

Medcenter One Health Sciences Library: 10-Step Service Continuity Plan

Library Medcenter One Health Sciences Library 622 E Ave A Bismarck, ND 58501	Library contact person: Travis Schulz [701] 323-5390 tschulz@mohs.org	Institutional contact: Risk Management: XXXXXX [701] xxx-xxxx/xxxx [pager] xxxxx@mohs.org	Facilities Management: Engineering and Facilities XXXXXX [701] xxx-xxxx/xxxx [pager] xxxxx@mohs.org	Other contact: Safety and Security: XXXXXX [701] xxx-xxx/xxxx [pager]
Step 1: RISK ASSESSMENT	Step 2: PERSONAL SAFETY	Step 3: CORE SERVICES	Step 4: REMOTE CORE SERVICE PROVISION	Step 5: CORE ELECTRONIC RESOURCES
<p>Previous risk assessment by your institution?</p> <p>Anecdotal information (from staff):</p> <p>State/local information:</p> <ul style="list-style-type: none"> Weather Service http://weather.org/radar.htm <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 	<p>Security: 0639</p> <p>Police: 911</p> <p>Fire Department: 911</p> <p>Emergency Medical Service: 911</p> <p>Safe haven locations:</p> <ul style="list-style-type: none"> Tornado: Fire exit stairwell <p>Nearest fire alarm box:</p> <ul style="list-style-type: none"> Near main entrance door Near fire exit door <p>Nearest fire extinguisher:</p> <ul style="list-style-type: none"> Near main entrance door Near fire exit door <p>Location of First Aid Kit: Location of AED kit: Location of salvage supplies and safety gear (masks, rubber gloves):</p> <ul style="list-style-type: none"> First Aid Kit and rubber gloves in cabinet above sink 	<ol style="list-style-type: none"> Library web site: http://www.insidemedcenterone.com/library Borrowing for patrons via ILL: patient care, emergency/disaster-related information <ul style="list-style-type: none"> VPN access to ILL desk top Hold incoming requests: ODIN listserv – Odin-ill@listserv.nodak.edu Docline hold call 1-800-338-7657 Reference assistance <ul style="list-style-type: none"> VPN access to desk top Computers and printers Internet access: <ul style="list-style-type: none"> VPN access staff Proxy server patrons <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 Signs posted on main entrance & other strategic locations Important messages posted on library's web page; insidemedcenterone.com main page; proxy webpages 	<p>“Buddy” library name, contact information:</p> <p>Primary – UND-Harley French Circulation [701] 777-3993 Reference [701] 777-3994 ILL office [701] 777-2601</p> <p>Secondary – Angus Cameron Medical Library Karen Anderson [701] 857-5435 karen_anderson@und.nodak.edu</p> <p>NN/LM: 1-800-DEV-ROKS GMR office: [312] 996-7791 Samantha Hewakapuge, state rep. samanthi@uic.edu</p> <p>Temporary off-site work location (home, other library):</p> <ul style="list-style-type: none"> VPN Librarian's home Remote service location <p>Services to be provided via chat 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> <p>Contact information for Info. Tech. specialists:</p> <ul style="list-style-type: none"> Medcenter One Helpdesk [701] 323-8900 	<p>Databases: Title/Support:</p> <ul style="list-style-type: none"> EbscoHost: [847] 516-5620 Micromedex: [708] 488-9206 MD Consult: [270] 554-5303 Stat!Ref: [781] 439-1290 UptoDate: [847] 370-8743 <p>E-journals: Title/Support:</p> <ul style="list-style-type: none"> EbscoHost: [847] 516-5620 Ovid: [773] 348-6248 Science Direct: [314] 997-1176 SpringerLink: [888] 777-4643 Taylor & Francis: [561]-994-0555 Wiley/Blackwell: [800] 835-6770 <p>E-Books (textbooks, reference): Title/Support:</p> <ul style="list-style-type: none"> MD Consult: [270] 554-5303 Red Book: [847] 434-4000 R2 Library: [800] 345-6425 OCLC NetLibrary: [800] 848-5878

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://www.insidemedcenterone.com/library</p> <p>URL of proxy page: http://proxy.mohs.org</p>	<p>Monograph titles (core textbooks, reference), call numbers, locations (or location of list):</p> <ul style="list-style-type: none"> • ALEPH; print lists at directors desk <p>Journal titles, locations (or location of list):</p> <ul style="list-style-type: none"> • Docline; print lists at directors and reference desk; List available at display 	<p>Historical Collection:</p> <ul style="list-style-type: none"> • ALEPH; print list at directors desk 	<p>Primary importance:</p> <ul style="list-style-type: none"> • Administrative records (ILL, e-resource management, admin) • Core print collections (Reserve, Ref) • Core print journal collection • Monograph collection-general <p>Secondary importance:</p> <ul style="list-style-type: none"> • AV collection • Historical Collection • Library loaner equipment 	<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>