



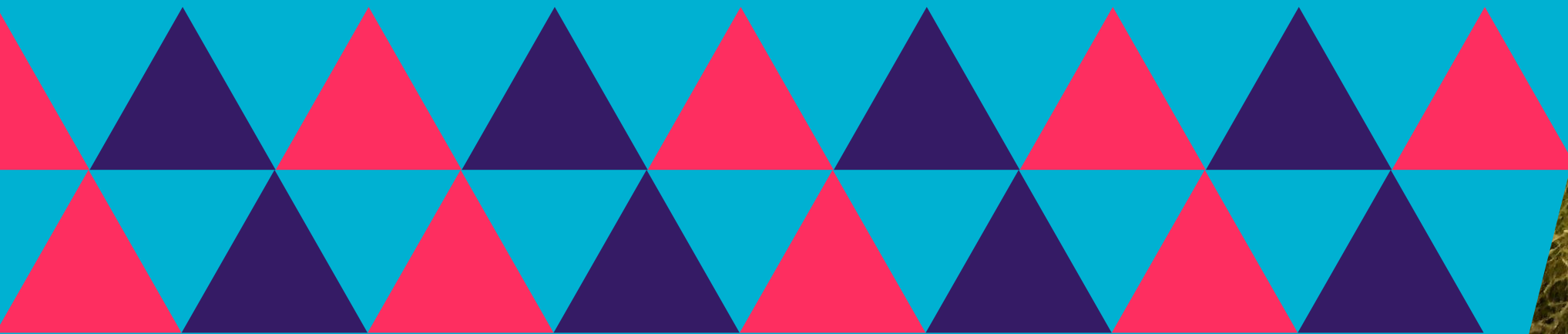
Learning Circuit 2022

Disaster Preparedness



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?

Plan Overview

Disaster
Response
Team

Emergency
Services &
Contacts

Insurance
Information

Facilities
Information

Response
Supplies
Checklist

Salvage
Priorities

About
Your Plan

Credits

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/>
 - 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

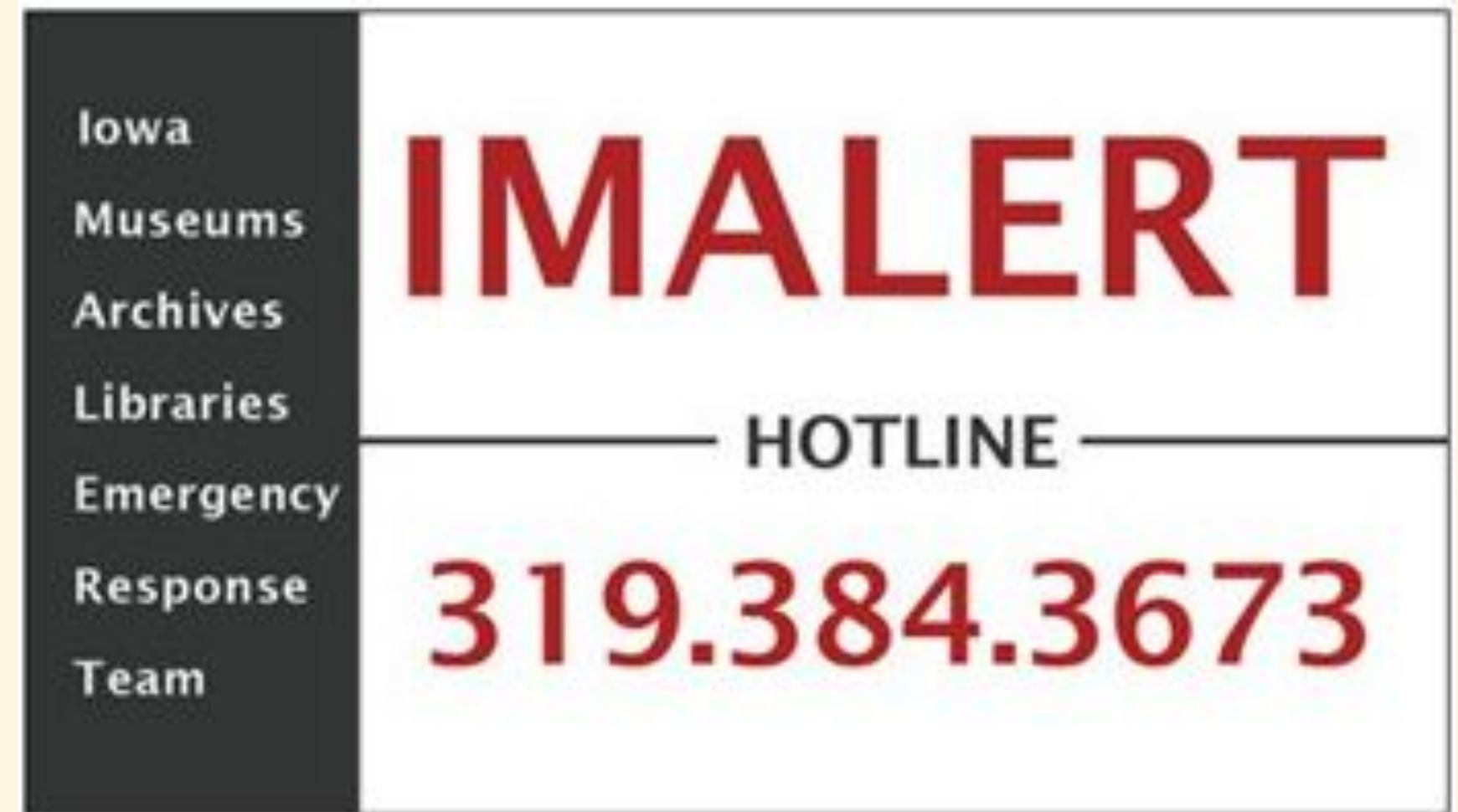
- Personal Protective Equipment
 - Masks, gloves, aprons, headlamps
- Cleaning supplies
 - Broom, mop, paper towels, toolkit
- Collection salvage
 - Book truck, boxes, fans, wet vac
- Record keeping & communication
 - Clipboard, pencils (& pencil sharpener!), radios



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 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





Google Drive



Toolkit Access

← QR Code, or:

<https://bit.ly/iowaDPTools>

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?

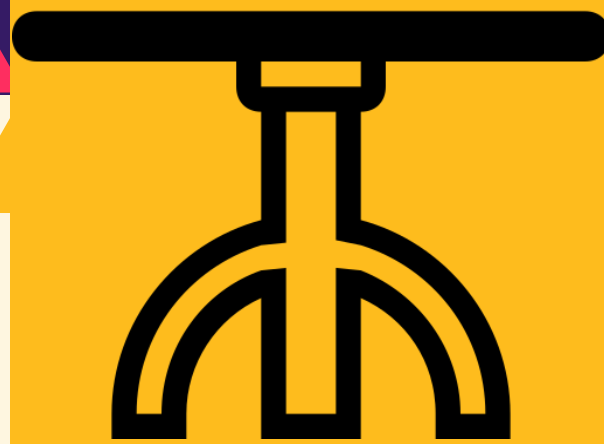


Additional Upcoming Events

Keep your progress on your plan moving



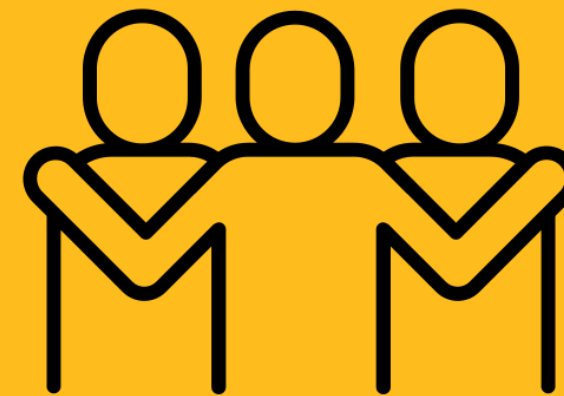
Completed Plan
Check-in
November 16



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!



Start | Stop | Keep

Prepping you for your CE Evaluation





Thanks for coming!

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[Contact your District Consultant](#)
