FORMAT			
1. Name of resource	IFLA Disaster Preparedness and Planning: a brief manual		
2. Location	https://www.ifla.org/files/assets/pac/ipi/ipi6-en.pdf		
3. Alternative location	https://www.ifla.org/publications/node/8068		
4. Author[s]	J. McIlwaine		
5. Publisher/producer/ host	International Federation of Library Associations and Institutions (IFLA) Core Activity on Preservation and Conservation (PAC).		
6. Year	2006		
7. Suggested citation	McIlwaine, J. (2006). *IFLA Disaster Preparedness and Planning: a brief manual.* IFLA-PAC, available at https://www.ifla.org/files/assets/pac/ipi/ipi6-en.pdf		
8. Languages in which available	English, French, Russian, Spanish, Czech, Arabic		
9. Geographic area resource relates to	International		
10. Does the resource relate to a specific time frame?			
11. Type	Report		
	Toolkit/Framework/Roadmap	Yes	
	Sign-post to other resource (database)		
	Case studies		
	Other		
12. If this is part of an initiative, what is the initiative?	This manual was produced as part of the IFLA Preservation and Conservation Core Activity (PAC).		
COLLECTIONS AND COLLECTIONS-BASED INSTITUTIONS			
13. Explicit links to collections	Yes		
14. Explicit links to museums/libraries/a rchives	Yes		
15. Types of institutions the resource covers	Museums	X	
	Archives	X	
	Libraries	X	
	Other	X	
16. Types of collections/disciplin es the resource covers	Arts, humanities and social sciences: philosophy, psychology, religion, social sciences, law, politics, language, arts and recreation, architecture,	X	

	literature, history, geography and ethnology, anthropology, archaeology	
	Science, natural history, technology, medicine, engineering, manufacturing	
17. If no explicit links to collections, justification for inclusion		

HOW IT CONTRIBUTES TO SUSTAINABLE DEVELOPMENT	
18. Collections-related activities the resource relates to (mark all that apply)	
Develop collections to protect and safeguard wider cultural and natural heritage more effectively, for example by targeting collecting to threatened forms of heritage in strategic ways	X
Use collections to promote learning and educational opportunities that contribute to sustainable development more effectively, for example education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development and/or skills development relating to collections	
Use collections to promote cultural participation/social inclusion more effectively, for example by reducing barriers to participation, to ensure no-one is 'left behind'	
Use collections to promote sustainable tourism more effectively, for example by developing new products based on local cultural heritage, and/or considering the rights of stakeholder groups in relation to collections	
Use collections to support research that contributes to sustainable development (including all forms of personal and self-directed research at all levels that make use of stored collections) more effectively, for example by providing effective facilities, collections and information to meet researchers' needs	
Make decisions around collections that contribute to sustainable development more effectively	
i. employment (recruiting, staff training, staff safety)	X
ii. energy consumption, greenhouse gas emissions, reduction, monitoring and reporting	
iii. waste management and reduction of waste	
iv. transport (forms of transport, energy use)	
v. commercial activities including copyright and IP	
vi. governance and management	
vii. security, disaster preparedness and risk reduction	X
Direct external leadership, partnerships and collaborations	

towards sustainable development more effectively, for example by developing impactful partnerships	
19. Does the resource relate clearly to any international conventions (mark all that apply)?	
Culture conventions:	
1952, 71 Protection of Copyright and Neighbouring Rights	
1954 Protection of Cultural Property in the Event of Armed Conflict	X
1970 Fighting Against the Illicit Trafficking of Cultural Property	
1972 Protection of the World Cultural and Natural Heritage	
2001 Protection of the Underwater Cultural Heritage	
2003 Safeguarding of the Intangible Cultural Heritage	
2005 Protection and Promotion of the Diversity of Cultural Expressions	
Rio Conventions:	
Convention on Biological Diversity (CBD), Convention to Combat Desertification (UNCCD), Framework Convention on Climate Change (UNFCCC)	
AIMS AND CONTENT	
20. What issues does the resource aim to address?	"IFLA Preservation and Conservation Core Activity (PAC) has one major goal: "to ensure that library and archive materials, published and unpublished, in all formats will be preserved in accessible form for as long as possible… In 2003 a survey was launched worldwide among national libraries in order to know which ones did have a disaster plan. Results were alarming. Out of 177 libraries, only 39 have a disaster plan. Although 28 intend to produce one, the reason stated for not having done so before was the lack of models. This is quite surprising if you consider the number of existing publications, manuals or booklets on the question. Nevertheless most of them are written in English, some of them are extremely sophisticated and not applicable to small institutions with limited resources; consequently IFLA-PAC decided to prepare a basic manual focusing on the main points to take into consideration when writing a disaster plan: assessing risks, managing the disaster risk, getting ready to cope when disaster strikes, responding and getting back to normal are the main stages of this publication. In order to make it accessible to the greatest number of institutions world wide we publish it initially in a trilingual version (at first), hoping that this will arouse numerous other translations." (p.5)
21. Intended audience of resource	[This checklist is intended for library professionals and management to be used to develop disaster risk reduction plans in their institutions.]

22. Process of development	[Following a survey in 2003] "IFLA-PAC decided to prepare a basic manual focusing on the main points to take into consideration when writing a disaster plan: assessing risks, managing the disaster risk, getting ready to cope when disaster strikes, responding and getting back to normal are the main stages of this publication. In order to make it accessible to the greatest number of institutions world wide we publish it initially in a trilingual version (at first), hoping that this will arouse numerous other translations. This manual was prepared by a small group of colleagues from the library and archival world. I would like to thank particularly John McIlwaine, the former Chair of IFLA Preservation and Conservation Section who brought his experience and expertise to the writing of the original English version of the manual. My thanks also go to Ted Steemers, in charge of preservation for the International Council on Archives for his pertinent advice. Last but not least I am grateful to Corine Koch who translated the manual into French and did the lay out and editing, and to Solange Hernandez who provided us with the Spanish translation." (p.5)
23. Organisation/structure/contents	PREFACE INTRODUCTION RISK ASSESSMENT (IDENTIFYING THE SOURCES OF POTENTIAL DISASTER) ASSESSING RISKS Risks from outside the building Risks from the building structure and services Risks from human interference ASSESSING EXISTING RESPONSE PROCEDURES FIRE AND WATER PREVENTION AND PROTECTION (MANAGING THE DISASTER RISK) ACTIONS TO BE CONSIDERED IN RELATION TO THE VICINITY OF THE BUILDINGS THE BUILDING STRUCTURES SECURITY STORAGE SYSTEMS INSURANCE WATER: PROTECTION FIRE Protection Detection Suppression PREPAREDNESS (GETTING READY TO COPE) DRAWING UP A DISASTER PREPAREDNESS PLAN ROLES OF DISASTER RESPONSE TEAM MEMBERS AVAILABILITY OF THE PLAN

	REVISION OF THE PLAN STAFF TRAINING IDENTIFYING PRIORITY MATERIAL FOR SALVAGE MAINTAINING SUPPORTING DOCUMENTATION ESTABLISHING AND MAINTAINING LINKS WITH OUTSIDE AGENCIES AND INDIVIDUALS COLLECTING AND MAINTAINING SUPPLIES OF EMERGENCY EQUIPMENT ARRANGING FOR IMMEDIATE CONTINGENCY FUNDING IDENTIFYING AND MAKING APPROPRIATE ARRANGEMENTS FOR A 'RECOVERY' AREA DRAWING UP SCENARIOS FOR RE-ESTABLISHING SOME LEVEL OF SERVICE REACTION AND RESPONSE (WHEN DISASTER STRIKES) PRIMARY RESPONSE MAIN DISASTER RESPONSE SALVAGE Assessing the situation Keeping a record of all activity and all expenses Stabilizing the environment Preparing for removal of water-damaged materials Relations with the media Support for staff and workforce Moving water-damaged materials to the recovery area Sorting materials in the recovery area for methods of treatment Treatment of wet materials Slightly wet materials Very wet materials Photographic and electronic materials RECOVERY (GETTING BACK TO NORMAL) SERVICES TO USERS THE BUILDING THE COLLECTIONS INSURANCE ANALYSIS OF THE DISASTER APPENDIX: EXAMPLES OF EMERGENCY EQUIPMENT AND SUPPLIES FURTHER SOURCES OF INFORMATION
FRAMEWORKS	
24. Framework structure	
25. Relevant policy considerations	Yes
26. Resources for	Yes

implementation identified	
27. Specific assessment points/indicators/milestones/action plan for monitoring	Yes

28. ASPECTS OF SUSTAINABILITY COVERED BY RESOURCE (mark all that apply)	
People (social sustainability)	X
Planet (environmental sustainability)	
Prosperity (economic sustainability)	
Peace	X
Partnerships	

29. CROSS-CUTTING CONSIDERATIONS COVERED BY RESOURCE (mark all that apply)	
Gender perspectives	
North and South perspectives	

HOW THE RESOURCE CONTRIBUTES TO AGENDA 2030 AND THE SDGs	
HOW AGENDA 2030 AND THE SDGs FEATURE IN THE RESOURCE	
30. SDGs and Agenda 2030 specifically mentioned?	No
31. SDGs specifically mentioned?	No
32. SDG targets specifically mentioned?	No
33. SDG indicators specifically mentioned?	No

SDGs AND SDG TARGETS AND LINKAGES	
34. Comments on SDG linkages	The resource can help to implement SDG targets linked to Disaster Risk Reduction, notably SDGs 11.5 (reducing the impact of disasters) and 11.B (adopting policies and plans for Disaster Risk Reduction), and can contribute to climate change adaptation and resilience (SDGs 13.1 and 13.3). These can help to ensure collections are well protected and safeguarded (SDG 11.4).

35. SDGs and SDG targets the resource helps advance	
SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable 11.4 Strengthen efforts to	*11.4.1 Total expenditure (public and private) per capita spent on the preservation, protection and conservation of all cultural and natural heritage, by type of heritage*

protect and safeguard the world's cultural and natural heritage	Plans, policies and procedures in place for the safe use of collections for a variety of purposes, protecting and safeguarding both collections and those who use them.

Plans, policies and procedures in place for the identification, safeguarding and protection of cultural and natural heritage at risk.

Collecting programmes in place to protect, safeguard and make use of cultural and natural heritage, addressing the needs of communities and stakeholders, and ensuring that collections can be an effective resource for sustainable development.

Number and diversity of educational, awareness-raising, research programmes, and partnerships that aim to strengthen protection of cultural and natural heritage. |
| **SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable**
11.5 By 2030, significantly reduce the number of deaths and the number of people affected and substantially decrease the direct economic losses relative to global gross domestic product caused by disasters, including water-related disasters, with a focus on protecting the poor and people in vulnerable situations | Collections-based research that supports the understanding and management of disasters of all kinds.

Plans in place for public education and awareness drawing on collections and collections-based institutions to reduce exposure and vulnerability to disasters of all kinds.

Plans in place to ensure collections-based institutions steadily work to reduce their contributions to disaster risk, for example by reducing pollution and waste of all kinds.

Plans in place to ensure collections-based institutions, and people related to them (including workers) are protected from economic losses as a result of disasters.

Plans in place to provide special support/protection to poor and vulnerable people and groups in and following disasters. |
| **SDG 11. Make cities and human settlements inclusive, safe, resilient and sustainable**
11.B By 2020, substantially increase the number of cities and human settlements adopting and implementing integrated | *11.B.1 Proportion of local governments that adopt and implement local disaster risk reduction strategies in line with the Sendai Framework for Disaster Risk Reduction 2015-2030a*

Disaster Risk Reduction strategies and plans in place, in line with the Sendai Framework for Disaster Risk Reduction, to ensure collecting institutions and collections are factored |

policies and plans towards inclusion, resource efficiency, mitigation and adaptation to climate change, resilience to disasters, and develop and implement, in line with the Sendai Framework for Disaster Risk Reduction 2015-2030, holistic disaster risk management at all levels	into planning, and contribute effectively to Disaster Risk Reduction.
SDG 13. Take urgent action to combat climate change and its impacts 13.1 Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries	Plans in place for near and longer term to withstand and actively adapt to climate-related hazards and natural disasters.
SDG 13. Take urgent action to combat climate change and its impacts 13.3 Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning	Plans in place to enhance positive contributions to addressing climate change through use of collections. Plans in place to ensure collections, collections institutions and broader society can adapt effectively to climate change. Plans in place for effective education and awareness raising on climate change mitigation, adaptation, impact reduction and early warning. Plans in place to reduce negative contributions of collections-related functions, e.g. measuring greenhouse emissions with plans and targets in place to reduce them.

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	