

PLANNING FOR THE WORST

The first, and often most difficult, decision in the planning process is to decide to write a plan. Whether the plan is written or oral, it is essential for the survival of the library/information center and the institution as a whole. Efforts should be made to get the administration to buy in, whether administration is the head of the library/information center, division, or corporation. Develop and write a plan. Try to have it integrated into the institution's plan. No matter what, begin to consider what to do, when, and how.

Start the plan in small phases. Consider minor or temporary disasters, then look at full scale crises such as lack of access to the building or a long term power

¹James Krohe, Jr., "The Productivity Pit," *Across the Board*, (October 1993):19.

outage. Assign responsibilities. Prioritize the recovery of the collection and equipment. Create simple floor plans. Evaluate the insurance policy. Determine how the library should respond. Disaster response plans are often complete but for approval from the administration. This step may prove frustrating and drawn out. Just consider the plan complete and revise it as needed. The most important aspect of disaster response planning is to start planning and work from there.