LIBRARY SERVICE
DISASTER PLAN

1. Purpose: To outline policies & procedures for protecting life and property in the event of an internal/external disaster for Library Service in support of the Facility Comprehensive Emergency Management Plan (VAMC Memorandum 516-01-00-72, March 2001).

2. Scope: Applicable to all Library Service employees and volunteers/compensated work therapy patients who are on duty at the time.

3. Policy: It is the policy of Library Service to assist the facility in the event of a disaster in carrying out its duties for the facility and the community. The Comprehensive Emergency Management Plan (CEMP) outlines basic responsibilities for the implementation of the plan with this service support plan in assistance. The Comprehensive Emergency Management Plan is often known as the *Red Book* and is located in the Medical Library Workroom.

1. Procedures: See attached sheets for individual procedures for the following:

   Hurricanes
   Casualty Reception
   Evacuation
   Fallout Shelter
   Bomb Treat
   Civil Disturbance
   Telephone Alert
   Chemical Release and Contamination
   Utility Disruption Plan

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Hurricane Plan

The Chief Library Service or their designee, will report to the Marr Conference Room for briefing by the Command Authority as required in any Phase I, II, or III of the implementation of the Hurricane Plan.

a. Home Hurricane Plans will be discussed annually at the Library Service Staff meeting, before the beginning of Hurricane Season. The Chief, Library Service will forward names of individuals wishing to be part of the "Host Home Program" to the Safety Officer.

b. Any personnel reporting for work in a hurricane situation should bring personal toiletries, clothing, food, and water to last them a minimum of 2 weeks.

Phase I (Alert)

All staff members will be notified that the implementation of the Hurricane Plan is initiated. Circumstances permitting the Command Authority (e.g. Director) will hold a general staff meeting to explain the current situation, which will be attended by the Chief, Library Service.

- Discuss briefing and review hurricane plan with all library personnel.
- Chief, Library Service, will furnish the Medical Center Director a list of individuals to remain on duty.

Phase II (Preparation for Impending Disaster)

All staff members will be notified of the impending disaster and should commence to make final preparations to assure rapid response of their individual responsibilities. Any individual not on duty will be contacted by Chief, Library Service, if feasible.

A. Ensure adequate stock of supplies:
   - Flashlight with batteries
   - Trash bags and tape
     - Ensure that cell phones are charged
     - Secure Libraries as much as feasible and safeguard equipment from property damage, etc.

B. PC's secured
   - Shelf List removed
   - Pamphlet Room Items removed from lower shelves
   - Individuals designated to remain on duty will return home to make necessary preparations and return back as soon as feasible. All others will remain at home
   - CWT patients should report to Domicilliary for further instructions

- Emergency parking for staff remaining on duty are at the following parking lots: Seminole Plaza/Burlington Coat Factory, (Seminole Blvd and 74th Avenue North), Keswick Christian School (54th Avenue North), and Seminole United Methodist Church (Seminole Blvd and 54th Avenue North). Parking is at the risk of the vehicle owner. Facility Support Service will provide transportation between sites as weather and road conditions permit
- Monitor television or NOA web site coverage
- Notify volunteers

Phase III (Action)

Transition from Phase II to Phase III will be made automatically and to the extent necessary for the protection of lives and property and for the continuation of care and treatment to patients and members.

- Once the staff has been mobilized, they will man their regular duty stations, or report as needed to various areas of the medical center as needed (e.g., manpower pool, etc.)
- Medical Library and Patient Education Resource Center (PERC) both have emergency lighting that should be used conservatively

Plan revised on 5/14/03

Casualty Reception

The Chief Library Service will report to the Marr Conference Room for briefing by the Command Authority as required in any Phase I, II, or III of implementation of the Casualty Reception Plan,.

a. Discuss briefing with library personnel (including staff, volunteers, and compensated work therapy patients) of situation sending.
b. Chief, Library Service, or designee will report to the Chief of Staff on the state of readiness and the availability of manpower.
c. Non-essential personnel will report to the manpower pool in Building 100, Radiology Outpatient area.
d. At conclusion, the Chief, Library Service will supply emergency preparedness coordinator (138F) with a disaster timetable of events with comments of areas for improvement.

Evacuation Plan
For
Internal or External Disasters

In any Phase I, II, or III of implementation of the Evacuation Plan, the Chief Library Service or designee will report to the Marr Conference Room for briefing by the Command Authority as required. Internal disasters may consist of fire, explosion, or major damage to the Medical Center from unforeseen causes such as lightning, falling aircraft, etc. External disasters may consist of an extremely dangerous hurricane or other occurrence, which endanger the entire facility. Evictions from external disasters are basically covered in the Hurricane Plan.

Phase I (Alert)

All staff members will be notified that the implementation of the Evacuation Plan is initiated. Circumstances permitting the Command Authority (e.g. Director) will hold a general staff meeting to explain the current situation, which will be attended by the Chief, Library Service.

- Discuss briefing and review evacuation plan with all library personnel.
- Check on availability of emergency supplies (e.g. batteries, plastic bags, etc.).

Phase II (Preparation for Impending Disaster)

All staff members will be notified of the impending disaster and activation of Phase II. Library staff will commence to make final preparations to assure rapid response of their individual responsibilities.

C. Ensure that flashlight has fresh batteries.
D. Secure Libraries as much as feasible and safeguard equipment from property damage, etc.
E. Individuals designated to remain on duty will do so and maintain their normal job functions unless ordered to do otherwise by someone in line of authority. Personnel may be assigned to the manpower pool.
F. CWT patients should report to Domicilliary for further instructions.

Phase III (Action)

If an evacuation order is received from someone in line of authority, then the Chief, Library Service will:

- Account for all library personnel for and identify all library personnel after and during the evacuation.
- Supervise the evacuation (horizontal, vertical, or total) of Library Service.

Fallout Shelter Plan

Depending upon the amount of time available, the Fallout Shelter Plan will be activated in whole or in part according to information received from the Department of Defense.

Phase I (Alert)

All staff members will be notified that the implementation of the Fallout Shelter Plan is initiated. Circumstances permitting the Command Authority (e.g. Director) may hold a general staff meeting to brief personnel on tactical situations and status of conditions.

- Discuss briefing and review plan with all library personnel.
- Identify shelter location.
- Medical Library and PERC – Containers are located in interstitial areas in service bays.
- Check on availability of emergency supplies (e.g. batteries, plastic bags, etc.).
- Personnel should make arrangements for protection of their homes and families. Those individuals that return home should stay there unless directed otherwise by Chief, Library Service, or evacuate as announced by radio, television, or other means of communication.
- Chief, Library Service will furnish Associate Director a list of library personnel remaining on duty.

Phase II (Preparation)

- All personnel remaining on duty will take what actions necessary and notify Chief, Library Service when these are completed.
- Monitor television coverage.

Phase III (Action)

- All personnel will move to assigned shelter location based upon orders by the Medical Center Director or information reported by the Civil Defense via radio or television.
- Library personnel will be under the direction of the Shelter Mangers, Assistant Shelter Managers, or duly designated leaders of the various floors.

- In event of an attack without warning there will be no alarm signal. A blinding flash of high intensity light may indicate that an attack is in progress. If that is the case:
  a. Drop to the floor and cover your head with your hands.
  b. Lie against a wall, or under a desk, or other large object to safeguard against flying glass or debris.
  c. Proceed to nearest shelter area as soon as feasible.

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Bomb Threat Plan

Activation of this plan depends on the circumstances involved. There is no general alert signal. If a Library Service staff member receives the threat:

a. Be calm and courteous. Do not interrupt the caller needlessly.
b. Pay attention to wording, voice, and mannerisms of the caller. Keep the caller on line.
c. If possible, signal for another individual to contact Medical Center Police (x4110 or x4111) and the telephone operator to trace call.
d. After the bomb threat call, fill out and share information from Attachment A, CEMP, Chapter 5 with Medical Center Police. Notify Chief, Library Service.
e. Medical Center Police will coordinate and control all necessary response actions.

If the threat is directed toward the immediate work area, library personnel will search their immediate areas for any unusual boxes, packages, or other items. If anything is found, **do not touch.** Evacuate area and notify Medical Center Police of location.

Civil Disturbance

If circumstances permit, the Director may call a meeting of the Director's Control Group to consider the nature of the threat. The results of this meeting will then be shared with Library Service. Library Service will secure their area and await further instructions.

Library Service personnel learning of a disturbance should report the activity to the Chief, Police and Security Service (x4112) or the Communication Center (x4111) after regular working hours. Information required will include the location of the disturbance, nature of the disturbance, number of individuals participating, and other related information.

The Casualty Reception Plan may be implemented if required.

Telephone Alert

Library Service will keep a current “Cascade Call Back” which will be reviewed at least annually **(April 1)** and/or updated as changes occur. Copies will be distributed to Safety Officer (138F), ACOS for Education, and all library personnel. A copy will be posted on the Library Service Bulletin Board.

Chemical Release and Contamination Plan

Phase I (Alert)

All staff members will be notified that the implementation of the Chemical Release and Contamination Plan is initiated. Circumstances permitting the Command Authority (e.g. Director) may hold a general staff meeting to brief personnel on tactical situations and status of conditions.

- Discuss briefing and review plan with all library personnel.
- Check on availability of emergency supplies (e.g. batteries, plastic bags, etc.).
- Personnel should make arrangements for protection of their homes and families. Those individuals that return home should stay there unless directed otherwise by Chief, Library Service, or evacuate as announced by radio, television, or other means of communication.
- Chief, Library Service will furnish Associate Director a list of library personnel remaining on duty.

Phase II (Preparation)

- Library personnel remaining on duty will be advise of the extent of the chemical contamination and be ready to respond as indicated by the Command Authority or Director.
- Secure equipment.
- CWT should report to the Domicilliary for further instructions.

Phase III (Action)

Phase II activities will be continues. In case of evacuation, the staff will ensure property and equipment are secure and protected, maintain office security, and assist as needed.

Utility Disruption Plan

In the unlikely event that a complete power disruption should occur, the Library Service would proceed with those functions that are feasible in order to support direct patient care. All other items would be placed upon hold until power is resumed. If telephone operations were still viable, Library Service would contact Information Technology Section for use of lap top computers.