

Quarterly Report

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Name and address of reporting institution:

Lawrence Public Library
707 Vermont St.
Lawrence, KS 66044-2371

Project Title: Together Prepared Continuity of Health Information Award

Name of person submitting report: Cathy “Cat” Rooney Howland

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Reporting Period start date: April 15, 2010

Reporting Period end date: June 30, 2010

Publicity:

Publicity and promotional activities during this quarter included:

On June 15, 2010, a press release was issued by the Lawrence-Douglas County Health Department about the Lawrence Public Library receiving the 2010 Outstanding Public Library/Public Health Partnership Award. In addition, the health department posted the news on its social networking pages:

<http://www.ldchealth.org/pdf/Press%20releases/Library%20award%206.15.10.pdf>

<http://twitter.com/LDCHEALTH/status/16239506056>

<http://www.facebook.com/pages/Lawrence-Douglas-County-Health-Department/155876057276>

The National Network of Libraries of Medicine, MidContinental Region’s website also listed the award recipients: <http://nnlm.gov/mcr/funding/#A4>

Outreach: No training this quarter.

Goals, Outcomes, Objectives:

Project Team Meetings

Each month our Team Members meet with excellent turn out even in the summer vacation months. We are moving along steadily with the major project areas with developing the Douglas County Emergency Information Center (EIC) as follows:

Library Phone System

The Lawrence Public Library phone system was upgraded from 12 to 23 trunks to better serve the library and operations of the call center and headsets were purchased.

Volunteer Recruitment and Management

Paul Stagner took the position of Volunteer Recruiter and Trainer for the EIC. He has an excellent background and experience for the position including Director of Operations for the Flint Hills office (Manhattan/Junction City/Ft. Riley) of the Kansas Capital Area Chapter in Topeka. Paul's major responsibilities this quarter have revolved around contacting possible and existing community partners (United Way, Red Cross of Douglas County, utilities, Humane Society, Emergency Management, Public Health Department, and Bert Nash/KAHB) to discuss the call center, gather information for the Resource Manual, and promote volunteer recruitment. The job cards/descriptions for the staffing of the call center have been drafted (see attachment for example).

EIC Plan of Operations (guidelines)

The EIC Plan of Operations has been drafted by Cat Howland, Project Manager, and is being reviewed by Bruce Flanders, Executive Director of the Lawrence Public Library. It contains detail guidelines and staffing descriptions for operating the call center. Additional refinement of the document will follow with input from emergency management and health department. The basic procedures outlined in the document will be tested at the drill to be scheduled in October.

Website

One of the components to carry out the EIC mission is to establish and maintain a call center, website in conjunction with the community project Together Prepared. The website offers information and resources on disaster preparedness for general public and vulnerable populations. It will also describe the EIC and when the EIC is open the home page will be dedicated to scripted information from Public Information Officers and experts on a current disaster, emergency or public health threat in Douglas County. The shell of the website is under construction and can be viewed at: <http://208.88.241.68/~together/>

Mobile Preparedness Training

Team Member, Pattie Johnston met with staff representatives from Cottonwood, Inc. this quarter. The discussion centered on the emergency plan for Cottonwood residential group homes and how new techniques and plans would benefit the residents and staff. Assistance in making these plans and how to train both staff and residents will be formulated upon this review. Both Vintage Park in Baldwin City and the Lawrence/Douglas County Housing Authority: Edgewood Homes have made assessments of their plans after the initial visit with Pattie and have sent the plans to her. Currently, a review is being made of these plans and an assessment of how the mobile training unit can assist in implementation of new or enhanced procedures.

Planned Activities:

For the next quarter we plan to:

1. Meet monthly.
2. Continue recruitment of volunteers and provide training.
3. Continue contacting external partners for support and assistance.
5. Finalize procedures for activating and maintaining a call center, website and training program.
7. Complete mobile preparedness training to the sites.

8. Plan the October exercise of the call center.
9. Design and get to the printers promotional flyers.
10. Fill-in information on the website and the EIC page.
11. Purchase remaining supplies.
12. Reschedule the ISC 700 courses required of volunteers for September or October.

EIC Volunteer Recruiter and Trainer (Planning Position)

PICC LOCATION & SHIFT:	Off-site
REPORTS TO: (title & name)	Operations Supervisor Officer
DIRECT REPORTS: (title & name)	
FUNCTIONAL AREA:	

EIC Volunteer Recruiter and Trainer (Paul)

- Responsible for recruitment of potential volunteers for the call center including contact volunteer agencies, presenting information to prospective volunteer groups, collecting applications, securing screening information, gathering information on applicants deployment rankings, etc...)
- Follow recruitment guidelines outlined in the EIC Plan of Operations.
- Screen volunteer applicants and approve or disapprove appointment.
- Verify the outcome of the background checks, certifications of response volunteers (MRC, ARC, CERTS, and mental health volunteers), and references.
- Arrange for the making and issue ID badges to new volunteers.
- Arranging for instructors and course contents for orientation and quarterly training sessions.
- Assure volunteers are properly trained in accordance with *Appendix C: Content of Volunteer Training* in the EIC Plan of Operations.
- Design, coordinate, and manage the volunteer component of the annual exercise of the EIC.
- Coordinate the training sessions and the annual exercise.
- Maintain and develop community relations with organizations in disaster preparedness and response and community-based agencies.
- Makes recommendations for improvements of plan.
- Maintain all records on paper, computer and removable media.

NEWS RELEASE
FOR IMMEDIATE RELEASE
June 15, 2010

Contact: Lisa V. Horn
Communications Coordinator
Office: (785) 843-3060

Public Library/Public Health Partnership Award presented

(Lawrence, KS) – The partnership between the Lawrence Public Library, the Lawrence-Douglas County Health Department and the coalition, Together Prepared, was recognized recently with an award from the National Network of Libraries of Medicine, MidContinental Region.

The 2010 Outstanding Public Library/Public Health Partnership Award is presented to public libraries that have had a successful library/public health partnership involving health information. Recipients receive a \$200 cash award.

The Lawrence Public Library and Together Prepared partnership began in 2009. Both support each other in the role of ensuring that Lawrence and Douglas County residents are prepared for disasters through training and education.

The library, with 62 computer workstations, maintains a public resource center for information on a variety of health topics. The library also provides information on local health and wellness programs, services for the elderly and hosts numerous free programs on health issues. Two H1N1 clinics were held at the library earlier this year, where a total of 112 people were vaccinated.

Through its collaboration with Together Prepared, the library has formed partnerships with 13 social service, non-profit and governmental agencies that provide services to vulnerable populations. These agencies continue to work to increase their clients' knowledge of health and emergency preparedness information.

"We are so proud the library received this award," said Kim Ens, Health Department Preparedness Coordinator and the library's nominator. "We're looking forward to working with the library on other ways Together Prepared can engage the community."

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 LAWRENCE-DOUGLAS COUNTY
Health Department




Lawrence-Douglas County Health Department Congratulations to our partner, the Lawrence Public Library!
It was recently presented the Outstanding Public Library/Public Health Partnership Award. which is presented to public libraries that have had a successful library/public health partnership.
The award came from the National Network of Libraries of Medicine, MidContinental Region.
June 15 at 11:03am

twitter Login Join Twitter!

Congratulations to our partner, the Lawrence Public Library! It received the Outstanding Public Library/Public Health Partnership Award.

10:08 AM Jun 15th via web

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