

DISASTER PREPAREDNESS MANUAL

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Originally prepared by:

*University of Arizona
College of Law Library
Preservation Committee
Robert Genovese
Trish Taylor
Edward White*

2006 Revision by

ROBERT GENOVESE



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About This Manual

This *Disaster Preparedness Manual* was originally written in 1988 by Robert Genovese, Trish Taylor and Edward White for the express purpose of providing an emergency preparedness program for the University of Arizona College of Law Library. The *Manual* attempts to make a comprehensive examination of potential emergency situations and possible responses to them, and in doing so every effort has been made to adhere to University of Arizona safety guidelines.

A word or two should be said about the organization of and conventions to be used in the *Disaster Preparedness Manual*. The *Manual* is divided into two major sections. The first covers Emergency Procedures and deals with immediate actions that need to be taken in the event of disaster. This section essentially involves the safety of people. The second section discusses Salvage Procedures and deals with the recovery from disaster. It is essentially concerned with library materials. A third and supplementary part of the *Manual* covers equipment, supplies and services necessary for dealing with emergency situations. This is followed by an Appendix containing resource information.

The *Manual* as a whole is intended for the use of the Disaster Action Team and so may be found more comprehensive than is required for immediate response to disaster situations. A less lengthy manual more useful for practical service and quick reference can be created by using only the sections listed below:

- Emergency Telephone Numbers
- Staff Telephone Numbers
- Library Maps showing Emergency Exits and Equipment
- General Emergency Procedures
- Evacuation Plan
- Specific Emergencies/Emergency Checklists

The sections of the *Manual* on SPECIFIC EMERGENCY SITUATIONS, which set forth the immediate steps that need to be taken by Library staff in responding to individual categories of emergencies, are arranged alphabetically by type of emergency. Each of these categories is preceded by an Emergency Checklist page, to be used as a quick and convenient action sheet. The use of the term Library staff in these sections refers to all full and part time staff members listed in the section STAFF TELEPHONE NUMBERS, and to Library Fellows and student assistants who may be on duty at the time of the emergency.

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