

# FACILITY ASSESSMENT

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This is a summary of key areas which should be assessed in your facility/facilities to help plan for and limit damage from any number of disaster situations. Several detailed checklists to assist you in this assessment are listed at the end of this summary.

A risk assessment should describe conditions/concerns within each of the following areas, as well as actions to be taken to limit vulnerability:

## ARCHITECTURE

- Building construction (wood, brick, concrete)
- Roof
- Windows, skylights, doors
- Basement
- Compliance with local codes
- Cracks, seepage

## DRAINAGE

- Condition of eaves, gutters, downspouts, drains
- Water directed away from building, draining properly

## PROTECTION FROM FIRE

- Fire extinguishers present, inspected regularly
- Fire suppression and detection systems
- Fire alarm system
- Fire marshal inspections
- Appliance use, conditions

## PROTECTION FROM WATER

- Pipe leaks, plumbing problems
- Water detectors
- Sump pumps
- Valuable materials stored above ground
- Staff knowledge/access to water main shut-off, mechanical rooms

## HEATING/VENTILATING/AIR

### CONDITIONING (HVAC) SYSTEM

- Type of system(s)
- Regular maintenance
- Evidence of mold, leaks
- Schedule of use

## SECURITY

- Locks, intrusion detectors/alarms
- Security patrol
- Closing procedures
- Building exterior lighting
- Book drops
- Contact with security or police

## HOUSEKEEPING

- Safe storage of cleaning supplies
- Pest management strategies
- Food & drink policies
- Trash removal

## CONSTRUCTION PROJECTS

- Responsibility for fire safety
- Fire guards used in welding/cutting
- Debris removal

## INSURANCE

- Policy update
- Coverages
- Replacement costs specified
- Claim procedures
- Back-up catalog, computer tapes, inventories

*This list is based on the following sources. These sources or others should be consulted as detailed guidelines for a facilities assessment.*

“Facilities Information.” BMS-Catastrophe Disaster Restoration Guide for Disaster Recovery Planners. BMS-Cat, 1993.

Available from Blackmon-Mooring Steamatic Catastrophe, Inc.,  
303 Arthur Street, Fort Worth, Texas 76107. (800) 433-2940.

Fox, Lisa L. “Checklist for Disaster Prevention & Protection,” SOLINET, July, 1991.

Available from Southeastern Library Network (SOLINET): 1438 Peachtree NW,  
Atlanta, GA 30309-2955. (800) 999-8558.

National Fire Protection Association. Recommended Practice for the Protection of Libraries and Library Collections (NFPA #910-1991). Appendix E: Fire Safety Inspection Form for Libraries. Quincy, MA: National Fire Protection Association, 1991.