

## 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: