

;;;;;; This is a Montel file based on CCW_BC,
;;;;;; which means you can punch it now.
;;;;;; Call 516-435-7422 to ask for modem

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; 03/05/13 3:42 PM
;
;;;;learning times

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TEST TEST.
>> HI, EVERYBODY.
THIS IS HOPE AGAIN FROM LEARNING
TIMES.
THANKS SO MUCH FOR JOINING US.
WE'RE GOING TO GO AHEAD AND GET
STARTED.
IN THE INTEREST OF TIME, I'M
GOING TO JUST VERY QUICKLY
REMIND YOU ABOUT THE CHAT
WINDOW.
IN A MOMENT OR AFTER JENNY'S
INTRO REMARKS, THIS CHAT WINDOW
THAT YOU SEE UNDER JULIE'S PHOTO
WILL BE TURNED INTO A MODERATED
Q&A WINDOW.
FEEL FREE TO KEEP TYPING
QUESTIONS AND COMMENTS IN THERE.
YOU CAN ALSO TYPE IN THE YOU'RE
HAVING ANY TECHNICAL DIFFICULTY.
ALL OF THE COMMENTS ARE SEEN BY
US AT THE APPROPRIATE TIMES FOR
QUESTIONS.
THOSE QUESTIONS WILL BE HANDLED
THROUGHOUT THIS SESSION IF
THERE'S ANY TECHNICAL ISSUES
THAT COME UP, WE'LL BE HAPPY TO
RESPOND TO THEM PRIVATELY.
AS SOON AS WE SEE THEM, AS, FOR
EXAMPLE, I SEE THAT SOMEONE IS
NOT ABLE TO HEAR ME, I'LL GIVE
THEM ASSISTANT IN JUST A MOMENT.
OF COURSE, COMMENTS TO
FACILITATE DISCUSSION AMONGST US
ALL.
AT THIS TIME I'M GOING TO RECORD
THE SESSION.
EACH SESSION IS RECORDED.
I KNOW JENNY WILL SPEAK TO THAT
IN JUST A MOMENT.
JENNY, WHENEVER INJURY READY.
>> SURE.

THANK YOU.

WELCOME, EVERYONE.

THANKS FOR JOINING US TODAY.

SO BEFORE I EVEN GET STARTED, I
HAVE A QUESTION FOR YOU.

I'M JUST CURIOUS WHERE YOU'RE
COMING FROM AND WHAT TYPE OF
INSTITUTION YOU'RE WORKING WITH.
FILL THIS POLL OUT.

SO AM I'M SURE YOU ALREADY KNOW,
THIS IS JUST ONE COURSE IN A
SERIES CARING FOR YESTERDAY'S
TREASURES TODAY.

THIS IS PROTECTING YOUR
COLLECTIONS, RATING A DISASTER
RESPONSE PLAN.

THIS SERIES HAS BEEN MADE
POSSIBLE BY A LAURA BUSH GRAND
FROM THE INSTITUTE OF MUSEUM AND
LIBRARY SERVICES.

WE'RE SO FORTUNATE TO HAVE HOPE
WITH US AND LEARNING TIMES AND
LEARNING TIMES ON BOARD FOR THIS
PROJECT AND WEBINAR SUPPORT.

IT'S SO GREAT TO SEE SO MANY
LOGGED ON.

IT LOOKS LIKE AT THIS MOMENT WE
HAVE ABOUT 214 PEOPLE IN THIS
WEBINAR.

I'M SO GLAD YOU'RE SAYING HELLO.
KEEP THOSE COMING.

AS HOPE SAID, I WILL EVENTUALLY
BE MOVING THIS CHAT BOX AWAY AND
WE'LL MOVE OVER TO A MODERATED
CHAT.

SO THIS MEANS I WILL APPROVE
YOUR COMMENTS.

BECAUSE OF THIS, YOU'LL SEE YOUR
COMMENTS TWICE.

YOU'LL SEE THEM ONCE WHEN YOU
SUBMIT THEM FOR APPROVAL AND THE
SECOND TIME WHEN I SENT THEM
THROUGH TO THE GROUP.

DON'T WORRY.

YOU'RE NOT SPAMMING THE CHAT
BOX.

YOUR GROUP WILL SEE IT ONCE.

IF YOU HAVE A TECHNICAL
QUESTION, WE'LL KEEP THOSE
PRIVATE.

WE HEARD FROM OTHER PEOPLE IN
PAST COURSES THAT THE CHAT BOX
CAN SOMETIMES BE DISTRACTING.

IF YOU FIND THAT'S THE CASE, I

HAVE A VERY, VERY LOW TECH SOLUTION FOR YOU. GRAB A POST-IT KNOW AND COVER UP THAT ENTIRE CHAT BOX WITH POST-IT NOTES.

AS WE MOVE FORWARD, WE'LL KEEP AN EYE ON THE CHAT AND MAKE ADJUSTMENTS AS WE SEE FIT.

I WANT TO REMIND EVERYONE THAT WHAT YOU POST IN THE CHAT BOX IS PUBLIC AND IT'S PUBLIC NOT ONLY TO ALL OF US LOGGED IN TODAY, BUT BECAUSE WE ARCHIVE A RECORDING OF THE WEBINARS, THEY WILL BE SEEN BY COUNTLESS OTHERS.

KEEP THAT IN MIND.

SO IT LOOKS LIKE FROM OUR POLL WE HAVE ABOUT 44 PEOPLE THAT SAY THEY'RE FROM A MUSEUM.

LOOKS LIKE THE NEXT LARGEST SHOWING IS ARCHIVES AND MANUSCRIPT REPOSITORY.

WE HAVE A GOOD MIX OF PEOPLE TODAY.

I'M GOING TO MOVE THIS OUT OF THE WAY AND TALK QUICKLY ABOUT THE COURSE SCHEDULE AND A FEW LOGISTICS.

AND I PROMISE IN THE FUTURE INTRODUCTIONS WON'T BE THIS LONG.

SO TODAY AS YOU KNOW IS PART 1 OF THIS 4-PART OR 4 WEBINAR CARS.

AFTER TODAY, OUR NEXT WEBINAR WILL BE THIS THURSDAY, SAME TIME AND PLACE.

REMAINING TWO WEBINARS WILL BE NEXT WEEK ON TUESDAY AND THURSDAY AS WELL.

SO LIKE OUR OTHER COURSES, YOU MAY CERTAIN A CERTIFICATE OF COMPLETION FOR PARTICIPATING IN THIS COURSE.

AND TO DO SO, WE'LL NEED A FEW THINGS FROM YOU.

THE FIRST IS YOU MUST BE REGISTERED FOR THIS COURSE ONLINE.

WHAT I HAVE UP HERE IS THE FIRST PAGE OF THAT ONLINE REGISTRATION FORM.

IF THIS DOESN'T LOOK FAMILIAR

AND YOU DID NOT RECEIVE A
REMINDER E-MAIL FROM US ABOUT
THE COURSE SCHEDULE THIS PAST
FRIDAY, THERE'S A CHANCE YOU
MIGHT NOT BE REGISTERED.
SO PLEASE SEND US AN E-MAIL AS
SOON AS POSSIBLE SO WE CAN GET
YOU SIGNED UP.
THE ONLINE REGISTRATION IS OUR
ONLY WAY TO TRACK YOUR
REGISTRATION.
PLEASE DO SO.
WE ALSO ASK YOU TURN IN A
PERMISSION FORM.
THERE'S A SCREEN SHOT OF THAT AS
WELL .
AND THAT'S DUE NO LATER THAN ALL
THE OTHER HOMEWORK ASSIGNMENTS
THAT I'LL TALK ABOUT IN A
SECOND.
IN ADDITION TO REGISTERING AND
TURNING IN THAT PERMISSION FORM,
WE ASK THAT YOU WATCH THESE
WEBINARS LIVE OR BECAUSE WE
UNDERSTAND THAT'S NOT ALWAYS
POSSIBLE THAT YOU WATCH A
RECORDING OF EACH WEBINAR.
WE WILL AFTER EACH WEBINAR SEND
AN E-MAIL TO ALL REGISTERED
PARTICIPANTS WITH THE LINK TO
RECORDING AND THE HOMEWORK
ASSIGNMENTS.
SO YOU SHOULD ALWAYS HAVE THOSE .
IF YOU'RE REGISTERED AND SHOULD
BE GETTING THE E-MAILS AND ARE
NOT, LET US KNOW.
THEY WILL COME FROM HERITAGE
PRESERVATION.
MAKE SURE WE'RE NOT GETTING
LOCKED UP IN YOUR SPAM FILTER.
AND THEN THE FINAL REQUIREMENT
FOR THE COURSE IS COMPLETING ALL
FOUR HOMEWORK ASSIGNMENTS.
AT THE END OF EACH WEBINAR, I'LL
POST A LINK TO THE HOMEWORK.
YOU'LL GET AN E-MAIL WITH THE
LINK AND YOU CAN FIND IT ON OUR
COURSE PAGE.
ALL THE HOMEWORK IS DUE MARCH
21.
AS I SAID, THE HOMEWORK LINKS
WILL BE POSTED TO THE COURSE
HOME PAGE.
YOU'LL ALSO FIND A LOT OF OTHER

GREAT STUFF THERE THAT YOU'LL NEED FOR THIS COURSE. YOU'LL SEE UNDER EACH HEADING THERE'S ONE HANDOUT. SO IT SAYS WEBINAR 1, COMPLETE HANDOUTS. AND THIS HANDOUT WILL CONTAIN THE POWER POINT FOR THE DAY'S PRESENTATION AND HANDOUTS THAT ARE REFERENCED DURING THE WEBINAR. WE RECOMMEND YOU PRINT THEM OUT. AND YOU'LL SEE AT THE MOMENT HANDOUTS THAT CAN BE CUSTOMIZED TO YOUR INSTITUTIONAL INFORMATION. THEY'LL DOWNLOADABLE AND FILL-IN FORMS. THERE'S A FEW UP AND WE'LL POST ALL THE ONES YOU'LL NEED AS WE MOVE ALONG. AND MOST IMPORTANTLY, IF YOU HAVE QUESTIONS, PLEASE JUST SEND US AND E-MAIL OR GIVE US A CALL. SO WITHOUT FURTHER ADIEU, LET ME INTRODUCE JULIE PAGE WHO IS OUR COURT INSTRUCTOR. JULIE IS CO-COORDINATOR OF THE CALIFORNIA PRESERVATION PROGRAM AND THE WESTERN STATES AND TERRITORIES PRESERVATION ASSISTANCE SERVICE OR WESPAS. SHE PRESENTS OFTEN ON DISASTER PREPAREDNESS AND DISASTER RESPONSES THROUGH CALIFORNIA. JULIE HAS PUBLISHED IN THE AREAS OF PRESERVATION EDUCATION AND INDUSTRIAL PREPAREDNESS AND ESTABLISHED THE SAN DIEGO IMPERIAL COUNTY LIBRARY DISASTER RESPONSE NETWORK. SHE CURRENTLY SERVED ON THE BOARD OF HERITAGE PRESERVATION AND THEIR ALLIANCE COMMITTEE. AND SHE IS ALSO A MEMBER OF THE AMERICAN INSTITUTE FOR CONSERVATIONS COLLECTIONS EMERGENCY RESPONSE TEAM. SO WE'RE DEFINITELY IN FANTASTIC HANDS THE NEXT TWO WEEKS. SO JULIE, I'M GOING TO MOVE OVER YOUR POWER POINT PRESENTATION. IS THERE ANYTHING THAT I MISSED THAT YOU'D LIKE TO SHARE WITH

THE GROUP?
>> I THINK THAT'S IT, JENNY.
THANKS SO MUCH.
THANKS FOR TAKING CARE OF ALL OF
THESE LOGISTICS.
HELLO TO EVERYONE.
I'M HAPPY TO BE HERE TODAY.
WE'LL PROCEED FROM HERE.
>> ALL RIGHT.
I KNOW YOU WANTED TO ASK TWO
QUESTIONS OF OUR AUDIENCE TO
START THE DAY OFF.
SO I'M GOING TO PULL THOSE OVER.
FOR THOSE THAT PARTICIPATED IN
OUR LAST COURSE, THESE WILL LOOK
FAMILIAR.
OUR FIRST QUESTION IS DOES YOUR
INSTITUTION HAVE A WRITTEN
DISASTER PLAN THAT INCLUDES
COLLECTIONS.
OUR NEXT QUESTION TO FOLLOW THAT
UP.
IF YOU ANSWERED YES, DOES YOUR
INSTITUTION HAVE STAFF TO
TRAINED TO CARRY IT OUT.
I'LL GIVE YOU A COUPLE SECONDS
TO FILL THAT OUT.
JULIA, LOOKS LIKE AROUND 99% SAY
NO.
3% SAY YES.
SO FAR OUR 64 NOW FOLKS THAT
SAID YES, IT LOOKS LIKE ABOUT 40
SAID NO, THEY DO NOT HAVE STAFF
TO CARRY IT OUT.
ALL RIGHT.
>> WE'RE GOING TO SEE WHAT WE
CAN DO TO HELP YOU WORK ON THOSE
NUMBERS.
THANKS VERY MUCH FOR GIVING US
FEEDBACK.
THAT'S ALWAYS HELPFUL TO KNOW
HOW WE START OFF.
SO FROM SEEING YOUR
REGISTRATIONS AND YOUR CHAT
SIGN-IN, IT'S REALLY CLEAR THAT
YOU ARE FROM ALL TYPES OF
INSTITUTIONS.
WE HAVE PRETTY STRONG CROSS
SECTION SHOWING UP.
AND YOU HAVE MATERIAL, CULTURE
COLLECTIONS YOU WANT TO PROTECT.
THAT'S CRITICAL.
THESE COLLECTIONS ARE YOUR VITAL
ASSETS AND THEY INCLUDE

SIGNIFICANT CULTURAL COLLECTIONS
OF LOCAL HISTORY AND RESEARCH
MATERIALS AS WELL AS UNIQUE AND
SPECIAL MATERIALS THAT ARE
IMPORTANT TO NOT ONLY YOUR
INSTITUTION BUT YOUR CITIES,
YOUR REGIONS, YOUR NATION.

I GUESS I REALLY SHOULD SAY
NATIONS PLURAL SINCE WE HAVE A
GREAT INTERNATIONAL AUDIENCE
TODAY.

WHEN I STOPPED COUNTING, THERE
WERE OVER TEN FOREIGN COUNTRIES
IN WITH US TODAY.

SO WELCOME TO YOU ALL AS WELL.
I HOPE YOU ALL GAIN USEFUL AND
PRACTICAL INFORMATION FROM THIS
SERIES OF WEBINARS.

IT'S GOING TO HELP YOU WRITE,
UPDATE OR AUGMENT YOUR
INSTITUTIONS DISASTER RESPONSE
PLAN.

IT'S IMPORTANT THAT I
ACKNOWLEDGE THOSE THAT HAVE
CONTRIBUTED TO THE CONTENT THAT
I'M USING IN THE SERIES.

MUCH OF THIS CONTENT WAS
ORIGINALLY DEVELOPED FOR THE
WESTPAS WORKSHOPS, THE WESTERN
STATES AND TERRITORIES
PRESERVATION SERIES.

IT'S FUNDED BY THE NATIONAL
ENDOWMENT FOR THE HUMANITIES.
NOW, THE CURRICULUM HAS ALSO
BEEN SUPPLEMENTED WITH CONTENT
DEVELOPED BY THE BALBOA ART
CONVERSATION CENTER, THE
CALIFORNIA PRESERVATION PROGRAM
AND THE COUNCIL OF STATE
ARCHIVISTS.

IN ADDITION TO THAT, AND TOO
NUMEROUS TO MENTION, ARE MY
COLLEAGUES IN WHAT WE CALL THE
DISASTER BIZ FOR CULTURAL
COLLECTIONS.

MANY PARTS OF THIS PRESENTATION
WERE DEVELOPED FROM YOUR INPUT
OVER THE YEARS.

AND I THANK YOU ALL FOR SHARING
EXAMPLES, IMAGES, RESOURCES,
CASE STUDIES.

THESE GREATLY ENRICH THE
TRAINING, A BIG THANK YOU.

THIS WEBINAR SERIES BUILDS ON

THE RISK EVALUATION WEBINAR SERIES THAT WAS CONDUCTED LAST MONTH IN FEBRUARY PRESENTED BY ALEX ALLARD.

IF YOU DIDN'T PARTICIPATE IN THIS SERIES, I HIGHLY RECOMMEND THAT YOU WATCH AT LEAST THE FIRST ARCHIVED WEBINAR BEFORE OUR SESSION THIS THURSDAY.

THE ARCHIVED RISK EVALUATION WEBINAR IS ON THE CONNECTING TO COLLECTIONS ONLINE COMMUNITY PAGE, ON THAT WEBSITE.

ALEX HAS EXCELLENT CASE STUDIES INCLUDED IN THE FIRST SESSION. AND MANY EXCELLENT EXAMPLES THROUGHOUT THE SERIES TO HELP YOU WITH RISK EVALUATIONS FOR YOUR INSTITUTIONS.

JENNY PUT UP THE POLE BECAUSE WE WANTED TO SEE WHAT THE PERCENTAGES IS THAT HAVE TAKEN IT SO FAR.

AND IT'S LOOKING LIKE WE'RE RUNNING AROUND 3/4s OF YOU. THAT'S GREAT.

AND LET ME REALLY ENCOURAGE THE REST OF YOU IF YOU POSSIBLY CAN TO GET ON AND WATCH THAT.

IT'S ABOUT 1 1/2 HOURS.

BECAUSE ALEX SETS THE SCENE.

THE RISK EVALUATION IS THE FIRST STEP IN DISASTER PLANNING.

SHE DID THE OVERVIEW IN THE FIRST SESSION AND TRY TO WATCH THE REST OF THEM, WHICH GETS INTO MORE DETAILS.

SO THE PROCESS THAT WE'RE GOING TO BE TALKING ABOUT IN THIS SERIES IS REALLY -- THAT PRECEDES IT.

THE ASSESSMENT OF YOUR HAZARDS AND RISKS IS CRITICAL TO YOUR DISASTER PREPAREDNESS.

AND TO THE DISASTER PLAN THAT YOU DEVELOP TO RESPOND OBVIOUSLY TO YOUR MOST LIKELY RISK.

PLEASE TRY TO WATCH THAT.

OKAY.

HERE ARE THE OBJECTIVES FOR WRITING A DISASTER RESPONSE PLAN SERIES.

WE WANT TO HELP YOU WRITE OR REVISE YOUR DISASTER PLAN.

WE WANT TO REVIEW EMERGENCY
RESPONSE AND RECOVERY PLANS WITH
YOU.

GIVE YOU IDEAS.

AND TABLETS.

WE WANT TO PROVIDE KEY RESOURCES
TO HELP INITIATE OR REFINE YOUR
DISASTER PLANNING AT YOUR
INSTITUTION.

THERE'S A RESOURCE LIST.

I THINK JENNY MENTIONED.

IT WAS POSTED TODAY ON THE
COURSE WEBSITE.

I WOULD RECOMMEND THERE'S ONE
RESOURCE LIST FOR THE WHOLE
SERIES.

I SUGGESTED THAT IT'S PROBABLY
ABOUT TWO PAGES.

PLEASE GO ONLINE AND PRINT IT
OUT BECAUSE WE'LL ALL TALK MORE
ABOUT IT AT EACH SESSION.

IT WOULD BE HELPFUL FOR YOU TO
HAVE IT IN FRONT OF YOU AS WE GO
THROUGH THIS SERIES.

AND FINALLY, TO INTRODUCE YOU TO
TECHNIQUES FOR SALVAGING A
VARIETY OF COLLECTION TYPES.

THIS IS A LOT TO COVER IN THE
TIME WE HAVE.

SO WE'RE GOING TO TRY TO STAY
FOCUSED ON THE RESPONSE ASPECTS
OF THIS SERIES.

ALSO NOTICE THE OVER-ARCHING
GOAL, CRITICALLY IMPORTANT.

IS A DISASTER PLAN COMPLETED FOR
ALL COLLECTING INSTITUTIONS WITH
STAFF TRAINED TO IMPLEMENT.

NOW, TO HELP YOU MEET THIS
OVERARCHING GOAL OF COMPLETING A
PLAN, WE'RE GOING TO USE AN
EXCELLENT TOOL FOR ORGANIZING
KEY INFORMATION AND ACTIONS.

IT'S CALLED POCKET RE-PONCE
PLAN, THE PREP.

I CONSIDER THE PREP REALLY THE
GREATEST LEAP FORWARD IN GETTING
INSTITUTIONS TO COMPLETE
DISASTER PLANS.

YOU CAN ALMOST SAY IT'S THE
GREATEST THING SINCE SLICED
BREAD.

IT WAS DEVELOPED BY THE COUNCIL
OF STATE ARCHIVISTS AND FIRST
USED FOUR STATE ARCHIVES

COLLECTIONS.

BY USING THE PREP TEMPLATE TO ORGANIZE AND CUSTOMIZE, THAT'S CRITICAL, YOUR KEY INFORMATION, YOU'LL BE READY AT A MOMENT'S NOTICE.

YOU CAN PRETTY MUCH INCLUDE ALL THE INFORMATION YOU'RE GOING TO NEED IMMEDIATELY FOR A RESPONSE. AND THE GREAT THING IS, IT WILL GET YOU GOING WHEN YOU NEED IT THE MOST.

THE PREP IS MEANT TO COMPLEMENT, NOT REPLACE AN INSTITUTION'S DISASTER PLAN. -- DISASTER PLAN. SO EVEN IF YOU HAVE WHAT YOU CONSIDER TO BE A COMPLETE DISASTER PLAN, SUPPLEMENT IT WITH A PREP.

YOU CAN SEE ON THE BULLETS HERE, IT MAKES ESSENTIAL INFORMATION EASILY AVAILABLE.

IT'S POCKET-SIZED.

IT FITS IN A LITTLE ENVELOPE. THAT'S THE SIZE OF A CREDIT CARD.

IT FOLDS UP.

IT'S COST-EFFECTIVE, IT'S EASY TO UPDATE.

HERE'S AN EXAMPLE OF WHERE THE PREP HAS BEEN PUT INTO AN I.D. BADGE WORN ALL THE TIME BY A STAFF MEMBER.

SO I ALWAYS SAY A PLAN IN THE POCKET OR THE WALLET OR THE BADGE, WHATEVER, IS A PLAN IN HAND.

AND THAT IS -- THAT IS WHAT YOU WANT.

NOW, TO AUGMENT THE PREP WITH MORE DETAILED AND IMPORTANT INFORMATION TO COMPLETE YOUR DISASTER PLAN, I WILL BE INTRODUCING A SERIES OF APPENDICES.

I CALLED THEM SO WE CAN NUMBER THE HANDOUTS AND KEEP YOU ON TRACK AND IN ORDER FOR THIS WEBINAR.

YOU CAN CALL THEM WHATEVER YOU WANT.

THAT'S JUST WHAT THEY'RE LABELLED IN YOUR HANDOUT PACKET. THESE ARE THE THINGS THAT GET

INTO A NOTEBOOK.
MY PERSONAL FAVORITE COLOR IS
RED.
IT STANDS OUT ON YOUR SHELVES.
PROS ON THE BINDER APPROACH,
IT'S SCALEABLE.
LOOKS LIKE WE HAVE SOME SMALL
INSTITUTIONS AND LARGE ONES
PARTICIPATING TODAY.
THE BEAUTY IS IT'S SCALEABLE.
BINDER TABS CAN PROVIDE EASY
ACCESS, ESPECIALLY FOR YOU
LARGER INSTITUTIONS WHERE YOU
MAY HAVE MULTIPLE SITES, FOR
EXAMPLE.
AND IT IS EASY TO PRODUCE IN
HOUSE AND THERE
FORECAST-EFFECTIVE.
NOW, A CHALLENGE CAN BE FOR
DISTRIBUTING AND KEEPING IT UP
TO DATE, IF YOU HAVE A LARGE
NUMBER OF PEOPLE NEEDING THE
PLAN, ESPECIALLY IF NAMES AND
PHONE NUMBERS ARE SCATTERED
THROUGHOUT.
WE'RE GOING TO HELP YOU SOLVE
MOST OF THAT PROBLEM BY KEEPING
THE NAMES AND PHONE NUMBERS IN
THE POCKET RESPONSE PLAN, THE
PREP.
AND OUT OF THE BINDER
INFORMATION.
REMEMBER, A GOOD DISASTER PLAN
IS NOT MEASURED BY POUNDAGE.
>> TRY TO KEEP THE SUPPLEMENTARY
INFORMATION TO ONE AS SMALL AS
POSSIBLE RED BINDER.
CERTAINLY DON'T CARRY-OVER TO
MULTIPLE BINDERS.
NOW, SOME OF YOU MAY USE THIS
APPROACH, A FLIP CHART APPROACH.
SOMETIMES IT'S USED FOR THE
PEOPLE EMERGENCY-TYPE
SITUATIONS.
AND IT CAN BE GREAT FOR
PROVIDING KEY RESPONSE
INFORMATION.
THEY CAN BE POSTED AROUND,
THEY'RE SPIRAL BOUND.
THEY CAN BE QUICK REFERENCE
TOOLS.
THAT'S FINE.
I'D SAY, YOU KNOW, CONSIDER
AUGMENTING THE FLIP CHART WITH A

PREP AND BINDER INFORMATION,
ESPECIALLY FOR THE COLLECTIONS
RESPONSE COMPONENT.
THESE ARE EASILY DISPLAYED.
THE SPIRAL BOUND FOR THAT QUICK
ACCESS TO A TOPIC AND THEY'RE
COST-EFFECTIVE.
SO THEY'RE GREAT FOR A QUICK
REFERENCE.
THEY CAN BE HUNG AROUND ON
WALLS.
YOU MAY EVEN HAVE THEM IN PUBLIC
AREAS OR BY TELEPHONES.
ONE THING CAN IS THEY CAN BE
HARDER TO PRODUCE AND UPDATE.
THEY DO NEED A SPECIAL TEMPLATE.
THEY DO NEED A SPECIAL TEMPLATE
FOR PRINTING.
YOU WOULDN'T WANT TO INCLUDE
PERSONAL PHONE NUMBERS OR WHAT
YOUR PRIORITY COLLECTIONS ARE.
ANYTHING THAT YOU AREN'T
SOMETHING THAT YOU WANT WIDELY
POSTED FOR EXAMPLE.
PLEASE CONSIDER THE PREP AND
SUPPLEMENTARY INFORMATION WE'RE
GOING TO BE REVIEWING CAN
IMPROVE ON THIS TYPE OF A PLAN,
THE FLIP CHART.
NOW, THOSE OF YOU WHO WERE IN
THE RISK EVALUATION WEBINAR
SERIES HEARD ALREADY ABOUT THE
HERITAGE HEALTH INDEX
STATISTICS.
BASICALLY SHOWING THAT 80% OF
COLLECTING INSTITUTIONS DO NOT
HAVE A WRITTEN EMERGENCY OR
DISASTER PLAN THAT INCLUDES
COLLECTIONS WITH STAFF TRAINED
TO CARRY IT OUT.
THE LEFT CHART SHOWS THIS BY
INSTITUTIONAL-TYPE LOOKING LIKE
HISTORICAL SOCIETIES ARE THE
LEAST LIKELY TO HAVE A PLAN WITH
STAFF TRAINED.
AND ARCHIVES ARE MORE LIKELY TO
HAVE THESE PREVENTATIVE MEASURES
IN PLACE.
THE RIGHT HAND SHOWS THE NUMBERS
IN TERMS OF WHAT IS PUT AT RISK
NATIONALLY BECAUSE OF NO
DISASTER PLAN.
THESE ARE PRETTY SOBERING
STATISTICS.

ONE THAT WE ARE HERE TODAY TO
CHANGE, QUITE FRANKLY.
IT'S THE REASON I'M SO GLAD TO
BE PRESENTING THIS WEBINAR
SERIES.
MY GOAL IS TO MOVE YOU TO
ACTION.
TO COMPLETE THE PLAN AND THEN
TRAIN ALL STAFF TO IMPLEMENT IT
BECAUSE QUITE FRANKLY, A PLAN
SITTING ON A SHELF IS NO GOOD
UNLESS PEOPLE KNOW HOW TO USE
IT.
IF YOU HAVE TO BLOW THE DUST OFF
OF IT, THEN YOU HAVE A PROBLEM.
THE BASICS OF A DISASTER
PREPAREDNESS FOR LINES,
ARCHIVES, ET CETERA, IT'S ALL
BASICALLY THE SAME.
DIFFERENCES REALLY LIE IN
MANAGEMENT.
OR IN THE SPECIFIC PROCEDURES.
YOU MUST ASK YOURSELF WHAT IS
THE NATURE OF THE COLLECTION.
THEN MODIFY THE WRITTEN PLAN,
PROCEDURES TO SUIT YOUR NEEDS.
I'M GOING TO DO MY BEST TO
DEMONSTRATE DIFFERENT APPROACHES
FOR THE BENEFIT OF OUR DIVERSE
AUDIENCE.
HISTORICAL SOCIETIES HAVE ALL
TYPES OF COLLECTIONS.
MUSEUMS OFTEN HAVE MUSEUM
LIBRARIES AND ARCHIVES.
UNIVERSITY LIBRARIES HAVE
SPECIAL COLLECTIONS.
MAYBE ARTWORK, FURNITURE, ALL
SORTS OF THINGS IN THEM.
PUBLIC LIBRARIES OFTEN HAVE
LOCAL HISTORY ROOMS WITH A
VARIETY OF MATERIAL TYPES.
SO THE TYPES OF COLLECTIONS WE
HAVE ARE BY VERSE.
PRINT, OBJECT, ARTWORK,
NONPRINT.
YOU NEED TO CONSIDER THAT IN THE
PROCESS OF YOUR PLAN.
SO WHAT DO WE DO?
WE PREPARE FOR EMERGENCIES, AND
IF OUR PLANNING IS SUCCESSFUL,
WE WILL BE ABLE TO PREVENT MOST
DISASTERS.
DISASTER IS KIND OF A LOADED
WORD.

THINK OF MAJOR CATASTROPHES LIKE
EQUITIES, TORNADOES, HURRICANES,
ET CETERA.

THE THING IS LIBRARY ARCHIVE AND
MUSEUM EMERGENCIES HAVE A
PROPENSITY FOR BECOMING
DISASTERS.

THEREFORE, YOU KNOW, I TEND TO
KIND OF USE THE WORDS
"EMERGENCY" AND "DISASTER"
INTERCHANGEABLY BECAUSE OF THIS
FACT.

IN MANY THINGS WE DEAL WITH ARE
SIMPLE EMERGENCIES DEFINED ON
SLIDE SUCH AS A SMALL WATER LEAK
THAT GETS DEALT WITH.

DEALT WITH QUICKLY.

KEEP IN MIND, EMERGENCY
PREPAREDNESS IS NOT JUST HAVING
A PLAN OR MANUAL.

IT IS RATHER THAT COMBINATION OF
DOCUMENTS, TRAINING, RAISING
AWARENESS TO STAFF.

CONDUCTING DRILLS WITH EVERYONE.

REWRITING OR CLARIFYING YOUR
PLANS AND DOCUMENTS BASED ON

THOSE DRILLS AND ON GOING
TRAINING

>> YOU CONDUCT THIS PREPARATION
PROCESS WITHIN YOUR INSTITUTION,
YOUR LARGER PARENT INSTITUTIONS
LIKE ON A CAMPUS.

IN SOME INSTANCES WITHIN YOUR
COMMUNITY SUCH AS WITH PUBLIC
LIBRARIES.

FAST ACTION IS IMPORTANT SINCE
MANY COLLECTIONS ARE HIGHLY
SUSCEPTIBLE TO DAMAGE FROM WATER
AND THE POTENTIAL FOR RESULTING
MOLD.

THE WATER AND PLUS THE ORGANIC
MATERIALS THAT WE HAVE IN OUR
COLLECTIONS IS EQUAL MOLD.

THE CLOCK KIND OF STARTS TICKING
WHEN ORGANIC MATERIALS
ESPECIALLY CAN GET WET.

MOLD CAN TAKE PLACE IN 48 TO 72
HOURS.

A TOOL WE HAVE FOR THIS, TO SPOT
MOLD AND FURTHER DAMAGE FROM
WATER, IS FREEZING.

IT'S A TOOL WE CAN USE FOR MANY
PAPER TYPES AND OTHER MATERIALS
IN ORDER TO STOP MOLD GROWTH.

FREEZING DOES NOT KILL MOLD.
IT ACTUALLY INACTIVATES IT.
AND IT STOPS ADDITIONAL DAMAGE
TO ITEMS.
FREEZING BUYS US TIME, WHICH IS
CRITICAL FOR A SUCCESSFUL
RECOVERY.
IT ALLOWS FOR RATIONALE DECISION
MAKING.
IT'S ESPECIALLY A BENEFIT WHEN
THE QUANTITY OF THE MATERIALS IS
LARGE AND THE TIME WINDOW MAY BE
SHORT.
REMEMBERING THAT 48-72-HOUR
POSSIBILITY.
IT'S A SINGLE BEST WEAPON WE
HAVE FOR MANY TYPES OF
MATERIALS.
AND THE APPROACH I TAKE IS, YOU
KNOW, IF IN DOUBT, FREEZE.
IT WILL SERVE YOU WELL IN MOST
INSTANCES WHEN YOU -- QUANTITY
OF MATERIAL IS LARGE AND THE
TIME WINDOW IS SHORT.
IT'S IMPORTANT TO MENTION
FREEZING EARLY ON SINCE IT'S
SUCH AN IMPORTANT TOOL FOR
RESPONSE.
AND I'M GOING TO TALK A LOT MORE
ABOUT FREEZING AND SALVAGE
OPTIONS IN SESSION 4 ON
RECOVERY.
SO WE'LL KIND OF SAVE QUESTIONS
THAT YOU MAY HAVE ABOUT FREEZING
UNTIL THEN.
ANOTHER ASPECT THAT WE NEED TO
KEEP FOREMOST IN OUR MINDS IS --
DURING RESPONSE IS HEALTH AND
SAFETY.
THIS IS THE BASIC PREMISE WHICH
GUIDES ALL EMERGENCY RESPONSE
ACTIONS.
HEALTH AND SAFETY FIRST IF
YOU'RE EVACUATE A BUILDING.
WHERE DO WE MEET.
HAS EVERYONE KNOWN OR BELIEVED
TO HAVE BEEN INSIDE BEEN
ACCOUNTED FOR.
ARE INJURIES BEING ATTENDED TO.
IS THE BUILDING STRUCTURALLY
SAFE TO ENTER.
YOU NEVER ENTER A BUILDING THAT
HAS BEEN EVACUATED UNLESS YOU
ARE CLEARED TO DO SO.

THIS IS ESPECIALLY CRITICAL IN
EQUITY, FLOODING OR FIRE
SITUATIONS.

THERE CAN BE UNSTABLE AREAS.
AFTER SHOCKS, SOOT, ALL SORTS OF
DANGERS.

PROTECTING WORKERS DURING A
RESPONSE AND SALVAGE OPERATION.
THIS SLIDE SHOWS A BASIC
PROTECTION.

GLOVES, MASKS.

GOGGLES.

LIGHT SOURCE.

THEY HAVE WALKIE TALKIES.

VERY IMPORTANT, THERE'S TWO OF
THEM.

NEVER ENTER A DAMAGED BUILDING
ALONE.

USE THE BUDDY SYSTEM AND LET
OTHERS KNOW WHERE YOU'RE GOING.
AGAIN, SOMETHING TO KEEP IN YOUR
MIND, CONSIDER THE BUILDING
COLLECTION GUILTY UNTIL PROVEN
INNOCENT.

IT CAN HAPPEN TO YOU.

I NEVER USE THE TERM IF DISASTER
STRIKES, I SAY WHEN DISASTER
STRIKES.

WE'RE GOING TO TAKE A LOOK AT
THIS SLIDE.

AND JENNY IS GOING TO TRY TO
PULL OVER A POLL.

WE'RE GOING TO SEE IF WE CAN DO
IT WITHOUT COVERING UP TOO MUCH
OF THIS SLIDE.

LOOKING AT THESE COLUMNS, HAVE
ANY OF THESE NATURAL OR MANMADE
DISASTERS AFFECTED YOUR
INSTITUTION?

WHAT KIND OF WATCH THOSE NUMBERS
COME IN FOR A MINUTE.

A FIRE IS SOMETHING THAT CAN BE
CAUSED BY A NATURAL DISASTER.

WILD FIRES OR OTHERS.

LIGHTNING STRIKES.

THEY CAN ALSO BE HUMAN CAUSED.

MANMADE DISASTERS AS IN ARSON OR
ELECTRICAL OR VANDALISM.

FIRE IS A MAJOR THREAT TO
LIBRARY COLLECTIONS.

OKAY.

LET'S SEE.

SO ABOUT 3/4s OF YOU.

THOSE OF YOU THAT SAID NO, BAD

NEWS.
IT'S GOING TO HAPPEN TO YOU AT
SOME POINT IN YOUR CAREERS OR AT
YOUR INSTITUTION.

OKAY.

THANKS, JENNY.

SO BE PREPARED.

SO AS I SAID, FIRE REALLY IS A
MAJOR THREAT TO LIBRARY
COLLECTIONS ESPECIALLY.

ACCORDING TO THE NATIONAL
FOUNDATION -- I'M SORRY.

THE NATIONAL FIRE PROTECTION
ASSOCIATION, THERE'S A FIRE IN A
LIBRARY ABOUT EVERYONE 1/2 DAYS
IN THE UNITED STATES.

THAT'S PRETTY SURPRISING.

BYPRODUCTS OF THAT, EVEN IF
THINGS CAN'T BE BURNED, IT COULD
BE SMOKE AND ASH.

COULD BE A FIRE IN A BUILDING
NEXT DOOR.

THE SMOKE GETS INTO YOUR
COLLECTION.

FIRE -- SMOKE AND ASH CAN BE
SOMETHING FROM A VOLCANIC

ERUPTION.

YOU'RE FROM ALL OVER THE WORLD.

THERE'S MULTIPLE NASH
DISASTER-TYPE HAZARDS.

EARTHQUAKES AND A TSUNAMI A BIG
THREAT IN THE WEST COAST AND
PACIFIC REGION AND OTHERS.

FLOODING CAN BE THE RESULT OF
HEAVY RAINS AND ALSO CAN BE FROM
A DAM OR DYKE FAILURE.

TORNADOES, HURRICANES, OTHER
MAJOR THREATS.

THESE WILL BE PEND ON WHERE YOU
ARE LOCATE AND WHAT KINDS OF
NATURAL DISASTERS YOU ARE
SUSCEPTIBLE TO.

IF YOU LOOK AT THE MANMADE
DISASTER CATEGORY.

WHAT IS INTERESTING IS THAT NO
MATTER HOW LOW YOUR RISK MAY BE
TO NATURAL DISASTERS, WE ALL RUN
A VERY HIGH RISK FROM
HUMAN-CAUSED DISASTERS, MANMADE
DISASTERS.

VANDALISM CAN RESULT IN FIRE,
WATER, MANY OF THE THINGS ON
THIS LIST.

YOU KNOW, OUR BUILDINGS AND COLLECTIONS ESPECIALLY IN LIBRARIES ARE OPEN ACCESS. THERE'S ALWAYS SORTS OF OPTIONS FOR VANDALISM OR ARSON. SOMETHING LIKE 80% OF EMERGENCIES AND DISASTERS AFFECTING LIBRARIES HAPPEN WHEN CONSTRUCTION IS GOING ON IN OR AROUND A LIBRARY BUILDING. IT'S WHEN YOU NEED TO TAKE EXTRA CARE.

THE MOST COMMON CULPRIT WE FACE IS WATER FROM NATURAL DISASTERS AND ALSO PLUMBING PROBLEMS, LEAKING ROOFS, FIRE SPRINKLER DISCHARGE.

CONDENSATION, MOLD, YOU NAME IT. WATER REQUIRES PROMPT AND EFFECTIVE ACTION.

IT MUST BE A FOCUS OF YOUR DISASTER RESPONSE PLAN.

AND OUR FOCUS SHOULD BE ON THE EMERGENCY-TYPE SITUATIONS WHERE QUICK ACTION WILL KEEP THE EMERGENCY FROM BECOMING A DISASTER.

SO ALL STAFF SHOULD UNDERSTAND THEIR ROLE TO PROMPTLY AND EFFECTIVELY RESPOND TO UNUSUAL SMELLS, OVERLOADED OR OVERHEATED EQUIPMENT.

UNUSUAL BEHAVIOR BY USERS.

ALL OF THIS IS ANOTHER REASON WHY STAFF TRAINING IS SO IMPORTANT.

I ALWAYS THINK IT'S GOOD TO DO A LITTLE SLIDE SHOW AND I TAKE THE APPROACH THAT A PICTURE IS WORTH A THOUSAND WORDS.

SO JUST THINK OF THIS AS MY LITTLE DISASTER HORROR SHOW OF SOME OF THE EVENTS THAT HAVE HAPPENED TO OUR COLLEAGUES.

L.A. PUBLIC LIBRARY, THIS WAS THE GRANDDADDY OF LIBRARY DISASTERS.

MOST DESTRUCTIVE LIBRARY FIRE IN U.S. HISTORY.

400,000 ITEMS WERE DESTROYED. GREATLY THOUGH, 800,000 GOT WET AND WERE FROZEN USING OUR TOOL FREEZING.

THESE WERE THEN TRIED AND MANY

WERE RETURNED TO THE SHELF.
FIRES AT LAPL WERE ARSON.
ARSON IS NOT EASY TO RECOGNIZE.
THE MOTIVATION CAN BE OBSCURE.
70% OF LIBRARY FIRES ARE ARSON
RELATED.
ARSON IS -- ARSONISTS STRIKE
WHEN THE BUILDING IS CLOSED.
SPRINKLER SYSTEMS ARE EXTREMELY
IMPORTANT.
SO TEMPERATURES SO INTENSE.
REALLY INSTANT EMBRITTLEMENT.
ARSON IS THE NUMBER 1 CAUSE OF
FIRES IN LIBRARIES.
IT'S THE NUMBER 2 CAUSE IN
MUSEUMS.
IF YOU'RE WONDERING, ELECTRICAL
IS NUMBER 2 IN LIBRARIES AND
ELECTRICAL IS NUMBER 1 IN
MUSEUMS.
THOSE FLIP.
THAT AGAIN IS THE NATIONAL FIRE
PROTECTION ASSOCIATION
STATISTIC.
THIS IS WHAT IT MAY LOOKS LIKE
AFTER.
THIS WAS A LOS ANGELES PUBLIC
LIBRARY.
THEY HAD NO FIRE SPRINKLERS.
AGAIN, THINGS THAT WEREN'T
BURNED, HEAVY SMOKE AND SOOT AND
VERY DIFFICULT TO CLEAN UP.
THIS IS WHAT I REFER TO AS AN
ACCIDENTAL ARSON FIRE.
SAN DIEGO AERO SPACE MUSEUM IN
SAN DIEGO, CALIFORNIA.
SOME PEOPLE WERE COLD.
THIS APPEARS TO BE WHAT
HAPPENED.
THEY PUSHED A TRASH CAN UP NEXT
TO AN OUTSIDE WALL.
SET A FIRE TO STAY WARM AS IT
DOES GET COLD SOMETIMES IN
SAN DIEGO.
HARD TO BELIEVE.
I KNOW.
AND THEY CAUGHT AN OUTSIDE PART
OF THE BUILDING ON FIRE WHICH
THEN PROCEEDED TO COMPLETELY
BURN DOWN THE AERO SPACE MUSEUM,
INCLUDED VINTAGE AIRPLANES,
MOMENTOS, ARTIFACTS, THEIR
LIBRARY AND ARCHIVES.
THIS IS WHAT IT LOOKED LIKE THE

NEXT DAY OR SEVERAL DAYS LATER
PROBABLY.
THEY WERE SEARCHING FOR MILITARY
METALS AND ANYTHING ELSE
METALLIC.
THAT WAS PRETTY MUCH IT.
ANOTHER FIRE.
THE UNIVERSITY OF NEW MEXICO
LIBRARY IN THE BASEMENT.
WHAT WASN'T DESTROYED BY FIRE
WAS HEAVILY AFFECTED BY HEAT AND
SMOKE.
WHAT YOU HOPE IS, SOMETIMES THIS
IS ALL YOU CAN DO.
JUST SHOVEL IT OUT.
THE BIG QUESTION IS, ARE ANY OF
YOUR IMPORTANT COLLECTIONS IN
HERE.
HOPEFULLY NOT ON THE BOTTOM OF
THIS HEAP.
ANOTHER FIRE.
THIS WAS AT THE GEORGETOWN
PUBLIC LIBRARY.
IT'S DEFINITELY BEEN DETERMINED
TO HAVE STARTED WHEN A WORKER
WAS USING A HEAT GUN TO REMOVE
PAINT AND OTHER MATERIAL FROM A
WINDOW DURING RENOVATION.
THE LIBRARY HAD NO FIRE
SUPPRESSION SYSTEM.
TO MAKE MATTERS WORSE, BASICALLY
THE WATER PRESSURE AND THE FIRE
HYDRANTS IN THE AREA WEREN'T
WORKING WELL.
THE FIRE QUICKLY SPREAD.
THE ROOF COLLAPSED DOWN INTO THE
BUILDING ON TO THE SECOND FLOOR.
THIS WAS THE LOCATION WHERE THE
PEABODY ROOM WAS.
TRULY A VALIANT EFFORT WAS MADE
BY FIRE PERSONNEL TO EVACUATE AS
MANY MATERIALS AS THEY COULD
AHEAD OF THE FIRE AND AS QUICKLY
AS THEY COULD AFTERWARDS.
YOU SEE SOME OF THAT THERE ON
THE SIDEWALK.
THIS TRAUMATIC PICTURE IS FROM
WILD FIRES IN SAN DIEGO COUNTY
NEAR WHERE I LIVE.
OVER THE COURSE OF A WEEK, THESE
FIRES BURNED ABOUT 330,000 ACRES
AND 3,500 STRUCTURES.
SADLY TOOK 16 LIVES.
OBVIOUSLY THE PRIORITY THERE.

COUNTY LIBRARIES AND HISTORICAL SOCIETY ARCHIVES IN ESPECIALLY THE MORE RURAL AREAS WERE THREATENED.

THERE WAS EXTENSIVE SOOT AND ASH DAMAGE.

IN THE MOUNTAINS DURING THE WILD FIRE, CALIFORNIA STATE PARKS LOST A HISTORIC STONE HOUSE, THE DYER HOUSE IN THE MOUNTAINS ALONG WITH SOME OF THE COLLECTIONS HOUSED IN THE BASEMENT.

WHERE HE'S STANDING, THAT WOULD HAVE BEEN ON A WOODEN FLOOR. THE FLOOR BURNED THROUGH AND COLLAPSED DOWN ON COLLECTIONS THAT HAD NOT BEEN ABLE TO BE EVACUATED.

THIS HOUSE ALSO SERVED AS VISITOR CENTER FOR THE PARK. SO A VERY SAD LOSS AND ALL THAT WAS LEFT WAS THE STONE STRUCTURE.

EARTHQUAKES SEEM TO BE HAPPENING MORE FROM AROUND THE COUNTRY.

THESE ARE PICTURES FROM LOS ANGELES.

THE LEFT SIDE IS AT THE UCLA LIBRARY WHERE THE BOOKS LITERALLY SHOOK OFF THE SHELVES. THANKS.

WHICH REMAIN STANDING.

HEAVY DUTY BRACED, VERY STRONG SHELVING.

WHAT THEY ENDED UP WITH WAS BASICALLY A MILLION BOOK PICK-UP.

I SHOW THESE SLIDES ON THE RIGHT TO SHOW YOU SOME OF THE NONSTRUCTURAL HAZARDS.

LIGHTS THAT FELL, LIGHT FIXTURES, WINDOW, GLASS SHATTERED, ET CETERA.

LUCKILY THIS EARTHQUAKE HAPPENED AT NIGHT.

THE OTHER SLIDE WITH THE FLAT FILES, MAP FILES, WEREN'T ANCHORED.

SO THEY HAVE SLID OFF THEIR BASES.

A FEW MORE EARTHQUAKES.

MORE NONSTRUCTURAL HAZARDS.

OUR FILE CABINETS.
YOU ALSO SEE TWISTED TOP
BRACING, STACK TOP BRACING IN
THE UPPER SLIDE.
BASICALLY A POST SHELVING UNIT
THAT HAS JUST TWISTED.
IT'S BEING HELD UP BY THE BOXES
ON THE SHELF.
AS PART OF YOUR RISK EVALUATION,
IF YOU'RE IN AN EARTHQUAKE ZONE,
YOU NEED TO TAKE A CLOSE LOOK AT
YOUR NONSTRUCTURAL HAZARDS AND
HOW YOU CAN MITIGATE THE DAMAGE
THEY MIGHT CAUSE.
CALIFORNIA STATE PARKS HAS DONE
A TREMENDOUS AMOUNT OF
MITIGATION AND TAKEN PROACTIVE
MEASURES AT THEIR SITES.
THIS IS A PICTURE FROM THE
HISTORIC HEARSE CASTLE.
THIS WAS THE ONLY ITEM THAT WAS
NOT BRACED AND FELL DURING AN
EARTHQUAKE.
JUST NOT REALIZING IT WOULD BE A
PROBLEM.
SO THEY WERE VERY LUCKY
WEATHERING AND EARTH QUAKE.
THINK ABOUT THE MITIGATION STEPS
YOU CAN TAKE.
SWITCHING TO ANOTHER NATURAL
DISASTER.
HURRICANES, TORNADOES.
YOUR BUILDING, YOUR ROOF, YOUR
SHELL.
IF IT'S BEEN DESTROYED, IT
BECOMES THE NUMBER 1 PRIORITY AS
WELL AS PROTECTION OF ANY
UNDAMAGED COLLECTIONS.
ANYTHING LEFT IN THIS SITUATION
WITH THE WATER, THE MODEL,
EVERYTHING WE SEE THERE, NO
ENVIRONMENTAL CONTROLS BECAUSE
OF NO REPRESENTATIVE, IT WILL
BECOME PART OF THE DISASTER EVEN
IF IT WASN'T ORIGINALLY DAMAGED.
SO REMOVING ANYTHING THAT WASN'T
DAMAGED.
YOU KNOW, IT'S REALLY AN AWFUL
DIRTY MESS.
THIS IS FLOODING AT THE
UNIVERSITY OF HAWAII CAMPUS.
HEAVY RAINS TURNED A SLEEPY
STREAM INTO A TORRENT THAT
JUMPED ITS BANK AND BASICALLY

FLOODED WATERS THROUGH THE
CAMPUS OF HONOLULU.

THE MAIN LIBRARY FIRST FLOOR WAS
BELOW GRADE.

AND AS THE WATER CAME THROUGH,
IT BASICALLY FILLED WITH WATER.

THIS PICTURE WAS TAKEN IN THEIR
CATALOG AND ACQUISITIONS AREA,
THEIR TECHNICAL PROCESSING WAS
AFFECTED.

GOVERNMENT DOCUMENTS, MAPS.

AND THE LIBRARY SCHOOL.

SO THEY HAD JUST HEAVY DAMAGE
THERE.

THEY ALSO HAD THEIR COMPUTER
SERVER AND SYSTEMS OFFICE AND
THE ENTIRE ELECTRICAL STRUCTURE
FOR THE LIBRARY WAS DESTROYED.
THERE WAS SUCH EXTENSIVE DAMAGE
ON THIS LEVEL TO NOT ONLY THESE
OFFICES AND COLLECTIONS BUT ALSO
THE INFRASTRUCTURE, THAT THE
WHOLE BUILDING WAS NOT
OPERATIONAL FOR QUITE A WHILE.

ANOTHER FLOOD, A FLASH FLOOD
SIMILAR TO HAWAII FROM COLORADO
STATE UNIVERSITY.

FIRST FLOOR BELOW GRADE A
USUALLY WATERLESS KIND OF MOAT
AREA AROUND THE BUILDING.

WATER RUSHED IN DURING FLASH
FLOODING AND FILLED THIS MOAT
AND SUBMERGED THE FIRST FLOOR.
THE PICTURE ON THE LEFT, THAT IS
NOT A PAINTED TWO-TONE BUILDING.
THE DARK LINE ACROSS THERE IS
THE HIGH WATER MARK.

YOU CAN SEE THE WINDOWS BELOW.
THERE'S STILL A LITTLE BIT OF
WATER ALONG THE WINDOWS, WHICH
ARE DOWN IN THAT BELOW-GRADE
FIRST FLOOR.

COMPACT SHELVING.

YOU CAN SEE SOME OF IT THERE.

IT WAS DRIVEN.

THE FORCE OF THE WATER DROVE IT
OFF OF ITS TRACKS.

SO YOU ENDED UP WITH THE ADDED
PROBLEM OF ACCESS TO THE
MATERIALS.

YOU KNOW, MY WARNING HERE IS
BASEMENTS POSE SIGNIFICANT WATER
THREAT.

DON'T START -- STORE ANY OF YOUR

MOST IMPORTANT COLLECTIONS BELOW GRADE OR IN A BASEMENT.

ANOTHER PICTURE FROM FORT COLLINS, MY POINT HERE IS THAT PAPER-BASED COLLECTIONS AND BOOKS, ET CETERA, THEY'RE LITTLE SPONGES.

THEY'RE SITTING ON THE SHELVES AND READY AND ABLE TO ABSORB A SURPRISING AMOUNT OF WATER.

IF YOU LOOK AT THE PICTURE ON THE RIGHT, THE BOOKS ON THAT BOOK TRUCK HAVE ACTUALLY BROKEN OUT THE LEFT SIDE OF THAT BOOK TRUCK FROM THE FORCE OF THE WATER EXPANDING IN THE PAPER MATERIALS.

AND PUSHED THE MATERIALS UP ON TO THE SHELVES.

I WANT TO MENTION THAT EXTENSIVE MITIGATION HAS NOW BEEN DONE AT BOTH HAWAII AND COLORADO CAMPUSES.

THEY ARE HIGHLY UNLIKELY TO EXPERIENCE THIS KIND OF FLOODING AGAIN.

SO THAT'S OBVIOUSLY CRITICALLY IMPORTANT.

THIS FLOODING IS AT AN OFF-SITE STORAGE FACILITY HOUSING ARCHEOLOGICAL MATERIALS.

EVERYTHING ON THE LOWEST SHELF, I THINK APPROXIMATELY 1,400 BOOKS, WERE PARTIALLY IMMERSSED IN THE WATER.

IT WAS CAUSED BY A BROKEN HOT WATER PIPE THAT RAN FOR ABOUT 24 HOURS.

THE DEPTH OF THE WATER CAME UP AN ABOVE THE BOTTOM OF THE SHELVES.

THESE BOXES WERE NOT ON THE FLOOR.

THAT WOULD BE A BIG NO-NO.

NO BOXES ON THE FLOOR.

BUT EVEN SO, THIS WATER WAS SO HIGH.

SO IT'S A REMINDER.

DON'T PUT ANYTHING ON THE FLOOR.

RAISE MATERIALS AT LEAST FOUR INCHES OFF THE FLOOR.

USE SHELF, USE PALLETS.

THAT WILL LESSEN THIS POTENTIAL.

IF YOU HAVE TO STORE THINGS

BELOW GRADE OR IN A BASEMENT OR OFF SITE LIKE THIS THAT MAYBE ISN'T REGULARLY VISITED, CONSIDER WATER DETECTORS THAT WILL GIVE YOU THE EARLIEST POSSIBLE NOTICE OF UNEXPECTED WATER.

WIRED INTO A SECURITY SYSTEM, ET CETERA, IF YOU HAVE THAT. THERE'S MANY OTHER TYPES OF RISKS.

I JUST WANT TO SHOW YOU AN UNUSUAL ONE THAT YOU MIGHT NOT THINK ABOUT.

THE CALIFORNIA HISTORICAL SOCIETY, THE BUILDING ON THE LEFT, IS IN DOWNTOWN SAN FRANCISCO, CALIFORNIA.

I'M SURE THEY TOOK GREAT RELIEF IN THE FACT THAT THEY HAD A FIRE HYDRANT OUTSIDE THEIR BUILDING. YOU SEE THE RED CIRCLE ON THE LEFT?

PROBABLY THOUGHT THERE'S A FIRE. FIRE TRUCKS WILL WHIP UP HERE, HOOK UP TO THE HOSE AND THEY'LL TAKE CARE OF THE FIRE. THEY HAVE WATER DAMAGE. BUT THE FIRE.

HERE'S A DIFFERENT TWIST. IN THE MIDDLE OF THE NIGHT, THAT FIRE HYDRANT WAS SHEARED OFF BY A CAR.

THE UPPER RIGHT IMAGE IS WHAT THEY FOUND THAT MORNING WHEN THEY CAME INTO THE BUILDING. AND THE WATER RAN TREMENDOUS PRESSURE OUT OF THE HYDRANT, SHOOT INTO THE AIR.

RAN INTO THE HISTORICAL SOCIETY FRONT DOORS, WHICH WERE RIGHT THERE AND FLOODED INTO THEIR BASEMENT STORAGE AREA. THEY HAD EXTENSIVE DAMAGE TO COLLECTIONS.

REQUIRED AN EMERGENCY RECOVERY SERVICES COMPANY TO HELP THEM. NOW, THE BOTTOM RIGHT PICTURE IS THE MITIGATIONS THAT BEEN DONE. THANKFULLY THESE BALLARDS WERE ADDED AFTER CALIFORNIA HISTORICAL SOCIETY PUSHED THE CITY TO MAKE SURE THAT THIS HAZARD WAS MITIGATED AND THE

LIKELIHOOD OF IT HAPPENING AGAIN
WAS NOT THERE.

I HOPE I HAVE YOU THINKING ABOUT
THIS.

WHAT MIGHT HAPPEN TO YOU, I
GUESS I WANT TO SCARE YOU JUST
ENOUGH TO MOVE YOU TO ACTION.

I DON'T WANT TO GET YOU TO THE
POINT WHERE YOU ARE TOO SCARED.
LET'S TAKE A MINUTE AND LOOK AT
A COUPLE QUESTIONS.

I THINK JENNY HIGH SCHOOL A
COUPLE.

JOHN, IT LOOKS LIKE, HAD A
QUESTION.

WHY ARE LIBRARIES SO AFFECTED BY
ARSON AND FIRE?

THAT'S A GOOD QUESTION, JOHN.

I THINK PART OF IT IS WE'RE
ACCESSIBLE.

YOU CAN GET IN ANYWHERE IN THE
BUILDING OFTEN FOR VERY LONG
HOURS SOMETIMES LIBRARIES ARE A
TARGET BECAUSE PEOPLE WILL GO
AFTER CERTAIN TYPES OF
COLLECTIONS OR AN EXHIBIT.

THEY WANT TO MAKE A STATEMENT.

I'LL TELL YOU, YOU KNOW,
ARSONISTS ARE JUST NOT EASY TO
FATHOM WHAT GOES THROUGH THEIR
MINDS.

AND FIRES, OTHER KINDS OF FIRES,
THEY MAY BE -- REMEMBER NUMBER 2
IN LIBRARIES IS ELECTRICAL.

CERTAINLY A LOT OF ELECTRICAL.
SO I CAN'T TELL YOU EXACTLY WHY.
THOSE ARE MY THOUGHTS.

OTHERS OF YOU MAY HAVE THOUGHTS
OF PUTTING IN CHAT.

I SEE THAT HEATHER MADE A
COMMENT THAT IT SEEMS THAT MOST
ARCHIVES ARE LOCATED IN THE
BASEMENT AND WE'RE SUPPOSED TO
HAVE THE MOST IMPORTANT
DOCUMENTS!

THAT'S RIGHT.

SOMETIMES THERE'S THIS THOUGHT
THAT IF WE PUT IT IN THE
BASEMENT, IT WILL BE SAFER
BECAUSE PEOPLE KIND OF CAN'T GET
IN THERE.

IT'S A LOCATION THAT KIND OF
FEELS SAFER.

IT'S AWAY FROM A LEAKING ROOF,

ET CETERA.

WATER IS ONE OF THE BIGGEST THREATS.

KEEP IN MIND, WATER GOES DOWN. IF IT GETS INTO A BASEMENT, YOU MAY HAVE A SUMP PUMP OR SOMETHING TO PUMP IT OUT, BUT IN FACT IT MAY NOT BE ABLE TO KEEP UP WITH IT OR IT MAY JUST CLOG UP AND YOU MAY STILL HAVE THE WATER.

THINKING ABOUT THE WATER ALERTS. THAT IS THE MOST I THINK MITIGATED THING YOU CAN DO. WHAT YOU WANT TO KNOW IS AS SOON AS POSSIBLE THAT YOU HAVE A WATER PROBLEM AND YOU CAN TRY TO ADDRESS IT.

WERE THERE ANY OTHER QUESTIONS? >> NO.

JUST GREAT COMMENTS FROM FOLKS KIND OF EXPLAINING WHAT SITUATIONS THEY'RE FACING. A FEW PLACES FACING HURRICANES. THE MOST COMMON IS FLOODING OR LEAKS FROM THE ROOF.

MARGARET IN BOSTON SAID SHE HAD A CAR DRIVE THROUGH THE MAIN BUILDING AND ALSO A CHEMICAL LEAK.

SO A LOT OF DIFFERENT ISSUES FACING EVERYONE.

>> WE SAW A LOT OF THOSE IN THE HUMAN CAUSE.

1 THOUGHT IS, MAY BE CHEMICAL. DO YOU HAVE A TRAIN TRACK RUNNING BY YOUR BUILDING, FOR EXAMPLE?

WHAT DOES ON THAT TRAIN TRACK? ARE THERE CHEMICALS?

ARE THERE OTHER HAZARDS THAT YOU MIGHT HAVE TO BE THINKING ABOUT? I ALSO SAW SOMEONE MENTION ABOUT THE -- BRIAN SAID, LIBRARIES ARE FULL OF FUEL.

YOU'RE ABSOLUTELY RIGHT.

I HAVE A LOT OF PEOPLE TELL ME, OH, OUR BUILDINGS ARE FIREPROOF AND NOT A PROBLEM.

I GO, YEAH, BUT WHAT ABOUT THE FUEL LOADS YOU HAVE INSIDE OF THEM?

>> AND WE DO HAVE A QUESTION FROM JENNY THAT JUST WENT

THROUGH.

SHE SAYS, WHAT ABOUT STORAGE FACILITIES IN PARTIAL BASEMENTS? ONE SIDE UNDERGROUND AND THE OTHER SIDE EXPOSED.

ARE THE ISSUES STILL THE SAME?

>> WELL, I KIND OF CALL THAT A BELOW GRADE SITUATION.

NOW, THAT IS EXACTLY WHAT THE SITUATION WAS FOR THE UNIVERSITY OF HAWAII.

THE WATER CAME TO THE SIDE WHERE IT KIND OF -- ONE SIDE OF THE BUILDING, IT WAS CUT OUT ON THE SIDE DOWN.

SO YOU KNOW, WE LIKE WINDOWS IN OUR BASEMENTS.

SO THERE WAS THIS AREA WITH WINDOWS AROUND, BUT THE OTHER, THE OPPOSITE SIDE OF THE BUILDING WHERE THE WATER WAS FLOWING AWAY FROM, IT WAS AT GRADE.

IT WAS GRADE LEVEL.

SO SOMETIMES ON SLOPES YOU GET THAT KIND OF SITUATION.

SO VERY MUCH YOU CAN STILL HAVE THE PROBLEM WITH SOMETHING LIKE FLOODING FROM OUTSIDE COULD BE A FIRE HYDRANT, COULD BE FLASH FLOODING.

I GUESS THE HOPE IS THAT SOME OF IT WILL DRAIN OUT THE OTHER SIDE.

BUT STILL IT'S SOMETHING TO BE THINKING ABOUT AND TO BE ASKING THOSE THAT ARE RESPONSIBLE.

OKAY.

YOU'RE GETTING LOTS OF GREAT COMMENTS.

I'LL LET YOU GO WITH THE CHAT.

LET ME GO ON HERE.

I WANTED TO DO A LITTLE REVIEW ABOUT HOW WE APPROACH DISASTER PLANNING.

LOOK AT THE MODEL OF EMERGENCY MANAGEMENT.

I KNOW YOU SAW THIS IN THE RISK EVALUATION.

EMERGENCY MANAGEMENT IS A DYNAMIC PROCESS.

IT'S NEVER REALLY COMPLETED.

WE LEARN FROM EACH EVENT.

AND AS WE RESPOND AND RECOVER,

THEN WE MITIGATE WHAT WE CAN.
WE MAKE CHANGES TO OUR
PROCEDURES, ET CETERA.

THE REAL GOES ROUND AND ROUND.
MITIGATION IS THE CORNERSTONE.
WE'RE NOW FOCUSED ON RESPONSE IN
THIS WEBINAR SERIES.

WE STILL NEED TO SEE THE BIGGER
PICTURE AND HOW THE RESPONSE
INTERRELATES WITH THE OTHER
COMPONENTS.

THERE'S ALWAYS SOME CHAOS WHEN
SOMETHING HAPPENS.

HOW QUICKLY WE PULL OUT OF THAT
CHAOS AND APPLY OUR KNOWLEDGE
AND TRAINING WILL DETERMINE HOW
WELL WE'RE ABLE TO RECOVER AND
RESUME OPERATIONS.

THEY SAY THAT, YOU KNOW, IN THE
IMMEDIATE RESPONSE TO AN
EMERGENCY, WE NORMAL FOLK ARE
OPERATING AT ABOUT 20% OF OUR
NORMAL CAPACITY.

YOU KNOW, HOW QUICKLY WE REGAIN
OUR RESPONSE CAPACITY DEPENDS ON
HOW WELL-PREPARED AND TRAINED WE
ARE.

SO WHEN YOU LOOK AT THE BOXES ON
THE RIGHT, REALLY THE DRIVING
MOTIVATION BEHIND THE FIRST
THREE, THE PREVENTION, THE
PREPARATION, THE RESPONSE, IS
THAT THE BETTER PREPARED THE
INSTITUTION AND THE EFFICIENCY
WITH WHICH IT RESPONDS THE MORE
LIKELY THE RECOVERY WILL BE
SUCCESSFUL AND THE COSTS WILL BE
KEPT DOWN.

I THINK THAT IS CRITICALLY
IMPORTANT TO KEEP IN MIND.
LET'S TAKE A LOOK AT A LITTLE
MORE DEPTH ON SOME OF THESE
ASPECTS, SOME OF THESE STEPS.

THE PREVENTION MITIGATION.
YOU KNOW, BEFORE DISASTER
STRIKES IS YOUR TIME FOR
ASSESSMENT.

IT'S THE TIME TO LOOK AT YOUR
INSTITUTIONS, YOUR COLLECTIONS,
YOUR BUILDING, YOUR
SURROUNDINGS, YOUR STAFF, YOUR
RESOURCES.

IT'S THE TIME TO ASK YOURSELF
WHAT YOU CAN CONTROL.

AND WHAT YOU CAN DO BETTER TO BE PREPARED.

SO THAT'S KIND OF THAT PREVENTION AND MITIGATION. PREPARATION, YOU START THINKING, YOU KNOW WHAT IS OUT OF YOUR CONTROL?

WHAT YOU CAN'T PREVENT YOU PREPARE FOR.

I DON'T KNOW ANYBODY THAT HAS BEEN THROUGH DISASTERS THAT SAY THAT THEIR PREVENTION AND PREPARATIONS EFFORTS WEREN'T WORTH IT.

WAY MORE LIKELY TO SAY THEY SHOULD HAVE DONE MORE.

I'M TELLING YOU ALL THE TIME, MONEY AND CLOSE ATTENTION TO POTENTIAL PROBLEMS WILL PAY OFF IN THE END.

LET'S TAKE A CLOSER LOOK AT THESE TWO SINCE YOU'LL BE INCLUDING SOME OF THIS INFORMATION IN YOUR DISASTER PLANS.

PREVENTION, ASSIGNING RESPONSIBILITY.

ONE PERSON ALONE CAN'T DO THIS. YOU NEED THE EFFICIENCY OF A TEAM.

APPOINT A COMMITTEE AND DIVIDE UP RESPONSIBILITY LOOKING AT PEOPLE'S NORMAL JOB RESPONSIBILITIES.

YOU KNOW, PERSONNEL, HANDLING PEOPLE ISSUES.

COLLECTIONS, PRESERVATION, HANDLING COLLECTION ISSUES.

YOU MAY HAVE RECORDS ADMINISTRATOR OR BUILDING SUPERVISOR.

CRITICAL TO GET THESE RIGHT PEOPLE INVOLVED FROM THE BEGINNING.

YOU WANT TO COORDINATE, FIND OUT WHO THE SIGNIFICANT PLAYERS ARE IN YOUR INSTITUTION.

YOUR CAMPUS, YOUR CITY.

YOU KNOW, WHAT PROCEDURES ALREADY EXIST.

IS THERE A BROADER DISASTER PLAN IN WHICH YOU NEED TO COORDINATE WITH?

CRITICALLY IMPORTANT.

PUBLIC LIBRARIES MAY BE AN
EVACUATION SITE FOR THE
COMMUNITY.

HOW WILL THAT AFFECT YOUR
ABILITY TO RESPOND?

WHAT ARE THE EXPECTATIONS OF
YOUR INSTITUTION AND THE FLIP
SIDE, WHAT CAN YOU EXPECT FROM
YOUR INSTITUTION.

LET THEM KNOW ABOUT YOUR
COLLECTIONS, THEIR VALUE.

MEET WITH RISK MANAGEMENT
PERSONNEL AND SAFETY
COORDINATORS AND GET THEIR
ADVICE.

BECOME BEST FRIENDS WITH THESE
PEOPLE.

IDENTIFY YOUR HAZARDS.

THAT'S THAT RISK ASSESSMENT.

WATCH THE WEBINAR SERIES IF YOU
HAVEN'T ALREADY AND DO A RISK
ASSESSMENT.

ASSESS YOUR PREVENTION AND
PROTECTION.

DO YOU HAVE EMERGENCY MAPS
POSTED AROUND THE BUILDING
SHOWING EXITS, FIRE ALARMS.

DO YOU HAVE EXTINGUISHERS.

WHAT DO YOU HAVE?

ARE THERE ADDITIONAL THINGS YOU
CAN DO?

ALL -- KEEP IN MIND, FISCAL
IMPLICATIONS.

WHAT THINGS CAN BE DONE AT
LITTLE OR NO COST LIKE IMPROVING
SIGNAGE OR MAYBE MOVING A
COLLECTION THAT MIGHT BE IN A
SUSCEPTIBLE AREA.

CAN YOU IMPROVE BRACING OF
SHELVING, ANCHORING.

CAN A NEW ROOF BE PHASED IN OVER
SEVERAL YEARS.

IMPLEMENT.

SET GOALS THAT ARE REASONABLE
AND ACHIEVABLE OVER A MANAGEABLE
PERIOD OF TIME.

ON PREPARATION, THIS IS WHERE WE
GET MORE IN WHAT YOU'LL INCLUDE
IN YOUR DISASTER PLAN.

I'LL GO THROUGH THIS QUICKLY.

YOU WANT IMMEDIATE RESPONSE.

STAFF FOR IMMEDIATE RESPONSE.

YOU WANT KEY MEMBERS OF YOUR
TEAM AND KEY RESPONSE PEOPLE FOR

YOUR INSTITUTION LISTED.
ASSESSING YOUR COLLECTION ASSETS
AND SETTING PRIORITIES.
THIS INVOLVED MANAGEMENT AND
DECISION MAKING.
IT'S VERY IMPORTANT.
IT CAN BE A TRICKY PROCESS.
WE'LL GO INTO MORE DETAILS
ON SETTING PRIORITIES IN AN UP
COMING WEBINAR.
I'LL LEAVE IT AT THAT.
IDENTIFYING YOUR INSURANCE.
YOU NEED TO UNDERSTAND YOUR
INSURANCE COVERAGE BEFORE YOU
NEED IT.
FIND OUT WHAT EMERGENCY FUNDS
WILL BE AVAILABLE.
SUPPLIES.
HAVE A STOCK OF SUPPLIES
INHOUSE.
SO YOU CAN RESPOND PEED WHY ITLY
AND START A RECOVERY EFFORT.
IDENTIFY SUPPLY SOURCES.
VENDOR LISTS, SUPPLY LISTS.
I KEEP SAYING I'M GOING TO GIVE
YOU RESOURCES ACTUALLY AT OUR
FOURTH WEBINAR.
THESE ARE COMING ALONG.
SO DOCKMENT YOUR PROCEDURES.
HAVE QUICK REFERENCE GUIDES NEAR
PHONES.
DISTRIBUTE THE PREP, THE POCKET
RESPONSE PLAN AND DECIDE WHO
NEEDS THE MOST COMPLETE PLAN.
IT'S TIME TO HAVE STAFF THINK
ABOUT FAMILY EMERGENCY PLANNING.
YOU CAN OFFER THEM RESOURCES ON
FAMILY DISASTER PLANS.
RED CROSS IS A GREAT SOURCE FOR
SOME OF THE PERSONAL AND FAMILY
PLANNING.
YOU CAN PUT THEM IN TOUCH WITH
THAT OR GET BROCHURES FOR THEM.
AND TRAIN STAFF.
INTEGRATE YOUR EMERGENCY
TRAINING INTO YOUR REGULAR
TRAINING PROGRAM WHEN AT ALL
POSSIBLE.
PROVIDE SAFETY UPDATES.
DISCUSS DEPARTMENTAL MEETINGS.
DON'T ALWAYS MAKE IT A SEPARATE
EVENT.
TRY TO INTEGRATE AS BEST YOU
CAN.

REMEMBER, THE GREATER THE EFFICIENCY WITH WHICH YOU RESPOND THE MORE LIKELY THE RECOVERY WILL BE SUCCESSFUL AND THE COSTS WILL BE KEPT DOWN. THOSE ARE WORDS THAT SPEAK TO ADMINISTRATORS.

ON RESPONSE, IMMEDIATE RESPONSE ACTIONS MAY LAST HOURS OR DAYS. YOU MOVE AT THIS POINT TO PROTECT PEOPLE.

MINIMIZE DAMAGE TO PROPERTY AND YOUR SELECTIONS.

RESPONSE IS PUTTING YOUR PREPAREDNESS PLANS INTO ACTION. SALVAGE IS WHAT WE DO TO RESCUE AND TO TREAT COLLECTIONS THAT HAVE BEEN DAMAGED.

IT'S PART OF RESPONSE AND CAN LEAD INTO RECOVERY.

RECOVERY IS THAT DELIBERATIVE PROCESS TO RETURN TO NORMAL OPERATIONS.

IT CAN LAST WEEKS, MONTHS, YEARS.

DEPENDING ON HOW MAJOR THE EVENT IS AND FOLLOW-THROUGH.

THIS IS A COROLLARY TO THE MANAGEMENT WHEEL WE JUST LOOKED AT.

IT RELATES DIRECTLY TO THE POCKET RESPONSE PLAN AND THE SUPPLEMENTARY INFORMATION YOU'LL BE COMPILING.

YOU DISTRIBUTE THE DOCUMENTATION, USE PAPER AND ELECTRONIC.

DON'T JUST HAVE THESE ON A SERVER.

YOU HAVE TO HAVE BACKUPS OF PAPER.

KEY PEOPLE SHOULD HAVE PAPER COPIES AT HOME, AT WORK.

MAYBE EVEN A COPY IN THEIR CAR. SHOULD THEY BE ON THE ROAD.

THAT MORE COMPLETE DISASTER PLAN IF THEY NEED IT.

REMEMBER, THEY HAVE THAT PREP IN THEIR POCKET.

EDUCATE.

GO OVER PARTS OF THE PLAN THAT EFFECT THE STAFF, THE FIRE, SECURITY.

ANY IMPORTANT GROUPS THAT YOU

NEED TO BE INVOLVED WITH.
AND KIND OF WHAT YOU EXPECT FROM
THEM AND WHAT THEY CAN DO FOR
YOU.

THEN YOU TEST, YOU EVALUATE, YOU
REVISE, YOU TEST, YOU REFINE,
YOU KEEP -- THIS KIND OF KEEPS
GOING.

YOU FIGURE OUT WHAT WORKS.
WHEN YOU USE YOUR PLAN FOR AN
EVENT, WHAT ARE THE WEAKNESSES.
WHEN PEOPLE UNDERSTAND THEIR
ROLE AND FUNCTIONS DURING AN
EMERGENCY.

THINGS JUST FALL INTO PLACE.
MUCH FASTER AND MORE
EFFECTIVELY.

THEN REVIEW AND REVISE.
THE PLAN IS NEVER REALLY DONE.
NEEDS TO BE LOOKED AT REGULARLY.
I ENCOURAGE YOU TO USE IT FOR
EVEN MINOR EMERGENCIES.

I WAS AT A CONFERENCE RECENTLY.
ONE OF MY COLLEAGUES AT THE
TABLE PULLED OUT HER POCKET
RESPONSE PLAN BECAUSE HE GOT AN
E-MAIL AND SHE NEEDED TO LOOK UP
SOME PHONE NUMBERS.

SO SHE HAD IT RIGHT -- YOU KNOW,
SHE'S THOUSANDS OF MILES FROM
HER HOME INSTITUTION.

ON THE PHONE, SHE COULD PULL IT
OUT AND USE THE NUMBER.
SO USING IT REMINDS YOU TO KEEP
PHONE NUMBERS AND INFORMATION UP
TO DATE.

BEFORE WE LOOK AT SOME SAMPLE
PLANS, I JUST WANT TO CHECK AND
SEE IF THERE'S ANY QUESTIONS.

IT LOOKS LIKE JENNY HAS A
COUPLE.

>> YEAH, JULIE.

WE HAVE A HANDFUL OF REALLY
GREAT QUESTIONS.

ONE IS FROM MELISSA IN
CONNECTICUT.

SHE SAYS HOW CAN YOU ENCOURAGE
PEOPLE TO BE A TEAM AND NOT A
SET OF INDIVIDUALS WITH
INDIVIDUAL RIGHTS AND
RESPONSIBILITIES?

>> I'M WONDERING -- YOU MAY BE
TALKING ABOUT THE TEAM WHEN IT
ACTUALLY GOES TO RESPOND.

A LOT OF THIS HAS TO DO WITH TRAINING AND AGREEMENT AHEAD OF TIME.

WE'LL BE TALKING ABOUT ROLES AND RESPONSIBILITIES ON THURSDAY.

IF YOU GET THAT INFORMATION DOWN AND YOU SHOW WHAT THE EXPECTATIONS ARE OF PEOPLE THAT ARE ON THE RESPONSE TEAM AND YOU GET AGREEMENT AND BUY-IN THAT I THINK IS A BIG PART OF IT.

I ALSO SAY, DON'T PUT PEOPLE ON A TEAM THAT YOU DON'T LIKE TO WORK WITH.

WE ALL HAVE PEOPLE THAT ARE DIFFICULT IN MEETINGS OR THE NAYSAYERS, ET CETERA.

I'LL TELL YOU, EMERGENCY SITUATIONS ONLY EXACERBATE THAT. PULL TOGETHER PEOPLE THAT HAVE A COMMITMENT THAT ARE INTERESTED AND THEN GET BUY-IN FROM PEOPLE. LOOK FOR WAYS TO GET -- LOOK FOR WAYS TO GET BUY-IN.

THAT'S A GREAT QUESTION.

>> WE HAVE ANOTHER QUESTION, JULIE, FROM ESTHER.

THIS MIGHT COME UP MORE -- I'M NOT SURE IF THIS PERTAINS -- SHE'S CURIOUS.

THEIR INSTITUTION IS ABOUT 50 YARDS FROM THE BEACH.

HOW EFFECTIVE ARE SAND BAGS AT PREVENTING AND MINIMIZES WATER DAMAGE.

>> I'M ASSUMING -- OKAY.

I'M ASSUMING YOU MEAN WATER COMING FROM THE OCEAN, FROM WHERE YOU ARE AT THE BEACH. NOT FILLING SAND BAGS AND THEN USING THEM.

THAT'S REALLY TOUGH.

I WOULD LOOK TO YOUR LOCAL ENERGY MANAGEMENT AND FIND OUT WHAT THE BEST METHODS ARE FOR YOU.

I HAVE NO EXPERIENCE WITH SAND BAGS IN THAT KIND OF A SITUATION.

YOU KNOW, LITTLE LEAKS AND A LITTLE BIT OF RAIN AROUND DOORS USING SAND BAGS OR SOME OF THE OTHER KIND OF ABSORBANT MATERIALS.

I THINK THEY WOULD BE A QUESTION FOR YOUR LOCAL EMERGENCY MANAGEMENT.

I ENCOURAGE YOU TO CONNECT WITH THEM ON THAT.

I HOPE THAT HELPS.

>> AND THEN WE HAD ANOTHER QUESTION OUT OF MONTREAL.

THIS PERSON IS SAYING, WHAT IF WE SHARE A BUILDING WITH THE LIBRARY, SO ANOTHER DEPARTMENT UNDER ONE ROOF.

SHOULD THOSE PEOPLE BE INCLUDED IN THEIR EMERGENCY PLAN?

>> YES.

IN SHARED BUILDINGS, YOU NEED TO GET INTO A COOPERATIVE SITUATION WITH THE OTHERS IN THE BUILDING.

THIS CAN BE VERY CHALLENGING.

IT MAY BE A COMMERCIAL OUTFIT.

TOTALLY UNRELATED.

NOT COLLECTIONS FOCUSED.

THEY MAY BE TOTALLY WITH ANOTHER FOCUS AND THOUGHT PROCESS THAN YOU DO.

BUT IT COULD ALSO BE, WHAT FIRE HAZARDS DO THEY PRESENT.

WHAT DO YOU HAVE IN YOUR COLLECTION THAT COULD BE AFFECTED.

LOOKING FOR WAYS TO WORK WITH THEM AND SOMETIMES WORKING -- IF IT'S A COMMERCIAL BUILDING

OWNER, WORKING WITH THAT BUILDING OWNER TO BRING EVERYBODY TOGETHER.

IF IT'S WITHIN A CAMPUS AND YOU CAN WORK WITH THAT ENTITY.

MY BOTTOM LINE IS YES, BECAUSE THEY CAN AFFECT YOU.

IF THEY DON'T WANT TO PLAY, THEN YOU JUST HAVE TO GO AHEAD WITH WHAT YOU CAN DO.

MAYBE THEY'LL GET KIND OF INTERESTED.

THAT'S ANOTHER THING.

IF YOU START WITH WAYS YOU CAN MAKE THEIR PLANNING EASIER, THEY MAY BE MORE INTERESTED.

>> AND THEN WE HAVE ONE LAST QUESTION FOR NOW FROM KELLY.

SHE'S CURIOUS, HOW DO YOU EDUCATE FIRE AND SECURITY PERSONNEL?

>> KELLY, IF YOU DON'T MIND, I'M GOING TO HOLD THAT FOR SESSION 4.

WE'RE GOING TO BE TALKING ABOUT WORKING WITH RESPONDERS. AND IT WOULD CARRY-OVER TO -- I'M ASSUMING YOU MEAN OUTSIDE SECURITY AND THAT KIND OF THING. WORKING WITH FIRE PERSONNEL AND EMERGENCY RESPONDERS. IT WOULD ALSO CARRY-OVER TO SECURITY.

I OF COURSE -- THE STANDARD LINE I USE AND I'LL USE IT AGAIN IN SESSION 4 IS FIND OUT AND APPROACH THEM AND ASK THEM HOW YOU CAN MAKE THEIR JOB EASIER. PEOPLE LOVE TO HAVE THEIR JOB MADE EASIER. SO THAT CAN GET THEM INTERESTED. OKAY.

THANKS VERY MUCH.

I SEE SOME OF YOU ARE WORKING ON SOME OF THOSE QUESTIONS OVER IN CHAT AND PROVIDING HELP TO PEOPLE.

SO THAT'S GREAT.

SO LET'S GO ON.

I WANT TO GET YOU EXCITED TODAY ABOUT THE POCKET RESPONSE PLAN, THE PREP.

NOW, YOUR FIRST HANDOUT IS A BLANK POCKET RESPONSE PLAN.

IT HAS A LOT OF QUESTIONS ON IT. IT SAYS SITE A, COMMUNICATION, SIDE B, ACTIONS.

WE'RE GOING TO SPEND A LOT OF TIME WITH THAT IN THE NEXT COUPLE SESSIONS.

AND FOR NOW, I WANT TO JUST PUT THAT ONE ASIDE AND PULL OUT THE OTHER HANDOUTS THAT START OFF THAT.

THE FIRST ONE IS FOR PLACER COUNTY.

YOU'LL SEE THAT ON YOUR SCREEN. THOSE OF YOU THAT PRINTED IT OUT, LOOK AT THE PRINTED VERSION.

YOU CAN GO FULL SCREEN.

LET ME WARN YOU, IF YOU DIDN'T PRINT IT OUT, YOU MAY WANT TO DO THIS.

THERE'S A TAP AT THE TOP.

IT'S A TOGGLE TAB.
IF YOU PRESS IT ONCE, YOU SCREEN
MAY HESITATE AND THEN IT SHOULD
GO TO FULL SCREEN WITH THE
SLIDE.

THEN YOU CAN CLICK IT AGAIN TO
BRING IT BACK.

YOU'LL LOSE THE CLOSED
CAPTIONING, THE CHAT, THE Ø THEY
COMPONENTS BUT YOU MAY WANT TO
DO THAT FOR THE NEXT SERIES OF
SLIDES AND TOGGLE BACK AT THE
END.

TOTALLY UP TO YOU.

I MENTION THAT IF YOU PRINTED
THEM OUT.

WE'RE GOING TO LOOK AT SOME PREP
SAMPLES FROM SEVERAL LIBRARIES
AND AN ARCHIVE MUSEUM THAT HAVE
BEEN WILLING TO SHARE THEIR
PARENTS WITH YOU.

WE'RE GOING TO KEEP RE-VISITING
THEM OVER THE COURSE OF THE
SERIES.

I HOPE YOU DON'T NEED A
MAGNIFYING GLASS FOR THE PRINT
VERSION.

NORMALLY THESE PRINT TO 8 1/2 X
14 INCHES.

WE SHRUNK THEM TO PRINT AT 8 1/2
X 11.

I WANT TO RE-ASSURE YOU, THE
VERSION YOU'LL BE WORKING WITH
IS LARGER TYPE AND PRINTS.

THIS IS THE PLACER COUNTY
MUSEUMS AND ARCHIVES COLLECTION
POCKET RESPONSE PLAN.

THIS IS SIDE A.

THEIR COMMUNICATION SIDE.

AND THEY HAVE -- YOU CAN SEE
DOWN THE SIDE HERE -- LET ME SEE
IF I CAN GET MY LITTLE ARROW
WORKING.

THEY HAVE INCLUDED THE -- THEY
HAVE KEY CONTACTS.

COME TO THE OTHER COLUMN, WRAPS
AROUND.

THEN THEY HAVE THEIR DISASTER
TEAM.

ONE OF THE THINGS THAT JUMPED AT
YOU WHEN YOU FIRST LOOKED AT

THIS IS THAT THEY USE COLOR.

THEY HAVE PUT SOME DIFFERENT
SECTIONS IN COLOR, WHICH KIND OF

HELPS TO HAVE IT JUMP OUT AT YOU.

THE ONLY WARNING I GIVE YOU IS IF YOU PRINT IN COLOR, KEEP IN MIND THAT -- WELL, TRY PRINTING IT OUT IN BLACK AND WHITE AS WELL.

BECAUSE YOU WILL LIKELY HAVE SOME PEOPLE THAT MIGHT PRINT IT IN BLACK AND WHITE OR IN AN EMERGENCY YOU MIGHT HAVE TO PRINT IT IN BLACK AND WHITE AND YOU DON'T WANT TO LOSE KEY INFORMATION WHEN YOU DO THAT. THEY HAVE ALSO ADDED A FLOOR PLAN HERE ON THE SIDE.

SO THIS KIND OF -- IT'S KIND OF A GENERAL EXAMPLE.

LET'S TAKE A LOOK AT ANOTHER ONE.

I'LL SEE -- MY POINTER STAYS THERE.

THIS IS FROM THE ESTES VALLEY LIBRARY FROM COLORADO.

I SHOULD HAVE SAID THE PLACER COUNTY LIBRARY IS IN THE FOOTHILLS IN CALIFORNIA, UP IN A

MOUNTAINOUS REGION.

ESTES IS IN THE ROCKY MOUNTAIN AREA OF COLORADO.

THE LEAD PERSON PULLING THIS TOGETHER WAS A VOLUNTEER.

I WANT TO BRING THAT UP TO YOU. YOU CAN ASK VOLUNTEERS, BOARD MEMBERS, STUDENT EMPLOYEES, LIBRARY SCHOOLS.

MUSEUM STUDY STUDENTS TO WORK ON A PLAN.

DOESN'T HAVE TO BE YOUR STAFF. SO IF YOU'RE SMALL WITH THAT MANY STAFF, THINK WHO MIGHT BE ENLISTED.

ALSO, THINK OUT OF THE BOX WHAT TO INCLUDE ON YOUR PREP.

SOME PREPS HAVE INCLUDED PHOTOS OF HIGH PRIORITY MATERIALS.

MAYBE PICTURES OF SOME ARTWORK THAT MIGHT BE OVERLOOKED OR A FILE CABINET OR SPECIAL SHELVING UNIT.

ESTES HAS PUT IN A LITTLE IMAGE HERE OF A RED BINDER.

RIGHT ABOVE -- SO YOU GET A

QUICK VISUAL.
RIGHT ABOVE IT SAYS "LOCATE RED
EMERGENCY RESPONSE BINDER."
SO THEY HAVE DONE A COMBINATION
THERE.
KEEP MANY MIND, WORKING AT 20%
OF YOUR CAPACITY.
SOMETIMES YOU NEED SIMPLE
DIRECTIONS AND REMINDERS.
KEEP THEM STRAIGHTFORWARD AND
EASILY UNDERSTANDABLE.
LET'S TAKE A LOOK AT THE NEXT
ONE.
THIS IS THE FRESNO COUNTY PUBLIC
LIBRARY.
THIS IS THEIR CENTRAL LIBRARY
PREP.
YOU HAVE A COUPLE SAMPLES OF
THEM.
THEY DID ONE FROM THE MAIN
LIBRARY AND A TEMPLATE FOR THE
BRANCH LIBRARIES.
THEY HAVE OVER 30 BRANCHES.
THEY USED THESE TO ORGANIZE ALL
THE INFORMATION FOR THEIR
BRANCHES.
WHEN I LOOK AT THIS PREP, MY
RESPOND IS WOW.
IT'S PRETTY AMAZING WHAT YOU CAN
GET ON TO THE PREP WITH THE
PROPER MOTIVATION.
I REFER TO THE PREP TOOL AS VERY
VALUABLE REAL ESTATE.
THEY HAVE MAPS OF ALL THREE
FLOORS ON HERE.
YOU KNOW, NOTE THAT THEY HAVE
DONE A NICE JOB.
THEY HAVE THEY'LL LITTLE
DIRECTIONAL ARROW SHOWING NORTH,
WHICH IS HELPFUL.
KIND OF TO ORIENT YOU.
LET'S TAKE A LOOK.
ALSO HAVE THEIR -- THE BACK SIDE
OF THIS.
THIS BACK SIDE OF THE PREP.
THEIR ACTIONS SIDE.
INCLUDES A REMINDER.
PRINTED OUT LARGELY THERE TO
REMAIN CALM.
IT ALSO HAS THE -- I WILL SAY
THAT IF YOU PRINT THIS IN BLACK
AND WHITE, IF YOU DID, IT
ACTUALLY -- FOR SOME REASON I
CANNOT PULL MY LITTLE ARROW IN.

OKAY.

YOU CAN FIND IT.

THAT IN AN EMERGENCY YOU
REMEMBER TO REMAIN CALM.

IF YOU PRINT THERE IN BLACK AND
WHITE, THAT WHOLE BLOCK PRINTS
AS BLACK.

THAT'S ONE OF THOSE WARNINGS I
HAVE FOR YOU OF KEEPING IN MIND
PRINTING.

AND THEN THE COLUMN, COLUMN 5
ACROSS COLLECTION PRIORITIES --
MAYBE I CAN GET THE ARROW TO
COME ACROSS IT'S IN RED.

AGAIN, KIND OF JUMPS OUT.

OKAY.

LET'S LOOK AT THE NECESSARY ONE.

THIS IS THEIR BRANCH TEMPLATE.

THEY HAVE HIGHLIGHTED IN YELLOW
WHAT NEEDS TO BE FILLED IN BY
THE INDIVIDUAL BRANCH.

AND THIS IS VERY HELPFUL, THIS
IS SAVING CONSIDERABLE AMOUNT OF
TIME.

THE FAR COLUMN ON THE RIGHT IS
WHERE THEIR FLOOR PLAN FOR THEIR
BRANCH WOULD GO AND WITH A
LITTLE REMINDER THERE OF WHAT TO
INCLUDE.

WHAT KIND OF KEY TO INCLUDE ON
THE MAP.

YOU PROBABLY NOTICED ON THE
PREVIOUS MAP THAT I SHOWED, THEY
HAD A GREAT KEY.

WE'LL LOOK AT IT I THINK IN THE
NEXT ONE OR TWO SESSIONS IN MORE
DETAIL.

SO I WON'T SPEND MORE TIME ON IT
NOW.

I THINK THEY ENDED UP HAVING ONE
PERSON DO ALL THE MAPS FOR
CONSISTENCY.

OF COURSE, EASIER TRAINING.

ONE PERSON TO DO IT.

SO THEY PROVIDED THE MAPS FOR
EACH OF THE BRANCHES.

THE LAST SAMPLE TO SHOW YOU IS
FROM THE UNIVERSITY OF
CALIFORNIA BERKELEY LIBRARY.

THEY TOOK A VERY DIFFERENT

APPROACH.

THIS HAD ALL THE RELEVANT PHONE
NUMBERS FOR THE CAMPUS, THE

LIBRARY.

A LOT OF IT IS DEPARTMENT AND
AFFILIATED LIBRARIES AS YOU CAN
SEE ACROSS SOME OF THE HEADERS.
SO THEY HAD MANY, MANY NUMBERS.
SO THIS IS A REALLY NICE JOB OF
PULLING TOGETHER THE NAMES AND
THE NUMBERS FOR THEM ALL IN ONE
PLACE.

MAKES IT MUCH EASIER.

MUCH EASIER FOR UPDATING.

THE BACK SIDE -- I'M HOPING YOU
CAN SEE THIS.

MY PICTURE ISN'T VERY CLEAR.

I'M GOING TO TRY ONE MORE TIME
WITH MY POINTER AND SEE IF I CAN
PULL IT OVER.

I'M JUST -- SORRY.

NOT HAVING LUCK WITH THAT.

THERE WE GO.

THANK YOU!

LET ME SEE -- GOOD.

THERE WE GO.

THEY ACTUALLY HAVE SOME
QUESTIONS.

IT SAYS "ASK THESE QUESTIONS."

AND THEN IT GOES THROUGH.

IF YOU NOTICE, IT LEAVES ACTUAL
SPACE THERE FOR SOMEBODY WHO IS
WORKING IN THE RESPONSE TO GIVE
ANSWERS.

THINGS LIKE, YOU KNOW, CALLER,
THEIR PHONE NUMBER, WHAT'S THE
LOCATION OF THE ENERGY, WHAT'S
THE NATURE AND SCALE, THE
SOURCE.

SO THEY CAN ACTUALLY JOT THESE
THINGS RIGHT ON TO THE PREP.

VERY HELPFUL.

FOCUSES PEOPLE IN.

ALSO ACROSS HERE, WHERE IT
BEGINS TO TELL THEM, YOU KNOW,
CALL THE FOLLOWING.

TELLS THEM IN WHAT ORDER TO CALL
PEOPLE.

AND THEN IT ALSO GOES ON WITH
DIFFERENT GUIDANCE AS YOU GO
THROUGH.

SO HEALTH AND SAFETY REMINDERS,
ET CETERA.

JUST AN INTERESTING APPROACH.

SO I'VE GONE THROUGH THE SAMPLES
VERY QUICKLY.

I ENCOURAGE YOU TO SPEND TIME

LOOKING AT THEM IN DETAIL.
MY GOAL HERE AND I HOPE I DID, I
GOT YOUR MENTAL JUICES FLOWING
ON LOOKING AT THESE SAMPLE
PREPS.

I HOPE YOU'RE BEGINNING TO THINK
ABOUT WHAT MIGHT WORK FOR YOUR
SITUATION.

IF I HAVEN'T GOTTEN THOSE MENTAL
JUICES GOING, I QUITE FRANKLY
FAILED.

BUT PLEASE GIVE ME ANOTHER
CHANCE ON THURSDAY TO GET YOU ON
BOARD WITH THIS.

SO WITH THAT, I THINK WE'LL
REMIND YOU THURSDAY, WE HAVE --
THURSDAY IN THE WEBINAR
SERIES -- BY THE WAY, I WILL
JUMP RIGHT IN THERE TO
COMPONENTS OF THE POCKET PLAN.
AND WE WILL REALLY GET DOWN TO
THE DETAIL LEVEL.

YOU'LL NEED YOUR PREP HANDOUTS
FROM TODAY.

THOSE WILL HELP YOU.

SO PLEASE HAVE THEM ACCESSIBLE.
NOW, IF YOU'RE CHUCKLING AT THIS
IMAGE AND I JUST WANT TO REMIND
YOU BURYING HEAD IN SAND IS NOT
AN ACCEPTABLE APPROACH.

JENNY, OVER TO YOU.

>> WELL, LET ME INTERRUPT.

I DO HAVE TO SAY, JULIE, YOU
HOPED PEOPLE WOULD GET EXCITED.
CHRIS IN CALIFORNIA SAYS IT'S
TOO LATE.

HE'S ALREADY EXCITED.

>> GOOD DEAL.

>> I'M GOING TO -- WE HAVE A FEW
QUESTIONS.

BEFORE I DO THAT, LET ME PULL
OVER A LINK TO THE HOMEWORK
ASSIGNMENT.

SO YOU'LL FIND THE HOMEWORK
ASSIGNMENT FOR THIS WEBINAR AT
THIS LINK.

YOU CAN ALSO FIND IT ON THE
COURT HOME PAGE, WHICH I'M GOING
TO POST HERE, TOO.

THAT'S WHERE YOU'LL FIND THE ONE
ALL-INCLUSIVE -- I'M GOING TO
HIDE THIS.

THAT'S WHERE YOU'LL FIND THAT
ALL-INCLUSIVE PDF FOR THE

WEBINAR 2, WHICH HAS THE POWER POINTS AND THE HANDOUT AND ALL THAT FANTASTIC STUFF.

I'M GOING TO ASK RIGHT NOW, I KNOW WE MAY HAVE A FEW PEOPLE THAT ARE WATCHING THIS WEBINAR IN A GROUP.

SO IF YOU'RE REGISTERED, YOU'RE INTERESTED IN RECEIVING A CERTIFICATE OF COMPLETION AND YOU'RE WATCHING IN A GROUP, WHICH MEANS YOU DIDN'T LOG IN YOURSELF, ONLY ONE PERSON LOGGED IN, I'M GOING TO ASK YOUR GROUP LEADER TO GO AHEAD AND ENTER THE NAMES OF EVERYONE WHO IS PARTICIPATING.

IF YOU DID LOG IN WITH YOUR FIRST AND LAST NAME, YOUR TAKEN CARE OF.

THIS IS FOR FOLKS THAT DIDN'T DO THAT BECAUSE THEY'RE WATCHING IN A GROUP.

JULIE, I HAVE A QUESTION.

THIS IS A FANTASTIC ONE.

IN TEXAS, CAN WE USE OUR SMART PHONES INSTEAD OF A FLIP CHART OR POCKET RESPONSE PLAN SINCE EVERYONE IS USING THESE DEVICES? WE HAVE A COMMENT FROM ALISSA TO SAY THAT YOU SHOULD ALWAYS HAVE A BACKUP PAPER COPY.

DO YOU KNOW OF A MET OF GETTING THIS STUFF ON THE SMART PHONE?

>> THERE'S BEEN TALK IN THE PAST ABOUT GETTING AN APP FOR THE PREP TEMPLATE.

AND AS FAR AS I KNOW, THAT HAS NOT BEEN DONE.

YOU CERTAINLY CAN COME UP WITH YOUR OWN, DEVELOP YOUR OWN PROBABLY IN HOUSE IN SOME CASES.

I WILL TALK ABOUT AN APP THAT IS AVAILABLE AT OUR NEXT SESSION ON ONE OF THE TOOLS TO USE THAT CAN HELP YOU GUIDE YOUR RESPONSE.

BUT NOT HAVE SO MUCH OF YOUR SPECIFIC INFORMATION.

THAT'S THE DISASTER RESPONSE AND SALVAGE WHEEL APP.

MY ONLY WARNING WOULD BE WHAT THE ACCESS IS.

POINTING OUT ABOUT CELL TOWERS.

I KNOW SYSTEMS BECOME

OVERLOADED.
YOU KNOW, I'M SORRY.
I'M STILL ON A BLACKBERRY.
I KNOW YOUR SMART PHONES, YOU
CAN STORE A LOT OF INFORMATION.
BUT EVEN IF YOU DIDN'T HAVE A
CELL TOWER, MAYBE YOU CAN STILL
ACCESS.
I DON'T KNOW.
I'M NOT SURE ABOUT THAT.
ALWAYS BE CARROLL.
GO INTO THE LOWEST COMMON
DENOMINATOR.
SO BE CAREFUL.
THAT'S ALL.
CONSULT WITH PEOPLE WHO ARE WAY
SMARTER THAN THIS THAN I AM.
HAVE THAT PAPER.
OKAY?
>> AND THEN WE HAD ANOTHER
QUESTION, KIND OF A FOLLOW UP TO
THIS.
CLOUD OR GOOGLE DRIVE FOR SHARED
STORAGE.
WOULD THIS BE AN OPTION DO YOU
THINK?
HAVE YOU HEARD OF OTHER PEOPLE
DOING THAT?
>> AGAIN, I'M NOT REAL TECHIE.
CERTAINLY LOOK AT OPTIONS AND
WHAT KINDS OF OPTIONS ARE
AVAILABLE.
MAYBE SUPPORTED BY YOUR
INSTITUTION.
THAT CERTAINLY MIGHT WORK.
YOU HAVE TO HAVE ELECTRICITY IN
SOME CASES, YOU HAVE TO HAVE
ACCESS TO THE INTERNET.
CAN YOU COUNT ON THAT?
WELL, I ALWAYS SAY NO.
BUT DUPLICATION OF POSSIBILITIES
IS MY BIGGEST SUGGESTION.
>> OKAY.
LET'S SEE.
THEN WE HAVE A QUESTION ABOUT
FREEZING.
WE'LL GET TO THAT IN THE LAST
WEBINAR.
>> YES.
THANK YOU.
>> WE HAVE A FEW COMING THROUGH.
>> I SEE ONE QUESTION ABOUT WHAT
IS A PHONE TREE.
THAT IS A GREAT POINT.

YOU KNOW WHAT?
WE'RE GOING TO TALK ABOUT THAT
WHEN WE GET INTO THE SIDE A.
WE'RE GOING TO GET INTO THAT IN
DETAIL AT OUR NEXT SESSION.
THEN IF I'M NOT EXPLAINING IT
WELL, PLEASE LET ME KNOW.
SO LET ME HOLD THAT ONE.
AND ALSO THE TESTING YOUR PLAN.
THIS IS WHERE YOU ACTUALLY TAKE
A LITTLE SCENARIO, FOR EXAMPLE,
AND YOU SIT AROUND AND YOU TRY
TO FIGURE OUT WHAT TO DO AND YOU
DO A -- KIND OF RUN THROUGH A
LITTLE SCENARIO, A LITTLE
EXERCISE.
THAT'S ONE WAY TO TEST THE PLAN.
YOU CAN TEST THE PHONE TREE BY
PHONING EVERYBODY AND SEE IF ALL
THE PHONE NUMBERS ARE CORRECT.
WE'RE GOING TO HAVE A FOLLOW UP
WORKSHOP IN JUNE OR -- NOT A
WORKSHOP.
A WEBINAR IN JUNE ON JUNE 4.
WE'LL TELL YOU MORE ABOUT THAT
AS WE GET TO THE LAST SESSION.
AND THAT IS GOING TO BE ON
TESTING AND TRAINING TO YOUR
PLAN.
I WOULD RECOMMEND TUNING IN FOR
THAT.
BECAUSE WE'LL BE ABLE TO GIVE A
BUNCH OF EXAMPLES.
I SEE A QUESTIONS ON D PLAN AS A
TOOL.
THAT WAS A TOOL DEVELOPED BY THE
NORTHEAST DOCUMENT CENTER.
IT'S ON MY RESOURCES LIST AS
WELL UNDER NEDCC AS ONE OF THEIR
ORIGINAL ALLIANCE FOR
PRESERVATION MEMBERS.
D PLAN IS A VERY
COMPREHENSIVE -- IT PRODUCE AS
COMPREHENSIVE PLAN.
YOU CAN CERTAINLY USE IT.
I THINK IT'S BETTER FOR THE
LARGE INSTITUTIONS THAT HAVE THE
TIME TO WORK ON IT.
I FOUND SMALLER INSTITUTIONS
HAVE A HARD TIME JUST COMING UP
WITH THE PEOPLE TO WORK ON IT.
THE PREP SEEMS TO WORK A LOT
BETTER FOR THEM.
BUT IT REALLY IS QUITE

COMPREHENSIVE.

IT HAS A GREAT DATABASE OF
SUPPLIES AND SERVICES AND
EXPERTS.

IT HAS -- IT ALERTS YOU TO
UPDATING YOUR PLAN.

SO IT'S SOMETHING TO LOOK AT.
YOU KNOW, CONSIDER LOOKING AT.
YOU CAN GO TO THE WEBSITE AND
TAKE A LOOK AT IT.

IF YOU'RE SMALLER, I WOULD
SUGGEST YOU LOOK AT SOME
ALTERNATE METHODS.

>> OKAY.

JULIE, I THINK THAT'S IT, A FEW
PEOPLE HAD QUESTIONS ABOUT THE
POCKET RESPONSE PLAN.

A DOWNLOAD THEY CAN FILL IN.
THAT LINK IS INCLUDED IN YOUR
RESOURCES LIST.

A LOT OF STUFF IS ON THAT COURSE
HOME PAGE.

I ENCOURAGE YOU TO GO THERE AND
CHECK THAT OUT.

THAT'S ALL THE QUESTIONS WE HAVE
TODAY.

>> THAT'S GREAT.

YEAH.

WE WILL HAVE ALL OF THE KIND OF
WHAT I CALL FILL-INABLE OR
DOWNLOADABLE KEY DOCUMENTS.

THE FIRST SIX WERE POSTED THAT
WILL BE TALKED ABOUT AT THE
THURSDAY SESSION.

SO MORE WILL BE APPEARING AS
WELL AS A POCKET RESPONSE PLAN
YOU CAN COMPLETE.

>> ALL RIGHT.

SOMEBODY HAD A QUESTION ABOUT
HOMEWORK.

EVERYTHING IS DUE ON MARCH 21.
SO WE'RE GOING TO GO AHEAD AND
CONCLUDE TODAY.

SO JUST A REMINDER, THE NEXT
COURSE IS THURSDAY.

CHECK OUT THAT COURSE HOME PAGE
FOR DOWNLOAD OF THE HANDOUTS AND
THE FILL-IN TEMPLATES.

THANK YOU SO MUCH, JULIE.

THANK YOU TO ALL OUR
PARTICIPANTS.

>> THANK YOU.