

# **tbLC** **TBLC DISASTER RECOVERY ROLE**

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***Tampa Bay Library Consortium – August 12, 2015***

TBLC libraries have requested that TBLC perform a communication and reporting role in the event of hurricanes or other disasters affecting the region. This document describes how TBLC will work with libraries in the region to fulfill that role.

## ***Information Coordinator & Message Center***

Following disasters, TBLC needs to identify libraries that have sustained damage that may need assistance, or are closed and need to let other libraries know when they will be able to resume lending or other services. TBLC also needs to identify libraries whose staff have sustained injury or damage to their homes (in a manner that protects staff privacy).

In some instances libraries may need to communicate to their staff or staff may need to communicate to their libraries. This assumes that TBLC is operational and that its staff are able to respond. For this effort to be successful, libraries will have to communicate with TBLC after a disaster and make this communication part of their recovery plans and procedures.

## ***Library Reporting***

If your library is damaged, or if staff have sustained significant damage to their homes, or if you need to communicate with your staff or the library community, please contact TBLC with the following information.

- Name of library, name of person making the report, and contact information.
- Is the library facility or facilities damaged? Identify the damaged branches and briefly describe the damages.
- Are facilities open? – If not, when are they expected to reopen?
- Have staff experienced damage to their homes? Describe while protecting persons' privacy.
- Does the library or staff need assistance? – Describe the assistance needed.
- Does the library or staff need volunteer assistance? – Describe the assistance needed, number of persons needed, day and time, and contact information.
- If you are a library administrator and your communications technology are disrupted, provide the message you need to communicate to your library's staff. If you are a library staff member with disrupted

communications, provide the message you need to communicate to your library's administration.

### ***Methods for Communicating With TBLC***

- E-mail – [cparker@tbhc.org](mailto:cparker@tbhc.org)
- Telephone – 813.622.8252 or 850.264.7708

### ***How TBLC will Respond***

- Post disaster information on the TBLC website.
- Collect reports from s and post them to the website and periodically distribute them to the broader library community and if appropriate the media.
- Use the TBLC website as a message board for libraries or staff with disrupted communications. Libraries and staff can e-mail or call in their messages and TBLC will post them.
- Communicate with the State Library and broader community when reports of damage or requests for assistance or volunteers are received and provide coordination as necessary.
- TBLC will also direct libraries to disaster preparedness and recovery resources on the web.

### ***Questions?***

Contact Charlie Parker at [cparker@tbhc.org](mailto:cparker@tbhc.org) or 813.622.8252 x 222.

***Thank you!***