

# PORTS IN A STORM

HOW YOUR LIBRARY CAN CONTRIBUTE TO  
TO COMMUNITY RESILIENCY AFTER A DISASTER



LibraryWorks

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**NJ**  
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# STAFFORD ACT

Section 403 of the Stafford Act authorizes FEMA to provide federal assistance to meet immediate threats to life and property resulting from a major disaster. According to the provision, the act allows for the provision of temporary facilities for schools and other essential community services, when it is related to saving lives and protecting and preserving property or public health and safety.

Libraries are now eligible for temporary relocation facilities during major disasters and emergencies under the FEMA Public Assistance Program.





# LIBRARIES SHOULD PREPARE & EMBRACE THEIR ROLES AS COMMUNITY DISASTER RECOVERY CENTERS & TELECOMMUNICATIONS/INFORMATION HUBS BEFORE & AFTER AN EMERGENCY

Can you think of an example where your library may have served your community in this capacity?



Caldwell Public Library, NJ



Lakeville, MA (SteveBrown/WBUR)



Please Bring your own power cord - Thank you!

The Berkeley Height Library Staff

**The Library is filled with refugees from their cold, dark, powerless houses:  
Welcome to the Berkeley Heights Public Library 07922 'After Sandy'**



# THE LIBRARY IS A SAFE HAVEN





Bound Brook Public Library

# LIBRARIANS ARE INFORMATION FIRST RESPONDERS



Image: GoFleet



West Deptford Public Library, NJ



# NEPTUNE PUBLIC LIBRARY & OCEAN COUNTY LIBRARY SYSTEM



# EAST BRUNSWICK PUBLIC LIBRARY



**130,000 - Residents served with disaster crisis counseling**



## PREPARING LIBRARIES TO STEP INTO THE ROLE OF A DISASTER RECOVERY CENTER

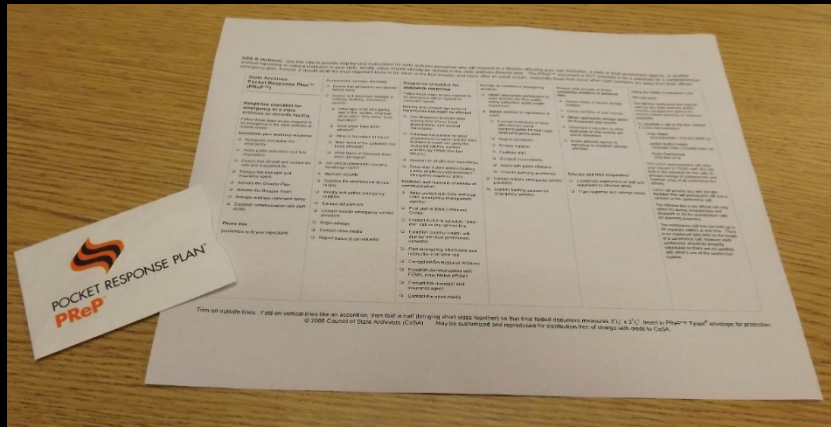
1. Prepare library facility and staff
2. Make plans to keep library website, online resources, and social media accessible and updated.
3. Form a Regional Emergency Response Network
4. Inform elected officials
5. Develop a relationship with community emergency responders
6. Work with other community partners
7. Help prepare your community for a disaster
8. Be familiar with Salvaging Family Treasures materials.



# POCKET DISASTER RESPONSE PLAN

DO YOU HAVE A DISASTER PLAN? WHO WOULD YOU APPOINTMENT TO A COMMITTEE?

<https://www.statearchivists.org/programs/emergency-preparedness/emergency-preparedness-resources/pocket-response-plan-tm-prep-tm-english-template>



## THE PLAN

### Beneficial information categories:

1. The Disaster Team
2. Emergency Contacts
3. Procedure to Close the Library
4. Emergency Evacuation Procedures
5. Communication Equipment
6. Disaster Supplies
7. Emergency systems
8. Plans for Specific Emergencies
9. Priority List of Collections and Administrative Records
10. Recovery Services Contacts
11. Insurance/ Legal Contacts
12. Business Continuity Plan

Indiana State Library disaster template  
<http://www.in.gov/library/files/disastertemplate.pdf>

# JOIN FORCES: REGIONAL EMERGENCY RESPONSE NETWORKS



Make a list of your potential regional partners.



# WORKING WITH EMERGENCY MANAGEMENT



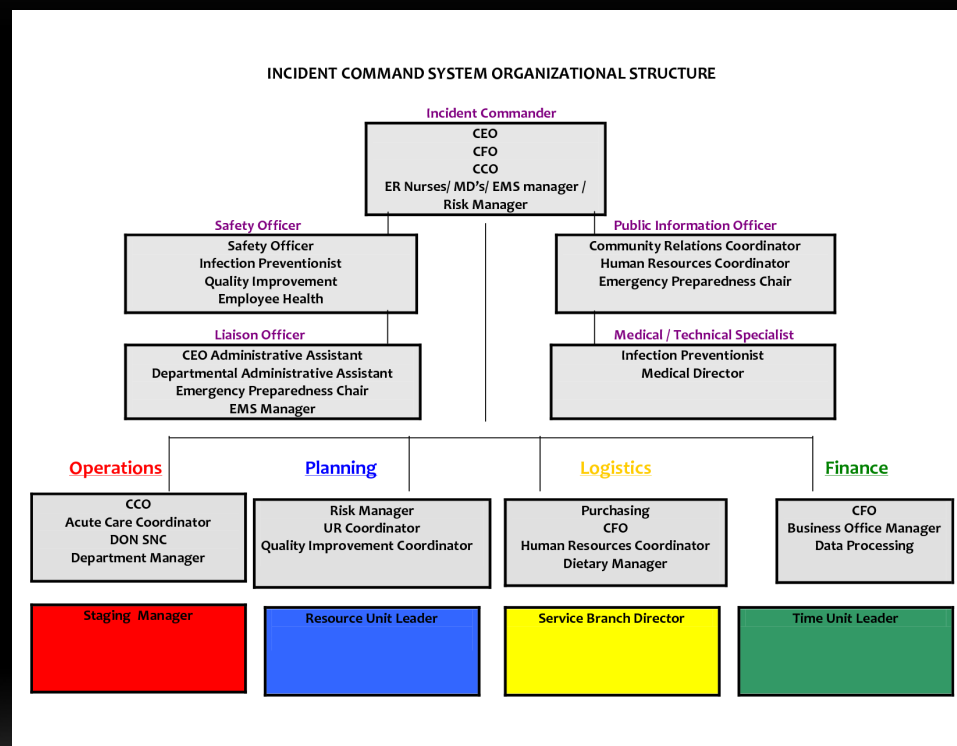
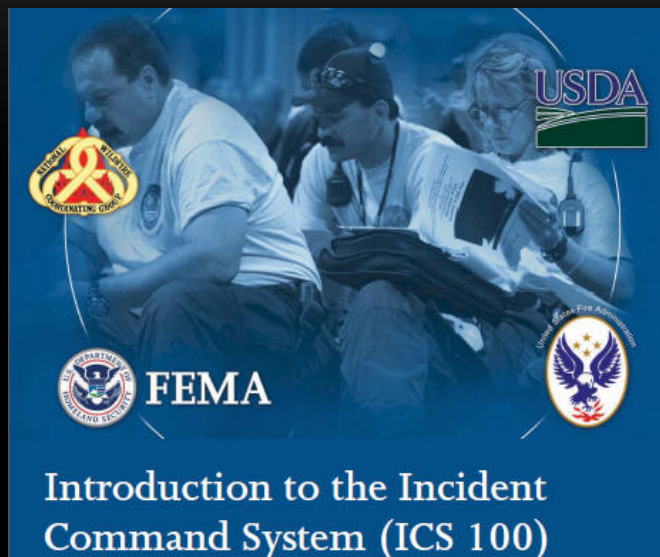
Images: American Libraries Magazine

fema.gov

Where is your local office of Emergency Management located?  
Who is the director?



# INCIDENT COMMAND SYSTEM



<http://training.fema.gov/emiweb/is/is100b.asp>

# COMMUNITY EMERGENCY RESPONSE TEAMS (CERT)



<https://www.ready.gov/community-emergency-response-team>



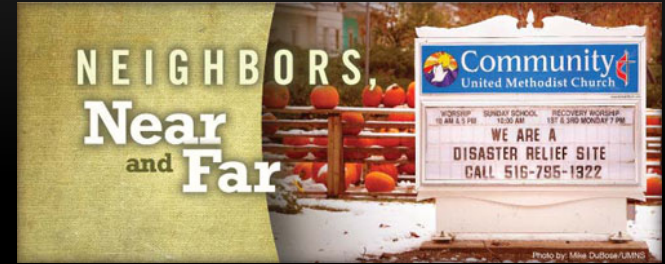
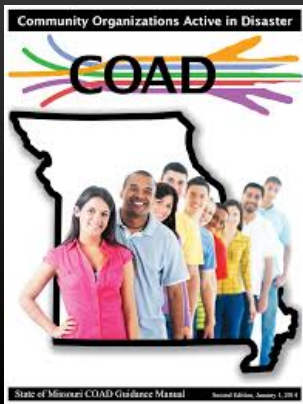
# CITIZEN CORPS

[WWW.READY.GOV/CITIZEN-CORPS](http://WWW.READY.GOV/CITIZEN-CORPS)



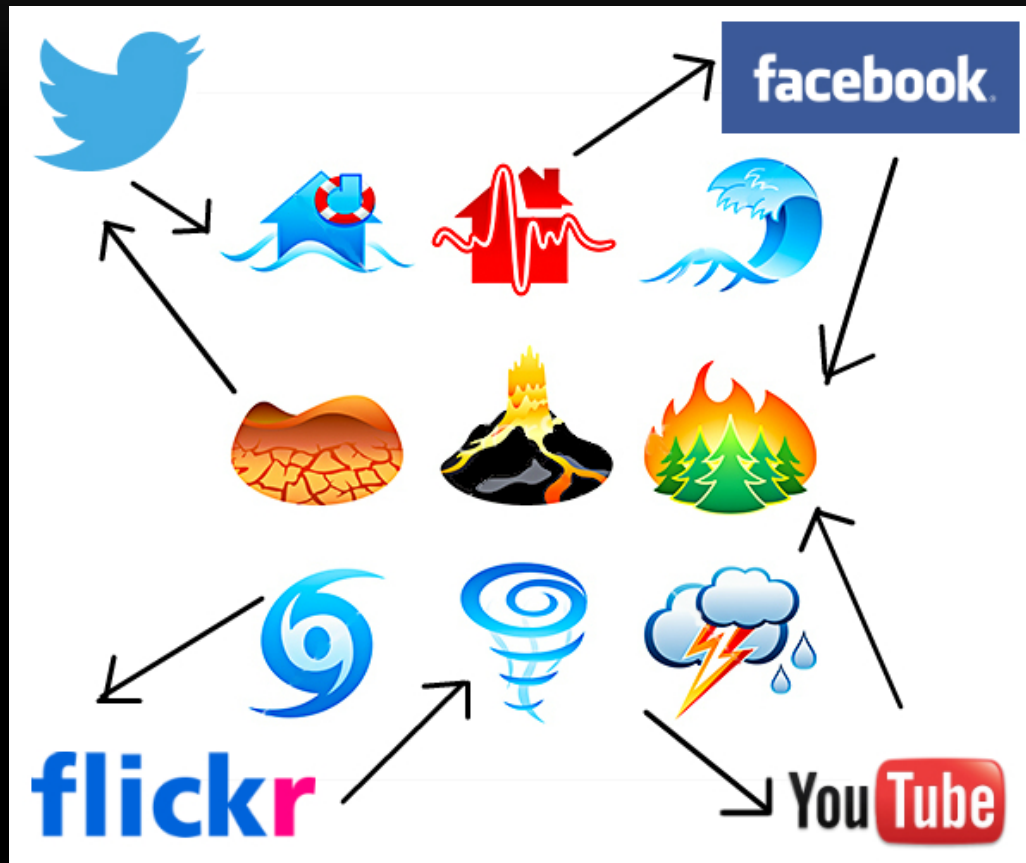


# VOADs AND NGOs WORKING WITH YOUR NEIGHBORS THE CORE OF RESILIENCY



# SOCIAL MEDIA & DISASTER RESPONSE

## THE VITAL ROLE OF INFORMATION FIRST RESPONDERS



# LIBRARIAN'S DISASTER PREPAREDNESS & COMMUNITY RESILIENCY TOOLKIT

[HTTP://WWW.NJSTATELIB.ORG/SERVICES\\_FOR\\_LIBRARIES/RESOURCES/DISASTER\\_PLANNING/](http://www.njstatelib.org/services_for_libraries/resources/disaster_planning/)

- Guidebook
- Workbook
- PowerPoint Presentation
- Archived Webinar





## Making the Most of This Toolkit

This toolkit follows a simple two-step strategy. First develop a resiliency plan for your library and personal readiness plans for your staff. Being prepared for a wide-scale disaster will allow you to deliver essential services with minimal interruption.

Once your library is ready to resume operations, modify your service offerings to meet the needs of your distressed community. This might occur changing your hours of operation, reconfiguring workspaces, offering more frequent children's story-time, as well as offering new services such as access to electrical charging stations so phone and computers can be recharged.

Begin by reviewing this Guide which provides background information and an explanation of how to create an overall plan for your library. Then turn to the Workbook where you will find forms and templates that you can use to create an actual preparedness plan.

Augment this material by taking advantage of the various education and training resources that are mentioned throughout the text. Section 7's Change Comments in the Guide include a list of getting started actions and associated resources.

Following the outlines and suggestions in this toolkit will prepare your library and staff to fulfill their role as information first responders and contributors to the resiliency of your community.

## Checklist of Community Resiliency Services

The following is a list of community stabilizing and outreach services that add significant value to communities impacted by a wide-scale event. These are services that would be of interest to commercial businesses, non-profit organizations, individuals and social groups.

Use this list as a starting point for the services that your library would prepare to offer in the aftermath of a disaster.

### Onsite Services

- Once power is restored through the use of a standby generator or other means, libraries can act as warming or cooling stations for the public.
- Because of their design, libraries offer businesses, non-profits, and social groups flexible meeting spaces and a chance to pick up their lives and careers where they left off before the crisis occurred.
- One of the most needed services during a wide scale disaster is access to phone and computer charging stations. Once re-electrified, libraries can provide these services to large groups of people.
- Helping to restore a sense of security and normalcy is a critical role that librarians can fill. Story times for children, as well as restarting the lending program, conveys a sense that the community is recovering and things are on the mend.
- By acting as a central clearing house for information, librarians can help distribute various insurance forms and requests for aid. Librarians can even be trained to help people complete these documents and submit them in a timely fashion.
- As an information hub, it is very appropriate for libraries to collect and disseminate news. Some libraries do this in a very public way by projecting the latest information onto large walls inside the facility.

### Outreach Services

- Through the use of mobile library trucks, community libraries can lend a helping hand by bringing outreach and on-the-go reference services to more heavily damaged communities areas.
- With some pre-planning, libraries can accommodate volunteer groups seeking to run food and clothing drives.
- Social media plays a key role in emergency response. Libraries can help connect local emergency staff and municipal officials with the public by pre-designating hashtags and other social media tags that the community can be told to consult when a disaster happens.
- Medical alerts or requests for specific donations can, in part, be managed by part of the library staff who can help organize pick-up and drop-off points.

What are the other needs of your community? Consider surveying local businesses and library patrons to solicit their feedback on needed services.

## Section B: Additional Worksheets

### General Security Checklist

	Yes	No
1. Does your staff wear ID badges?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is a current photo part of the ID badge?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have a process for effectively cutting off access to facilities and information systems when an employee/contractor terminates employment?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all parts of the building exteriors illuminated?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the sides of the building easily visible from populated public areas?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are doorways well lit?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all door and window locks well maintained and working?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the landscaping around the building designed to eliminate blind spots?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are ladders and tools secured from unauthorized use?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is there a key management system in place?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are exterior doors fitted with tamper proof hinges?	<input type="checkbox"/>	<input type="checkbox"/>
12. Where possible, are windows equipped with wire mesh guards?	<input type="checkbox"/>	<input type="checkbox"/>
13. Is trash moved away so as not to be a fuel source for arsonists?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are security cameras visible and mounted high to prevent tampering?	<input type="checkbox"/>	<input type="checkbox"/>
15. Have the local police been asked to drive by the facility regularly?	<input type="checkbox"/>	<input type="checkbox"/>
16. Has outside equipment, such as A/C units, been secured?	<input type="checkbox"/>	<input type="checkbox"/>
17. Are interior and exterior lights on a timer?	<input type="checkbox"/>	<input type="checkbox"/>
18. Do all employees and volunteers receive safety and first aid training?	<input type="checkbox"/>	<input type="checkbox"/>
19. Are background checks conducted on all employees?	<input type="checkbox"/>	<input type="checkbox"/>
20. For child or youth programs is someone assigned to oversee safety?	<input type="checkbox"/>	<input type="checkbox"/>
21. Is there a cyber-security protection plan in place?	<input type="checkbox"/>	<input type="checkbox"/>
22. Are there policies that prevent unauthorized use of information systems?	<input type="checkbox"/>	<input type="checkbox"/>
23. Are there policies that control physical access to secure areas, such as door locks, access control systems, security officers or video monitoring?	<input type="checkbox"/>	<input type="checkbox"/>
24. Are your facilities and IT systems maintained by qualified experts?	<input type="checkbox"/>	<input type="checkbox"/>
25. Have you had your facility inspected by law enforcement in the last year?	<input type="checkbox"/>	<input type="checkbox"/>

[WWW.READY.GOV](http://WWW.READY.GOV)  
[WWW.CDC.GOV/FEATURES/BEREADY](http://WWW.CDC.GOV/FEATURES/BEREADY)

