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;;;learning times webinar

TODAY IS JUNE 4, 2013.  
THIS IS EXERCISING YOUR DISASTER  
RESPONSE PLAN AT 2:00 P.M. ET.  
>> HELLO EVERYONE, THIS IS MIKE  
FROM LEARNING TIMES.  
A PLEASURE TO BE HERE WITH YOU  
TODAY.  
AND WE WILL GET UNDER WAY IN  
JUST A VERY BRIEF MOMENT.  
I JUST ONE TO REMIND  
PARTICIPANTS THAT TODAY'S  
SESSION WILL BE MODERATED,  
MEANING THAT THE CHAT WINDOW OR  
QUESTIONS AND ANSWERS WINDOW  
WHICH WILL APPEAR ON THE LEFT OF  
THE SCREEN.  
ANY QUESTIONS THAT ARE GOING TO  
BE SUBMITTED WILL APPEAR TWICE  
FOR THE PERSON SUBMITTING IT.  
AND SO IT DOESN'T MEAN THAT YOU  
HIT ENTER TWICE OR ANYTHING  
ALONG THOSE LINE.  
YOU'LL SEE IT THE FIRST TIME  
WHEN YOU HIT ENTER ON YOUR  
KEYBOARD OR CLICK THE BUTTON AND  
THE SECOND TIME ONCE IT'S BEEN  
MODERATED AND RELEASED.  
JUST LETTING YOU KNOW TO ADVISE  
YOU THAT TO EXPECT THAT.  
TODAY'S SESSION IS BEING  
RECORDED.  
RECORDING WILL BECOME AVAILABLE  
IN THE VERY NEAR FUTURE AS WELL  
ON THE CONNECTING TO  
CONNECTIONS, EXCUSE ME  
CONNECTING TO COLLECTIONS SITE.  
WITHOUT FURTHER DELAY, WE WILL  
GO AHEAD AND PASS THE AUDIO OFF  
TO OUR HOST JENNY ARENA FROM  
HERITAGE PRESERVATION AND OUR  
PRESENTER JULIE PAGE.

JENNY AND JULIE, PLEASE GO AHEAD  
WHENEVER YOU'RE READY.

>> THANK YOU SO MUCH, MIKE.  
HELLO EVERYONE AND WELCOME TO  
TODAY'S WEBINAR WHICH IS  
EXERCISING YOUR RESPONSE PLAN,  
TECHNIQUES FOR TESTING YOUR PLAN  
AND TRAINING STAFF.

THIS IS A FOLLOW UP WEBINAR TO  
OUR MARCH COURSE, PROTECTING  
YOUR COLLECTIONS, RATING A  
DISASTROUS RESPONSE PLAN WITH  
JULIE PAGE.

IF YOU PARTICIPATED IN THAT  
COURSE, WE HOPE YOU'RE JUST A  
LITTLE BIT CLOSER TO HAVING A  
WRITTEN DISASTER RESPONSE PLAN  
AND ARE NOW READY TO MOVE ON TO  
TESTING THAT PLAN.

BUT EVEN IF YOU AREN'T, THAT'S  
OKAY.

OR IF YOU WERE UNABLE TO  
PARTICIPATE IN THE MARCH COURSE,  
WE DEFINITELY THINK THIS  
INFORMATION WILL BE INCREDIBLY  
USEFUL.

I WILL JUST MAKE A NOTE THAT AN  
ARCHIVE OF THAT MARCH COURSE IS  
AVAILABLE AND YOU'RE WELCOME TO  
GO THROUGH THE MATERIAL AT YOUR  
OWN PACE IF YOU'RE INTERESTED IN  
DOING SO.

A RECORDING OF TODAY'S WEBINAR  
WILL ALSO BE PLACED ON THAT  
PAGE.

NOW OUR ENTIRE COURSE SERIES  
CARING FOR YESTERDAY'S  
TREASURIES TODAY WHICH WILL PICK  
BACK UP IN THE FALL HAS BEEN  
MADE POSSIBLE BY LAURA BUSH 21ST  
ENTRY LIBRARIAN GRANT FROM THE  
INSTITUTE OF LIBRARY SERVICES  
AND WE'RE FORTUNATE TO HAVE  
LEARNING TIMES ON BOARD FOR THIS  
PROJECT TO HELP US WITH OUR  
WEBSITE AND WEBINAR SUPPORT.  
SO IT'S SO GREAT TO SEE SO MANY

OF YOU LOGGED IN.  
GO AHEAD AND KEEP SAYING HELLO  
IN THAT CHATBOX.  
WE LOVE HEARING FROM YOU.  
IN JUST A MOMENT I APPEAR GOING  
TO MOVE THIS BOX OVER AND, AS  
MIKE SAID, WE'LL MOVE TO A  
MODERATED CHAT.  
THIS MEANS I WILL APPROVE ALL  
YOUR COMMENTS BEFORE THEY ARE  
POSTED PUBLICLY, AND BECAUSE OF  
THIS, YOU WILL END UP SEEING  
YOUR COMMENTS TWICE.  
ONCE WHEN YOU SUBMIT IT AND ONCE  
WHEN IT'S APPROVED.  
DON'T WORRY, THE GROUP WILL ONLY  
SEE IT ONCE.  
IF YOU'RE HAVING ANY TECHNICAL  
DIFFICULTIES, FEEL FREE TO POST  
QUESTIONS THERE AND WE'LL ANSWER  
YOU PRIVATELY.  
WITHOUT FURTHER ADIEU, LET ME  
REINTRODUCE JULIE PAGE.  
JULIE IS CO-COORDINATOR OF BOTH  
THE CALIFORNIA PRESERVATION  
PROGRAM AND THE WESTERN STATES  
AND TERRITORIES PRESERVATION  
ASSISTANCE SERVICE.  
AND SHE EXPERTLY WALKED US  
THROUGH OUR MARCH COURSE ON  
WRITING A DISASTER RESPONSE PLAN  
AND WE'RE SO HAPPY AND SO LUCKY  
SHE'S AGREED TO COME BACK AND DO  
THIS FOLLOW UP WEBINAR.  
SO JULIE, I AM GOING TO MOVE  
YOUR POWER POINT OVER AND HAND  
THINGS OVER TO YOU.  
>> GREAT, THANKS SO MUCH JENNY.  
I REALLY WANT TO ADD MY WELCOME  
TO ALL OF YOU, TO THE WEBINAR  
EXERCISING YOUR DISASTER  
RESPONSE PLANS.  
I DO SEE A NUMBER OF FAMILIAR  
NAMES ON THE CHAT.  
THOSE WHO ATTENDED THE MARCH  
SERIES THAT JENNY MADE A COMMENT  
ABOUT WRITING YOUR DISASTER

RESPONSE PLAN.

I WOULD LIKE TO START OFF QUICKLY WITH A POLL AND ASK YOU HOW MANY OF YOU PARTICIPATED IN THE MARCH WEBINAR SKIERS.

WE'LL POLL THAT.

GIVE YOU A MINUTE TO REPLY ON THAT.

GREAT.

LOOKS LIKE WE'RE RUNNING ABOUT TWO THIRDS OF YOU.

AND THEN WE HAVE A SECOND QUESTION.

FOR THOSE OF YOU WHO ANSWERED YES, HAVE YOU MADE HEAD WAY ON YOUR POCKET RESPONSE PLANS.

23 OF YOU THAT REPLIED, HOW MANY OF YOU HAVE MADE SOME HEAD WAY.

OH, THIS IS GREAT.

SO IT LOOKS LIKE ABOUT THREE QUARTERS OF YOU, TERRIFIC.

THAT'S GREAT.

KEEP UP THE GOOD WORK AND FOR THOSE OF YOU WHO DID NOT PARTICIPATE IN THE MARCH SERIES AND WANT TO WORK ON A DISASTER RESPONSE PLAN JENNY PUT UP THAT LINK AND YOU CAN USE THE ARCHIVE SERIES ON THE WEBSITE.

I WILL IF ANY OF YOU WANT TO ADD ANY COMMENTS INTO THE CHAT ON WHAT YOU HAVE ACCOMPLISHED ON YOUR DISASTER RESPONSE PLAN OR PREPARED ACTIVITIES SINCE MARCH, PLEASE FEEL FREE TO SHARE THOSE IN CHAT.

MY OBJECTIVE TODAY IS TO PROVIDE YOU WITH PRACTICAL STRATEGIES TO KEEP YOUR DISASTER PLAN UP TO DATE AND CONDUCT STAFF TRAINING IN ORDER TO SUCCESSFULLY IMPLEMENT YOUR PLAN WHEN DISASTER STRIKES.

I WANT TO ACKNOWLEDGE THOSE WHO HAVE CONTRIBUTED TO THE CONTENT USED IN THE WEBINAR.

SOME OF THIS CONTENT WAS

ORIGINALLY DEVELOPED FOR THE WESTERN STATES AND TEETER PRESERVATION AND ASSISTANCE SERVICE.

THAT'S SERVING 14 WESTERN STATES AND TERRITORIES AND IT'S FUNDED BY THE NATIONAL ENDOWMENT FOR HUMANITIES.

THE CORRECTION IS SUPPLEMENTED BY BALBOA CONSERVATION CENTER AND THE CALIFORNIA PRESERVATION PROGRAM.

I WANT TO START OFF WITH A STATEMENT FROM THE LIABILITY OF CONGRESS ABOUT TESTING YOUR PLANS.

I PROMISE NOT TO READ OTHER SLIDES BUT I THINK THIS IS SUCH A GOOD STATEMENT.

THE MOST IMPORTANT ACTION OF ANY EMERGENCY PREPAREDNESS PLANNING IS TO CARRY OUT TESTING OF YOUR SYSTEMS.

IT'S IN THIS ACTIVITY THAT ANY COMMUNICATION SYSTEM IN THE SUPPLIES AND IN THE TRAINING WILL BECOME APPARENT.

IN OUR EXPERIENCE EVERY REAL INCIDENTS WILL HAVE SOME NEW CHARACTERISTIC FOR WHICH ONE IS NOT PREPARED, BUT IF YOU ARE PLANNING AND TESTING HAS BEEN DONE, THERE WILL BE A GRADED NUMBER OF DECISIONS AND ACTIVITIES WHICH WILL GO SMOOTHLY, SPEED UP THE RECOVERY SO THAT EVERYONE CAN GET BACK TO THE REGULAR ACTIVITIES IN THE SHORTEST TIME POSSIBLE.

I JUST, I FIND THIS STATEMENT SUMS IT UP SUCCINCTLY.

WHAT IT DOES IS IT ACKNOWLEDGES THAT WE CAN'T PLAN FOR EVERY LITTLE VARIATION.

HOWEVER THE EXERCISING AND THE TRAINING WE CONDUCT MAKES MANY OF OUR ACTIONS MORE AUTOMATIC

AND WE'LL FIND STRONG  
SIMILARITIES DURING DIFFERENT  
DISASTER RESPONSES.

SO A LITTLE MORE.

WHY EXERCISE?

WE WANT TO DO THE FOLLOWING.

WE'RE LOOKING TO REVEAL ANY  
PLANNING WEAKNESSES AND ANY  
RESOURCE GAPS.

WE WANT TO IMPROVE COORDINATION  
AND WE WANT TO CLARIFY ROLES AND  
RESPONSIBILITIES OF INDIVIDUALS.  
NOT ONLY DO WE WANT TO IMPROVE  
THE PERFORMANCE OF THE  
INDIVIDUAL AND THEIR CONFIDENCE,  
WE ALSO WANT TO BUILD A COHESIVE  
EMERGENCY MANAGEMENT TEAM.

THIS TEAM BUILDING ASPECT OF  
CONDUCTING EXERCISES IS VERY  
IMPORTANT.

FROM THE RESULTS OF THESE  
EXERCISES WE WANT TO PROVIDE  
INPUT TO REVISE AND UPDATE THE  
PLAN.

NOW THERE ARE ABOUT THREE MAIN  
TYPES OF EXERCISES.

THE TABLE TOP EXERCISE IS  
USUALLY THE FIRST EXERCISE  
CONDUCTED.

YOU BRING TOGETHER PRINCIPAL  
PLAYERS IN A DISASTER PLAN BEING  
REVIEWED AND YOU ASSEMBLE THEM  
IN A MEETING ROOM AROUND A  
TABLE, TABLE TOP.

THE SCENARIO IS THEN REVEALED  
AND THE GROUP DISCUSSES THE  
EVENT PRESENTED TO RESOLVE THE  
ISSUES AROUND THE SCENARIO.

NOW A FUNCTIONAL EXERCISE TESTS  
THE INSTITUTIONAL RESPONSE TO A  
DISASTER SCENARIO AND OFTEN  
FOCUSES ON A PARTICULAR ASPECT  
OF THE PLAN SUCH AS EVACUATION  
OF THE BUILDING OR COLLECTION  
SALVAGE.

IT'S KIND OF A HANDS ON IN THIS  
ACTIVITY.

THESE TWO TYPES OF EXERCISES ARE THE MOST COMMON FOR CULTURAL INSTITUTIONS, AND I'M GOING TO TALK MORE ABOUT THEM IN A FEW MINUTES BUT FIRST I ALSO WANT TO BRIEFLY MENTION FULL SCALE EXERCISES SIMULATIONS.

THESE PROVIDE THE MOST COMPLETE AND COMPLEX TRAINING SHORT OF AN ACTUAL EMERGENCY SITUATION.

IT'S REALLY A CLOSE TO A REAL EVENT AS YOU CAN GET.

THESE SIMULATIONS OPERATE IN REAL TIME.

YOU TEND TO SEE THE FULL SCALE EXERCISES BEING CONDUCTED BY CITIES OR COUNTIES OR LARGE INSTITUTIONS LIKE CAMPUSES.

AND THEY MAY INVOLVE VICTIMS, PLAY ACTED VICTIMS, FIRE AND PLANS RESPONSE, MAYBE EVEN SWAT TEAM AND OFTEN THE ACTIVATION OF THE EMERGENCY OPERATION CENTER. ALL OF THESE KINDS OF ACTIVITIES ARE IN FULL SCALE.

I WOULD THINK YOU CAN GUESS FROM THAT DESCRIPTION I'VE GIVEN CULTURAL INSTITUTIONS ARE UNLIKELY TO ORGANIZE A FULL SCALE EXERCISE.

HOWEVER IT IS POSSIBLE TO PARTICIPATE IN ONE OF THESE AND I HIGHLY ENCOURAGE YOU TO VOLUNTARY YOUR BUILDING AND STAFF TO BE PART OF THESE REGIONAL ADVANCES.

YOU CAN LEARN QUITE A BIT ABOUT HOW EMERGENCY RESPONDERS OPERATE.

AND AN ADDED BENEFIT IS OF COURSE THEY'RE GOING TO LEARN MORE ABOUT YOUR BUILDING AND YOUR COLLECTIONS IN THE PROCESS. SO IT'S A TWO WAY, IT'S KIND OF A WIN/WIN FOR YOU.

BEFORE I START TO TALK ABOUT SPECIFIC TYPES OF EXERCISES,

THERE ARE A COUPLE OF VERY IMPORTANT CONSIDERATIONS WHEN YOU ACTUALLY PLAN AND EXECUTE THIS KIND OF TRAINING TO TEST PROCEDURES.

KEEP IN MIND THESE EXERCISES SHOULD TEACH SUCCESS NOT FAILURE AND THEY SHOULD BUILD CONFIDENCE NOT MAKE PEOPLE APPREHENSIVE. THESE ARE BOTH CRITICAL THINGS TO KEEP IN MIND.

YOU NEED TO ABDICATE PARTICIPANTS NERVE BEFORE AN EXERCISE SO THEY KNOW THE BASICS IN ORDER TO SUCCEED.

AND TO MAKE THEM MORE CONFIDENT IN THEIR RESPONSE CAPABILITIES.

IF YOU DON'T, QUITE FRANKLY.

YOU'LL END UP WITH A BUNCH OF RESISTENT ANGRY PEOPLE ON YOUR HANDS AND THEY WON'T WANT TO PLAY WITH YOU AGAIN.

THIS MAKES FUTURE EXERCISES VERY DIFFICULT.

YOU WANT THEM TO END IN EXERCISE ASKING WELL, WHEN ARE WE GOING TO DO SOMETHING LIKE THIS AGAIN, WHAT DO YOU HAVE IN MIND FOR US. THAT'S, THAT KIND OF FEELING IS FUN KIND OF BRING IT ON, WE'RE READY FOR MORE.

SO GOING ON TO TABLE TOP EXERCISES.

LET ME JUST ASK YOU QUICKLY IN A POLL, HAVE YOU USED A TABLE TOP EXERCISE BEFORE TO TEST YOUR DISASTER PLAN.

SO IT LOOKS LIKE WE'RE LOOKING AT KIND OF FLIP HERE.

MAYBE ABOUT A QUARTER OF YOU HAVE.

OKAY, GREAT.

SO WE'LL LEARN MORE ABOUT THAT AS WE GO ALONG HERE.

NOW IF YOU WANT TO ALSO FEEL FREE THOSE OF YOU THAT HAVE USED A TABLE TOP, IF YOU CAN BRIEFLY



IN A SENTENCE OR SO SUMMARIZE  
WHAT THE SCENARIO WAS YOU USED,  
FEEL FREE TO ADD THAT INTO CHAT  
AS WE GO ALONG.

I WILL GO ON MORE WITH A TABLE  
TOP.

SO A TABLE TOP EXERCISE HELPS TO  
IDENTIFY THE GAPS IN THE PLAN BY  
PRESENTING A SERIES OF QUESTIONS  
OR PROBLEMS RELATING TO AN  
INCIDENT OR DISASTER.

THE DISCUSSIONS AND ACTIONS ARE  
BASED ON A DESCRIBED SCENARIO  
AND THE GROUP CAN PRACTICE A  
COORDINATED PROBLEM SOLVING  
APPROACH.

MESSAGES CAN BE GIVEN TO  
INDIVIDUAL PLAYERS ALONG THE WAY  
OR INJECTS THEY ARE OFTEN  
CALLED.

THESE CAN ALSO BE ADDED FOR THE  
WHOLE GROUP TO RESPOND TO.

AS WE KNOW, EMERGENCIES DON'T  
UNFOLD IN A PREDICTABLE WAY, AND  
IN THIS WAY AN EXERCISE CAN  
MIMIC THIS CHALLENGE OF  
CHANGEABILITY, THINGS GOING ON.  
BETWEEN THESE INJECTS, THERE'S A  
FLEXIBLE AMOUNT ON TIME FOR  
DISCUSSION SO YOU CAN KIND OF  
SLOW THINGS DOWN AND HAVE MORE  
OF A DISCUSSION AND THEN KEEP  
GOING.

PARTICIPANTS WILL PRACTICE IN  
THIS WAY A COORDINATED AND  
EFFECTIVE RESPONSE, AND  
IMPORTANT AGAIN IS THAT TEAM  
BUILDING ASPECT.

AND THEN FINALLY THE INPUTS YOU  
GAVE FROM THE EXERCISE LEADS TO  
AN ACTION LEFT TO THEN HELP  
REVIEW AND UPDATE THE DISASTER  
PLAN.

HOPEFULLY THE EXERCISE WILL ALSO  
LEAD TO AN ONGOING DISCUSSION.

AND A CRITIQUE OF THE  
APPROPRIATE YES OF THE ACTIONS

TAKEN AND DECISIONS MADE.  
AND MAKE FOR MORE EFFECTIVE  
RESPONSE CAPABILITY.

THAT'S OUR GOAL.

TABLE TALK EXERCISES CAN BE  
DEVELOPED TO INVOLVE YOUR  
EMERGENCY TEAM INCLUDING  
FACILITIES AND SECURITY, YOUR  
ADMINISTRATIVE TEAM, YOUR  
COLLECTIONS RECOVERY TEAM,  
WHATEVER GROUPS NEED TO RESPOND  
IN AN EMERGENCY.

I SEE COMMENTS, RUSSELL ROBBINS  
FROM FAIRBANKS TALKING ABOUT  
CONNECTING WITH THE DISASTER  
RESPONSE TEAM AND CULTURAL  
INSTITUTIONS.

SO THEY HAVE A SEATED LARGER  
TABLE IN THE EMERGENCY OPERATION  
CENTER SAY FOR THE CITY OR THE  
COUNTY.

BY GETTING INVOLVED IN SOME OF  
THESE KINDS OF EXERCISES, YOU  
BECOME, YOU GET ON THE RADAR.  
YOU GET ON THE EMERGENCY  
RESPONDER, FIRST RESPONDER RADAR  
AND THEY REALIZE THAT IT'S  
IMPORTANT FOR THEM TO BRING YOU  
IN.

AND SO THAT'S TERRIFIC.

I MEAN CONNECTING WITH THE FIRE  
CHIEF OR FIRE TRAINING OFFICER,  
THESE ARE FOLKS AND I'LL TALK  
ABOUT SOME OTHER WAYS YOU MAY BE  
ABLE TO INVOLVE THEM IN  
EXERCISES.

LET'S LOOK AT A COUPLE SCENARIO  
IDEAS.

SCENARIOS CAN BE SIMPLE.

WELL, OKAY.

THESE AREN'T SIMPLE, THEY ARE  
SIMPLY STATED.

THEY CAN BE BRIEF, THEY CAN BE A  
ONE LINER LIKE WE HAVE HERE.

TORRENTIAL RAINS ARE EXPECTS TO  
HIT IN THREE HOURS WITH WIDE  
SPREAD FLASH FLOODING.

THE QUESTION WOULD BE WHAT DO YOU DO.

SO IT NEEDS TO BE THAT STRAIGHTFORWARD OF A SCENARIO. OR IT CAN BE MORE DEVELOPED. BUT THIS GIVES YOU AN IDEA. JUST SOME NUMBER OF SCENARIOS THAT INVOLVE HEALTH AND SAFETY ISSUES, SOME OF THEM TO HAVE WARNING, SOME OF THE OTHERS LIKE THE EARTHQUAKE, THERE IS NO WARNING.

SO THIS KIND OF GIVES YOU SOME SORT OF AN IDEA OF DIRECTIONS YOU CAN GO.

NOW KEEP IN MIND, ONE TECHNIQUE TO USE FOR GREATER IMPACT IN AN EXERCISE CAN BE TO SCHEDULE AN EXERCISE NEAR THE ANNIVERSARY OF AN EMERGENCY THAT MAY BE IS WELL-KNOWN AT YOUR INSTITUTION OR IN YOUR COMMUNITY.

TO HELP YOU DEVELOP OTHER IDEAS FOR SCENARIO ON THE RESOURCES LIST, IT'S DOWNLOADABLE, IT'S ONE PAGE, IT'S CONNECTED WITH THIS WEBINAR THAT YOU LOGGED ON FOR TODAY.

THERE'S THAT POWER POINT HANDOUT AND THEN THERE'S ALSO A RESOURCE LIST HANDOUT.

AND ON ARE EXCELLENT RESOURCES. ONE IS THE LIBRARY OF CONGRESS REMEMBER SITE HAVE DEVELOPED SOME SCENARIOS THAT PERTAIN TO ALL TYPES OF CULTURAL INSTITUTIONS SO BE SURE TO TAKE A LOOK AT THAT LINK.

THE NATIONAL NETWORK LIBRARY OF MEDICINE HAS EMERGENCY PREPAREDNESS WEBSITE AND ON IT THEY HAVE A STORM AND A TORNADO TABLE TOPS, DIFFERENT TABLE TOPS AND THEY ALSO LINK TO AN EARTHQUAKE EXERCISE.

AND LNM IS A FABULOUS RESOURCE FOR ALL TYPES OF INSTITUTIONS.

I HIGHLY RECOMMEND YOU TAKE A LOOK AT IT AND CLICK AROUND ON IT.

ALSO ON THE RESOURCES LIST UNDER THE ENTRIES FLOOD, A TABLE TOP EXERCISE THERE'S ALSO TORNADO A TABLE TOP EXERCISE THEY ARE PART OF ONE ENTRY ON THE RESOURCE LIST THAT IS AN EXERCISE CD YOU CAN ORDER AND HAVE SOME GREAT IDEAS.

LET'S TAKE A LOOK AT A FEW OTHER EXAMPLES.

JENNY, LET ME JUST ASK YOU FIRST, ANY QUESTIONS?

>> IT DOESN'T LOOK LIKE YET.

SO YOU CAN KEEP GOING.

WE'LL KEEP AN EYE ON IT.

FOLKS, IF YOU HAVE QUESTIONS THROUGHOUT THE WEBINAR FEEL FREE TO TYPE THEM IN THE Q&A.

>> OKAY.

THESE KIND OF TABLE TOPS ARE A GREAT WAY FOR AN ADMINISTRATIVE TEAM TO START OFF TO DISCUSS KIND OF THE BIG PICTURE ISSUES. THEY CAN TAKE A SCENARIO AND THEY CAN KIND OF LOOK AT WHAT THEY ARE GOING TO HAVE TO BE THINKING OF AT THE ADMINISTRATIVE LEGAL.

IF THE SCENARIO'S DEVELOPED BY SOMEONE OUTSIDE OF THE GROUP OR POSSIBLY BY A FACILITATOR WHICH CAN BE VERY USEFUL TO USE. THEN THE SCENARIO IS A SURPRISE FOR ALL PARTICIPANTS AND CLOSELY MIMICS A REAL LIFE EVENT.

SO KEEP THAT IN MIND TO PULL OTHERS IN.

YOU CAN ALSO INVOLVE LARGE GROUPS OF STAFF AND HAVE EVERYONE GO THROUGH TRAINING. THIS IS FROM AN ACADEMIC LIBRARY THAT USES THIS APPROACH TO TRAIN ALL THEIR STAFF FOR A MAJOR EARTHQUAKE RESPONSE.

THIS WAS A TWO HOUR TABLE TOP EXERCISE.

IT WAS ACTUALLY REQUIRED OF ALL LIBRARY STAFF TO ATTEND.

BOY, AS SOON AS YOU MAKE SOMETHING REQUIRED PEOPLE KIND OF RAISE THEIR HACKLES AND AREN'T SURE THEY WANT TO DO IT BUT I WILL SAY THIS WAS EXCEPTIONALLY WELL RECEIVED AND MANY SAID IT WAS SOME OF THE BEST TRAINING THEY EVER HAD. THERE ARE A COUPLE HUNDRED PEOPLE ON THE STAFF, SO THIS EXERCISE WAS DONE MULTIPLE TIMES OVER MULTIPLE SESSIONS UNTIL EVERYONE HAD A CHANCE TO PARTICIPATE.

IT STARTED OFF WITH SHOWING A SHORT CLIP FROM A CALIFORNIA EARTHQUAKE VIDEO.

AND THIS EXCERPT IS ONLY ABOUT FIVE MINUTES LONG BUT IT TRULY SETS THE SCENE FOR THE SCENARIO WITH SOUND AND IMAGES AND REALLY GOT YOUR ADRENALINE PUMPING. TRUTHFULLY, WHATEVER YOU WERE THINKING ABOUT OR WORKING AT YOUR DESK ON BEFORE YOU ENTERED THE ROOM FOR THE TRAINING, IT WAS GONE FROM YOUR MIND AFTER YOU WATCH THIS VIDEO CLIP.

JENNY I THINK WE HAVE THE URL FOR THE LINK ON THAT JUST IN CASE YOU'RE INTERESTED IS ACTUALLY ON-LINE.

AND WE'LL TO THE THAT INTO THE CHAT.

KEEP IN MIND THAT USING THESE IMAGES VIDEO ESPECIALLY, USING THESE CAN BE VERY EFFECTIVE WAY OF GETTING PEOPLE TO FOCUS IN AND VISUALIZE MORE WHAT WOULD BE HAPPENING DURING THE SCENARIO, DURING SOMETHING THAT WAS REAL.

THIS PARTICULAR TABLE TOP WAS PRESENTED AS A PROGRESSIVE EVENT

WITH ABOUT SIX INDEX PRESENTED AT REGULAR INTERVALS AND WITH FACILITATORS AT EACH TABLE. IT BROUGHT UP ALL SORTS OF ISSUES AROUND SAFETY, ESPECIALLY HOW TO HANDLE THINGS LIKE EVACUATION WHERE PEOPLE SHOULD ASSEMBLE PREPARING FOR SHAKE, SEARCH AND RESCUE PROCEDURES, DEALING WITH RUMORS WHICH ARE THINGS WE DON'T THINK ABOUT ARE GOING TO HAPPEN. AND ALSO THE CHALLENGE WHAT TO DO WHEN STAFF WANT TO LEAVE AND THE ADVICE THAT'S COMING OVER THE RADIO AND EVERYWHERE IS THAT EVERYONE SHOULD STAY PUT AND NOT GET OUT ON THE ROAD. SO WHAT DO YOU DO THEN? AND WHEN IN THIS CASE WHAT WERE THE CAMPS PLAN FOR TAKING CARE OF EVERYONE WHO MAYBE HAD TO STAY. SO IT BROUGHT IN ALL SORTS OF ISSUES AND GENERAL EDUCATION FOR THE WHOLE STAFF. YOU COULD HAVE SAT THERE AND PRESENTED THIS KIND OF DRY INFORMATION IN A IN JUST A TRAINING ROOM WITH NO ONE ACTIVELY PARTICIPATING BUT I'M TELLING YOU THEY WOULDN'T REMEMBER VERY MUCH ABOUT IT. YOU CAN ALSO USE A TABLE TOP TO TEST OUT FUNCTIONAL ROLES, INCLUDING THOSE IMPLEMENTED BY EMERGENCY RESPONDERS UNDER THE INCIDENT COMMAND SYSTEM, ICF. WE TALKED A LITTLE BIT ABOUT ICF IN THE MARCH WEBINAR AND YOU CAN FIND MORE ABOUT IT, MUCH MORE DETAIL ABOUT IT ON THE FEMA WEBSITE FOR THE INCIDENT COMMAND SYSTEM. THERE'S A GOOD BOOK THAT INCLUDES INFORMATION. DAVID CAR MICHAEL HAS AN ENTRY

ON THE RESOURCE LIST, IT'S CALLED IMPLEMENTING THE INCIDENT COMMANDS SYSTEM AT THE INSTITUTIONAL LEVEL.

A HANDBOOK FOR LIBRARIES, ARCHIVES AND MUSEUM INSTITUTIONS.

HE DID THE FLOOD AND TORNADO EXERCISES THAT YOU CAN ORDER.

HAS REALLY MADE A TREMENDOUS CONTRIBUTION TO THE FIELD.

HE WAS THE PRESIDENT OF THE COUNCIL OF THE STATE ARCHIVISTS AT THE TIME OF HURRICANE KATRINA AND HAPPENED A REAL TRIAL BY FIRE PRESIDENCY YOU MIGHT SAY AND BECAME QUITE AN EXPERT ON EMERGENCY RESPONSE AND THIS BOOK IS TRULY A GEM FOR US GEARED TOWARDS US.

I HIGHLY RECOMMEND YOU LOOK AT IT SO YOU CAN USE A TABLE TOP EXERCISE TO ORGANIZE YOURSELF USING THE ICS STRUCTURE TO RESPOND TO WHATEVER SCENARIO IS PRESENTED.

THE BEST WAY TO INGRAIN THE ICS IDEA INTO YOUR PROCEDURE IS PRACTICE PRACTICE PRACTICE.

SO USING THIS APPROACH AS MUCH AS POSSIBLE DURING EXERCISES WILL GET EVERYONE VERY FAMILIAR WITH IT.

SO CONSIDER THE IDEA OF HOLDING A TABLE TOP EXERCISE WITH EMERGENCY MANAGEMENT AND FIRE PERSONNEL.

YOU MAY BE ABLE TO HOLD YOUR TABLE TOP AT THE EMERGENCY OPERATION CENTER FOR THE CITY, COUNTY OR CAMPUS AND TRULY WILL MAKE IT FEEL EVEN MORE REAL TO YOU.

YOU CAN EXPAND THE SCENARIO TO INCLUDE NOT ONLY THE EFFECT ON YOUR INSTITUTION, BUT ALSO THE EFFECTS OF THE EVENT ON WHAT

WOULD BE GOING ON IN THE SURROUNDING COMMUNITY AND HOW THAT WOULD AFFECT YOUR RESPONSE. IF YOU'RE ONLY ONE SITE OF MANY THAT IS AFFECTED, YOU HAVE TO DO MORE ON YOUR OWN IF ONLY YOUR BUILDING IS AFFECTED. AND SO WHAT CAN YOU COUNT ON FROM EMERGENCY RESPONDERS. THEY'LL BE ABLE TO TELL YOU WHAT THEIR PRIORITIES ARE, WHICH ARE LIFE, SAFETY FIRST AND PROTECTION OF PROPERTY. AND UNDER PROTECTION OF PROPERTY NEXT KIND OF BECOMES YOU AND YOUR IMPORTANT COLLECTIONS. SO THIS CAN BE VERY VERY HELPFUL. ANY QUESTIONS.

>> YES.

JOHN WAS CURIOUS WHEN YOU WERE TALKING ABOUT THE CLIP IF THE CLIP SHOWED AN ACTUAL EVENT OR WAS IT A SIMULATED EVENT?

>> IT IS ACTUALLY FROM THE NORTH RIDGE EARTHQUAKE AND SO IT'S A VERY REAL EVENT.

WHAT IT IS IS IT WAS PUT OUT BY CALIFORNIA STATE UNIVERSITY NORTH RIDGE AS KIND OF WHAT HAPPENED ON THEIR CAMPUS. THEY WERE DRAMATICALLY AFFECTED. THEIR LIBRARY WAS CLOSED FOR QUITE A LENGTH OF TIME. IT WAS ALL THEIR STAFF MOVED TO THE UCLA LIBRARY TO HELP SERVE THEIR STUDENTS, AND SO THE BEGINNING OF THE CLIP IS JUST A LOT OF EMERGENCY CALLS AND SHOWS DAMAGE AND SHOWS FIRES. AND SO IT GAVE KIND OF AN IDEA OF WHAT WAS GOING ON THROUGHOUT THE COMMUNITY.

AND THEN THE VIDEO GOES ON INTO WHAT HAPPENED ON THE CAMPUS AND SHOWS THEM SETTING UP THEIR EMERGENCY OPERATION CENTER ON



CAMPUS.

AND THAT'S WHEN THIS, ARE THE ORIENTATION CLIP I WANT TO CALL IT FOR THAT TABLE TOP STOPPED. WHEN IT GOT INTO THE SPECIFICS, THAT WASN'T THE POINT OF WHY WE WERE SHOWING IT.

BUT YOU CAN WATCH THE WHOLE VIDEO ON-LINE AT THAT URL. AND THEN YOU CAN ALSO DOWNLOAD IT.

SO THAT WAS, IT WAS VERY REAL.

>> THAT WILL DEFINITELY SHAKE YOU AWAKE.

>> YES.

>> WE HAVE AMY IN BUFFALO, NEW YORK.

SHE POSED A QUESTION TO THE GROUP ABOUT ANYBODY HAD EVER PRACTICED TABLE TOP EXERCISE WHERE THEY TOOK OUT PERSONNEL, SOMEONE YOU MIGHT GO TO CONSULT WITH.

I'M GOING TO ASK YOU IF YOU HEARD OF OTHERS DOING TABLE TOP EXERCISES LIKE THAT.

>> YES.

AND I'VE DONE IT.

IT'S VERY INTERESTING.

SOMETIMES I'VE DONE IT WHERE PEOPLE HAVE BEEN ASSIGNED ROLES. NOW LET'S INSTEAD TAKE IT AND SAY IT'S YOUR EMERGENCY TEAM AND YOU MAYBE HAVE YOUR FA TILL TEASE PERSON THERE, YOU HAVE A SECURITIES PERSON THERE, YOU HAVE A COLLECTIONS PERSON, MAYBE A BUSINESS PERSON, ADMINISTRATOR.

AND YOU HAVE THIS GROUP.

WELL THEN WHAT YOU CAN DO AS ONE OF THOSE LITTLE INJECTS IS THAT MAYBE AFTER THE FIRST SCENARIO HAS BEEN PRESENTED, ETCETERA, YOU PULL OUT, SAY, THE FACILITIES PERSON OR YOU PULL OUT, YOU PULL OUT SOMEONE,

ANYONE OF THE PEOPLE YOU WANT TO  
OR YOU TAKE OUT THE KEY  
ADMINISTRATOR.

AND YOU JUST HAVE THEM LEAVE THE  
ROOM AND LET THE REST OF THE  
GROUP THEN TRY TO FIGURE OUT  
WHAT'S, WHAT THEY DO NOW AND  
THEY'LL REALIZE THEN WHAT KIND  
OF KEY INFORMATION THAT PERSON  
HAS.

I REALLY ALWAYS STRESS THIS  
BECAUSE ANYBODY CAN BE ON  
VACATION AT ANY TIME WHEN  
SOMETHING HAPPENS.

AND IF THOSE ARE KEY PEOPLE,  
WHAT IS THE CONTINUITY THAT YOU  
HAVE AROUND ORGANIZATION.

I WOULD NOT SUGGEST FOR A FIRST  
EXERCISE THAT YOU TAKE OUT A  
PERSON.

FOR A FIRST EXERCISE, MAYBE THEN  
A SECOND EXERCISE, JUST HAVE IT  
BE KIND OF A NORMAL APPROACH.  
BUT THEN YOU CAN PULL THEM OUT  
LATER ON.

I HOPE THAT GIVES YOU AN IDEA.  
I'VE ALSO HAD SOMEONE WHERE THEY  
WERE GIVEN AN INJECT THAT THEY  
WERE TO, WENT TO A SPECIFIC  
PERSON.

THEY WERE TO BECOME VERY VERY  
UPSET AND TO BE KIND OF  
ANTAGONISTIC AND TO ARGUE AND  
SEE HOW THE REST OF THE GROUP  
WOULD THEN REACT.

AND SO THAT'S ANOTHER  
POSSIBILITY.

SOMEONE CAN BECOME KIND OF  
HYSTERICAL AND SAY I JUST HAVE  
TO LEAVE I HAVE TO GO HOME, I'M  
WORRIED ABOUT SOMETHING.

SO.

>> AND DONNA POINTED OUT HERE,  
SHE SAID THAT HER INSTITUTION  
HAD DONE SOMETHING VERY SIMILAR  
AND SHE MAKES A GREAT POINT THAT  
IT MADE EVERY REALIZE THAT THEY

SHARED A RESPONSIBILITY WHETHER OR NOT THEY WERE DESIGNATED FOR A PARTICULAR ROLE.

>> TERRIFIC, YES, EXACTLY.

>> THAT'S ALL WE HAVE FOR NOW JULIE.

>> OKAY GREAT.

THIS IS AGAIN ALL AROUND EMPHASIZING THE TEAM ASPECT OF WORKING IN EXERCISES THAT YOU CAN'T, YOU HAVE TO KNOW MORE THAN JUST EARLIER LITTLE COMPONENT PART, AND THIS IS HOW YOU LEARN IT.

YOU LEARN IT IN DOING THE EXERCISES.

OKAY, LET'S GO ON TO FUNCTIONAL EXERCISES BECAUSE THESE ARE AN EXCELLENT WAY TO GET A MORE REALISTIC SENSE OF WHAT AN EVENT FEELS LIKE.

THEY ARE MORE REALISTIC, THEY ARE CONDUCTED IN REAL TIME.

YOU FULLY DO SOMETHING.

YOU DON'T JUST SIT AROUND AND DISCUSS ACTION.

IT'S KIND OF LIKE A DRESS REHEARSAL.

AN EXAMPLE IS OF FIRE OR AN EVACUATION DRILL.

AN ALARM GOES OFF, YOU GET UP AND LEAVE, YOU STAY OUTSIDE UNTIL IT'S ALL CLEAR AND YOU COME BACK IN.

SO IT'S ALL IN REAL TIME.

YOU TRAIN STAFF BASICALLY IN PREVENTION AND SAFETY THIS WAY.

IT ALLOWS YOU TO ASSESS THE ADEQUACY OF PLANS AND RESOURCES. YOU CAN TEACH COLLECTION SALVAGE TECHNIQUE.

HOW TO SAFELY USE A FIRE EXTINGUISHER AND WHAT ARE THE SPECIFIC EVACUATION PROCEDURES.

THESE ARE SOME OF THE MORE COMMON FUNCTIONAL EXERCISES.

THE PARTICIPANTS DEVELOP A

BETTER UNDERSTANDING OF THE  
DISASTER PLAN ITSELF AND HOW IT  
WILL BE IMPLEMENTED AT THE  
INSTITUTIONAL LEVEL.

AND AS WITH TABLE TOP EXERCISES  
IT IMPORTANTLY PROVIDES THAT  
INPUT TO REVIEW AND UPDATE THE  
PLAN WHERE THINGS MAYBE LOOK  
LIKE THEY'RE FALLING THROUGH THE  
CRACK.

WHAT CAN WE ADD, HOW CAN WE MAKE  
IT CLEAR.

WHAT KIND OF TRAINING COULD WE  
ADD.

ONE EXERCISE FOR EXAMPLE MIGHT  
FOCUS ON CRISES COMMUNICATION  
WITH YOUR KEY ADMINISTRATORS OR  
YOUR PR PEOPLE STANDING BEHIND A  
PODIUM AND RESPONDING TO MEDIA  
QUESTIONS.

YOU CAN EVEN INVITE MEDIA  
PERSONNEL OR YOU CAN HAVE SOME  
OF YOUR STAFF PLAY ACT THE ROLE  
OF NEWSPAPER AND TELEVISION  
MEDIA.

TRULY THOSE WHO ARE RESPONSIBLE  
FOR UPDATING THE MEDIA DURING AN  
EMERGENCY SHOULD BE GIVEN AMPLE  
OPPORTUNITY TO PRACTICE.

THEY SHOULD NEVER BE SHOVED FOR  
THE FIRST TIME IN FRONT OF  
MICROPHONES AND BE TRYING TO  
GIVE INFORMATION.

SO THAT'S A GOOD ONE TOO.

AND THERE'S SOME OTHER  
FUNCTIONAL EXERCISES THAT CAN BE  
DONE WITH STAFF.

ANOTHER, ONE OF THE BEST KNOWN  
REALLY IS THE EVACUATION DRILL.  
THESE CAN BE PRACTICED AS  
SCHEDULED EVENTS OR ANY TIME THE  
FIRE ALARM GETS PULLED IN THE  
BUILDING, THAT'S BASICALLY A  
FUNCTIONAL EVENT FOR THE REST OF  
YOUR STAFF.

SO TAKE ADVANTAGE OF IT.

NOW THIS ONE ON THE LEFT WAS A

LARGE LIBRARY PARTICIPATED  
DURING NATIONAL PREPAREDNESS

--

PREPAREDNESS MONTH WHICH IS IN  
SEPTEMBER, YOU CAN PUT IT ON  
YOUR CALENDAR.

THEY CONDUCTED A FULL EVACUATION  
TO THE DISASTER EVACUATION SITE,  
THEIR STAFF OUTFITTED WITH HARD  
HATS THAT THEY ALL HAD.

THEY TOOK OUT EMERGENCY  
SUPPLIES.

THEY CONDUCTED A ROLL CALL TO  
MAKE SURE THAT EVERYONE HAD  
EVACUATED SAFELY.

THAT'S A INFORMATION WHERE YOU  
CAN HAVE A COUPLE STAFF HELP  
OUT.

DOES ANYBODY REALIZE THAT  
THEY'RE MISSING.

THEY HAVE NOT MADE IT TO THIS  
SITE.

AND THEN THEY DISCUSS AFTER ALL  
THIS WAS DONE, THEY DISCUSSED  
WHAT WOULD HAVE HAPPENED IN A  
REAL EVENT.

WHAT KIND OF DIFFERENCES THERE  
WOULD HAVE BEEN.

ON THE RIGHT SIDE OF THE SLIDE  
IS A BUILDING MONITOR CHECKING  
THAT ALL PEOPLE FROM HIS MUSEUM  
BUILDING HAD BEEN EVACUATED AS  
PART OF CALIFORNIA'S GREAT SHAKE  
OUT EXERCISE.

THIS IS HELD EACH YEAR IN  
OCTOBER AT A SPECIFIC DAY AND  
TIME.

ALL TYPES OF INSTITUTIONS.  
BUSINESSES, SCHOOLS ARE ALL  
ENCOURAGED TO PARTICIPATE IN  
THIS STATE-WIDE EVENT.

WHILE I'M TALKING ABOUT SPECIFIC  
DATES, LET ME JUST, YOU KNOW,  
ADD A COUPLE MORE.

MAY DAY, MAY 1ST AS A DAY TO DO  
AT LEAST ONE THING FOR YOUR  
EMERGENCY PREPAREDNESS.

THE SOCIETY OF AMERICAN ARCHIVISTS AND HERITAGE PRESERVATION ENCOURAGE THIS ACTION EACH YEAR AND THEY ALSO COLLECT EXAMPLES OF STEPS TAKEN BY CULTURAL INSTITUTIONS. YOU CAN LOOK AT THE MAY DAY SITE ON BOTH THE SAA AND THE HERITAGE PRESERVATION WEBSITE AND SEE WHAT PEOPLE HAVE DONE. AND THE AMERICAN LIBRARY ASSOCIATION SPONSORS RESERVATION WEEK IN APRIL EACH YEAR. AND EMERGENCY PREPAREDNESS ACTIONS HAVE BEEN TAKEN BY MANY LIBRARIES IN SUPPORT OF THAT EVENT.

SO I ENCOURAGE YOU TO LOOK FOR ANY SPECIAL EXERCISES YOU HAVE IN YOUR STATE, YOUR CITY, YOUR COUNTY AND LOOKS FOR WAYS TO INCORPORATE THEM INTO YOUR TRAINING OR STEP UP, STEP UP AND INITIATE AN EXERCISE FOR YOUR INSTITUTION OR YOUR COMMUNITY. ARE WE GETTING ANYTHING OVER IN THE CHAT?

>> WE DON'T HAVE ANY NEW QUESTIONS YET.

>> BUT I SEE SOME OF YOU PUTTING THINGS IN.

THAT'S GREAT, OKAY.

YOU CAN KEEP ADDING ANY IDEAS IN THERE.

SO NOW LET'S GET BACK AGAIN HERE TO FUNCTIONAL EXERCISES.

I GOT A LITTLE SIDETRACKED BY DATES THAT YOU CAN TAKE ADVANTAGE OF.

ON THE WORTHWHILE FUNCTIONAL EXERCISE IS FIRE EXTINGUISHER TRAINING.

IT'S ONE OF THE BEST HANDS ON EXERCISES TO DO AND IT'S AN EASY ONE TO START WITH FOR YOUR STAFF TRAINING.

YOU CAN GET A LOT OF BUY-IN

QUITE FRANKLY FOR STAFF IN THIS KIND OF TRAINING.

IN FACT THE STAFF ARE MORE LIKELY TO USE IT AT HOME OR IN THEIR CAR THAN THEY ARE AT WORK. IT DOES KIND OF A DOUBLE DUTY KIND OF TRAINING.

LET ME ASK, JENNY, WHY DON'T YOU PULL IN THAT QUESTION ABOUT FUNCTIONAL EXERCISES JUST SO I GET A FEELING BECAUSE I'D LIKE TO -- THE POLL QUESTION -- I'D LIKE TO HAVE SOME OF YOU BE ADDING THEM INTO CHAT IF YOU'VE DONE THAT.

IF YOU'VE DONE ANYTHING, ANY OTHER EXAMPLES OF FUNCTIONAL EXERCISES.

IT'S ABOUT THE SAME PERCENTAGE AS WITH THE TABLE TOP EXERCISES, MAYBE JUST A LITTLE BIT HIGHER. THOSE OF YOU THAT HAVE, FEEL FREE TO ADD INTO CHAT WHAT YOUR, BRIEFLY WHAT YOUR SCENARIO WAS FOR A FUNCTIONAL EXERCISE AND WE'LL KIND OF TRACK ON SOME OF THOSE AND SEE IF WE CAN BUILD ON THEM.

SO FOR THE FIRE EXTINGUISHER TRAINING, YOU CAN CONTACT THE COMPANY WHOSE SERVICES YOUR EXTINGUISHERS OR YOUR FIRE DEPARTMENT OR YOUR CAMPUS AND ASK ABOUT TRAINING.

THERE ARE COMMERCIAL COMPANIES THAT PROVIDE FIRE EXTINGUISHER TRAINING AS WELL.

SO THE BEST BET IS LIKE IS SEEN HERE IS TO GIVE THE STAFF A CHANCE TO ACTUALLY EXTINGUISH A SMALL FIRE IN THAT POT BEFORE BLASTED BY A CHEMICAL EXTINGUISHER WAS A LITTLE FIRE STARTED REMOTELY.

YOU CAN SEE THE CANISTER WAY OVER TO THE FAR RIGHT WITH A LITTLE PROPANE.

YOU DO NOT DO THIS YOURSELF AND YOU CLEARLY DO IT IN AN AREA THAT'S SAFE AND SECURE, NO CHANCE OF HAVING A FIRE. THAT'S WHY BRINGING IN SOMEONE WHO ACTUALLY KNOWS HOW TO DO IT AND CAN SET IT UP FOR YOU. BUT LET EVERYBODY ACTUALLY TRY TO PUT SOMETHING OUT BECAUSE GETTING THE FEEL OF LIFTING THE EXTINGUISHER, PULLING THE PIN AND SQUEEZING THE TRIGGER, THIS IS IMPORTANT TO DO ALL OF THIS. AND HAVE STAFF GET FAMILIAR WITH THE TYPES OF FIRE EXTINGUISHERS THAT ARE AVAILABLE FOR THEM TO USE IN THE WORKPLACE. AND DISCUSS, IF THERE ARE DIFFERENT TYPES, IF YOU HAVE WATER, IF YOU HAVE CO2, IF YOU HAVE THE CHEMICAL EXTINGUISHERS, DISCUSS THEM AND DISCUSS THE USE OF THEM. YOU CAN DOWNLOAD A FEMA ACTIVITY, FACILITATOR GUIDE HANDBOOK ASKS ON YOUR RESOURCES LIST. THEY HAVE KIND OF AN EXTENSIVE INFORMATION. YOU CAN ALSO FIND A NUMBER OF OTHER RESOURCES IF YOU SIMPLY SEARCH IN QUOTES FIRE EXTINGUISHER TRAINING ON THE WEB. THERE IS, WE HAVE A LOT OF HITS WHEN I TRIED THAT. A POPULAR FUNCTIONAL EXERCISE IS HANDS ON COLLECTION SALVAGE. HERE THEY ARE DEALING WITH A KIND OF WET SOUP OF OBJECTS, SOME PAINTINGS, SCRAPBOOK, TEXTILES, I THINK THERE WAS LEATHER IN THERE, SOME PHOTOGRAPHS AND KIND OF A MIX OF THINGS. IT'S GOOD TO LET COLLECTIONS RECOVER STAFF OR VOLUNTEERS,



WHOEVER IS GOING TO HELP YOU, IF YOU HAVE TO DO A COLLECTION SALVAGE AND SOME EXPERIENCE IN HANDS ON SALVAGE OF THE TYPES OF MATERIALS YOU HAVE, OBJECTS, BOOKS, PAINTINGS, WHATEVER IT MAY BE.

LARGE FORMAT MATERIALS SUCH AS MAPS CAN BE ESPECIALLY CHALLENGING.

AND IT'S GOOD TO HAVE STAFF EXPERIENCE THE ISSUES, COME UP WITH SALVAGE OF AIR DRYING, WATER, MATERIALS, ESPECIALLY LARGE KIND OF THINGS.

ALSO THE PROS AND CONS OF AIR DRYING WHICH IS THE MAIN THING WE CAN DO WITHOUT SPECIAL EQUIPMENT.

SO GIVING THEM THE IDEA OF HOW TO GO ABOUT THAT.

IF YOU HAVE TYPES OF MEDIA, PHOTOGRAPHS, SCRAPBOOKS, ALL OF THESE THINGS HAVE RECOMMENDED WATER DAMAGE PROCEDURES THAT ARE VERY GOOD TO PRACTICE.

AS A REMINDER, IN THE DOCUMENTS THAT WE HAVE AS PART OF THE WRITING YOUR DISASTER PLAN WEBINAR SERIES, THERE ARE DETAILS DOWNLOADS THERE ON SALVAGE PROCEDURES OF THE DIFFERENT TYPES OF MATERIALS.

AND SO YOU CAN GO BACK TO THAT, THOSE OF YOU WHO DIDN'T PARTICIPATE, FEEL FREE TO GO TO THAT AND DOWNLOAD SOME OF THOSE DOCUMENTS THAT GIVE QUITE A BIT MORE INFORMATION.

ALSO FOR TRAINING PURPOSES, THE HERITAGE PRESERVATION FIELD GUIDE TO EMERGENCY RESPONSE IS ON YOUR RESOURCES LIST.

IT HAS AN INSTRUCTIONAL DVD THAT COVERS ABOUT TEN TYPICAL PROBLEMS AFTER A DISASTER INCLUDING GETTING STARTED,

WATER, BROKEN OBJECTS, HAZARDOUS MATERIALS, AND THESE CLIPS RUN FIVE TO TEND MINUTE LENGTH AND THEY CAN BE USED FOR HANDS ON TRAINING.

SO CONSIDER INTEGRATING THOSE INTO YOUR PROCEDURES.

IF YOU HAVE FRAMED COLLECTIONS OR SPECIALIZED MATERIALS SUCH AS FURNITURE OR TEXTILES, BE SURE TO UNDERSTAND THE PROCEDURES AND SPECIAL SUPPLIES AND TOOLS THAT THEY BE NEEDED IN A SALVAGE OPERATION.

SO BY TRAINING ON THESE KINDS OF MATERIALS, YOU'LL BE BETTER ABLE TO ANTICIPATE WHAT WILL BE NEEDED IN A REAL SALVAGE OPERATION.

THESE FOLKS ARE NOT PRACTICING ON REAL COLLECTIONS AS THEY REMOVE WEB ITEMS FROM FRAMES. TRULY YOU JUST MAKE A VISIT TO YOUR LOCAL SALVATION ARMY OR YOUR THRIFT STORE TO MAKE KIND OF THINGS TO GET WET AND PRACTICE SALVAGING ON IT.

A GREAT RESOURCE FOR FINDING THINGS.

SO JENNY, ANY QUESTIONS?

I SEE A COUPLE.

>> YES.

WE HAVE A FEW.

A GREAT QUESTION.

SHE'S CURIOUS HOW OTHER FOLKS HAVE GOTTEN FIREFIGHTERS OR EMERGENCY DEPARTMENTS TO WORK WITH CULTURAL INSTITUTIONS BY DOING THINGS LIKE FIRE EXTINGUISHER TRAINING.

DO YOU HAVE ANY SUGGESTIONS ON HOW TO APPROACH THEM?

>> WELL I THINK IT'S REALLY GOOD AT FIRST TO MAKE A CONNECTION WITH THEM AND HAVE THEM MAYBE COME OUT TO YOUR SITE.

AND THE PHRASE I ALWAYS USE IS

THAT YOU WANT TO FIND OUT FROM THEM HOW TO MAKE THEIR JOB EASIER WHEN THEY RESPOND TO YOUR INSTITUTION AND HOW TO MAKE YOUR JOB EASIER.

EVERYONE WANTS TO HAVE THEIR JOB BE MADE EASIER.

AND SO THAT'S ONE WAY TO GET THEM OUT, AND THEN YOU CAN SAY GEE WE'VE REALLY BEEN WANTING TO DO A FIRE EXTINGUISHER TRAINING, IS THAT SOMETHING YOU CAN HAVE. OR WE'VE REALLY BEEN WANTING TO DO A WET BOOK EXERCISE, ARE SET UP SOME ITEMS OUT ON SOME SHELVES.

WOULD YOU BE INTERESTED IN COMING AND TURNING A FIRE HOSE ON TO THOSE MATERIALS.

LOOK FOR WAYS, THEY WILL BE INTRIGUED BY THAT KIND OF REQUEST.

SO LOOK FOR WAYS TO KIND OF PULL THEM IN AND THEN GO ON TO, AND THEN GO ON TO WAYS THAT YOU CAN WORK TOGETHER.

AND OFFER YOUR PLACE AS AN EXERCISE.

AND THAT'S WHAT THESE GUYS DO ALL THE TIME.

WHEN THEY'RE NOT RESPONDING, THEY ARE TRAINING AND EXERCISING.

THEY ARE DOING FUNCTIONAL EXERCISES CONTINUALLY.

IF YOU OFFER YOUR SPOT, WITH ANYTHING COMING UP JUST CONTINUE TO GET THEM IN THERE.

I ALSO SEE THAT YOU CAN USE THEM OR MAYBE ASKING THIS QUESTION, THE DIFFERENCE BETWEEN THE HAZARDS OF THE DIFFERENT KINDS OF FIRE EXTINGUISHERS, IS THAT THE QUESTION?

>> I THINK IT'S RELATED TO YOU HAD MENTIONED HANDLING DIFFERENT TYPES OF EXTINGUISHERS.

THAT'S HOW I INTERPRETED WHAT  
TYPE OF EXTINGUISHERS ARE  
AVAILABLE ON THE MARKET.

>> OKAY.

WELL FIRST IT'S TO LOOK AT WHAT  
YOU HAVE ALREADY IN YOUR  
INSTITUTION.

A LOT OF THEM NOW ARE THE ABC  
WHICH MEANS THEY'RE GOOD ON  
PAPER PRODUCTS, THEY'RE ABOUT ON  
ELECTRICAL AND THEY'RE GOOD ON I  
WANT TO SAY LIQUIDS.

BUT YOU HAVE TO LOOK AT THEM.

THERE'S ALSO A D TYPE.

BUT A LOT OF THEM -- WATER  
EXTINGUISHERS ARE EXTREMELY  
HEAVY.

JUST THINK OF IT, YOU MAY HAVE A  
FIRE HOSE HOOK UP IN YOUR  
BUILDING.

SOMETIMES THERE'S THESE HUGE  
CANISTERS THAT ARE WATER AND  
SOMETIMES THEY ARE LARGE CO2  
CANISTERS.

SO LOOK AT WHAT IS AVAILABLE.

AT FEMA DOWNLOAD YOU CAN GET  
QUITE A LOT OF INFORMATION.

I'M NOT AN EXPERT ON THIS AND I  
WOULD SUGGEST LOOKING ESPECIALLY  
AT THE FEMA STATE AND THOSE  
DOWNLOADABLE EXERCISES.

LOOK FIRST AT WHAT IS ACTUALLY  
IN YOUR FACILITY.

ANYTHING ELSE, JENNY?

>> LET'S IT FOR NOW, THANK YOU  
JULIE.

>> ALSO TRAIN RECOVERY TEAMS.

AS I MENTIONED YOU CAN SHEET UP  
A SHELVING SECTION OUT SIDE WITH  
CARD BOOKS AND MAYBE DO IT DOWN  
ON A LOADING DOCK OR PATIO AREA.  
YOU CAN WET THEM DOWN YOURSELVES  
AND IF YOU WANT AN IMPACT, YOU  
CAN ASK THE FIRE DEPARTMENT,  
WHICH YOU'LL DISCOVER IS THE  
PRESSURE AND THE ISSUES THAT  
COME AROUND FIRE HOSES BEING

USED ON STAFF.

IF YOU DON'T HAVE FIRE SUPPRESSION SPRINKLERS IN YOUR BUILDING, MAYBE THEY WILL COME IN WITH FIRE HOSES.

THEY ARE LOW PRESSURE WHAT DO I WANT TO CALL THEM.

THEY ARE NOT LOW PRESSURE HOSES BUT THEY HAVE A NOZZLE THAT DIFFUSES THE PRESSURE AND IT'S A GOOD WAY TO ACTUALLY ASK THEM ABOUT THAT.

SAY CLEARLY YOU'D RATHER HAVE THEM USE THE LOW PRESSURE HOSTS -- HOSES IF THEY NEEDED TO COME IN AND RESPOND TO A FIRE. THAT'S ONE WAY.

OR WHAT YOU SEE IN THIS PICTURE IS A WAY OF TRAINING TEAMS TO DO A DAMAGE ASSESSMENT USING A FUNCTIONAL EXERCISE.

WE CAN'T GET THINGS WET UP IN OUR BUILDING, SO THAT'S WHY THE LOADING DOCK PATIO.

BUT WHAT YOU CAN DO IS MIMIC THIS TYPE OF EXERCISE WHERE HERE YOU SEE A DISASTER RECOVERY TEAM ACTUALLY CONDUCTING THE DAMAGE BY FIRE WHERE THE BLUE CREPE PAPER IS WATER DAMAGED, THAT YOU SEE ON THE LEFT.

AND THEN RED CREPE PAPER, I DON'T THINK YOU CAN SEE ANYTHING HERE BUT IT'S FROM THE RED CREPE PAPER DISTINGUISH THINGS THAT WERE BURNED.

AND SO TEAMS OF FOUR PEOPLE, EACH ASSESSED THE DAMAGE IN A SPECIFIC AREA.

JUST USING A DISASTER RECOVERY TEAM.

IT WAS A WAY TO TRAIN A TEAM. THEN THEY WERE TO ESTIMATE THE NUMBER OF BOOKS EFFECTED. HOW MANY WERE BURNED, HOW MANY WERE WET.

THEY WERE TO IDENTIFY ANY

PRIORITY COLLECTIONS THAT WERE DAMAGED, USING THE LIBRARY SALVAGE PRIORITIES LIST WHICH HAD ALREADY BEEN PUT TOGETHER AND WAS MADE AVAILABLE TO THEM. WANTED TO MAKE SURE THEY COULD ACTUALLY USE THE LIST WHEN THEY WERE IN THE STACKS AND THEN DETERMINE THE NUMBER OF BOXES AND SUPPLIES THAT WOULD BE NEEDED TO PACK OUT THEIR SECTIONS.

SO THIS WAS A PRETTY INTERESTING EXERCISE YOU CAN CLOSE OFF ONE AREA OF THE STACK AND CONTINUE TO PAGE BOOKS OUT OF THERE. YOU CAN DO THIS WHILE YOUR LIBRARY IS ACTUALLY OPEN, JUST CORDENNING OFF AN AREA.

THERE'S ACCESS THE WHOLE TIME. THERE WAS A SECOND PART OF THIS EXERCISE, UNRELATES TO THE ASSESSMENT PART BUT THERE WAS A SECOND COMPONENT AND EACH OF THESE FOUR PEOPLE'S TEAMS WAS TO GO AND GET THE PLASTIC SHEETING THIS WAS STOCKED IN THE LIBRARY AND THEY WERE TO COVER A RANGE WITH PLASTIC.

THERE WERE DIFFERENT WIDTHS OF PLASTIC AVAILABLE AND SO THEY HAD TO DETERMINE WHAT WORKED BEST AND HOW TO PHYSICALLY ACCOMPLISH THIS TASK WHICH IS NOT THAT EASIEST.

IT'S PRETTY HEAVY STUFF DEALING WITH THIS PLASTIC.

THIS EXERCISE ALSO ALLOWS THEM TO EXPERIMENT WITH OVERLAPPING SHEETS OF PLASTIC TO COMPLETELY COVER THE STACKS OR USING TAPES TO CONNECT THE SHEETS OR EVEN AS YOU SEE HERE, CLIPS TO HOLD THE PLASTIC SHEETING TOGETHER.

ULTIMATELY THIS ALSO GAVE AN IDEA OF THE AMOUNT OF TIME AND STAFF INVOLVED.

IF A DECISION WAS MADE AND AN EMERGENCY TO COVER RANGES, THEN REALISTICALLY HOW MANY PEOPLE WOULD IT TAKE, HOW MANY SUPPLIES AND HOW LONG WOULD IT TAKE. SO THIS IS A WAY TO KIND OF REALLY GET PEOPLE THINKING. YOU CAN DO THESE TWO SEPARATELY AND GET THEM UP INTO THE AREA, INTO THE COLLECTIONS ERA I THINK IS IMPORTANT.

SOME OTHER TRAINING IDEAS. MAYBE YOU DON'T WANT TO DO ANYTHING AS ORGANIZED AS A TABLE TOP TO START OFF, OR YOU NEED SOMETHING SMALLER BETWEEN TABLE TOPS OR FUNCTIONAL EXERCISES. ON THIS SLIDE ARE SOME WAYS TO ENGAGE THE STAFF OR SUBSET THE STAFF SUCH AS ADMINISTRATORS OR RECOVERY TEAMS.

ADULTS LEARN BY DOING THINGS SO GET THEM INVOLVED.

ON YOUR LIST IS THE BOOK BUILDING AN EMERGENCY PLAN. IT'S PUT OUT BY THE GETTY CONSERVATION INSTITUTE.

THE CITATION IS THERE FOR THE FREE DOWNLOADABLE PDF OF THE BOOK.

THIS IS EXCELLENT FOR TRAINING AND EXERCISING IDEAS.

IT REALLY IS APPLICABLE TO ALL TYPES OF CULTURAL INSTITUTIONS, HAS A LITTLE MORE OF A MUSEUM PLANT BUT I THINK IT'S GREAT. IT'S ONE OF THE BEST WITH A NUMBER OF IDEAS.

SPECIFICALLY ON PAGE 106, THERE'S A REALLY NICE CHART FOR EMERGENCY PREPAREDNESS AND RESPONSE TRAINING SUGGESTIONS. IT HAS GUIDELINES TO HELP RELATE THE TRAINING TO THE STAFF AND TO ENGAGE THEM IN YOUR PREPAREDNESS AND RESPONSE PROGRAM.

SO YOU CAN TAKE A LOOK AT THAT.

NOW, AS YOU SEE HERE ON THE SLIDE YOU CAN INCLUDE TRAINING IN REGULAR DEPARTMENTAL MEETINGS.

THIS DOESN'T ALWAYS HAVE TO BE SOME SPECIAL SEPARATE EVENT, EVER DOING IT AT THE SAME TIME. WHAT I LIKE, I WOULD JUST ASK THE DEPARTMENTAL STAFF TO PULL OUT A PIECE OF PAPER AND ANSWER A COUPLE QUESTIONS.

WHERE'S THE CLOSEST FIRE ALARM IN OUR DEPARTMENT, WHERE IS OUR CLOSEST EXTINGUISHER IN OUR DEPARTMENT, WHERE IS THE CLOSEST EMERGENCY.

IF THE ALARM GOES OFF AND WE EXIT, WHICH EXIT DO WE USE. IF THAT EXIT WAS BLOCKED, WHAT'S THE NEXT EXIT.

AND SO ONCE YOU ASK FIVE, ARE SIX SEVEN QUESTIONS, YOU CAN ASK WHERE A COPY OF THE EMERGENCY PLAN IS FOR THE DEPARTMENT AND THINGS LIKE THAT.

THEN YOU DON'T HAVE THEM TURN THIS IN, YOU DON'T RATE IT, YOU THEN JUST ASK FOR VOLUNTEERS TO THE ANSWERS AND YOU BRIEFLY DISCUSS IT.

SO YOU CAN DO THIS OVER THE COURSE OF MAYBE 10 OR 15 MINUTES IN A REGULAR MEETING.

ANOTHER KIND OF THING IS ROLE PLAYING.

PROVIDING SOME OPPORTUNITIES FOR ROLE PLAYING, AGAIN PEOPLE LIKE THIS, THEY CAN GET INVOLVED.

ONE THAT'S IN THE GETTY BOOK, AND I'LL JUST REDO A LITTLE BIT ABOUT IT.

HERE'S THE DATA SHEET WITH THE FACTS ABOUT A LATE NIGHT FIRE AND THE INSTITUTION IT JUST EXPERIENCED, AND A FACT SHEET ON THE INSTITUTION'S EMERGENCY PLAN.



WHO WOULD LIKE TO GO FIRST?  
AND YOU LET THESE PEOPLE ROLE  
PLAY IN TEAMS.  
AND THEN AFTER THE FACT, YOU CAN  
TALK TO THEM ABOUT IT AND YOU  
CAN SAY YOU KNOW SO AND SO  
PLAYED THE ROLE OF THE  
SPOKESPERSON VERY WELL.  
YOU ANSWER THE QUESTIONS, AND  
WHEN YOU COULDN'T, YOU DEFERRED  
TO THE EMERGENCY OFFICIALS TO  
GIVE ANSWERS.  
AND THEN A REMINDER.  
YOU DON'T HAVE TO ALWAYS RELY ON  
YOUR MEMORY.  
YOU GOT THE FACT SHEETS TO FALL  
BACK ON, AND JUST KIND OF GIVE  
PEOPLE A LITTLE MORE COMFORTABLE  
WITH SOME OF THESE THING.  
THERE ARE A NUMBER OF THESE  
KINDS OF IDEAS IN THE GETTY  
BOOK.  
ANOTHER THING YOU CAN DO IS ASK  
THEM HOW TO INITIATE AN  
EMERGENCY NOTIFICATION, WHAT DO  
YOU DO.  
WHAT STEPS DO YOU TAKE AND IN  
WHAT ORDER.  
DO YOU DO THEM.  
A PHONE EXERCISE IS ANOTHER  
RELATIVELY STRAIGHTFORWARD ONE  
FOR ESPECIALLY GOOD FOR RESPONSE  
AND RECOVERY TEAMS OR  
ADMINISTRATIVE TEAM.  
IT'S ONE OF MY FAVORITES.  
I'VE USED IT FOR A DISASTER  
RESPONSE TEAM.  
ABOUT THREE WEEKS AFTER I  
DISTRIBUTED AN UPDATE TO THE  
DISASTER PLANS, I HAVE THEM, I  
HAVE THEM, I CALLED THEM AND I  
SOCIETY UP A LIST OF QUESTIONS  
AND I CALLED THEM IN THE EVENING  
WITH A SET OF QUESTIONS AND KEPT  
TRACK OF THEIR ANSWERS.  
THINGS LIKE I ASKED THEM TO GO  
GET THEIR EMERGENCY PLAN, THIS

IS AT HOME AT NIGHT, GET YOUR EMERGENCY PLAN.

I ASKED THEM WHAT THE DATE WAS ON THE EMERGENCY PLAN.

AND THEN I ASKED THEM WHAT THE DATE WAS ON THE CALL LIST, THE NOTIFICATION LIST.

THE SHEET THAT I KNEW HAD BEEN UPDATED ABOUT THREE WEEKS BEFORE.

AND I ASKED THEM THE DATES.

I ASKED THEM IF THEY WOULD BE ABLE TO RESPONSE TO AN EMERGENCY THE NEXT DAY AT THE LIBRARY AND HOW LONG THEY WOULD BE ABLE TO STAY.

I WAS VERY CAREFUL TO KEEP REMINDING THEM THIS IS ONLY AN EXERCISE.

I DIDN'T WANT THEM TO START THINKING THAT YES THEY WERE SUPPOSED TO SHOW UP THE NEXT DAY AT THE LIBRARY.

IN PHONING PEOPLE, I ONLY TALKED TO THE PERSON WHO WAS ON THE TEAM, IF THEY WEREN'T THERE, I DID NOT LEAVE A MESSAGE.

I NEVER LEFT ANY MESSAGES ON ANSWERING MACHINES.

I DIDN'T WANT ANYBODY TO MISUNDERSTOOD THE CAUSE, THAT IT WAS JUST AN EXERCISE.

SO KEEP THAT KIND OF THING IN MIND.

AND IN AN EMERGENCY I WOULD HAVE LEFT MESSAGES.

I DIDN'T WANT ANYTHING TO GET CONVEYED INCORRECTLY.

SO THAT'S ONE THING.

YOU CAN ALSO DEVELOP SOMETHING LIKE A FUN EXERCISE.

A SCAVENGER HUNT FOR EXAMPLE.

FIND THE EMERGENCY, LOCATE THE EMERGENCY BINDER AND PROCEDURES.

I HEARD ABOUT ONE THAT WAS CONDUCTED LAST YEAR AS A TRAINING EVENT.

A DISASTER PLAN REVIEW SCRATCH  
JURY HUNT.

THIS WAS DONE BY SNOWDNE  
LIBRARY.

EVERYONE STARTED FROM THE  
LIBRARY CLASSROOM AND THEY  
WORKED AS A TEAM.

THEY FOLLOWED CLUES THROUGHOUT  
THE LIBRARIES THAT LED THEM TO A  
NUMBER OF SIMULATED DISASTERS  
SUCH AS ONE WAS A FAKE LEAK IN  
THE CEILING ON ONE FLOOR.

IN ANOTHER AREA THEY PUT OUT A  
MOCK, QUOTE, PUT OUT A MOCK  
FIRE.

THEY ALSO HAD ANOTHER SITUATION  
WHERE THEY STOPPED A BOGUS -- ON  
THE PLANE FLOOR.

IT LET THEM TRY OUT DIFFERENT  
THINGS.

EACH CLUE THAT LED THEM TO THE  
NEXT SIMULATION GAVE INFORMATION  
ON THE EMERGENCY PROCEDURES  
NEEDED TO RESOLVE THE CRISES.

SO THEY WERE LEARNING ALL ALONG  
THE WAY AND ALSO BEING ACTIVE.

IN THE END THE STAFF WAS  
REWARDED A TREAT BY THE DISASTER  
PLANNING TEAM AND.

THEY WERE MUCH MORE LIKELY TO  
REMEMBER THE PROCEDURES BECAUSE  
THEY ACTUALLY DID SOMETHING.  
THEIR MIND HAS SOMETHING TO LINK  
IT TO.

AND WHO WOULDN'T HAVE FUN DOING  
THAT KIND OF FUNCTIONAL  
EXERCISE.

I THOUGHT THAT WAS A GREAT ONE.  
THE FRESNO LIBRARY IN CALIFORNIA  
ROLLED OUT THEIR NEW POCKET  
RESPONSE PLAN SO COMPONENTS OF  
THEIR DISASTER PLAN INTO AN ALL  
DAY STAFF TRAINING THEY HAVE ON  
A HOLIDAY.

I THINK IT WAS COLUMBUS DAY,  
THEY ACTUALLY, THE STAFF REPORTS  
FOR WORK BUT THEY ARE NOT OPEN

TO THE PUBLIC.

AND ALL FROM ALL THEIR BRANCHES  
AND THEIR MAIN LIBRARY, ALL COME  
IN FOR A TRAINING.

SO THEY ROLLED OUT THIS PLAN AS  
ONE COMPONENT OF THE TRAINING  
AND THEN THEY ALSO GAVE STAFF  
THE OPPORTUNITY TO PRACTICE  
COVERING SOME STACK RANGES WITH  
PLASTIC SHEETING.

I KNOW YOU CAN ALL BE CREATIVE  
IN COMING UP WITH EXERCISES THAT  
WILL WORK FOR YOUR INSTITUTION.  
IT REALLY IS KIND OF FUN TO DO.  
TO GET YOU STARTED AND TRYING TO  
THINK OF A WAY TO ORGANIZE THIS,  
YOU MIGHT CONSIDER THESE SIX  
QUESTIONS TO HELP YOU PLAN OUT  
EXERCISES AND WORK ON IT AS A  
GROUP TO SEE WHAT IDEAS YOU CAN  
BRAINSTORM.

FIRST DECIDE WHAT TYPE OF  
EXERCISE YOU WANT TO CONDUCT.

I WOULD SAY HAVE ABOUT THREE OR  
FOUR TYPES OF EXERCISES.

JUST LIST THE EXERCISES.

THEN YOU WORK ON THE REST OF THE  
QUESTIONS FOR EACH OF THE THREE  
TO FOUR TYPES OF EXERCISES.

WHO IS GOING TO BE INVOLVED,  
WHERE ARE THEY GOING TO BE  
CONDUCTED, WHEN SHOULD IT BE  
HELD HOW WILL IT BE CONDUCTED  
AND WHY ARE WE ACTUALLY DOING  
IT.

THESE COULD BE BOTH COLLECTIONS  
RELATED AND FOR EXAMPLE IN A  
COLLECTIONS RATED OF WHAT COULD  
BE, YOU'RE GOING TO DO A  
COLLECTION AND SALVAGE RESPONSE.  
THAT MIGHT BE A HANDS-ON  
COLLECTION SALVAGE AND WHO COULD  
BE THE COLLECTIONS GROUP ARE THE  
ONES WHO ARE GOING TO BE  
INVOLVED.

AND WHERE IS IT GOING TO INVOLVE  
WATER SO YOU'RE GOING TO DO IT

IN YOUR OUTDOOR PATIO, FOR  
EXAMPLE.

AND YOU'RE GOING TO DO IT DURING  
NON-PUBLIC HOURS.

YOU'RE DECIDED MAYBE EVERYBODY  
WILL PARTICIPATE ON THAT TEAM  
AND YOU GOT SERVICE PEOPLE THAT  
YOU WANT TO ACTUALLY PARTICIPATE  
SO YOU'LL HOLD IT DURING  
NON-PUBLIC HOURS.

IT WILL BE A PLANNED EXERCISES.  
EVERYBODY KNOWS WHAT'S GOING TO  
HAPPEN, THEY ARE TO COME DRESS  
THE COMFORTABLY TO BE DEALING  
WITH THINGS THAT ARE WET AND  
COULD BE DIRTY.

A PLANNED KIND OF EXERCISE AND  
THEN THE WHY IT'S GOING TO MAKE  
IT MANDATED FOR YOUR COLLECTIONS  
TEAM.

BUT MORE IMPORTANTLY YOU WANT TO  
BUILD THEIR CONFIDENCE AND YOU  
WANT TO ENHANCE THEIR ABILITY TO  
RESPOND.

SO WITH EACH ONE OF THESE YOU  
CAN KIND OF GO THROUGH AND  
DEVELOP THIS AND THEN USING THAT  
INFORMATION YOU GATHERED YOUR  
PLANNING GROUP CAN THEN LAY OUT  
A TRAINING PLAN FOR THE NEXT  
YEAR OR SO.

AND SEQUENTIALLY FIGURE OUT THE  
BEST WAY TO INTEGRATE THE  
DIFFERENT EXERCISES AND WHO WILL  
BE INVOLVED OVER TIME.

YOU NEED TO ALSO KEEP IN MIND  
THAT EVERY EVENT, EVERY EXERCISE  
OR EVERY ACTUAL EMERGENCY THAT  
HAPPENED IS IMPORTANT TO BE  
BRIEFED ON THESE.

USE EVERY EMERGENCY EVENT THE AS  
A LEARNING EXPERIENCE.

EVERY EVENT WHEN IT INVOLVES  
MORE THAN JUST A COUPLE PEOPLE,  
ESPECIALLY WHEN IT REQUIRES  
OUTSIDE RESPONSE SUCH AS  
BRINGING IN DISASTER RECOVERY

COMPANY.

OR IT INVOLVES THE FIRE  
DEPARTMENT.

SIT DOWN WITH A GROUP AND  
EVALUATE THE EFFECTIVENESS OF  
THE RESPONSE AND IMPROVEMENTS  
THAT CAN BE MADE IN EITHER THE  
WRITTEN PLANS OR ADDING OTHER  
DOCUMENTS OR IN ADDITIONAL  
TRAINING THAT'S NEEDED.

THE OBJECTIVES OF THE DEBRIEF,  
YOU WANT TO GATHER COMPLETE AND  
ACCURATE INFORMATION ABOUT THE  
INCIDENT.

YOU WANT TO OBJECTIVELY ASSESS  
THE ASPECTS OF THE RESPONSE.  
WHAT WORKED WELL, WHAT NEEDS  
IMPROVEMENT.

AND THEN ALSO IMPORTANT TO  
RECOGNIZE THE INCIDENT STRESS.  
THE STRESS LEVEL AND ALLOWING  
THOSE PARTICIPANTS TO UNBURDEN  
AND SHARE THEIR PERSONAL  
REACTIONS TO THE EVENT,  
ESPECIALLY WHEN SOMETHING MAJOR  
HAS HAPPENED.

THIS SLIDE PROVIDES KIND OF A  
FRAMEWORK FOR YOUR DEBRIEF AND  
THE THREE COMPONENTS OF THE  
INFORMATION GATHERING, .  
ASSESSMENT OF THE RESPONSE AND  
THEN THE ALL IMPORTANT HUMAN  
FACTOR.

I'M NOT GOING TO READ THROUGH  
THESE.

I JUST WANT TO REMIND YOU IT'S  
IMPORTANT TO LET PEOPLE TALK.  
YOU MAY NEED TO FIND, YOU MAY  
FIND IT SOMEWHAT ABOVE AND  
BEYOND.

AND NEEDS MORE RECOGNITION THAN  
THEY RECEIVED WHEN YOU GO  
THROUGH THE DEBRIEF.

YOU'LL REALIZE THEY WERE THE  
ONES ON TOP OF IT AND GOT THINGS  
GOING AND INVOLVED THE OTHERS.  
IT'S IMPORTANT THAT EVERYONE

GETS TO SHARE THEIR PERSONAL REACTIONS AND WHEN AND WERE THERE ANY PERSONALITY ISSUES THAT CAME INTO EFFECT.

WHERE THERE HUMAN FACTORS THAT AFFECTED THE RESPONSE AND WHAT CAN BE DONE TO HELP ON THAT IN THE FUTURE.

SO YOU BEGIN TO MAKE ADJUSTMENTS TO YOUR DISASTER PLANS AND THE FUTURE TRAINING AS A RESULT OF WHAT YOU LEARN DURING THAT DEBRIEF.

ALSO USE THE INFORMATION FROM REAL EVENT TO USE AS THE EMERGENCY HISTORY AS PART OF YOUR EMERGENCY PLAN.

IF IT HAPPENED BEFORE AND THE CAUSE ISN'T MITIGATED IT IS MORE LIKELY TO HAPPEN AGAIN.

THIS EVENT WILL HELP YOU BETTER EVALUATE VULNERABILITIES AND IT WILL ALSO HELP YOU DEVELOP TRAINING AND EXERCISE.

JENNY, ANY QUESTIONS.

>> WE DO HAVE A QUESTION FROM AMY AND SHE IS CURIOUS IF THERE ARE ANY RESOURCES THAT ARE ALREADY READY MADE WHERE THERE ARE QUICK QUIZ QUESTIONS, THERE ARE ACTIVITIES THINGS LIKE A SCAVENGER HUNT VERSUS HAVING TO START FROM SCRATCH ON SOME OF THESE ACTIVITIES.

>> WELL I'VE GIVEN YOU SOME OF THEM ON THE RESOURCES WITH THE LIBRARY OF CONGRESS SCENARIO. I DID IN THE PAST HAVE KIND OF A QUIZ, MORE DETAILED THAN WHAT I TALKED ABOUT JUST A LITTLE DEPARTMENTAL ONE.

BUT I'M SORRY, I DON'T SPECIFICALLY REMEMBER THAT. I ACTUALLY THINK IF YOU SIT DOWN WITH A FEW PEOPLE FROM YOUR INSTITUTION YOU WILL BE ABLE TO COME UP.

IT'S A FUN THING.

BRAINSTORM.

THAT'S A WAY TO GET PEOPLE INVOLVED.

BRAINSTORM A FEW IDEAS.

WHAT WE CAN DO IS WATCH AND CHAT AND SEE IF ANYBODY CAN ANSWER AMY'S QUESTION WITH SOMETHING MORE SPECIFIC.

BUT I THINK BRAINSTORMING IS KIND OF PART OF THE FUN OF IT. SOMEBODY DID A WRITTEN ACTUALLY KIND OF A WRITTEN EXERCISE LIKE THAT BUT I PERSONALLY LIKE THEM AND THEY PASSED IT OUT AS WRITTEN BUT I KIND OF LIKE IT WHERE PEOPLE ARE INVOLVED AND IN A ROOM.

SOMETIMES I CONDUCTED EXERCISES WITH LOCATIONS WHERE I ASK THERE WERE MAYBE FIVE OR SIX PEOPLE THAT'S GOING TO TAKE PART IN A TABLE TOP AND IT WASN'T MY INSTITUTION.

AND I ASKED EACH ONE OF THEM TO COME WITH A SCENARIO THAT THEY WANTED THE GROUP TO TALK ABOUT. SOMETHING THAT WE COULD TALK ABOUT THEN MAYBE 15 MINUTES ON EACH ONE OF THEM.

AND WE WORKED OUR WAY, WE WORKED OUR WAY THROUGH THEM, A GROUP. SO NOTHING ELABORATE HAD TO BE DEVELOPED AHEAD OF TIME.

AND IT ALSO RESPONDED TO THEIR CONCERNS.

IF YOU TURN TO A GROUP TO HELP DEVELOP IT AT YOUR INSTITUTION, YOU'RE MORE LIKELY TO DEVELOP THE THINGS THAT THEY, THAT THEY ARE CONCERNED ABOUT.

AND SO THIS IS WHEN SOMETHING CAME OUT OF ONE OF THESE THAT I DID WHERE THAT THEY WERE GOING TO STRETCH A HIGHWAY WHERE THERE WERE A LOT OF ACCIDENTS.

THEY WERE CALLED ON TO HELP WITH



EMERGENCY KIND OF MEDICAL KIND  
OF TREATMENT OUT ON THIS RATHER  
RURAL ROAD.

AND SO I NEVER WOULD HAVE  
THOUGHT OF THAT.

I NEVER WOULD HAVE DEVELOPED  
THAT AS A SCENARIO BUT THAT'S  
WHY I THINK GETTING THEM  
INVOLVED IS A GOOD WAY TO GO.  
HOPE THAT HELPS AND WE'LL SEE IF  
THERE ARE OTHERS THAT GET ADDED  
IN.

I KIND OF WANT TO REVIEW AT THIS  
POINT SOME OF THE KEYS TO  
SUCCESSFUL EXERCISES AS WE BEGIN  
TO WRAP UP.

I WANTED TO QUICKLY RUN THROUGH  
THESE BECAUSE IT'S IMPORTANT TO  
GET THIS, TO KNOW THAT THIS IS  
BEHIND YOU.

CRITICAL IS ADMINISTRATIVE  
SUPPORT, AND SO SOMETIMES A WAY  
IS TO START WITH TABLE TOP  
EXERCISE FOR ADMINISTRATORS AT A  
LIBRARY MUSEUM.

AND LET THEM PARTICIPATE IN  
THEIR OWN SMALL EXERCISE.  
THEN THEY CAN BEGIN TO SEE THE  
BENEFITS OF IT FOR OTHER GROUPS.  
GOOD EXERCISE DESIGN IS  
IMPORTANT TO HAVE A GOOD  
FACILITATOR, IF YOU DECIDE TO GO  
THAT DIRECTION.

I'LL EVEN BRING IN A SAFETY  
COORDINATOR OR TRAINING OFFICER.  
THESE PEOPLE HAVE THE SKILLS TO  
FACILITATE.

FACILITATION IS A SKILL, AND  
THEY WILL BE VERY HELPFUL WITH A  
POSITIVE LEARNING PLAN OR  
OBJECTIVE IS IMPORTANT.

MAKE SURE PEOPLE KNOW WHAT IS  
EXPECTED OF THEM.

THIS IS PART OF MAKING SURE THEY  
AREN'T ANXIOUS, MAKING SURE  
THERE ISN'T ANXIETY, WHAT IS  
EXPECTED OF THEM AT THIS

EXERCISE.

DON'T OVERWHELM THEM, IT WILL MAKE IT TOO COMPLICATED ESPECIALLY FOR A FIRST EXERCISE. YOU CAN USE SOMETHING THAT'S ALREADY HAPPENED TO YOU BEFORE. THEN NO ONE CAN SAY WELL THAT CAN'T HAPPEN HERE.

MAKE IT SOMETHING THAT THERE WILL BE SOME FAMILIARITY WITH AND THEN YOU CAN MAKE IT PROGRESSIVELY MORE CHALLENGING. TAKE IT IN STAGES.

FOR PREPARATION, DON'T DO AN EXERCISE UNTIL YOU HAVE THE DISASTER PLAN WITH THE PROCEDURES DISTRIBUTED AND DISCUSSED WITH FEEDBACK. MAKE SURE THEY ARE COMFORTABLE WITH IT OTHERWISE IT WILL BE FRUSTRATING AND TOO MANY PROBLEMS WILL BE BROUGHT UP. YOU JUST DON'T WANT THAT EXERCISE TO DEFEAT OR OVERWHELM. THAT'S IMPORTANT.

KEEP INSTRUCTIONS CLEAR. FOR A TABLE TOP EXERCISE FOR EXAMPLE GIVE EVERYONE A SHEET OF PAPER WITH THE SCENARIO ON IT. TELL THEM HOW LONG IT'S GOING TO BE AND THE FORMAT OF IT. ANSWER ANY QUESTIONS BEFORE YOU GET STARTED.

GIVE THEM AN OPPORTUNITY. AND THE SAME KIND OF INFORMATION FOR A FUNCTIONAL EXERCISE, HOW LONG AND THE FORMAT AND ANY QUESTIONS.

SO PEOPLE START OFF FEELING COMFORTABLE.

IN THE CRITIQUE, I DON'T LIKE THAT.

I LIKE TO CALL IT DEBRIEF BECAUSE A CRITIQUE BEGINS TO KIND OF SOUND MORE NEGATIVE TO ME THAN IF YOU'RE GOING TO DEBRIEF.

MAKE SURE EVERYONE PARTICIPATES.  
WATCH FOR NON-PARTICIPATION  
DURING AN EXERCISE.

THEN TRY TO DETERMINE WHY  
SOMEONE MAYBE WAS VERY QUIET.  
MAYBE THEY WERE JUST BEING  
THOUGHTFUL AND THEY WERE TAKING  
THEIR TIME BEFORE RESPONDING.  
AND THE REST OF THE GROUP WAS  
GOING TOO FAST.

IF YOU ASK THEM AND SAY YOU KNOW  
PAUL I NOTICED YOU DIDN'T, YOU  
WEREN'T PARTICIPATING AS MUCH.  
WAS THERE ANY REASON OR SOME  
COMMENTS YOU'D LIKE TO ADD.  
AND YOU MAY FIND OUT WELL IT'S  
ALL GOING TOO FAST AND  
SOMETIMES THAT HAPPENS, OUR  
ADRENALINE GETS GOING AND WE  
START PUSHING TOO FAST.

AND THAT IS A VERY VALUABLE  
LESSON TO BE LEARNED AND THAT  
WOULD COME FROM A PERSON WHO  
MAYBE DID NOT SPEAK THAT MUCH.  
OR MAYBE THE FLIP SIDE OF THAT,  
SOMEONE'S DOMINATING THE  
EXERCISE.

AND OTHERS CAN'T GET A WORD IN  
EDGE-WISE.

OR MAYBE A PERSON IS SIMPLY  
OVERWHELMED, AND IF THIS PERSON  
IS A KEY PERSON ON YOUR TEAM,  
THIS MAY BE SOMETHING TO  
INVESTIGATE A LITTLE BIT MORE.  
THEY MAY NOT BE, THEY MAY NOT BE  
ABLE TO ACTUALLY FUNCTION IN A  
REAL EMERGENCY AGAIN.

AND THEN FOLLOW UP.

DEVELOP AN ACTION PLAN THERE  
THIS DEBRIEF AND DISTRIBUTE IT  
AFTER THE EXERCISE.

HAVE SOME ASSIGNMENTS, HAVE A  
TIME FRAME WHERE YOU'RE GOING TO  
COMPLETE SOME OF THESE ACTIONS.  
ALSO MAKE A LIST OF WHAT WENT  
WELL.

FOR EXAMPLE, COLLECTION

PRIORITIES WERE CLEAR AND UP TO DATE AND THERE WAS AGREEMENT ON SALVAGE.

THAT'S A RELEVANT -- REAL GOOD COMPONENT.

SO ACKNOWLEDGE THAT AND GET THAT INTO YOUR DEBRIEF.

AS YOU ADVANCE THROUGH MORE EXERCISES THEY SHOULD BE AS REALISTIC AND AS CHALLENGING AS POSSIBLE.

THEY SHOULD LAST LONG ENOUGH FOR THE FULL RESPONSE TO BE EVALUATED AND DOCUMENTED.

THE EXERCISE SHOULD BE INSTRUCTIVE AND EDUCATIONAL AND ENCOURAGE THAT CONFIDENCE BUILDING.

AND IT'S GOING, OVERALL IT'S GOING TO CONTRIBUTE TO YOUR SENSE OF AN ORGANIZED RESPONSE. BUT YOU'RE STILL GOING, YOU'RE ALWAYS GOING TO COME UP WITH THINGS THAT REQUIRE IMPROVEMENT. AND THAT'S REALLY WHEN THE WORK BEGINS.

THAT'S THE FINE TUNING OF THE PLAN.

AND THE DEVELOPMENT AND THE -- OF THE PLAN.

ALLOW A MINIMUM OF TWO HOURS. YOU MAY WANT TO RUN THE EXERCISE FOR ONE HOUR AND THEN SPEND AN HOUR DEBRIEFING, FOR EXAMPLE. ALLOW PLENTY OF TIME TO DEBRIEF. YOU COULD ASSIGN SOME STAFF MEMBERS TO OBSERVE THE EXERCISE AND THEY MIGHT PROVIDE THEIR COMMENTS OF OBSERVATION.

OF THE METHOD IS YOU COULD HAVE A RECORDER WRITE DOWN EVERYTHING THAT'S SAID IN A TABLE TALK OR YOU COULD TAPE A SESSION OR VIDEO TAPE IT.

BUT START UNTIL SOMEBODY IS COMFORTABLE.

NO ONE WANTS TO HAVE IT RECORDED

IF THEY SAY OR DO SOMETHING THAT  
MAY REFLECT BADLY ON THEM.  
YOU DON'T WANT TO HINDER  
DISCUSSION BY HAVING SOME SORT  
OF RECORDING BUT VIDEO TAPING AN  
EVACUATION EVENT OR A HANDS ON  
COLLECTION SALVAGE OR RECOVERY.  
THAT MAY MAKE A LOT OF SENSE,  
MAY MAKE MORE SENSE THAN TAPING  
A TABLE TALK EXERCISE.  
REMEMBER WHAT I SAID BEFORE.  
THE EXERCISES SHOULD EACH  
SUCCESS, NOT FAILURE AND BUILD  
CONFIDENCE, NOT APPREHENSION.  
JENNY, ANY QUESTIONS?  
>> WELL WE HAD A GREAT FOLLOW UP  
FROM AMY WHO HAD ASKED ABOUT THE  
READY MADE EXERCISES.  
SHE'S SAYING TO A SMALL STAFF OF  
JUST 13 SHE WORRIES UNLESS  
SOMETHING'S REALLY QUICK AND  
EASY THERE MIGHT BE SOME  
ADMINISTRATIVE RESISTANCE.  
SHE'S LOOKING FOR SOMETHING TO  
GET THAT QUICK SUCCESS.  
SO MY QUESTION FOR YOU IS, HOW  
DO YOU MAKE A CASE TO YOUR  
ADMINISTRATION THAT UTILIZING  
TIME AND RESOURCES FOR THESE  
EXERCISES IS WORTHWHILE.  
>> WELL, IT'S A RESPONSIBLE ROLE  
IN PROTECTION OF THE ASSETS OF  
YOUR COLLECTION.  
I GET THIS QUESTION ON ALL, NOT  
ONLY THE COMPONENTS OF DOING AN  
EXERCISE BUT ON WHY SHOULD WE  
SPEND THE TIME WRITING THE  
DISASTER PLANS.  
I'M ASSUMING, AMY, THAT YOU  
HAVE, YOU'RE TO THE POINT WHERE  
YOU HAVE A DISASTER PLAN.  
A PLAN IS ONLY AS GOOD AS PEOPLE  
ARE TRAINED TO IMPLEMENT IT.  
IF IT'S JUST SITTING THERE  
WITHOUT ANY TRAINING BEHIND IT,  
AND TRAINING IS, I THINK IS NOT  
JUST SITTING PEOPLE DOWN IN A

ROOM AND SAYING HERE'S THE  
DISASTER PLAN AND WALKING  
THROUGH IT, UNTIL YOU TEST IT  
AGAINST SOMETHING, YOU TEST IT  
AGAINST AN EVENT, YOU DON'T KNOW  
HOW IT'S GOING TO WORK.

YOU DON'T KNOW HOW THOSE PEOPLE  
ARE GOING TO WORK TOGETHER.  
AND SO WHAT I CAN REALLY, I  
GUESS MY MAIN THING IS, YOU  
HAVEN'T FINISHED.

JUST GETTING THAT DISASTER PLAN  
WRITTEN, YOU HAVE NOT FINISHED  
YOUR DISASTER PREPAREDNESS.  
PART OF THAT PREPAREDNESS IS THE  
TRAINING.

AND TRAINING FOR, ARE YOU COULD  
START WITH SOMETHING LIKE A FIRE  
EXTINGUISHER, ESPECIALLY IF YOU  
DON'T HAVE SPRINKLERS IN YOUR  
BUILDING.

START WITH A LITTLE KIND OF  
EXERCISE LIKE THAT THAT YOU  
DON'T HAVE TO SPEND THAT MUCH  
TIME ON.

BUT PULLING THEM INTO A TABLE  
TALK MAYBE YOU CAN GET A COUPLE  
OF ADMINISTRATORS.

BOY, ANYBODY ELSE HAVE ANY OTHER  
SUGGESTIONS?

IT'S JUST RESPONSIBLE  
STEWARDSHIP AND YOU CAN'T KNOW  
HOW YOUR PLAN IS GOING TO WORK  
AND HOW PEOPLE ARE GOING TO  
RESPOND UNTIL YOU TEST IT.

THAT'S THE BOTTOM LINE.

YOU'RE ONLY HALFWAY THERE WITH  
THAT PLAN.

>> JULIE, THIS IS JUST A  
QUESTION THAT I HAVE, WHICH I  
THINK MIGHT HELP AMY'S CASE.  
ARE THERE CASE STUDIES ON HOW  
DISASTER RESPONSE PLANS HAVE  
BEEN USED FOR ACTUAL EMERGENCIES  
THAT PEOPLE CAN REVIEW AND GET  
AN IDEA OF HOW THINGS HAPPEN SO  
THAT THEY CAN SAY YOU KNOW THIS

IS WHY WE NEED TO PRACTICE.

>> YES.

THAT'S A GREAT QUESTION.

AND IT'S ONE OF THOSE THINGS  
THAT'S HARD TO, THOSE THAT HAVE  
GONE THROUGH DISASTERS OFTEN  
WILL SAY, YOU DON'T OFTEN READ A  
LOT ABOUT IT.

BUT YOU, THEY WILL SAY YOU KNOW,  
IF WE HADN'T HAD, FOR EXAMPLE IN  
HAWAII, THE CAMPUS, UNIVERSITY  
OF HAWAII CAMPUS REALLY HAD NOT  
DONE A LOT OF TRAINING.

BUT THE PRESERVATION DEPARTMENT  
AT THE LIBRARY HAD AS FAR AS  
WHAT TO DO WITH SALVAGE OF  
COLLECTIONS, HOW THEY WERE GOING  
TO WORK.

THEY WERE ABLE TO OPERATE AS A  
LIBRARY LEVEL BUT INTERESTINGLY  
ENOUGH THEY WERE DEALING WITH  
THE BIGGER PICTURE AT THE CAMPUS  
LEVEL THAT HAD NEVER REALLY  
THOUGHT MUCH ABOUT FLASH FLOOD  
CUTTING THROUGH THE MIDDLE OF  
THE CAMPUS.

YOU GET IT KIND OF WORD OF  
MOUTH.

SO I HAVEN'T IS AN THAT, I  
HAVEN'T SEEN THAT MUCH WRITTEN  
OUT.

I'M SURE THERE ARE THINGS THAT  
HAVE BEEN CAPTURED IN ARTICLES.  
THAT KIND OF THING.

THERE MAY BE SOME CASE STUDIES  
ON THE NATIONAL NETWORK  
LIBRARIES OF MEDICINE WEBSITE  
BECAUSE I KNOW THEY DID SOME  
INTERVIEWING OF PEOPLE THAT HAD  
BEEN THROUGH EMERGENCIES.  
AND ACTUALLY PULLED TOGETHER NOT  
BEST PRACTICES BUT KIND OF TREND  
AND THINGS THAT CAME OUT FROM  
THAT.

SO YOU MIGHT TAKE A LOOK ON THAT  
PAGE AS WELL.

THIS WOULD BE A GREAT QUESTION

TOO TO ASK IN THE CONNECTING TO  
COLLECTIONS ON-LINE COMMUNITY.  
AND THAT IS SOMETHING THAT YOU  
CAN POST RIGHT ON TO, AND I  
WOULD ENCOURAGE YOU TO DO THAT.  
AND I THINK YOU MAY GET SOME  
MORE SPECIFIC ADVANCES BECAUSE  
MANY, THERE ARE A THOUSAND PLUS  
PEOPLE ON THAT COMMUNITY.  
AND YOU MAY THEN GET SOME  
SPECIFICS FROM SPECIFIC  
LOCATIONS BUT ALSO MORE THAT YOU  
CAN READ SOME THAT MAY HAVE BEEN  
WRITTEN.

I ALSO SEE THAT ANNA THESE MADE  
THE COMMENT CAN YOU THINK OF  
EMERGENCIES THAT HAPPENED IN THE  
PAST ABOUT THAT.

THAT'S TRUE.

ANYTHING THAT'S HAPPENED TO YOU  
BEFORE TO CAPITALIZE ON, IF IT  
HAPPENED TO YOU BEFORE IT'S  
LIKELY GOING TO HAPPEN TO YOU  
AGAIN IF THE CAUSE HADN'T BEEN  
LITIGATED.

I HOPE THAT HELPS.

I WOULD LIKE TO SEE THAT AS A  
QUESTION IN THE ON-LINE  
COMMUNITY.

MAYBE IF ONE OF YOU DOESN'T POSE  
IT, MAYBE CHRISTIAN OR JENNY OR  
ONE OF US WILL GET IT ON TOO.

ANYTHING ELSE, JENNY?

>> THAT'S IT FOR NOW.

>> OKAY.

I JUST KIND OF A FEW FINAL WORDS  
AS WE WRAP UP.

I WANT TO ENCOURAGE YOU TO  
CONDUCT TRAINING FOR RESPONSE TO  
YOUR MOST LIKELY EVENT.

IF YOU DON'T HAVE FIRE  
SPRINKLERS, AUTOMATIC FIRE  
SUPPRESSION IN YOUR BUILDING,  
FIRE IS LIKELY.

WATER IS LIKELY FOR ALL OF US  
BECAUSE OF ALL THE PIPES AND  
EVERYTHING ELSE.



EXTERIOR WATER COMING IN BUT ALSO WE'VE GOT A LOT OF POTENTIAL FOR WATER DAMAGE RIGHT WITHIN OUR BUILDINGS FROM OUR UTILITY.

SO CONDUCTING TRAINING FOR THAT. AND ANY OTHERS YOU'RE PARTICULARLY PRONE TO EARTHQUAKE ZONES OR TSUNAMI, VERY LOW LYING AND TSUNAMI AS A THREAT.

ALL OF THESE DIFFERENT KIND OF THINGS.

EXSTEMMED THESE TRAININGS JUST BEYOND EVACUATION.

THAT'S THE FUNCTIONAL EXERCISE THAT ALL OF US I'M SURE HAVE BEEN DONE, HAVE DONE MULTIPLE TIMES.

AND EXTEND YOUR TRAINING BEYOND THAT.

GET CREATIVE AND ADD OTHER EXERCISES.

CONDUCT AN EXERCISE AT LEAST ANNUALLY.

GET IT SO THAT THAT LOOKS FORWARD TO IT AND TO WHAT THEY WILL LEARN NEXT.

AND THEN USE EVERY EVENT THAT HAPPENS TO YOU, EVERY REAL EVENT AS A TEST OF YOUR PREPAREDNESS.

WHEN SOMETHING HAPPENS, LEARN FROM IT.

IF AN EVENT HAPPENS TO YOUR NEIGHBORING INSTITUTION, SOMEONE ELSE YOU PARTNER WITH OR ANOTHER LIBRARY IN YOUR DISTRICT.

WHATEVER IT IS, USE THAT AS A TEST.

WHAT IF THAT HAD BEEN US.

WHAT IF THAT HAPPENED IN OUR BUILDING, WHAT WOULD WE DO.

THIS IS A GREAT WAY TO LEARN FROM IT.

SO ANY OTHER COMMENTS?

>> I ACTUALLY HAD A QUESTION FOR YOU, JULIE.

YOU MENTIONED AT LEAST ANNUALLY

TO DO AN EXERCISE.  
IN YOUR IDEAL WORLD, WHAT WOULD,  
HOW OFTEN WOULD YOU HOLD  
EXERCISES?

>> WELL, IT DEPENDS, THE MORE  
ELABORATE ONES, I WOULDN'T DO  
THEM MORE THAN ANNUALLY.  
IN BETWEEN, YOU CAN DO LITTLE  
THINGS, SOME OF THE LITTLE IDEAS  
I MENTIONED BY TELEPHONE OR  
FOCUS AN EXERCISE TOWARDS A  
PARTICULAR SUBSET OF YOUR  
DISASTER TEAM OR ADMINISTRATORS.  
I WILL SAY WHEN I DID THAT CALL  
OF THE DISASTER RECOVERY TEAM  
AND ASKED THEM IF THEY HAD THEIR  
PLAN, THEY HAD ALL THESE  
DIFFERENT THINGS AND I JUST  
TRACKED IT ON A LITTLE  
SPREADSHEET, THE ADMINISTRATIVE  
TEAM WAS REALLY UPSET THAT I  
HADN'T CALLED THEM TOO.  
I WASN'T TRYING TO TEST THEM.  
THAT WOULDN'T HAVE BEEN MY GOAL,  
I WAS AFTER THE DISASTER TEAM.  
BUT THEY REALLY WANTED THAT  
LITTLE EXERCISE TOO WHICH I  
THOUGHT WAS INTERESTING.  
SO IF YOU GET THEM INTERESTED  
ENOUGH AND YOU DO THESE, THEY'LL  
WANT MORE.  
THEY'LL WANT MORE OPPORTUNITIES.  
I WILL SAY TOO IF YOU REPORT THE  
RESULTS, YOU NEVER REPORT OUT  
NAMES.  
I JUST REPORTED OUT 75% OF THE  
PEOPLE HAD THE UP TO DATE CALL  
LIST WITH THEM.  
NO NAMES, NOTHING LIKE THAT  
ASSOCIATED WITH IT.  
THAT WAS HELPFUL, THAT WAS  
INTERESTING FOR THE REST, FOR  
EVERYBODY TO KNOW.  
ANNUALLY FOR THE BIG ONES I  
WOULD DO AT LEAST SOME SORT OF  
EXERCISE EVERY YEAR FOR SOME  
GROUP.

KEEP IT AS YET ANOTHER TOOL IN YOUR DISASTER PREPAREDNESS.

>> OKAY, JULIE.

I'M GOING TO, ARE YOU READY TO MOVE ON TO THE NEXT SLIDE BECAUSE I KNOW YOU HAVE CONTACT INFO AND I'M GOING TO ACTUALLY PLOP ON TOP OF THAT AN EVALUATION FOR THIS WEBINAR, IF YOU GUYS HAVE A SECOND, WE'D LOVE IT IF YOU FILL IT OUT. WE REALLY LOOK AT ALL YOUR RESPONSES.

IT REALLY HELPS SHAPE WHAT WE PROVIDE IN THE FUTURE. WE HAVE ABOUT FIVE MORE MINUTES SO I'M GOING TO TAKE A LAST CALL OF QUESTIONS.

I'LL GIVE YOU A SECOND.

>> ALSO MENTION THAT WE'RE CLOSING UP AT THE AMERICAN LIBRARY ASSOCIATION MEETING, IF ANY OF YOU ARE GOING ON FRIDAY JUNE 28TH, AFCLA WHICH I HAVE JUST DRAWN A BLANK ON WHAT THAT STANDS FOR, THEY ARE DOING AN ALL DAY SESSION CALLED PORT IN A STORM.

THEY'RE TALKING ABOUT A NEW COMMUNITY FOCUSED APPROACH TO LIBRARY DISASTER PLANNING. IT IS GOING TO INCLUDE AN EXERCISE BY DAN WILSON WHO IS ONE OF THE MAIN PEOPLE RESPONSIBLE FOR THE NATIONAL NETWORK OF LIBRARIES OF MEDICINE EMERGENCY PREPAREDNESS WEBSITE. DAN'S VERY KNOWLEDGEABLE AND HE DID TELL ME HE IS RUNNING AN EXERCISE.

SO THAT IS BEING RUN AS A SEPARATE, I DON'T KNOW FITS REALLY A PRECONFERENCE -- IF IT'S REALLY A PRECONFERENCE BUT THERE IS A CHARGE FOR IT. YOU CAN GO ON-LINE AND FIND OUT MORE ABOUT IT IT'S GOING TO ALSO

TALK ABOUT THE FACT THAT A  
COUPLE LIBRARIES ESPECIALLY  
SERVING WITH COMMUNITY RESOURCE  
CENTERS IN EMERGENCIES AS A  
RESULT OF HURRICANES, HURRICANE  
SANDY AND OTHERS IN FLORIDA HAVE  
DONE QUITE A BIT OF RESEARCH  
ALONG THIS.

I JUST WANTED TO MENTION THAT  
THAT WILL BE COMING UP LATER ON  
THIS MONTH.

>> IT DOESN'T LOOK LIKE WE HAVE  
ANY QUESTIONS SO I WILL QUICKLY  
PLUG OUR NEXT WEBINAR WHICH IS  
TOMORROW.

IT'S WEB SIDE REPRIVE SO IT'S  
OUR SECOND PART AND IT STARTS AT  
2:00 EASTERN TIME SO BE SURE TO  
JOIN US TOMORROW AS WELL.

AND JULIE, THAT LOOKS LIKE ALL  
THE QUESTIONS WE HAVE.

THANK YOU SO MUCH FOR DOING THIS  
FOLLOW UP.

THANK YOU TO EVERYONE WHOSE  
PARTICIPATED.

>> THANKS JENNY, THIS WAS GREAT  
AND I ENCOURAGE YOU TO KEEP  
ASKING QUESTIONS ON THE  
CONNECTING TO COLLECTIONS  
ON-LINE COMMUNITY.

>> GREAT.

THANK GUYS.

HAVE A FANTASTIC AFTERNOON.