⚠ ALIA DISASTER SCENARIOS FOR STAFF TRAINING SESSIONS ⚠

Australian Library and Information Association

Look on our website for the ALIA *Disaster Management for Libraries, Part One – Guide* and *Part Two – Disaster Template* www.alia.org.au/information-and-resources/disaster-planning.
Familiarise yourself with these resources and then consider one or more of the following scenarios which you can adapt to help prepare, update and refine your library's Disaster Plan and assist in staff training.
A list of key issues is provided for facilitators to select and adapt to help groups explore the implications of the different disaster scenarios.

Scenarios

A The great deluge

Water begins gushing into the special collections area of the library from a burst overhead water pipe. You are the only librarian available, and there are a number of users in the reading room as well as in the main library.

B Dust storm on its way

You work in a regional library with unique photographs and audio visual media stored on open shelves in the reading room, as well as digital data. The Bureau of Meteorology has announced that a significant dust storm is on its way, accompanied by high winds. It looks to be up to 50 kilometres wide and 1000 metres high.

C Storm warning

You work in a public library with a local history collection of physical and digital materials. The digital collections are stored on a computer server located in a room adjacent to the local history collection. You receive a warning that in about 5-6 hours a savage storm is about to hit your local area.

D After the rains

Since the record shattering rainfall last month staff have returned to work and after two weeks are now checking collections in off-site locations. The records bungalow is located in a lower part of town and it is likely that water and vermin have entered the building. The collection contains an assortment of archival records, non-accessioned collections and a variety of historical materials on obsolete media including CDs, DVDs and audio and video tapes.

E Storm damage

You are the Library's Disaster Team Leader and your library has a Disaster Plan. It is the day after a storm has passed. Part of the library roof has blown off right above the local history collection and the computer server. A temporary cover has been put over the gaping hole. There is no power. The emergency services have declared the building safe to enter, and that response and recovery of collections can safely begin.

You enter the building to assess the damage and observe that a number of local history items are wet and there is water on the floor of the computer room.

F After the bushfire

A bushfire has swept through the area. Homes have been destroyed and several lives have been lost. People are appearing in town looking dazed.

The library is an integral part of this community. Part of the library has been burnt including the computer server room, while the community history and rare books collections are wet from the sprinklers and fire hoses. The power is out. The Library has been declared safe to enter.

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1. Who/what may be at risk of damage or injury:
   - people
   - physical collections
   - digital collections?

2. What will be your immediate response steps?

3. What are the first steps you could quickly take to limit the damage to physical collections? Likewise for digital collections?

4. What steps could you have taken previously prevent damage to the collections and to prepare for such a disaster?

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1. How are you going to respond and recover from this disaster?

2. Where will you start?

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1. In your library how are you going to respond and recover from this disaster?

2. What additional services could the library provide that could help the community?

Key issues

Facilitators can select and adapt applicable issues below as a starting point to help groups explore the implications of different disaster scenarios.

Collections	What are the most significant/priority collections?
	What is the extent of damage to physical and digital collections (scale of disaster)?
	Where are the collections located (physical and digital)?
	What other key information about collections do you need to know?
Contacts & communication	Is there a list of emergency contacts?
	How are you going to communicate if the mobile phone infrastructure is not working?
	Is there a disaster team?
	Who should you inform?
	Who will liaise with the media and update the public?
Building and infrastructure	What other key information about the building and infrastructure do you need to know?
Emergency immediate actions	What are immediate actions you should follow in an emergency?
First response	What first practical steps can you take to limit the damage to physical and digital collections?
Salvage	Can you handle the salvage of physical collections in house?
	What about the digital collections?
Resources	Is there a store of emergency equipment and supplies?
	What other materials/supplies and equipment do you need?
	What outside expert support/services might you need?
Records	What records will you need to keep?