

NN/LM National Emergency Preparedness Project DRAFT Components of the NN/LM Emergency Preparedness Plan

Project Purpose: Improve the NN/LM's ability to respond to emergencies

These major project components were developed from discussions among Associate Directors and other core group members during April, 2007, with input from network members, NLM staff and others with expertise related to the project. Discussions began with a planning meeting in Los Angeles, February 1-2, 2007 and are continuing.

1. Buddy system among RMLs to provide communication exchange and back-up when one RML must shut down during an emergency.
 - Describe areas of responsibility for RML "buddy" libraries and develop a one page description including contact information and procedures for each "buddy" pair
 - Write a standard set of well-documented procedures describing what DOCLINE coordinators do for the "buddy" RML experiencing emergency shut-down.
2. Provision of essential services to network members to support their emergency planning and emergency response.
 - Create a place on the NN/LM server to post network members' emergency plans/
 - Configure the existing NN/LM "800" number so that, if an RML is inoperative, network members which request help are automatically transferred to the "buddy" RML
 - Document procedures for assisting DOCLINE Coordinators and the NLM DOCLINE Team in managing DOCLINE accounts of libraries in impacted areas.
 - Create printed information for network members about what back-up access to knowledge-based and emergency-related information is available for network member libraries
 - Recommend that a field be established in DOCLINE to indicate network member libraries' willingness to serve as back-up libraries
 - Create an online location to post status reports and request help (see #3 – this probably will be part of the "web presence.")
3. Some form of "web presence" for emergency preparedness planning and communication exchange.
 - Post instructions for DOCLINE Coordinators and the NLM DOCLINE Team on how DOCLINE accounts of libraries in impacted areas will be managed (Information about this on a public site plus detailed procedures on the NN/LM staff Intranet)
 - Provide web-based instructions for how a network member acting as a back-up library can provide access to restricted knowledge-based and emergency-related information
 - Post information for how to get help from the RMLs and NN/LM during an emergency (e.g., use of the existing NN/LM "800" line)

- Create and post a toolkit for preparing for emergencies, with resources both to help network members prepare their own emergency plans and help them work with their communities (e.g., open-access, authoritative core emergency preparedness materials; core emergency preparedness materials; an NN/LM-recommended planning template; resources for getting more help in planning, responding to, and recovering from emergencies; online or podcast stories from those who experienced emergencies first-hand).
4. Training resources and modules for preparing network members for emergencies developed nationally for use by regions.
- Train network members on use of the “toolkit”
 - Orient network members on how to use the website
 - Provide network members with instructions on use of recommended template
 - Give instruction on how to get and provide backup and assistance among back-up network member libraries if libraries must shut down (e.g., providing access to restricted knowledge-based information)
5. Promote, publicize, and market NN/LM products, procedures, and activities related to emergency preparedness
- Promote products, tools, services and resource links developed for the NN/LM Emergency Preparedness Plan (including the DOCLINE procedures, the toolkit, communication tools available to network members during an emergency, training resources and modules available to network members)
 - Develop promotional materials, publications, toolkits, and training activities for libraries, emergency response organizations, public health agencies, and other potential partners to communicate about and enhance knowledge and skills about NN/LM’s activities
 - Conduct exhibits and presentations at library and emergency preparedness meetings to raise awareness and develop relationships with emergency response organizations such as NVOAD, Red Cross, and other partners and stakeholders
 - Partner with the Medical Library Association in encouraging libraries to take roles in community preparedness (e.g., get involved with their community emergency planning groups; advocate to other organizations the role of libraries) and in communicating with organizations active in emergency response about the roles libraries can play during community emergencies.