

Library Disaster Recovery Checklist

Date: _____

To: [Library Name] Staff

Subject: Disaster Recovery Checklist

Preparation

- Ensure all emergency contact numbers are updated and accessible.
- Train staff on disaster response procedures.
- Review and update the disaster recovery plan annually.

During an Emergency

- Ensure the safety of all personnel and patrons.
- Activate the library's disaster response plan.
- Document the incident and damage assessment.

Post-Emergency Actions

- Assess damage to collections and facilities.
- Notify relevant authorities and organizations.
- Implement recovery and repair strategies.
- Conduct a debriefing session for staff.

Additional Notes:

Sincerely,

[Your Name]

[Your Position]

[Library Name]