

Satellite Meeting
"Conservation and preservation of library material in a cultural-heritage oriented context"

31 August - 1 September 2009
Rome, Italy

Organized by IFLA Core Activity on Preservation and Conservation
and IFLA Preservation and Conservation Section

Thanks to the support of:





icpal

Istituto centrale
per il restauro e la conservazione
del patrimonio archivistico e librario

PREM

A tailor-made emergency plan for archives and libraries

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Learning from experience

The history of book and document conservation in Italy is peppered with emergencies and disasters. These events have spurred a reflection on the methods and techniques used to deal with these situations but they have not managed to fully develop awareness of the need for prevention strategies.



About a year ago, a work group for prevention and response to emergencies was set up within ICPAL. The library of the Italian Chamber of Deputies also participates in this group, which is known as **PREM (Prevenzione e Risposte alle Emergenze - Prevention and Response to Emergencies)**.

<http://www.icpal.beniculturali.it>



**PREVENZIONE
E RISPOSTA
ALLE EMERGENZE**

PREM: a tailor-made plan for emergency prevention and response



“The provision of an adequate level of security in libraries and archives is an integral part of preservation, together with climate control, storage management, and methods for the care and handling of materials”. This idea is now gathering pace in Italy as it is in other countries.





**Permanent Special Commission for the security of national cultural heritage,
founded at the Ministry of Cultural Heritage and Activities (MiBAC) in 1992**

Direzione regionale per i beni culturali e paesaggistici del Lazio (Regional office for cultural and natural heritage in the Lazio region)

Istituto superiore per la conservazione e il restauro (National institute for conservation and restoration)

Istituto centrale per il restauro e la conservazione del patrimonio archivistico e librario (Central institute for restoration and conservation of archives and libraries)

Istituto centrale per il catalogo e la documentazione (Central institute for cataloguing and documentation)

Discoteca di Stato (State Record Library)

Comando Carabinieri tutela patrimonio culturale (Carabinieri command for the safeguarding of cultural heritage)

Ministero dell'interno (Interior Ministry) - Dipartimento Vigili del Fuoco (Fire department)

IMQ SpA (IMQ Plc)



Permanent Special Commission for the security of national cultural heritage, founded at the Ministry of Cultural Heritage and Activities (MiBAC) in 1992

Aims:

To develop guidelines for drafting emergency plans and for carrying out simulations and drills

To provide support to institutes preparing their own emergency response programmes

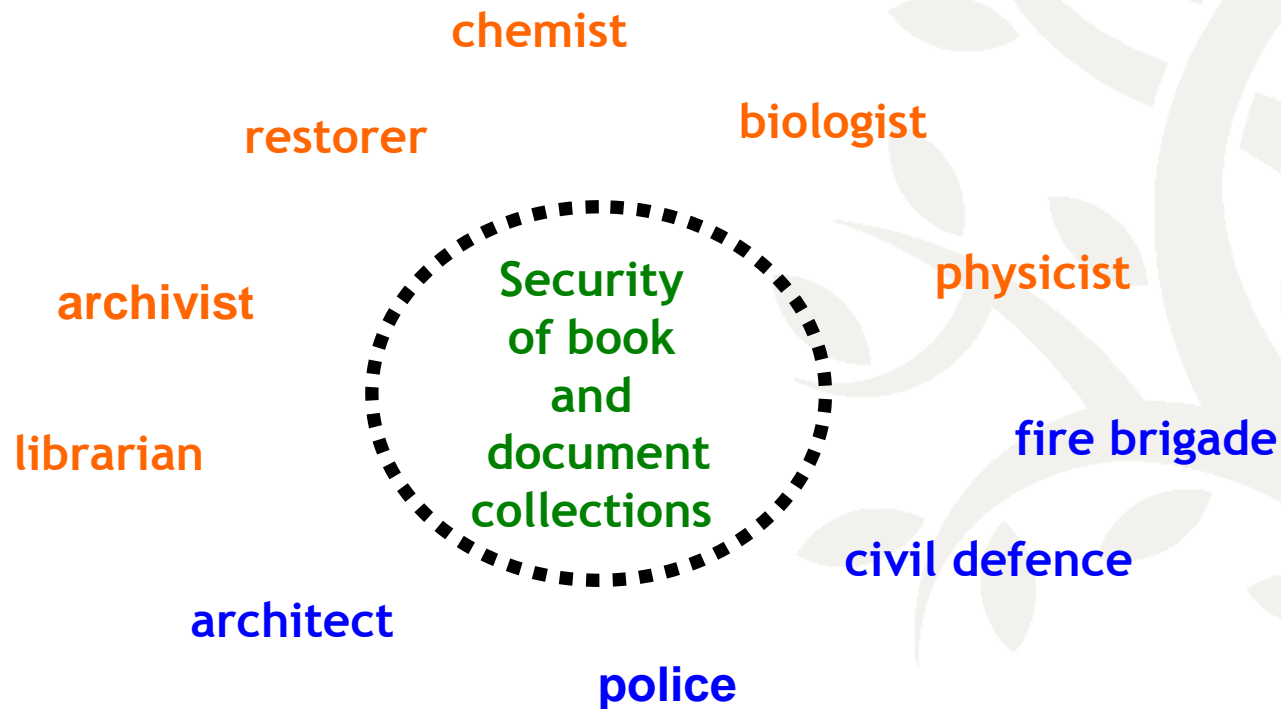
Achievements to date:

Studies and simulations in particular relating to the River Arno flood risk

Essential content for Emergency Plans

Planning and management of drills (in order to test an emergency plan)

Alongside archive and library staff, an emergency plan requires the participation of various professional figures involved in the safeguarding of cultural heritage and the security of the geographical area.



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aims

- to focus attention on the importance of the prevention of emergencies
- to guide any institution responsible for the preservation of library and archive materials in the preparation of a suitable emergency plan in line with the institution's requirements and its available resources
- to define correct methods of dealing with emergencies or disasters

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specific features

- **digital** tool that will allow any institute to develop a customised emergency plan
- **modular** structure that offers a step-by-step procedure for the assessment and identification of:
 - characteristics of the **collections**
 - characteristics of the **building**
 - potential **risks**
 - available **resources**

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contents

- definition and assignment of responsibilities in an emergency
- preparation of a system of signs and protective equipment required
- information relating to communication procedures
- procedures for responses at the different stages of alarm and emergency
- specific procedures for securing different types of materials
- specific procedures for the salvage of documents and the recovery of damaged areas

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expected results

to set up a **group** and prepare **instruments**:

- to deal with *small-scale emergencies* **independently**
- to manage and coordinate assistance and to secure damaged material in *serious emergencies* that affect the institution only;
- to effectively support civil defence personnel during a *disaster* that affects the area.

**IFLA DISASTER
PREPAREDNESS AND PLANNING**
A BRIEF MANUAL

By John McIlwaine
University College London
Under the direction of Marie-Thérèse Varlamoff
IFLA-PAC Director

Prévention des catastrophes et
Plans d'urgence
Précis de l'IFLA
Edited and translated
into French by Corine Koch

Prevención de desastres
y planes de emergencia
Compendio de la IFLA
Translated into Spanish
by Solange Hernandez



International Preservation Issues
Number Six

Disaster management plan: the stages

from: *IFLA Disaster Preparedness and Planning: a Brief Manual*

- *Risk assessment*
- *Prevention and Protection*
- *Preparedness*
- *Reaction and Response*
- *Recovery*

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Expected output:

Stage 1: *Risk assessment*

➤ *Checklists* for the assessment of existing risks regarding:

- the building (identification of risks outside and inside building)
- the building's systems
- fire detection and suppression systems
- conditions of storage of collections
- security procedures

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Expected output:

Stage 2: Risk prevention

- *Checklists* (daily, weekly, monthly, annually) for the conditions and preventive maintenance of the building and its systems
- *Checklists* for cleaning and storage procedures
- *Checklists* for security procedures
- *Checklists* for the carrying out of renovation and repair work inside the building
- *Deadline reminder system* for regular inspections of systems, security systems, etc.

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Expected output:

Stage 3: *Preparedness*

- Standard, adhesive lists that can be easily updated with emergency telephone numbers, names and contact information for people responsible for the different departments/types of emergency.
- Detailed building floor plans including location of systems and collections (considering that some of this information is for confidential use only), photographs of rooms and storage areas
- Lists of priority material for salvage - by department/type of material

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Expected output:

Stage 3: *Preparedness*

- Lists of service suppliers and specialists
- List of materials required for a first response kit
- Standard forms for the following:
 - damage to materials
 - damage to the building
 - inventory and packing of damaged materials
 - information about environmental conditions, etc..

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Anticipated output:

Stages 4 and 5: *Reaction and Response / Recovery*

- Emergency numbers
- List of telephone numbers and responsibilities of emergency response team
- Evacuation procedures
- Specific instructions for different types of emergency
- General procedures for salvage
- Specific procedures for the salvage of different types of materials
- Recovery procedures

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Anticipated output:

Stages 5: Recovery

Recovery procedure:

- information charts for the different types of treatment available for damaged materials
- forms for the assessment of decisions to be made
- different procedures for getting the building and the collections back to normal

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Anticipated output:

ICPAL promotes and implements this product through flexible training and information initiatives:

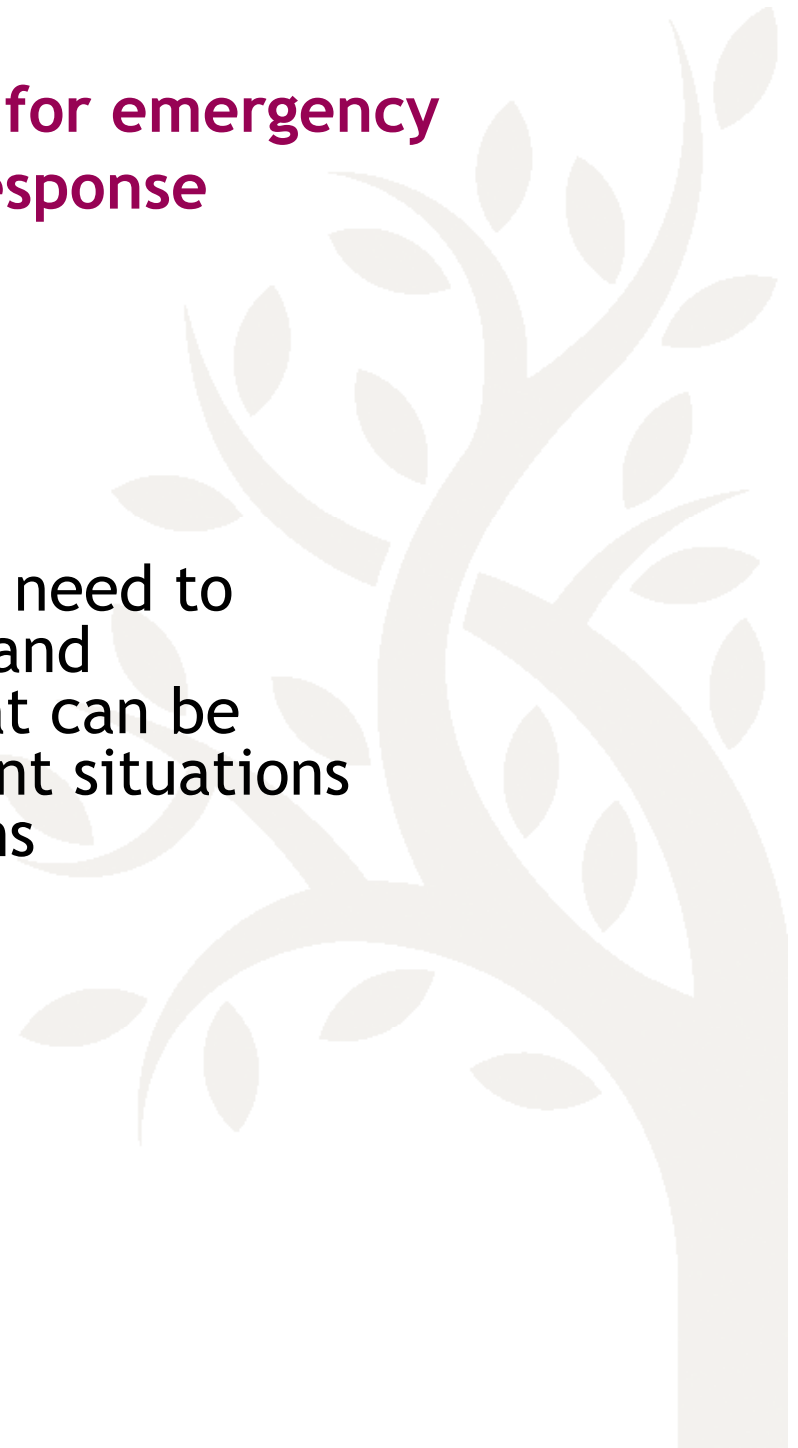
- **Gadgets** to raise awareness amongst staff and users
- Regular training **workshops** on how to draw up a customised emergency plan
- Consultancy for the carrying out of **drills**
- Production of a **CD-ROM** with examples of emergencies and responses (including simulations), case studies, etc.



**PREM: a tailor-made plan for emergency
prevention and response**

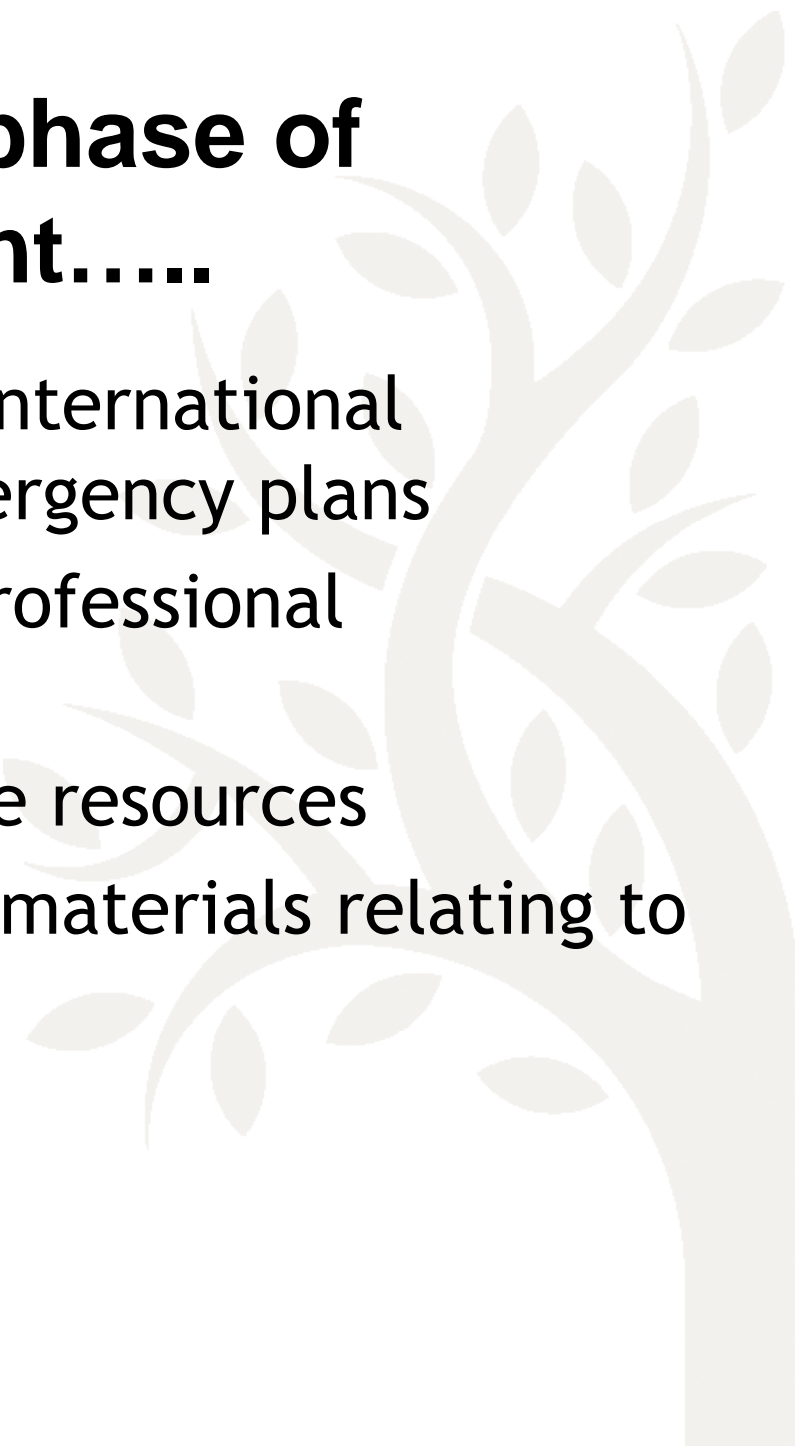
In short...

We have identified the need to
create a clear, simple and
interactive product that can be
moulded to the different situations
of individual institutions





In the second phase of development.....

- We looked at national and international experiences of drafting emergency plans
 - We carried out a study of professional literature on the issue
 - We examined existing online resources
 - We compared and assessed materials relating to the situation in Italy
- 



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Results of the study

- The discovery that most published material on the issue originates from English-speaking countries
- American, Canadian and Australian experiences are extensive and boast a strong tradition of anti-disaster planning
 - The vastness and climatic diversity of these geographical areas and the natural phenomena which affect them have resulted in greater attention being paid to natural risks
 - The result is considerable experience in coping with various types of emergencies regarding library collections of mixed materials, both ancient and modern.

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The Northeast Document Conservation Center (NEDCC)

❖ **The North East Document Conservation Center (NEDCC) stands out as an excellent example in the experiences that we examined.**

- The NEDCC is a non-profit institute founded in 1973 by the New England Library Association
- alongside preventive conservation and restoration, the centre carries out direct response to disasters and emergencies that affect different types of library materials
- it also offers consultancy to public and private-sector institutions on the state of conservation of collections
- it organises workshops and training courses for conservators and restorers
- it provides online teaching materials for preventive conservation



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response
the dPlan

- ❖ The NEDCC's dPlan has recently been made available online
- ❖ This plan seems very much in line with our aims, despite the fact that:

a substantial part of the contents of dPlan has already been made mandatory in Italy by Decree 81/2008

it deals in detail with types of natural disasters unlikely to occur in Italy

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The North East Conservation Center dPlan

- The **dPlan** is a free online programme created to assist institutions in drafting comprehensive emergency plans
- available since 2008, it has a modular structure and can be customised
- compared with other existing experiences, it fully utilises the methodological approach of guiding institutions to assess:
 - the conditions of the building
 - the conditions of the collections
 - potential risks
 - the procedures for storage, handling, utilisation



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Action methods

- instead of creating a product to be used online and developing the relevant software from scratch, we decided that it would be preferable to base a new **Emergency prevention and response plan** on a tried and tested product that could be adjusted to Italy
- contact between the PREM work group at ICPAL and the NEDCC was established
- an agreement was reached to purchase the rights for the translation of the **dPlan** and its adaption to the situation in Italy



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Benvenuti in PREM

La vostra istituzione è pronta ad affrontare un'emergenza?

Le emergenze possono manifestarsi in tutte le forme e le dimensioni, dai disastri naturali (alluvioni, uragani, terremoti) alle emergenze causate da un incidente (rottura di una tubatura), da manutenzione rinviata (perdite nel soffitto) o da negligenza (fuoco o muffa). Una efficace risposta sarà determinata da quanto ci si è preparati ad affrontare una emergenza. La pianificazione dell'emergenza è una componente essenziale della conservazione preventiva. Con un piano di emergenza scritto, le biblioteche, gli archivi, i musei, le associazioni e le altre istituzioni che possiedono collezioni librerie e documentarie possono ridurre i rischi e minimizzare le perdite.

PREM è perfetto per istituzioni di dimensioni piccole e medie che non hanno all'interno personale specializzato nella prevenzione.

PREM è prezioso anche per vasti sistemi bibliotecari e museali che necessitano di sviluppare piani distinti ma collegati fra loro per strutture con molteplici sedi o sezioni.

PREM può aiutare a creare un piano personalizzato per la prevenzione e risposta all'emergenza. E' sufficiente inserire i dati nello schema on line per creare un piano personalizzato per la vostra istituzione.

Questo piano sarà un aiuto per:

- Prevenire o attenuare le conseguenze dei disastri
- Prepararsi ad affrontare le emergenze più probabili
- Fornire una risposta veloce all'emergenza per minimizzare i danni
- Riprendersi efficacemente dall'emergenza continuando a fornire servizi alla comunità

[Per saperne di più](#)

Siete pronti a procedere? Scegliete una di queste opzioni:

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Prova PREM

[Registrazione](#)
Per registrarsi come nuovo
utente