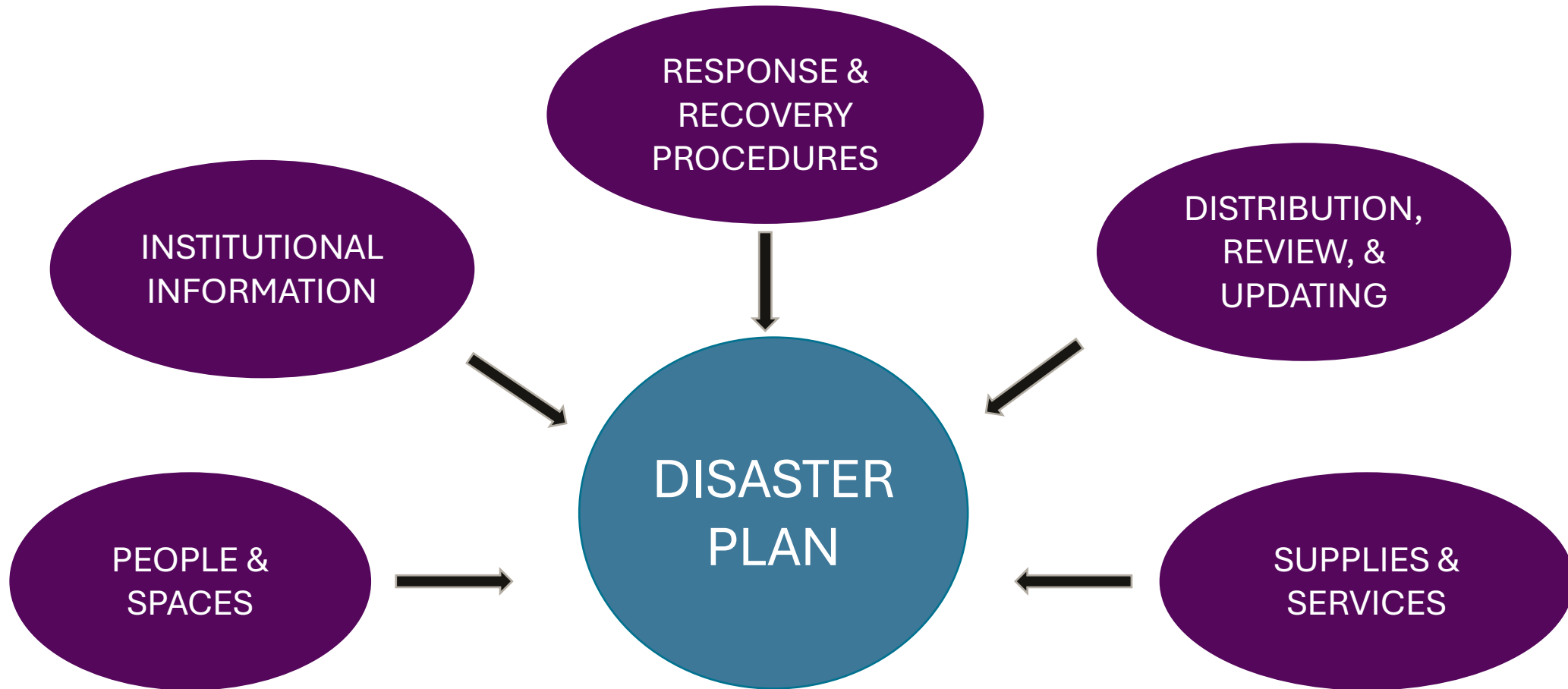
Collections

Ensure that...

- Collections are stored at least 3” off the floor
- Collections are properly housed in appropriate boxes
- Collections are labeled
- Collection (and institutional) priorities have been denoted as such and that they are easily accessible



Disaster Plan



dPlan | ArtsReady

www.dplan.org

Select A Plan

Pocket Response Resource

Download the free Pocket Response Resource (PRR), a customizable template that organizes your most important information on one easy-to-read page. Includes access to the PRR Guides and Resources, a limited library of curated and annotated emergency-planning resources. An email address is required.

Annual Plan

One year of access to dPlanArtsReady, including risk assessment, action items management, electronic storage of your planning documents, printable reports, and a robust library of templates and resources. See dplan.org/about for information about features and subscription rates.

Continue



Template for Pocket Response Resource, Released 6/30/2022 SIDE A (Communications). Use this side to collect phone numbers for the individuals and organizations you are most likely to need to talk to in the first minutes and hours after an emergency occurs.

[Organization Name]	RESPONSE TEAM	BUILDING CONTACTS	FIRST RESPONDERS	EMERGENCY RECOVERY SERVICES
Pocket Response Resource Date revised: <hr/> INSTITUTIONAL CONTACTS [link to your online ArtsReady or dPlan account] Main Emergency Management Office (if you have a parent organization) [office phone] / [email] / Executive Director [name] [office phone] / [home phone] / [cell] / [email] / [home email] Director of [department] [name] [office phone] / [home phone] / [cell] / [email] / [home email] Communications and Public Relations Officer [name] [office phone] / [home phone] / [cell] / [email] / [home email] Financial Services / Accountant [name] [office phone] / [home phone] / [cell] / [email] / [home email] House Manager [name] [company name] [office phone] / [home phone] / [cell] / [email] / [home email] Add contact information for additional departments such as collections, environmental/health services, IT, resident companies, tenants or long-term renters, visiting performers, etc.	Team Leader [name] [office phone] / [home phone] / [cell] / [email] / [home email] Members [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email] [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email] [name] [Response Team role] [office phone] / [home phone] / [cell] / [email] / [home email] <hr/> FREE SPACE Use this space for additional instructions for immediate emergency response. This might include a staff phone tree, contact information for student and volunteer employees, frequent contractors, renters, etc., or overflow from other columns.	Facilities / Building Manager [name] [street address of building] [office phone] / [home phone] / [cell] Add additional buildings and separate facilities (including rentals) as needed. Include street address to reference when calling emergency services. Electric [phone] Elevators [phone] Fire Suppression [phone] Gas [phone] Janitorial Services [name] [company name] [office phone] / [home phone] / [cell] Plumber [phone] Security [name] [company name] [office phone] / [home phone] / [cell] Telephone [phone] Water – Fire Sprinklers [phone] Water – Potable [phone] Windows/Glass [phone]	Emergency 9-1-1 Ambulance / Emergency Medical [phone] City Emergency Management [phone] County Emergency Management [phone] Fire Department [phone] Health Department [phone] Police Department / Law Enforcement [phone] Red Cross [phone] State Office of Emergency Services [phone] <hr/> MUTUAL AID PARTNERS ("BATTLE BUDDIES") Alternate facility(ies) for operations [name] [organization] [office phone] / [home phone] / [cell] <hr/> OTHER CONTACTS Arts Council (local and/or state) Trade/professional associations Performing Arts Readiness Project www.performingartsreadiness.org ; PAR@lyrasis.org NCAPER www.ncaper.org ; motool@ncaper.org dPlan dplan.org ; help@dplan.org National Heritage Responders 1-202-861-3068	Building Recovery – Local company [name] [phone] Building Recovery – National company [name] [phone] Collections Conservator [name] [phone] Data Recovery Service [name] [phone] Exterminator / Pest Control Service [name] [phone] FEMA Disaster Assistance 800-621-FEMA Freezer Storage [name] [phone] Insurance Contact / Agent [name] [company name] [office phone] / [home phone] / [cell] / [email] / [home email] Structural Architect / Building Engineer [name] [phone] Temporary Storage [name] [phone] Add additional contact information for other needs related to your primary services.

Print on 8 1/2" x 11" paper. Trim on outside lines, fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document is the size of a credit card. Insert in PRR™ Tyvek™ envelope for protection, available from CoSA.
<https://www.statearchivists.org/programs/emergency-preparedness/emergency-preparedness-resources/pocket-response-plan/m-templates/>

Disaster Plan

- Publish Your Plan
 - Home
 - Office, break room
 - With emergency professionals
 - Accessible virtually
- Review, update:
 - At least once a year
 - After a disaster
 - Staff changes
 - Building renovations



Emergency Preparedness Assessments + Policy Development



Site visit with walk-through



Report with recommendations



Advocacy



Policy Writing Consultation at the San Diego Zoo Wildlife Alliance Library

Written by Jesse Keel, Associate Preservation Specialist

For archive and library collections, a long-term preservation plan should feature key policies. Policy writing is a fundamental component of preservation planning because it ensures that best practices are not only established but also continued at cultural heritage organizations over time. One of the most critical plans that any organization, big or small, needs documented is a disaster plan. This plan enables organizations to

ABOUT

- Overview
- Mission
- History
- Supporters

<https://www.nedcc.org/about/nedcc-stories/sdzwa>

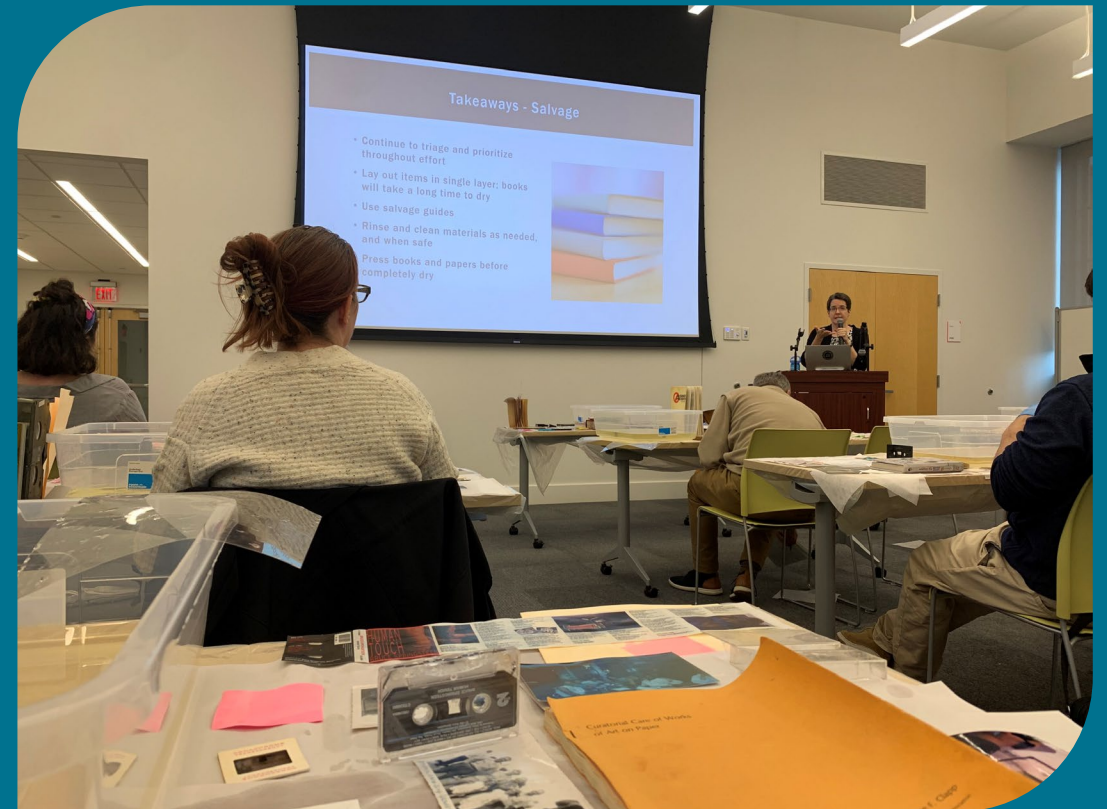
Response Partners

- Touch base (or establish a relationship) with vendors
- Spend time with the Fire Department
- Update your phone tree and any other spot that has names/numbers listed



Training

- Practice fire drill routes
- Test warning systems
- Pop quizzes at staff meetings
- Tabletop Exercises
- Review your plan as a team
- Fire extinguisher training
- Hands-on salvage training
- Enroll in online courses



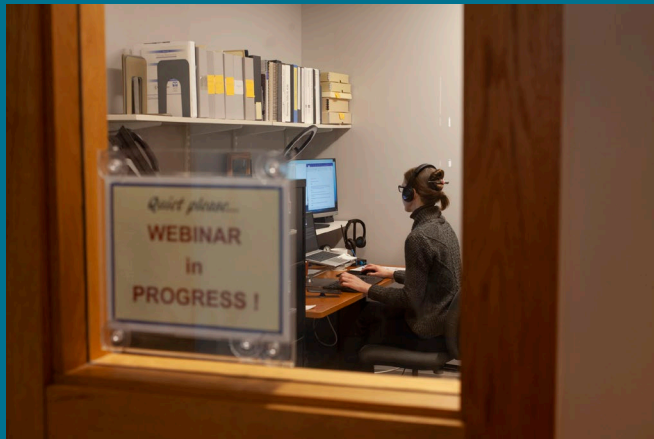
Customized Training



Webinars

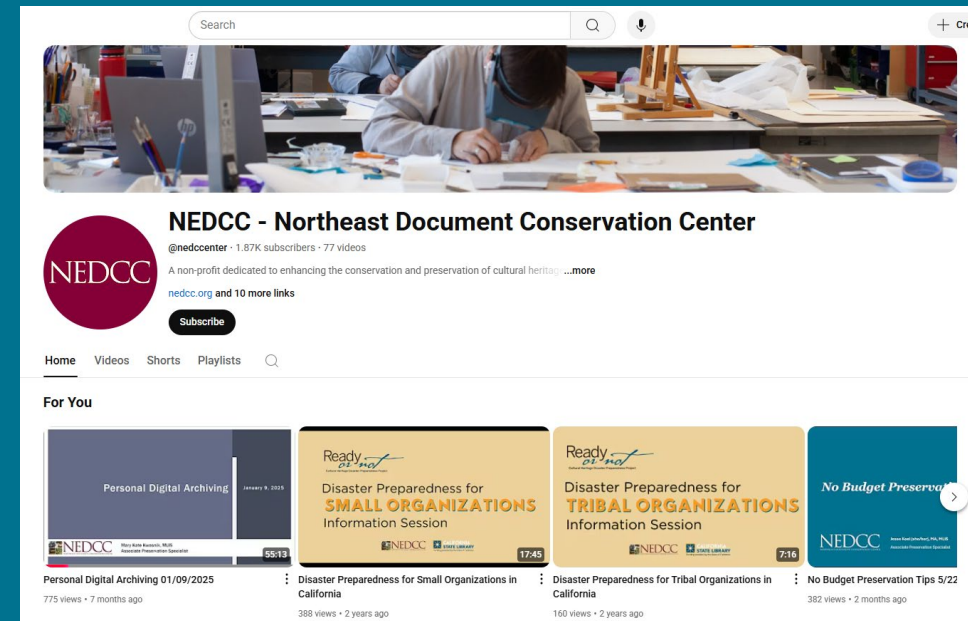
Free

- www.nedcc.org/videochannel



Paid

- www.nedcc.org/training
- Live webinars
- On-demand webinars



NEDCC Preservation Leaflets: Planning

Leaflets for emergency planning:

[3-3 Emergency Planning](#)

[3-4 Worksheet for Outlining an Emergency Plan](#)

[3-9 Protecting Collections During Renovation](#)

[3-11 Collections Security](#)

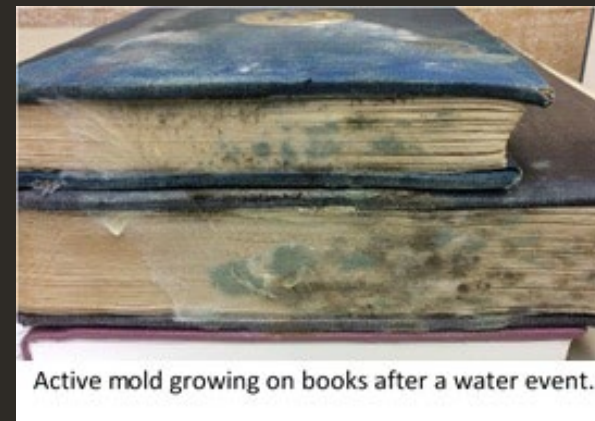
Leaflets related to emergency response and recovery:

[3-6 Emergency Salvage of Wet Books and Records](#)

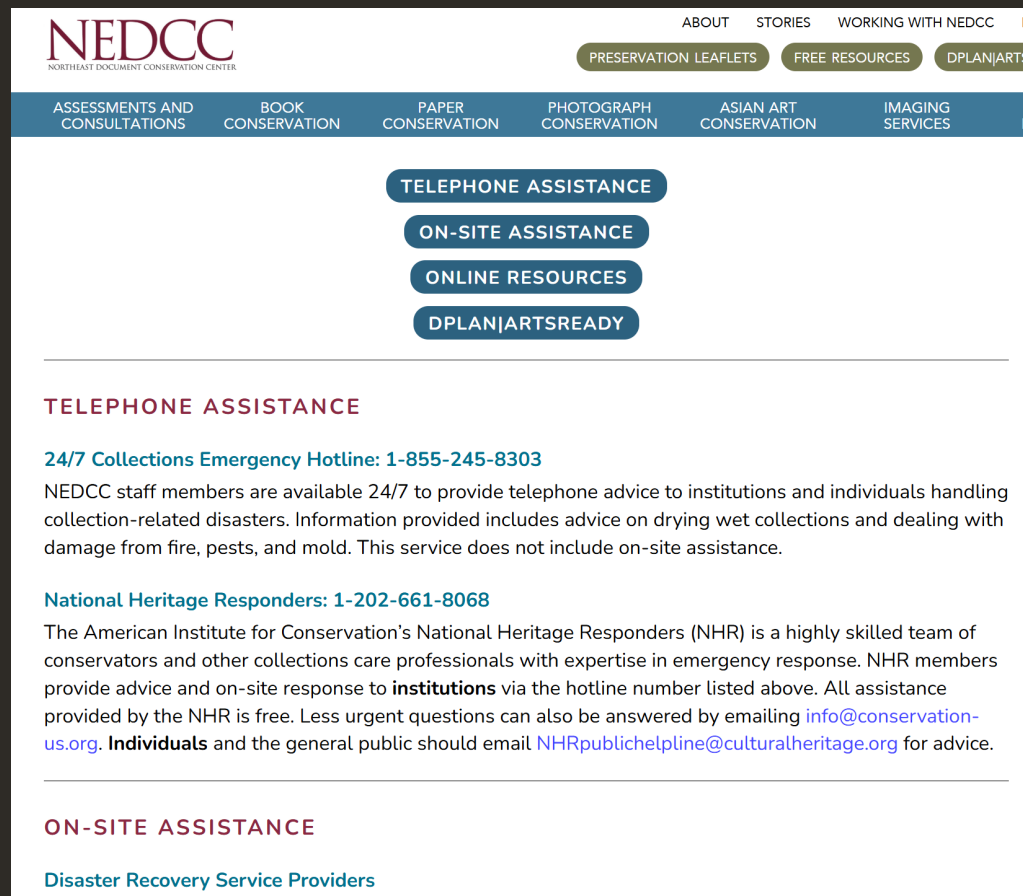
[3-7 Emergency Salvage of Wet Photographs](#)

[3-8 Emergency Salvage of Moldy Books and Paper](#)

[3-12 Freezing and Drying Wet Books and Records](#)



Disaster Assistance Webpage



The screenshot shows the NEDCC website's disaster assistance page. At the top, the NEDCC logo is on the left, and navigation links for 'ABOUT', 'STORIES', and 'WORKING WITH NEDCC' are on the right. Below this is a horizontal menu with buttons for 'PRESERVATION LEAFLETS', 'FREE RESOURCES', and 'DPLAN|ARTS'. A secondary menu lists services: 'ASSESSMENTS AND CONSULTATIONS', 'BOOK CONSERVATION', 'PAPER CONSERVATION', 'PHOTOGRAPH CONSERVATION', 'ASIAN ART CONSERVATION', and 'IMAGING SERVICES'. The main content area features four large, rounded buttons: 'TELEPHONE ASSISTANCE', 'ON-SITE ASSISTANCE', 'ONLINE RESOURCES', and 'DPLAN|ARTSREADY'. Below these, the 'TELEPHONE ASSISTANCE' section is highlighted, containing the '24/7 Collections Emergency Hotline: 1-855-245-8303' and a paragraph describing the service. It also lists 'National Heritage Responders: 1-202-661-8068' and provides details about their services. The 'ON-SITE ASSISTANCE' section is partially visible at the bottom, starting with 'Disaster Recovery Service Providers'.

www.nedcc.org/emergency

Telephone assistance

24/7 collections emergency hotline:

1-855-245-8303

On-site assistance

Online resources

Response and recovery

Preparedness

“Ready – Or Not” Cultural Heritage Disaster Preparedness Project

- 2022-2026
- Funded by California State Library
- Over 500 Organizations have received emergency preparedness assessment site visits
- 78% of organizations took action to mitigate risks for their building or collections after the assessment



Checklist for Getting Started

- Complete a risk assessment.
- Fill out a Pocket Response Resource (PRR).
- Draft a disaster plan.
- Build an emergency response supply kit.
- Publish your disaster plan (physical and digital).
- Train staff on using the disaster plan.
- Set calendar reminder to update plan.
- Ask for help when you need it!

*Thank
you!*

Contact Us

- info@nedcc.org
- jkeel@nedcc.org

Stay connected!

- Subscribe to our monthly newsletter and follow us on social media!

