

# IMPLEMENTING THE DISASTER RECOVERY PLAN: THE SCARY EMERGENCY STUFF YOU FIND YOURSELF THINKING ABOUT

SARAH MCHONE-CHASE  
HEAD OF USER SERVICES  
NORTHERN ILLINOIS UNIVERSITY

## INTRODUCTION: A LONG, LONG TIME AGO IN A LIBRARY FAR, FAR AWAY (IN DEKALB)...

- In 2006, Dr. Camila Alire visited the NIU Library and advised us regarding our Emergency Manual and Disaster Plan.
- We formed a task force to act upon her recommendations and combine and revise the plans.

## BUT ...

- It turns out that Emergency Procedures are really different than the Disaster Recovery of Library Materials!



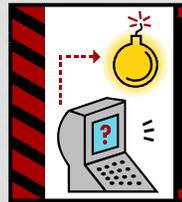
## LIBRARY EMERGENCY/SECURITY MATTERS

- A good plan addresses natural disasters and public safety matters – we'll focus exclusively on the latter right now.

911

## BOMB THREATS

- This item has stayed in the plan consistently from 2004 through 2013, but has evolved.
- We lost the checklist, for example.



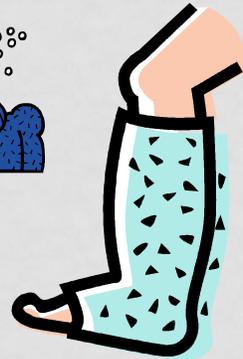
## DISRUPTIVE BEHAVIOR

- Appears in 2004 plan and in 2013 plan, but has changed substantially.
- 2013 is much more general and succinct.



## INJURY OR ILLNESS

- Appears in 2004 & 2013, but has undergone some changes
- The Incident Report that was included in 2004 was removed.



## NUCLEAR DISASTERS

- Appeared in 2004, but we removed it.
- During a previous presentation to the library on the guide, it was suggested that we put it back in, but so far we haven't felt that it was necessary.



## SECURITY OF LIBRARY BUILDINGS

- In 2004 and 2013, but has undergone substantial editing—our locks have changed since then!



## SEXUAL ASSAULT

- 2004 guide was substantially longer and put much more onus on the library employee in terms of the responsibility they should take in caring for the victim—after conferring with Library security, we determined that the staff didn't have this kind of training.
- 2013 version much more succinct.



## SEXUAL HARASSMENT

- Mostly unchanged from 2004 to 2013, except that the 2013 version was made to be a little more easily readable.



## SHOOTING INCIDENT

- We specifically added this to our Emergency Guide as a response to the February 14, 2008 shooting at NIU that killed 5 students and the shooter.
- This type of incident was not addressed in previous plans at all.
- NIU Emergency Guide also addresses this issue.



## THEFT

- Represents a section that we've actually expanded since 2004.



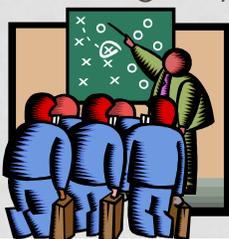
## WORKPLACE VIOLENCE

- Not present in 2004—added to plans after 2008 shooting.



## THE TAKE-AWAY

- There's no right way to do an Emergency Plan, except that you shouldn't do it alone!
- Know what Emergency info resources already exist at your institution and use them.
- Find out what expectations Security at your Library, Campus Police, and other University officials have for Emergency situations.



## CONTACT

Sarah McHone-Chase  
Head of User Services  
Northern Illinois University  
mchonechase@niu.edu  
(815) 753-9860

