



# EMERGENCY PLANNING: POCKET RESPONSE PLAN

## October Webinar

Marie Desrochers

Utah Division of Arts and Museums

October 20, 2022

11 am - 1 pm



NATIONAL  
ENDOWMENT  
FOR THE  
HUMANITIES



UTAHHUMANITIES

Ideas in Action



Utah Division of  
**Arts & Museums**

# PROGRAM OVERVIEW: Year at a Glance

## ~~1. ACCESS AND ARTIFACT HANDLING~~

JANUARY  
FEBRUARY  
MARCH

Workshop  
(pt A & B)  
1. Webinar  
2. Webinar  
3. Webinar

## ~~2. PRESERVATION IN STORAGE AND DISPLAY~~

APRIL  
MAY  
JUNE

Workshop  
(pt A & B)  
1. Webinar  
2. Webinar  
3. Webinar



## ~~3. ENVIRONMENT AND BUILDING SYSTEMS~~

JULY  
AUGUST  
SEPTEMBER

Workshop  
(pt A & B)  
1. Webinar  
2. Webinar  
3. Webinar

## 4. RISK MANAGEMENT, EMERGENCY PREPAREDNESS & DISASTER RESPONSE

OCTOBER  
NOVEMBER  
DECEMBER

Workshop  
(pt A & B)  
1. Webinar  
2. Webinar  
3. Webinar

# GOALS

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Gain a better  
understanding of  
Key Themes...



## Key Themes

- Understand the essentials for emergency preparedness documents
- Learn to create a pocket response plan
- Learn emergency response first steps
- Practice role-playing scenarios

# INTRODUCTIONS

Please share the following:  
Your name, where you work,  
and your role



# INTRODUCTION TO EMERGENCY RESPONSE PLANNING

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# EMERGENCIES AND POTENTIAL DISASTER SOURCES

## Emergency

a serious, unexpected,  
and often dangerous  
situation requiring  
immediate action

Source: Museum of London

## Disaster

a sudden accident or a  
natural catastrophe that  
causes great damage or  
loss of life

Source: Museum of London

# EMERGENCIES AND POTENTIAL DISASTER SOURCES

## External Hazards

- Hurricane
- Severe winter storms
- Flooding
- Earthquake
- Wildfire/Forest Fire
- Water Main Break
- Sewer System Backup
- Proximity to Hazardous Materials or Activity
- Terrorist Attack (or Riot/Civil Disturbance)

## Internal/Building Hazards

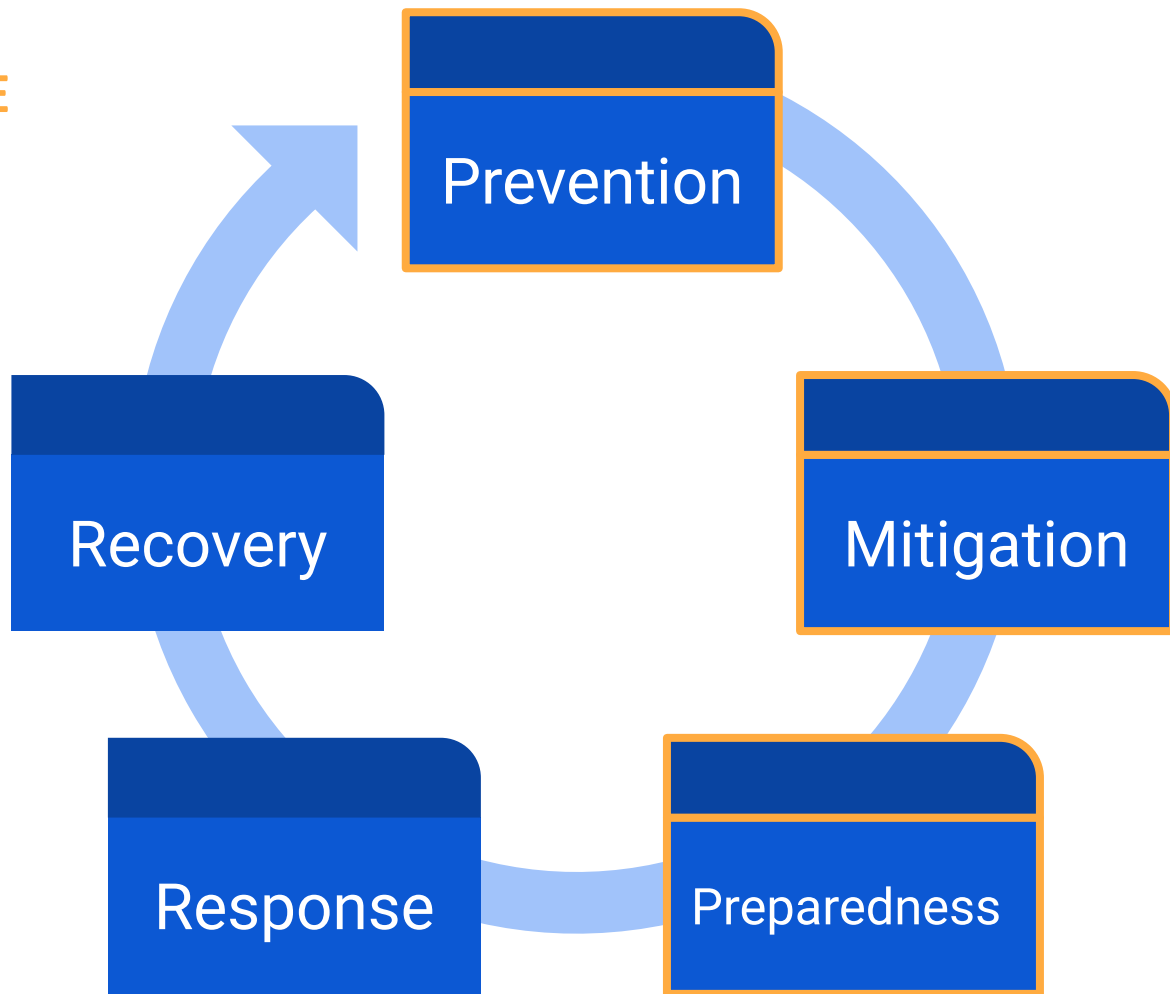
- Building and/or mechanical systems (e.g., leaky roof, inadequate electrical system)
- Detection and alarm systems (e.g., fire, security)
- Personnel and procedures (e.g., inadequate backup of records, poor staff training)
- Maintenance issues (e.g., insufficient inspections and repairs).

# STAGES OF EMERGENCY PREPAREDNESS AND DISASTER RESPONSE

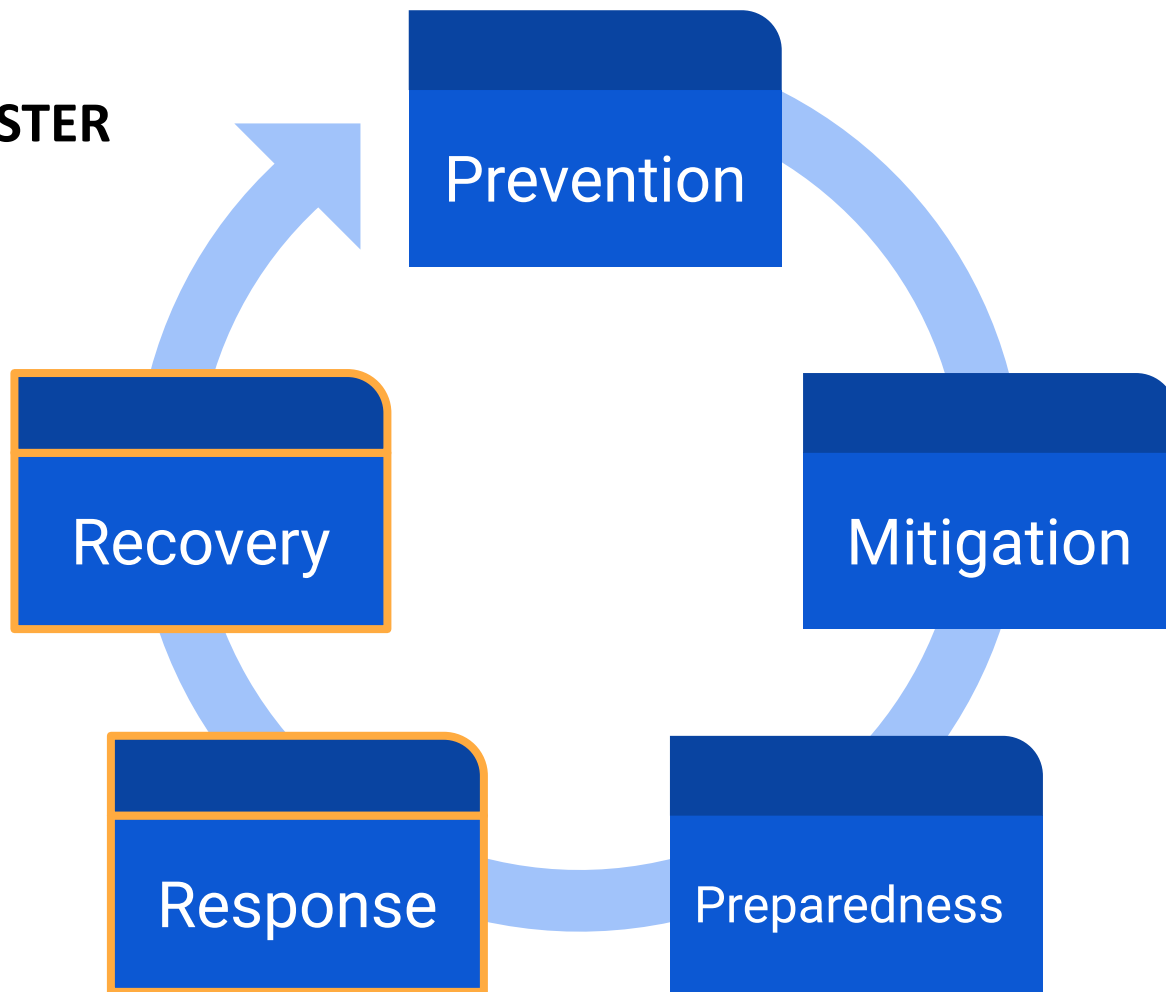




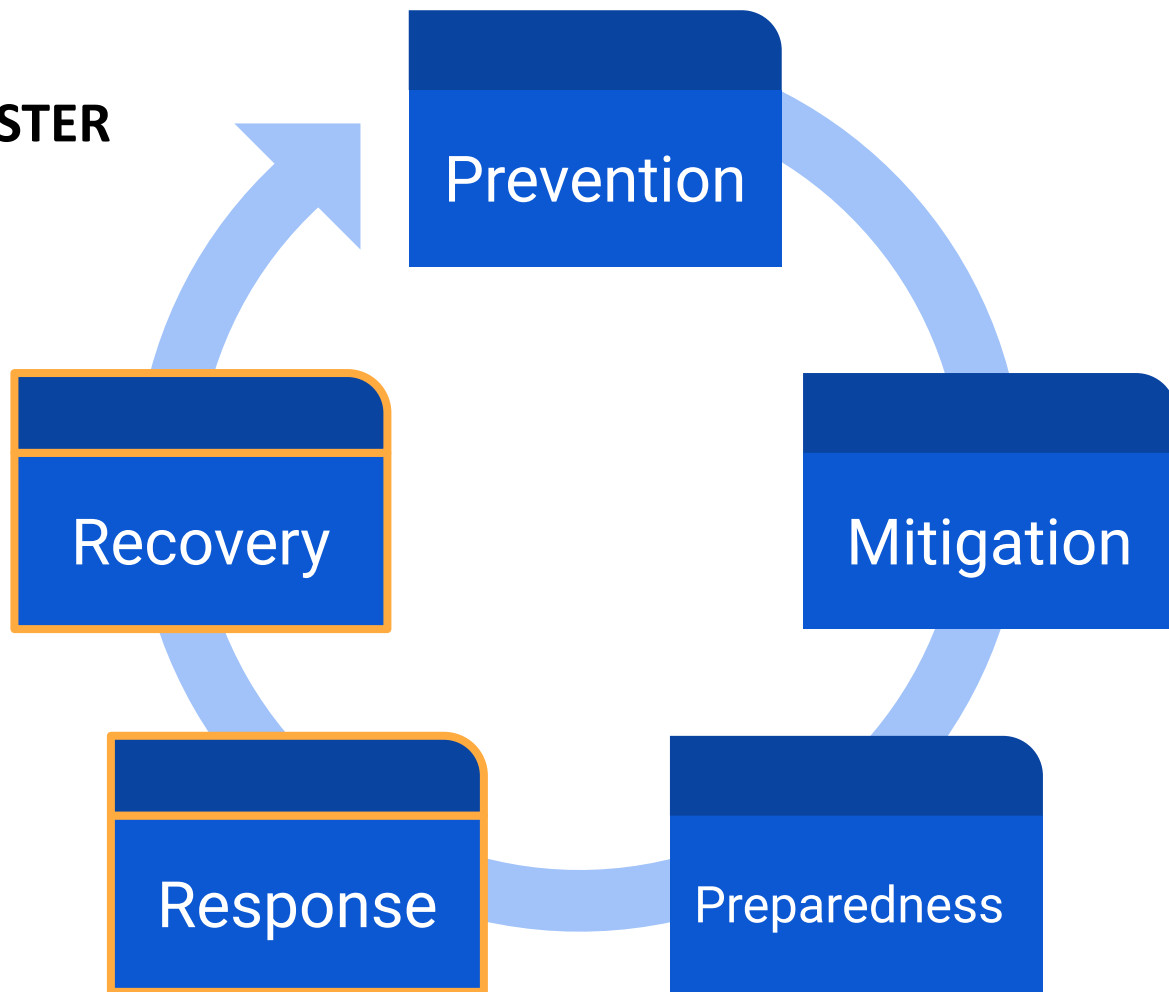
# PREPAREDNESS BEFORE EMERGENCY



**AFTER/DURING**  
**EMERGENCY AND DISASTER**  
**RESPONSE**



**AFTER/DURING**  
**EMERGENCY AND DISASTER**  
**RESPONSE**



# PREVENTIVE AND PREPAREDNESS

- Risk Assessment
- Emergency Plan
- Determining teams and contact information
- Building Maintenance
- Building Systems
- Floor Plans
- Collections Priorities
- First Responder relationships
- Practice Plans & Drills



Gather and organize supplies  
(Image Courtesy of Curae LLC)



Keep clear all paths of egress

# RISK ASSESSMENT

RISK EVALUATION AND PLANNING PROGRAM			
Risk Prioritization Worksheet: Key			
Likelihood of Occurrence	Severity of Damage	Risk Rating	Comments
1 = Not likely	1 = No damage	Higher the number, higher the risk	Note information about previous occurrences, response times, or additional insights.
2 = Possible	2 = Slight (minor damage requiring in-house clean-up or repair; operations continue to function; small monetary investment)	Ratings of 16-25 will fill with red	
3 = Quite possible		Ratings of 6-15 will fill with yellow	
4 = Likely	3 = Moderate (damage requiring extra labor; operations may need to be suspended; moderate monetary investment to return to regular operations)	Ratings of 1-5 will fill with green	
5 = Very likely	4 = Severe (damage requiring outside services and vendors; temporary suspension of operations; significant monetary investment)		
	5 = Very severe (damage resulting in total loss; indefinite closure of institution)		



## RISK EVALUATION AND PLANNING PROGRAM

### Risk Prioritization Worksheet

HAZARDS	Likelihood of Occurrence (1-5)	multiplied by	Severity of Damage (1-5)	equals	Risk Rating	Comments
<b>1. EXTERIOR: Natural disasters</b>						
1a. earthquake		X		equals	0	
1b. flooding below ground level or below the water table		X		equals	0	
1c. flash flood		X		equals	0	
1d. hail		X		equals	0	
1e. heavy snow		X		equals	0	
1f. high winds		X		equals	0	
1g. hurricane		X		equals	0	
1h. ice		X		equals	0	
1i. land/mud slide		X		equals	0	
1j. lightning strike		X		equals	0	
1k. loss of water supply for firefighting		X		equals	0	
1l. major flooding		X		equals	0	
1m. minor flooding		X		equals	0	
1n. terrain fire		X		equals	0	
1o. tidal or other unusual water phenomena		X		equals	0	
1p. tornado		X		equals	0	
1q. volcanic activity		X		equals	0	
1r. wind damage from flying debris		X		equals	0	
1s. wind damage from trees		X		equals	0	
<b>2. EXTERIOR: Incidents in the surrounding community</b>						
2a. frequent or major interruption of utility services (power, gas, water, phone, cable)		X		equals	0	
2b. damages from a fire, explosion, or chemical spill at an adjacent or nearby facility		X			0	

# LIFE SAFETY: MENTAL AND PHYSICAL HEALTH

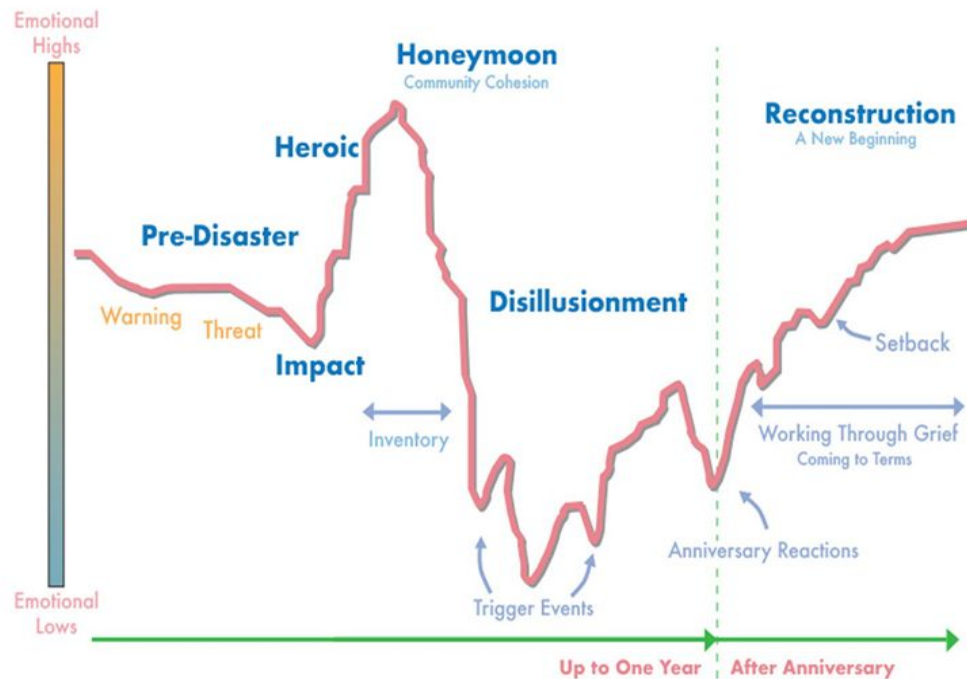
Life safety of humans always comes first in an emergency or disaster.

Plans must be set up to protect collections but only as long as human safety is assured.

Life safety needs to be prioritize before, during, and after emergency response.



# LIFE SAFETY: MENTAL AND PHYSICAL HEALTH



Phases of a Disaster, SAMHA

# INTRODUCTION TO POCKET RESPONSE PLAN

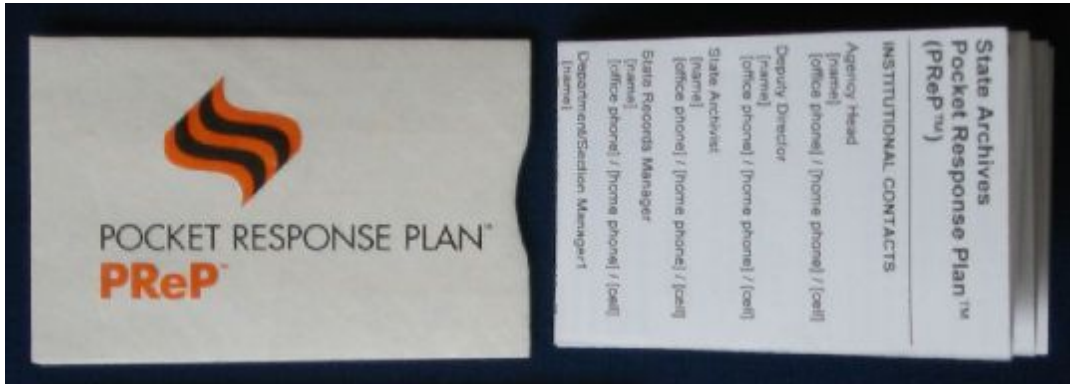
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# WHAT IS A POCKET RESPONSE PLAN

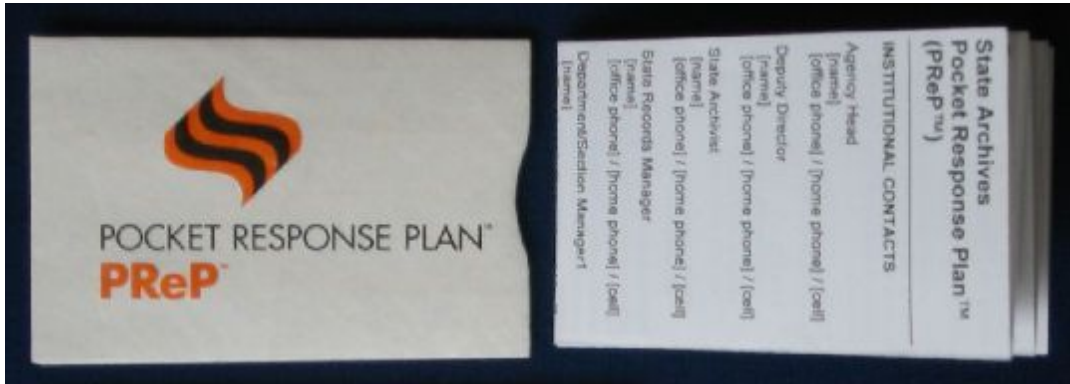
## Pocket Response Plan™ PReP™ Templates

“The Pocket Response Plan™ (PReP™) is a concise document for recording essential information needed by staff in case of a disaster or other emergency. Every person having a response-related assignment should carry a PReP with them at all times.”



# WHAT IS A POCKET RESPONSE PLAN

- Concise version of a larger plan
- Can be more practical than a large plan during response
- Mobile, accessible
- To the point



# DO I STILL NEED A DISASTER PLAN?

- This is *not* an emergency preparedness or disaster plan- a full plan includes supporting documents like floorplans, maps, procedures, and practice instructions
- This is *not* a substitute for team trainings and preparedness practice that is needed to for all staff
- This is a starting point and a great tool in your kit to help your response team snap into action



# DISASTER PLANNING



## Risk Evaluation and Planning Program Suggested Contents of a Basic Emergency Plan That Addresses Collections

- A. Staff and Emergency Contact Information  
\*Use tab 1 from the *Field Guide to Emergency Response*
  - a. Fire
  - b. Police
  - c. Medical
  - d. Staff contact information with planning and response duties
- B. Insurance, Recovery Vendor, and Supply Information  
\*Use tab 3 from the *Field Guide to Emergency Response*
  - a. Insurance and recovery vendor contact information (local and national options)
  - b. Supply list with location information or method of procurement
- C. Preparedness and Response Instructions
  - a. Procedures for top-rated risks, including:
    - i. if applicable, what to do in preparation for an emergency
    - ii. first steps to take upon discovery of the situation
    - iii. how to assess the situation
    - iv. response options
  - b. Utility shut-off locations and instructions (on a floor plan if possible) (Use tab 2 from the *Field Guide to Emergency Response*)
  - c. Evacuation procedures (for people and collections)
  - d. Shelter-in-place procedures (for people and collections)
- D. Collections Priorities  
\*Use tab 2 from the *Field Guide to Emergency Response*
  - a. Removal and salvage priorities (on a floor plan if possible)
- E. Communications
  - a. Communication with and among response team members
  - b. Dealing with the press and the public
- F. Policy for Updating, Distributing, and Practicing the Plan
  - a. Outline under what circumstances and/or what timeline the plan should be reviewed
  - b. List who should receive a copy of the plan, including staff members, the local fire department, emergency management agency, and recovery contractors
- G. Appendices
  - a. Collections salvage techniques (existing literature can be used)
  - b. Consultant and vendor contracts
  - c. Forms (such as Field Guide tabs)

Risk Evaluation and Planning Program

Suggested Contents of an Emergency Plan

## A. Participant Information

- A1. Institution: \_\_\_\_\_
- A2. Project Contact:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_
- A3. Mailing address: \_\_\_\_\_
- A4. City: \_\_\_\_\_ A5. State: \_\_\_\_\_ A6. Zip: \_\_\_\_\_
- A7. Physical address (if different from mailing): \_\_\_\_\_
- A8. City: \_\_\_\_\_ A9. State: \_\_\_\_\_ A10. Zip: \_\_\_\_\_
- A11. Web address: \_\_\_\_\_

## B. Staff Responsibilities

- B1. Who has responsibility for each of the following activities? (e.g., title of staff member, outside service, etc. Answer "don't know" if unsure.)

	No one		
• Emergency planning and implementation	_____	<input type="checkbox"/>	
• Preparing collections for research and storage	_____	<input type="checkbox"/>	
• Cleaning and repairing collection material	_____	<input type="checkbox"/>	
• Inspecting storage and exhibition areas	_____	<input type="checkbox"/>	
• Building maintenance	_____	<input type="checkbox"/>	
- B2. Is a formal orientation or training provided for staff (paid and unpaid) in the following areas?

	Yes	No	Don't Know
• Emergency plan and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title of person providing training: _____			
• Collection preservation activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title of person providing training: _____			
• Building maintenance and repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title of person providing training: _____			
• General housekeeping and cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title of person providing training: _____			
- B3. If a board governs the organization, how many members are on the board?  
\_\_\_\_\_ ☐ N/A
- B3a. What is the term of service? \_\_\_\_\_ ☐ N/A

Risk Evaluation and Planning Program

Site Questionnaire  
Page 2 of 22

# PREPAREDNESS STEPS

- Prepare immediate response summary & telephone tree
- Assess collection assets & set priorities
- Identify insurance & emergency funds
- Purchase & distribute in-house supplies
- Identify sources of supplies, services, experts
- Document & distribute emergency procedures
- Train staff

AIC: Protecting Your Collections: Writing a Disaster Response Plan



# POCKET RESPONSE PLAN: Side A

Template for Pocket Response Plan (PRP)™

**SIDE A (Communications).** Use this side to collect phone numbers for the individuals and organizations you are most likely to need to talk to in the first minutes and hours after an emergency occurs: staff, emergency responders, facility managers, utilities, vendors, and assistance organizations.

State Archives Pocket Response Plan™ (PRP™)	FIRST RESPONDERS	ARCHIVES FACILITY	RECORDS CENTER	EMERGENCY SERVICE PROVIDERS	OTHER CONTACTS
<b>INSTITUTIONAL CONTACTS</b>	Police Department [name] [phone] / [home phone] / [cell]	Building Manager [name] [office phone] / [home phone] / [cell]	Building Mgr [name] [office phone] / [home phone] / [cell]	Conservator [name] [phone]	SHRAB – designated contact [name] [phone]
Agency Head [name] [office phone] / [home phone] / [cell]	Fire Department [phone] Emergency medical/ambulance service [phone] Security [phone] State EMA [phone] Local EMA [phone] State Command Center [phone] State Police [phone] Highway Patrol [phone] Sheriff [phone] Centers for Disease Control [phone] Red Cross [phone]	Building Staff [name] [office phone] / [home phone] / [cell]	Building Staff [name] [office phone] / [home phone] / [cell]	Data Recovery Service [name] [phone]	Local government records commission [name] [phone]
Deputy Director [name] [office phone] / [home phone] / [cell]		<b>Utilities</b>	<b>Utilities</b>	Dehumidification Services (building) [name] [phone]	Local govt association(s) [phone]
State Archivist [name] [office phone] / [home phone] / [cell]		Electricity/gas [name] [phone]	Electricity/gas [name] [phone]	Document Recovery Services (freeze drying) [name] [phone]	National Archives Regional Office [phone]
State Records Manager [name] [office phone] / [home phone] / [cell]		Telephone [name] [phone]	Telephone [name] [phone]	Exterminator [name] [phone]	National Archives (Washington DC) 866-272-6272 /ask for Ann Siebert
Department/Section Manager1 [name] [office phone] / [home phone] / [cell]		Water [name] [phone]	Water [name] [phone]	Freezer Space [name] [phone]	Natl Endowment for the Humanities 800-NEH-1121
Department/Section Manager2 [name] [office phone] / [home phone] / [cell]	<b>DISASTER TEAM</b>	Internet provider [name] [phone]	Internet provider [name] [phone]	Industrial Hygienist (mold) [name] [phone]	Institute for Museum & Library Services 202-653-IMLS
Preservation Manager [name] [office phone] / [home phone] / [cell]	Team Leader [name] [office phone] / [home phone] / [cell]	Elevators [name] [phone]	Elevators [name] [phone]	Refrigerated Trucking Service [name] [phone]	Natl Historic Publications & Records Commission 202-357-5452 (Daniel Stokes)
Conservator [name] [office phone] / [home phone] / [cell]	Member 1 [name] [office phone] / [home phone] / [cell]	Security / fire system provider(s) [name] [phone]	Security / fire system provider(s) [name] [phone]		American Association for State & Local History 615-320-3203
Local Governments Mgr [name] [office phone] / [home phone] / [cell]	Member 2 [name] [office phone] / [home phone] / [cell]	<b>STATE GOVT OFFICIALS</b>	<b>MUTUAL AID PARTNERS</b>	<b>REGIONAL PRESERVATION SERVICES</b>	ARMA International 800-422-2762
Parent agency contact [name] [office phone] / [home phone] / [cell]	Member 3 [name] [office phone] / [home phone] / [cell]	Chief Information Officer/IT Dept [name] [phone]	[institution] [name] [phone]	[name] [phone]	National Association of Government Archives & Records Administrators 202-508-3800
	Member 4 [name] [office phone] / [home phone] / [cell]	Risk Manager [name] [phone]	[institution] [name] [phone]	[name] [phone]	Society of American Archivists 312-606-0722
		Department of Public Health [name] [phone]	[institution] [name] [phone]	[name] [phone]	Council of State Archivists (CoSA) Anne W. Ackerson 518-473-9098
		Purchasing Agent [name] [phone]			

**POCKET  
RESPONSE PLAN:  
Side A  
Communications**

1. Institutional Contacts
2. First Responders
3. Disaster Team
4. Facilities
5. Government Officials
6. Records Center
7. Mutual Aid Partners
8. Emergency Service Providers
9. Regional Preservation Services
10. Other Contacts

**POCKET  
RESPONSE PLAN:  
Side A  
Communications**

1. Institutional Contacts- leadership, staff, volunteers
2. First Responders
3. Disaster Team
4. Facilities
5. Government Officials
6. Records Center
7. Mutual Aid Partners
8. Emergency Service Providers
9. Regional Preservation Services
10. Other Contacts



**POCKET  
RESPONSE PLAN:  
Side A  
Communications**

1. Institutional Contacts- leadership, staff, volunteers
2. First Responders- firefighters, law enforcement, EMT
3. Disaster Team
4. Facilities
5. Government Officials
6. Records Center
7. Mutual Aid Partners
8. Emergency Service Providers
9. Regional Preservation Services
10. Other Contacts

**POCKET  
RESPONSE PLAN:  
Side A  
Communications**

1. Institutional Contacts- leadership, staff, volunteers
2. First Responders- firefighters, law enforcement, EMT
3. Disaster Team- will likely overlap with institutional contacts
4. Facilities
5. Government Officials
6. Records Center
7. Mutual Aid Partners
8. Emergency Service Providers
9. Regional Preservation Services
10. Other Contacts

**POCKET  
RESPONSE PLAN:  
Side A  
Communications**

1. Institutional Contacts- leadership, staff, volunteers
2. First Responders- firefighters, law enforcement, EMT
3. Disaster Team- will likely overlap with institutional contacts
4. Facilities- again, will overlap with above, if you have a facilities person
5. Government Officials
6. Records Center
7. Mutual Aid Partners
8. Emergency Service Providers
9. Regional Preservation Services
10. Other Contacts

**POCKET  
RESPONSE PLAN:  
Side A  
Communications**

1. Institutional Contacts- leadership, staff, volunteers
2. First Responders- firefighters, law enforcement, EMT
3. Disaster Team- will likely overlap with institutional contacts
4. Facilities- again, will overlap with above, if you have a facilities person
5. Government Officials
6. Records Center
7. Mutual Aid Partners
8. Emergency Service Providers
9. Regional Preservation Services
10. Other Contacts

**POCKET  
RESPONSE PLAN:  
Side A  
Communications**

1. Institutional Contacts- leadership, staff, volunteers
2. First Responders- firefighters, law enforcement, EMT
3. Disaster Team- will likely overlap with institutional contacts
4. Facilities- again, will overlap with above, if you have a facilities person
5. Government Officials
6. Records Center
7. Mutual Aid Partners- who else in your community or in a surrounding area
8. Emergency Service Providers
9. Regional Preservation Services
10. Other Contacts

**POCKET  
RESPONSE PLAN:  
Side A  
Communications**

1. Institutional Contacts- leadership, staff, volunteers
2. First Responders- firefighters, law enforcement, EMT
3. Disaster Team- will likely overlap with institutional contacts
4. Facilities- again, will overlap with above, if you have a facilities person
5. Government Officials
6. Records Center
7. Mutual Aid Partners- who else in your community or in a surrounding area
8. Emergency Service Providers
9. Regional Preservation Services- FIELD SERVICES
10. Other Contacts

# POCKET RESPONSE PLAN: Side B

**SIDE B (Actions).** Use this side to provide step-by-step instructions for state archives personnel who will respond to a disaster affecting your own institution, a state or local government agency, or another archival repository or cultural institution in your state. Ideally, steps should already be defined in the state archives disaster plan. This PReP™ document is NOT intended to be a substitute for a comprehensive emergency plan. Instead, it should distill the most important tasks to be taken in the first minutes and hours after an event occurs, especially those that occur when staff members are away from their offices.

<p><b>State Archives Pocket Response Plan™ (PReP™)</b></p> <hr/> <p><b>Response checklist for emergency in a state archives or records facility</b></p> <p>Follow these steps as you respond to an emergency in the state archives or records center.</p> <p><b>Coordinate your Archives response</b></p> <ul style="list-style-type: none"> <li>○ Recognize and define the emergency</li> <li>○ Notify public authorities and first responders</li> <li>○ Ensure that all staff and visitors are safe and accounted for</li> <li>○ Contact risk manager and insurance agent</li> <li>○ Activate the Disaster Plan</li> <li>○ Activate the Disaster Team</li> <li>○ Activate Archives command center</li> <li>○ Establish communication with staff, public</li> </ul> <p><b>Phone tree</b> [customize to fit your repository]</p>	<p><b>Assessment, salvage, recovery</b></p> <ul style="list-style-type: none"> <li>○ Ensure that all hazards are cleared before entry</li> <li>○ Assess and document damage to holdings, building, information systems             <ul style="list-style-type: none"> <li>○ What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?</li> </ul> </li> <li>○ What areas have been affected?</li> <li>○ What is the nature of the e?</li> <li>○ How much of the collection has been affected?</li> <li>○ What types of materials have been damaged?</li> <li>○ Are critical information systems functional / safe?</li> <li>○ Maintain security</li> <li>○ Stabilize the environment at your facility</li> <li>○ Identify and gather emergency supplies             <ul style="list-style-type: none"> <li>○ Locations:</li> </ul> </li> <li>○ Contact aid partners</li> <li>○ Contact outside emergency service providers</li> <li>○ Begin salvage</li> <li>○ Contact news media</li> <li>○ Report status to constituents</li> </ul>	<p><b>Response checklist for statewide response</b></p> <p>Follow these steps as you respond to an emergency with a regional or statewide impact.</p> <p><b>Identify and contact agencies or repositories that might be affected</b></p> <ul style="list-style-type: none"> <li>○ Use directories to locate state agency field offices, local governments, and archival repositories</li> <li>○ Establish mechanism for local governments to call in and for state archives to reach out using the dedicated toll-free number provided by FEMA (see last column)</li> <li>○ Account for all affected repositories</li> <li>○ Determine if state ARM is holding a copy of affected organizations' emergency response plans</li> </ul> <p><b>Establish and maintain channels of communication</b></p> <ul style="list-style-type: none"> <li>○ Make contact with state and local EMA (emergency management agency)</li> <li>○ Post staff at EMA Command Center</li> <li>○ Contact CoSA to schedule "meet me" call on the toll-free line</li> <li>○ Establish communication with appropriate local government networks</li> <li>○ Post emergency information and instructions on _____ Web site</li> <li>○ Contact NARA Regional Archives</li> <li>○ Establish communication with FEMA, other NARA officials</li> <li>○ Contact risk manager and insurance agent</li> <li>○ Contact the news media</li> </ul>	<p><b>Provide or coordinate emergency services</b></p> <ul style="list-style-type: none"> <li>○ Obtain appropriate permissions to enter disaster site from public safety authorities, public health department</li> <li>○ Deliver services to repositories in need:             <ul style="list-style-type: none"> <li>○ Connect institutions in need with services (send vendor/supplier list from state ARM emergency plan)</li> <li>○ Recruit volunteers</li> <li>○ Provide supplies</li> <li>○ Facilitate trips</li> <li>○ Conduct assessments</li> <li>○ Assist with public relations</li> <li>○ Provide recovery assistance</li> </ul> </li> <li>○ Contact outside emergency service providers</li> <li>○ Confirm funding sources for emergency services</li> </ul>	<p><b>Protect vital records or those containing sensitive or personal data</b></p> <ul style="list-style-type: none"> <li>○ Assess status of secure storage facilities</li> <li>○ Check condition of vital records</li> <li>○ Obtain appropriate storage space for threatened vital records</li> <li>○ Determine if microfilm or other duplicates of vital records are stored elsewhere</li> <li>○ Assist affected agency or repository to establish salvage priorities</li> </ul> <p><b>Educate and train responders</b></p> <ul style="list-style-type: none"> <li>○ Coordinate deployment of staff and volunteers to affected areas</li> <li>○ Train response and salvage crews</li> </ul>	<p><b>Using the FEMA Conference Line</b> 800-320-4330</p> <p>The toll-free conference line may be used by any state archives and/or records management agency for records-related planning or response purposes.</p> <p>To schedule a call on the line, contact a CoSA representative:</p> <p>Vicki Walch 319-338-0248 / 319-321-0949 (c)</p> <p>Jenifer Burlis-Freilich 573-635-7958 / 573-680-3041 (c)</p> <p>David Carmicheal 678-364-3714</p> <p>The CoSA representative will relay your request to FEMA staff who will lock in the schedule for the calls (to prevent overlap of conferences) and maintain a log of all conference line activity.</p> <p>CoSA will provide you with the <b>pin number</b> that call participants will use to connect to the conference call.</p> <p>The toll-free line is for official use only, either (1) during emergencies and disasters or (2) for coordination calls for planning purposes.</p> <p>The conference call line can hold up to 50 separate callers at one time. There is no maximum time limit on the length of a conference call; however each conference should be properly scheduled so there are no conflicts with other's use of the conference number.</p>
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# Assembly

**SIDE B (Actions).** Use this side to provide step-by-step instructions for state archives personnel who will respond to a disaster affecting your own institution, a state or local government agency, or another archival repository or cultural institution in your state. Ideally, steps should already be defined in the state archives disaster plan. This PReP™ document is NOT intended to be a substitute for a comprehensive emergency plan. Instead, it should distill the most important tasks to be taken in the first minutes and hours after an event occurs, especially those that occur when staff members are away from their offices.

<p><b>State Archives Pocket Response Plan™ (PReP™)</b></p> <p><b>Response checklist for emergency in a state archives or records facility</b></p> <p>Follow these steps as you respond to an emergency in the state archives or records center.</p> <p><b>Coordinate your Archives response</b></p> <ul style="list-style-type: none"> <li>○ Recognize and define the emergency</li> <li>○ Notify public authorities and first responders</li> <li>○ Ensure that all staff and visitors are safe and accounted for</li> <li>○ Contact risk manager and insurance agent</li> <li>○ Activate the Disaster Plan</li> <li>○ Activate the Disaster Team</li> <li>○ Activate Archives command center</li> <li>○ Establish communication with staff, public</li> </ul> <p><b>Phone tree</b> [customize to fit your repository]</p>	<p><b>Assessment, salvage, recovery</b></p> <ul style="list-style-type: none"> <li>○ Ensure that all hazards are cleared before entry</li> <li>○ Assess and document damage to holdings, building, 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573-635-7958 / 573-680-3041 (c)</p> <p>David Carmichael 678-364-3714</p> <p>The CoSA representative will relay your request to FEMA staff who will lock in the schedule for the calls (to prevent overlap of conferences) and maintain a log of all conference line activity.</p> <p>CoSA will provide you with the <b>pin number</b> that call participants will use to connect to the conference call.</p> <p>The toll-free line is for official use only, either (1) during emergencies and disasters or (2) for coordination calls for planning purposes.</p> <p>The conference call line can hold up to 50 separate callers at one time. 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2. Accordion fold along blue lines



# Assembly

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# Assembly

## State Archives Pocket Response Plan™ (PReP™)

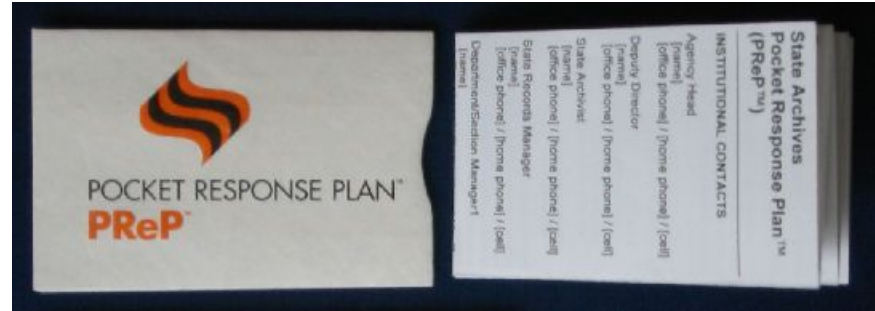
### Response checklist for emergency in a state archives or records facility

Follow these steps as you respond to an emergency in the state archives or records center.

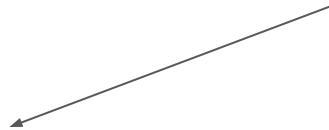
#### Coordinate your Archives response

- Recognize and define the emergency
- Notify public authorities and first responders
- Ensure that all staff and visitors are

Ends up being about the size of a credit card, hence the “pocket” response plan



Council of State Archivists previously sold Tyvek folders for these plans, but you don't have to use one of these. Tyvek is waterproof, which is why it is a good choice



I would put mine in my work badge's clear plastic holder.

# COMPONENTS OF RESPONSE

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# POCKET RESPONSE PLAN: Side B

## State Archives Pocket Response Plan™ (PReP™)

### Response checklist for emergency in a state archives or records facility

Follow these steps as you respond to  
an emergency in the state archives or  
records center.

#### Coordinate your Archives response

- Recognize and define the emergency
- Notify public authorities and first responders
- Ensure that all staff and visitors are safe and accounted for
- Contact risk manager and insurance agent
- Activate the Disaster Plan
- Activate the Disaster Team
- Activate Archives command center
- Establish communication with staff, public

#### Phone tree

[customize to fit your repository]



- **General initial steps in response:**
  1. Recognize and define the emergency
  2. Notify public authorities and first responders
  3. Ensure all staff and visitors are safe
  4. Activate Disaster Plan
  5. Activate Disaster Team
  6. Establish Communication with staff, public
  7. Initiate phone tree
- Depending on the emergency, you may need to take other initial steps, or delegate these steps to say, turn off water, or shut off electricity

# POCKET RESPONSE PLAN: Side B

## Assessment, salvage, recovery

- Ensure that all hazards are cleared before entry
- Assess and document damage to holdings, building, information systems
  - What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?
  - What areas have been affected?
  - What is the nature of the e?
  - How much of the collection has been affected?
  - What types of materials have been damaged?
- Are critical information systems functional / safe?
- Maintain security
- Stabilize the environment at your facility
- Identify and gather emergency supplies
  - Locations:
- Contact aid partners
- Contact outside emergency service providers
- Begin salvage
- Contact news media
- Report status to constituents



- **Next steps in response BEFORE beginning salvage:**
  1. Ensure all hazards are cleared before entry
  2. Assess and document damage (generally)
  3. Check critical information systems- are they functional/safe?
  4. Maintain security
  5. Stabilize the environment
  6. Gather and implement emergency supplies\*
  7. Begin salvage

**Salvage-** activities to rescue or recover at risk collections and stabilize them, often moving them to a new location

## DISCUSSION

What information or training would you want people to have if they are present, offering to help salvage? What requirements would need to be in place?



# POCKET RESPONSE PLAN: Side B, Big Picture

## Response checklist for statewide response

Follow these steps as you respond to an emergency with a regional or statewide impact.

### Identify and contact agencies or repositories that might be affected

- Use directories to locate state agency field offices, local governments, and archival repositories
- Establish mechanism for local governments to call in and for state archives to reach out using the dedicated toll-free number provided by FEMA (see last column)
- Account for all affected repositories
- Determine if state ARM is holding a copy of affected organizations' emergency response plans

### Establish and maintain channels of communication

- Make contact with state and local EMA (emergency management agency)
- Post staff at EMA Command Center
- Contact CoSA to schedule "meet me" call on the toll-free line
- Establish communication with appropriate local government networks
- Post emergency information and instructions on \_\_\_\_\_ Web site
- Contact NARA Regional Archives
- Establish communication with FEMA, other NARA officials
- Contact risk manager and insurance agent
- Contact the news media

## Provide or coordinate emergency services

- Obtain appropriate permissions to enter disaster site from public safety authorities, public health department
- Deliver services to repositories in need:
  - Connect institutions in need with services (send vendor/supplier list from state ARM emergency plan)
  - Recruit volunteers
  - Provide supplies
  - Facilitate trips
  - Conduct assessments
  - Assist with public relations
  - Provide recovery assistance
- Contact outside emergency service providers
- Confirm funding sources for emergency services

## Protect vital records or those containing sensitive or personal data

- Assess status of secure storage facilities
- Check condition of vital records
- Obtain appropriate storage space for threatened vital records
- Determine if microfilm or other duplicates of vital records are stored elsewhere
- Assist affected agency or repository to establish salvage priorities

### Educate and train responders

- Coordinate deployment of staff and volunteers to affected areas
- Train response and salvage crews

## Using the FEMA Conference Line

800-320-4330

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To schedule a call on the line, contact a CoSA representative:

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# POCKET RESPONSE PLAN



<p><b>Immediate Response and Checklist for Collections Recovery</b></p> <hr/> <p><b>IMMEDIATE RESPONSE</b></p> <p><b>Notification (as appropriate):</b></p> <ul style="list-style-type: none"> <li>First Responders           <ul style="list-style-type: none"> <li>Ensure that all staff and visitors are safe and accounted for</li> <li>Maintain security of building and collections</li> </ul> </li> <li>Institutional Contacts</li> <li>Building Utilities</li> <li>Activate the Disaster Plan's emergency response actions</li> <li>Activate the Disaster Team if collection damage</li> <li>Follow other Communication steps</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>Stop the source, remove standing water</li> <li>Cover collections with plastic sheeting</li> <li>Remove materials from water path. Move collections higher on shelves or onto book trucks</li> </ul>	<p><b>ASSESSMENT</b></p> <p>Ensure through proper authorities that all hazards are cleared before entering building</p> <ul style="list-style-type: none"> <li>Health &amp; safety first; protect staff</li> <li>Document with photos, videos, notes</li> <li>Assess damage to collections, building, information systems           <ul style="list-style-type: none"> <li>What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?</li> <li>What areas are affected?</li> <li>How much of the collection is damaged?</li> <li>What types of materials are damaged?</li> <li>Are critical information systems functional / safe?</li> </ul> </li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, artwork, film, etc.)</li> <li>Stabilize the environment (cool, dry, circulating air optimal)</li> </ul>	<p><b>COMMUNICATION</b></p> <p>Establish and maintain channels of communication</p> <ul style="list-style-type: none"> <li>Establish communication with appropriate local &amp; regional emergency management</li> <li>Communicate with staff using the Phone Tree</li> <li>Contact risk manager and insurance agent</li> <li>Contact the public relations officer</li> <li>Contact Regional Contacts, conservators</li> <li>Contact outside Emergency Recovery Services</li> <li>Confirm funding sources for emergency services as needed</li> <li>Contact regional libraries to ensure continued services to constituents</li> <li>Report status to administration and public</li> <li>Post emergency information and instructions on the institutional website</li> <li>Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer)</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>Quick response is essential to prevent mold growth and irreversible damage to materials</li> <li>Obtain refrigerated trucks, freezer storage</li> </ul>	<p><b>COLLECTION SALVAGE</b></p> <p>Salvage collections using pre-established Collection Priorities, taking into account access &amp; extent of damage</p> <ul style="list-style-type: none"> <li>Identify and gather emergency supplies</li> <li>Identify secure, dry location for pack-out and air-drying</li> <li>Recruit staff / volunteers</li> <li>Wear appropriate safety protection</li> <li>Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>Quick response is essential to prevent mold growth and irreversible damage to materials</li> <li>Organize staff / volunteers to load priority materials into freezer based on material type</li> <li>Organize staff / volunteers to air-dry materials that should not be frozen</li> </ul>	<p><b>COLLECTION PRIORITIES</b></p> <p><b>First Priority Collections:</b></p> <p><b>Second Priority Collections:</b></p> <p><b>Files/Equipment:</b></p> <p><b>Other:</b></p>	<p><b>MAJOR DISASTERS: INCIDENT COMMAND SYSTEM</b></p> <p><b>ICS authority structure:</b></p> <ul style="list-style-type: none"> <li>Incident Commander: Responsible for overall management of the incident</li> <li>Public Information Officer: Responsible for communication with media/public</li> <li>Safety Officer: Monitors safety of the incident in regards to both the facility and the responders</li> <li>Liaison Officer: Coordinates with representatives of cooperating agencies</li> <li>Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event</li> <li>Operations Section Chief: Ensures that the IAP is enacted</li> <li>Logistics Section Chief: Responsible for all support needs to enact the IAP</li> <li>Finance/Administration Section Chief: Manages all financial aspects of the incident</li> </ul> <p><b>SITUATION REPORT</b></p> <p>Know these answers when speaking with insurance and Emergency Response</p> <ul style="list-style-type: none"> <li>--Who is in charge?</li> <li>--What is the safety status?</li> <li>--What has happened and the cause?</li> <li>--What are the hazards?</li> <li>--Who discovered and reported the damage?</li> <li>--What has been done so far?</li> <li>--Can the staff handle the situation initially?</li> <li>--Is relocation of some/all of the collection required?</li> <li>--Who is handling the media?</li> </ul>
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# DISCUSSION

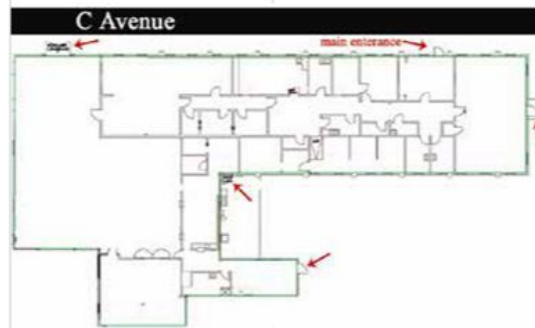
If/when you have responded to an emergency or disaster in the past, how did events unfold...in what order. What worked and what did not?



# POCKET RESPONSE PLAN: Examples

## Placer County (California) Museums Archives & Collections Facility

<p><b>Archives and Collections Management Facility</b></p> <p><b>Pocket Response Plan for Collections</b></p> <p>Date revised: 10/24/2011</p> <hr/> <p><b>INSTITUTIONAL CONTACTS</b></p> <p><b>Museums Administrator</b> Melanie Barton Office - 530-889-6504 Home phone - [redacted] Cell - [redacted] email - <a href="mailto:mbarton@placer.ca.gov">mbarton@placer.ca.gov</a></p> <p><b>Museums Program Manager</b> Ralph Gibson Office - 889-6502 Home - [redacted] Cell - [redacted] e-mail - <a href="mailto:rgibson@placer.ca.gov">rgibson@placer.ca.gov</a></p> <p><b>Emergency Manager</b> Scott Mulic Office - [redacted] Work - [redacted] After Hours - [redacted]</p> <p><b>Financial Services / Accountant</b> Valerie Bayne Office - [redacted] e-mail - [redacted]</p> <p><b>Facilities / Building Manager</b> Todd Pisarek Office - [redacted]</p> <p><b>Security</b> Sonitrol Office - [redacted]</p> <p><b>Environmental Health &amp; Safety</b> Virginia Lineberry Office - [redacted]</p> <p><b>Janitorial Services</b> Jim Miller Office - [redacted]</p>	<p><b>INSTITUTIONAL CONTACTS (con't)</b></p> <p><b>Risk Manager</b> Maryellen Peters Office - [redacted]</p> <p><b>Insurance Contact / Agent</b> Jennifer Ludford Office - [redacted]</p> <p><b>Public Relations Officer</b> Robert Miller Office - [redacted]</p> <p><b>Information Technology Officer / IT</b> Dennis Christmon Office - [redacted]</p> <p><b>Curator of Collections</b> Kasia Woroniecka Office - 530/889-7705 Home / cell - [redacted] e-mail - <a href="mailto:kworonie@placer.ca.gov">kworonie@placer.ca.gov</a> home e-mail - [redacted]</p> <p><b>DISASTER TEAM</b></p> <p><b>Team Leader</b> Kasia Woroniecka Office 530/889-7705 cell - [redacted] email - <a href="mailto:kworonie@placer.ca.gov">kworonie@placer.ca.gov</a></p> <p><b>Member 1</b> Ralph Gibson Office 889-6502 / home phone - [redacted] / cell - [redacted] e-mail - <a href="mailto:rgibson@placer.ca.gov">rgibson@placer.ca.gov</a></p> <p><b>Member 2</b> Debbie Poulsen Office - 530/889-7789 home phone - [redacted] e-mail - <a href="mailto:dpoulsen@placer.ca.gov">dpoulsen@placer.ca.gov</a></p> <p><b>Member 3</b> Jason Adair Office - 889-7702 / home phone - [redacted] / cell - [redacted] <a href="mailto:jadair@placer.ca.gov">jadair@placer.ca.gov</a></p>	<p><b>BUILDING UTILITIES</b></p> <p><b>Water – Fire Sprinklers</b> Placer Co. Water Agency 530-823-4850</p> <p><b>Plumber</b> 886-4966 day 886-6201 night</p> <p><b>Electricity</b> PG&amp;E 530-889-3190</p> <p><b>Gas</b> PG&amp;E 530-889-3190</p> <p><b>Telephone</b> 530-745-7735</p> <p><b>Security System</b> Sonitrol 877-771-5407</p> <p><b>FIRST RESPONDERS</b></p> <p><b>Fire Department</b> 9-911 (530) 889-0111</p>	<p><b>Emergency Medical / Ambulance</b> 9-911</p> <p><b>Police Department / Law Enforcement</b> 9-911 530/889-7800</p> <p><b>County Emergency Management</b> 530/ 886-5300</p> <p><b>State Office of Emergency Services</b> 916/845-8510 CalEMA</p> <p><b>Health Department</b> 530/ 886-1870</p> <p><b>Red Cross</b> 530/885-9392</p> <p><b>FEMA</b></p> <ul style="list-style-type: none"> <li>Disaster Assistance 800-621-FEMA</li> <li>Environment &amp; Historic Preservation-Region IX 510-627-7027</li> </ul> <p><b>WESTPAS - 888-905-7737</b></p>	<p><b>EMERGENCY RECOVERY SERVICES</b></p> <p>American Institute for Conservation AIC-CERT-202-661-8068 24hr AIC "Find a Conservator" <a href="http://www.conservation-us.org">http://www.conservation-us.org</a> "Resource Center" 202-452-9545</p> <p><b>Conservator Textiles</b> Margaret Geiss-Mooney 707/763-8694 <a href="mailto:meq@textileconservator.com">meq@textileconservator.com</a></p> <p><b>Conservator Photography/ Disaster Recovery</b> Thomas Portue 925/938-3900 <a href="mailto:tportue@yahoo.com">tportue@yahoo.com</a></p> <p><b>Conservator Ethnographic/Decorative</b> Jane Williams 510/643-1192x1 <a href="mailto:j.williams@berkeley.edu">j.williams@berkeley.edu</a></p> <p><b>Refrigerated Trucking Service</b> Ryder Truck Rental/ Rocklin 916/543-0835</p> <p><b>Mobile Freezer Rental</b> 1-800-379-4626</p> <p><b>Commercial Recovery Service</b> There -to -Repair Auburn Water Damage 1-866-871-6839</p> <p><b>Data Recovery Service</b> Dennis Christmon 889-4959</p> <p><b>Industrial Hygienist / Mold Testing Lab</b> Environmental Services/Carmichael 916/993-1001</p> <p><b>Exterminator / Fumigation Service</b> PCM Office: Mary Jane Coon 889-6500</p> <p><b>Structural Architect</b> Building Maintenance Service Desk – 886-4966</p>	<p><b>REGIONAL CONTACTS</b></p> <p>California Preservation Program Julia Page/Barclay Ogden 888-905-7737 (emergencies) <a href="mailto:info@calpreservation.org">info@calpreservation.org</a> <a href="http://www.calpreservation.org">www.calpreservation.org</a></p> <p>Balboa Art Conservation Center WRFSo Kara West 619-236-9702 <a href="mailto:wrfso@bacc.org">wrfso@bacc.org</a>, <a href="http://www.bacc.org">www.bacc.org</a></p> <p>CA Office of Historic Preservation General Information 916-653-6624</p> <p>California Association of Museums 831-471-9970</p> <p>California State Library State Librarian's Office 916-654-0174</p> <p>California State Archives General Information 916-653-7715</p> <hr/> <p><b>Melanie Barton</b> Office – 889-6504, Home – [redacted] cell - [redacted]</p> <p><b>Ralph Gibson</b> Office – 889-6502, Home – [redacted] cell - [redacted]</p> <p><b>Mary Jane Coon</b> Office – 889-6500, Home – [redacted] cell – [redacted]</p> <p><b>Jason Adair</b> Office – 889-7702, Home – [redacted] cell - [redacted]</p> <p><b>Kasia Woroniecka</b> Office – 889-7705, Home and cell [redacted]</p> <p><b>Tom Reinke</b> Office – 889-7702, Home - [redacted] cell – [redacted]</p> <p><b>Karen Mattson</b> Office – 889-6506, Home – [redacted] cell - [redacted]</p> <p><b>Leith Sorenson</b> Office – 889-7716, Home [redacted] cell: [redacted]</p> <p><b>Debbie Poulsen</b> Office - [redacted], Home [redacted] [redacted]</p>
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# POCKET RESPONSE PLAN: Examples

## Placer County (California) Museums Archives & Collections Facility

<p><b>Immediate Response and Checklist for Collections Recovery</b></p> <hr/> <p><b>IMMEDIATE RESPONSE</b> <b>Notification (as appropriate):</b></p> <ul style="list-style-type: none"> <li>First Responders           <ul style="list-style-type: none"> <li>Ensure that all staff and visitors are safe and accounted for</li> <li>Maintain security of building and collections</li> </ul> </li> <li>Institutional Contacts</li> <li>Building Utilities</li> <li>If shared facility, make contact</li> <li>Activate the Disaster Plan's emergency response actions</li> <li>Activate the Disaster Team if collection damage</li> <li>Follow other Communication steps</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>Stop the source, remove standing water</li> <li>Cover collections with plastic sheeting</li> <li>Remove materials from water path. Move collections higher on shelves or onto tables/book trucks</li> </ul>	<p><b>ASSESSMENT</b></p> <p>Ensure through proper authorities that all hazards are cleared before entering building</p> <ul style="list-style-type: none"> <li>Health &amp; safety first; protect staff</li> <li>Document with photos, videos, notes</li> <li>Assess damage to collections, building, information systems           <ul style="list-style-type: none"> <li>What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?</li> <li>What areas are affected?</li> <li>How much of the collection is damaged?</li> <li>What types of materials are damaged?</li> <li>Are critical information systems functional / safe?</li> </ul> </li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, artwork, film, etc.)</li> <li>Stabilize the environment (cool, dry, circulating air optimal)</li> </ul>	<p><b>COMMUNICATION</b></p> <p>Establish and maintain channels of communication</p> <ul style="list-style-type: none"> <li>Establish communication with appropriate local &amp; regional emergency management</li> <li>Communicate with staff using the Phone Tree</li> <li>Contact risk manager and insurance agent</li> <li>Contact the public relations officer</li> <li>Contact CPP, Regional Contacts, conservators</li> <li>Contact outside Emergency Recovery Services</li> <li>Confirm funding sources for emergency services as needed</li> <li>Contact regional libraries to ensure continued services to constituents</li> <li>Report status to administration and public</li> <li>Post emergency information and instructions on the institutional website</li> <li>Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer)</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>Quick response is essential to prevent mold growth and irreversible damage to collections</li> <li>Obtain refrigerated trucks, freezer storage</li> </ul>	<p><b>COLLECTION SALVAGE</b></p> <p>Salvage collections using pre-established Collection Priorities, taking into account access &amp; extent of damage</p> <ul style="list-style-type: none"> <li>Identify and gather emergency supplies</li> <li>Identify secure, dry location for pack-out and air-drying</li> <li>Recruit staff / volunteers</li> <li>Wear appropriate safety protection</li> <li>Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>Organize staff / volunteers to load priority materials into freezer based on material type</li> <li>Organize staff / volunteers to air-dry materials that should not be frozen</li> </ul>	<p><b>COLLECTION PRIORITIES</b></p> <p><b>First Priority Collections:</b></p> <p><b>CMF:</b></p> <p>Pate Collection (Room C and cabinets AA, BB, CC, DD, EE, GG and HH)</p> <p><b>Archives:</b></p> <p>Bins 411, 410, 399. Lapp Collection Bins 387A and 386A,</p> <p><b>Second Priority Collections:</b></p> <p><b>CMF:</b></p> <p>Chinese collection (cabinet RR)</p> <p><b>Archives:</b></p> <p>Assessor's Maps Maps in rear map room</p> <p><b>Files/Equipment:</b></p> <p><b>CMF:</b></p> <p>Accession Registers (7) Donor files (metal cabinets)</p> <p><b>Archives:</b></p> <p>Accession registers</p> <p><b>Other:</b></p> <p>CMF: Object and donor index cards (next to cabinet MM)</p>	<p><b>MAJOR DISASTERS: INCIDENT COMMAND SYSTEM</b></p> <p><b>ICS authority structure:</b></p> <ul style="list-style-type: none"> <li>Incident Commander: Responsible for overall management of the incident</li> <li>Public Information Officer: Responsible for communication with media/public</li> <li>Safety Officer: Monitors safety of the incident in regards to both the facility and the responders</li> <li>Liaison Officer: Coordinates with representatives of cooperating agencies</li> <li>Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event</li> <li>Operations Section Chief: Ensures that the IAP is enacted</li> <li>Logistics Section Chief: Responsible for all support needs to enact the IAP</li> <li>Finance/Administration Section Chief: Manages all financial aspects of the incident</li> </ul> <p><b>SITUATION REPORT</b></p> <p><b>Know these answers when speaking with insurance and Emergency Response</b></p> <ul style="list-style-type: none"> <li>--Who is in charge?</li> <li>--What is the safety status?</li> <li>--What has happened and the cause?</li> <li>--What are the hazards?</li> <li>--Who discovered and reported the damage?</li> <li>--What has been done so far?</li> <li>--Can the staff handle the situation initially?</li> <li>--Is relocation of some/all of the collection required?</li> <li>--Who is handling the media?</li> </ul>
<h1>DON'T PANIC!</h1>					

# POCKET RESPONSE PLAN: Examples

## Fresno County (California) Public Library – Central Library

### CONFIDENTIAL

Fresno Central Library  
2420 Mariposa St • 93721

Pocket Response Plan for  
Collections

Date revised: June 1, 2012

For EMERGENCIES, dial 9-1-1

### INSTITUTIONAL CONTACTS

County Librarian  
Laurel.Pryszczynski@fresnolib.org  
W: 600-6237 H: C: o@gmail.com

Associate County Librarian  
Kelley.Worman@fresnolib.org  
W: x6237 H: C: 8@sbcglobal.net

Business Manager  
Steve.Nittig@fresnolib.org  
W: x6235 H: C: 7@yahoo.com

Central Library Manager &  
Registrar / Special Collections  
Lisa.Eckman@fresnolib.org  
W: x6247 H: C: 2@comcast.net

Facilities Coordinator  
David.Chavez@fresnolib.org  
W: x6246 H: C: z@gmail.com

Janitorial Services  
Lori.Jacobsen@fresnolib.org  
W: x6245 C: 1@yahoo.com

Mending & Conservator  
Eric.Shardlow@fresnolib.org  
W: x6275 H: C: w@hotmail.com

### INSTITUTIONAL CONTACTS (con't)

H.R., Risk Manager, & Personal Injury  
Cindy.Freeland@fresnolib.org  
W: x6233 H: C: 1@comcast.net

Public Information Officer  
Roberta.Barton@fresnolib.org  
W: x9274 C: 4@yahoo.com

Information Technology Analyst  
Rick.Xiong@fresnolib.org  
W: x6262 C: 5@yahoo.com

Security  
Jerry Morris  
W: x6785 24/7: 452-7102

Environmental Health & Safety  
W: x3357

Insurance Contact / Agent  
Greg Rorhna  
W: x1850 C: 9@gmail.com

### DISASTER TEAM

Team Leaders  
Eric Shardlow  
Lisa Eckman

Member 1  
Nance.Espinosa@fresnolib.org  
W: x6269 H: C: 9@gmail.com

Member 2  
Chris.Her@fresnolib.org  
W: x6244 H: C: e@att.net

Member 3  
Melissa.Scroggins@fresnolib.org  
W: x6231 C: p@comcast.net

### EMERGENCY RECOVERY SERVICES

Listed on back side

### BUILDING UTILITIES

Fire Suppression & Fire Sprinklers  
Fresno Fire Department  
621-4199

Water – Potable  
Fresno County Public Health Dept  
x3200

Plumbing  
Fresno County Facility Services  
x7242

Gas & Electricity  
Pacific Gas & Electric  
(800) 743-5002

Telephone System  
Fresno County Communications  
x5892

Elevators  
Thyssen Krupp  
(800) 664-5438

Security System (Intrusion & Fire Alarms)  
Valley Security & Alarm  
495-3070

### FIRST RESPONDERS

Fire Department  
621-4199

Emergency Medical / Ambulance  
443-5900

Sheriff's Office  
911 / 488-3939 (Non-emergency)

City Emergency Management  
621-8000

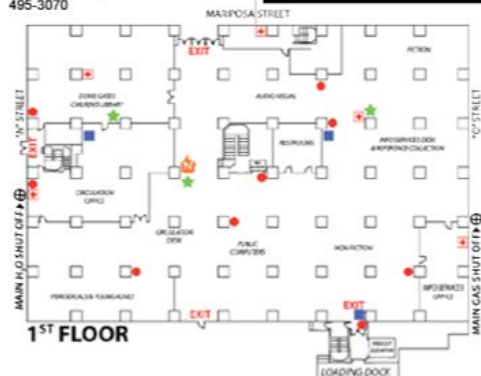
County Emergency Management  
x3357

State Office of Emergency Services  
CalEMA 916-845-8510

Health Department  
x3200

Red Cross  
455-1000

### FLOOR PLANS



### FLOOR PLANS (con't)



### SYMBOLS

- FIRE EXTINGUISHER (TYPE A-B-C)
- ★ FIRE ALARM PULL BOX
- FIRE HOSE
- 🔥 FIRE ALARM PANEL
- + FIRST-AID KIT
- P SALVAGE PRIORITY
- R 2-WAY RADIO (ON RECALL DRAMATIC)
- 🔑 KEY BOX (MASTERS)



# POCKET RESPONSE PLAN: Examples

## Fresno County (California) Public Library – Central Library

<b>Immediate Response and Checklist for Collections Recovery</b>	<b>ASSESSMENT</b>	<b>COMMUNICATION</b>	<b>COLLECTION SALVAGE</b>	<b>COLLECTION PRIORITIES</b>	<b>MAJOR DISASTERS: INCIDENT COMMAND SYSTEM</b>
<p><b>IMMEDIATE RESPONSE</b></p> <p><b>Notification (as appropriate):</b></p> <ul style="list-style-type: none"> <li>First Responders           <ul style="list-style-type: none"> <li>Ensure that all staff and visitors are safe and accounted for</li> <li>Maintain security of building and collections</li> </ul> </li> <li>Institutional Contacts</li> <li>Building Utilities</li> <li>If shared facility, make contact</li> <li>Activate the Disaster Plan's emergency response actions</li> <li>Activate the Disaster Team if collection damage</li> <li>Follow other Communication steps</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li>Stop the source, remove standing water</li> <li>Cover collections with plastic sheeting</li> <li>Remove materials from water path. 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Decontamination</li> <li>Mold Remediation</li> <li>Contents &amp; Electronic Restoration</li> <li>Book &amp; Document Recovery</li> <li>Emergency Power</li> </ul> <p>California State Library        State Librarian's Office 916-654-0174</p> <p>California State Archives        General Information 916-653-7715</p>	<p><b>First Priority Collections:</b></p> <ul style="list-style-type: none"> <li><i>William Saroyan Collection</i> - CA Room, across from windows</li> <li><i>Rare Book Collection</i> - In compact shelving, Gov Docs area, NW corner of basement</li> <li><i>"Vault" Contents</i> - Basement, west wall, next to staircase</li> </ul> <p><b>Second Priority Collections:</b></p> <ul style="list-style-type: none"> <li><i>Newspapers, BOS minutes, Library Archives &amp; Directories</i> - Basement, SW corner</li> <li><i>State Mineralogist Reports</i> - Basement, Gov Docs area (blue shelves)</li> </ul> <p><b>Files/Equipment:</b></p> <ul style="list-style-type: none"> <li><i>Personnel Records</i> - Business Office, near receptionist desk</li> <li><i>Kitty Hawk Room Equipment</i> - Rack-mount servers</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li><i>Microfilm Holdings</i> - CA Room, media area</li> <li><i>Interlibrary Loan Materials</i> - Circulation Office</li> <li><i>Loaned Artwork</i> - 1<sup>st</sup> floor foyer</li> </ul>	<p><b>ICS authority structure:</b></p> <ul style="list-style-type: none"> <li>Incident Commander: Responsible for overall management of the incident</li> <li>Public Information Officer: Responsible for communication with media/public</li> <li>Safety Officer: Monitors safety of the incident in regards to both the facility and the responders</li> <li>Liaison Officer: Coordinates with representatives of cooperating agencies</li> <li>Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event</li> <li>Operations Section Chief: Ensures that the IAP is enacted</li> <li>Logistics Section Chief: Responsible for all support needs to enact the IAP</li> <li>Finance/Administration Section Chief: Manages all financial aspects of the incident</li> </ul> <p><b>SITUATION REPORT</b></p> <p><b>Know these answers when speaking with insurance and Emergency Response</b></p> <ul style="list-style-type: none"> <li>Who is in charge?</li> <li>What is the safety status?</li> <li>What has happened and the cause?</li> <li>What are the hazards?</li> <li>Who discovered and reported the damage?</li> <li>What has been done so far?</li> <li>Can the staff handle the situation initially?</li> <li>Is relocation of some/all of the collection required?</li> <li>Who is handling the media?</li> </ul>
<p><b>IN AN EMERGENCY, REMEMBER TO REMAIN CALM</b></p>					

BREAK (5 Minutes)

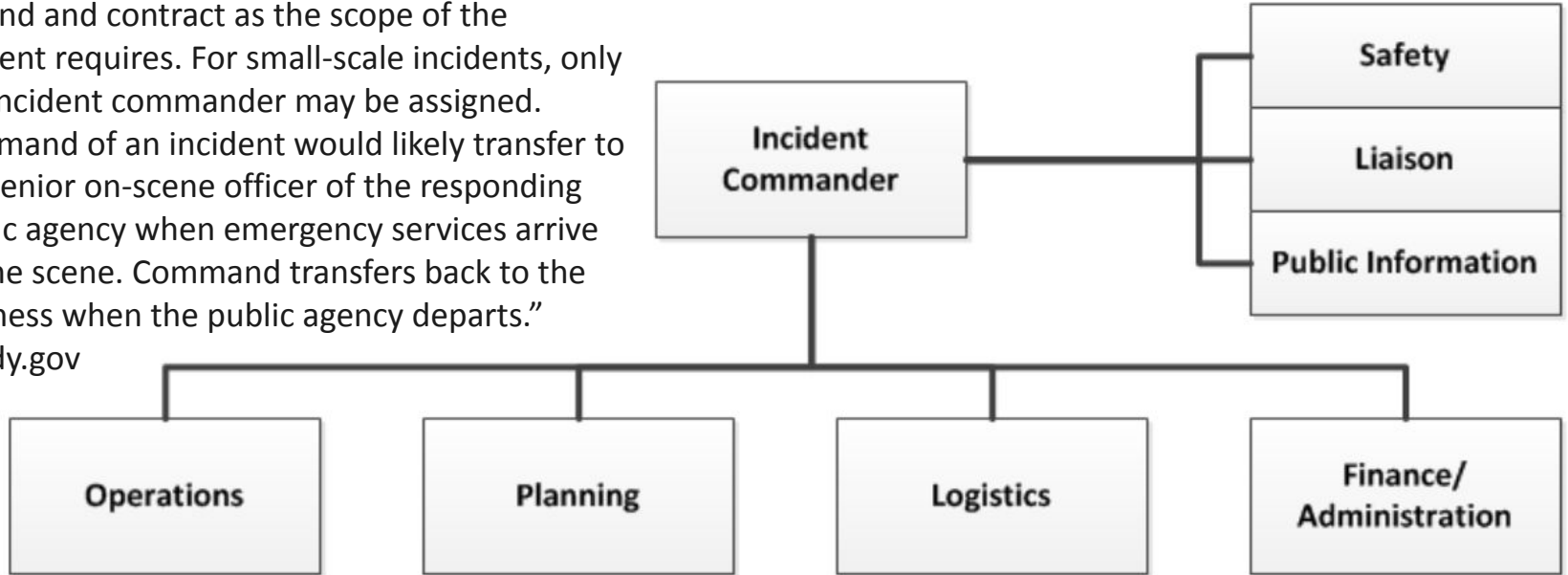


# EMERGENCY PLANNING & PREPAREDNESS ROLE-PLAYING SCENARIO

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# Incident Command System

“Not all of the ICS positions need to be active in each incident. The ICS structure is meant to expand and contract as the scope of the incident requires. For small-scale incidents, only the incident commander may be assigned. Command of an incident would likely transfer to the senior on-scene officer of the responding public agency when emergency services arrive on the scene. Command transfers back to the business when the public agency departs.”  
-ready.gov





# TEAM RESPONSE TO AN EMERGENCY

In the following activity, you will be assigned a role to play. We will take a few minutes to get acquainted to the institution and your role, and then together we will practice responding to an emergency.



# SCENARIO: PIERCE MUSEUM AND LIBRARY

The Pierce Museum and Library is known primarily for its collection of decorative and fine arts from around the globe. In addition, it takes great pride in its rare book collection on design, and displays select volumes regularly. The PML is responsible for approximately 100,000 objects in the museum collection and 200,000 volumes in the library. There are 30 galleries and rooms with about 30,000 square feet of exhibit and storage space. It is an old building dating from the early 20th century with numerous additions. There is a full-time staff of 60 and it is open to the public year round. The PML has an annual visitation of around 80,000 and depends heavily on admissions for its revenue. Many of the exhibits in the galleries are loan exhibits.



Joy of Museums Virtual Tours

# ROLES: PIERCE MUSEUM AND LIBRARY

1. Facilities/Maintenance
2. Librarian
3. Curator
4. Collections Manager
5. Director
6. Director of Finance
7. Human Resources
8. Head of Housekeeping
9. Director of Exhibitions
10. Director of Marketing
11. Director of Public Programs
12. Volunteer 1
13. Volunteer 2



Joy of Museums Virtual Tours

# REFLECTIONS

- a. Were you surprised by anything?
- b. Was there someone who needed to be involved that you hadn't anticipated would have a role in emergency assessment and response?
- c. Who should have been brought into the situation sooner?
- d. Was there anything else you should have done before starting to respond to the situation?
- e. What did you learn about what needs to be in place in order to be more prepared to respond to an emergency?



# Thank you!

Marie Desrochers | [mdesrochers@utah.gov](mailto:mdesrochers@utah.gov)  
<https://artsandmuseums.utah.gov/utah-collections-preservation/>

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ENDOWMENT  
FOR THE  
HUMANITIES



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