JUST DO IT, NOW!
DRAFT A DISASTER PLAN FOR YOUR LIBRARY

State Library of Iowa
2022 Learning Circuit:
Disaster Preparedness
October 20, 2022
AGENDA

• Super brief overview of emergency management
• Preparing to plan
• Brief overview of disaster plan components
• Plan DONE. Now what?
EMERGENCY MANAGEMENT OVERVIEW
BASIC EMERGENCY MANAGEMENT TERMS

- Incident
  - Emergency
  - Disaster
- Hazard Identification and Risk Assessment (HIRA)
- Emergency Operations Center (EOC)
- Incident Command System (ICS)
- National Incident Management System (NIMS)
- Partner Annexes
- Damage Assessment

https://ccaha.org/resources/emergency-management-terminology
Implementing the Incident Command System at the Institutional Level

A Handbook for Libraries, Archives, Museums, and other Cultural Institutions

David W. Carmicheal

Just for you!
PHASES OF EMERGENCY MANAGEMENT

BEFORE
- Prepare
  - Take actions ahead of time to be ready for an emergency
- Mitigate
  - Prevent future emergencies or minimize their effects

DURING
- Respond
  - Protect life and property in an emergency
- Recover
  - Rebuild from an emergency

AFTER
- Prevent future emergencies or minimize their effects
- Take actions ahead of time to be ready for an emergency
- Protect life and property in an emergency
- Rebuild from an emergency

Image courtesy: https://www.fairfaxcounty.gov/emergencymanagement/cerg
CONNECT WITH EMERGENCY RESPONDERS

Ways to Connect

• Have the police and fire department do a walk-through
• Invite them to an event at your institution
• Ask for help with site assessment and emergency planning
• Invite emergency responders to participate in your training and drills
• Food!

What They Should Know

• That your institution holds collective memory and culture for your community
• Your collections can be irreplaceable (especially if you have a local history collection)
• Libraries and cultural institutions can be helpful in recovery, as information centers and community gathering places
• Your layout! Floor plans, locations of building electrical and water systems, etc.

⚠️ Don’t forget: staff turns over! Keep up the relationship.
PREPARING TO PLAN
WHY DISASTER PLANNING?

• Helps alleviate chaos during an emergency
• Tells you what to do and how
• Protects the safety of people and property
• Facilitates a quicker return to normal operations
• Reduces losses
• More prepared organizations means a more resilient community
• Disasters are occurring with more frequency
• “Non-clouded thought process” – AJ Seely

Don't fall into the "It can't happen here" trap...it can!
NATURAL DISASTERS
- Thunderstorm
- Hurricane/Tropical Storm
- Flooding
- Winter Storm
- Extreme Cold
- Extreme Heat
- Tornado
- Earthquake
- Pandemic

“EVERYDAY” DISASTERS
- Structural Fire
- Power Outage/Blackout
- Medical Emergency

MAN-MADE DISASTERS (ACCIDENTAL & INTENTIONAL)
- Cyber Attack
- Civil Disorder
- Acts of Violence/Terrorism
- Hazardous Materials
- Chemical, Biological, Radiological, or Nuclear
- Dam Failure

DISASTERS COME IN ALL SHAPES AND SIZES
...AND DISASTER CAN STRIKE TWICE
EMERGENCY ASSISTANCE... AT EVERY LEVEL

- Your town/city Emergency Management Director
- Your local/county Emergency Management Commission Coordinator
- Your state emergency management Public Assistance Officer
- Your FEMA Regional Office (Region 7)

- NEDCC 24/7 Collections Emergency Hotline: 1-855-245-8303
SETTING UP A PLANNING TEAM

Don’t do it alone!
STRATEGIES FOR GETTING IT DONE

Break
- Break sections into smaller chunks

Delegate
- Delegate responsibility for information gathering or completion of sections

Set
- Set deadlines

Hold
- Hold each other accountable

...slow and steady wins the race!
MEET THE IOWA DISASTER PLAN TEMPLATE

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BASIC COMPONENTS OF A DISASTER PLAN

Immediate Response
Disaster Response Team
Emergency Services and Contacts
Insurance
Facilities
Disaster Response Supply Inventory
Salvage Priorities
About this Plan
SOME DEFINITE OVERLAP WITH BUILDING BOOK

Building Book Table of Content

1. Building History
   a. Security Cameras
   b. Hot water heater
   c. Outdoor Electrical hookups
   d. Tornado Warning

2. Building Responsibility
   a. Building Maintenance
   b. Grounds
   c. Cleaning
   d. Utilities
   e. Staff
   f. Keys to the building
   g. Insurance Information

3. Emergency contact numbers
   a. Fire
   b. Electrical/Gas
   c. Plumbing
   d. Tech Support
   e. Powers that Be

4. Floor plans
   a. Building floor plan
   b. Emergency evacuation routes
   c. Attic or crawl space access

5. Utility & Emergency Equipment
   a. Light switches (inside & out)
   b. Thermostats
   c. Water (cutoffs and hydrants)
   d. Plumbing cleanouts
   e. Sprinklers
   f. Fuse Box
   g. Fire Alarms
   h. Fire Extinguishers
   i. Water Fountains
   j. Fire Hydrants
   k. AC/Heating units

6. Furniture & Equipment
   a. Shelving
   b. Furniture
   c. Circulation
   d. Office(s)
   e. Meeting Room(s)
   f. Book drop

7. Computer equipment
   a. Public computers
   b. Circulation
   c. Modems & switches
   d. Servers
   e. Access points
   f. Projectors

8. Inventory Lists
   a. Equipment
   b. Material

   a. Tool box
   b. First aid kit
   c. Emergency kit
   d. Wintertide
CREATING THE PLAN: CONTACT LISTS

This tells you exactly who to contact and when.

Includes:
- Emergency contacts
- Phone tree for staff/volunteers, etc.
- Disaster response team responsibilities
Immediate Response

- Assess your personal safety and act accordingly
- Get help from a coworker or another person in the area
- Act to protect lives, then physical property

If there is a fire, or people are hurt: Call 911
Give this information:
Library / Institution Name
Address
Phone Number
### Immediate Response

**MAKE THE FOLLOWING PHONE CALLS based on the type of emergency**

<table>
<thead>
<tr>
<th>Type of emergency</th>
<th>Name/Title</th>
<th>Phone Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>After call 911 for fire or people hurt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water incursion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical issue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection damage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsibility</td>
<td>Primary</td>
<td>Backup</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------</td>
<td>--------</td>
</tr>
<tr>
<td>Disaster Team Leader</td>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Number:</td>
<td>Number:</td>
</tr>
<tr>
<td>Communications Coordinator</td>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Number:</td>
<td>Number:</td>
</tr>
<tr>
<td>Administration &amp; Supplies</td>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Number:</td>
<td>Number:</td>
</tr>
<tr>
<td>Collection Care</td>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Number:</td>
<td>Number:</td>
</tr>
<tr>
<td>Documentation Coordinator</td>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Number:</td>
<td>Number:</td>
</tr>
<tr>
<td>Facilities &amp; Safety</td>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Number:</td>
<td>Number:</td>
</tr>
</tbody>
</table>
EMERGENCY PHONE TREE

DISASTER RESPONSE TEAM ACTIVATION
## Emergency Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Person</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Emergency Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Department</td>
<td></td>
<td>Emergency: Dial 911</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-emergency:</td>
</tr>
<tr>
<td>Police Department</td>
<td></td>
<td>Emergency: Dial 911</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-emergency:</td>
</tr>
<tr>
<td>Ambulance</td>
<td></td>
<td>Emergency: Dial 911</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-emergency:</td>
</tr>
<tr>
<td>Service Type</td>
<td>Company Name/Contact Name</td>
<td>Phone Number(s) [Indicate if 24/7]</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Electric utility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas utility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water utility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet service provider</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Type</td>
<td>Company Name/Contact Name</td>
<td>Phone Number(s) [Indicate if 24/7]</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>Architect</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpenter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial freezers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrician</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elevator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exterminator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire/Alarm detection system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HVAC system</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT/Computer consultant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janitorial service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lawn/Grounds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal advisor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Talk with your city about this section. Most cities in Iowa are members of the Iowa Communities Insurance Pool (ICAP: https://www.icapiowa.com/).

Include the contact information for the person at the city responsible for managing the insurance policy(ies).

If your library has any additional insurance policies beyond your city’s ICAP participation, note them here:

[Company Name]
[Agent Name] [Agent phone number]

Include a copy of your policy(ies) with this plan

Policy Number:

Procedures required in case of emergency or loss:
Attach to this plan your Collection Value Estimation (pulled from your ILS); and your Furniture, Fixtures & Equipment (FFE) report.

<table>
<thead>
<tr>
<th>Dewey Subclass</th>
<th>Profiles</th>
<th>Total List</th>
<th>Avg List</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 - Knowledge</td>
<td>140</td>
<td>$13,914.34</td>
<td>$99.39</td>
</tr>
<tr>
<td>002 - The book</td>
<td>24</td>
<td>$2,508.82</td>
<td>$104.53</td>
</tr>
<tr>
<td>003 - Systems</td>
<td>72</td>
<td>$9,814.31</td>
<td>$136.31</td>
</tr>
<tr>
<td>004 - Data processing, Computer science</td>
<td>643</td>
<td>$80,253.55</td>
<td>$124.81</td>
</tr>
<tr>
<td>005 - Computer programming, programs</td>
<td>584</td>
<td>$90,290.64</td>
<td>$91.76</td>
</tr>
<tr>
<td>006 - Special computer methods</td>
<td>555</td>
<td>$121,716.61</td>
<td>$127.45</td>
</tr>
<tr>
<td>010 - Bibliography</td>
<td>4</td>
<td>$502.98</td>
<td>$125.75</td>
</tr>
<tr>
<td>011 - Bibliographies</td>
<td>6</td>
<td>$1,002.00</td>
<td>$167.00</td>
</tr>
<tr>
<td>012 - Bibliographies of individuals</td>
<td>1</td>
<td>$34.95</td>
<td>$34.95</td>
</tr>
<tr>
<td>015 - Of works from specific places</td>
<td>5</td>
<td>$1,031.00</td>
<td>$210.20</td>
</tr>
<tr>
<td>016 - Of works on specific subjects</td>
<td>35</td>
<td>$6,477.83</td>
<td>$185.08</td>
</tr>
<tr>
<td>017 - General subject catalogs</td>
<td>3</td>
<td>$1,387.00</td>
<td>$462.33</td>
</tr>
<tr>
<td>020 - Library and information sciences</td>
<td>29</td>
<td>$4,488.79</td>
<td>$160.31</td>
</tr>
</tbody>
</table>
FACILITIES

- Floor Plans
- Main Utilities
- Fire
- Security
- First Aid
FLOOR PLAN, CLEARLY LABELED

- Exits
- Windows
- Stairways
- Elevators
- First-aid kits
- Water & smoke detectors
- Fire extinguishers
- Utility shutoffs
Evacuation and Emergency Procedures

➢ Have floor plans indicating the various escape routes posted prominently throughout the building.

➢ Describe procedures for evacuating the building, including disabled personnel or patrons:


➢ Designated assembly areas outside of the building:
Location ____________________________
Back-up Location _______________________

➢ Command center/Temporary space:
Location ____________________________
Contact Person _______________________
Phone numbers _______________________
Alternate Location _______________________
Contact Person _______________________
Phone numbers _______________________
LOCATIONS OF MAIN UTILITY SHUT-OFF VALVES

- Main water shut-off valve
- Sprinkler shut-off valve
- Main electrical cut-off switch:
- Main gas shut-off
- Heating/cooling system controls

**Building**: Hogwarts Library, Hogwarts Castle, UK

Main Utilities—all in basement (access from kitchen in back of building)

1. Main water shut-off valve:
   Basement, back right corner

2. Main electrical cut-off switch & fire control panel:
   Basement, back left corner
FLOOR PLANS
– FOR SYSTEMS
AND SHUTOFFS
List type and location of fire extinguishers

Other Fire Suppression Systems
(by room or area)
• Describe/show for each (include photographs, if possible).
• Sprinklers:
• Fire hoses:
• Other:

Alarms:
• Describe/show for each (include photographs, if possible).
• Fire Alarm Pull Boxes
• Fire Alarm Annunciator Panel
• Smoke and Heat Detectors
• Water Detectors
SECURITY

- Describe/show for each (include photographs, if possible).
- Alarm system
- Keys/access badges (to what, to whom)
- Key boxes
FIRST AID

• Describe/show for each (include photographs, if possible)

• First Aid Kit Location(s):

• Defibrillator Location(s):
DISASTER RESPONSE
SUPPLY INVENTORY

This tells you what you have on hand to help with response (or more likely, recovery).

Different kinds of supplies
• Personal Protective Equipment
• Cleaning Supplies
• Collection Salvage Supplies
• Recordkeeping & Communication Supplies
Questions to ask:

What supplies do you have on hand? Where are they stored?

What supplies do you want? Where can you get them?

Who is responsible for inventorying supplies & equipment?
# CREATING THE PLAN: SUPPLIES

If any items are part of daily operations and not in a designated disaster response container, identify where they can be located.

Date Supplies Last Checked and Replenished: 

## Personal Protective Equipment (PPE):

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nitrile gloves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work gloves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aprons/smocks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterproof boots</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head lamps/flashlights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety glasses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hard hats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caution tape</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Collection salvage supplies:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plastic sheeting (&amp; scissors &amp; tape)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boxes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash bags</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packing tape</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freezer paper or waxed paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blank newsprint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper towels</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nylon cord</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clothes pins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nylon netting</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Recordkeeping supplies:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camera (to document damage)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clipboards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pencils/markers/pens</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Clean up equipment:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buckets and/or trash cans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mops</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book trucks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extension cords</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dehumidifiers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portable lighting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portable sump pump</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tubs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water hoses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For smaller, day-to-day incidents, it is helpful to have the following supplies on hand:

- Flashlights, plastic sheeting, PPEs, aprons, headlamps, fans

It is also helpful, both for your institution as well as yourself, to have a trunk kit for when the in-house kit is inaccessible:

- Hand tools
- String, duct tape, caution tape, scissors, etc.
- Protective equipment
CREATING THE PLAN: SALVAGE PRIORITIES

This tells you what is most important to be saved.

Includes:
• Technology
• Collections
• Administration
Creating the Plan: Salvage Priorities

**Questions to ask:**

1. What records would you need to continue operating your library?
2. What catalogs and other records about your collection exist and in what format?
3. Do you have irreplaceable materials like rare books or a local history collection?
Be judicious about which version(s) of the plan you include login information in! However, more than one person should know where to find it, and it should be in more than one place (not just inside the building).

**Desktop password:**  
**Password manager login (or list passwords for specific applications and websites):**  
**Website password:**

Be aware of how frequently your digital assets are backed up.
<table>
<thead>
<tr>
<th>Computer make/model</th>
<th>Location</th>
<th>Drives, configuration, software</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SALVAGE PRIORITIES: COLLECTIONS AND ADMINISTRATION

1. Salvage Priorities – Object Collections

<table>
<thead>
<tr>
<th>Location</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textile Room</td>
<td>Many items are boxed, hanging, or on rollers. Priority items have been tagged.</td>
</tr>
<tr>
<td>North Parish Chamber</td>
<td></td>
</tr>
<tr>
<td>Furniture/Art Room</td>
<td>Prioritized artwork has been moved to the front of the art bins and marked with priority tags.</td>
</tr>
<tr>
<td>South Parish Chamber</td>
<td>Prioritized signs have been relocated to behind the hallway door</td>
</tr>
<tr>
<td>Decorative Arts Room</td>
<td>Furniture is near doors or on wall hooks</td>
</tr>
<tr>
<td>Room</td>
<td>Prioritized items have been consolidated into the center of the room on the middle and upper shelves.</td>
</tr>
</tbody>
</table>

2. Salvage Priorities – Bibliographic Records

Listed below are the priorities for salvaging card files, electronic databases, printed finding aids, collection donor files, or other catalogs necessary to reestablish the integrity of the collection.

<table>
<thead>
<tr>
<th>Description of Records</th>
<th>Format</th>
<th>Location</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accession Records</td>
<td>3 Black Notebooks</td>
<td>Back office lower shelves</td>
<td>These are the legal ownership records of collections</td>
</tr>
<tr>
<td></td>
<td>labelled &quot;PAST</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PERFECT&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accession Records</td>
<td>File Folders</td>
<td>Filing Cabinet upstairs</td>
<td>These are the legal ownership records of collections</td>
</tr>
<tr>
<td></td>
<td></td>
<td>hall landing</td>
<td></td>
</tr>
</tbody>
</table>

3. Salvage Priorities – Administrative Records

Listed below are the priorities for salvaging administrative records that are vital to recovery operations, including personnel records.

<table>
<thead>
<tr>
<th>Records</th>
<th>Format</th>
<th>Location</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Financial and</td>
<td>Files</td>
<td>Main Office, top drawer</td>
<td>We have off-site backup</td>
</tr>
<tr>
<td>Personnel Records</td>
<td></td>
<td>of 2-drawer filing cabinet</td>
<td></td>
</tr>
<tr>
<td>COMPUTER</td>
<td></td>
<td>Main Office</td>
<td></td>
</tr>
</tbody>
</table>
ABOUT THIS PLAN

Date Plan Last Revised: _____________________

Locations Where This Plan Is on File
In-House: _____________________________________________________________________________
_____________________________________________________________________________________

Off-site: ______________________________________________________________________________
_____________________________________________________________________________________

Person(s) responsible for reviewing this plan annually and revising as needed:
_____________________________________________________________________________________
_____________________________________________________________________________________
Can you easily recover information about any past events?

Resolve to keep a record (written and photographic) from this point forward
CREATING THE PLAN: EMERGENCY RECORD

Use and repeat this part of the plan to document emergencies that have occurred. Take note of the details below, and update the plan as needed to respond to future events.

Type of Disaster:
Date & Time of Incident:
Additional details:

<table>
<thead>
<tr>
<th>Damage to building:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Damage to collection:</td>
<td></td>
</tr>
<tr>
<td>Changes needed to plan:</td>
<td></td>
</tr>
<tr>
<td>Changes needed to team:</td>
<td></td>
</tr>
<tr>
<td>Changes needed to any vendors/suppliers:</td>
<td></td>
</tr>
<tr>
<td>Timeline to implement changes:</td>
<td></td>
</tr>
</tbody>
</table>
CONGRATULATIONS!

AND
A DISASTER PLAN IN HAND IS JUST THE BEGINNING
DISTRIBUTION & STORAGE

WHO NEEDS THE PLAN?

WHERE SHOULD IT BE STORED?
PROMOTE PREPAREDNESS

• Keep refreshing: make sure response team members know their role and responsibilities
• Leverage Mayday and National Preparedness Month
• Communications
  • Send emails to library staff and volunteers
  • Discuss periodically at meetings
  • Announce disaster plan in a newsletter
• Action! (training...)
KEEP IT ENTERTAINING?

The Office (U.S.) Fire Drill scene:
https://www.youtube.com/watch?v=gO8N3L_aERg
TRAINING

- Tabletop exercises (discussion)
- Functional exercises (hands-on)
  - Evacuation drills
  - Fire extinguisher use
- Full-scale exercises (simulation)

(ask external resources for help!)
SAMPLE SCENARIOS

- Torrential rains are expected to hit in 3 hours with widespread flash flooding
- The power goes out while the library is hosting the annual Friends of the Library holiday party
- A person in distress is shouting obscenities & begins splashing the new fiction display with an unknown liquid
- The young adult section, which is in the library basement, is filling with water & the electricity is still on
Remember: Disaster plans are living documents!

1. Establish a schedule to review information (annually is ideal)
2. Revise after each training session
3. Promptly distribute updates
RESOURCES FOR TABLETOP EXERCISES

• Exercising your Disaster Response Plan (Connecting to Collections)
  https://www.connectingtocollections.org/exercisingyourplan/

• Sample scenarios and questions to talk through (Library of Congress)
  https://www.loc.gov/preservation/emergprep/plan/scenariosII.pdf

• Elaborate IT-related scenario (Brandeis University)

https://cool.culturalheritage.org/byauth/silverman/day/
THANK YOU!
QUESTIONS?

Rachel Onuf
Vermont Historical Records Program
Vermont State Archives & Records
Administration
1078 US Route 2, Middlesex
Montpelier, VT 05633
802-622-4092
rachel.onuf@vermont.gov