

Policy Number:
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**BLESSING-RIEMAN COLLEGE OF NURSING AND HEALTH SCIENCES
POLICIES AND PROCEDURES
BLESSING HEALTH PROFESSIONS LIBRARY**

TITLE OF POLICY: Disaster Plan

ORIGINAL DATE: February 2010

SOURCE: Curriculum Committee

LAST APPROVED BY COLLEGE SENATE: November 2016

LAST REVIEWED/REVISED BY BOARD POLICY COMMITTEE: December 6, 2017

LAST APPROVED BY BOARD OF DIRECTORS: December 14, 2017

Purpose:

Natural disasters such as floods, storms and earthquakes cannot be prevented; however, the severity of their effects can be lessened by preparing for recovery from them.

Policy:

It is the policy of Blessing-Rieman College of Nursing and Health Sciences that Blessing Health Professions Library be able to provide access to information during any local, state, or national emergency.

Procedure:

Actions to be taken if there is damage to information systems or to the electrical systems.

- The Library maintains several collections: a print collection of journals (including back-files), a book collection, and an audiovisual collection.
- The Library has paper lists of all its electronic resources, including urls, passwords and user IDs.
- The Library has consortia and collegial relationships with the other libraries in Quincy, in the Reaching Across Illinois Library System (RAILS) service area, in the Capitol Area Consortium, and in the state of Illinois. Electronic access to our online databases would be available from those libraries, either by arrangement with them or by assigning staff to work at their facility. In addition, library patrons would be able to use the resources of our partner and community libraries.
- The Library is a member of the Greater Midwest Region of the National Network of Libraries of Medicine. Phone or fax could quickly obtain information from either the regional office in Iowa City, Iowa or the National Library of Medicine in Bethesda, Maryland.
- The Library vendors are major electronic information providers. Their systems are archived and would be available for use after a national disaster, when national and local equipment was again operational.

Actions to be taken for recovery from a natural disaster.

- Activate the College preparedness plan and an in-house recovery team.
- Assess the damage and stabilize the environment.

- Manage appropriate supplies to handle damaged library materials.
- Activate salvage procedures and priorities.