

ELECTRICITY AND TELECOMMUNICATIONS

Loss of power and telecommunications can be as disastrous as fire or water to an active information center or library. If computers, phones, or modems are not operational, how long can the institution function before it must activate the disaster response plan?

- Is there a UPS or battery backup for controlled shut down of computer system?
- Are there surge suppressors on computers?
- Are there surge suppressors on modem lines?
- Is the system and data backed up on a regular basis?
- Where are the backup tapes stored?
- Where are the instructions for a controlled shutdown of the system?
- Is the appropriate computer equipment available at the alternative location?
- Where are the duplicate records and manuals for the computer system and software stored?

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