



# The ALIA Quick Guide to Disaster Response

Look on our website for the **ALIA Guides to Disaster Planning, Response and Recovery** [www.alia.org.au/disasterrecovery](http://www.alia.org.au/disasterrecovery)

## In any disaster situation

- Take a couple of minutes to think rationally about what is happening. Your brain needs time to catch up
- Put staff and visitors' safety first, before the building and contents
- If necessary evacuate the premises
- Get in touch with the people on your contact list
- Only return when the emergency services say it is safe to do so
- Record the event on camera
- Set up a control centre

## In a flood

- Turn off the power
- Stay out of the water—even if it looks clear, it could be contaminated
- Find somewhere local with freezer capacity
- Freeze dry rare and valuable items
- Identify a safe, dry area with plenty of flat surfaces on which you can lay items out to dry

## Contact list

- Emergency services  
T: \_\_\_\_\_
- Library manager  
T: \_\_\_\_\_
- Higher authority  
T: \_\_\_\_\_
- Key staff (and volunteers) with a role in handling the disaster  
T: \_\_\_\_\_  
T: \_\_\_\_\_
- Contractors (plumber, electrician) and equipment hire  
T: \_\_\_\_\_  
T: \_\_\_\_\_  
T: \_\_\_\_\_
- Service providers for water, gas  
T: \_\_\_\_\_  
T: \_\_\_\_\_
- IT support  
T: \_\_\_\_\_
- Insurance company  
T: \_\_\_\_\_
- Security  
T: \_\_\_\_\_

## CALL ALIA

**We can communicate with library colleagues and deal with media enquiries on your behalf**  
**02 6215 8222**

## Key questions

- Are the premises safe?
- Does anyone require medical attention?
- Can you salvage any of the contents?

## Basic emergency kit

- Camera
- Mobile phone
- Torch
- Spare batteries
- Self-adhesive labels
- Parcel labels
- Pens
- Paper
- Scissors
- Craft knife
- Tape
- Extension lead
- Buckets and mops
- Brooms
- Dustpans and brushes
- Bin liners
- Disposable gloves
- Kitchen paper
- Cloths and towels
- Plastic crates
- Bottled water
- Energy bars
- First aid kit

## Disaster team roles and responsibilities

