

Anticipate, Prepare, and Manage: Emergencies, Incidents, and Everything In Between

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Agenda

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- Emergency Preparedness Groups at Hamilton College
 - National Incident Management System (NIMS)
 - HERT (Hamilton Emergency Response Team)
 - LIMT (LITS Incident Management Team)
- Finding a Common Language
 - Emergency? Incident?
- Discussion
- Roles
- Response Process
- Incident Action Plans (IAP)
- Tabletop Exercise

Quick Tabletop Exercise

Ack! It's raining like crazy, and there's water coming into the basement! We've got journals down there, to say nothing of the shelves of books! What do we do?

OR

Well, it did seem rather quiet this morning! The internet is working fine, but the phones have no dial tone! What do we do?

Introductions

Who are you?

- What's your name?
- Where do you work?
- What do you do there?
- What role, if any, do you have with incident preparedness?



Introductions



Debbora Quayle

Director, Help Desk and Communications



Kristin Strohmeyer

Research and Academic Engagement Librarian

Hamilton College

- Chartered in 1812 in Clinton, NY
- Liberal arts institution
 - 35 academic buildings
 - 26 residence halls
- 1,380 acre campus
 - 800 acres undeveloped
- 1,850 undergraduate students
- 186 full time faculty
- ~900 total employees
- Library and Information Technology Services are combined
 - 64 people in division



Emergency Preparedness at Hamilton College

- National Incident Management System (NIMS)
- HERT (Hamilton Emergency Response Team)
- LIMT (LITS Incident Management Team)

National Incident Management System

Five Main Components

- Preparedness
- Communications and Information Management
- Resource Management
- Command and Management
- Ongoing Management and Maintenance



Hamilton College Emergency Response Team (HERT)

“...the group of essential personnel with overall administrative and managerial responsibility for the College during emergency incidents...”

-Hamilton College Emergency Response and Quick Action Reference Guide

LITS Incident Management Team (LIMT)

“...an incident is an unplanned interruption of services that falls within the purview of LITS to resolve...”

-LITS Incident Management Structure



Finding a Common Language



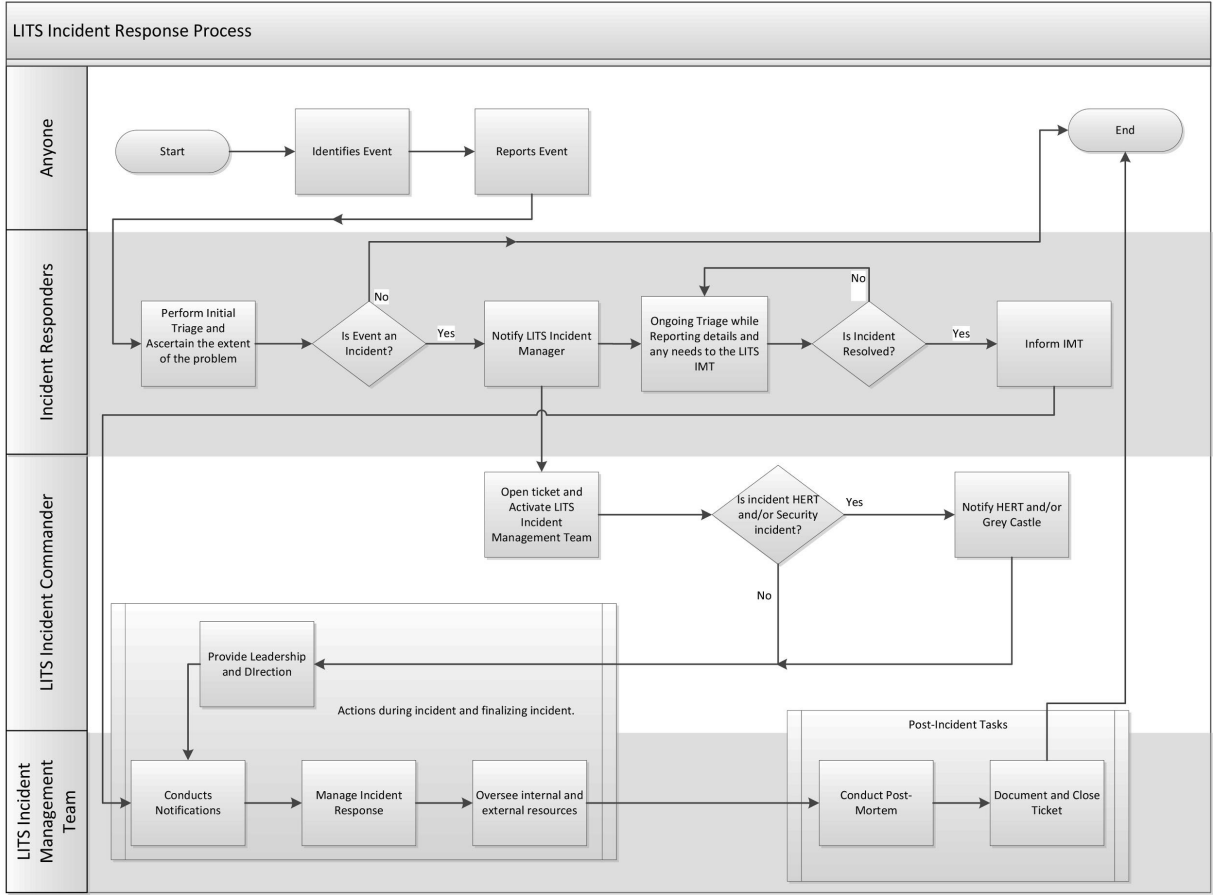
Roles



Discussion

Have there been incidents at your institutions that you wish you had been better prepared to handle?

Response Process



Communication



Incident Action Plans

- Incident Type
- Implementation Directive
- Responsible Team(s)
- Supporting Team(s)
- Action Plan Checklist
- Action Plan Full Details
- IAP Revision History

[LIMT Illness Outbreak IAP](#)

Tabletop Exercise

Your supervisor's laptop was stolen last night! Big problem: it has everyone's performance evaluations on it. What do you do?

Good News! Your library's parking lot is going to be repaved this summer!
Bad news! Your library's parking lot is going to be repaved this summer!
How are you going to let your patrons know where they can park and enter the building?

There's a nasty thunderstorm bearing down on your building, and the police don't want you to let anyone leave quite yet. You need to shelter in place. Are you ready?

The norovirus has hit town, and many people are getting sick. What do you need to do in the library to help stave off more infection?

Questions?



Contact

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