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**SPRING**  
**ALL STAFF IN SERVICE**



**Friday, April 5, 2024**



# AGENDA

- 8:30-9:00 Coffee & Connections (& settling in...)
- 9:00-10:00 CAPECO presentation
- 10:00-10:15 Poster Sessions – Tea of the Month & Spice Kits
- 10:15-10:45 Demo Time! Magnetic Chess & Craft
- 10:45-11:15 Rod Harwood (from GOBHI) – Older Adult Services
- 11:15-12:00 Greta Berquist, Youth Services Consultant, State Library of OR –  
All things Ready to Read and Summer Reading
- 12:00-12:45 Lunch @ The Long Branch
- 12:45-1:45 Sage Delong, Umatilla County Emergency Services
- 1:45-2:00 Table Talks on Emergency Plans, Sharing and Next Steps
- 2:00-2:15 Cake, Break, and Farewell to Jess
- 2:15-2:45 Poster Sessions – Book Talks, Summer Reading, Smokey Bear
- 2:45-3:00 Trivia Time & Door Prizes!







# CAPECO

**(Community Action Program of East Central Oregon)**

# presentation:





# Poster Sessions: Tea of the Month Spice Kits



# TEA OF THE MONTH

## Stash® Peppermint



### DID YOU KNOW?

Mills Mint Farm is a family-owned farm in Stanfield, established in 1972.

Did you know that their mint can be found in STASH TEA®?

Mint oil from Mills Mint Farm can also be found in Toothpaste, Gum, Mouthwash and in the chocolate that is included.



### STASH® Peppermint Tea

Peppermint Tea Leaves.

- Naturally Caffeine Free
- Non-GMO
- Bold flavor described as fresh, cooling, refreshing and lively

### Health Benefits

- Can ease digestive issues
- Antibacterial properties can boost immune system
- Relieves tension headaches



- Mint has been used for centuries dating back more than 3000 to the Ancient Egyptians.
- 70% of the worlds mint is produced in the U.S.

### Making Peppermint Tea

- Pour at least 8 oz. of 190°-209° water over tea in a cup
- Steep for 3-5 minutes



KITS WILL BE AVAILABLE EVERY 2ND TUESDAY OF THE MONTH

UMATILLA PUBLIC LIBRARY

# SPICE KITS



### CULTURE & FOOD

Want to learn about a different culture through food? Try a new recipe & learn to incorporate different spices into your cooking as well as the history or origins of the dish.



“Tell me what you eat, and I’ll tell you who you are.” – Jean Anthelme Brillat-Savarin

KITS ARE AVAILABLE WHILE SUPPLIES LAST





# Demo Time:

# Magnetic Chess & Craft





# Older Adult Services presentation:

**Rod Harwood,**







**All Things Ready to Read  
& Summer Reading  
presentation:**

**Greta Berquist, SLO**

**Youth Services Consultant**





**Lunch**  
**@**  
**The Long Branch**



# Umatilla County Emergency Services presentation: Sage Delong







**Table Talks on:**

**Emergency Plans,  
Sharing  
& Next Steps**



**SELECTIVE LIST OF RESPONSE  
PROCEDURES**

**TORNADO**

**Watch:** monitor weather reporting stations online and via the weather radio.

**Warning:** Instruct everyone to move away from windows.

**POWER OUTAGE**

If the power is off at any time for longer than 15 minutes, or if it is dark outside when the power goes off, employees are cleared to go home to work or to wait out the outage.

**MEDICAL EMERGENCY**

Call 911.

**AED Location:**

**FIRE/SMOKE**

Call 911. Fire extinguisher on file cabinet in middle of the room.

**SHELTER IN PLACE:** basement stairs with door closed.

**EARTHQUAKE**

**DROP, COVER, and HOLD ON.** Do not evacuate the building until the shaking has stopped and there are no dangers (downed power lines, broken gas lines, etc.).

**BOMB THREAT**

Get as much information as possible, such as location of device, when it will go off, what it looks like, why it was placed, etc. Listen for environmental clues as to the location of the caller. Call 911 and follow instructions.

**SHOOTER**

Take cover. Run, Hide, Fight

**HAZMAT INCIDENT**

Follow instructions from emergency officials

**REQUEST FOR CONFIDENTIAL INFORMATION**

Inquiry: Contact Heather Estrada

Subpoena: Contact Heather Estrada

Search Warrant: Provide access and contact supervisor

**EVACUATION**

Primary site Chamber of Commerce parking lot.

Secondary site: corner of SE 1<sup>st</sup> and Emigrant (Moe's Tea)

**Emergency Action Plan for UCSLD**

**RESOURCES CONTACTS**

- Landlord:** Jamie Stone: 541-786-5981
- Overland Internet:** Jordan McDonald: 541-310-9329
- Pacific Power:** 888-221-7070 (shut off location in back of building)
- Electrician (Gordon's Electric)** 541-567-0144
- Public Works (water)** 541-276-3078
- Pendleton Plumbing:** 541-278-2800 (shut off location in basement)
- Um Co Emergency Manager – Sage Delong** (cell) 541-969-0270; (work) 541-966-3706
- Um Co Health Department** 541-278-5432
- Insurance Company:** SDIS 1-800-305-1736 or 503-670-7066
- Insurance Broker:** Wheatland Insurance; 541-276-7441
- AZZStorage:** 541-379-7700

**Take Off Book Inventory**

1. Books loose on shelves

Books with no protection (loose on shelves) are first priority to move out of harm's way. Out of the building, or into the basement.

**RELOCATION STRATEGY**

(Temporary service site will be determined based on availability)

**Resources**

Store or relocate to temporary service site the following resources:

Takeoff Books: Store

Library Computers: Relocate

Library Records: Relocate

**Staff**

Staff members will be assigned to work from home.

**Site Maps**

**Dea's Great Falls Office**

**Main Exit** – thru door behind desk, upstairs, out door to garage, then out front to street

**Secondary Exit** – thru egress window to left of desk

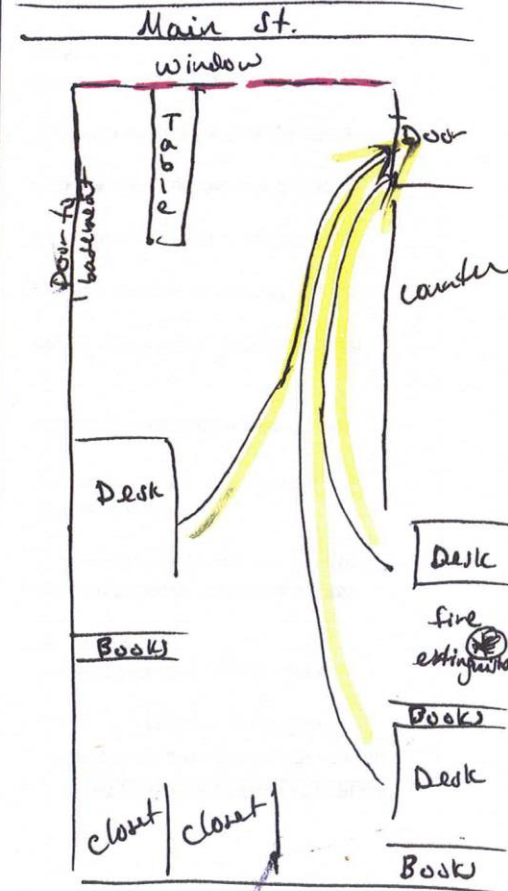


**Site Maps**

**425 S Main St. Office**

**Main Exit** – Door through front of building, only viable option.

**Secondary** – the only other option would be to break large front window.





**EMERGENCY RESPONSE COORDINATOR**

**ACTIVATION RESPONSIBILITIES**

- **Notify Staff**
- **Notify Board Members**
- **Activate Service Continuity Team**
- **Update staff voicemail with any urgent information**
- **Email updates to all staff and Board Members as needed**
- **Update Website Emergency Information banner on Webpage**
- **Cancel deliveries, if necessary (Courier)**
- **Conduct After-action Reviews**

**PREPAREDNESS RESPONSIBILITIES**

- **District Director review and update as needed annually**
- **Conduct bi-annual table-top exercises with UCSLD Board and staff.**

**Emergency Action Plan for UCSLD**

**UCSLD CONTACT INFORMATION**

**Staff**

**Heather Estrada, Director: 541-276-6449, personal: 541-379-1156, home 541-276-1004**

**Monica Hoffman, Early Literacy Outreach Coordinator: 541-621-2052; personal 541-310-9156**

**Dea Nowell, Tech-services Manager: 541-966-0917; home 406-952-4049**

**Board Members**

**Caty Clifton, President (FY23-24): 541-969-2446**

**Sharone McCane, VP (FY23-24): 541-561-8297**

**Kathy Thew: 541-910-0771**

**Nick Nash: 503-449-8641**

**John Thomas: 541-969-4436**

**LIBRARY LEADERSHIP TRANSITION**

If the Library Director is unable to perform duties, responsibility is assigned to:  
**Monica Hoffman: Early Literacy Outreach Coordinator**

**COMMUNICATIONS PLAN**

**VOICEMAIL**

Each staff member changes voicemail to reflect our ability to work and or to be a resource.

**District Libraries**

**Staff to check in with libraries that are affected to see where UCSLD can lend assistance.**

**Umatilla Co Emergency Response**

**Find out where we can be of use.**

**UCSLD WEBSITE**

Dea posts notices on website of any affected libraries and phone numbers for service community members may need. Activate message banner on Space Reservations page.

**COMMUNICATIONS WITH MEDIA**

The library director (Estrada), or designee (Hoffman) is the only person authorized to speak to the media.

**CONTINUITY OF OPERATIONS PLAN**

(Services are provided Monday through Friday from 8am to 5pm.)

**TROUBLESHOOTING ONLINE ACCESS**

Dea Nowell

**TROUBLESHOOTING NETWORK ACCESS**

Jordan McDonald of Overhead: 541-310-9329

**Courier services**

Fred Philips (IMESD): 541-377-5416

**MESSAGES FROM LIBRARY DIRECTORS**

Adams – Amanda Hespel (541-969-5712)

Athena – Stephane Partida (541-215-5051)

Echo – Dave Slaght (541-410-9693)

Helix – Annette Kubishta (541-215-3053)

Hermiston – Mark Rose (208-899-3924)

Milton-Freewater – Lily Schmidt (509-520-6555)

Pendleton – Jennifer Costley (541-248-0672)

Pilot Rock – Susan Price (541-969-3702)

Stanfield – Cecili Longhorn (541-571-3812)

Ukiah – Dustin Schock (503-459-2708)

Umatilla – Susie Sotelo (541-371-9812)

Weston – Heather Culley (541-566-2378)







**Cake,  
Break,  
&  
Farewell to Jess**



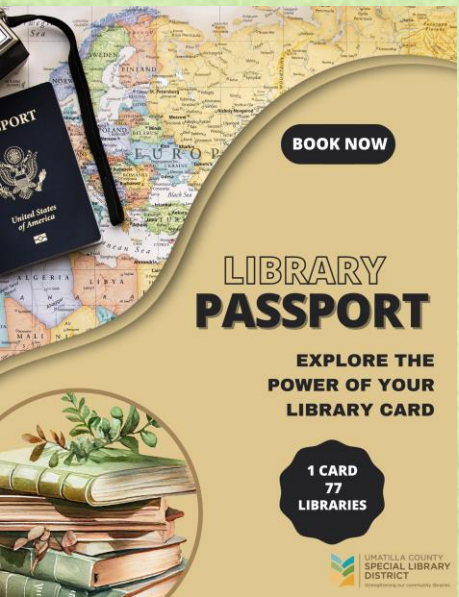


# Poster Sessions:

## Book Tok

## Summer Reading

## Smokey Bear





# Trivia Time & Door Prizes



## In-Service Evaluation:

last page of packet, or scan here...

