

Altru Medical Library: 10-Step Service Continuity Plan

| Library: Altru Medical Library Altru Health System 1200 S. Columbia Rd, Grand Forks, ND | Library contact person: Ann Pederson (701-780-5187) apederson@altru.org | Maintenance: 780-xxxx | Facilities Management: Plant Control Center 780-xxxx Incident Command Center 780-xxxx | Other contact: Safety and Security: 780-xxxx IS Help Desk: 780-xxxx |
|--|--|--|--|---|
| Step 1: RISK ASSESSMENT | Step 2: PERSONAL SAFETY | Step 3: CORE SERVICES | Step 4: REMOTE CORE SERVICE PROVISION | Step 5: CORE ELECTRONIC RESOURCES |
| <p>Risk assessment by your institution? Discussions with Emergency Preparedness Officer.</p> <p>Anecdotal information:</p> <ul style="list-style-type: none"> Flood in 1997, 2009 Tornadoes –Northwood, 2008 <p>State/local information:</p> <ul style="list-style-type: none"> Weather Service http://www.crh.noaa.gov/fgf/ <p>Federal government information from FEMA, Homeland Security: Disaster Information; Threat levels: http://www.fema.gov/hazard/index.shtml</p> <p>Events most likely to happen:</p> <ul style="list-style-type: none"> Flooding, water leaks, fire Tornadoes, ice storms, blizzards, earthquakes Security incidents Medical emergencies Power failure | <p>Hospital Security: xxxx or xxxx</p> <p>Safe haven locations:</p> <ul style="list-style-type: none"> Tornado: Lower Level <p>Nearest fire alarm box:</p> <ul style="list-style-type: none"> Near exit to doctors' parking lot Near double doors to AHC concourse <p>Nearest fire extinguisher:</p> <ul style="list-style-type: none"> Near AV room door Near exit to doctors' parking lot Near double doors to AHC concourse <p>Location of First Aid Kit:</p> <ul style="list-style-type: none"> Renal Dialysis <p>Location of AED kit:</p> <ul style="list-style-type: none"> Near double doors to ARC concourse <p>Location of salvage supplies and safety gear (masks, rubber gloves): All the above are in the tall black supply cabinet.</p> | <ol style="list-style-type: none"> Library intranet web site: http://altrunetapps.altru.org/Departments/Library/ Borrowing for patrons via ILL: <ul style="list-style-type: none"> Remote access to ILL desk top Hold incoming requests: ODIN listserv – Odin-ill@listserv.nodak.edu <p style="text-align: center;">Docline hold call 1-800-338-7657</p> Reference assistance and literature searching <ul style="list-style-type: none"> Remote access to desk top Internet access <ul style="list-style-type: none"> Remote access to desk top <p>How you will notify your patrons of changes in library service provision:</p> <ul style="list-style-type: none"> Message on library's voice mail xxxxx Message sequence is 82,2,5 Signs posted on main entrance & Dr. lounge door L&OD Important messages posted on library's web page and AltruNet Message Board - Incident Command Center | <p>“Buddy” library name, contact information:</p> <p>Local – UND-Harley French Circulation 777-3993 Reference 777-3994 ILL office 777-2601</p> <p>State - MedCenter One, Bismarck Travis Schultz tschultz@mohs.org Reference 701-323-6967 ILL 701-323-5392</p> <p>ND State Library, Bismarck 800-472-2104 http://ndsl.lib.state.nd.us</p> <p>Beyond power grid – Wm. Beaumont Hospital Library Information Services Royal Oak, MI Janet Zimmerman 248-898-1751 jzimmerman@beaumont.edu (Reference and in-house ILL)</p> <p>NN/LM: 1-800-DEV-ROKS GMR office: 312-996-7791 Samanthi Hewakapuge, state rep. samanthi@uic.edu</p> <p>Temporary off-site work location: Librarian's home, L & OD department and visiting library</p> | <p>Databases: Refer to: Emergency Preparedness Plan Manual for passwords or codes</p> <ul style="list-style-type: none"> MD Consult: 270-554-5303 http://www.mdconsult.com/php/149892279-2/homepage Ovid(EBM): 773-348-6248 EbscoHost: 847-516-5620 ODIN Office: 777-6346 http://odinlibrary.org/F?func=find-b-0&local_base=gfh <p>Help form: http://www.odin.nodak.edu/staff/odin_remedy.html</p> <p>E-journals: Title/package vendor contact:</p> <ul style="list-style-type: none"> EbscoHost: 847-516-5620 NEJM 800-843-6356 |

| | | | | |
|--|--|--|---|--|
| | | | <p>Services to be provided via phone and/or email from off-site:</p> <ul style="list-style-type: none"> • Reference assistance • ILL assistance <p>Software installed or able to be downloaded to an off-site location:</p> <ul style="list-style-type: none"> • Remote access – directions attached • IS home page with remote access directions: http://altrunetapps.altru.org/Departments/InfoServices/Helpdesk/RemoteAccessGate1.pdf <p>Contact information for Info. Systems: Help Desk 780-xxxx</p> | <p>E-Books (textbooks, reference): Title/package/vendor contact:</p> <ul style="list-style-type: none"> • MD Consult: 270-554-5303 • Red Book: 847-434-4000 http://aapredbook.aappublications.org/ • Harrison's: Access Medicine 888-307-5984 http://www.accessmedicine.com/resourceToc.aspx?resourceID=4 |
| Step 6: REMOTE CORE ELECTRONIC RESOURCES PROVISION | Step 7: CORE PRINT RESOURCES | Step 8: UNIQUE RESOURCES | Step 9: PRIORITIES FOR RECOVERY | Step 10: GETTING HELP |
| <p>URL of home page: http://</p> <p>URL of IS home page: http://</p> | <p>Monograph titles (core textbooks, reference), call numbers, locations (or location of list):</p> <ul style="list-style-type: none"> • Reference Collection • Surgery (WO) • Pediatrics (WS) <p>Journal titles, locations (or location of list):</p> <ul style="list-style-type: none"> • Core titles last 5 years | <p>ARCHIVES : See attached evacuation procedure and diagram for Building One.</p> | <p>Primary importance:</p> <ul style="list-style-type: none"> • Administrative records (e-resource management, admin) • Core print collections (Ref) • Core print journal collection • Monograph collection-general <p>Secondary importance: AV collection Library loaner equipment – copier</p> <p>Institutional or local preservationist: Refer to: Emergency Preparedness Plan Manual</p> | <p>NN/LM Emergency Preparedness & Response Toolkit: http://nmlm.gov/ep</p> <p>Greater Midwest Region National Library of Medicine 1750 W. Polk St. M/C 763 Chicago, IL 60612-4330 1-800-338-7657 http://nmlm.gov/gmr/</p> |