

## Disaster Preparedness Training

WestPac  
Bozeman, Montana,  
September 25-27, 2008



## Evaluate Likely Dangers

- ✦ Fire
- ✦ Earthquake
- ✦ Tornados
- ✦ Flood
- ✦ Dangerous patrons

## Fire: Hands-On Training

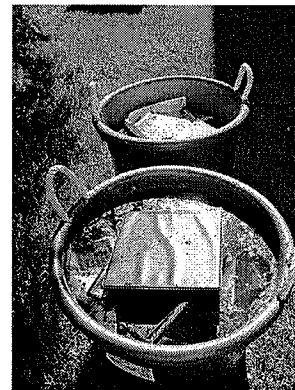
- ✦ How to handle equipment
- ✦ Setting off alarms
- ✦ Responsibility of staff to clear the building
- ✦ Where to meet

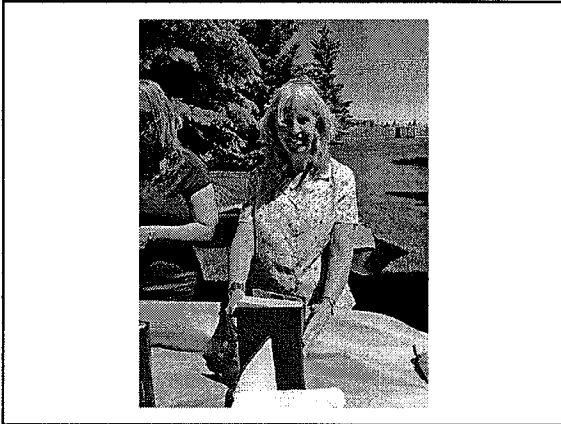
## Water Recovery: Hands-On Training, Preparation

- ✦ Collected discarded materials to use for recovery
- ✦ Assembled packets of instructions for recover of damaged items
- ✦ Soaked and muddied materials to varying degrees of damage

## Water Recovery : Hands-on Training

- ✦ Discussed evaluative process to prioritize need
- ✦ Demonstrated the steps in recovering various damaged resources
- ✦ Broke into groups to do hands-on recovery





**Recipe for Disaster Luncheon**

- ❖ Blackened chicken salad
- ❖ Firehouse chili
- ❖ Leek pie
- ❖ San Andreas fault cake
- ❖ Watermelon

**Results**

- ❖ Law office staff began evaluating their irreplaceable collections.
- ❖ Library staff requested further training.

**What kind of training did the library staff think would be useful?**

- ❖ Staff meetings devoted to disaster scenarios
- ❖ Frequent repetition of emergency procedures
- ❖ Input into the recovery as outlined in the manual

**Scenario 1:  
Rain with flooding, summertime**

- ❖ Time of day and year
- ❖ Parts of the building affected
- ❖ Library materials damaged and to what degree
- ❖ Continuing threats to building and materials
- ❖ Actions and locations of staff members up until the crisis point

**Scenario 1: Staff Discussion**

- ❖ Interactions with university and city officials and access to building
- ❖ Who might assist us
- ❖ Where to dry our materials
- ❖ Additional equipment or supplies that would be useful
- ❖ Local businesses that would donate resources to feed clean-up crews
- ❖ Spreadsheet organization to inventory items sent for recovery
- ❖ Weaknesses in the building structure that could be called in before such an event happened.

**Scenario 2: Tornado  
(our Real Life Experience)**

- ❖ Library was not affected
- ❖ Emergency lighting
- ❖ Storage of supplies
- ❖ Campus automatic alert system for emergencies

**Scenario 3: Shooter**

- ❖ Time of day and year
- ❖ Entrance of gunman and violence up to the point that library staff were aware of presence
- ❖ Locations of all staff members

### Scenario 3: Staff Discussion

- ✦ Most useful exits for staff from their various locations
- ✦ Responsibility of staff to remove people from building
- ✦ Locking shooter out versus locking victims in
- ✦ Ways to contact staff who were in the building but likely unaware of shooter, as well as campus officials
- ✦ Ringing of the fire alarms
- ✦ Possibility of second shooters
- ✦ Assisting injured

### Outcomes

- ✦ Necessary supplies purchased, labeled, and stored throughout building
- ✦ Manual is updated more regularly
- ✦ Increased contact with building maintenance to address areas of concern
- ✦ Enlightened staff who have considered emergencies from various perspectives
- ✦ Team-building