

Do You Have a Disaster Plan?

WHAT IF...

- ★ A Natural Disaster occurs in your area? (ever think OHIO would be struck by a hurricane?)
- ★ A prolonged power outage prevents access to your online resources?
- ★ A fire in your facility causes smoke damage to your library?
- ★ A pipe bursts in the ceiling?

HELP IS HERE!

Check out the NN/LM Toolkit for resources such as:

- ★ Service Continuity Planning
- ★ Disaster Plan Training
- ★ Sample Disaster Plans and Templates for:
 - ★ Small & Medium Institutions
 - ★ Resource Libraries
 - ★ Hospital Libraries
- ★ Sample Memorandum of Understanding (MOU)
- ★ Lessons Learned from the Field
- ★ Disaster Recovery Companies
- ★ Disaster Supply Companies



Expecting the Unexpected: National Emergency Response Plans for Libraries

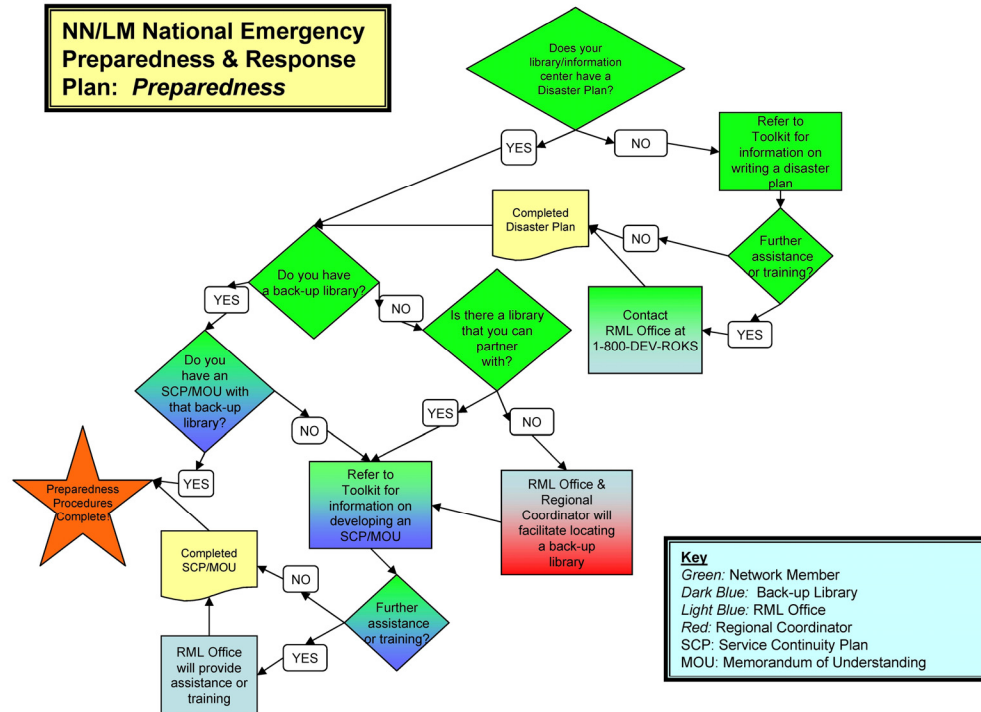


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NN/LM National Emergency Preparedness & Response Plan: *Preparedness*



Key Points to Consider

- ★ Does your library/information center have a Disaster Plan?
- ★ Do you have a back-up library?
- ★ Is there a library you can partner with?
- ★ Do you have a Service Continuity Plan (SCP) / Memorandum of Understanding (MOU) with that back-up library?
- ★ Do you need further assistance or training?

REMEMBER YOUR LIFE LINES!

The NLM Toolkit: <http://nmlm.gov/ep>

Turn to your Regional Medical Library Office @ 1-800-DEV-ROKS
For assistance with:

- ★ Placing Docline on Hold
- ★ Additional Resources
- ★ Communicating with your Regional Coordinator

Your Regional Coordinators will:

- ★ Act as a liaison between the National Network of Libraries of Medicine (NN/LM), Greater Midwest Region (GMR) and network members in his/her state
- ★ Be an active member of the disaster response team during an emergency situation, along with representatives from the affected network member library, the designated back-up library, and the GMR Office
- ★ Assist with the facilitation of locating a back-up library for network members as needed
- ★ Report back to the GMR Office following the disaster recovery process and send recovery debriefings
- ★ Provide additional resources/services as needed
- ★ Promote the NN/NLM Emergency Preparedness Plan and toolkit to network members
- ★ Participate in the Emergency Preparedness Working Group