EMERGENCY RESPONSE COORDINATOR

ACTIVATION RESPONSIBILITIES

o   Notify Red Team (Executive)

o   Notify Blue Team (Management)

o   Activate Service Continuity Team (Names)

o   Update Service Desk voicemail (Name)

o   Email updates to all team members (Library-Staff), as needed

o   Notify closings via email with any schedule changes

o   Update Website Emergency Information banner on Hours page (Name)

o   Participate in Health System Incident Management Team calls (Name)

o   **Cancel deliveries, if necessary (back page under Resources)**

o   If Family Assistance Center is activated, coordinate any space needs

o   If requested, coordinate with Health System Accommodations Team (Library must be closed into the following day)

o   Conduct After-action Reviews

PREPAREDNESS RESPONSIBILITIES

o   Library liaison to the Emergency Management Workgroup
o   Conduct bi-annual table-top exercises with managers group

CONTACT INFORMATION

RED TEAM-EXECUTIVE
Director

Director/Emergency Response Coordinator

Assoc. Director

Admin Manager/Backup Emergency Response Coordinator

BLUE TEAM-MANAGEMENT
Data Services

Director of IT

Historical Collections

Collections Manager

Service Desk Manager

Communications Director

LIBRARY LEADERSHIP TRANSITION
If the Library Director is unable to perform duties, responsibility is assigned to (name): general library operations, collections, space information technology, specialized services

COMMUNICATIONS PLAN

SERVICE DESK VOICEMAIL
Changes the library's voicemail message. Recorded message should provide status information. Forwarding phone to external number during business hours is also an option

WEBSITE
Makes changes to library hours. Emergency banner box on Hours page can be activated, if needed. Activate message banner on Space Reservations page. Explain that mediated reservations are suspended until library opens. Self-reservations are still available.

COMMUNICATIONS WITH MEDIA

The library director, or designee is the only person authorized to speak to the media. Information must for be cleared by the Health System Media Office at XXX-XXX-XXX.

CONTINUITY OF OPERATIONS PLAN

TROUBLESHOOTING ONLINE ACCESS
(Name)
Backup email:

TROUBLESHOOTING NETWORK ACCESS
(Name)

(Name)

PURCHASE REQUESTS
(Name)

DOCUMENT DELIVERY (BORROW)
(Names)

DOCUMENT DELIVERY (LENDING)
For extended closures, lending requests are de-activated by calling XXX-XXX-XXXX

MESSAGES FROM PATRONS
All library faculty and specialists will monitor and respond to messages that come through Consultation Request form

ACCESS TO LIBRARY'S PRINT COLLECTION
In the event that the Internet is compromised, describe how patrons will access the library's print collections.

SELECTIVE LIST OF RESPONSE PROCEDURES

TORNADO
Watch: monitor weather reporting stations online and via the weather radio.
Warning: announce via intercom that a warning has posted. 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, initiate closing procedures. Check elevators to see if anyone is stranded. Check areas of the library for patrons who may need help.
MEDICAL EMERGENCY
Call XXX. Announce on the intercom that medical assistance is needed in the [state location].
AED Location: Link near Pinn Hall
FIRE/SMOKE
Call XXX. Pull fire alarm (near exit) if necessary.
Fire extinguisher: hallway near staff mailboxes
SHELTER IN PLACE: staff lounge
EARTHQUAKE
DROP, COVER, and HOLD ON. Do not evacuate the library until 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 location of caller. Call 911 and follow instructions.

SHOOTER
Take cover.

HAZMAT INCIDENT
Follow instructions from emergency officials

REQUEST FOR CONFIDENTIAL INFORMATION
Inquiry: Contact supervisor
Subpoena: Contact supervisor
Search Warrant: Provide access and contact supervisor
Request for Access to Library Computers: Contact IT Director

EVACUATION
Primary site (Name Site).
Secondary site: (Name Site)

RESOURCES CONTACTS

Lyrasis: 800-999-8558 (24/7 consultation assistance)
Belfor: 804-342-7444
Facilities Management
XXX-XXX
Environmental Health & Safety XXX-XXX-XXXX
Housekeeping
XXX-XXX-XXXX
Systems Control
XXX-XXX-XXXX

Print Journals (EBSCO): 800-633-4604

HISTORICAL COLLECTIONS RESCUE LIST BY PRIORITY

1. Vault (in the staff work area of Historical Collections):

All the books in the vault, both those on the shelves and those in the double-sided folio cabinet in the center of the room.

Rescued vault materials should be moved to:

2. Staff Workroom:

HISTORICAL COLLECTIONS RESCUE LIST BY PRIORITY (cont.)

List Your Priority publications:

Historical Collections:

All other materials in the compact shelving and all materials on the white shelves behind the Historical Collections Librarian's desk: Blue labels highest priority and Orange labels secondary

3. Other Historical Collections materials, books, journals, artifacts in the following places (focus on manuscripts and paintings):

List locations

  *Supplies for collection salvage are located in Historical Collections' photocopy area.

Historical Collections Contacts:
- (Name), Head of Historical Collections

- (Name): Historical Collections Specialist

RELOCATION STRATEGY

(Temporary service site will be determined based on availability)

Resources
Store or relocate to temporary service site the following resources:

Historical Collections: Store
Print Journals: Store
General Collection of Books: Store
Core Textbooks: Relocate
Reference Collection: Relocate
Library Computers: Relocate 3/tore others
Library Records: Relocate

Team Members
Relocate team members listed below to temporary service site. All other team members will be assigned to work from home or will be on leave.

Library Director
Assoc. Dir. Collections & Library Services
Assoc. Dir. Knowledge Integration Research & Tech.
Administrative Services Manager
IT Director
Collections Librarian
Research & Data Services Manager
Service Desk Manager
Service Desk Team