New York State | Homeland Security and Emergency Services | Emergency Management

Emergency Operations Plan Workshop

2018 Suffolk County Library Association Safety Conference

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Introduction to Library Emergency Operations Plans

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Library Emergency Operations Plan

- The American Library Association reports "The 2005 Heritage Health Index reported that 78% of libraries do not have a disaster plan and staff trained to carry it out."

Library Emergency Operations Plan (Continued)

What is an EOP? A jurisdiction's emergency operations plan is a document that:

1. **Assigns** responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency, e.g., the fire department.

2. **Sets forth** lines of authority and organizational relationships, and shows how all actions will be coordinated.

3. **Describes** how people and property will be protected in emergencies and disasters.

4. **Identifies** personnel, equipment, facilities, supplies, and other resources available--within the jurisdiction or by agreement with other jurisdictions-- for use during response and recovery operations.

5. **Identifies steps** to address mitigation concerns during response and recovery activities.

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Library Emergency Operations Plan (Continued)

WHAT AN EMERGENCY OPERATIONS PLAN (EOP) IS NOT:

- While the EOP is considered to be a jurisdiction's emergency response plan -- the "centerpiece" of its comprehensive emergency management effort; that does not mean that the EOP details all aspects of that effort.
- Other Types of Plans - Emergency management involves several kinds of plans, just as it involves several kinds of actions.

Library Emergency Operations Plan (Continued)

WHAT AN EMERGENCY OPERATIONS PLAN (EOP) IS NOT:

- Administrative Plans

- Mediation Plans

- Preparedness Plans

- Recovery Plans

Library Emergency Operations Plan (Continued)

What are the Elements of an EOP?

1. Title and Revision Page

2. Policy and Organizational Statements

3. Evacuation / Shelter In Place and Lockdown

4. Medical Emergency Plan

5. Fire Emergency Plan

Library Emergency Operations Plan (Continued)

6. Annexes: One annex for each Hazard or Threat-specific emergency that has been identified by the planning team.

7. Appendices – Contact numbers, Definition of acronyms. Etc…

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Library Emergency Operations Plan (Continued)

- Where do you start in terms of building your plan?

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Library Emergency Operations Plan (Continued)

Step 1 – Build Your Team:

- Create a Library EOP Planning Team
  - Key players: Security, Fire Warden, Preparedness or Safety Coordinator, Administration, Building Maintenance, Local FD, Local PD and Local Emergency Management.

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Library Emergency Operations Plan (Continued)

Step 2 – Set the Library Planning Team Objectives:

- What are the teams goals?
- Develop a Plan Of Action and Milestones

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Library Emergency Operations Plan (Continued)

- Compile your resources:
  - www.smartsheet.com/blog/essential-guide-writing-smart-goals (Smart Goal Writing)
  - www.dhses.ny.gov/planning/state/ (Planning Resources)
  - https://www.calhospitalprepare.org/hazard-vulnerability-analysis (Hazard Vulnerability Assessment)

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Library Emergency Operations Plan (Continued)

- Compile your resources (Continued):
  - https://www.fema.gov/media-library/assets/documents/89518 (EOP Checklist)

  - https://hmcpl.org/sites/default/files/downloads/disasterplan.pdf (Sample Disaster Plan)

Library Emergency Operations Plan (Continued)

Step 3 – Identify Threats, Hazards and Risks

- Your planning team will go through the Hazard Vulnerability Assessment and complete it based on your community's location.

HAZARD AND VULNERABILITY ASSESSMENT TOOL
HUMAN RELATED EVENTS

KAISER PERMANENTE.

EVENT	PROBABILITY	SEVERITY = (MAGNITUDE - MITIGATION)						RISK
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED-NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE	
	Likelihood this will occur	Possibility of death or injury	Physical losses and damages	Interuption of services	Preplanning	Time, effectivness, resouces	Community/ Mutual Aid staff and supplies	Relative threat*
SCORE	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 = N/A 1 = High 2 = Moderate 3 = Low or none	0 - 100%
Mass Casualty Incident (trauma)								0%
Mass Casualty Incident (medical/infectious)								0%
Terrorism, Biological								0%
VIP Situation								0%
Infant Abduction								0%
Hostage Situation								0%
Civil Disturbance								0%
Labor Action								0%
Forensic Admission								0%

Instructions | Natural Hazards | Technological Hazards | **Human Hazards** | Hazardous Materials | Summary

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Library Emergency Operations Plan (Continued)

Step 4 – Prioritize Threats, Hazards and Risks

• What does the planning team feel the library's greatest threats, hazards and risks are?

Library Emergency Operations Plan (Continued)

Step 5 – Before, During and After the Emergency. Develop EOP Using SMART Goals and Objectives to address these areas.

- The planning team should develop at least three goals for addressing each threat or hazard. Those three goals should indicate the desired outcome for (1) before, (2) during and (3) after the threat or hazard.

Library Emergency Operations Plan (Continued)

- What do Smart objectives look like?
  - SMART goal setting brings structure and trackability into your goals and objectives. Instead of vague resolutions.
  - SMART goal setting creates verifiable trajectories towards a certain objective, with clear milestones and an estimation of the goal's attainability.
  - Every goal or objective, from an intermediary step to an overarching objective, can be made S.M.A.R.T. and as such, brought closer to reality (see handout for group).

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Library Emergency Operations Plan (Continued)

Sample

Disaster Plan

Huntsville Madison County Public Library

Forward	4
BEFORE THE DISASTER	5
Preventative (Mitigation)	
Areas of responsibility are assigned to the Disaster Planning Team	
Assets and facility information are identified	
Branch and Department Managers complete the Qualitative Risk Assessment Survey	6
Facilities checklist to help prevent disasters	
Non-Replaceable Items at Branch Libraries	7
Continuity of Operations procedures are outlined	
Insurance matters are identified	12
Preparedness	13
Companies or organizations outside the library to be used in the recovery process are identified	
Internet & Technology Services Preparedness	15
The Readiness and Emergency Procedures Plan is analyzed and updated	
Facilities checklist for managing disasters	16
Facility and Contact Information	17
Bound, printed copies of the Disaster Plan are given to each location	
Training for disasters or emergencies is made available to staff	18
Each Staff Member receives a Pocket version of the plan	
"Person in Charge in Case of Emergency" Guidelines	19
Disaster kit(s) are in place for staff, patrons and non-replaceable items in the collection	22
Disaster Kit Inspection Form	23
Disaster Recovery Team (DRT)	24
DURING THE DISASTER	25
Response	

Readiness and Emergency Management Procedures	
Emergency Codes	28
Calling 911 and the Person in Charge in Case of Emergency	
Severe Weather	31
Fire Alarm	33
Hazardous Materials	35
Shelter in Place	36
Medical Emergency	37
Power Outage	38
Workplace Violence	39
Bomb Threat	40
Pandemic Outbreak	41

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Library Emergency Operations Plan (Continued)

Step 6 – Review, Exercise, Evaluate and Improve the EOP

- These are living documents that need to be exercised, evaluated and updated for improvement.

- This should occur at least annually or after an incident.

Library Emergency Operations Plan (Continued)

Workshop

Based on the scenario:

1. Assign roles and build your team.
2. Give three goals for the team.
3. Conduct the HVA based on the scenario
4. Prioritize your threats and hazards
5. Establish at least one before during and after SMART objective for a hazard.
6. Establish n plan for review, exercising, evaluation and improving an EOP.