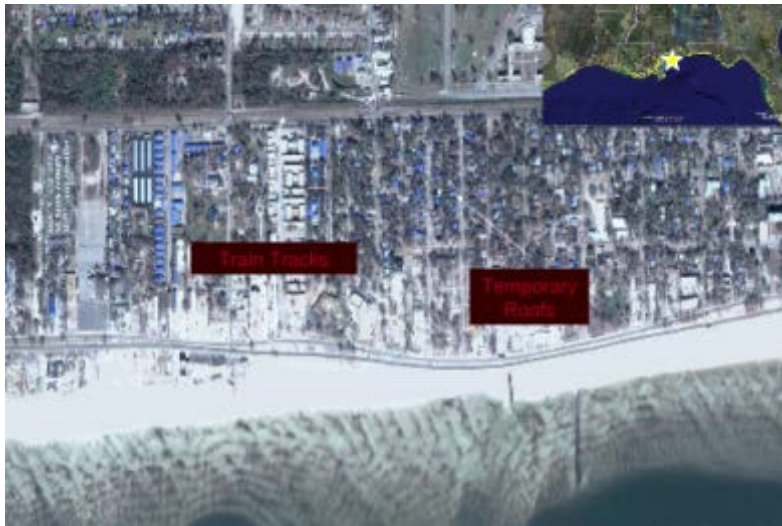


Promoting Readiness, Readiness to Respond Follows Planning & Practice

The NN/LM and you, working together to avoid “Katrina-like” conditions



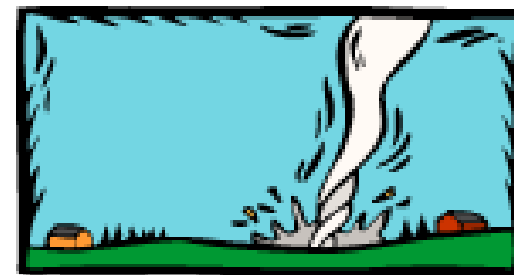
Even When only the Shelves Come Tumbling Down, or a Pipe Leaks, or...!



VCU Libraries



Collapsed shelving at the Virginia Commonwealth University Health Sciences Library.



Plan for the Inevitable

- **Emergency Response plans present a strategy for communicating among members and the RML offices before, during and after an emergency**
- **Emergency Response plans layout a strategy for providing support for essential services among Network members**
- **Emergency Response plans assign responsibility for follow-up and reporting of each incident, so lessons learned can be shared**

Accomplishments to Date

- The National Plan has been written. It was the result of a team effort among the 8 NN/LMs, the NNO, several invited, skilled contributors, and the National Coordinator and Project Assistant.

NN/LM Emergency Preparedness & Response Toolkit

- A toolkit has been developed and posted to the Internet at <http://dtw2t.wordpress.com/>. It is for use by members in developing institutional plans and for assisting in recovery efforts.

In the Works



The National Coordinator is scheduled to hold “Train the Trainer” sessions with each RML at which staff will develop strategies for rolling out the National plan.

Additionally, the Coordinator will conduct a webinar to assist with training the state and regional coordinators for their roles in the plan

The Coordinator is developing scenarios for table-top drills to be used in training for RMLs and network members.




Contact GEMA

2008 Emergency
Management Conference

Try Thinking Through “Sheltering in Place”

- A person from Facilities Management helped us determine which areas we need to seal off in the event of a release of hazardous gas.
- We need to seal off two doors and four intake vents; we’ll keep the four exhaust vents open and unsealed.
 - Someone in our department will pre-cut plastic for covering the intake vents and the doors.
 - We will note the doors and vents on our floor plan

Further In the Works

- The Coordinator is developing promotional materials for the RMLs to distribute and display.
-  Deborah Halsted, PI for the project, is developing training methods for members so promote service continuity in the event of an incident. She is associate director for Public Services and Library Operations at Houston Academy of Medicine - Texas Medical Center. She was one of three authors of the book, *Disaster Planning: A How-To-Do-It Manual for Librarians*.

Preparedness in Georgia

 Preparedness



georgia.gov

Georgia911.org

Georgia's Disaster & Emergency Website

Network Members: Preparedness Goals

- Maintain an up-to-date disaster plan, known to the staff and readily available
- Establish a service continuity plan (COOP)
- Identify a back-up or “buddy” library
- Create an MOU with that library. See:
<http://nnlm.gov/sea/services/emergency/modelmou.pdf>



Biloxi Public Library - September 2005
Photo: Christine Wiseman - Georgia Archives

Identifying Risks

Decreasing Risks

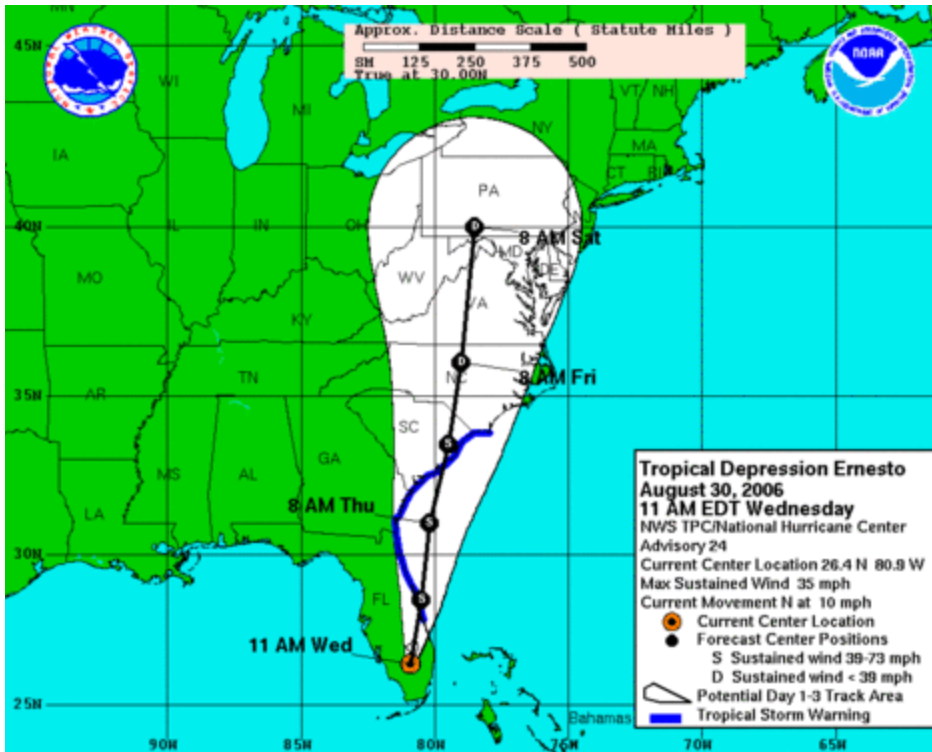
A Cooperative Plan

Identifying Resources

Setting Priorities

Writing the Plan

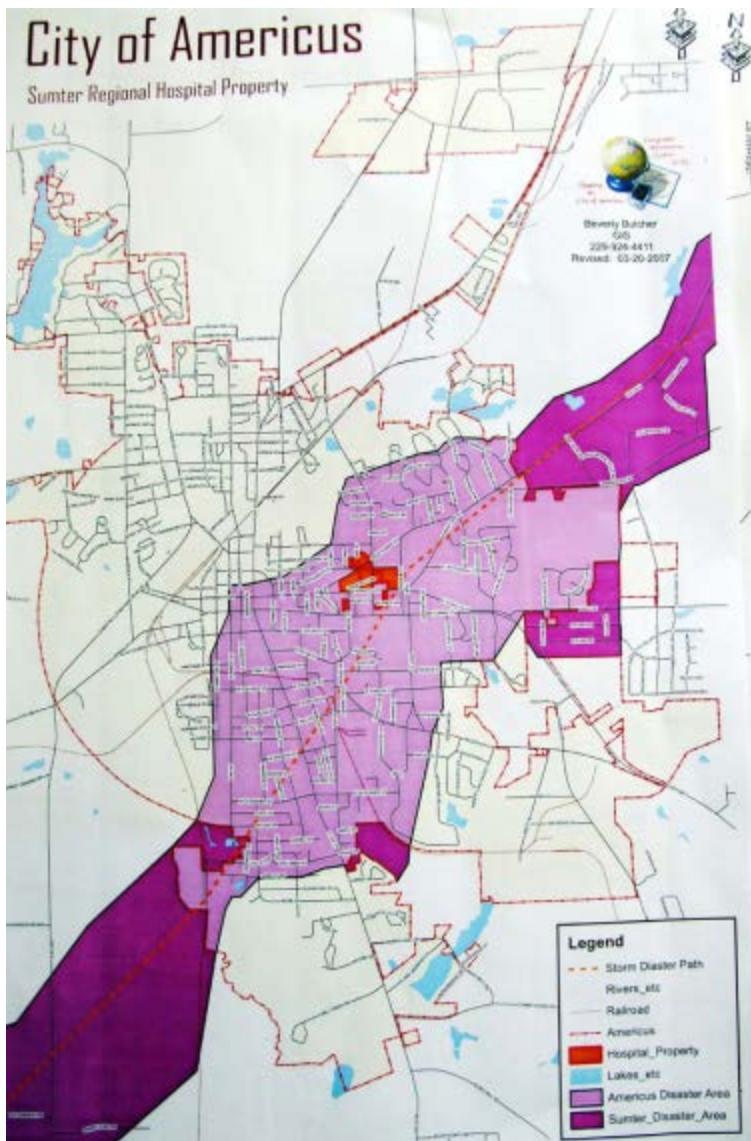
Maintaining the Plan



Executive Summary, UGL Disaster Mgt Plan

Purpose: The goals of The University of Georgia Disaster Management Plan are to reduce the likelihood that the Libraries will experience disaster and to mitigate the impact of any disasters that do occur.

Initial response: The most important variables influencing the extent of damage in a disaster are the rapidness and appropriateness of first response. Libraries' staff must know whom to contact, then those contacted must know what to do. The Disaster Management Plan proposes a Disaster Response Team and outlines its membership and responsibilities.



Path of March 1, 2007 tornado through Americus, GA.

The Federal Emergency Management Agency (FEMA) and the Georgia Emergency Management Agency (GEMA) say that over \$11.1 million in federal disaster aid has been approved for area residents, The Americus Times-Recorder



Response



NORTH GEORGIA DISASTER RESPONSE APPLICATION FORM
CHURCH-TO-CHURCH PARTNER PROGRAM

Upon completion of this form, e-mail or snail mail this to your District Superintendent's office.

Handled Locally



- **Network member is able to handle the situation within its institution and according to its plan**
- **Post incident, the affected member posts an incident report to the Toolkit, including lessons learned and best practices**
 - Brunswick-Glynn County: Emergency Mgt Agency
 - Local Emergency Planning Committee
 - <http://www.glynncounty.org/index.asp?NID=566>

Assistance required: Backup Library Contacted



- **Network member and backup library activate service continuity plan.**
- **RML notified (1-800-DEV-ROKS) DOCLINE handled**
- **RML notifies state/regional coordinator of the incident**
- **RML & coordinator call for requisite support**
- **RML notified when service is restored**
- **Coordinator files incident report with RML**

NLM and the NN/LM Are Gearing up to Assist you

- **National Network of Libraries of Medicine**
Southeastern/Atlantic Region: **Emergency Preparedness & Disaster Recovery Resources**
<http://nnlm.gov/sea/services/emergency/disasterrelief.html>
- **MedlinePlus** Disaster Preparation and Recovery
<http://www.nlm.nih.gov/medlineplus/disasterpreparationandrecovery.html>
- **Model Memorandum of Understanding** for a Health Sciences, Hospital/System or Medical Library for Emergency Preparedness Support <http://nnlm.gov/sea/services/emergency/modelmou.pdf>

National Library of Medicine

Disaster Management

- Major consideration from the NLM Long Range plan – Development of a Disaster Information Management Research Center
- Disaster includes public health emergencies, manmade disasters, and natural disasters (epidemics to catastrophic seismic and meteorological events)



NLM Disaster Management

- Goal – to ensure uninterrupted access to critical information resources in the event of disaster or other emergencies.
- Committees – Library Operations and NLM-wide to review and plan for disaster management, including identification of essential resources and personnel.



Promote Readiness in Georgia



- Encourage every library to develop a disaster plan
- Help libraries minimize the impact of a disaster
- Provide information to restore collections and services in an optimum time



Georgia Power's Coal Burning Plant Bowen in Euharlee, Ga

- **Establish a disaster committee to develop rules and procedures.**
- **Get staff involved in planning, preparedness, and recovery.**
- **Maintain a record of the floor plans and the arrangement of collections.**



Plan Ahead Because Planning

- Provides staff with clear procedures to follow
- Makes your library safe
- Minimizes damage
- Prevents panic during and after a disaster



Emergency Management Worksheet for Outlining a Disaster Plan

Karen E. Brown, Field Service Representative
Northeast Document Conservation Center

A. Institutional Information

Name of institution _____

Date of completion _____

Date of next update of this form/plan _____

List all locations where this plan is on file (on and off premises)...

http://www.nedcc.org/resources/leaflets/3Emergency_Management/04DisasterPlanWorksheet.php



dPlan™: The Online Disaster-Planning Tool

A Free Template for Writing Disaster Plans

<http://www.dplan.org/>

- ◆ disaster response procedures
- ◆ salvage priorities
- ◆ preventive maintenance schedules
- ◆ current contact information for staff and emergency personnel
- ◆ sources of emergency supplies and services
- ◆ insurance checklists
- ◆ electronic data backup and restoration procedure

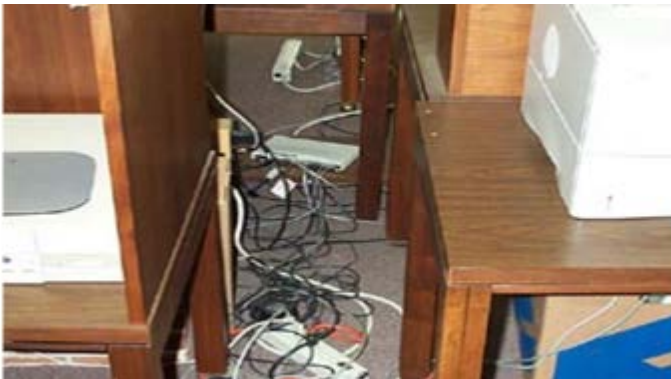
Copyright © 2006, Northeast Document
Conservation Center (NEDCC)

The Business Side of Recovery , September 24-25, 2007

GT Randall “Pre-Disaster Planning, Training and Communication”

Preparing yourself and your institution for a disaster

- Current risk assessment
- Active, up-to-date disaster plan
- Regularly scheduled staff training sessions
- Staff trained in implementing the disaster plan
- Cooperation with other institutions on disaster planning and training
- Clearly identified special collections and their risks
- Identified contacts with Emergency Management Agencies



http://www.solinet.net/preservation/preservation_templ.cfm?mode=preview&doc_id=4659

Planning for Continuity of Operations Programs

Issues to consider during COOP

1. Purpose of the Library
2. Business impact if the Library isn't available
3. Priorities in the event of a disaster
4. Decision making authority
5. Personnel communication
6. Business Resumption Strategies
7. Training



**Pandemic Influenza Response Plan
Business Continuity Planning “Tool Kit”**

<http://www.york.ca/Departments/Health+Services/Business+Continuity+Planning+Guide.htm>

Business Continuity or COOP

- Traditional Disaster Plans Include:
 - How to response to an event
 - What materials should be saved
 - How salvage operations will be conducted
- **Business Continuity adds:**
 - Strategies for continuing to meet patron needs
 - Tactics for meeting contractual obligations
 - Plan for providing administrative services



Be Librarians, Use the Resources

1-800-DEV-ROKS

PubMed Searches

Avian Flu
Bioterrorism
Disaster Planning
Emergency
Preparedness
Surge Capacity



Outreach Activities & Resources

SIS Specialized Information Services

[SIS Home](#) > [Outreach Activities & Resources](#) > [Special Populations and Disasters](#)

Special Populations: Emergency and Disaster Preparedness

<http://sis.nlm.nih.gov/outreach/specialpopulationsanddisasters.html#a15>

