

PARALLEL SESSION 9C - *Infrastructure (Space and Design)*
CONTRIBUTED PAPER 20

PREPARING FOR UNFORESEEN EVENTS: DISASTER RISK REDUCTION, RESPONSE AND RECOVERY MANAGEMENT PLAN OF THE UP COLLEGE OF ENGINEERING LIBRARY

Sharon Maria S. Esposito-Betan, Mary Ruth O. Rasco*, Grace A. Garcia

*College of Engineering Library, University of the Philippines Diliman,
Quezon City*

*E-mail Addresses: ssesposito-betan@engglib.upd.edu.ph; mrrasco@engglib.upd.edu.ph;
ggarcia@engglib.upd.edu.ph*

Abstract

Disaster planning is an essential component of the overall management plan for libraries and archives. In recognition of this need a pro-active rather than reactive approach to disaster preparation, the University of the Philippines College of Engineering (UP COE) Library in Diliman developed an action plan entitled, "Disaster Risk Reduction, Response and Recovery Management Plan" in preparation for emergencies and disasters. The UP COE Library Disaster Management Plan (DMP) covers three (3) independent plans--risk reduction (prevention and preparedness), response, and recovery plans.

The DMP is envisioned to provide policies, information and guidelines to assist all library stakeholders in understanding the threats and what to do in the event of a disaster. It consists of emergency procedures on natural disasters such as typhoon, flood, earthquake, and fire, outlining the procedures for the three phases of disaster--before, during and after.

The paper discusses the actual experiences and actual measures conducted by the UP COE Library in coping with the major potential threats to the library, including the conduct of risk assessment and evaluation of the library's vital collections and facilities in the preparation of a DMP.

Keywords: *library disaster management plan; risk assessment; risk reduction; disaster preparedness*