

# Plan | Canberra Health Services

## CHS Library and Multimedia Emergency and Disaster Preparedness Plan

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## Purpose

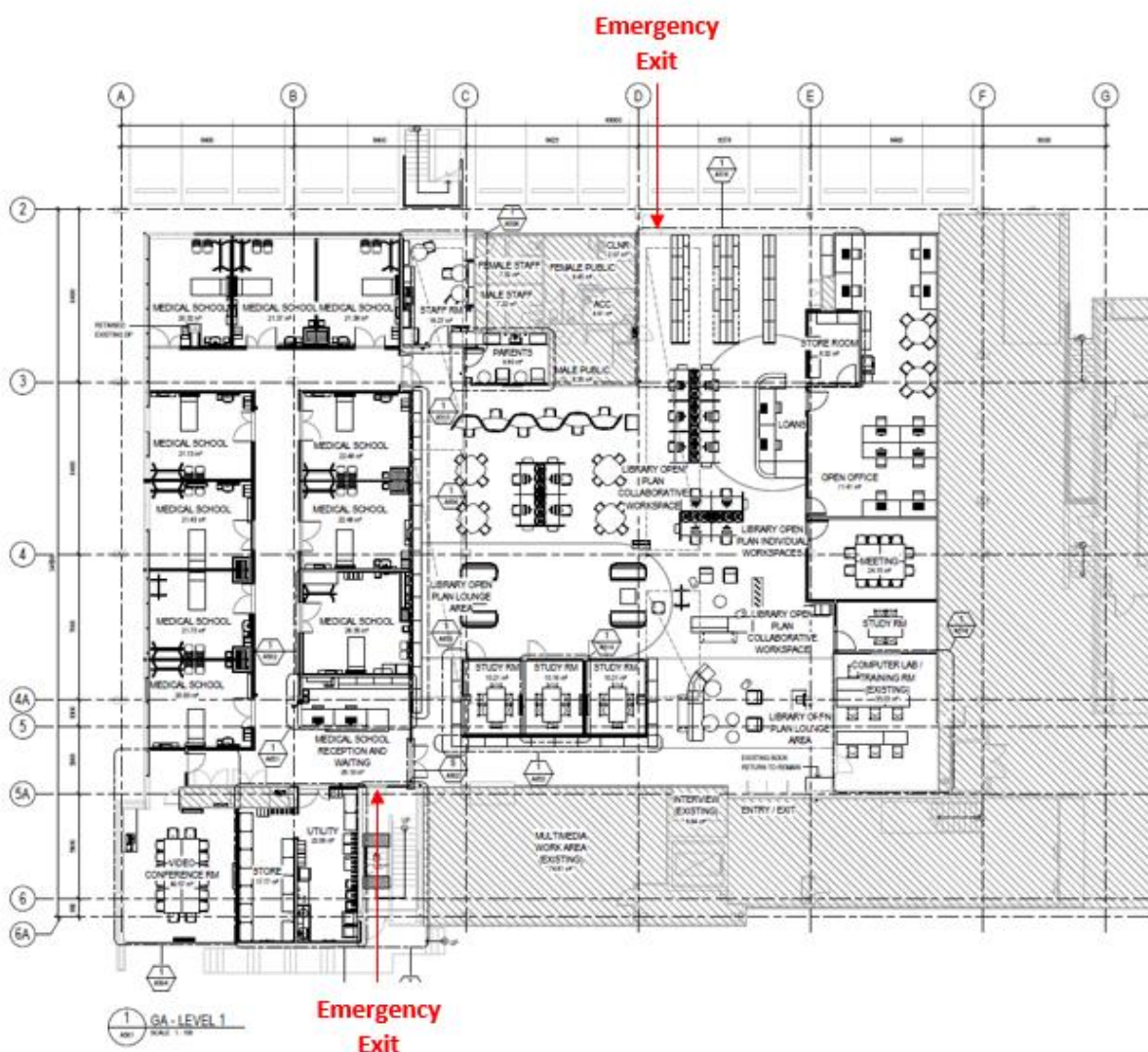
This plan aims to anticipate possible disasters and emergencies and provide instructions to reduce indecision in such an event. The plan covers risks to library staff, clients, collections (physical and digital), building, and infrastructure.

This plan covers both library sites at Canberra Hospital and North Canberra Hospital.

This plan should be read in conjunction with the First Aid Procedures for the CHS Library and other established CHS medical emergency plans. Where there is an inconsistency between this plan and CHS emergency plan the CHS document takes precedence.

## Location of emergency exits

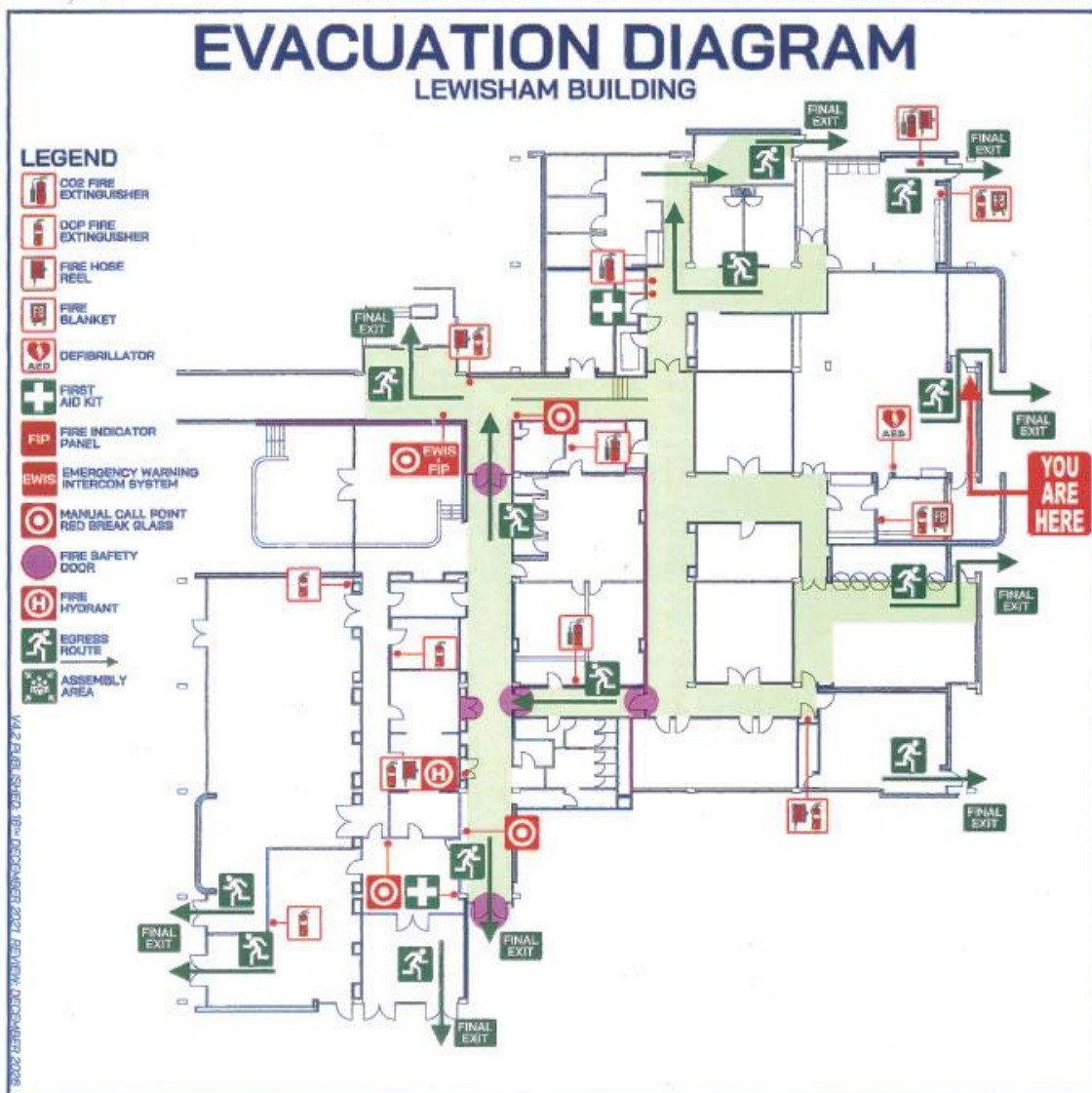
### Canberra Hospital Garran, Building 4 Level 1



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# North Canberra Hospital Bruce, Lewisham Building

**HEALTH CARE**  
Cnr BELCONNEN WAY & HAYDON DRIVE, BRUCE, ACT 2617



### EVACUATION PROCEDURES

- R** REMOVE people from the immediate danger. Safety to self, scene and survivors.
- A** ALERT all occupants and ensure an alarm has been raised.  
CALVARY INTERNAL EMERGENCY NUMBER  
**DIAL 2222** ON THE INTERNAL PHONE SYSTEM
- C** CONFINED the Smoke and Fire. Keep doors and windows closed to restrict the spread of the fire. Attempt to EXTINGUISH the fire if trained and safe to do so.
- E** EVACUATE the building on the first sight of smoke and fire. Proceed to the Assembly Area

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## Emergency telephone numbers

<p><b>Switchboard Emergency (CH and NCH)</b></p>	<p>2222</p>	<p>CODE <b>BLACK</b> (Personal Threat)</p> <p>CODE <b>BLUE</b> (Medical Emergency)</p> <p>CODE <b>PURPLE</b> (Bomb Threat)</p> <p>CODE <b>RED</b> (Fire/Smoke)</p> <p>CODE <b>YELLOW</b> (Internal Emergency)</p> <p>CODE <b>BROWN</b> (External Emergency)</p> <p>CODE <b>ORANGE</b> (Evacuation)</p>
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CHS Emergency Contacts	Phone – Business Hours	Phone – After Hours
<b>Security</b>		
Canberra Hospital Security	5124 5145	2222
North Canberra Hospital Security	5103 6900 / 6770	2222
<b>Facilities</b>		
Canberra Hospital Facilities Management	5124 2115 (Mon-Fri, 7am-4pm)	<b>Dial 9</b> (staff on the hospital campus)

CHS Emergency Contacts	Phone – Business Hours	Phone – After Hours
		<b>Dial 0434 606 365</b> (staff not on the hospital campus).
North Canberra Hospital Facilities Management	5103 6153	
IT		
Digital Solutions Division	5124 5000 (24/7)	5124 5000 (24/7)
Shared Services ICT	5127 9000	
NCH IT Helpdesk	5103 6292	
General		
Workplace Safety	5124 9410	
Canberra Hospital Chief Warden	5124 9797	

### CHS Library and Multimedia emergency contacts

Role	Name	Phone
Director	Colin Sweett	5124 2588 (BH) 0468 754 793 (AH)

Role	Name	Phone
Disaster Team Leader Physical/Digital Collections	Jasmine Oldfield	5124 3332 (BH)
Disaster Team Leader Multimedia Services	Allison McHugh	5124 3806 (BH)
Fire Warden (Garran)	Anne Morrison	5124 2493 (BH)
First Aid Officer (Garran)	Allison McHugh	5124 3806 (BH)
Fire Warden (Bruce)	Akhil Raj Anel Dicker	6201 6932 (BH) 6201 6505 (BH)
First Aid Officer (Bruce)	Lepa Petrovic	5103 6090 (BH)

## Emergency equipment

Item(s)	Location
Fire extinguishers	<p>Garran</p> <ul style="list-style-type: none"> <li>• Building 4 foyer</li> <li>• Next to Library Male public toilet</li> <li>• Library and Multimedia tearoom</li> </ul> <p>Bruce</p> <ul style="list-style-type: none"> <li>• Library tearoom</li> </ul>

Item(s)	Location
First aid kit	Garran <ul style="list-style-type: none"> <li>Library storeroom</li> </ul> Bruce <ul style="list-style-type: none"> <li>Library office</li> </ul>
Emergency response bin	Garran <ul style="list-style-type: none"> <li>Library storeroom</li> </ul> Bruce <ul style="list-style-type: none"> <li>Library office</li> </ul>

Facilities Management ensure the suitability, location and accessibility of emergency equipment is considered and reviewed during the planning, construction and alteration of any Canberra Health Service facilities.

Facilities Management also ensure emergency and fire protection equipment, exit signs and alarm systems are inspected, tested and maintained.

CHS Library staff are responsible for managing and equipping the emergency response bin. These bins contain:

Items(s)	Quantity
Plastic drop sheets	4 (4 additional drop sheets for Garran)
Large plastic trash bags with ties	1 pack
Large sponge	1

Items(s)	Quantity
Box disposable non-latex gloves – L and M size	1 pack
Roll caution/safety tape	1 roll
Caution wet floor sign	1
Roll paper towel	1 roll
Cleaning cloths	1 roll
Roll blue painter's tape	1
Roll packing tape	1
Self-adhesive labels	1 box
Freezer bags	1 pack
Dust masks	1 pack
Wind up torch	1
Safety glasses	1
Permanent markers	2

Items(s)	Quantity
Lined pad of paper	1
Emergency blankets	2

## Recovery equipment

### To clean up and stabilise the environment;

plastic sheeting	vacuum cleaners (wet/dry)	squeegees and mops
fans	dehumidifiers	Chux (or Wettex or similar)
electrical extension chords	power boards	rubber gloves
buckets	garbage bins	

### To record the disaster and its effects;

camera	notepad and pencils	measuring tape
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### Useful general equipment;

box for hand tools	screwdrivers	scissors
utility ("Stanley") knives	staple gun	step ladders

### Containers and materials for collecting, moving and labelling material;

plastic basins	garbage bins	freezer wrap/wax paper
buckets	garbage bags	gaffer tape
fish crates	plastic bags	cotton tape
pallets	packaging tape	string
pallet trolley	waterproof marker pens	plastic tie-on labels
plastic pegs		

### Materials for preliminary cleaning and interleaving of books and files;

blotters	paper towelling	cotton swabs
weights for flattening and pressing	butcher's paper (or clean newsprint)	cotton wool
retractable clothes line	folding clothes stands	a variety of brushes
synthetic sponges		

## Specific emergency response

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Please refer to current CH and NCH Emergency Management plans for responses to Fire (RED), Bomb Threat (PURPLE), Medical Emergency (BLUE), Personal Threat (BLACK), and Internal Disaster (YELLOW).

The information below covers emergency responses relevant to the Library and Multimedia.

### External ICT system failure

Applies to a failure or significant access issues relating to a vendor supplied system or product including cloud hosted systems.

1. Contact the Assistant Director, Collections and Systems or eResources Discovery Officer with a description of the issue.
2. If unavailable contact the Director (x42588).

If failure is widespread or long-lasting alert library clients via website message if possible.

In the event of a Jira (Atlassian) outage:

1. Contact the Assistant Director, Multimedia and Graphic Designer
2. If unavailable, contact the eResources Discovery Officer and notify the Director (x42588)

Further information, updates and instruction can be sought from the DSD Jira administrators (x45000)

Client access points to Jira on the library website should be redirected to the prepared "Temporarily unavailable" webpage which will need to be made live.

If failure is widespread or long-lasting alert library clients via website message if possible.

### Mould outbreak

1. Assess the situation:
  - is the outbreak confined to a small area, or widespread?
  - is collection material being affected?
  - is the material still damp or wet?
  - is the outbreak apparently associated with a current water leak, an old water leak, or with high ambient humidity?
1. Call Facilities Management:

### Canberra Hospital

- **5124 2115** | Business hours Mon-Fri, 7am-4pm – support helpdesk hours of operation
- **Dial 9** | After hours for staff on the hospital campus
- **Dial 0434 606 365** | after hours for staff not on the hospital campus.

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## North Canberra Hospital

- 5103 6153

3. Do not handle or attempt to remove affected collection material - handling may constitute a health hazard to you and an increased risk of physical damage to the material.
4. Alert the Director (x42588).

## Insect and vermin infestation

If you find a situation which may indicate the presence of active insects or other pests such as rodents:

1. Assess the situation:
  - what type of infestation is it?
  - is it a small or large infestation?
  - is collection material being affected?
2. Call Facilities Management:

## Canberra Hospital

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- Dial 9 | After hours for staff on the hospital campus
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## North Canberra Hospital

- 5103 6153

3. Alert the Director (x42588).

## Shelving collapse

1. Check for personal injuries. Contact First Aid Officer and/or initiate Code **BLUE** response if necessary.
2. Cordon off the area.
3. Report the incident online via [RiskMan](#).
4. Alert the Director (x42588).
5. Arrange for temporary storage of the books, media, and/or equipment.
6. Order new shelving.

## Collection salvage procedures

The Library Director will conduct an investigation of the condition of the damaged area(s) of the Library, together with other responsible parties.

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Safety is our priority. Once the area has been declared safe, the following steps will take place.

1. Determine which damaged materials will take high priority. Responsible personnel: Director, Library & Multimedia.

Damaged materials could include but are not limited to the following types:

- Office Materials: personnel files, financial records, insurance records, etc.
  - Irreplaceable Items: rare books, manuscripts, photographs, portraits, etc.
  - Other Paper Based Items: books, unbound materials, pamphlets, loose materials, etc.
  - Other: carpet, ceiling tiles, light fixtures, stair rails, furniture, media equipment, etc.
2. Determine what damage, if any, has been done to multimedia systems and equipment. Responsible personnel: Assistant Director, Multimedia Services.
  3. Determine what damage, if any, has been done to Library Collections, systems and equipment. Responsible personnel: Director, Library & Multimedia.
    - Establish if collection material has been affected.
    - Check for associated water damage.
    - Check that shelving is structurally sound.
    - Check the need for short term protection of the collections.
  4. Any movement of collection materials during disaster incidents and at all stages of the disaster response and recovery, must be documented.

### General Guidelines:

- Always record collection movements.
- Salvage wet material from shelves top to bottom.
- Monitor salvage area safety regularly.
- Ensure team members wear protective clothing and gloves.
- Rotate team members for rest breaks.
- Report any difficulties to the Library Director.

### Special handling instructions

#### Fire Damage

- Fire damaged books should be handled as little as possible before treatment.
- All fire damaged material should be assumed to be fragile.

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- Wrap fire damaged books in clean unprinted paper or freezer paper and place between cardboard sheets for protection. Clearly label all packages.
- Burned and wet fire damaged books should be frozen for later treatment.
- Books contaminated by sewage fire retardants, or other material should be rinsed where possible prior to handling and packaging for recovery. Note: always wear protective clothing and gloves when handling contaminated material.

### Water damage

- Generally, wet books should be frozen for later drying and treatment.
- Transport flat or rolled with support.

### Mould

Do not wipe mould from wet (or dry) books.

- Wet mouldy books should be frozen then vacuum freeze dried and fumigated before cleaning.
- People with a history of allergies and respiratory illness should not handle or clean mouldy items.

### External contractors/suppliers/vendors

Company	Address	Phone	Email
Art & Archival	28 John Bull St Queanbeyan NSW 2620	02 6297 7670	<a href="mailto:kim@artandarchival.com.au">kim@artandarchival.com.au</a>
Endangered Heritage	Shop 8 Paragon Mall 8-20 Gladstone St Fyshwick 2609	02 6280 6280	<a href="mailto:enquiries@endangeredheritage.com">enquiries@endangeredheritage.com</a>

### Useful resources

#### ALIA

Disaster planning, response and recovery for libraries.

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<https://alia.org.au/Web/Web/Our-Members/Member-Resources/Disaster-Planning.aspx>

## Australian Institute for the Conservation of Cultural Materials

Advice for consumers about salvaging possessions after a disaster

[www.aiccm.org.au](http://www.aiccm.org.au)

## Blue Shield Australia

The Australian branch of the international organisation concerned with protecting cultural heritage in the event of disasters.

[www.blueshieldaustralia.org.au](http://www.blueshieldaustralia.org.au)

**DISACT** is a collective of cultural institutions in and around Canberra that have signed a Memorandum of Understanding to co-operate and assist each other in the case of a disaster. The cooperation may be in the form of loaning of equipment or expertise, depending on circumstances. See [DISACT facebook group](#).

Date amended	Section amended	Divisional approval	Final approval
03/07/2024	14/08/2024		02/09/2024

This document supersedes the following:

Document number	Document name

## Disclaimer

This document has been developed by Canberra Health Services specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and Canberra Health Services assumes no responsibility whatsoever.



### Acknowledgement of Country

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.

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**Accessibility** call (02) 5124 0000



**Interpreter** call 131 450

[canberrahealthservices.act.gov.au/accessibility](http://canberrahealthservices.act.gov.au/accessibility)



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