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| **[Library Name]**  **Pocket Response Plan (PReP)™**  Adapted from the PReP form created by the Council of State Archivists  <https://www.statearchivists.org/>.  Directions for folding the plan are available in their Programs/  Emergency Preparedness section, and envelopes for the folded plans are available for purchase on the site.  **Revised** [date]  **INSTITUTIONAL CONTACTS**  **(area code 406)**  [List contact information for outside organizations or people you may need as part of your response, such as security personnel, county administrators, vendors, a salvage and recovery company, insurance agency, etc.] | |  |  | | --- | --- | | **DISASTER TEAM**   |  | | --- | | [Library staff who are assigned specific roles in emergency response]  **Agency Administrator:** In consultation with Incident Commander, determines operational strategies following a disaster or service disruption. – [name]  **Communications Coordinator:** coordinates the execution of the COMMUNICATIONS PLAN. – [name/s]  **Historic Materials Coordinator:** Coordinates all preparedness & response activities for unique or hard to replace materials. – [name/s]  **Interlibrary Loan Coordinator** (for libraries that designate ILL borrow as a core service): coordinates and performs all ILL borrow activities from remote location. – [name]  **Immediate Response Coordinator:** responsible for ensuring that front line staff are able to consistently and effectively carry out response procedures. – [name/s]  **Access to Online Content Coordinator:** works with publishers to resolve online access issues following a disaster or service disruption. –[name/s]  **Facilities Liaison:** communicates with Facilities following a disaster. – [name]    **IT Coordinator:** coordinates all IT related issues. – [name]  **Incident Commander:** Coordinates the execution of the CONTINUITY OF SERVICES plan. Coordinates all aspects of preparedness & response and creates a disaster ready culture. Coordinates tabletop exercises, after-action reviews, and situational reports. – [name/s] |   **Library Leadership Transition:** If the Library Director is unable to perform the duties of the position for any reason, responsibility is assigned to:  [names, order of succession, roles] | | **COMMUNICATIONS PLAN**  [How will you communicate any changes in library hours or access to patrons and staff? Delegate positions so that the director is not handling everything. This plan is only for the disaster response. It is expected that all those listed will be under the director; the director needs to be the contact with Incident Command]  Coordinator:  Communication with staff:  Information to the Press:  Social Media posts:  Website updates: | | **CONTINUITY OF SERVICES PLAN**  [What services and/or resources would you want to continue to provide in an emergency or following a disaster? List them and specify how you would continue them whether from off-site or an alternate location.]  Meeting room space for public information  -alternate space:  Public information board  Assist emergency responders by providing vetted public information online or hosting online information sessions  Computer access  -alternate: space:  Device/hot spot lending:  -alternate/additional location:  WiFi & charging stations for responders/community  -alternate space:  Children’s services/day care for first responders, volunteers, health care providers  Returns and checkouts  -alternate location:  Use of bookmobile for disaster relief activities | | **SELECTIVE LIST OF RESPONSE PROCEDURES**  [examples follow—customize to your situation]  **FLOODING**  Assess scene safety inside and outside. Get to higher ground and always have an egress plan. Evacuate if it is safe to do so and move up slope. Take potable water and a first aid kit along.  **TORNADO  Watch:** stay inside, away from windows and prepare for power outages  **Warning:** Move to a safe place in the interior of lower part of the building away from windows and potential debris.Wait to evacuate until it is safe to do so.  **EARTHQUAKE**  DROP, COVER, and HOLD ON. Do not evacuate the library until shaking has stopped and there are no dangers (downed power lines, broken gas lines, etc.).  **POWER OUTAGE**  Assess scene safety in and out, gather patrons and staff into a safe area, provide supplemental light as needed. Long term: Use a gas-powered generator to maintain services as needed. .  **MEDICAL EMERGENCY** Call 911; administer first aid, keep patient calm comfortable, and safe. First Aid kit is located at: \_\_\_AED is located at \_\_\_\_  **BOMB THREAT** Avoid using cell phones, use land lines only. Evacuate the building to a safe location; ask everyone to stay at the outside meeting site until law enforcement releases them.  **SHOOTER** RUN, HIDE, FIGHT Escape if possible, hide in a locked room, closet or under a desk. Be prepared to attack the shooter if found. Upon leaving the building, follow law enforcement commands.  **HAZMAT INCIDENT** Close windows/doors and shut down air conditioning or heaters to reduce air flow. Gather in the bathroom or interior storage area to avoid exposure and wait until the scene is clear. Cover face to avoid exposure to eyes, nose and throat. Seal doors with packing or duct tape.  **REQUEST FOR CONFIDENTIAL INFORMATION**  Inquiries, a subpoena, search warrant or any request for patron information should be referred to library director |
| **[Library Name]**  **RESCUE & RELOCATION**  **Revised** [date]  **PRIORITY LIST FOR COLLECTION RECOVERY**  **High Priority:**    **Low Priority:** | **Floor Plans/Locations of Collections**  [Copy in building floor plans here, if available, and designate locations of collections, using nomenclature from the previous column. This will assist first responders in rescuing your materials if the opportunity arises.] | | **SPECIFIC ITEMS/MATERIALS TO BE RESCUED**  [List valuable and/or irreplaceable items such as paintings, other works of art, rare books or artifacts, reference materials not available online, or materials necessary to have if there is no internet access.] | | **RELOCATION STRATEGY**  [If your building is not habitable and collections or items in the previous columns can be moved, will they be stored, or relocated to an alternate location where staff and patrons can continue to use them? List by priority what you would most like to relocate and where it would be stored or moved. The person in the role of Historical Collections Coordinator will be responsible for this. ]  [Could you continue to offer patron services from an alternate location, perhaps a FEMA trailer, a bookmobile, or space in a public building or office building? Designate who would be essential in this case and what their roles would be, as well as what space and equipment would be needed.]  **Stafford Act**  Helps with relocation costs: https://www.fema.gov/pdf/government/grant/pa/9253\_3.pdf | |