

Discussion Group #2
Content for an Emergency Preparedness "Toolkit"

The national Emergency Preparedness project proposes to create and post a toolkit for preparing for emergencies, with resources to help network members prepare for their own emergency plans, and also to work with their communities.

Please discuss and answer the following questions with your group.

Before you start, please identify a volunteer who will present a summary of the group's feedback for general discussion at 11 a.m.

1. What types of materials should be included in the proposed emergency preparedness "toolkit"?
2. What would be most helpful to you? (Recall an emergency that you've had; what helped the most? What was the biggest problem?)
3. What are some example types of special projects or awards that the RML could consider funding to encourage emergency preparedness activities by libraries for their organizations and their communities?

DISCUSSION NOTES

Jim Morgan noted that www.portals.org is a good starting point for Emergency preparedness, and that we can borrow ideas from other types of libraries for Emergency Preparedness tool kits for medical libraries.

Laurel Egan thought a flow chart with an algorithm would be helpful, telling us: what to do, who should do it, how to balance conflicting needs. The Portals site can be used as a resource for "Disaster Prevention and Recovery" templates. Ratings for disasters and emergencies would be helpful, to know what level of response is needed.

The plan could include links for more information. Marcia Francis suggested links on a webpage which correspond to an NLM handout.

Vicki Croft suggested the information for an Emergency Preparedness Kit be in the format of a flip chart, for immediate and easy access. Included would phone numbers, who has first aid training, other disaster resources in the community.

Sandy Hight pointed out that practical information should be included in the plan, for example, where is wireless access located?

Jim Morgan noted that we need plans at many levels: a specific Library Plan, then a city plan, then a plan for the RML, then a national plan. At what level is the toolkit?

To be included in the toolkit/plan should be a list of questions people ask in order to prepare.

Suggestions for drills include taking emergency kits and radios with you when you leave the building, like they do at WSU. At OHSU, units handle their own emergency preparedness plans. Phone call drills are also a good idea, with lots of practice since there are always glitches.

Laurel Egan suggested we think about two types of toolkits: physical and on the web.

Vicki Croft told us their website has instructions for "Go-kits" (take it with you when you go) conforming to the University standard. WSU has an emergency awareness communication system. Can the RML send emergency alerts? Vicki also suggested "buddy libraries" for network members in the region. And she recommends the librarian be involved in the safety committee in the organization.

Maryanne Blake suggested reporting disasters to the RML so announcements could be made and the RML could facilitate the regional buddy plan.

Jim Morgan pointed out that our Region is pretty dispersed, and most help is electronic. If you do go there to help, have a plan for that and know what is needed in advance.

We agreed librarians need to know where to go for help, public libraries for example.

How could funds be used for assistance in emergency planning?

- Marcia Francis suggested collaborative training for libraries to teach communities how they fit in to a disaster plan.
- Jim Morgan suggested using funding to make sample "Go-kits", create them and provide information on how to make one.

Sandy Hight suggested calling them "Do Kits" - What do we do when something happens?

Facilitators:

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