Bibliography of Hurricane Resources – OTHER
Version February 9, 2010

Abby. (2008, October 14). West University on the cover of Texas Library Journal [Blog entry]. *eBranch Blog*. Houston, TX: Harris County Public Library. Retrieved March 9, 2009, from http://www.hcpl.net/category/tags/e-branch

This blog entry highlights an article in *Texas Library Journal* concerning the decision of the Harris County Public Library West University branch to open without power during the days after Hurricane Ike.

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American Red Cross. (2009). *Talking about disaster: Guide for standard messaging* [Electronic resource]. Washington, DC: American Red Cross. Retrieved March 9, 2009, from http://www.redcross.org/disaster/disasterguide/

This guide is aimed at disaster safety information providers. It provides language these providers can use when providing messages and technical information to the public. The guide is available as a PDF download or in HTML format divided by hazards, special populations, pre-disaster preparedness, and just-in-time and post-disaster preparedness.

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American Red Cross Capital Area Chapter. (2008). *The official 2008 hurricane survival guide for the capital area* [Electronic resource]. Leon County, FL: Leon County Board of County Commissioners. Retrieved May 8, 2009, from http://www.leoncountyso.com/PDF/2008hsg.pdf

This hurricane preparedness guide includes sections about protecting personal property, evacuation routes, and how to protect your small business.

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Amigos Library Services. (2007). *A disaster plan for libraries and archives* [Electronic resource]. Dallas, TX: Amigos Library Services. Retrieved September 23, 2008, from http://www.amigos.org/files/disasterplan_template.pdf

This planning template assists libraries and archives to prepare for emergency situations by gathering vital information necessary in the event of an emergency. It includes sections for the in-house emergency team, locations of emergency systems in facilities, local emergency services, and collection salvage and general supplies.

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Austin Public Library. (2008, September 17). *Hurricane evacuee library cards* [Press release]. Austin, TX: Austin Public Library. Retrieved May 18, 2009, from
 http://www.ci.austin.tx.us/library/news/nr20080916a.htm

This is a brief press release stating that the Austin Public Library will waive non-resident fees for hurricane Ike evacuees and provide a free library card. It is an example of a public library providing on-demand evacuee services.

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Baldwin County Library Cooperative. (2008). *Community service guide* [Electronic resource]. Robertsdale, AL: Baldwin County Library Cooperative. Retrieved March 9, 2009, from
http://www.gulftel.com/bclc/community/communityres.htm

The guide is comprised of links to services concerning addiction, emergency and law enforcement, food, general health, mental health, emergency assistance, etc. Emergency assistance includes links to the Red Cross Gulf Coast division, FEMA web site, as well as Alabama and Baldwin County emergency assistance providers.

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Barlow, Mark. (2004). *Hurricane preparedness plan* [Electronic resource]. Orange Beach, AL: Orange Beach Public Library. Retrieved April 6, 2009, from
http://www.ccpls.com/press/HURRICANE%20PLAN%20FOR%20ORANGE%20BEACH%20PUBLIC%20LIBRARY.pdf

This document is the hurricane preparedness plan for the Orange Beach Public Library, a Gulf Coast public library. The plan details the actions that the library is to take before the storm and after the storm and provides an example of a library's hurricane preparedness plan.

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Block, Tom. (2008, September 18). *FSU and libraries: Lending more than books* [Radio interview]. Tallahassee, FL: WFSU Radio, Florida State University Communications Group. Retrieved February 9, 2010, from

http://www.fsu.com/Radio-News/FSU-and-Libraries-Lending-More-than-Books

This interview with Dr. Charles McClure discusses research being done by the Information Use Management and Policy Institute, as a result of a $218,000 grant from the Florida Catastrophic Storm Risk Management Center. The research seeks to uncover best practices and develop systematic guidelines that will assist public libraries during times of severe tropical weather that result in a public need for their community libraries.

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Bolger, Laurie. (2003, June 9). *Scared or prepared? Disaster planning makes the difference*. Presented at the 2003 Special Libraries Association Annual Conference. Retrieved march 20, 2009, from http://www.sla.org/Documents/ScaredorPrepared2.htm

This paper describes what a disaster is and highlights five disasters that impacted libraries: a tornado, flash flood, earthquake, the Oklahoma City bombing, and 9/11. There are also guidelines for the disaster planning process which encourage collaboration with local authorities in the planning process.

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Brewer, Michelle Volesko, & Reich, Barbara S. (2005). *Memorandum of understanding for a health sciences, hospital/system or medical library for emergency preparedness support*. Princeton, NJ: New Jersey Hospital Administration. Retrieved March 20, 2009, from http://www.njha.com/LibrarySection/Pdf/Model%20MOU%20rev6%20Legal%20review%20complete%20FINAL%20with%20Fo.pdf

This document is an example of a Memorandum of Understanding (MOU). The form is a mutual aid agreement and description of a voluntary program for emergency preparedness and support between cooperating libraries.

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Buchanan, Sally A. (1988). *Disaster planning: Preparedness and recovery for libraries and archives* (RAMP Publication PGI-88/WS/6). Paris: United Nations Education, Scientific, and Cultural Organization.

The guidelines that are sketched out in this resource provide a framework for developing a library disaster plan. Topics covered in the manual include prevention, protection, response and recovery.

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Cable News Network. (2008). *Commentary: U.S. needs 'culture of preparedness'* [Interview]. In *Commentary: U.S. needs 'culture of preparedness'*. Atlanta, GA: CNN. Retrieved March 9, 2009, from http://www.cnn.com/2008/US/weather/09/01/honore.gustav/index.html

This is an interview with Lt. Gen. Russel Honore who led the military response to Hurricanes Katrina and Rita. During the interview Lt. Gen. Honore discusses some of the lessons that were during hurricanes Katrina and Rita regarding evacuations, post-hurricane recovery, and what cities and citizens can do to be prepared for hurricanes.

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California Preservation Program. (2005). *Generic disaster plan workbook*. Sacramento, CA: California Preservation Program, California State Library. Retrieved March 24, 2009, from http://calpreservation.org/disasters/generic/index.html

This online workbook provides a framework for institutions to write individualized disaster plans.

Centers for Disease Control and Prevention. (n.d.). *Hurricanes* [Electronic resource]. Atlanta, GA: Centers for Disease Control and Prevention. Retrieved March 6, 2009, from http://www.bt.cdc.gov/disasters/hurricanes/

This section of the CDC web site contains a wealth of information on preparing for tropical weather systems. There are resources on how to prevent injury and illness, remaining healthy in hot weather, how to make a home safe after the disaster, and learning how to prepare for a hurricane. Each resource section provides pdf downloads of the information available in each section and some of the sections provide users with audio and visual files.

Committee on Using Information Technology to Enhance Disaster Management, National Research Council. (2005). *Summary of a workshop on using information technology to enhance disaster management*. Washington, D.C.: National Academies. Retrieved February 19, 2009, from http://books.nap.edu/catalog.php?record_id=11458#orgs

This report summarizes the key points made during a workshop on use of information technology in disaster management. The workshop topics covered information management challenges in disaster response; research opportunities for utilizing information technology in disaster management; and collaboration, coordination, and interoperability.

Criswell, Gale K. (2005). *Booklist for children affected by Hurricane Katrina*. Baton Rouge, LA: State Library of Louisiana. Retrieved March 25, 2009, from http://www.state.lib.la.us/empowerlibrary/Booklist%20for%20CHILDREN%20affected%20by%20Hurricane1.pdf

This book list was developed for children affected by Hurricane Katrina. The books may be used by parents or other caregivers to present difficult issues in the context of stories; issues include adapting to change, comfort and reassurance, courage, grief and loss, resilience and hope, and death.

Cullman County Public Library System. (n.d.). *Disaster preparedness/recovery manual*. Cullman County, AL: Cullman County Public Library System. Retrieved April 6, 2009, from http://www.ccpls.com/press/CCPLS%20Disaster%20Manual_edit.pdf

This manual informs the responses and recovery actions of the Cullman County Public Library System. The manual serves as an example of a library's emergency plan, its approach to organizing for an emergency, and its policies and procedures for emergency response and recovery.

Disaster assistance guide for Katrina evacuees. (n.d.). *Dallas Morning News*. Dallas, TX: Retrieved May 18, 2009, from http://www.dallasnews.com/s/dws/spe/2005/katrina/assistance_guide.pdf

The disaster assistance guide is a quick reference guide designed to help evacuee victims locate aid in the Dallas metropolitan area. The guide includes phone numbers, locations, and email addresses to health care services, FEMA, Red Cross, city hall, the school district office, and other local services.

DePew, John N. (1989). *Statewide disaster preparedness and recovery program for Florida libraries* (Occasional Papers Number 185). Champaign, IL: Graduate School of Library and Information Science, University of Illinois at Urbana-Champaign. (ERIC Document Reproduction Service No. ED307872). Retrieved November 16, 2008, from http://eric.ed.gov/ERICDocs/data/ericdocs2sql/content_storage_01/0000019b/80/1e/c5/6a.pdf

This report details a program designed to alert Florida's academic and public librarians to the nature of fire and water disasters, train them to prepare for and respond to emergency situations, and establish a statewide library disaster recovery network. \

DisasterVictims.org. (2008, November 1). Books that help children cope with disasters [Blog post]. Retrieved February 9, 2010, from http://disastervictims.org/?p=347

This blog entry provides a list of for books to help children cope with natural disasters. It includes a list of helpful web sites.

Dodson, Suzanne, & Wellheiser, Johanna G. (1996). *Bibliography of standards and selected references related to preservation in libraries* [Electronic resource]. Ottawa, CA: Library and Archives Canada. Retrieved March 25, 2009, from http://epe.lac-bac.gc.ca/100/200/301/nlc-bnc/bibliography_standards_apr96-ef/eintro.htm

This bibliography provides resources in the following categories: preservation and access, paper-based collections/records, film-based collections/records, optical and magnetic collection/records, environmental control, exhibition, health and safety, security, and emergency planning and response. The emergency planning and response section covers general disasters, fires, other disasters (i.e. earthquakes, hurricanes, and floods), and salvage information.

Federal Emergency Management Agency. (2009). *Developing and maintaining state, territorial, tribal and local government emergency plans: Comprehensive preparedness guide, CPG 101*. Washington, D.C.: U.S. Department of Homeland Security. Retrieved May 8, 2009, from http://www.fema.gov/pdf/about/divisions/npd/cpg_101_layout.pdf

This guidebook provides general tips on developing emergency operations plans. It describes the planning process and defines fundamentals of planning and provides templates for developing an emergency operations plan.

Federal Emergency Management Agency. (2008). *About DRCs* [Electronic resource]. Washington, DC: U.S. Department of Homeland Security. Retrieved May 18, 2009, from http://www.fema.gov/assistance/opendrcs.shtm

This portion of the FEMA web site defines what a Disaster Recovery Center (DRC) is, lists some services a DRC might provide, and includes a DRC locator service.

Federal Emergency Management Agency. (2008). *Are you ready? An in-depth guide to citizen preparedness* [Electronic resource]. Washington, D.C.: U.S. Department of Homeland Security. Retrieved March 26, 2009, from http://www.fema.gov/areyouready/

This web page provides an overview of the *Are You Ready?* Guide. The guide is available as a downloadable PDF or as HTML pages.

Federal Emergency Management Agency. (n.d.). *Disaster recovery center locator* [Electronic resource]. Washington, D.C.: U.S. Department of Homeland Security. Retrieved May 18, 2009, from https://asd.fema.gov/inter/locator/index.jsp

The disaster recovery center (DRC) locator provides users with up to date information on DRCs around the nation, searchable by street address. Additionally, the DRC locator page provides users with instructions on how to use the DRC locator tool.

Federal Emergency Management Agency. (n.d.). *Post-Disaster redevelopment planning with HAZUS-MH* [Electronic resource]. Washington, D.C.: U.S. Department of Homeland Security. Retrieved March 26, 2009, from http://www.fema.gov/library/viewRecord.do?id=2940

This is a copy of a presentation explaining best practices in using HAZUS-MH software for risk assessment and comprehensive planning. HAZUS-MH is FEMA's risk assessment software program; it utilizes GIS (Geographic Information Systems) coupled with scientific and engineering knowledge to estimate hazard-related damage before or after a disaster event.

Ferguson Group. (2008). *A guide to federal disaster assistance*. Washington, D.C.: Ferguson Group. Retrieved February 13, 2009, from http://www.colliergov.net/Modules/ShowDocument.aspx?documentid=18794

This guide focuses on two major topics related to disaster assistance: the major declaration process and the Federal Emergency Management Agency. The guide includes a directory of Federal and state disaster resources.

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Finley, Mary M. (1999). Disaster planning for libraries: Lessons from California State University, Northridge. In *Proceedings of the 8th Annual Federal Depository Library Conference*, *April 12-15, 1999* (pp. 142-147). Washington, D.C.: Library Programs Service, U.S. Government Printing Office. Retrieved March 26, 2009, from http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/99pro29.html

This paper reports on one library's experience with the North Ridge earthquake of 1994. The author discusses ways of mitigating damage to library materials during a natural disaster and approaches to making the library as safe as possible in the event of natural disasters.

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Florida Atlantic University. (2008). *Hurricane emergency plan: John D. MacArthur Campus Library, Florida Atlantic University*. Boca Raton, FL: Florida Atlantic University. Retrieved March 26, 2009, from http://www.fau.edu/library/npb/hurrplan.pdf

This is the document that guides FAU library staff through the hurricane planning process, and it provides an example for other libraries to follow. The document includes procedures to follow during a hurricane watch, evacuation procedures for the main campus library, procedures for protecting equipment, and steps to be followed after a hurricane has passed.

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Florida Department of Community Affairs. (n.d.). *Standard operating procedure (SOP)* [Electronic resource]. Tallahassee, FL: Florida Department of Community Affairs. Retrieved May 18, 2009, from http://www.floridadisaster.org/brm/SOPs/drccoord.pdf

This document defines what a disaster recovery center is and details the job duties of a disaster recovery center coordinator. The document also includes a checklist for pre- and post-event operations.

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Florida Division of Emergency Management. (2009). *County emergency management contacts* [Electronic resource]. Tallahassee, FL: Florida Division of Emergency Management. Retrieved March 26, 2009, from http://www.floridadisaster.org/County_EM/county_list.htm#

This is an interactive map of Florida that displays contact information and location of each county's emergency management department. The contact information includes the department's physical address, phone number, fax number, director's name and email address, and the department's web site.

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Florida Division of Emergency Management. (2009). *DEM internet library* [Electronic resource]. Tallahassee, FL: Florida Division of Emergency Management. Retrieved March 26, 2009, from http://www.floridadisaster.org/internet_library.htm

The DEM Internet Library includes general information and publications related to Florida emergency management, such as the Florida Incident Field Operations Guide, COOP information, forms, maps, plans and operational procedures, preparedness information, public service announcements, reports, response information, SERT logos, and studies on hurricane response.

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Guth, David W., & Alloway, Gordon A. (2008). *Untapped potential: Evaluating state emergency management agency web sites 2008: Findings of the University of Kansas Transportation Research Institute-funded study "Crisis Communications: Evaluating Effectiveness of State Emergency Management Web Sites" (Project Number: FED45344)*. Lawrence, Kansas: University of Kansas Transportation Research Institute. Retrieved March 26, 2009, from http://people.ku.edu/~dguth/WebVersionEMA.pdf

This report presents the findings of an evaluation of state emergency management agency (EMA) web sites. The study concluded that state EMAs have been slow adopters of Internet-based resources in communication with the public during emergencies and that state EMA web sites focus more on first responders than state citizens.

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Harford County (MD) Public Library. (n.d.). *Help for disaster victims: How to help and get help* [Electronic resource]. Belcamp, MD: Harford Public Library. Retrieved March 31, 2009, from http://www.harf.lib.md.us/services/katrina.html

This web page is comprised of a variety of local, state, and national resources that may be useful to victims of disasters. The page has links to the Red Cross and other volunteer organizations, as well as a resource section for federal assistance, banking and insurance information, contact information and links to Harford County agencies, general hurricane information, and a link to finding friends and family.

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Harris County Public Library. (2008). *E-branch blog: September 2008 archives* [Blog]. Houston, TX: Harris County Public Library. Retrieved March 26, 2009, from http://www.hcpl.net/ebranch/news/archives/2008_09.html

The September 16, 2008 blog contains informative posts pertaining to hurricane disasters, including contains resources on state and local emergency management and preparedness in Texas, to help children and the mentally ill cope with natural disasters, for animal rescue, and about federal and state assistance programs.

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Henson, Stephen. (2000). Writing the disaster response plan: Going beyond shouting "help! help!" In *Proceedings of the 9th Annual Federal Depository Library Conference, October 22-25, 2000* (pp. 150-158). Retrieved March 26, 2009, from http://www.access.gpo.gov/su_docs/fdlp/pubs/proceedings/00pro28.html

This paper introduces disaster response planning for libraries to respond to various disasters, such as hurricanes and other severe weather, bomb threats and other terrorist incidents, and temperature and humidity fluctuations. There are links to resources at the end of the paper: documents, charts, and web sites.

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Henson, Stephen, & Finley, Mary M. (2008). *Disaster planning for libraries: Selected resources* [Electronic resource]. Northridge, CA: California State University, Northridge. Retrieved March 26, 2009, from http://library.csun.edu/mfinley/fdcread.html

This is a bibliography on disaster planning for libraries. Resources are divided by material type: books, conference proceedings, articles, government publications, charts, and internet resources.

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Heritage Emergency National Task Force. (2008). *Forum planning handbook*. Washington, D.C.: Heritage Emergency National Task Force. Retrieved March 24, 2009, from http://www.heritagepreservation.org/Forum/Forum%20Planning%20Handbook.pdf

This handbook explains the importance of partnerships in disaster planning, what organizations need to get started, whom to involve in the local planning community, and how to organize a forum that brings together emergency responders and cultural institutions in a community.

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Heritage Emergency National Task Force. (n.d.). *Heritage emergency response alliance brochure*. Washington, D.C.: Heritage Emergency National Task Force. Retrieved March 24, 2009, from http://www.heritagepreservation.org/AfR/Atlanta/hera_brochure.pdf

The HERA brochure explains the background, mission, and activities of the organization, a list of participating organizations, and contact information for Atlanta-area preservation organizations.

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Heritage Preservation. (n.d.). *Emergency response and salvage wheel* [Electronic resource].
Washington, D.C.: Heritage Preservation. Retrieved May 18, 2009, from
https://www.heritagepreservation.org/catalog/Wheel1.htm

The emergency response and salvage wheel is a tool that helps cultural institutions understand
the stages of disaster response and preserve books, documents, photographs, electronic records,
paintings, etc.

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Heritage Preservation. (n.d.). *Field guide to emergency response* [Electronic resource].
Washington, D.C.: Heritage Preservation. Retrieved May 18, 2009from
http://www.heritagepreservation.org/catalog/product.asp?IntProdID=33

The Heritage Preservation field guide provides instruction for cultural institutions on preparing
the institution for disasters. The manual covers topics on an institutions initial response to the
disaster, working with emergency responders, taking care of staff members needs, and
preserving the collection.

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Howard, Michelle. (2008). *E-government quick links*. Hudson, FL: Pasco County Library
Cooperative. Retrieved March 26, 2009, from http://pascolibraries.org/files/pdf/egovlinks.pdf

This bibliography is a list of links to often-requested E-government services, as well as county
and city government agencies, State of Florida government agencies, and federal government
services, compiled by the Pasco County Library Cooperative.

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Information Use Management & Policy Institute. (2008). *Public libraries and the Internet 2007:
Study results and findings* [Electronic resource]. Tallahassee, FL: Information Use Management
& Policy Institute, College of Information, Florida State University. Retrieved February 9, 2010,
from http://ii.fsu.edu/Solutions/Public-Libraries-The-Internet/Reports

This report is based on findings from the 2007-2008 *Public Library Funding and Technology
Access* survey. The report discusses the role that public library Internet connectivity and Internet
access play in the communities they serve, based on the survey findings.

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Jackson, Brian A. (2008). The problem of measuring emergency preparedness: The need for
assessing "response reliability" as part of homeland security planning. Rand Occasional Papers
OP-234-RC. Santa Monica, CA: Rand Distribution Service. Retrieved May 8, 2009, from
http://www.rand.org/pubs/occasional_papers/2008/RAND_OP234.pdf

This paper serves as a guide on developing measures for evaluating near-term actions or
response activities in a disaster. Additionally, the paper gives background on the national
preparedness system and on appThe paper is available for download in PDF format.

Jefferson County Emergency Management Agency. (n.d.) *Disaster recovery center coordinator: Standard operating procedure (SOP)*. Jefferson County, AL: Jefferson County Emergency Management Agency. Retrieved May 18, 2009, from https://www.jeffcoema.org/documents/CEMP%202008/05%20Recovery%20Functions/05.B.18.1%20Disaster%20Recovery%20Center%20Coordinator%20SOP.doc

This document defines disaster recovery center (DRC) and details the job duties of a DRC coordinator. It includes a five part timeline: pre- and post- event preparation, DRC operations and closing, and the after-action report.

Kniffel, L. (2008, October 14). Hurricane Recovery in Houston [Msg1]. Retrieved May 8, 2009, from http://www.al.ala.org/insidescoop/?p=103

The blog entry provided by Leonard Kniffel discusses the roles played by the Houston Public Library (HPL) in the wake of Hurricane Ike. HPL provided online access and assistance with filing electronic FEMA assistance forms to citizens. Additionally, librarians helped those affected by Ike file for emergency food stamps and unemployment benefits. Furthermore, the HPL cared for 300 children of city employees so that their parents could return to work. Finally, the HPL performed computer access outreach.

Library of Congress. (2008). *Learning from Katrina: Conservators' first-person accounts of response and recovery; suggestions for best practice* [Electronic resource]. Washington, DC: Library of Congress Preservation. Retrieved April 3, 2009 from http://www.loc.gov/preserv/emergprep/katrinarespond.html

This web page contains interviews with ten of the museum professionals and conservation volunteers sent to the Gulf Coast region in the wake of Hurricane Katrina.

Library of Congress. (2008). *Library of Congress announces new "Learning from Katrina" webpage* [Electronic resource]. Washington, DC: Library of Congress. Retrieved May 8, 2009, from http://www.loc.gov/today/pr/2008/08-148.html

Press release/announcement about an LOC web site where the LOC has posted interviews with professional conservators talking about their work salvaging collections affected in August 2005.

Lindsay, Bruce R. (2008). *Federal evacuation policy: Issues for Congress* [Electronic resource]. Washington, DC: Congressional Research Service. Retrieved May 11, 2009, from http://www.fas.org/sgp/crs/homesec/RL34745.pdf

This Congressional Research Service (CRS) issue brief discusses federal evacuation policy and programs, including lessons learned from the response to Hurricane Katrina. The brief focuses on evacuation and reentry; it does not addresses other aspects of emergency preparedness and response. It also does not specifically address libraries.

Louisiana State Police (2008). *Louisiana citizen awareness and disaster evacuation guide: 2008 hurricane evacuation guide southeast and southwest* [Electronic resource]. Baton Rouge, LA: Louisiana State Police. Retrieved May 11, 2009, from http://www.lsp.org/lcadeg.html

The American Red Cross and The Louisiana Association of United Ways (LAUW) distribute copies of the Louisiana Citizen Awareness & Disaster Evacuation Guide. Guides are intended for the Greater New Orleans, Lafayette & Lake Charles citizens who will use the maps and contra-flow routes to evacuate when disasters threaten the coastal areas.

Lyall, Jan. (1993). *Disaster planning for libraries and archives: Understanding the essential issues.* Paper presented at the Pan-African Conference on the Preservation and Conservation of Library and Archival Materials, Nairobi, Kenya: June 21-25. Retrieved May 11, 2009, from http://www.nla.gov.au/nla/staffpaper/lyall1.html

This paper presents an overview of the elements of a disaster plan. Disaster planning is becoming an essential component of the overall management plan for a library or archive. The importance of an effective disaster plan is regularly demonstrated in institutions which are strongly committed to their plans. There is ample evidence to indicate that to be effective, a plan must be incorporated into the day-to-day management of an institution. A well thought out and presented plan is not useful if it exists solely as a document on a shelf.

MCEER Information Service. (2008). *QUAKELINE database* [Electronic resource]. Buffalo, NY: MCEER Information Service, State University of New York at Buffalo. Retrieved May 11, 2009, from http://mceer.buffalo.edu/utilities/quakeline.asp

This bibliographic database covering publications on earthquakes, earthquake engineering, natural hazard and disaster mitigation, and related topics including hurricanes.

McIlwaine, John. (2005). *First, do no harm: A register of standards, codes of practice, guidelines recommendations and similar works relating to preservation and conservation in libraries and archives.* The Hague, Netherlands: International Federation of Library Associations and Institutions, Section on Preservation and Conservation. Retrieved May 11, 2009, from http://archive.ifla.org/VII/s19/pubs/first-do-no-harm.pdf

The document contains a list of sources that provide comprehensive information on the conservation and preservation of museum, library, and archival materials. The source list covers a range of topics in conservation and preservation that include general conservation and preservation, education and training, emergency planning and disaster preparedness, and preservation treatment and storage.

Melvin Gelman Library. (2009). *Crisis, disaster, and risk management* [Electronic resource]. Washington, DC: Melvin Gelman Library, George Washington University. Retrieved May 11, 2009, from http://libguides.gwu.edu/content.php?pid=12166&sid=82072

George Washington University librarian Shmuel Ben-Gad compiled these resources for the research guides of the GWU Melvin Gelman Library. The guides contain access to Federal, National and International Emergency Management resources, as well as information on accessing scholarly material on the subjects pertaining and related to emergency preparedness and disasters.

Miami-Dade Public Library System. (2008). Continuity of operations plan (COOP). Miami, FL: Miami-Dade Public Library System.

The COOP plan is created to ensure that mission-critical functions will continue if facilities are inoperable or personnel must be relocated due to a disaster. Procedures for response and recovery are included.

For further information: Leo Gomez <GLE@miamidade.gov>; <gomezl@mdpls.org>**;** Support Services Administrator Miami-Dade Public Library System <http://www.mdpls.org/> 101 West Flagler Street, Miami FL 33130-1523 Phone: (305) (305) 375-5051 Cell: (305) 781-2339 Fax: (305) 375-2978

Miami-Dade Public Library System. (2007). Emergency plan: Hurricane/storm policy and procedures section "F." Miami, FL: Miami-Dade Public Library System.

This section of the MDPLS emergency plan covers hurricanes. Topics include National Hurricane Center and county/library terminology, timeline of preparations prior to hurricane season, preparations when a storm is approaching, procedures for after a storm has passed, disaster supply list, calling tree, etc.

For further information: Leo Gomez <GLE@miamidade.gov>; <gomezl@mdpls.org>**;** Support Services Administrator Miami-Dade Public Library System <http://www.mdpls.org/> 101 West Flagler Street, Miami FL 33130-1523 Phone: (305) (305) 375-5051 Cell: (305) 781-2339 Fax: (305) 375-2978

Miami-Dade Public Library System. (2007). Emergency plan: Emergencies policies and procedures section "J." Miami, FL: Miami-Dade Public Library System.

This section of the MDPLS emergency plan covers a broad range of topics including evacuation procedures, fires, loss of air conditioning, injuries and illnesses of staff or patrons, power failures, and more.

For further information: Leo Gomez **<GLE@miamidade.gov>; <**gomezl@mdpls.org**>**; Support Services Administrator Miami-Dade Public Library System <http://www.mdpls.org/> 101 West Flagler Street, Miami FL 33130-1523 Phone: (305) (305) 375-5051 Cell: (305) 781-2339 Fax: (305) 375-2978

National Archives and Records Administration. (1999). *Vital records and records disaster mitigation and recovery: An instructional guide* [Electronic guide]. College Park, MD: The U.S. National Archives and Records Administration. Retrieved May 18, 2009, from http://www.archives.gov/records-mgmt/vital-records/

This is an instructional guide on how to plan, prepare, and execute disaster mitigation and recovery. The guide outlines ways to develop a contingency plan, assess risk, recover after a disaster, and plan for disasters. Though the guide has been developed for Federal agencies, it may be adapted to the needs of libraries and archives.

National Library of Medicine. (2008). *Librarians and Libraries Respond to Disasters: On Library Roles in Disaster Response and Recovery.* Retrieved May 11, 2009, from http://disasterinfo.nlm.nih.gov/dimrc/bibliographydisaster.html.

This bibliography provided by the National Library of Medicine is a list of resources concerned with the roles played by libraries in times disaster and recovery. Additionally, the page also includes NLM resources related to disaster information and emergency preparedness plans for libraries.

Northeast Document Conservation Center. (n.d.). *COSTEP: About this project* [*Wiki]. Andover, MA: Northeast Document Conservation Center. Retrieved May 11, 2009, from* http://statewideplan.pbwiki.com/About+this+project

This wiki page explains the COSTEP project and includes links to the advisory committee, meetings, the COSTEP brochure, and contact information. The COSTEP wiki is a planning tool to aid between cultural resource institutions in coordinating with emergency management departments and first responders

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Northeast Document Conservation Center. (n.d.). *COSTEP: Coordinated statewide emergency preparedness: An emergency response framework for the cultural community* [Electronic resource]. Andover, MA: Northeast Document Conservation Center. Retrieved May 11, 2009, from http://statewideplan.pbwiki.com/

The COSTEP wiki is a planning tool to aid between cultural resource institutions in coordinating with emergency management departments and first responders. The wiki includes resources on subjects such as developing disaster preparedness plans; implementing disaster preparedness strategies; and building alliances with local, state, and federal agencies.

Northeast Document Conservation Center. (n.d.). *Massachusetts cultural resources disaster information form. Andover, MA: Northeast Document Conservation Center. Retrieved March 24, 2009, from* http://costepinma.pbwiki.com/f/Cultural+Resources+Form+final+081029.doc

This form is an example form for collecting cultural resources disaster information.

Northeast Document Conservation Center. (n.d.). *Northeast Document Conservation Center – disaster assistance: CoStep* [Electronic resource]. *Andover, MA: Northeast Document Conservation Center. Retrieved March 24, 2009, from* http://www.nedcc.org/disaster/costep.php

COSTEP is an online planning tool to bring together cultural resource institutions, emergency managers, and first responders to plan for area-wide disasters.

Patkus, Beth Lindblom, & Motylewski, Karen. (1993). Disaster planning. In B. Lindblom & K. Motylewski, *Disaster Planning for Cultural Institutions*. Nashville, TN: American Association for State and Local History. Retrieved February 9, 2010, from http://www.nedcc.org/resources/leaflets/3Emergency_Management/03DisasterPlanning.php

This leaflet serves as a how-to guide to creating disaster plans. It covers identifying and decreasing risks, cooperative plans, identifying resources, setting priorities, writing and maintaining the plan, and suggested reading.

Public Entity Risk Institute. (2008). *Post disaster redevelopment plan (Palm Beach County, FL)* [Electronic resource]. Fairfax, VA: Public Entity Risk Institute. Retrieved May 13, 2009, from https://www.riskinstitute.org/peri/images/file/PostDisasterRedevelopmentPlanPalmBeachCounty FL.pdf

This web site contains an example of Palm Beach County's post-disaster redevelopment plan. The plan was written based on best practices lessons learned from catastrophic events.

Rowlett Public Library staff. (2005). *Resource list for Hurricane Katrina evacuees*. Rowlett, TX: Rowlett Public Library. Retrieved May 18, 2009, from http://www.ci.rowlett.tx.us/NR/rdonlyres/122E5C5D-AC71-4280-B8D5-A1CADFEB0CD8/0/HurricaneKatrinaResourceList.pdf

This resource list for Katrina evacuees can be used by any hurricane evacuees who have come to the Dallas metropolitan area and hurricane evacuees in general. The list has sections for federal aid, banking, locating family and friends, housing, insurance, jobs, legal assistance, locating pets, social services, transportation, unemployment assistance, postal services, local schools, unemployment, and hurricane Katrina specific resources.

St. Louis Public Library. (n.d.). *Hurricane Katrina disaster resources from St. Louis Public Library* [Electronic resource]. St. Louis, MO: St. Louis Public Library. Retrieved May 18, 2009, from http://www.slpl.lib.mo.us/libsrc/katrinaresources.htm

This resource list is primarily focused on resources in the State of Missouri, specifically related to assistance programs (e.g., Red Cross and Salvation Army), the public school system and state colleges and universities, state employment, the Humane Society, transportation, and the State Emergency Management Agency of Missouri. Additionally, the list includes transportation resources for the states of Louisiana, Mississippi, and Alabama, as well as contact information for the FEMA counseling center.

StormAdvisory. (n.d.). *StormAdvisory – hurricane path tracking & storm status information* [Electronic resource]. Retrieved May 13, 2009, from http://stormadvisory.org/map/atlantic/

This interactive map allows users to track storms from their origin and throughout their track, until they are no longer considered tropical.

Texas State Library and Archives Commission. (2008). *Resources available for Texas libraries, archives, museums, historical records custodians in possible hurricane path* [Electronic resource]. Austin, TX: Texas State Library and Archives Commission. Retrieved May 13, 2009, from http://www.tsl.state.tx.us/news/docs/2008releases/hurricaneresources0908.pdf

In preparation for the landfall of Hurricane Ike, this press release was issued by the Texas State Library and Archives Commission. The document is comprised of a list of tools and resources that target the needs of librarians, archivists, curators, records managers, and other custodians of historical records when they are pre-planning or responding to a natural disaster situation.

Teygler, R., de Bruin, Gerrit, Wassink, Bihanne, & van Zanen, Bert. (2001). *Preservation of archives in tropical climates: An annotated bibliography* [Electronic resource]. The Hague, the Netherlands: Nationaal Archief (National Archives of the Netherlands) and Amsterdam, the Netherlands: European Commission on Preservation and Access. Retrieved May 14, 2009, from http://www.knaw.nl/ecpa/grip/tropical.html

This publication contains an overview of available resources on issues pertaining to preservation and conservation in tropical climates, focusing on books and writing materials, building and storage facilities, disaster preparedness and pest management.

Tucker, John, Trexler, Todd, & Wade, Jeff. (1996). *Hurricane mitigation and post-disaster redevelopment: Program analysis of Flagler county, Florida*. Tallahassee, FL: Florida Department of Community Affairs, Florida Coastal Management Program. Retrieved May 14, 2009, from http://www.law.ufl.edu/cgr/publications/hurricane_analysis.pdf

This document discusses the principles of hurricane mitigation and post-disaster redevelopment. Additionally, the document includes an analysis of Flagler County's hurricane mitigation and post-disaster redevelopment plan.

University City Public Library. (2006). *Emergency procedures and disaster recovery* [Electronic resource]. University City, MO: University City Public Library. Retrieved April 3, 2009, from http://www.ucpl.lib.mo.us/policy/Disaster%20preparedness%20plan.doc

This document is an example of a public library's emergency procedures and disaster plan. The plan outlines the actions to be taken by library staff during emergency situations.

University of Iowa. (2008). *University of Iowa flood information* [Blog]. Iowa City, IA: University of Iowa. Retrieved May 14, 2009, from http://uiflood.blogspot.com/

This is an example of using a Web 2.0 application (e.g., blog) to manage disaster information. The blog was developed using Blogspot . It includes information related to floods, as well as general University of Iowa information.

Urban Libraries Council. (2007). *Making cities stronger: Public library contributions to local economic development*. Chicago, IL: Urban Libraries Council. Retrieved February 9, 2010, from http://www.urban.org/publications/1001075.html

This publication discusses the ways in which public libraries support the economic development of their communities. The roles discussed in the paper include economic development, literacy and school readiness, building workforce participation, small business support, and libraries as a power of place.

U.S. Department of Homeland Security, National Preparedness Directorate, Federal Emergency Management Agency. (n.d.) *Homeland Security digital library (HSDL)* [Electronic resource]. Washington, DC: Federal Emergency Management Agency, National Preparedness Directorate, U.S. Department of Homeland Security. Retrieved May 14, 2009, from https://www.hsdl.org/

The HDSL collections include a general collection, restricted collection, news digest collection, and I3P cyber infrastructure collection. The general collection includes "over 63,000 important U.S. policy documents, presidential directives, and national strategy documents as well as specialized resources from universities, organizations and local and state agencies," the restricted collection includes "over 3,000 current U//FOUO intel releases, reports and summaries from federal, state and local sources," the news digest collection includes "periodic digests with a focus on homeland security topics," and the I3P cyber infrastructure collection includes information from "an I3P partnership focused on identification of information assets."

U.S. National Library of Medicine. (n.d.). *TOXNET* [Electronic resource]. Bethesda, MD: U.S. National Library of Medicine. Retrieved May 14, 2009, from http://toxnet.nlm.nih.gov/

The TOXNET database is hosted by the National Library of Medicine. The web site is comprised of searchable databases on toxicology, hazardous chemicals, environmental health, and toxic releases.

Wellheiser, Johanna G., & Gwinn, Nancy E. (Eds.). (2005). *Preparing for the worst, planning for the best: Protecting our cultural heritage from disaster: Proceedings of a conference sponsored by the IFLA Preservation and Conservation Section, the IFLA Core Activity for Preservation and Conservation, and the Council on Library and Information Resources, Inc., with the Akademie der Wissenschaften and the Staatsbibliothek zu Berlin, Berlin, Germany, July 30 - August 1, 2003*. München: K.G. Saur.

This collection of conference papers includes the following topics: cooperative approaches to emergency preparation and response; disaster prevention; emergency plans; disaster management; psychological stress and recovery; firsthand accounts; risk mitigation; and collections recovery techniques.

Young Adult Library Services Association. (n.d.). *Dealing with tragedy and terror* [Electronic resource]. Chicago: American Library Association. Retrieved May 18, 2009, from http://www.ala.org/ala/mgrps/divs/yalsa/profdev/dealingtragedy.cfm

This resource list is comprised of references and resources on the topic of coping with disasters (e.g., hurricanes, war, and terrorism). The references and resources target children, teens, and young adults.

Young Adult Library Services Association. (n.d.). *Serving teen evacuees in libraries* [Electronic resource]. Chicago: American Library Association. Retrieved May 18, 2009, from http://www.ala.org/ala/mgrps/divs/yalsa/profdev/evacuees.cfm

This portion of the YALSA web site provides a list of activities that libraries, shelters, and schools can put together to help hurricane affected youth cope with the post-disaster environment.