

ROSS DISASTER RECOVERY CONTACT SHEET

Date/Time Notified	Action	Telephone
	<p>Check local network status. Contact Primary IRM Staff:</p> <p>Contact Backup IRM Staff:</p>	
	<p>Check with a neighbor to see if their network is working. Primary Contact:</p> <p>Secondary Contact:</p>	
	<p>If previous two actions are working, contact the ROSS/DMS Helpdesk at 1-866-224-7677</p>	
	<p>Check with your local Internet Provider, if you are having access problems:</p>	
	<p>Check with a neighbor or GACC to see if they can take over dispatching of resources for your office until you can resume business. Primary Contact:</p> <p>Secondary Contact:</p>	
	<p>Dial-in access into the modem bank at NITC isn't working. First contact local IRM to check local modem and connectivity. Contact Primary IRM Staff:</p> <p>Contact Secondary IRM Staff:</p> <p>Contact Helpdesk if problem is with NITC.</p>	<p>866-224-7677</p>

Date/Time Notified	Action	Telephone
	<p>You lost power to your building. Contact your local power company to report outage and ask if they have an idea as to how long the outage will last. Day Time Contact:</p> <p>Emergency (After Hours) Contact:</p>	
	<p>You lost power to your building. Contact the person on your unit who is responsible for the back-up power sources (if applicable). Primary Contact:</p> <p>Secondary Contact:</p>	
	<p>Your telephone isn't working in your office - hence you cannot dial out via a modem to access ROSS/DMS. First contact your local agencies communication person if your office has internal telephone system. Primary Contact:</p> <p>Secondary Contact:</p> <p>Local Telephone Company:</p>	
	<p>The temporary site you are using to conduct business is lacking a telephone line to call out on. First contact your local agency communication manager. Primary Contact:</p> <p>Secondary Contact:</p> <p>Local Telephone Company:</p>	

OTHER EMERGENCY CONTACT NUMBERS

Date/Time Notified	Action	Telephone