

Kennesaw State University

From the Selected Works of Chris Sharpe

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“Fun with Plastic Sheeting:” Strengthening your Emergency Preparedness

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Available at: https://works.bepress.com/chris_sharpe/9/



Fun With Plastic Sheeting! *Exercising Your Emergency Plan*

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More Training

Community Emergency Response Team
(CERT)



LYRASIS
Advancing Knowledge



*Does your
library
have an
Emergency
Response
Plan?*





Where?

Who?

Everyone?



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Sources/Tips for an Emergency Response Plan

FEMA Campus Ready
for Colleges and Universities

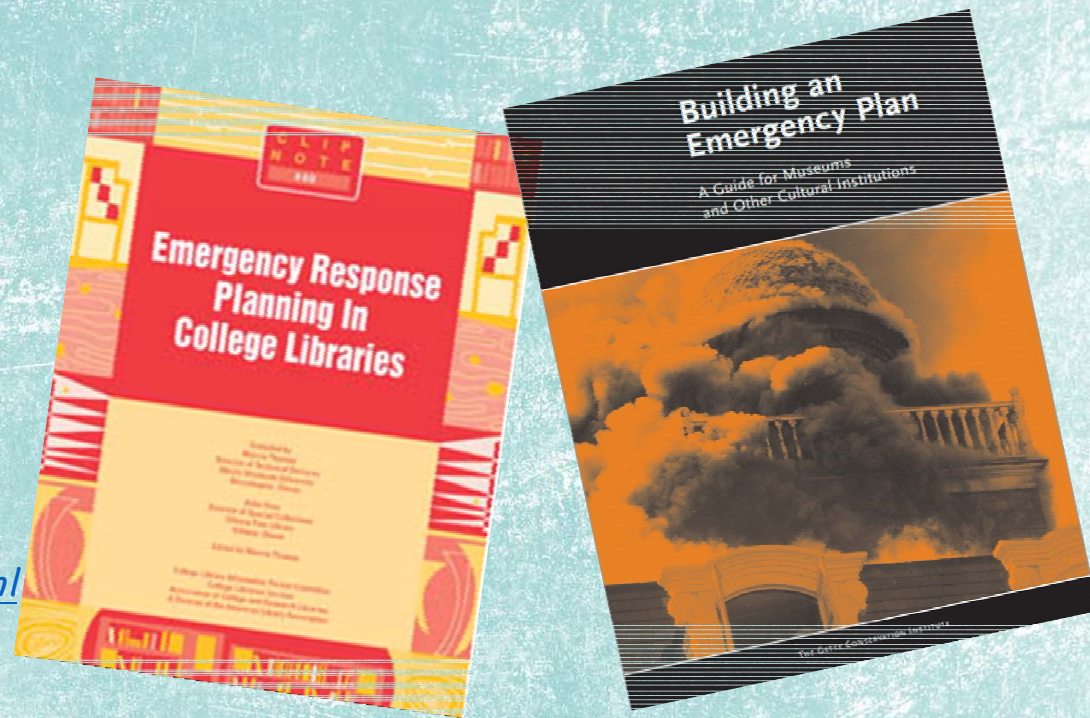
<http://www.ready.gov/campus>

ALA Disaster Preparedness

<http://www.ala.org/tools/disaster-preparedness>

Getty Conservation Institute

http://www.getty.edu/conservation/publications_resources/pdf_publications/emergency.html



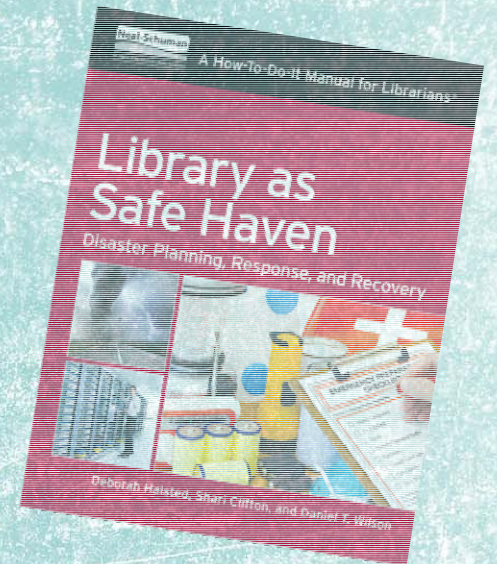
Note: Your Disaster Recovery Plan should be a separate document


Note: Your Library Emergency Response Plan and Disaster Recovery Plan should be separate documents

FEMA <https://www.fema.gov/planning-templates>

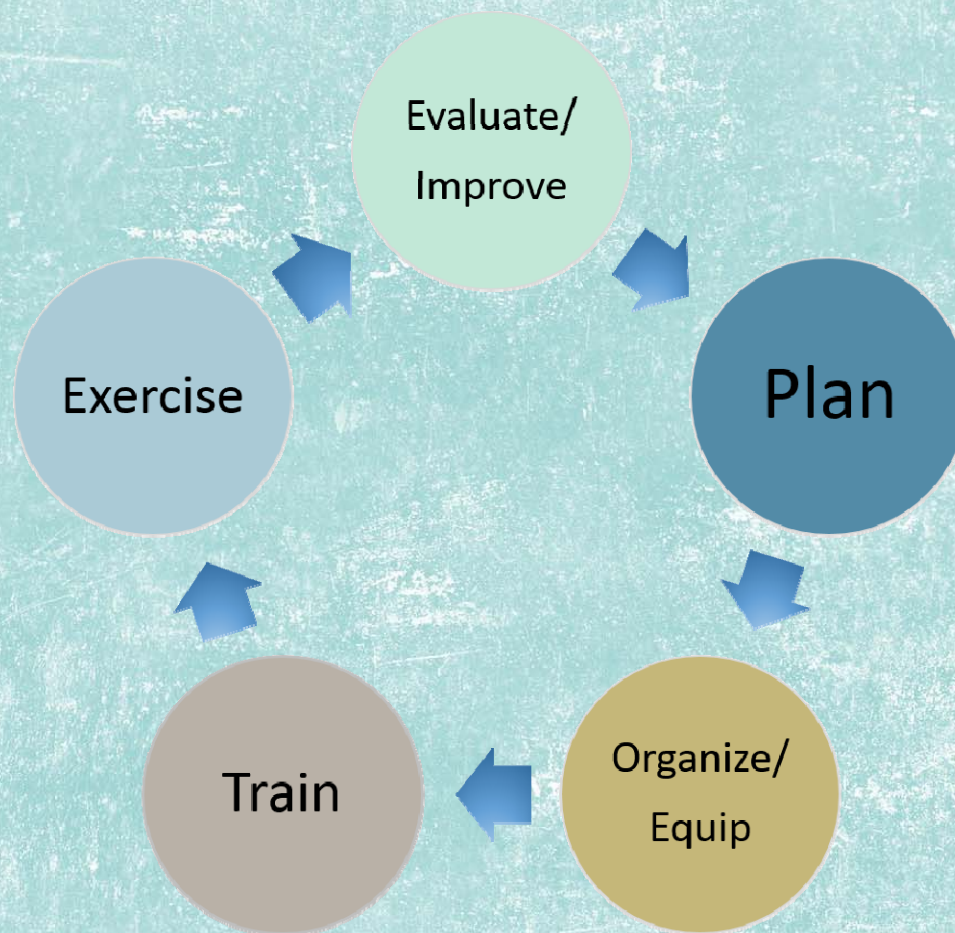
University of Minnesota template
http://policy.umn.edu/Policies/Operations/Safety/OPERATIONSPLAN_PROCO1.html

Sources/Tips for a Library Continuity Plan





Preparedness is a "continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response."



Preparedness Cycle



*“I hear and I forget
I see and I remember
I do and I
understand.”*

Confucius





*Train
Train
Train*



— *Safe environment*

— *Areas for improvement*

— *Ownership !*



*Two main types
of exercises*

*Discussion-based
Activity-based*



Activity-based Exercises



(Don't really try this)

*Simulations
Full drills*



Discussion-based Exercises



Group discussions
Handouts
Videos
Self assessments
Mental drills
Presentations by experts



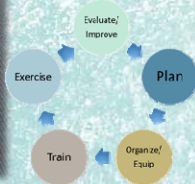
"College Newspaper Roundtable" by Richard Lippenholz at Annapolis, MD is licensed under CC BY 2.0, with no changes



Discussion Based Exercises



Tabletop Exercises



Rules for Tabletops

- * respond based on your current capability*
- * think outside the box*
- * relax – it's only an exercise*



A row of approximately 15 propane tanks of various colors (yellow, green, orange, and black) is lined up against a rough, light-brown stone wall. The tanks are arranged in a slightly curved line, receding into the background. The ground is paved with light-colored stone tiles.

Tabletop Exercise

Disaster Scenario Exercise

This exercise was adapted from FEMA's Private Sector Division in its Office of External Affairs.

Objectives:

- Verify our policies and procedures for responding to this kind of incident
- Identify our strengths and weaknesses



Purpose:

Improve our library's preparedness

Roles for the exercise



Scenario :

Chemical Accident

FEMA Photo



*Truck accident with
release of Chlorine gas*



Emergency Responders

**take care of accident scene*

**mitigate further risks*

FEMA/ <Shannon Arledge>



FEMA/<Shannon Arledge>

What are the most important things we need to do immediately?



**call for help?*

**let someone know who is there*

**decide to shelter in or leave*

**often hard decisions*



We have 5 minutes until it is over our building - now what should we do?





FEMA/<Dave Saville>

**direct people*

**shelter in
or leave?*

**ventilation
systems*



Discussion of Response

Who's in charge? What's our plan?

What do we do? - evacuate or shelter-in-place?

How do we know how many people are in the building?

How do we communicate with them?

Who is the Point of Contact with the emergency responders?

Who is the Point of Contact with the PRESS?

What is our plan?



After every exercise

Debrief... What have we learned in this exercise?
What are our strengths? Weaknesses?

Follow up... What should be done next to plan
and prepare?



Advice from ready.gov



Listen to local TV/radio

If asked to evacuate: Follow directions from authorities - don't take short cuts when evacuating. Help others who may need help: elderly, those with infants, special needs, etc.

If asked to stay indoors: Close and lock doors, windows. Close vents, fireplace, inside doors, Turn off A/C, heat, ventilation/recirculation. Choose room above ground, fewest openings to outside - seal gaps around doors, windows, pipes, etc.

If trapped in car: Can you get into a permanent building? Car windows/vents closed, A/C and heat off.

If caught outside: Get upwind, uphill. At least 1/2 mile. Help others.

Activity or Operations Based Exercises

- Drills*
- Functional exercises*
- Full-scale exercises*



Active Exercises

- *Learning can be fun and worthwhile*
- *Chance to practice what you have learned*
- *Can liven up the information*
- *Moves from passive to active*
- *Uses real-world scenarios*



Training Objectives

Set learning goals and objectives, then design training activities to achieve them

What do you want participants to learn?

Sample Training Goals :

- prepare for active shooter situation
- mitigate water damage
- prepare for volcano eruption? (not in Georgia!)



Precautions

No weapons, even obvious fake ones

Don't do things that might cause patrons to panic or dial 911

Don't do things that might cause your staff to be scared to death





Our library will:

- * Keep people safe*
- * Have a plan and be prepared to activate it*
- * Secure the library*
- * Provide necessities: shelter, medical*
- * What else?*

*Time for fun with
our Active Exercise*





“Fun with Plastic Sheeting” at our Library Repository



Debrief...



2 important things to take from here!

- 1. Your Emergency Response Plan needs to be up to date, read, easy to understand, and practical. It needs to be tested.*
- 2. Your people need to be trained and ready to act.*

Do you have a Library Emergency Response Plan?

Do you have a Library Disaster Recovery Plan?

Do you have a Library Continuity Plan?



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