

Minutes | 9/29/2017

Disaster Planning Meeting

Erik has two books to go by on planning to use as references.

Erik proceeded with outline and will plan on a binder notebook for all three branches.

An item discussed was Survey from SER:

1. Library-disasters that anyone has been through?

(Lubbock had a water main busted and the went by Southwest plan, said it was a good plan to go by)

2. Share a story or lessons learned from past experiences.
3. Continuity- yes
4. Agreement with partner institution, (there are gray areas, not formal agreements) there are with UTPB.
5. Service needs not addressed.
6. What about preparedness. Would you like to discuss? Active shooter, fire, tornadoes, water, mold.
7. Info specialist: Stephanie
8. Will you be attending SCC

Section assignments:

Sylvia and Erik will work on Introduction

Section 1. The Disaster Team

Section 2. Emergency contacts-Erik and Sylvia

Section 3. Security contacts-Erik and Sylvia

Section 4. Library closure Procedures-Stephanie

Section 5. Emergency Evacuation Procedures-There will be an Appendix/per campus.

Section 6. Communications Equipment Checklist-Tara

Section 7. Disaster Supplies checklist-Tara

Section 8. Emergency systems checklist-Terri

Section 9. Plans for Specific Emergencies-Barbara(flow charts)

Section 10. Priority list of collections and Administrative Records.

Tara in Lubbock, and Terri and Cindy in Amarillo Erik and Sylvia in Odessa

Section 11. Recovery Services Contracts-Tara

Will also check with Facilities Managers on Protocols.

Section 12. Insurance/Legal Contacts-Erik, Sandy, Dr. Nollan