

Disaster Recovery Plan: Protecting Our Library's Resources

This Disaster Recovery Plan outlines procedures for safeguarding the library's collections, services, and facilities in the event of various disasters. The goal is to minimize damage, ensure staff and patron safety, and facilitate a swift and efficient recovery process.

1. Introduction and Objectives

A comprehensive disaster recovery plan is essential for any library to mitigate the impact of unforeseen events. This plan is designed to:

- Protect human life.
- Preserve library collections and vital records.
- Restore essential library services as quickly as possible.
- Minimize financial losses and operational downtime.
- Establish clear communication protocols during and after a disaster.

2. Emergency Contact Information (On record at OLIS, please see attached).

In the event of a disaster, the following contacts should be notified immediately:

Role/Department	Name	Phone Number	Email/Website
Library Director	Chris Matos	508-617-0082	director@georgehail.org
President of the Board	Kate Barry	401-527-2748	dudleypickles@gmail.com
Emergency Services (Police, Fire, EMS)	N/A	911	N/A
IT Support	Ocean State Libraries	401-738-2200	https://catalog.oslri.net/
Insurance Provider	RI Interlocal Trust	401-438-6511	https://www.ritrust.com/

Role/Department	Name	Phone Number	Email/Website
Conservation/Preservation Specialist	HPHC	401-222-2678	https://preservation.ri.gov/

3. Disaster Prevention and Mitigation

Preventive measures are crucial to reduce the likelihood and impact of disasters.

3.1 Facility Preparedness

- Regular inspection and maintenance of plumbing, electrical, and HVAC systems.
- Installation and regular testing of smoke detectors, fire alarms, and sprinkler systems.
- Secure shelving and furniture to prevent toppling during seismic events.
- Elevate collections off the floor to protect against minor flooding.
- Maintain a supply of emergency lighting, first-aid kits, and communication devices.

3.2 Collection Protection

- Digitize rare and valuable materials where feasible, and store backups off-site.
- Maintain an up-to-date inventory of all library collections.
- Protect sensitive documents and electronic equipment with waterproof covers when not in use or during extreme weather warnings.

3.3 Staff Training

- Regular emergency preparedness drills and training for all staff.
- Training on the use of fire extinguishers and emergency evacuation procedures.
- Education on basic first aid and incident reporting.

4. Response Procedures

Immediate and organized response is critical during a disaster.

4.1 Evacuation Procedures

- All staff and patrons must follow designated evacuation routes and assemble at the pre-determined safe meeting point located at the Warren Town Hall during the day or Police Station at night.
- Account for all staff and patrons once at the meeting point.

- Do not re-enter the building until authorized by emergency services.

4.2 Initial Damage Assessment

- Once safe to enter, a designated team will conduct an initial assessment of the damage.
- Document all damage with photographs and detailed notes.
- Prioritize areas with significant damage to collections, infrastructure, or vital records.

4.3 Communication Protocols

- The Library Director or designated spokesperson will be the sole point of contact for media and public inquiries.
- Keep staff informed of the situation and recovery efforts through email, text alerts, or a dedicated hotline.
- Update the library's website and social media channels with closure information and reopening plans.

5. Recovery Procedures

The recovery phase focuses on restoring operations and repairing damage.

5.1 Salvage and Preservation

- Prioritize the salvage of irreplaceable materials (e.g., special collections, historical documents).
- Implement appropriate drying and preservation techniques for water-damaged materials (e.g., air drying, freeze-drying).
- Work with conservation specialists for damaged rare books and artifacts.

5.2 Facility Restoration

- Engage qualified contractors for structural repairs, electrical work, and environmental remediation.
- Ensure the building is safe and secure before allowing staff and patrons to re-enter.
- Thorough cleaning and sanitization of affected areas.

5.3 Data Recovery and IT Systems

- Restore data from off-site backups for library management systems, digital collections, and administrative records.

- Repair or replace damaged hardware and network infrastructure.
- Verify the functionality of all IT systems before resuming public access.

5.4 Financial Considerations

- File insurance claims promptly with the insurance provider .
- Track all disaster-related expenses for reimbursement.
- Explore potential grant opportunities for disaster recovery.

6. Post-Disaster Review

After the recovery process is complete, a thorough review will be conducted.

- Evaluate the effectiveness of the disaster recovery plan.
- Identify areas for improvement and update the plan accordingly.
- Debrief staff to gather feedback and address any concerns.

7. Appendices

Appendix A: Emergency Supply Kit Checklist

- First-aid kits
- Flashlights and extra batteries
- Water
- Whistles
- Gloves and masks
- Plastic sheeting and tape
- Cleaning supplies

Appendix B: Important Documents Location

- Original copies of insurance policies: Stored on RI Interlocal Trust Website
- Off-site backup of digital records: Accessed via KOHA and CatalogIt Website
- Building blueprints and facility maps: Located in Copy stored on Director's Google Drive