ALL READY REFERENCE
A GUIDE FOR PUBLIC LIBRARIES FOR ALL HAZARDS

RECOVERY: returning the library and the community to normal

MITIGATION: preventing or reducing the effect of crises

PUBLIC LIBRARIES

RESPONSE: supporting the library and the community during a crisis

PREPAREDNESS: planning and training in collaboration with community partners

Historically, public libraries often support their communities during crises with essential services, including access to the internet, assistance with e-government forms, and even shelter.

Preparing for all hazards means planning and training based on an analysis of a variety of risks, including natural and human caused.

This is the All Ready Reference Guide to many of the free resources available through your local, state, and Federal government. The Guide is hyperlinked to take you to those resources.

Use these resources throughout the emergency management cycle to prepare your library, and your community, to be All Ready.

MITIGATION

- Connect with organizations who have information about risks, resources, and roles:
  - Start first with your town or city emergency management director (EMD). Request a site visit and plan review to show your library's needs and capabilities, as well as your librarians' capabilities
  - Learn about and join COSTEP MA (Coordinated Statewide Emergency Preparedness)
- Determine your library's available resources and potential crisis roles and services, such as expanded hours and space for counseling or FEMA assistance.
  - Check out the Disaster Information Management Research Center's (DIMRC) Librarians and Libraries Respond to Disasters page
- Identify risks to your building and collection, such as flooding, and mitigate if possible with actions such as building improvement.

PREPAREDNESS

- Write or revise your library's emergency plans using templates and tools such as:
  - Council of State Archivists Pocket Response Plan: PReP Template
  - COSTEP MA Forms and Documents
  - COSTEP MA Guidance about Preparing for Recovery
- Conduct staff and community training using templates and tools such as:
  - NN/LM NER Training Opportunities
  - COSTEP MA Training Opportunities
  - Massachusetts Library System (MLS) training webinars and meetings
- Discuss risks to your building and collection with your EMD and determine what support might be available during a crisis. Also become familiar with your insurance policy and how the company and your town or city handles claims. Incorporate this information into planning and training.

RESPONSE

- Activate your library's emergency plan
- Contact your local EMD to exchange information--and keep in contact
- Contact MBLC Disaster/Emergency Assistance for support if needed
- If your building and/or collection are affected, notify your insurance policy point of contact
- Provide modified services to patrons
- Employ the apps and tools available through DIMRC such as:
  - **ERS:** Emergency Response and Salvage
  - LibraryFloods

RECOVERY

- Activate continuity and recovery plans
- Use recovery resources such as those at COSTEP MA
- Access recovery assistance through the NEDCC and other organizations
- Employ National Library of Medicine tools, such as:
  - Show Me
  - Help Kids Cope

U.S. Department of Health & Human Services ▶▶ www.hhs.gov

Disaster Information Management Research Center
IMPROVING ACCESS TO DISASTER HEALTH INFORMATION

National Library of Medicine
National Institutes of Health
SPECIALIZED INFORMATION SERVICES NLM

For more information and access to the resources listed above, use a QR Code reader to visit the portal website. Alternatively, visit the site directly at: http://www.sarahcarnesinformationscience.com/allreadyreferenceportal.html