Guideline 440 - Disaster Action Team

A. Director

- Makes major decisions & calls in key personnel to assist;
- Assesses all disaster areas for immediate priority list;
- Visits sites and gets reports of progress from supervisor of area;
- Makes major decisions affecting Library and disaster operation;
- Keeps college officials informed on status of Library during salvage operation.

B. Business Manager

- Establishes and manages disaster recovery & salvage teams.
- Contacts emergency supply distributors to deliver needed materials.
- Keeps Director informed about current status of assessments made and salvaging being done.

C. Head of Collection Management

- Prepares general collection stacks and reference room for anticipated event (severe inclement weather, etc.)
- Assesses damage to general collection and reference room;
- Implements disaster procedures in stack area and supervises salvage team;
- Informs Director of situation and assists in salvage procedures;
- Determines what materials are able to be saved and which should be discarded.

D. Head of Technical Services

- Prepares technical services area for anticipated event (severe inclement weather, etc.)
- Assesses damage to technical services area;
- Implements disaster procedures and supervises salvage team;
- Informs Director of situation and assists in salvage procedures.

E. Chief Curator (Special Collections)

- Prepares Special Collections and Gallery for anticipated event (severe inclement weather, etc.)
- Assesses damage to Special Collections and Gallery
- Supervises, informs disaster team workers of situation and assessed damages.
- Informs Director of situation and assists salvage procedures.
- Should be called in for all disasters as Recovery Specialist.

F. Information Technology Librarian

- Prepares Library electronic equipment for anticipated event (severe inclement weather, etc.)
- Assesses damage to electronic equipment and computers;
- Serves as main contact with DOIT;
- Implements disaster procedures for recovery of equipment and data;
- Informs Director of situation and assists in salvage procedures.

G. Head of Serials

- Prepares serials, media, and circulation for anticipated event (severe inclement weather, etc.)
- Assesses damage to serials, media, and circulation;
- Implements disaster procedures in stack area and supervises salvage team;
- Informs Director of situation and assists in salvage procedures;
- Determines what materials are able to be saved and which should be discarded.

Suggested review timetable: once a year.

F:adm/jm/551 rev. 9/6/06 LW (wrt changes in personnel)

Appendix:

UMBC Disaster and Emergency Preparedness Plan (which may supersede some of the provisions in this guideline)

Albin O. Kuhn Library & Gallery Salvage Team