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| **[Library Name]**  **Pocket Response Plan (PReP)™**  This document is adapted from the PReP form created by the Council of State Archivists  <https://www.statearchivists.org/>.  Directions for folding the plan are available in their Programs/  Emergency Preparedness section, and envelopes for the folded plans are available for purchase on the site.  **Revised** [date]  **INSTITUTIONAL CONTACTS**  **(area code ###)**  [List contact information for outside organizations or people you may need as part of your response, such as security personnel, county administrators, vendors, a salvage and recovery company, insurance agency, etc.] | |  |  | | --- | --- | | **DISASTER TEAM**   |  | | --- | | [Library staff who are assigned specific roles in emergency response]  **Agency Administrator:** In consultation with Incident Commander, determines operational strategies following a disaster or service disruption. – [name]  **Communications Coordinator:** coordinates the execution of the COMMUNICATIONS PLAN. – [name/s]  **Historic Materials Coordinator:** Coordinates all preparedness & response activities for unique or hard to replace materials. – [name/s]  **Interlibrary Loan Coordinator** (for libraries that designate ILL borrow as a core service): coordinates and performs all ILL borrow activities from remote location. – [name]  **Immediate Response Coordinator:** responsible for ensuring that front line staff are able to consistently and effectively carry out response procedures. – [name/s]  **Access to Online Content Coordinator:** works with publishers to resolve online access issues following a disaster or service disruption. –[name/s]  **Facilities Liaison:** communicates with Facilities following a disaster. – [name]    **IT Coordinator:** coordinates all IT related issues. – [name]  **Incident Commander:** Coordinates the execution of the CONTINUITY OF SERVICES plan. Coordinates all aspects of preparedness & response and creates a disaster ready culture. Coordinates tabletop exercises, after-action reviews, and situational reports. – [name/s] |   **Library Leadership Transition:** If the Library Director is unable to perform the duties of the position for any reason, responsibility is assigned to:  [names, order of succession, roles] | | **COMMUNICATIONS PLAN**  [How will you communicate any changes in library hours or access to patrons and staff?] | | **CONTINUITY OF SERVICES PLAN**  [What services and/or resources would you want to continue to provide in an emergency or following a disaster? List them and specify how you would continue them , whether from off-site or an alternate location.] | | **SELECTIVE LIST OF RESPONSE PROCEDURES**  [examples follow—customize to your situation]  **FLOODING**  **TORNADO  Watch:**  **Warning:**  **EARTHQUAKE**  DROP, COVER, and HOLD ON. Do not evacuate the library until shaking has stopped and there are no dangers (downed power lines, broken gas lines, etc.).  **POWER OUTAGE**  .  **MEDICAL EMERGENCY**  **BOMB THREAT**  **SHOOTER**  **HAZMAT INCIDENT**  **REQUEST FOR CONFIDENTIAL INFORMATION**  Inquiry:  Subpoena:  Search Warrant:  Request for Access to Library Computers: |
| **[Library Name]**  **RESCUE & RELOCATION**  **Revised** [date]  **PRIORITY LIST FOR COLLECTION RECOVERY**  **High Priority:**    **Low Priority:** | **Floor Plans/Locations of Collections**  [Copy in building floor plans here, if available, and designate locations of collections, using nomenclature from the previous column. This will assist first responders in rescuing your materials if the opportunity arises.] | | **SPECIFIC ITEMS/MATERIALS TO BE RESCUED**  [List valuable and/or irreplaceable items such as paintings, other works of art, rare books or artifacts, reference materials not available online, or materials necessary to have if there is no internet access.] | | **RELOCATION STRATEGY**  [If your building is not habitable and collections or items in the previous columns can be moved, will they be stored, or relocated to an alternate location where staff and patrons can continue to use them? List by priority what you would most like to relocate and where it would be stored or moved. The person in the role of Historical Collections Coordinator will be responsible for this. ]  [Could you continue to offer patron services from an alternate location, perhaps a FEMA trailer, a bookmobile, or space in a public building or office building? Designate who would be essential in this case and what their roles would be, as well as what space and equipment would be needed.]  **Stafford Act**  “…will help libraries in need relocate so they can keep serving the public in the wake of a flood or other emergency.  Libraries are vital information hubs, and in the aftermath of a disaster, libraries take on an even greater community role, providing free and easy access to technology and essential information.” – Senator Jack Reed | |