



BLESSING-RIEMAN
***College of Nursing
& Health Sciences***

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Owner Reta Richmond
Area Curriculum Committee

Library Emergency Plan

PURPOSE

Natural disasters and emergency situations 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.
- The Library has consortia and collegial relationships with the other libraries in Quincy, in the Reaching Across Illinois Library System (RAILS) service area, 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.
- Library staff can work remote, at Blessing Hospital, or Room 142 at 11th street.
- The Library is a member of the Greater Midwest Region of the National Network of Libraries of Medicine. Phone, email, 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.

- Appropriate information regarding recovery and restoration activities will be shared with employees, students, Blessing Health System, College Board members, representatives from partner schools, and key stakeholders.

Actions to be taken for recovery from an emergency.

- Activate the College [Emergency Operations Plan](#).
- Assess the damage and stabilize the environment.
- Manage appropriate supplies to handle damaged library materials.
- Activate salvage procedures and priorities.
- In the event of a pandemic, the [Pandemic/Epidemic Continuity of Operations](#) plan will be activated.

Approval Signatures

Step Description	Approver	Date
Approval by College Senate	Reta Richmond: ADMINISTRATIVE ASSISTANT	08/2022
Approval by Curriculum Committee	Brandi Venvertloh: ASSOC PROF W/ DOCTORATE	08/2022