

## Step Six: Drill

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- Create drills to test your plan. Table-top exercises or scenario based training is recommended
- Focus specifically on how your users will be able to access important services and resources in the event of different types of disasters

## Step Seven: Review and Update

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- Review and update steps on a quarterly basis
- Memorize 1-800-DEV-ROKS (ROKS without a 'C'). It connects you to your Regional Medical Library. Contact this number with questions and in the event that your services are disrupted to initiate the NN/LM Emergency Preparedness and Response Plan.



## We're Here to Help

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Contact the NN/LM at 1-800-DEV-ROKS (800-338-7657) for more information on this brochure and for other emergency preparedness activities in your region. Or visit <http://nmlm.gov/>

## State Regional Coordinator

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A regional coordinator for each state is appointed by the regional office of the NN/LM to help during and after a disaster. Contact the NN/LM for the name of your coordinator.

## The Online Toolkit

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The NN/LM **Emergency Preparedness & Response Toolkit** is your online resource which includes emergency plan templates and samples, an up-to-date blog, links to disaster planning training and recovery resources, and library disaster stories. Visit and bookmark: <http://nmlm.gov/ep/>

## Additional Resources

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The National Library of Medicine (NLM) provides links to additional resources from the *Disaster Information Management Research Center* <http://sis.nlm.nih.gov/dimrc.html> Keep up with the *Disaster Information Outreach by Librarians* email list at <https://list.nih.gov/archives/disastr-outreach-lib.html>

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Funded under Contract No. HHS-N-276-2011-00005-C with the University of Illinois at Chicago and awarded by the DHHS, NIH, National Library of Medicine. This resource is available freely at: <http://nmlm.gov/training/resources/emplanning.pdf>  
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# What If Disaster Strikes?

## Planning and Preparation

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Preparation is the key to protecting your library and staff in times of accidents and disaster. The National Network of Libraries of Medicine (NN/LM) has created this guide to identifying essential information your staff needs to prepare for various kinds of emergencies.

## Seven Steps to Creating an Emergency Preparedness Plan

### Step One: Assess Risks

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- Make a list of events for which your library could be at risk
- Talk with long-term staff at your library and gather anecdotal information about emergencies or disasters that have happened in the past for additional ideas
- Add to the list events such as fire and bio-terrorism that may not have happened but which can happen at any time and at any place
- Check federal, state and local emergency preparedness web sites for more information about potential emergency events (FEMA, Department of Homeland Security, your parent institution)

## **Step Two: Determine Your Essential Services**

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- What services are most critical to your users? Interlibrary loan? Bibliographic searches? Reference help?



- If the library is inaccessible, will your users have access to essential resources such as online point of care databases, drug information, and other core patient materials?
- Are there print resources, such as core textbooks, that your users might need in the aftermath of a disaster?
- Do you have unique resources, such as institutional records or historical materials that should be recovered?

Identify all the services that you offer and then prioritize them based on users' needs. The services at the top of your list should be your **core services**.

## **Step Three: Create Partnerships for Continuity of Services**

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- Partner with a back-up library for assistance with continuing your essential services in the event of a disaster. Create a Memorandum of Understanding (MOU) that details what assistance will be provided. (See *Creating an MOU* in the online Toolkit\*.)
- Discuss power and connectivity issues with your IT/IS department. In

the event of a power outage, will the server continue to function and host the library web pages? How long would back-up power be available at your institution? Etc.

- Determine which collections to recover. Contact a commercial salvage company to estimate how much it may cost to recover your materials, should mold abatement, freeze-drying, or other services be required
- Identify who depends on the library and who you depend on including individuals in your organization and vendors

## **Step Four: Create Procedures for Remote Access to Core Services**

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- Devise plans for maintaining access to essential online and print resources (core services) during and immediately after a disaster
  - Prioritize on-site work requirements
  - Identify off-site locations (temporary location - away from your building and/or completely of campus, such as in a home)
- Find or create a floor plan for your print and special collections; color-code the locations of materials based on level of importance

Create a **Continuity of Service Plan** that incorporates the partnerships and plans developed out of steps two through four.

## **Step Five: Develop a Comprehensive Emergency Preparedness and Response Plan**

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Your plan should:

- Be appropriate for your library and be connected to the plan(s) of the broader or parent institution(s)
- Include the Continuity of Service Plan with its list of essential services and resources
- Consider various types of emergencies including natural disasters (tornado, earthquake), intentional events (bomb threat, workplace violence, explosions), unintentional events (power outages, fire, chemical spills), and pandemic events
- Identify responses to events and evacuation procedures including emergency contact information and/or procedures for staff, the organization, vendors, recovery services, etc. from step three
- Identify and list disaster response team members and their responsibilities
- Include a salvaging chart for responders to use to rescue these items in the event of a disaster
- Consider the steps in recovery procedures and processes

(Sample plans are available in the online Toolkit\*.)

**\* Information on the online Toolkit is on the back page.**