Himmelfarb Library Disaster Preparedness: Home

Resources necessary for Himmelfarb Health Sciences Library staff to prepare for and respond to disasters and emergencies.

Himmelfarb Library Disaster Documents

Below are Himmelfarb's key resources for disaster planning and response. These documents are maintained by Himmelfarb's Disaster Planning and Response Committee.

- **Himmelfarb Disaster Manual**
  The Disaster Manual is a comprehensive resource including the library's communication plan, response to specific emergencies (fire, flood, terror attack, etc.), and disaster response information including documentation of facilities and collections.

- **COOP (Continuity of Operations)**
  The COOP, or Continuity of Operations, is a detailed plan for offering services when the Library is closed, when campus is closed, or when certain portions of the Library facility are unavailable due to emergency or disaster.

- **PReP (Pocket Response Plan)**
  The Pocket Response Plan, is a pamphlet with important information for decision makers during emergencies and disasters. It contains key University, vendor, and library contact information.

GW Disaster and Emergency Resources

The following are key University resources for disaster and emergency response.

In the case of an emergency when web services are down, here are some important phone numbers:

- **GW Police Department - 202-994-6111**
  - Non-emergency - 202-994-6110 or gwspd@gwu.edu
- **Ross Hall Security Desk - 202-994-8800**
- **GW Hospital (Main + Patient Info) - 202-715-4000**
- **GW Office of Emergency Management - 202-994-4936**
- **GW Office of Health and Safety - 202-994-4347**
- **GW Emergency Maintenance - 202-994-6706**

- **GW Campus Advisories**
  Campus Advisories is the university's primary website used for communicating emergency preparedness and incident-related information to the GW community.

About This Guide

This guide is intended to be a resource for Himmelfarb Health Sciences Library staff members to assist them in planning for and response to emergencies and disasters that will affect them while on campus, and affect the Library facility, collections, and services.

Because this guide contains documents with contact information for staff off of campus, it is a private LibGuide. The URL will only be provided to
LibGuide Homepage Middle

the Library facility are unavailable due to emergency or disaster.

- **PReP (Pocket Response Plan)**
The Pocket Response Plan, is a pamphlet with important information for decision makers during emergencies and disasters. It contains key University, vendor, and library contact information.

- **Staff Telephone Tree, Oct 2014**
The telephone tree provides contact information for library staff and a hierarchical plan for communicating during emergency or disasters.

- **Library Evacuation Procedures**
Evacuation procedures, evacuation routes, and designated evacuation sites.

- **Library Floor Plans - Emergency Version**
Notes locations of all emergency exits, fire alarms, fire pulls, and extinguishers.

- **GW Campus Advisories**
Campus Advisories is the university's primary website used for communicating emergency preparedness and incident-related information to the GW community.

- **GW Emergency Response Handbook**
Provides university emergency contact information and guidance for responding to emergency situations on campus.

- **University Emergency Operations Plan**
Describes how the university responds to emergencies, addresses all types of hazards and establishes policies, methodology, responsibilities and operations designed to effectively and efficiently address the needs of GW during an incident.

- **4-Ride**
The 4-Ride Security Escort Service provides GW community members with the option of a safe ride to and from locations on and around the Foggy Bottom Campus. The service operates everyday from 7:00pm to 5:30am.

- **Threat Assessment Team (Report Threatening Behavior)**
The Threat Assessment Team addresses concerns about threatening or potentially threatening behavior that could result in violence directed towards the students, faculty, and staff of The George Washington University.

- **Suspicious and Unattended Packages Reporting**

---

Because this guide contains documents with contact information for staff off of campus, it is a private LibGuide. The URL will only be provided to current Himmelfarb Health Sciences Library staff members.

The LibGuide is maintained by Himmelfarb’s Disaster Planning and Response Committee. Committee members for 2014/2015 are:

- Laura Abate
- Meaghan Corbett
- Jon Lopez
- Marie Miller
- Jolinda Thompson (Chair)
- Ready.gov
  Geared towards consumers, resources available in multiple languages, covers special concerns such as elders and pets.

- Disaster Assistance.gov
  Information portal for disaster survivors with information about how to apply for assistance, assistance available from government agencies and finding federal disaster relief centers. Available in English and Spanish.

- MedlinePlus
  Information geared towards consumers and covers a wide variety of disasters, including earthquakes, radiation exposure, floods, earthquakes and winter weather emergencies.

- National Science Foundation-Disasters
  Special report website with information on understanding disasters, preparing and immediate response.

- National Weather Service
  Homepage of the National Weather Service with information on weather alerts, graphical forecasts, national maps, forecast models and weather safety information.

---

State & Local Emergency Management Agencies

- District of Columbia Homeland Security and Emergency Management Agency
  Information about AlertDC, emergency plans, training, terror threat advisories.

- District of Columbia Fire and Emergency Medical Services
  Features information for the general public.

- Maryland Emergency Management Agency
  Provides links to emergency preparedness information for businesses and the public, the state's emergency management plan and current news and alerts.

- Virginia Department of Emergency Management
  Provides links to emergency preparedness information for businesses and the public, the VDEM terrorism toolkit, recovery planning and current news and alerts.
### Websites on Libraries & Disaster Planning

- **ALA Library Fact Sheet 10 – Disaster Preparedness**
  Features links to disaster management websites geared to libraries, as well as a select bibliography.

- **Conservation Online Disaster Preparedness and Response**
  Compiled by the Foundation of the American Institute for Conservation. Features links to disaster plan workbooks, salvage of water damaged collections and mold/mildew remediation.

- **Disaster Information Management Research Center (DIMRC)**
  Compilation of resources and tools including disaster literature, databases, health organization, tools and topic pages. Also has a special section for librarians.

- **NLM Emergency Access Initiative**
  Partnership between NLM, NN/LM and publishers to provide free access to full text articles from major biomedical publishers to healthcare professionals, librarians and the public affected by a disaster.

- **Library of Congress Emergency Preparedness Publications**
  Provides links to publications on salvaging water damaged materials, preservation of library materials and information based on difference scenarios.

- **Heritage Emergency National Task Force**
  Website for Heritage Preservation's Emergency National Task Force. Features links to disaster preparedness and recovery resources, salvaging wet books and streaming videos geared towards libraries and other cultural institutions.

### Tools/Databases

- **dPlan: The Online Disaster-Planning Tool for Cultural and Civic Institutions**
  Online disaster planning template for libraries, archives, museums, historical societies, and other collection-holding institutions.

- **NN/LM Emergency Preparedness & Response Toolkit**
  Developed by the National Network of Libraries of Medicine. Geared towards librarians, this portal provides links to information about disaster planning and libraries, including sample disaster plans, information on writing continuity of operations plans, training and table-top exercises.

- **DIRELINE/Health Hotlines**
  Directory of organizations offering information, referral and support for many diseases and conditions.

- **FEMA Mapping and Analysis Center**
  Provides GIS mapping products for disasters.

- **HazLit**
  Index of journal articles dealing with social science aspects of disasters.

- **People Locator**
  Allows the public to search for missing persons involved in a disaster.

- **TOXNET**
  Collection of environmental health and toxicology databases, including database of potentially hazardous chemicals, chemical dictionary, structure database and references to toxicology literature.
# LibGuide Photos Page

## Himmelfarb Library Disaster Preparedness: Library Photos

Resources necessary for Himmelfarb Health Sciences Library staff to prepare for and respond to disasters and emergencies.

### Library First Floor
- Library lobby
- Entrance, security gates, and turnstile
- Admin Office, Room 101
- Director's office, room 101
- Room 102
- Computer alcove 1
- Conversation pit
- Central workstations and printers
- Display case
- Photocopy area
- Public printers

### Library B1 Level
- B1 bookstacks entry
- B1 bookstacks desks
- B1 bookstacks workstations
- B1 bookstacks rear
- B104 Accounting front of office
- B104 Accounting assistant's area
- B104 Accounting back of office
- B1 conference room
- B1 elevator
- B1 level study room 1
- B1 level study room 2

### Library Third Floor
- Study area workstations
- Study area tables
- Study area closed carrels
- Study room 1
- 304 wing
- 304 wing study room 1
- 304 wing study room 2
- 304C study room
- 304I study room
- Bioderm anatomical posters and cubicles
# LibGuide Art and Inventories Page

**Himmelfarb Library Disaster Preparedness: Inventories and Library Art**

Resources necessary for Himmelfarb Health Sciences Library staff to prepare for and respond to disasters and emergencies.

<table>
<thead>
<tr>
<th>Inventories</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Library Computer and Other Hardware Inventory" /> Submitted by Alex and Aytan on 27 Sep 2013</td>
</tr>
<tr>
<td><img src="image" alt="Emergency Supply Bin Inventories" /> Contents of bins in Reference and B Level Supply Room, 9/30/2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Library Portraits</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Paul Himmelfarb" /></td>
</tr>
<tr>
<td><img src="image" alt="Walter Bloedorn" /></td>
</tr>
<tr>
<td><img src="image" alt="Isabella Young" /></td>
</tr>
<tr>
<td><img src="image" alt="Frank Miller" /></td>
</tr>
<tr>
<td><img src="image" alt="Seymour Alpert" /></td>
</tr>
<tr>
<td><img src="image" alt="William Alanson" /></td>
</tr>
<tr>
<td><img src="image" alt="Howard Francis" /></td>
</tr>
<tr>
<td><img src="image" alt="Walter Reed" /></td>
</tr>
<tr>
<td><img src="image" alt="John Wesley Bovee" /></td>
</tr>
<tr>
<td><img src="image" alt="Samuel Dodek (portrait)" /></td>
</tr>
<tr>
<td><img src="image" alt="Samuel Dodek (photo)" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Art Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Cherry Blossoms&quot;, Joseph English, 1993</td>
</tr>
<tr>
<td>&quot;Uptown&quot;, Joseph English, 1999</td>
</tr>
<tr>
<td>&quot;GW Medicine in the New Millennium&quot;, Joseph English, 2002</td>
</tr>
<tr>
<td>Seascape, Ludwig Krotil, 1977</td>
</tr>
<tr>
<td>Seascape 2, Ludwig Krotil, 1977</td>
</tr>
<tr>
<td>&quot;Fins&quot;, Joseph English, 1997</td>
</tr>
<tr>
<td>&quot;Georgetown Flower Shop&quot;, Joseph English, 1996</td>
</tr>
<tr>
<td>Oliver Wendell Holmes caricature</td>
</tr>
<tr>
<td>Thomas Henry Huxley caricature</td>
</tr>
</tbody>
</table>