



NN/LM GREATER MIDWEST REGION EMERGENCY PREPAREDNESS CHECKLIST FOR REGIONAL COORDINATORS

Questions to Ask When You Are Contacted by a Library

- _____ What is the name of the library?
- _____ What is your name and your contact information?
- _____ If you have a back-up, what is their name and contact information?
- _____ Have you called 1-800-338-7657 (1-800-DEV-ROKS) to report the disaster to the GMR?
- _____ Do you need DOCLINE requests placed on hold or listed as Out of Office request?

What is the extent of the damage to the library:

- ___ Severe (library will be closed 1 week+)
 - ___ Moderate (library will be closed for 3-7 days)
 - ___ Low (library will be closed for 1-2 days)
- _____ Do you have water damage?
 - _____ How can you be contacted during this incident?
 - _____ Do you need any additional assistance?
 - _____ Do need help from the local Resource Library?

Follow Up

- _____ Make a call to 1-800-DEV-ROKS as a Regional Coordinator
- _____ Call back-up library/libraries to check if any additional assistance is needed
- _____ Keep in touch with librarian or library staff member

Incident Report to the GMR

- _____ Completed
- _____ Submitted

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