Learning Circuit 2022

Disaster Preparedness

MAKE ROOM FOR YES!
Agenda

- Check in
- High level overview of Disaster Plan Template
- Discuss scenarios
- What’s next
Checking In
Show of Hands...

No Plan | Sorta Have a Plan | Have a Plan

Discussion Questions:
● Why do you think it’s important for libraries of all sizes to have a plan?
  ○ Smaller libraries: what do you think your challenges will be in getting a plan together?
  ○ Larger libraries: same question
● What’s something new or surprising you learned from today’s presenters?
1. Disaster Response Team

Library staff and other stakeholders (& their backup)

- **Disaster Team Leader**
  - Activate plan, coordinate team

- **Communications Coordinator**
  - Keep staff and public up to date

- **Administration & Supplies**
  - Coordinate recovery supplies, approve additional expenses

- **Collection Care**
  - Manage preservation & rehabilitation of materials

- **Documentation Coordinator**
  - Document damage to facility & collection

- **Facilities & Safety**
  - Coordinate with contractors on building repair, keep facility secure
2. Emergency Services

First call(s)

- Emergency Services
- Utilities
- Other Services
3. Insurance Information

ICAP (probably)

● Iowa Communities Assurance Pool (ICAP):
  ○ [https://www.icapiowa.com/](https://www.icapiowa.com/)
  ○ Member-owned self-insurance program
  ○ 800 public entities in Iowa participate

● Note any additional insurance policies

● Also of note:
  ○ Collection Value Estimation
  ○ Furniture, Fixtures, & Equipment report
4. Facilities Information

Get out your camera

- Floor plan
- Utilities
- Fire
- Security
- First aid
5. Disaster Supply Checklist

Sample items here; see the plan for the full list

- Personal Protective Equipment
  - Masks, gloves, aprons, headlamps
- Cleaning supplies
  - Broom, mop, paper towels, toolkit
- Collection salvage
  - Book truck, boxes, fans, wet vac
- Record keeping & communication
  - Clipboard, pencils (& pencil sharpener!), radios
6. Salvage Priorities

Determining what to prioritize saving

- Importance to users
- Ease of replacement
- Materials on loan
- High monetary value
- High scholarly value
- Ease of salvage

Keep the IMALERT number handy!
http://www.iowaconserveandpreserve.org/imalert/
7. About Your Plan

Review, revise, use, update

Don’t forget: part of preparedness is training on the plan!
8. Acknowledgements

And additional resources

● This plan relied heavily on the following resources:
  ○ The Disaster Response Plan Template from the Vermont State Archives & Records Administration
  ○ dPlan: The Online Disaster-Planning Tool for Cultural & Civic Institutions
  ○ Crash Course in Disaster Preparedness, by Carmen Cowick, 2018.

● See the Toolkit for a full resource list
Toolkit Access

← QR Code, or:

Your Turn

Scenario Discussion

- Divide into teams of 6-8
- Choose a role to fill
- Review your given scenario
- Answer the questions based on your role and scenario
- Choose groups to share out the highlights of their discussion
Discussion

- What other community stakeholders did your group identify?
- What communication challenges did you identify?
- What concerns came up about staff/patron safety in your scenario?
- What concerns came up about collection safety in your scenario?
Additional Upcoming Events

Keep your progress on your plan moving

- Completed Plan Check-in
  November 16
- Disaster Response Panel
  November 29
- Boardroom Series 2022
  November 30
- Support Staff & Community
  December 7
- Collection Salvage 101
  December 13

Watch for weekly check-in videos leading up to this Zoom!
Prepping you for your CE Evaluation
Thanks for coming!

Contact the CE Consultant | Samantha.Bouwers@iowa.Gov | 515.281.6788

Contact your District Consultant

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