

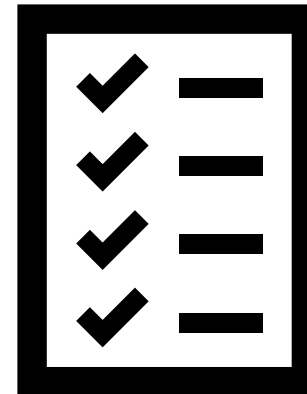
State Library of Iowa  
2022 Learning Circuit:  
Disaster Preparedness  
October 20, 2022

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



# 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



EMERGENCY  
MANAGEMENT  
PRIMER...

Just for you!

**Implementing the  
Incident Command  
System at the  
Institutional Level**



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

**David W. Carmicheal**

# PHASES OF EMERGENCY MANAGEMENT





# 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!



# DISASTERS COME IN ALL SHAPES AND SIZES

## NATURAL DISASTERS



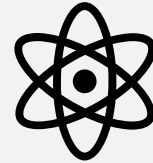
- Thunderstorm
- Hurricane/Tropical Storm
- Flooding
- Winter Storm
- Extreme Cold
- Extreme Heat
- Tornado
- Earthquake
- Pandemic



## “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



...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



Administration



Collections



IT



Building  
safety/security



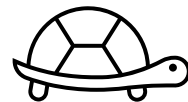
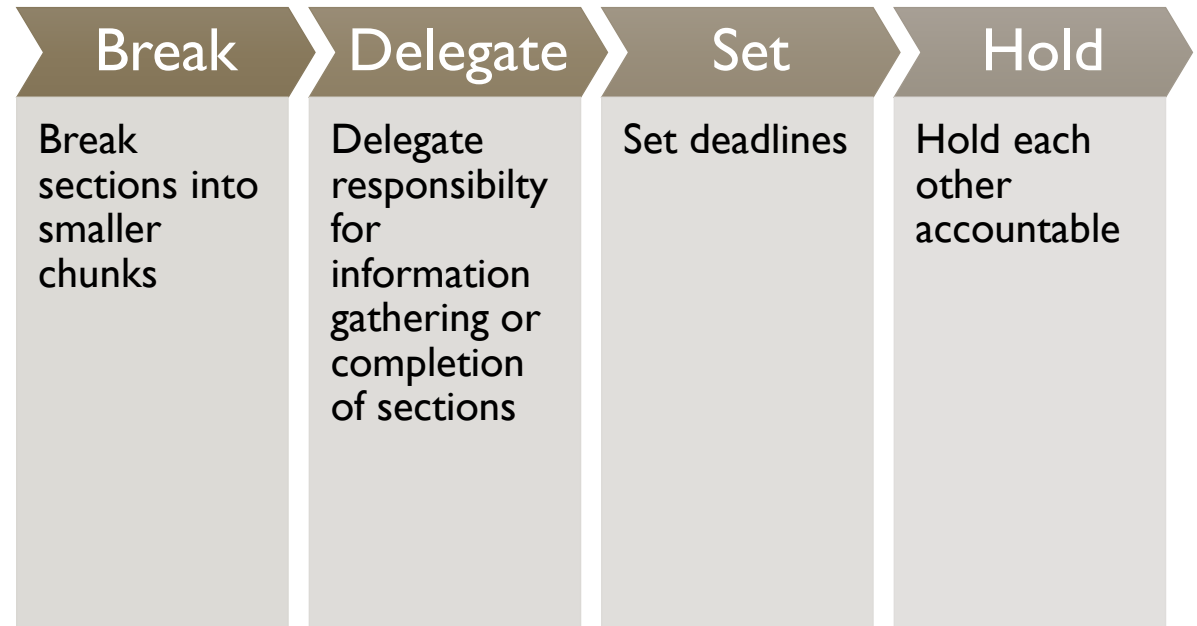
Facility managers



Staff with  
purchasing or  
contracts authority

*Don't do it alone!*

# STRATEGIES FOR GETTING IT DONE



*...slow and steady wins the race!*

# MEET THE IOWA DISASTER PLAN TEMPLATE

<b>Table of Contents</b>	<b>1</b>
<b>Cover page</b>	<b>2</b>
Immediate Response	2
Additional Phone Calls (based on the type of emergency)	2
<b>Disaster Response Team</b>	<b>3</b>
Phone tree	3
<b>Emergency Services &amp; Contacts</b>	<b>3</b>
Emergency Services	3
Utilities	4
Other Services	4
<b>Insurance</b>	<b>5</b>
Policy & Contact information	5
Value estimations	6
<b>Facilities</b>	<b>6</b>
Floor Plan	6
Main Utilities	6
Fire	6
Security	7
First Aid	7
<b>Disaster Response Supply Inventory</b>	<b>7</b>
Personal Protective Equipment (PPE):	8
Cleaning Supplies	8
Collection Salvage Supplies	9
Recordkeeping & Communication Supplies	10
<b>Salvage Priorities</b>	<b>10</b>
Technology	10
Collections	11
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Emergency Record	12
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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
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 floorplan
  - 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
  - l. Security Cameras
  - m. Hot water heater
  - n. Outdoor Electrical hookups
  - o. Tornado Warning
6. Furniture & Equipment
  - a. Shelving
  - b. Furniture
  - c. Circulation Area
  - 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
9. Misc.
  - a. Tool box
  - b. First aid kit
  - c. Emergency kit
  - d. Winterizing



# CREATING THE PLAN: CONTACT LISTS

This tells you exactly who to contact and when.



Includes:  
Emergency contacts  
Phone tree for staff/volunteers, etc. and their 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**

# IMMEDIATE RESPONSE

MAKE THE FOLLOWING PHONE CALLS  
based on the type of emergency

Type of emergency	Name/Title	Phone Number(s)
After call 911 for fire or people hurt		
Water incursion		
Electrical issue		
Building damage		
Computer damage		
Collection damage		

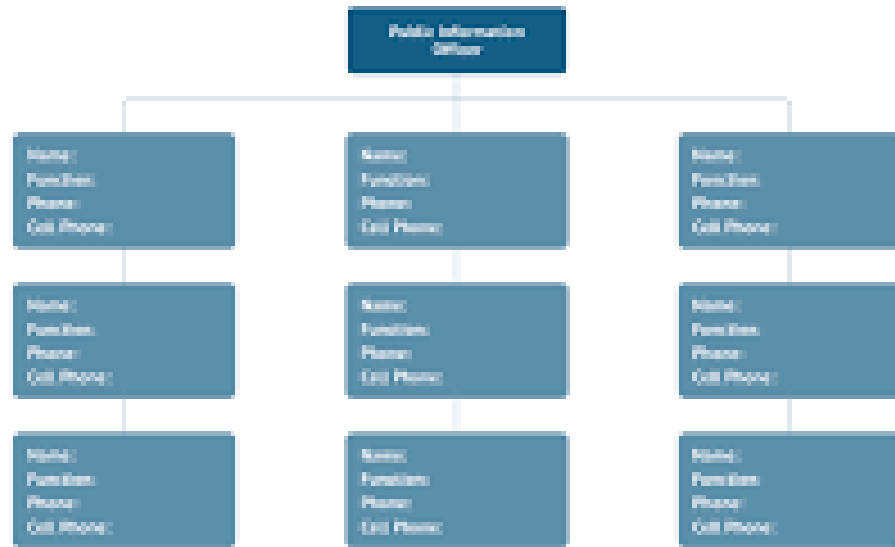


DISASTER  
RESPONSE TEAM

Responsibility	Primary	Backup
Disaster Team Leader	Name: Number:	Name: Number:
Communications Coordinator	Name: Number:	Name: Number:
Administration & Supplies	Name: Number:	Name: Number:
Collection Care	Name: Number:	Name: Number:
Documentation Coordinator	Name: Number:	Name: Number:
Facilities & Safety	Name: Number:	Name: Number:



## EMERGENCY PHONE TREE



## DISASTER RESPONSE TEAM ACTIVATION

# EMERGENCY SERVICES

Service	Contact Person	Phone Number
County Emergency Management		
Fire Department		Emergency: Dial 911 Non-emergency:
Police Department		Emergency: Dial 911 Non-emergency:
Ambulance		Emergency: Dial 911 Non-emergency:

# UTILITIES

<b>Service Type</b>	<b>Company Name/Contact Name</b>	<b>Phone Number(s) [Indicate if 24/7]</b>
Electric utility		
Gas utility		
Water utility		
Internet service provider		
Telephone company		



# OTHER SERVICES

Service Type	Company Name/Contact Name	Phone Number(s) [Indicate if 24/7]
Architect		
Carpenter		
Commercial freezers		
Electrician		
Elevator		
Exterminator		
Fire/Alarm detection system		
General contractor		
HVAC system		
IT/Computer consultant		
Janitorial service		
Lawn/Grounds		
Legal advisor		



# INSURANCE POLICY

*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 polic(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 polic(ies) with this plan**

Policy Number:

Procedures required in case of emergency or loss:

# VALUE ESTIMATIONS

Attach to this plan your Collection Value Estimation (pulled from your ILS); and your Furniture, Fixtures & Equipment (FFE) report.

PROPRIETARY AND CONFIDENTIAL			
Dewey - All Publishers			
<b>Date Profiled:</b>	July 1, 2020 to June 30, 2021		
<b>Universe:</b>	Profiled in the U.S.		
	Imported by U.S.		
	Reprints		
	Exclude eBooks		
<b>Binding:</b>	Prefer Cloth		
<b>Report Type:</b>	Subject Classification		
<b>Publishers:</b>	All		
<b>Content Levels</b>	All		
Dewey Subclass	Profiled Titles	Total List	Avg List
001 - Knowledge	140	\$13,914.34	\$99.39
002 - The book	24	\$2,508.82	\$104.53
003 - Systems	72	\$9,814.31	\$136.31
004 - Data processing, Computer science	643	\$80,253.55	\$124.81
005 - Computer programming, programs, e	984	\$90,290.64	\$91.76
006 - Special computer methods	955	\$121,718.61	\$127.45
010 - Bibliography	4	\$502.98	\$125.75
011 - Bibliographies	6	\$1,002.00	\$167.00
012 - Bibliographies of individuals	1	\$34.95	\$34.95
015 - Of works from specific places	5	\$1,051.00	\$210.20
016 - Of works on specific subjects	35	\$6,477.83	\$185.08
017 - General subject catalogs	3	\$1,387.00	\$462.33
020 - Library and information sciences	28	\$4,488.79	\$160.31

# 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

## 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 \_\_\_\_\_

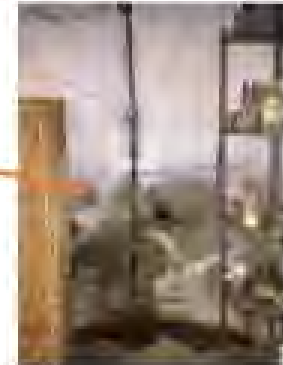
LOCATIONS OF MAIN  
UTILITY SHUT-OFF VALVES

- 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)**

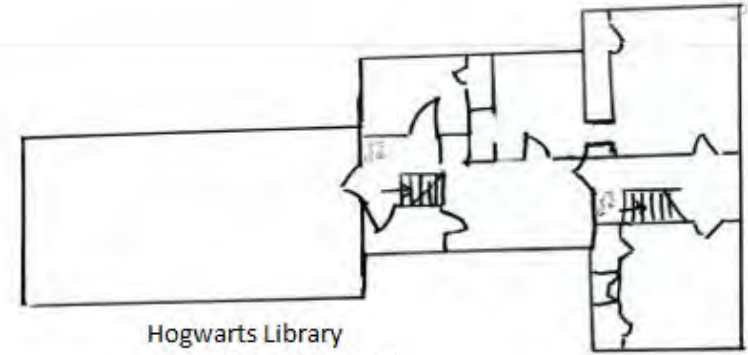
1. Main water shut-off valve:  
Basement, back right corner



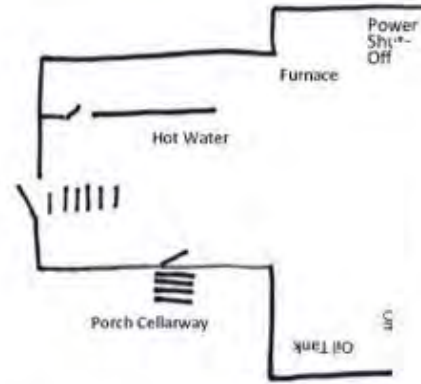
2. Main electrical cut-off switch & fire control panel:  
Basement, back left corner



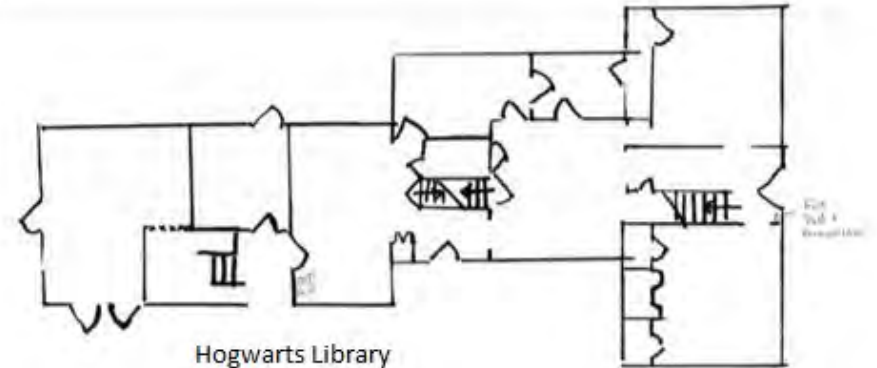
# FLOOR PLANS – FOR SYSTEMS AND SHUTOFFS



Hogwarts Library  
2nd Floor - Restricted  
Section (locked)



Hogwarts Library  
Basement



Hogwarts Library  
Main Floor



# FIRE



## List type and location of fire extinguishers

### Other Fire Suppression Systems (by room or area)

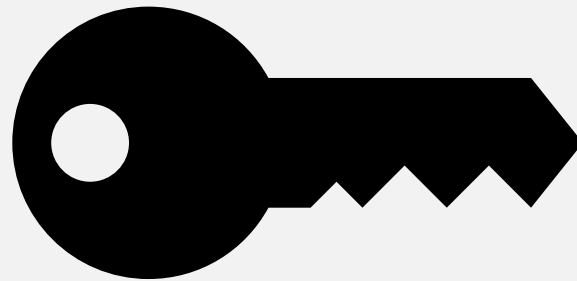
- Describe/show for each (include photographs, if possible).
- Sprinklers:
- Fire hoses:
- Other:

### Alarms:

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

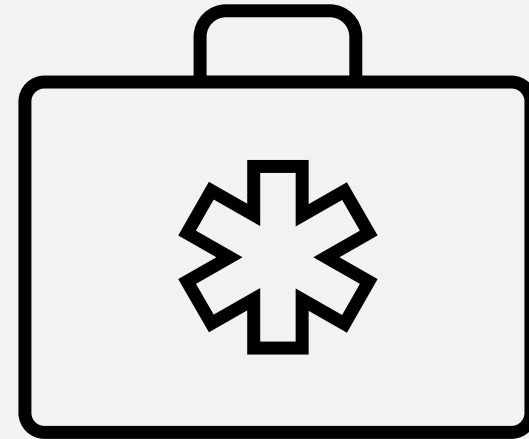
# SECURITY

- *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

## 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):

	Quantity	Location
Masks		
Nitrile gloves		
Work gloves		
Aprons/smocks		
Waterproof boots		
Head lamps/flashlights		
Safety glasses		
Hard hats		
Caution tape		

## Collection salvage supplies:

	Quantity	Location
Plastic sheeting (& scissors & tape)		
Boxes		
Trash bags		
Packing tape		
Freezer paper or waxed paper		
Blank newsprint		
Paper towels		
Nylon cord		
Clothes pins		
Nylon netting		

## Recordkeeping supplies:

	Quantity	Location
Camera (to document damage)		
Clipboards		
Paper		
Pencils/markers/pens		

## Clean up equipment:

	Quantity	Location
Buckets and/or trash cans		
Sponges		
Mops		
Brooms		
Book trucks		
Extension cords		
Dehumidifiers		
Fans		
Generator		
Portable lighting		
Portable sump pump		
Tables		
Water hoses		



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:*

What records would you need to continue operating your library?

What catalogs and other records about your collection exist and in what format?

Do you have irreplaceable materials like rare books or a local history collection?



## TECHNOLOGY BACK-UPS AND PASSWORDS

*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.

# TECHNOLOGY: HARDWARE & SOFTWARE INVENTORY

Computer make/model	Location	Drives, configuration, software

# SALVAGE PRIORITIES: COLLECTIONS AND ADMINISTRATION

## 1. Salvage Priorities – Object Collections

Listed below are those portions of the collection to which salvage priorities have been assigned. Tags: Red: High Priority; Yellow: Medium Priority

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

## 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.

Description of Records	Format	Location	Special Notes
Accession Records	3 Black Notebooks labelled "PAST PERFECT"	Back office lower shelves	These are the legal ownership records of collections
Accession Records	File Folders	Filing Cabinet upstairs hall landing	These are the legal ownership records of collections

## 3. Salvage Priorities – Administrative Records

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

Records	Format	Location	Special Notes
Current Financial and Personnel Records	Files	Main Office, top drawer of 2-drawer filing cabinet	
COMPUTER		Main Office	We have off-site backup



Filing cabinet drawer of accession records



Computer containing administrative records

# 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:

\_\_\_\_\_

\_\_\_\_\_



## CREATING THE PLAN: EMERGENCY RECORD

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:

Damage to building:	
Damage to collection:	
Changes needed to plan:	
Changes needed to team:	
Changes needed to any vendors/suppliers:	
Timeline to implement changes:	



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](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

**MAINTAINING THE PLAN**



## 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/scenariosll.pdf>
- Elaborate IT-related scenario (Brandeis University)  
<https://library.educause.edu/resources/2015/9/brandeis-university-2015-disaster-recovery-tabletop-exercise-plan-explan>



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](mailto:rachel.onuf@vermont.gov)