

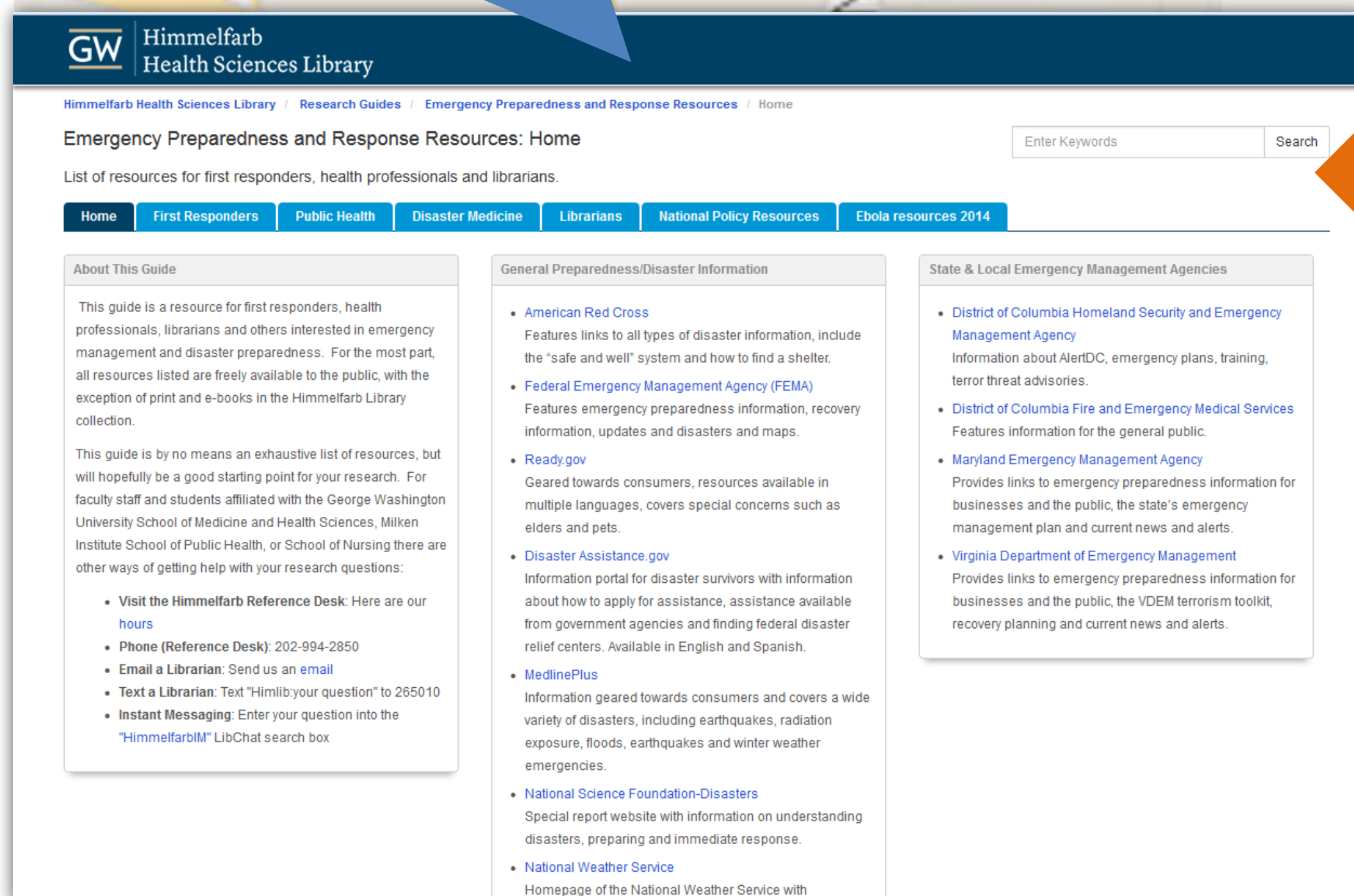
Himmelfarb 911! Using LibGuides and Scenarios to Inform and Train Library Staff on Disaster Response

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Problem #1: Numerous documents stored in location that may not be available during emergency.

Solution #1: *Himmelfarb911 LibGuide*



Documentation

- All documents on unified, cloud based platform.
- Includes library facility photo documentation.
- Private LibGuide available via offsite servers and accessible from Library's Intranet.

Himmelfarb Library Disaster Facts

15 years of regional disasters: Earthquake, hurricane, tornado, flood, blizzards, terrorist attack, active shooter/hostage, fire in building.

Disaster risk assessment: *extremely high risk* (score of 115*)

Response: Himmelfarb has a standing Disaster Planning Committee and extensive disaster planning and response documents.

(*Risk Assessment Scoresheet from "10 Step Approach to Service Continuity Planning" NN/LM course taught by Missy Harvey, June 2013.)

Problem #2: Staff not aware of documents or policies or which to use when.

Solution #2 Staff Training Scenarios
Scenarios presented at library staff meetings stimulate discussion and make staff aware of policies and resources.

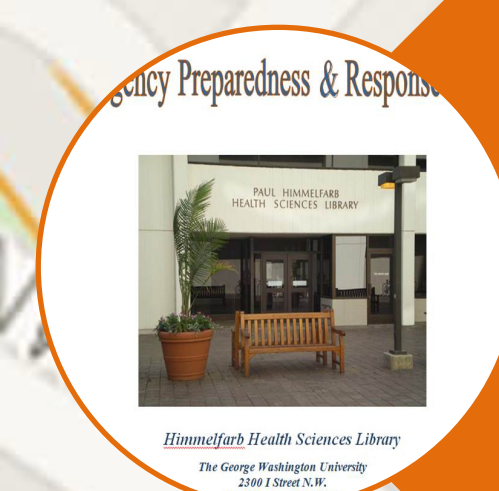
Key disaster planning docs and resources available on home page of the LibGuide.



Photos documenting library facilities are readily available.



Library art collections are also documented.



Continuity of Operations Plan (COOP) determines what services can be provided based on availability of physical and electronic resources.

Scenario: Fire or Smoke in the Library



You're leaving for the day and see a spark and a puff of smoke from behind the copier closest to the emergency exit. Everyone in the Library appears to be tending to their normal routine. What action should you take?

Scenario: Severe Winter Storm



You wake up at 6:30 AM and its snowing. Six inches of snow are already on the ground and the forecast is for at least another six before the blizzard moves out of the metro area in the late afternoon. What steps should you take to ascertain if the library will be open, and if open, which staff members are expected to come to work?

Scenario: Tornado



You're at your desk at 3:30 in the afternoon when you get an email from GW Alerts saying that a Tornado Warning has been issued for downtown DC and that tornadoes have been spotted in Rosslyn and at Arlington cemetery. What do you do?

Resources for your disaster plan –
NN/LM Emergency Preparedness & Response Initiative (<http://nmlm.gov/ep/>) & the Disaster Information Readiness Center (<http://disasterinfo.nlm.nih.gov/dimrc.html>)