Checklist for Regional Coordinators

Complete the following when contacting a Library encountering an emergency.
It is suggested that a separate form be completed with each contact to chronicle the library's emergency.

Name of the library: _____   Date: _____

Name of contact: _____

How can they be reached during the emergency: _____?

_____   If you have a back-up, what is their name and contact information?

            Have you contacted the back-up? If not contacted, would you like me to call?

_____ Have you called 1-800-338-7657 (1-800-DEV–ROKS) OR 312-996-2464 to report the
            disaster to the GMR? If not, would you like me to contact the GMR?

_____ Do you need Docline requests place on hold or listed as Out of Office request?

Describe the emergency/disaster or current situation:

            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)

_____   In the event of an evacuation or closure, has the staff posted a message(s) via phone,
web page, or on the door regarding library services and if needed who should be contacted for
back up services? (Note: Lonesome Doc requests may be missed.)

_____ Do you need any additional assistance?

_____ Do need help from the local Resource Library?

Follow Up

Keep in touch with librarian or library staff member (a separate form may be used with each contact). When do you plan to contact them again? _____

_____ Make a call to 1-800-DEV-ROKS OR 312-996-2464 as a Regional Coordinator

_____ Keep peers informed if you can by providing an email posting for the GMR blog, *The Cornflower*. The web page "Writing for The Cornflower" (http://nnlm.gov/gmr/blog/writing-for-the-cornflower/) has helpful suggestions for content and the link to the blog editor should you wish the editor to post information for you.

_____ Was the network member(s) able to restore services or provide any core services from off-site?

_____ Affected library informed about the "Stories Told" interview to contribute to the online Toolkit, once the incident is resolved? (http://nnlm.gov/webreports/ep/uploads/2008/09/interview-for-stories-told-word-971.doc)

Incident Report
(http://nnlm.gov/webreports/ep/uploads/2008/09/incident-reporting-form-word-972.doc)

Completed/submitted: _____

"Stories Told" submitted: _____

Notes:

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