

Emergency Response Plan for

[Name of library, etc.]



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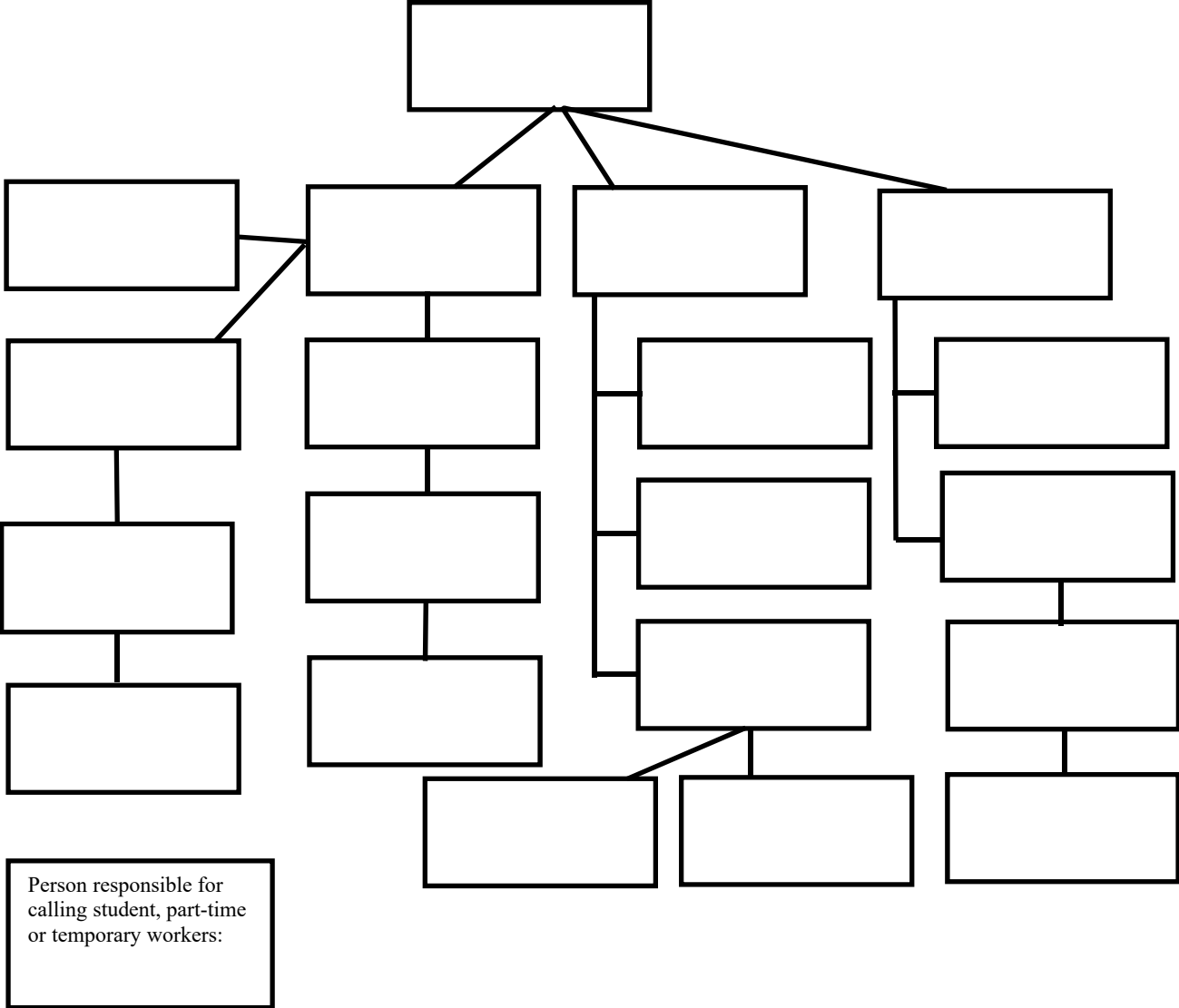
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Contacts

Primary Contact for Emergency Plan:
Building(s) Covered:

Calling Tree:



Personnel Directory

Address	
Telephone	
Cell	
Alternate Email	
Emergency Contact	

Address	
Telephone	
Cell	
Alternate Email	
Emergency Contact	

Address	
Telephone	
Cell	
Alternate Email	
Emergency Contact	

Address	
Telephone	
Cell	
Alternate Email	
Emergency Contact	

Address	
Telephone	
Cell	
Alternate Email	
Emergency Contact	

Emergencies Covered

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Communications

Emergency Contact Information

Institutional Emergency Hotline or Number	
Institutional Emergency Webpage	
Institutional Emergency Social Media	
Regular Hours Facilities Contacts	
After Hours Facilities Contacts	

Library/Archive Communications

Telephone

Main Telephone Number	
Person Responsible	
Instructions to Change	
Sample Message(s)	

Other Service Number	
Person Responsible	
Instructions to Change	
Sample Message(s)	

Personal Voicemail	
Instructions to Change	
Sample Message(s)	

Web Page

Person Responsible	
Instructions to Change	
Sample Message(s)	
Sections to check	

(May need to coordinate with institutional communications department, add contacts here.)

Social Media

Facebook	
Person Responsible	
Instructions to Change	
Sample Message(s)	

Twitter	
Person Responsible	
Instructions to Change	
Sample Message(s)	

Physical Signage

Places to Post	
Person Responsible	
Sample Message(s)	

Photographs of the Facilities

Person Responsible	
Last Updated	
Where saved	

Closing the Library (advance notice)

Person responsible for deciding on closure:

Person responsible for closing procedures:

Command Point for questions:

Notify your supervisor and [the person responsible for closing procedures] before leaving the building.

1. Communicate to staff and patrons or users the specifics day and time for closure; confirm message to be used in all communications
2. Make sure the personnel directory and calling tree are up-to-date; remind staff to keep a copy of the most current one with them

3. Change messages for all forms of communication listed under Library/Archives Communications in this plan
4. [Specific person/people] to answer phones and in-person questions until closure
5. Make building preparations [these should be listed here along with names of people responsible for those steps]
6. [Specific person] contact restoration company to let them know the building is closing due to emergency
7. [Specific person/people] contact [other people on emergency contact list who need to know the library is closing]
8. Staff should return to the Command Point after completing their assigned duties for further instructions
9. At closing time, [Specific person/people] should make a final sweep of the building to make sure everyone has left

Back-up team if closing decided during evenings or weekends:

Emergency Specific Information

Hurricane [sample]

- Hurricane season runs from June 1- November 30 (Atlantic)
- Track storms from the National Hurricane Center: <https://www.nhc.noaa.gov/>
- Institutional Emergency Web Site (listed above) will have details on institution's response to an emergency. They will begin updating site [when].
- When a hurricane watch is issued (48 hours before hurricane conditions are possible) or earlier as directed by [the person responsible for closing procedures], complete the closing procedures identified in this plan
- If this happens on an evening or weekend, [the person responsible for closing procedures] will call-in the back-up team to complete closing procedures
- Staff should clear their workspace and move material in offices away from windows
- Staff should keep the most recent copy of the calling tree with them
- Closing procedures should be completed and the building should be evacuated by the time a hurricane warning is issued (hurricane conditions expected in 36 hours)

Flood or Leak [sample]

- Identify location of the problem

- Notify [name of facilities department] and [library person responsible for collection or preservation] of the problem
- Evacuate people from affected areas, block people from entering those areas
- Gather emergency supplies
- If it is safe to approach, use plastic sheeting to cover affected materials below the leak, or move material to higher shelves or book trucks if water is coming from below
- Follow recovery procedures (including collection priorities) in this plan

Emergency Supply List

Department	Supplies	Location
[sample] Reference Desk	1 Large flashlight w/4D batteries	Far-left-top drawer of the reference desk
[sample] Reference Desk	First Aid Kit	In top drawer of filing cabinet
	Duct Tape	
	Extra Batteries	
	First Aid Kit	
	Flashlight	
	Library Preparedness Carton	
	Radio	
	Tarp or Plastic Sheets	
	Water	
	Work & Rubber Gloves	
	Caution Tape	
	Masks	
	Trash Bags	

Recovery

As soon as conditions permit, activate the calling tree to check on staff.

Person responsible:

Back-up:

Continuing Emergency Conditions

(Remote Operations)

Work from Home Information

Name	Computer	Internet Access	% of work can be done at home	Other necessary technology

[sample] Smith, Joan	X	X	75	OCLC Connexion

Critical Applications

Name	Level	Comments
[sample] Authentication	2	
[sample] Ex Libris	2	Other than authentication, all functions are in cloud (Joan Smith has access without authentication)

Critical Functions

Name	Level	Comments
[sample] Collection Management	3	
		Possible Ways to Cope:
[sample] Instruction	2	Other than authentication, all functions are in cloud (Joan Smith has access without authentication)
		Possible Ways to Cope: Identify courses affected, review cloud-based previously recorded classes for use, use Captivate or Powerpoint to record asynchronous lectures; for pending guest lectures, check with faculty members for preferences

Levels: 1 (health & safety), 2 (serious consequences), 3 (short pause okay), 4 (deferrable)

Collection Priorities

Priority One	
Priority Two	
Priority Three	
Priority Four	
Priority Five	

Map of Areas

(listed above)

Physical Recovery

Once you have been given permission to reenter the building(s)...

Recovery Team

Recovery Team Members	
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Identify compromised areas of the building (windows, doors, roof) and try to correct those first
Identify parts of the collections affected based upon

Gather supplies and equipment

Begin salvage of damaged material

Keep in mind any curfews in place

[May want to include basic salvage instructions, or the name of the recovery team member who will be responsible for directing salvage operations.]

Essential Employees

The following employees are designated essential and may assist with recovery as allowed by the institution

Tier 2	
Tier 3	

Assessment of Damage

Damage	Remediation	Responsible person	Cost	Comments

(Photos should be taken as soon as possible.)

Debrief of Emergency Response

Contact [Insert appropriate department names, such as Emergency Management, Facilities, and/or Public Safety] to review response to emergency and ways to enhance the response.

Review this plan to refine instructions based on response to emergency.