

Template for Pocket Response Plan for Collections **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.

| <b>Museum</b><br><b>Pocket Response Plan for Collections</b><br><b>Date revised:</b> | <b>INSTITUTIONAL CONTACTS (con't)</b>      | <b>BUILDING UTILITIES</b> | <b>FIRST RESPONDERS</b>   | <b>EMERGENCY RECOVERY SERVICES</b>  | <b>REGIONAL CONTACTS</b>   |
|--|--|---------------------------|---|---|--|
| <b>INSTITUTIONAL CONTACTS</b>  | <b>Risk Manager</b>                        | Water – Fire Sprinklers   | Fire Department   | Williamstown Art Conservation Center<br>413-458-5741 (during business hours)<br>413-458-9545 ext 212 (after hours)<br><a href="http://www.williamstownart.org/atlanta">http://www.williamstownart.org/atlanta</a> | Alabama Emergency Management Agency<br>5898 County Road 41<br>P.O. Drawer 2160<br>Clanton, Alabama 35046-2160<br>(205) 280-2200<br>(205) 280-2495 FAX<br><a href="http://ema.alabama.gov/">ema.alabama.gov/</a>  |
| <b>Director</b>  | <b>Insurance Contact / Agent</b>           | Water – Potable           | Emergency Medical / Ambulance   | American Institute for Conservation<br>AIC-CERT:202-661-8068 24hr<br>AIC "Find a Conservator"<br><a href="http://www.conservation-us.org">http://www.conservation-us.org</a><br>"Resource Center": 202-452-9545   | Alabama Museums Association<br><a href="http://www.alabamamusems.org">http://www.alabamamusems.org</a><br>Karen Utz, AMA Disaster Coordinator<br>P: 205-324-1911<br>Erin Harney, AMA President<br>P:815-343-7527 |
| <b>Assistant Director</b>  | <b>Public Relations Officer</b>            | Plumber                   | Police Department / Law Enforcement   | Conservator<br>Specialization:  | Alabama Historical Commission<br>468 South Perry Street<br>Montgomery, Alabama 36104<br>P: 334-242-3184  |
| <b>Emergency Manager</b>   | <b>Information Technology Officer / IT</b> | Electricity               | City Emergency Management   | Conservator<br>Specialization:  | Alabama Dept of Archives and History<br>624 Washington Ave.<br>Montgomery, AL 36130<br>(334) 242-4435<br><a href="http://www.archives.alabama.gov">www.archives.alabama.gov</a>                                  |
| <b>Financial Services / Accountant</b>   | <b>Registrar / Special Collections</b>     | Gas                       | <b>NATIONAL RESOURCES/CONTACTS</b>  | Refrigerated Trucking Service   | <b>MUTUAL AID PARTNERS</b>   |
| <b>Facilities / Building Manager</b>   | <b>DISASTER TEAM</b>                       | Telephone                 | FEMA<br>Disaster Assistance<br>800-621-FEMA   | Freezer Storage   |  |
| <b>Security</b>  | Team Leader                                | Elevators                 | "Disaster Resources for Cultural Institutions"<br><a href="http://www.HeritagePreservation.org">www.HeritagePreservation.org</a>                      | Commercial Recovery Service<br>(dehumidification, freeze drying, A/V )  |  |
| <b>Environmental Health &amp; Safety</b>   | Member 1                                   | Security System           | Disaster Mitigation Planning Assistance (supplies/services/experts)<br><a href="http://www.matrix.msu.edu/~disaster">www.matrix.msu.edu/~disaster</a> | Data Recovery Service   |  |
| <b>Janitorial Services</b>   | Member 2                                   | Fire Suppression (other)  | Red Cross: Alabama Region<br>P: (205) 439-7800  | Industrial Hygienist / Mold Testing Lab   |  |
|  | Member 3                                   |                           | Salvation Army<br>P:  | Exterminator / Fumigation Service   |  |
|  |  |                           | Heritage Preservation<br>P: 202-233-0800  | Structural Architect  |  |
|  |  |                           | Institute for Museum & Library Services<br>P: 202-653-IMLS  |   |  |
|  |  |                           | Southeastern Museums Conference<br>P: 404-814-2048  |   |  |

Print on 8 1/2" x 14" paper. Trim on outside lines to 12 1/2" x 6 3/4", fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures 2 1/8" x 3 1/2".  
 Insert in PReP™ Tyvek® envelope for protection, available from CoSA <http://www.statearchivists.org/prepare> © 2006 Council of State Archivists (CoSA). Adapted by WESTPAS, modified by CCAHA.

**SIDE B (Actions).** Use this side to provide step-by-step instructions for library and affiliated personnel who will respond to a disaster affecting your own institution. Ideally, steps should already be defined in the library disaster plan. This 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 that affects collections, especially those that occur when staff members are away from their offices.

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| <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><input type="radio"/> 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><input type="radio"/> Institutional Contacts</li> <li><input type="radio"/> Building Utilities</li> <li><input type="radio"/> Activate the Disaster Plan's emergency response actions</li> <li><input type="radio"/> Activate the Disaster Team if collection damage</li> <li><input type="radio"/> Follow other Communication steps</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Stop the source, remove standing water</li> <li><input type="radio"/> Cover collections with plastic sheeting</li> <li><input type="radio"/> Remove materials from water path. Move books higher on shelves or onto book trucks</li> </ul> | <p><b>ASSESSMENT</b></p> <p><b>Ensure through proper authorities that all hazards are cleared before entering building</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Health &amp; safety first; protect staff</li> <li><input type="radio"/> Document with photos, videos, notes</li> <li><input type="radio"/> Assess damage to collections, building, information systems <ul style="list-style-type: none"> <li><input type="radio"/> What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)?</li> <li><input type="radio"/> What areas are affected?</li> <li><input type="radio"/> How much of the collection is damaged?</li> <li><input type="radio"/> What types of materials are damaged?</li> </ul> </li> <li><input type="radio"/> Are critical information systems functional / safe?</li> </ul> <p><b>WATER RESPONSE</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, artwork, film, etc.)</li> <li><input type="radio"/> Stabilize the environment (cool, dry, circulating air optimal)</li> </ul> | <p><b>COMMUNICATION</b></p> <p><b>Establish and maintain channels of communication</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Establish communication with appropriate local &amp; regional emergency management</li> <li><input type="radio"/> Communicate with staff using the Phone Tree</li> <li><input type="radio"/> Contact risk manager and insurance agent</li> <li><input type="radio"/> Contact the public relations officer</li> <li><input type="radio"/> Contact Regional Contacts, conservators</li> <li><input type="radio"/> Contact outside Emergency Recovery Services</li> <li><input type="radio"/> Confirm funding sources for emergency services as needed</li> <li><input type="radio"/> Contact regional libraries to ensure continued services to constituents</li> <li><input type="radio"/> Report status to administration and public</li> <li><input type="radio"/> Post emergency information and instructions on the institutional website</li> <li><input type="radio"/> 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><input type="radio"/> Quick response is essential to prevent mold growth and irreversible damage to materials</li> <li><input type="radio"/> Obtain refrigerated trucks, freezer storage</li> </ul> | <p><b>COLLECTION SALVAGE</b></p> <p><b>Salvage collections using pre-established Collection Priorities, taking into account access &amp; extent of damage</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Identify and gather emergency supplies</li> <li><input type="radio"/> Identify secure, dry location for pack-out and air-drying</li> <li><input type="radio"/> Recruit staff / volunteers</li> <li><input type="radio"/> Wear appropriate safety protection</li> <li><input type="radio"/> 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><input type="radio"/> Quick response is essential to prevent mold growth and irreversible damage to materials</li> <li><input type="radio"/> Organize staff / volunteers to load priority materials into freezer based on material type</li> <li><input type="radio"/> 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>A map of the building is located:</p> <ul style="list-style-type: none"> <li><input type="radio"/> _____</li> <li><input type="radio"/> _____</li> </ul> <p>A map of collection is located:</p> <ul style="list-style-type: none"> <li><input type="radio"/> _____</li> <li><input type="radio"/> _____</li> </ul> | <p><b>MAJOR DISASTERS: INCIDENT COMMAND SYSTEM</b></p> <p><b>ICS authority structure:</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Incident Commander: Responsible for overall management of the incident</li> <li><input type="radio"/> Public Information Officer: Responsible for communication with media/public</li> <li><input type="radio"/> Safety Officer: Monitors safety of the incident in regards to both the facility and the responders</li> <li><input type="radio"/> Liaison Officer: Coordinates with representatives of cooperating agencies</li> <li><input type="radio"/> Planning Section Chief: Prepares Incident Action Plan to respond to the event</li> <li><input type="radio"/> Operations Section Chief: Ensures that the Incident Action Plan is enacted</li> <li><input type="radio"/> Logistics Section Chief: Responsible for all support needs to enact the IAP</li> <li><input type="radio"/> 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> |
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