

FACILITIES ASSESSMENT

This is a summary of key areas that should be assessed in your facility/facilities to help plan for and limit damage from any number of disaster situations. Several resources are listed at the end of this summary to assist you in this assessment.

A risk assessment should describe conditions/concerns within each of the following areas, as well as actions to be taken to limit vulnerability:

Architecture:

- Building construction (wood, brick, concrete)
- Roof
- Windows, skylights, doors
- Basement
- Compliance with local codes
- Cracks, seepage

Drainage:

- Condition of eaves, gutters, downspouts, drains
- Water directed away from building, draining properly

Protection from Fire:

- Fire extinguishers present, inspected regularly
- Fire suppression and detection systems
- Fire alarm system
- Fire marshall inspections
- Appliance use, conditions

Protection from Water:

- Pipe leaks, plumbing problems
- Water detectors
- Sump pumps
- Valuable materials stored above ground
- Staff knowledge/access to water main shut-off, mechanical rooms

Construction Projects:

- Responsibility for fire safety
- Fire guards used in welding/cutting
- Debris removal

Heating/Ventilating/Air Conditioning (HVAC) System:

- Types of system(s)
- Regular maintenance
- Evidence of mold, leaks
- Schedule of use

Security:

- Locks, intrusion detectors/alarms
- Security patrol
- Closing procedures
- Building exterior lighting
- Book drops
- Contact with security or police departments

Housekeeping:

- Safe storage of cleaning supplies
- Pest management strategies
- Food and drink policies
- Trash removal

Insurance:

- Policy update
- Coverage
- Replacement costs specified
- Claim procedures
- Back-up catalog, computer tapes, inventories

FOR MORE INFORMATION SEE THESE OTHER RESOURCES:

Northeast Document Conservation Center (NEDCC)

Preservation of Library and Archival Materials: A Manual
Available free online in English, Spanish and Russian
<http://www.nedcc.org/welcome/pubs.htm#pub3>

List of NEDCC technical leaflets, including information on environment, preservation planning, emergency preparedness and facility assessment
<http://www.nedcc.org/leaflets/leaf.htm>

Conservation Center of Artistic and Historic Artifacts (CCAHA)

Mold and disaster recovery publications
(Some available in English and Spanish)
<http://www.ccaha.org/publications.html>

Heritage Preservation

Heritage Preservation's Emergency Response & Salvage Wheel
(Available in English and Spanish)
<http://www.heritagepreservation.org/PUBS/PUBSINDEX.HTM>

The Southeastern Library Network, SOLINET

Preservation publications at SOLINET
http://www.solinet.net/preservation/preservation_templ.cfm?doc_id=115.

Disaster Prevention and Protection Checklist
<http://www.solinet.net/emplibfile/disasterprevention.pdf>

Disaster Mitigation & Recovery Resources
http://www.solinet.net/preservation/preservation_templ.cfm?doc_id=71

National Fire Protection Association NFPA

<http://www.nfpa.org>

National Fire Protection Association. Code for the Protection of Cultural Resources, 2001 Edition. (NFPA #909-2001). Quincy, MA: National Fire Protection Association, 2001.

National Fire Protection Association. Code for Fire Protection of Historic Structures, 2001 Edition. (NFPA #914-2001). Quincy, MA: National Fire Protection Association, 2001.

National Fire Protection Association. Standard for the Protection of Records, 2000 Edition. (NFPA 232-2000). Quincy, MA: National Fire Protection Association, 2001.